



**City Council**

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

**Tuesday, October 9, 2018  
7:00 p.m.**

Pg. #      ITEM

MINUTES

1. *Motion to:*

- CNCL-10      (1) *adopt the minutes of the Regular Council meeting held on September 24, 2018; and*
- CNCL-20      (2) *receive for information the Metro Vancouver 'Board in Brief' dated September 28, 2018.*



AGENDA ADDITIONS & DELETIONS

PRESENTATION

Milton Chan, Manager, Engineering Design and Construction and Ashifa Dhanani, Executive Director, Public Works Association of British Columbia (PWABC), to present the 2018 Project of the Year Award from the PWABC for the No. 2 Road North Drainage Pump Station.

## COMMITTEE OF THE WHOLE

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

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3. Delegations from the floor on Agenda items.

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

4. *Motion to rise and report.*

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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
- Volunteer Management Strategy 2018-2021
- Draft Recreation and Sport Strategy 2018-2023
- Vancouver International Airport (YVR) Templeton Development Update
- 2019 District Energy Utility Rates
- Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9938 4451 No. 3 Road Unit 203
- Amendments to the Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800
- Permissive Exemption (2019) Bylaw No. 9893
- Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9897
- 2019 Utility Budgets and Rates



## Council Agenda – Tuesday, October 9, 2018

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ITEM

- Housing Agreement Bylaw No. 9910 to Permit the City of Richmond to Secure Affordable Housing Units at 8091 Capstan Way (0892691 B.C. Ltd. – Minglian)
- Housing Agreement Bylaw No. 9933 to Permit the City of Richmond to Secure Affordable Housing Units located at 7960 Alderbridge Way and 5333 and 5411 No. 3 Road (0989705 B.C. Ltd.)
- Land use application for first reading (to be further considered at the Public Hearing on November 19, 2018):
  - 3440/3460 Blundell Road – Rezone from RD1 to RS2/B (Melissa Balback – applicant)
- Proposed Official Community Plan/City Centre Area Plan Amendment, Lansdowne Shopping Centre Master Land Use Plan – Public Consultation Summary and Request to Endorse the Concept Master Land Use Plan

5. *Motion to adopt Items No. 6 through No. 19 by general consent.*



Consent  
Agenda  
Item

6. **COMMITTEE MINUTES**

*That the minutes of:*

- CNCL-33 (1) *the Parks, Recreation and Cultural Services Committee meeting held on September 25, 2018;*
- CNCL-39 (2) *the General Purposes Committee meeting held on October 1, 2018;*
- CNCL-41 (3) *the Finance Committee meeting held on October 1, 2018; and*
- CNCL-44 (4) *the Planning Committee meeting held on October 2, 2018;*
- be received for information.*



Consent  
Agenda  
Item

7. **VOLUNTEER MANAGEMENT STRATEGY 2018-2021**

(File Ref. No. 11-7375-01) (REDMS No. 5950036 v. 13)

CNCL-49

**See Page CNCL-49 for full report**

**PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION**

- (1) *That the staff report titled “Volunteer Management Strategy 2018-2021,” dated September 7, 2018, from the Director, Recreation Services, be received for information; and*

- (2) *That the Volunteer Management Strategy 2018-2021, be adopted by Richmond City Council.*



Consent  
Agenda  
Item

8. **DRAFT RECREATION AND SPORT STRATEGY 2018-2023**

(File Ref. No. 01-0370-20-003) (REDMS No. 5883869 v. 11)

CNCL-122

See Page CNCL-122 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

- (1) *That the Draft Recreation and Sport Strategy 2018-2023, included as Attachment 1 of the staff report titled “Draft Recreation and Sport Strategy 2018-2023,” dated September 17, 2018, from the Director, Recreation Services, be adopted for the purpose of seeking stakeholder validation of the strategy; and*
- (2) *That the Final Recreation and Sport Strategy 2018-2023, including the results of the stakeholder validation, as outlined in the staff report titled “Draft Recreation and Sport Strategy 2018-2023,” dated September 17, 2018, from the Director, Recreation Services, be reported back to the Parks, Recreation and Cultural Services Committee.*



Consent  
Agenda  
Item

9. **VANCOUVER INTERNATIONAL AIRPORT (YVR) TEMPLETON DEVELOPMENT UPDATE**

(File Ref. No. 08-4050-14) (REDMS No. 5992998)

CNCL-216

See Page CNCL-216 for staff memorandum

CNCL-218

See Page CNCL-218 for memorandum from YVR

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

*That staff:*

- (1) *schedule a meeting between Council and the Vancouver Airport Authority Board;*
- (2) *prepare correspondence to the Federal Minister of Transport; and*
- (3) *contact Government of Canada departments and elected officials previously contacted by the Burkeville community;*

*to discuss concerns with the Templeton development.*



Consent  
Agenda  
Item

10. **2019 DISTRICT ENERGY UTILITY RATES**

(File Ref. No. 10-6600-10-02) (REDMS No. 5939918 v. 8)

CNCL-221

See Page CNCL-221 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9919 be introduced and given first, second and third readings; and*
- (2) *That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 9920 be introduced and given first, second and third readings.*



Consent  
Agenda  
Item

11. **BUSINESS REGULATION BYLAW NO. 7538, AMENDMENT BYLAW NO. 9938 4451 NO 3 ROAD UNIT 203**

(File Ref. No. 12-8060-01) (REDMS No. 5976987 v. 2)

CNCL-236

See Page CNCL-236 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9938, which amends Schedule A of Bylaw No. 7538, to add the address of 4451 No. 3 Road Unit 203 among the sites that permit an Amusement Centre to operate, be given first, second and third readings.*



Consent  
Agenda  
Item

12. **AMENDMENTS TO THE CONSOLIDATED 5 YEAR FINANCIAL PLAN (2018-2022) BYLAW NO. 9800**

(File Ref. No. 03-0985-01) (REDMS No. 59725333 v. 10; 5972984)

CNCL-241

See Page CNCL-241 for full report

FINANCE COMMITTEE RECOMMENDATION

*That the Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800, Amendment Bylaw No. 9904, which incorporates and puts into effect the changes as outlined in the staff report titled “Amendments to the Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800” dated September 25, 2018 from the GM, Finance and Corporate Services, be introduced and given first, second and third readings.*



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Consent  
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Item

13. **PERMISSIVE EXEMPTION (2019) BYLAW NO. 9893 RTC**  
(File Ref. No. 03-0925-02-01) (REDMS No. 5869998 v. 3; 5870025)

CNCL-261

See Page **CNCL-261** for full report

FINANCE COMMITTEE RECOMMENDATION

*That Permissive Exemption (2019) Bylaw No. 9893 be introduced and given first, second and third readings.*

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Consent  
Agenda  
Item

14. **CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 9897**  
(File Ref. No. 03-1240-01) (REDMS No. 5950136; 5929485)

CNCL-301

See Page **CNCL-301** for full report

FINANCE COMMITTEE RECOMMENDATION

*That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9897 be introduced and given first, second and third readings.*

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Consent  
Agenda  
Item

15. **2019 UTILITY BUDGETS AND RATES**  
(File Ref. No. 03-0970-01; 12-8060-20-009941/009942/009943) (REDMS No. 5920625 v. 7; 5988296; 5983364; 5987369; 5982873)

CNCL-348

See Page **CNCL-348** for full report

CNCL-377

See Page **CNCL-377** for Utility Rate Amendment Bylaws

FINANCE COMMITTEE RECOMMENDATION

*That the 2019 Utility Budgets, as outlined under Option 1 for Water, Option 1 for Sewer, Option 2 for Drainage and Diking, and Option 3 for Solid Waste and Recycling, as contained in the staff report dated September 11, 2018 from the General Manager of Finance & Corporate Services and the Deputy CAO and General Manager of Engineering & Public Works, be approved as the basis for establishing the 2019 Utility Rates and preparing the 5 Year Financial Plan (2019-2023) Bylaw.*

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ADDITIONAL STAFF RECOMMENDATION

*That each of the following bylaws be introduced and given first, second, and third readings:*

- (1) *Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9942;*

- (2) *Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 9943; and*
- (3) *Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 9941.*



Consent  
Agenda  
Item

16. **HOUSING AGREEMENT BYLAW NO. 9910 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 8091 CAPSTAN WAY (0892691 B.C. LTD. – MINGLIAN)**

(File Ref. No. 12-8060-20-009910; 08-4057-05) (REDMS No. 5928720 v. 5)

CNCL-398

See Page CNCL-398 for full report

PLANNING COMMITTEE RECOMMENDATION

*That Housing Agreement (0892691 B.C. Ltd. – Minglian) Bylaw No. 9910 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units required by the Rezoning Application RZ 15-699647.*



Consent  
Agenda  
Item

17. **HOUSING AGREEMENT BYLAW NO. 9933 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS LOCATED AT 7960 ALDERBRIDGE WAY AND 5333 AND 5411 NO. 3 ROAD (0989705 B.C. LTD.)**

(File Ref. No. 12-8060-20-00933; RZ 15-692485) (REDMS No. 5973683 v. 4)

CNCL-425

See Page CNCL-425 for full report

PLANNING COMMITTEE RECOMMENDATION

*That Housing Agreement (7960 Alderbridge Way and 5333 and 5411 No. 3 Road) Bylaw No. 9933 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement with 0989705 B.C. Ltd. substantially in the form attached hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units and Market Rental Units required by the Rezoning Application RZ 15-692485.*



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Consent  
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Item

18. **APPLICATION BY MELISSA BALBACK FOR REZONING AT 3440/3460 BLUNDELL ROAD FROM TWO-UNIT DWELLINGS (RD1) TO SINGLE DETACHED (RS2/B)**

(File Ref. No. 12-8060-20-009930; RZ 18-821823) (REDMS No. 5967838)

CNCL-454

See Page CNCL-454 for full report

PLANNING COMMITTEE RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9930, for the rezoning of 3440/3460 Blundell Road from “Two-Unit Dwellings (RD1)” to “Single Detached (RS2/B)”, be introduced and given first reading.*



Consent  
Agenda  
Item

19. **PROPOSED OFFICIAL COMMUNITY PLAN/CITY CENTRE AREA PLAN AMENDMENT, LANSDOWNE SHOPPING CENTRE MASTER LAND USE PLAN – PUBLIC CONSULTATION SUMMARY AND REQUEST TO ENDORSE THE CONCEPT MASTER LAND USE PLAN**

(File Ref. No. CP 15-717017) (REDMS No. 5909756 v. 11; 5992427)

CNCL-468

See Page CNCL-468 for staff memorandum

CNCL-471

See Page CNCL-471 for full report

PLANNING COMMITTEE RECOMMENDATION

*That the Concept Master Land Use Plan be endorsed to proceed toward finalizing the Master Land Use Plan and Official Community Plan (OCP)/City Centre Area Plan (CCAP) amendments, and developing an Implementation Strategy.*



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CONSIDERATION OF MATTERS REMOVED FROM THE  
CONSENT AGENDA

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PUBLIC ANNOUNCEMENTS AND EVENTS

Pg. #      ITEM

NEW BUSINESS

BYLAWS FOR ADOPTION

**CNCL-540**      Bylaw Enforcement Officer Bylaw No. 9742, Amendment **Bylaw No. 9846**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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**CNCL-541**      City Centre District Energy Utility Bylaw No. 9895, Amendment **Bylaw No. 9921**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

☐

ADJOURNMENT

☐



## Regular Council

**Monday, September 24, 2018**

Place: Council Chambers  
Richmond City Hall

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

Acting Corporate Officer – Claudia Jesson

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

RES NO.    ITEM

### MINUTES

- R18/16-1    1.    It was moved and seconded  
*That the minutes of the Regular Council meeting held on September 10, 2018, be adopted as circulated.*

**CARRIED**

### PRESENTATION

Peter Russell, Senior Manager, Sustainability and District Energy, remarked that Richmond is the first jurisdiction in North America to require all residential parking spaces in new developments to be equipped with an energized electrical outlet capable of providing "Level 2" EV charging.





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Mr. Russell then presented the Union of British Columbia Municipalities' (UBCM), 2018 Community Excellence Award for Governance.

**COMMITTEE OF THE WHOLE**

- R18/16-2    2.    It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on agenda items (7:04 p.m.).*

**CARRIED**

3.    Delegation from the floor on Agenda items.

2019-2023 YVR Noise Management Plan – City of Richmond Comments

David Walters, 1141 Wellington Crescent, expressed opposition to the proposal by the Vancouver Airport Authority to develop Templeton Field for use as a cargo handling facility. He stated that the noise generated by airport operations currently exceeds Health Canada guidelines for the schools and community centres located in Burkeville. He was of the opinion that the proposal will exacerbate noise levels as Templeton Field serves as a barrier between the community and airport operations. Mr. Walters then stated that Burkeville residents oppose the encroachment of airport operations into their community due to the anticipated negative health impacts.

Discussion took place and it was suggested that this matter be discussed at the September 25, 2018 Parks, Recreation and Cultural Services Committee meeting.

- R18/16-3    4.    It was moved and seconded  
*That Committee rise and report (7:15 p.m.).*

**CARRIED**



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CONSENT AGENDA

- R18/16-4    5.    It was moved and seconded  
*That Items No. 6 through No. 16, with the removal of Item No. 10 be adopted by general consent.*

CARRIED

6.    COMMITTEE MINUTES

*That the minutes of:*

- (1)    *the Community Safety Committee meeting held on September 11, 2018;*
- (2)    *the General Purposes Committee meeting held on September 17, 2018;*
- (3)    *the Planning Committee meeting held on September 18, 2018; and*
- (4)    *the Public Works and Transportation Committee meeting held on September 19, 2018;*

*be received for information.*

ADOPTED ON CONSENT

7.    CITY CENTRE DISTRICT ENERGY UTILITY BYLAW NO. 9895,  
AMENDMENT BYLAW NO. 9921

(File Ref. No. 12-8060-20-009921) (REDMS No. 5943214 v. 3; 5943820)

*That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9921 presented in the "City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9921" report dated August 24, 2018, from the Senior Manager, Sustainability and District Energy be introduced and given first, second, and third readings.*

ADOPTED ON CONSENT



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**8. TEMPORARY FUNDING FOR THE ENHANCED CITY CENTRE COMMUNITY POLICE OFFICE**

(File Ref. No. 09-5350-01) (REDMS No. 5916863 v. 10)

- (1) That Council approve the Enhanced City Centre Community Police Office project in the amount of \$5.1 million, to be funded from the Capital Building and Infrastructure Reserve as outlined in the staff report titled "Temporary Funding for the Enhanced City Centre Community Police Office" from the General Manager, Community Safety, dated August 16, 2018;*
- (2) That the future repayment of the \$5.1 million and interest to the Capital Building and Infrastructure Reserve be funded from the voluntary developer amenity contributions and received from the developer of RZ 15-692485, at 7960 Alderbridge Way and 5333, 5411 No. 3 Road (South Street Development); and*
- (3) That the Consolidated 5-Year Financial Plan (2018–2022) be amended accordingly.*

**ADOPTED ON CONSENT**

**9. AMENDMENT TO BYLAW ENFORCEMENT OFFICER BYLAW NO. 9742**

(File Ref. No. 12-8060-20-009846) (REDMS No. 5755921 v. 5, 5951931, 5762298)

- (1) That Bylaw Enforcement Officer Bylaw No. 9742, Amendment Bylaw No. 9846 be introduced and given first, second and third readings; and*
- (2) That all previous bylaw prosecutions, including the swearing informations, by City staff be authorized by Council.*

**ADOPTED ON CONSENT**

**10. APPLICATION BY GBL ARCHITECTS FOR AN OFFICIAL COMMUNITY PLAN (CITY CENTRE AREA PLAN) AMENDMENT AT 6551 NO. 3 ROAD (CF RICHMOND CENTRE SOUTH)**

(File Ref. No. 12-8060-20-009892; CP 16-752923) (REDMS No. 5866800, 5976429, 5877646, 5972065)

Please see Page 8 for action on this matter.



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**11. 2019-2023 YVR NOISE MANAGEMENT PLAN - CITY OF RICHMOND COMMENTS**

(File Ref. No. 01-0153-04-01) (REDMS No. 5913603 v. 6)

- (1) That the staff comments contained in the report titled "2019-2023 YVR Noise Management Plan - City of Richmond Comments" form the basis of the City's response to the Vancouver Airport Authority regarding its preparation of the 2019-2023 YVR Noise Management Plan;*
- (2) That a copy of this report be forwarded to Vancouver Airport Authority for its consideration in the preparation of the draft 2019-2023 YVR Noise Management Plan; and*
- (3) That staff be directed to request a copy of the final YVR Noise Management Plan and provide the Plan to Council for information.*

**ADOPTED ON CONSENT**

**12. TRANSLINK 2019 CAPITAL PROGRAM COST-SHARE APPLICATIONS**

(File Ref. No. 01-0154-04) (REDMS No. 5915775 v. 4)

- (1) That the submission of pedestrian, bicycle and transit facility improvement projects for cost-sharing as part of the TransLink 2019 capital cost-share programs as described in the report titled, "TransLink 2019 Capital Program Cost-Share Applications" dated August 24, 2018 from the Director, Transportation, be endorsed; and*
- (2) That, should the above submissions be successful, the Chief Administrative Officer and General Manager, Planning and Development be authorized to execute the funding agreements and the 2019 Capital Budget and the consolidated 5-Year Financial Plan (2019-2023) be updated accordingly.*

**ADOPTED ON CONSENT**





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13. **NO. 7 ROAD SOUTH DRAINAGE PUMP STATION DESIGN CONCEPT**

(File Ref. No. 10-6340-02-P.16301) (REDMS No. 5900126)

*That the design concept for the No. 7 Road South Drainage Pump Station, as detailed in Attachment 1 of the staff report titled "No. 7 Road South Drainage Pump Station Design Concept" and dated August 22, 2018, from the Acting Director, Engineering be endorsed.*

**ADOPTED ON CONSENT**

14. **CITY OF RICHMOND'S RESPONSE TO THE CANADIAN NATIONAL RAILWAY COMPANY'S DEVELOPMENT OF A FIVE YEAR PEST MANAGEMENT PLAN**

(File Ref. No. 10-6510-02-01,10-6125-04-09) (REDMS No. 5955939)

*(1) That the City's feedback on the Canadian National Railway Company (CN) proposed Five Year Pest Management, outlined in the report titled "City of Richmond's Response to the Canadian National Railway Company's Development of a Five Year Pest Management Plan" from the Senior Manager, Sustainability and District Energy dated August 28, 2018, be endorsed and sent to CN as part of their 5 year Pest Management Plan; and*

*(2) That staff report back in one year on the progress of Canadian National Railway Company's pest management plan.*

**ADOPTED ON CONSENT**

15. **CULTURAL CENTRE EQUIPMENT RENEWAL AND GHG EMISSIONS REDUCTION PROJECT**

(File Ref. No. 10-6125-05-01) (REDMS No. 5838860 v. 22)

*(1) That the equipment renewal and upgrade at the Cultural Centre, as described in the report title "Cultural Centre Equipment Renewal and GHG Emissions Reduction Project" from the Senior Manager, Sustainability and District Energy dated August 24, 2018 be endorsed;*



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- (2) *That the funding of \$500,000 from the Carbon Tax Provision and \$170,000 from the Energy Operating Provision be approved for use to support the completion of the Cultural Centre equipment renewal project, and that the Consolidated 5 Year Financial Plan (2018-2022) Bylaw be amended accordingly; and*
- (3) *That if incentive funding applications to Fortis BC and/or BC Hydro are successful, the Consolidated 5 Year Financial Plan (2018-2022) Bylaw be amended accordingly and, if applicable, the corresponding internal City funding sources be returned to their source funds.*

**ADOPTED ON CONSENT**

**16. OTHER FLEXIBLE PLASTIC PACKAGING INITIATIVE**

(File Ref. No. 10-6370-04-01) (REDMS No. 5960686)

- (1) *That staff work with the Richmond School District on an awareness raising campaign regarding the Other Flexible Plastic Packaging initiative;*
- (2) *That a contest or prize incentive financial award of \$2,500 be allocated as a component of the Other Flexible Plastic Packaging awareness-raising initiative; and*
- (3) *That an Other Flexible Plastic Packaging awareness-raising initiative be referred to the Council/School Board Liaison Committee; and report back.*

**ADOPTED ON CONSENT**



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CONSIDERATION OF MATTERS REMOVED FROM THE  
CONSENT AGENDA

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PLANNING COMMITTEE –  
Councillor Linda McPhail, Chair

10. **APPLICATION BY GBL ARCHITECTS FOR AN OFFICIAL COMMUNITY PLAN (CITY CENTRE AREA PLAN) AMENDMENT AT 6551 NO. 3 ROAD (CF RICHMOND CENTRE SOUTH)**  
(File Ref. No. 12-8060-20-009892; CP 16-752923) (REDMS No. 5866800, 5976429, 5877646, 5972065)

R18/16-5

It was moved and seconded

- (1) *That Official Community Plan Amendment Bylaw 9892, including:*
- (a) *in Schedule 1 of Official Community Plan Bylaw 9000, to redesignate a portion of 6551 No. 3 Road from “Downtown Mixed Use” to “Park” in Attachment 1; and;*
  - (b) *in Schedule 2.10 (City Centre Area Plan) of Official Community Plan 7100, to:*
    - (i) *amend the existing land use designation in the Generalized Land Use Map (2031), Specific Land Use Plan: Brighthouse Village (2031), and reference maps throughout the Plan to change the locations of roads, park, pedestrian-oriented retail precincts, pedestrian linkages, greenways, bike routes, and related features specific to 6551 No. 3 Road;*
    - (ii) *add a new policy encouraging multi-modal mobility hubs in the City Centre;*
    - (iii) *add new Development Permit Guidelines specific to 6551 No. 3 Road; and*
    - (iv) *make related minor map, text, page numbering, and table of contents amendments to the City Centre Area Plan;*

*be introduced and given first reading;*

8.



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- (2) *That Bylaw 9892, having been considered in conjunction with:*
- (a) *the City's Financial Plan and Capital Program; and*
  - (b) *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;*
- is hereby found to be consistent with said program and plans, in accordance with Section 882(3)(a) of the Local Government Act.*

**CARRIED.**

Opposed: Cllr. Day

BYLAWS FOR ADOPTION

R18/16-6

It was moved and seconded

*That the following bylaws be adopted:*

*Housing Agreement (Keltic (Brighthouse) Development Ltd.) Bylaw No. 9896*

*Housing Agreement (1037533 BC Ltd. – 8620 Railway) Bylaw No. 9913*

*Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9750*

**CARRIED**

DEVELOPMENT PERMIT PANEL

R18/16-7     17. It was moved and seconded

- (1) *That the minutes of the Development Permit Panel meeting held on September 12, 2018, and the Chair's report for the Development Permit Panel meeting held on September 12, 2018 be received for information; and*





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- (2) *That the recommendations of the Panel to authorize the issuance of:*
- (a) *a Development Permit (DP 18-829249) for the property at 7300 Elmbridge Way; and*
  - (b) *a Development Permit (DP 17-792088) for the property at 9211 and 9231 Williams Road;*
- be endorsed, and the Permits so issued.*

**CARRIED**

ADJOURNMENT

R18/16-8

It was moved and seconded  
*That the meeting adjourn (8:04 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the Regular meeting of the Council of the City of Richmond held on Monday, September 24, 2018.

\_\_\_\_\_  
Mayor (Malcolm D. Brodie)

\_\_\_\_\_  
Acting Corporate Officer (Claudia Jesson)

## **For Metro Vancouver meetings on Friday, September 28, 2018**

*Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact [Greg.Valou@metrovancouver.org](mailto:Greg.Valou@metrovancouver.org) or [Kelly.Sinowski@metrovancouver.org](mailto:Kelly.Sinowski@metrovancouver.org)*

## **Metro Vancouver Regional District**

### **Walkability Surface and Health and Economic Benefits Study Update**

**RECEIVED**

The Board received for information an update on the ongoing Walkability Surface Project and the Documenting Health and Economic Benefits of Sustainable Development and Transport Investment in the Lower Mainland Study.

Since 2016, Metro Vancouver has been partnering with TransLink and the UBC Health and Community Design Lab on two initiatives: the Walkability Surface and the Health and Economic Benefits Study.

These two initiatives are related and contribute to Metro Vancouver's efforts to integrate land use and transportation planning, build compact and complete communities, and reduce greenhouse gas emissions. The Walkability Surface will support Metro Vancouver's monitoring and evaluation role by serving as a Key Summary Measure in the Metro 2040 Performance Monitoring Dashboard. The Health and Economic Benefits Study will provide a better understanding of how different elements of the built environment impact and influence health outcomes and costs. These studies will provide evidence and help to communicate the social and financial benefits of implementing Metro 2040's vision of complete, walkable communities with good access to parks, greenspace, and transit.

### **Co-Leading the Regional Long Range Growth Scenarios Project with TransLink**

**APPROVED**

The TransLink Board and Mayors' Council have invited Metro Vancouver to partner with TransLink and the Province of British Columbia on the scenario planning phase of the update to the Regional Transportation Strategy. Partnering with TransLink in developing integrated scenarios to explore plausible futures would support the closer integration of land use and transportation planning and assist in the creation of a long term vision for the region.

The Board endorsed a partnership between Metro Vancouver and TransLink for the development of regional long range growth scenarios that will inform the development of both the next Regional Transportation Strategy and the next Regional Growth Strategy; and authorized staff to partner on targeted public engagement in communicating and seeking input on the shared long range scenarios with a view to closely integrating transportation and growth planning over the long-term.

**Request for Comprehensive Review of Regional Growth Strategy Legislation****APPROVED**

The Board will send a letter to the Minister of Municipal Affairs and Housing and to the Union of BC Municipalities confirming the Board's support for the Province of BC to undertake a review of and update to Part 13 of the Local Government Act and its related regulations, attaching a copy of the report titled "Request for Comprehensive Review of Regional Growth Strategy Legislation" dated August 20, 2018.

One of the main concerns is that significant amount of time has passed since the RGS legislation was initially introduced and there have been substantial shifts in provincial and local issues and contexts, especially in the more urban and rapidly urbanizing districts such as the CRD and Metro Vancouver.

**Update on Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission****RECEIVED  
APPROVED**

The Board received for information the report titled, "Update on Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission"; and will send a letter to the BC Minister of Agriculture supporting the Revitalizing the ALR and ALC Advisory Committee recommendations and asking for further consideration of Metro Vancouver's recommendations regarding farm property tax reform, modernizing the classification of farm, and enacting policy reform specific to the Metro Vancouver region.

**Progress Update on the 2018 Regional Parking Study – Street Parking Survey****RECEIVED**

The 2018 Regional Parking Study is a significant policy research initiative co-led by TransLink and Metro Vancouver to expand the knowledge base about apartment parking supply and demand in different areas of the region. The Board received a progress update for information.

**Advancing Land Use and Transportation Integration and the Development of Complete Communities****RECEIVED**

Integrating regional land use and transportation planning is an important regional objective and key to advancing the shared regional vision of Metro 2040 and the Regional Transportation Strategy. Metro Vancouver and TransLink have a number of long-standing strategies to this end including regional policy, policy tools, planning guidance, and monitoring.

The Board received for information a report with an update on recent work undertaken with TransLink to support the implementation of Metro 2040's objectives, better integrate land use and transportation planning in the region, and advance the development of transitoriented communities.

**Metro Vancouver 2040: Shaping our Future - 2017 Procedural Report****RECEIVED**

The Board received for information a report that documents the resources that have been required to implement, administer and amend the regional growth strategy since its adoption to year end 2017.

**Climate 2050 Stakeholder Education and Engagement Strategy Results****RECEIVED**

The Board received a report that presents the results of the stakeholder engagement process associated with the Climate 2050 Discussion Paper, as it relates to the development of the Climate 2050 Strategic Framework.

Metro Vancouver has concluded an intense, ten-week, education and engagement process with a broad array of audiences, including youth, First Nations, member local governments, other levels of government, business groups and other stakeholders, as well as the general public. All feedback has been supportive of Climate 2050, with many suggestions for strengthening the initiative. The feedback is being integrated into the development of the Climate 2050 Strategic Framework.

**Metro Vancouver's Climate 2050 Strategic Framework****APPROVED**

The Board adopted the Climate 2050 Strategic Framework as attached and directed staff to initiate the development process of the Climate 2050 Roadmaps based on the Climate 2050 Strategic Framework.

**Metro Vancouver Comments on the B.C. Clean Growth Strategy Intentions Papers****APPROVED**

The Board will write to the Minister of Environment and Climate Change Strategy conveying its position on the B.C. Clean Growth Strategy intentions papers, as outlined in the report.

Metro Vancouver staff reviewed the policies proposed by the Province in the B.C. Clean Growth Strategy intentions papers pertaining to Clean Transportation; Clean, Efficient Buildings; and A Clean Growth Program for Industry; and submitted comments to the Province before the August 24 submission deadline. The proposed policies in the intentions papers are well aligned with the foundational policy areas previously identified by Metro Vancouver to achieve Provincial greenhouse gas reduction targets, as well as with Climate 2050, Metro Vancouver's new regional climate action strategy.

**Coquitlam River Watershed Roundtable – Request for Sponsorship****APPROVED**

The Coquitlam River Watershed Roundtable submitted a sponsorship request for \$3,950 to conduct a Watershed Outreach Campaign to enhance awareness amongst residents in the cities of Coquitlam and Port Coquitlam about the "impacts of invasive species and the overuse of drinking water on watershed

health, specifically: riparian and natural areas, the Coquitlam River system and salmon, cultural and spiritual values, human health and safety, recreation and natural resources”.

The Board approved one-time funding in the amount of \$3,950 towards the project.

#### **Best Management Practices for Himalayan Blackberry, Scotch Broom and European Chafer Beetle**

**RECEIVED**

As part of the RPAC-Invasive Species Subcommittee’s 2017 work plan, Metro Vancouver retained the Invasive Species Council of Metro Vancouver to create a set of best management practices for key invasive species found within the Metro Vancouver region. Best management practices for knotweeds, giant hogweed and European fire ant were presented to the Climate Action Committee and MVRD Board at the June 2018 meetings.

The report provided the Climate Action Committee and the MVRD Board with three invasive species best management practices documents for information and provided an update on the status of additional best management practices under development.

#### **Air Quality Advisories During the Summer of 2018**

**RECEIVED**

This report provided information about air quality advisories issued by Metro Vancouver during the summer of 2018. Metro Vancouver has issued four air quality advisories during the summer of 2018, resulting in advisories being in effect for an unprecedented total of 22 days. Advisories were issued due to elevated concentrations of ground-level ozone (O<sub>3</sub>), fine particulate matter (PM<sub>2.5</sub>), or both. The wildfire smoke episodes of 2018 exceed even those experienced in 2017 in terms of their duration and geographic scope, leading to broad regional impacts.

The Board received the report for information.

#### **Bowen Island – Support for Rural Designation for Grant Eligibility**

**APPROVED**

The Board will write a letter in support of designating Bowen Island as an eligible rural community to:

- the Minister of Forests, Lands, Natural Resource Operations and Rural Development, with respect to the BC Rural Dividend Program;
- the Minister of Jobs, Trade and Technology, with respect to the Island Coastal Economic Trust; and
- the federal Minister of Innovation, Science and Economic Development, with respect to Community Futures funding.

The Board will also write a letter to the Minister of Forests, Lands, Natural Resource Operations and Rural

Development requesting a review of the BC Rural Dividend Fund eligibility criteria which specifically excludes communities within the Metro Vancouver Regional District.

## **MVRD Sustainability Innovation Reserve Fund Bylaw No. 1269, 2018**

**APPROVED**

The Operating, Statutory and Discretionary Reserves Policy adopted by the MVRD, GVS&DD, GVWD and MVHC Boards on April 27, 2018 identified a number of reserves that are to be established by bylaw. The recommended approval of the MVRD Sustainability Innovation Reserve Fund Bylaw No. 1269, 2018 defining the appropriate use and funding for the MVRD Sustainability Innovation Fund Reserve meets the requirements under the Community Charter.

The Board give first, second and third reading to MVRD Sustainability Innovation Fund Reserve Fund Bylaw No. 1269, 2018 being a bylaw to govern the MVRD Sustainability Innovation Fund Reserve; then passed and finally adopted said bylaw.

## **Regional Geospatial Reference System Reserve Fund Bylaw No. 1270, 2018**

**APPROVED**

The Operating, Statutory and Discretionary Reserves Policy adopted by the MVRD, GVS&DD, GVWD and MVHC Boards on April 27, 2018 identified a number of reserves that require governance by bylaw. The recommended approval of the Regional Geospatial Reference System Reserve Fund Bylaw No. 1270, 2018 defining the appropriate use and funding for the Regional Geospatial Reference System Reserve meets the requirements under the Community Charter.

The Board give first, second and third reading to Regional Geospatial Reference System Reserve Fund Bylaw No. 1270, 2018 being a bylaw to govern the Regional Geospatial Reference System Reserve as a Statutory Reserve; then passed and finally adopted said bylaw.

## **Regional Parks Infrastructure Reserve Fund Bylaw No. 1271, 2018**

**APPROVED**

The Operating, Statutory and Discretionary Reserves Policy adopted by the MVRD, GVS&DD, GVWD and MVHC Boards on April 27, 2018 identified a number of reserves that require governance by bylaw. The recommended approval of the Regional Parks Infrastructure Reserve Fund Bylaw No. 1271, 2018 defining the appropriate use and funding for the Regional Parks Infrastructure Reserve meets the requirements under the Community Charter.

The Board gave first, second and third reading to Regional Parks Infrastructure Reserve Fund Bylaw No. 1271, 2018 being a bylaw to govern the Regional Parks Infrastructure Reserve as a Statutory Reserve; then passed and finally adopted the aforementioned bylaw.

**Affordable Housing Reserve Fund Bylaw No. 1272, 2018****APPROVED**

The Operating, Statutory and Discretionary Reserves Policy adopted by the MVRD, GVS&DD, GVWD and MVHC Boards on April 27, 2018 identified a number of reserves that require governance by bylaw. The recommended approval of the Affordable Housing Reserve Fund Bylaw No. 1272, 2018 defining the appropriate use and funding for the Affordable Housing Reserve meets the requirements under the Community Charter.

The Board gave first, second and third reading to Affordable Housing Reserve Fund Bylaw No. 1272, 2018 being a bylaw to govern the Affordable Housing Reserve as a Statutory Reserve; then passed and finally adopted the bylaw.

**Corporate Self Insurance Reserve Fund Bylaw No. 1273, 2018****APPROVED**

The Operating, Statutory and Discretionary Reserves Policy adopted by the MVRD, GVS&DD, GVWD and MVHC Boards on April 27, 2018 identified a number of reserves that are to be established by bylaw. The recommended approval of the Corporate Self Insurance Reserve Fund Bylaw No. 1273, 2018 defining the appropriate use and funding for the Corporate Self Insurance Reserve meets the requirements under the Community Charter.

The Board gave first, second and third reading to Corporate Self Insurance Reserve Fund Bylaw No. 1273, 2018 being a bylaw to govern the Corporate Self Insurance Reserve as a Statutory Reserve; and you guessed it, passed and finally adopted said bylaw.

**Corporate Fleet Reserve Fund Bylaw No. 1274, 2018****APPROVED**

The Operating, Statutory and Discretionary Reserves Policy adopted by the MVRD, GVS&DD, GVWD and MVHC Boards on April 27, 2018 identified a number of reserves that require governance by bylaw. The recommended approval of the Corporate Fleet Reserve Fund Bylaw No. 1274, 2018 defining the appropriate use and funding for the Corporate Fleet Reserve meets the requirements under the Community Charter.

The Board gave first, second and third reading to Corporate Fleet Reserve Fund Bylaw No. 1274, 2018 being a bylaw to govern the Corporate Fleet Reserve as a Statutory Reserve; before passing and finally adopting the bylaw.

**Electoral Area Election Reserve Fund Bylaw No. 1275, 2018****REFERRED**

The Operating, Statutory and Discretionary Reserves Policy adopted by the MVRD, GVS&DD, GVWD and MVHC Boards on April 27, 2018 identified a number of reserves that are to be established by bylaw. The recommended approval of the Electoral Area Election Reserve Fund Bylaw No. 1275, 2018 defining the



appropriate use and funding for the Electoral Area Election Reserve Reserve meets the requirements under the Community Charter. The Board referred this bylaw to the Electoral Area Committee for consideration.

**Regional Growth Strategy Amendment Bylaw No. 1266 – Williams Neighbourhood Plan, Township of Langley** **APPROVED**

The Township of Langley submitted a request to amend the regional land use designation for the Williams Neighbourhood Plan area from “Mixed Employment” to “General Urban” and from “General Urban” to “Mixed Employment”.

At its June 22, 2018 meeting, the MVRD Board initiated the Township of Langley’s amendment request, gave 1st and 2nd readings of Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1266, 2018 and directed staff to notify affected local governments of the proposed amendment and seek feedback.

The Board received for information the comments from the affected local governments and appropriate agencies as presented, then adopted the relevant RGS amendment bylaw and accepted the Township of Langley’s amended Regional Context Statement.

**NOTICE OF MOTION**

Director Lois Jackson provided notice of a motion on July 27, 2018 for consideration at the next regular board meeting (September 28, 2018): E-Comm and British Columbia Emergency Health Services – City of Delta Request. The Board referred the motion to the Finance and Intergovernment Committee.

## **Greater Vancouver Sewage and Drainage District**

**Pavement Restoration for Sewer and Water Main Installations Policy** **APPROVED**

The GVS&DD and GVWD Acts obligate the Corporation to repair or restore streets impacted by construction. In July 1992 the Board adopted a Pavement Restoration Policy which is still in place and provides general direction and consistency for Metro Vancouver projects but does not address specific restoration details. Staff have prepared a policy for consideration which includes updated standards that are consistent with the Master Municipal Construction Documents, standard industry restoration practices, and is endorsed by REAC and RAAC. The Board approved the policy as presented.



**Northwest Langley Wastewater Treatment Project – Engagement Results****RECEIVED**

Between June 2016 and July 2018, Metro Vancouver engaged on the Northwest Langley Wastewater Treatment Project with municipalities, Katzie First Nation and other First Nations, residents and businesses near the projects, environmental non-governmental organizations and Fraser River users.

Events included community open houses, workshops, meetings and plant tours. These activities were supported by a range of communication tools. Themes that emerged during engagement focused on: water quality and treatment level; fish, fish habitat and fishing activities; odour; geotechnical investigations; navigation on the Fraser River; and, traffic management. The Board received the report for information.

**Award of a Contract Resulting from Request for Proposal (RFP) No. 18-189: Project Management & Technical Services for Northwest Langley Wastewater Treatment Plant Project****APPROVED**

The Board authorized the award of a contract in the amount of up to \$4,890,502 (exclusive of taxes) to Opus International Consultants (Canada) Ltd. for Project Management and Technical Services resulting from RFP No. 18-189: Northwest Langley Wastewater Treatment Project, Project Management and Technical Services.

**Amend Construction Contract from Tender No. 15-021 and Construction Engineering Service Contract from RFP No. 12-016 for Iona Island Wastewater Treatment Plant Solids Handling Upgrade****APPROVED**

The Board amended construction contract (ITT No. 15-021) with Maple Reinders Inc. to include an additional \$3,950,000 (exclusive of taxes) for the Iona Island Wastewater Treatment Plant Solids Handling Upgrade Project – Digester Mixing; and amended construction engineering services contract (RFP No. 12-016) with CH2M Hill Canada Limited to include an additional \$1,600,000 (exclusive of taxes) for the Iona Island Wastewater Treatment Plant Solids Handling Upgrade Project.

**Extension of Comprehensive Review Cycle – Integrated Liquid Waste and Resource Management Plan****APPROVED**

The Board will request the Minister of Environment & Climate Change Strategy to extend the comprehensive review cycle of the Integrated Liquid Waste and Resource Management Plan (ILWRMP) from eight to ten years and direct staff to post notification of the request in newspapers and on the Metro Vancouver website.

Extending the comprehensive review cycle by two years will ensure that the Integrated Liquid Waste and Resource Management Plan review and update will be able to consider the outcomes from work being completed over the next two years. This extension will better align the reviewed and updated plan with

important initiatives that include the Iona Island Wastewater Treatment Plan Secondary Upgrade, sewer overflow management, and Climate 2050 actions.

**Abandoned Waste – 2018 Waste in its Place Regional Campaign Results****RECEIVED**

The Board received an update on the 2018 Waste in its Place regional campaign to reduce instances of abandoned waste, which took place in the spring of 2018. Abandoned waste is a regional issue, with environmental, health and social impacts. The financial burden is also significant; local governments spend around \$5 million annually for abandoned waste clean-up and bulky items pick-up programs for mattresses and furniture. Metro Vancouver's 2018 Waste in its Place regional campaign used communications materials and tools, based on research conducted with Members and public, to raise awareness of legal disposal options and to discourage abandoned waste.

**Update to Funding Model for Paid Recycling Services at Transfer Stations****APPROVED**

The Board directed staff to report back with a strategy that examines the current recycling fee structure for clean wood, green waste/yard trimmings, gypsum and mattresses and that works toward achieving full cost recovery for these materials.

**Reuse in Metro Vancouver****RECEIVED**

The Board received for information an update on reuse initiatives in the region, including services at Metro Vancouver transfer stations, and were advised that a new metric is being developed to help quantify the amount of reuse in the region.

Reuse is an important component of the waste management hierarchy and Metro Vancouver's Integrated Solid Waste and Resource Management Plan. Metro Vancouver has implemented a series of actions to encourage reuse including providing reuse opportunities at transfer stations and promoting reuse with partners. Metro Vancouver is also developing a new metric to help track reuse, to be included in the annual Recycling & Solid Waste Management Summaries.

**Construction and Demolition Reuse and Recycling in Metro Vancouver****RECEIVED**

The Board received an update on initiatives that Metro Vancouver and others have taken to increase reuse and recycling of construction and demolition waste in the region.

Overall, construction and demolition materials have a high level of recycling in the region. Concrete is recycled at a particularly high rate. Additional diversion opportunities continue to emerge for wood products. Metro Vancouver and its members have initiated a range of initiatives to encourage construction and demolition materials reuse and recycling. Metro Vancouver staff are reviewing

additional actions that could be implemented at a regional level and staff will report back on new initiatives as more information is available.

## **Extended Producer Responsibility Program Update**

**RECEIVED  
APPROVED**

The BC Recycling Regulation requires Extended Producer Responsibility programs to review Extended Producer Responsibility plans every 5 years. In 2018, six plans were updated, including BC Used Oil Management Association, Call2Recycle, Canadian Beverage Association, Encorp Pacific, Recycle BC, and Tire Stewardship BC. Metro Vancouver and member municipal staff participated in several program consultations and submitted feedback regarding program changes and performance.

The Board received the report for information and will write a letter to the Ministry of Environment and Climate Change Strategy advocating for an Extended Producer Responsibility Program for mattresses.

## **Asset Management for Liquid Waste Services Policy**

**APPROVED**

The goal of the Asset Management for Liquid Waste Services Policy is to balance asset performance, risk, and cost.

This Policy outlines GVS&DD's commitment and methodology to manage liquid waste assets in a manner that minimizes asset failure risks and impacts to both residents and member jurisdictions while optimizing the life cycle of assets. The Policy will guide Liquid Waste Services to meet asset performance targets within a specified budget and enable evidence based decision making with respect to infrastructure rehabilitation and replacement.

The Board approved the Asset Management for Liquid Waste Services Policy as presented.

## **Liquid Waste Laboratory Equipment Reserve Fund Bylaw No. 316, 2018**

**APPROVED**

The Operating, Statutory and Discretionary Reserves Policy adopted by the MVRD, GVS&DD, GVWD and MVHC Boards on April 27, 2018 identified a number of reserves that require governance by bylaw. The recommended approval of the Liquid Waste Laboratory Equipment Reserve Fund Bylaw No. 316, 2018 defining the appropriate use and funding for the Liquid Waste Laboratory Equipment Reserve meets the requirements under the Community Charter.

The Board gave first, second and third reading to Liquid Waste Laboratory Equipment Reserve Fund Bylaw No. 316, 2018 being a bylaw to govern the Liquid Waste Laboratory Equipment Reserve; and subsequently passed and finally adopted the bylaw.

**Liquid Waste Sustainability Innovation Reserve Fund Bylaw No. 317, 2018****APPROVED**

The Operating, Statutory and Discretionary Reserves Policy adopted by the MVRD, GVS&DD, GVWD and MVHC Boards on April 27, 2018 identified a number of reserves that are to be established by bylaw. The recommended approval of the Liquid Waste Sustainability Innovation Reserve Fund Bylaw No. 317, 2018 defining the appropriate use and funding for the Liquid Waste Sustainability Innovation Fund Reserve meets the requirements under the Community Charter.

The Board gave first, second and third reading to Liquid Waste Sustainability Innovation Reserve Fund Bylaw No. 317, 2018 being a bylaw to govern the Liquid Waste Sustainability Innovation Fund Reserve as a Statutory Reserve; and shortly thereafter passed and finally adopted the bylaw.

## **Greater Vancouver Water District**

**Pavement Restoration for Sewer and Water Main Installations Policy****APPROVED**

The GVS&DD and GVWD Acts obligate the Corporation to repair or restore streets impacted by construction. In July 1992 the Board adopted a Pavement Restoration Policy which is still in place and provides general direction and consistency for Metro Vancouver projects but does not address specific restoration details.

The Board approved the Pavement Restoration for Sewer and Water Main Installations Policy as presented.

**Award of Contract Resulting from RFP No. 18-147: Coquitlam Main No. 4 – Central Section – Detailed Design, Construction and Commissioning Consulting Engineering Services****APPROVED**

The Board authorized the award of a contract for an amount of up to \$5,529,775 (exclusive of taxes) to Stantec Consulting Limited for Phase A Detailed Design resulting from RFP No. 18-147 for Coquitlam Main No. 4 – Central Section – Detailed Design, Construction and Commissioning Consulting Engineering Services.

**Award of Contract Resulting from RFP No. 18-101: Coquitlam Main No. 4 – South and Cape Horn Sections – Detailed Design, Construction and Commissioning Consulting Engineering Services****APPROVED**

The Board authorized the award of a contract for an amount of up to \$4,900,495 (exclusive of taxes) to Jacobs Engineering Incorporated (dba CH2M Hill Canada Limited) for Phase A, Detailed Design – South Section for the Coquitlam Main No. 4 resulting from RFP No. 18-101 for Coquitlam Main No. 4 – South

and Cape Horn Sections – Detailed Design, Construction and Commissioning Consulting Engineering Services.

**Award of Contract Resulting from Tender No. 18-003: Construction – Jericho Reservoir Phase 1**

**APPROVED**

The Board authorized award of a contract in the amount of \$27,529,000 (exclusive of taxes) to NAC Constructors Ltd. resulting from Tender No. 18-003 for the construction of Jericho Reservoir Phase 1; b) increase the budget for the Jericho Reservoir Construction to \$35,000,000.

**Water Laboratory Equipment Reserve Fund Bylaw No. 249, 2018**

**APPROVED**

The Operating, Statutory and Discretionary Reserves Policy adopted by the MVRD, GVS&DD, GVWD and MVHC Boards on April 27, 2018 identified a number of reserves that require governance by bylaw. The recommended approval of the Water Laboratory Equipment Reserve Fund Bylaw No. 249, 2018 defining the appropriate use and funding for the Water Laboratory Equipment Reserve meets the requirements under the Community Charter.

The Board gave first, second and third reading to Water Laboratory Equipment Reserve Fund Bylaw No. 249, 2018 being a bylaw to govern the Water Laboratory Equipment Reserve as a Statutory Reserve; then passed and finally adopted said bylaw.

**Water Sustainability Innovation Reserve Fund Bylaw No. 250, 2018**

**APPROVED**

The Operating, Statutory and Discretionary Reserves Policy adopted by the MVRD, GVS&DD, GVWD and MVHC Boards on April 27, 2018 identified a number of reserves that are to be established by bylaw. The recommended approval of the Water Sustainability Innovation Reserve Fund Bylaw No. 250, 2018 defining the appropriate use and funding for the Water Sustainability Innovation Fund Reserve meets the requirements under the Community Charter.

The Board gave first, second and third reading to Water Sustainability Innovation Reserve Fund Bylaw No. 250, 2018 being a bylaw to govern the Water Sustainability Innovation Fund Reserve as a Statutory Reserve; then they passed and finally adopted Water Sustainability Innovation Reserve Fund Bylaw No. 250, 2018.

## **Metro Vancouver Housing Corporation**

### **Implications of the Cannabis Control and Licensing Act on Metro Vancouver Housing Tenancy Agreements**

**RECEIVED**

The federal Cannabis Act sets the framework for the legalization of cannabis nationally. The Province will regulate use, production and consumption of cannabis through the Cannabis Control and Licensing Act and the Residential Tenancy Act. The Residential Tenancy Act will permit the cultivation and smoking of cannabis in residential tenancy agreements unless otherwise prohibited. Metro Vancouver Housing is updating its tenancy agreements to prohibit the cultivation of cannabis in new leases.

The Board received the report for information.

### **Unit Renovation Standards**

**RECEIVED**

The Board received information regarding the technical specifications that will govern the replacement of interior finishes when renovating housing units.

### **Asset Management for Housing Corporation Policy**

**APPROVED**

That Board approved the Asset Management for Housing Corporation Policy as presented.

The Asset Management for Housing Corporation Policy will improve the ability to manage the wealth of data, streamline current maintenance activities and use that data to guide decisions regarding long-term rehabilitation and development opportunities. The goal of the Asset Management Policy is to balance asset performance, risk, and cost. This Policy outlines MVHC's commitment and methodology to manage housing assets in a manner that minimizes asset failure risks and impact to tenants and optimizes the life cycle of assets. The Policy will guide MVHC to meet asset performance targets within a specified budget and enable evidence based decision making to continuously provide quality housing.



## Parks, Recreation and Cultural Services Committee

Date: Tuesday, September 25, 2018

Place: Anderson Room  
Richmond City Hall

Present: Councillor Harold Steves, Chair  
Councillor Ken Johnston  
Councillor Carol Day  
Councillor Bill McNulty  
Councillor Linda McPhail  
Mayor Malcolm D. Brodie

Also Present: Councillor Alexa Loo

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on July 17, 2018, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

October 23, 2018, (tentative date) at 4:00 p.m. in the Anderson Room

### DELEGATIONS

1. (1) Steveston Harbour Authority

Robert Kiesman, Chair, and Cheryl Muir, Community Representative, Steveston Harbour Authority, provided an update on the Steveston Harbour Authority's (SHA) activities. Mr. Kiesman and Ms. Muir commented on the SHA's vision and highlighted distinct developments along the harbour.



**Parks, Recreation and Cultural Services Committee**  
**Tuesday, September 25, 2018**

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Of particular interest, it was noted that (i) a \$14 million Department of Fisheries and Oceans (DFO) infrastructure project at the Gulf Site is nearing completion, (ii) projects at the Paramount Site focus on the fishing industry while projects at the Gulf Site focus on cultural, heritage and tourism themes, and (iii) a new archway on City property is proposed at the entrance of the Gulf Site at 6<sup>th</sup> Avenue.

In response to questions from the Committee, Mr. Kiesman and Ms. Muir provided the following information:

- the final details of the land swap between the City and the Department of Fisheries and Oceans is being expedited;
- the SHA and the City are considering a land swap to convey ownership of City-owned land on the Gulf site to the SHA; and
- the SHA would be pleased to work with the City to design the archway proposed for Sixth Avenue.

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

It was moved and seconded

*That staff consider the request of the Steveston Harbour Authority to place a new archway on City property at Sixth Avenue, including options to showcase the heritage value of the proposed archway location, and report back.*

**CARRIED**

(2) Steveston Farmers and Artisans Market

Brenda Yttri, President, Steveston Community Society, introduced Al Sakai, Chair, Steveston Farmers and Artisans Market. Mr. Sakai spoke to the growth of the Market, and commented on three proposed new locations, noting that a larger, more central location within Steveston Village would benefit both the vendors and the community. He then spoke to the operations of the Market and remarked that traffic control costs are high during the Market season and therefore any assistance from the City would be appreciated.

Discussion took place and Committee commented that (i) there is a need for a report on the benefit of locating the Market within Steveston Village. (ii) other options be considered to grow the Market, and (iii) a partnership between Market organizers, the Steveston Harbour Authority and the Gulf of Georgia Cannery may assist in growing Market.



**Parks, Recreation and Cultural Services Committee**  
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As a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

*That staff examine the three alternative proposals for the Steveston Farmers and Artisans Market within Steveston Village, including (i) working with the Gulf of Georgia Cannery, (ii) options to alleviate traffic control cost, and (iii) engaging with the area's merchants, and report back.*

**CARRIED**

(3) Steveston Salmon Festival

Brenda Yttri, President, Steveston Community Society, introduced Kirstine Dickson, Co-Chair, Steveston Salmon Festival.

Ms. Dickson spoke of the Steveston Salmon Festival and the importance of keeping this 73-year tradition. She remarked that the City's Canada Day events along with the Society's Salmon Festival causes much confusion among the community and therefore, the Society would like to see the two events combined to ensure the continuation of the 73-year old Steveston tradition.

In response to questions from Committee, staff provided information on funding currently provided to the Steveston Salmon Festival and Canada Day events.

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

It was moved and seconded

*That staff examine combining the Steveston Salmon Festival and the City's Canada Day events, including consideration of the value of the City's commitment to the Steveston Salmon Festival, and report back.*

**CARRIED**

## COMMUNITY SERVICES DIVISION

2. **COMMUNITY SERVICES SUMMER PROGRAMS FOR CHILDREN AND YOUTH 2018**

(File Ref. No. 11-7000-01) (REDMS No. 5950865 v. 26)

Committee requested that future reports include information on program growth including the number of registrants.

It was moved and seconded

*That the staff report titled "Community Services Summer Programs for Children and Youth 2018" dated September 7, 2018, from the Director of Recreation Services, be received for information.*

**CARRIED**

**Parks, Recreation and Cultural Services Committee**  
**Tuesday, September 25, 2018**

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3. **VOLUNTEER MANAGEMENT STRATEGY 2018-2021**

(File Ref. No. 11-7375-01) (REDMS No. 5950036 v. 13)

It was moved and seconded

- (1) *That the staff report titled "Volunteer Management Strategy 2018-2021," dated September 7, 2018, from the Director, Recreation Services, be received for information; and*
- (2) *That the Volunteer Management Strategy 2018-2021, be adopted by Richmond City Council.*

**CARRIED**

4. **DRAFT RECREATION AND SPORT STRATEGY 2018-2023**

(File Ref. No. 01-0370-20-003) (REDMS No. 5883869 v. 11)

It was moved and seconded

- (1) *That the Draft Recreation and Sport Strategy 2018-2023, included as Attachment 1 of the staff report titled "Draft Recreation and Sport Strategy 2018-2023," dated September 17, 2018, from the Director, Recreation Services, be adopted for the purpose of seeking stakeholder validation of the strategy; and*
- (2) *That the Final Recreation and Sport Strategy 2018-2023, including the results of the stakeholder validation, as outlined in the staff report titled "Draft Recreation and Sport Strategy 2018-2023," dated September 17, 2018, from the Director, Recreation Services, be reported back to the Parks, Recreation and Cultural Services Committee.*

**CARRIED**

5. **MANAGER'S REPORT**

(i) *Vancouver International Airport (YVR) Templeton Development Update*

Paul Brar, Manager, Park Programs, and Barry Konkin, Manager, Policy Planning, spoke on YVR's proposed Templeton development and the following information was noted:

- YVR's Templeton development process involved several members of the Burkeville community;
- the City does not have any authority with respect to the land other than issuance of a business license to operate on the property; and
- the City is actively working with YVR and encouraging the Good Neighbour Program.

**Parks, Recreation and Cultural Services Committee**  
**Tuesday, September 25, 2018**

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In response to questions from the Committee, staff advised that (i) YVR has indicated that they will be considering the installation of green buffer walls as part of the design phase, (ii) YVR has not indicated a willingness to consider the community's suggestion to relocate the proposed facility, and (iii) Templeton Field is YVR property and therefore not included in the City's inventory of green space.

David Walters, Burkeville resident, expressed concern with the loss of the Templeton Field if the proposed development proceeds. He remarked that the noise generated by YVR currently exceeds Health Canada guidelines for the school and community centre located in Burkeville. He was of the opinion that the new development would exacerbate this situation as the Field currently serves as a barrier between the community and YVR operations.

Mr. Walters requested that the City assist him in contacting the Honourable Marc Garneau, Minister of Transport, to discuss the impact of the proposed development on the Burkeville community.

Discussion took place and Committee noted the need for YVR to undertake noise modelling prior to proceeding with the proposed development.

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

It was moved and seconded

*That staff:*

- (1) schedule a meeting between Council and the Vancouver Airport Authority Board;*
  - (2) prepare correspondence to the Federal Minister of Transport; and*
  - (3) contact Government of Canada departments and elected officials previously contacted by the Burkeville community;*
- to discuss concerns with the Templeton development.*

**CARRIED**

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (5:41 p.m.).*

**CARRIED**

**Parks, Recreation and Cultural Services Committee**  
**Tuesday, September 25, 2018**

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Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, September 25, 2018.

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Councillor Harold Steves  
Chair

---

Carol Lee  
Recording Secretary



## General Purposes Committee

Date: Monday, October 1, 2018

Place: Anderson Room  
Richmond City Hall

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

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on September 17, 2018, be adopted as circulated.*

**CARRIED**

### ENGINEERING AND PUBLIC WORKS DIVISION

1. **2019 DISTRICT ENERGY UTILITY RATES**

(File Ref. No. 10-6600-10-02) (REDMS No. 5939918 v. 8)

It was moved and seconded

*(1) That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9919 be introduced and given first, second and third readings; and*

**General Purposes Committee**  
**Monday, October 1, 2018**

---

- (2) *That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 9920 be introduced and given first, second and third readings.*

The question on the motion was not called as, in response to a question from Committee, Alen Postolka, Manager, District Energy, advised that all new users and customers in a district energy service area receive information regarding rates.

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

**COMMUNITY SAFETY DIVISION**

**2. BUSINESS REGULATION BYLAW NO. 7538, AMENDMENT BYLAW NO. 9938 4451 NO 3 ROAD UNIT 203**

(File Ref. No. 12-8060-01) (REDMS No. 5976987 v. 2)

It was moved and seconded

*That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9938, which amends Schedule A of Bylaw No. 7538, to add the address of 4451 No. 3 Road Unit 203 among the sites that permit an Amusement Centre to operate, be given first, second and third readings.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:02 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, 2018.

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Mayor Malcolm D. Brodie  
Chair

---

Amanda Welby  
Legislative Services Coordinator



## Finance Committee

Date: Monday, October 1, 2018

Place: Anderson Room  
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 4:03 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Finance Committee held on September 4, 2018, be adopted as circulated.*

**CARRIED**

### FINANCE AND CORPORATE SERVICES DIVISION

1. **AMENDMENTS TO THE CONSOLIDATED 5 YEAR FINANCIAL PLAN (2018-2022) BYLAW NO. 9800**  
(File Ref. No. 03-0985-01) (REDMS No. 59725333 v. 10; 5972984)

It was moved and seconded

*That the Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800, Amendment Bylaw No. 9904, which incorporates and puts into effect the changes as outlined in the staff report titled "Amendments to the Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800" dated September 25, 2018 from the GM, Finance and Corporate Services, be introduced and given first, second and third readings.*

**CARRIED**

**Finance Committee**  
**Monday, October 1, 2018**

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2. **PERMISSIVE EXEMPTION (2019) BYLAW NO. 9893 RTC**  
(File Ref. No. 03-0925-02-01) (REDMS No. 5869998 v. 3; 5870025)

It was moved and seconded

*That Permissive Exemption (2019) Bylaw No. 9893 be introduced and given first, second and third readings.*

**CARRIED**

3. **CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 9897**  
(File Ref. No. 03-1240-01) (REDMS No. 5950136; 5929485)

It was moved and seconded

*That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9897 be introduced and given first, second and third readings.*

**CARRIED**

## ENGINEERING AND PUBLIC WORKS DIVISION

4. **2019 UTILITY BUDGETS AND RATES**  
(File Ref. No. 03-0970-01) (REDMS No. 5920625 v. 7)

Committee reviewed each of the options for water utility, sewer utility, and drainage and diking utility outlined in the staff report. In response to queries from Committee regarding those options, Lloyd Bie, Manager, Engineering Planning, noted that option 2 for flood protection would increase rates by 8% for medium and larger commercial and institutional (ICI) properties, 2% for single-family and smaller ICI and farms, and 0% for multi-family properties to create a more equitable distribution of rates.

It was moved and seconded

*That the 2019 Utility Budgets, as outlined under Option 1 for Water, Option 1 for Sewer, Option 2 for Drainage and Diking, and Option 3 for Solid Waste and Recycling, as contained in the staff report dated September 11, 2018 from the General Manager of Finance & Corporate Services and the Deputy CAO and General Manager of Engineering & Public Works, be approved as the basis for establishing the 2019 Utility Rates and preparing the 5 Year Financial Plan (2019-2023) Bylaw.*

The question on the motion was not called as, in response to further questions from Committee, Jatinder Johal, Manager, Public Works Administration, noted that (i) Option 3 for solid waste and recycling includes an expansion of the materials accepted at the Recycling Depot which would include propane tanks, butane cylinders, electronics, and upholstered furniture, and (ii) staff expect higher rates of volume from extending the Recycling Depot hours to be open 6 days a week.

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

2.



**Finance Committee**  
**Monday, October 1, 2018**

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**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 Finance  
Committee of the Council of the City of  
Richmond held on Monday, October 1,  
2018.

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Mayor Malcolm D. Brodie  
Chair

---

Amanda Welby  
Legislative Services Coordinator



## Planning Committee

Date: Tuesday, October 2, 2018

Place: Anderson Room  
Richmond City Hall

Present: Councillor Linda McPhail, Chair  
Councillor Bill McNulty  
Councillor Alexa Loo  
Councillor Harold Steves

Absent: Councillor Chak Au

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Planning Committee held on September 18, 2018, be adopted as circulated.*

**CARRIED**

### AGENDA ADDITION

It was moved and seconded

*That General Compliance of the EcoWaste Site on 45111 Williams Road be added to the agenda as Item No. 4A.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

October 16, 2018, (tentative date) at 4:00 p.m. in the Anderson Room

**COMMUNITY SERVICES DIVISION**

1. **HOUSING AGREEMENT BYLAW NO. 9910 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 8091 CAPSTAN WAY (0892691 B.C. LTD. – MINGLIAN)**  
(File Ref. No. 12-8060-20-009910; 08-4057-05) (REDMS No. 5928720 v. 5)

In reply to queries from Committee, Monica Bennington, Planner 1, advised that the agreement notes the use of the units for families or low-income individuals.

It was moved and seconded

*That Housing Agreement (0892691 B.C. Ltd. – Minglian) Bylaw No. 9910 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units required by the Rezoning Application RZ 15-699647.*

**CARRIED**

2. **HOUSING AGREEMENT BYLAW NO. 9933 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS LOCATED AT 7960 ALDERBRIDGE WAY AND 5333 AND 5411 NO. 3 ROAD (0989705 B.C. LTD.)**  
(File Ref. No. 12-8060-20-00933; RZ 15-692485) (REDMS No. 5973683 v. 4)

It was moved and seconded

*That Housing Agreement (7960 Alderbridge Way and 5333 and 5411 No. 3 Road) Bylaw No. 9933 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement with 0989705 B.C. Ltd. substantially in the form attached hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units and Market Rental Units required by the Rezoning Application RZ 15-692485.*

**CARRIED**

**PLANNING AND DEVELOPMENT DIVISION**

3. **APPLICATION BY MELISSA BALBACK FOR REZONING AT 3440/3460 BLUNDELL ROAD FROM TWO-UNIT DWELLINGS (RD1) TO SINGLE DETACHED (RS2/B)**  
(File Ref. No. 12-8060-20-009930; RZ 18-821823) (REDMS No. 5967838)

Wayne Craig, Director, Development, introduced Natalie Cho as the new Planning Technician – Design.

2.

**Planning Committee**  
**Tuesday, October 2, 2018**

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Ms. Cho reviewed the application, highlighting that the proposed development will include a secondary suite in each new home.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9930, for the rezoning of 3440/3460 Blundell Road from “Two-Unit Dwellings (RD1)” to “Single Detached (RS2/B)”, be introduced and given first reading.*

**CARRIED**

4. **PROPOSED OFFICIAL COMMUNITY PLAN/CITY CENTRE AREA PLAN AMENDMENT, LANSDOWNE SHOPPING CENTRE MASTER LAND USE PLAN – PUBLIC CONSULTATION SUMMARY AND REQUEST TO ENDORSE THE CONCEPT MASTER LAND USE PLAN**

(File Ref. No. CP 15-717017) (REDMS No. 5909756 v. 11)

With the aid of a PowerPoint presentation (copy on-file, City Clerk’s Office), Diana Nikolic, Senior Planner/Urban Design, reviewed the proposed development and consultation process, noting the following:

- proposed density is consistent with the existing City Centre Area Plan (CCAP);
- it is proposed that the highest densities and approximately 74% of the total density on the property will be within 500 metres from the Canada Line station;
- it is proposed that the maximum building height on-site be reduced to comply with potential future flight path restrictions as part of the proposed third parallel runway in Vancouver International Airport (YVR);
- community consultation included public information meetings, meetings with key stakeholders, an information centre in Lansdowne Centre Shopping Centre, Let’s Talk Richmond, direct mail notification, social media engagement, newspaper advertisements and signage;
- public feedback has been generally supportive of the proposed project;
- proposed community amenities include a community amenity building and park space;
- community amenities and affordable housing will be secured through future rezoning;
- Lulu Island Energy Company (LIEC) is working with the applicant to secure a district energy plant on-site to serve the proposed development; and

3.

**Planning Committee**  
**Tuesday, October 2, 2018**

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- the applicant intends to provide replacement of commercial space for affected businesses prior to the decommissioning of the shopping centre.

Discussion ensued with regard to (i) expansion of rapid transit in the region, (ii) development of a school in the city centre area, (iii) development of additional park and ride lots in the city, (iv) the potential for accelerated increases in population within the city centre area, (v) the potential displacement of small businesses in the city centre area, and (vi) development of alternative energy sources such as solar energy on-site.

In reply to queries from Committee, Transportation staff noted that (i) TransLink is adding additional SkyTrain cars on the Canada Line, (ii) Council will have opportunities to provide feedback on proposed TransLink updates to the rapid transit network, (iii) the proposed development will include road network, pedestrian and cycling infrastructure improvements, and (iv) the CCAP encourages use of alternative forms of transportation in the city centre area.

In reply to queries related to community benefits, staff noted that information on anticipated amenities such as park land, civic space and affordable housing can be provided to Council at the following Regular Council meeting.

It was moved and seconded

***That the Concept Master Land Use Plan be endorsed to proceed toward finalizing the Master Land Use Plan and Official Community Plan (OCP)/City Centre Area Plan (CCAP) amendments, and developing an Implementation Strategy.***

**CARRIED**

**4A. GENERAL COMPLIANCE OF THE ECOWASTE SITE ON 15111 WILLIAMS ROAD (DP 11-566011)**  
(File Ref. No.)

In reply to queries from Committee, Mr. Craig noted that access to Savage Road through to Williams Road will be limited to emergency vehicles until issues related to the Steveston Highway interchange are resolved.

It was moved and seconded

***That the update on the General Compliance of the EcoWaste Site on 15111 Williams Road (DP 11-566011) be received for information.***

**CARRIED**

**Planning Committee**  
**Tuesday, October 2, 2018**

---

5. **MANAGER'S REPORT**

*(i) Tour of Ampri Solar Subdivision*

Mr. Craig noted that the tour of the Ampri Solar Subdivision development has been scheduled for October 17, 2018.

*(ii) New Staff*

Kim Somerville, Manager, Community Social Development, introduced Cody Spencer as the new Program Manager for Affordable Housing.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:54 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, October 2, 2018.

---

Councillor Linda McPhail  
Chair

---

Evangel Biason  
Legislative Services Coordinator



# City of Richmond

## Report to Committee

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

**Date:** September 7, 2018

**From:** Elizabeth Ayers  
Director, Recreation Services

**File:** 11-7375-01/2018-Vol  
01

**Re:** Volunteer Management Strategy 2018-2021

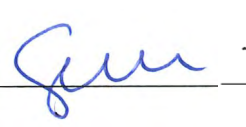

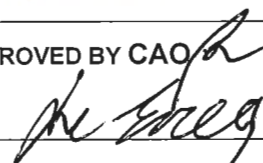
### Staff Recommendation

1. That the staff report titled "Volunteer Management Strategy 2018-2021," dated September 7, 2018, from the Director, Recreation Services, be received for information.
2. That the Volunteer Management Strategy 2018-2021, be adopted by Richmond City Council.

*BAyers*

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

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Emergency Programs	<input checked="" type="checkbox"/>	
Environmental Programs	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## **Staff Report**

### **Origin**

The draft 2018-2021 Volunteer Management Strategy was presented to the Parks, Recreation and Cultural Services Committee at the Tuesday, March 27, 2018, meeting for endorsement from the Committee for the purpose of seeking stakeholder feedback on the strategy.

The purpose of this report is to present the final Volunteer Management Strategy 2018-2021 for Council's endorsement. This report will highlight the steps that were taken to solicit feedback from stakeholders on the strategy, and summarize the key feedback received.

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

- 2.1. Strong neighbourhoods.*
- 2.2. Effective social service networks.*
- 2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.*
- 2.4. Vibrant arts, culture and heritage opportunities.*

This report supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

- 5.2. Strengthened strategic partnerships that help advance City priorities.*

### **Analysis**

#### **Background**

As detailed in the report to the Parks, Recreation and Cultural Services Committee dated March 13, 2018, staff have updated the original 2007-2012 Volunteer Management Strategy that has guided the City of Richmond's volunteer management processes and systems for the past decade. The strategy was originally intended to provide direction until 2012. The objectives and goals of the strategy and the nature of volunteerism have allowed the strategy to provide direction beyond the intended five year life span of the strategy.

With the continued success of the Volunteer Management program, staff felt it was time to assess and re-develop priorities to ensure the continued enhancement of volunteer management practices and to ensure these priorities supported the goals within the updated Community Wellness Strategy and Recreation and Sport Strategy. The Volunteer Management Strategy 2018-2021 focuses on supporting volunteers in their development and achievement of their personal goals, as well as further supporting City, partner, and affiliate staff who work closely with volunteers (Attachment 1 –Volunteer Management Strategy 2018-2021).

The spirit of volunteerism can be found throughout Richmond including schools, not for profit social service providers, faith based groups, service clubs and others who each contribute to Richmond's vibrancy.



### Stakeholder Feedback

With the Parks, Recreation and Cultural Service Committee's endorsement of the draft strategy, staff contacted over 30 partner agencies and organizations and provided them with copies of the strategy and a comment form to solicit their feedback on the updated strategy. Each of the organizations that were contacted by staff rely on volunteers to offer and implement their programs and services for Richmond residents.

Of the groups contacted, staff presented or met with approximately 18 partner Richmond organizations or committees which represent multiple organizations. The 18 partner organizations included: the Richmond School District No. 38 through the City of Richmond and Richmond School District Council Liaison Committee, Richmond Olympic Oval staff, Richmond Arenas Community Association, Richmond Communities along with Richmond Cares Richmond Gives, Richmond Sports Council, the Richmond Arts Coalition and London Heritage Farm.

As a result of the 18 presentations made by staff, a variety of feedback was received regarding the strategy. This included a combination of written feedback from 11 of the above organizations, along with verbal suggestions and feedback on how to improve the strategy by others.

The feedback received from various organizations and groups was positive and appreciative of the draft strategy and its five initiatives. A few individual organizations provided specific feedback related to the strategy around the role that the City of Richmond plays in the overall management of volunteers, compared to other organizations and groups that are not partners with the City of Richmond but nonetheless provide valuable volunteer opportunities for Richmond residents.

As a result of the feedback, staff have updated the content to reflect the scope and reach of the work the City does in relation to volunteer services, and how it supports both partner and non-partner Richmond based volunteer organizations. Additional information is included to recognize the work that other organizations beyond the City of Richmond and its partner agencies do in the area of volunteer management in Richmond.

### Next Steps

With the endorsement of Richmond City Council, staff will begin integrating the strategy's actions into annual work plans. The strategy's five initiatives are:

1. eCoordinator Capacity Building;
2. Volunteer Capacity Building;
3. Volunteer Appreciation;
4. Promotion, Awareness and Communication; and
5. Software System Improvements.

The strategy details actions associated with each of the five strategic initiatives, and a logic model that contains an implementation and outcomes evaluation plan. Each of the initiatives is detailed using a matrix to evaluate the various priorities, key questions directing the work staff

does along with a time frame for evaluating the various outcomes of the initiatives. From the logic model's matrix staff will draw upon the initiatives details to ensure measureable progress is made on the strategy.

As part of the evaluation process, staff will present an update to Richmond City Council at the halfway point in the life of the strategy along with a summary of the successes of the strategy at the end of the implementation period.

### Initial Implementation

As an outcome of the meeting with the Richmond Council School Board Liaison Committee, staff from both organizations will be meeting this fall to explore additional opportunities for students to become more active as volunteers in the community.

Staff have begun working with coordinators from various divisions and partner agencies to organize a training manual to help volunteers understand their role in volunteering with the City of Richmond and its various partners in delivering programs and services to the community.

This past spring staff worked in partnership with Richmond Cares, Richmond Gives to coordinate the promotion of National Volunteer Week, which is held each year in April. All of the promotional material that was developed for Volunteer Week this year had Richmond Cares, Richmond Gives and the City of Richmond's logos on them. This material will be used again next year by both organizations to promote the importance of volunteerism in Richmond. The City of Richmond also provided support to Richmond Cares, Richmond Gives for their *Volunteer are Stars* awards event.

### **Financial Impact**

Many of the actions identified within the five initiatives can be accomplished with existing resources. Staff will work with community partners in the sharing of resources related to volunteer recognition and training where applicable.

### **Conclusion**

Through reaching out to various community partners, staff strengthened the Volunteer Management Strategy 2018-2021 to ensure that the five strategic initiatives and action items detailed in the strategy will be impactful. The stakeholder consultation has allowed staff to hear from a diverse cross section of community groups and partners who rely on the services of volunteers to provide programs, services and events to the community. The consultation process has also helped to ensure that the strategy reflects the roles and responsibilities of various partner groups that the City of Richmond works with.

September 7, 2018

- 5 -

A handwritten signature in black ink, appearing to read 'Gregg Wheeler', with a stylized, cursive script.

Gregg Wheeler  
Manager, Sport and Community Events  
(604-244-1274)

Att. 1: 2018-2021 Volunteer Management Strategy: Engaging and Supporting Volunteers for a  
Vibrant, Connected City

City of Richmond

# Volunteer Management Strategy 2018–2021

Engaging and Supporting Volunteers for a Vibrant, Connected City



# Acknowledgements

## Project Team

Angela Rai, Project Lead, Planner 1

Elizabeth Ayers, Manager, Planning and Projects

Gregg Wheeler, Manager, Sport and Community Events

Wing Ho, Volunteer Development Coordinator

## Other Contributors

Thank you to all the eCoordinators who provided feedback during focus group sessions. Another special thank you goes out to all the volunteers who took part in the survey and focus groups to provide the data upon which this strategy relies.





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# 1. Executive Summary

Volunteering can be a life changing experience, as many people involved in it find a sense of community connectedness, accomplishment, and pride. Volunteers contribute to community development, vibrancy, and legacy building, while often gaining numerous personal benefits themselves. The spirit of volunteerism can be found throughout Richmond as various community groups, faith communities, non-profits, educational institutions, charitable organizations along with Richmond Cares, Richmond Gives, all provide a wide variety of volunteer opportunities.

In 2007, the City of Richmond adopted its first Volunteer Management Strategy. The Strategy was developed to guide the actions for creating a centralized volunteer management system in preparation for the 2010 Olympic Winter Games and as a legacy intended to serve the City and its partners well into the future. The Strategy helped increase the capacity of the City and partner organizations in their delivery of programs, services, and events with volunteers' involvement.

The *Volunteer Management Strategy 2018–2021: Engaging and Supporting Volunteers for a Vibrant, Connected City* is an update to the original 2007 Strategy and focuses on supporting volunteers in their development and achievement of their personal goals as well as further supporting City, partner, and affiliate staff who work closely with volunteers.

Developing the updated Volunteer Management Strategy 2018–2021 first involved conducting an analysis of the City's accomplishments of the actions and goals set out in the original Strategy followed by a review of best practices in volunteer management. The next steps comprised of collecting data on the experiences of those involved in volunteerism, both as volunteers and staff who support volunteers. An online survey was administered to volunteers within the City's volunteer management system database and to partner boards of directors. Several focus groups were conducted with volunteers and staff.

The key findings are listed below:

- 83 per cent of survey respondents indicate there are sufficient opportunities to volunteer through the City or its partners, yet 56 per cent say there are other skills they would like to utilise during their volunteer experience or other types of volunteering that they would like to participate in;
- Volunteers indicate they would like more leadership opportunities, as well as those of a cultural or linguistic nature;
- Youth tend to receive less training, support, and recognition compared to adults;
- Volunteers from the focus groups report that it is important for staff coordinating volunteer events and programs to be organized and considerate of their needs, as it contributes to a positive experience and is a sign of respect;



- Staff who work with volunteers would like additional support resources to help them with technical troubleshooting of the software system, recruiting and training volunteers, and supporting volunteers' needs;
- There were a number of suggestions made for improvements to the online volunteer management system, *I Can Help*. Some of the suggestions reflect staff training issues while others indicate issues with the software system itself both in the presentation of the site and with the programmed functions of the software;
- In order to provide consistency and excellence in volunteer management, staff working with volunteers need further supports to increase their capacity whether that be in the form of online resources, further support from the City's Volunteer Development Coordinator, or mentorship from their colleagues.

The analysis of the data resulted in the development of three objectives and five strategic initiatives with actions to achieve desired outcomes. The objectives of this updated Strategy are to ensure that 1) *Richmond is a connected, vibrant city*, 2) *volunteers are engaged in their community through a variety of meaningful volunteer opportunities*, and that 3) *the City and partner organizations deliver a variety of programs, services, and events with the involvement of volunteers*. The five strategic initiatives identified as priorities are:

1. eCoordinator (staff) capacity building;
2. Volunteer capacity building;
3. Volunteer appreciation;
4. Promotion, awareness, and communications;
5. Software system improvements.

Within these strategic initiatives are a total of 18 actions to achieve the desired outcomes. The Volunteer Management Strategy 2018–2021 specifies these actions and incorporates a logic model, implementation and evaluation plans to ensure the outcomes are met. The logic model and the implementation and outcomes evaluation plans are frameworks to monitor and assess the effectiveness of actions and to ensure progress is made towards achieving the desired outcomes and objectives.

Volunteers play a vital role in generating community connectedness and vibrancy in the City of Richmond. The City of Richmond and its partners rely heavily on volunteers to support the delivery of many events, services, and programs to the community. This updated Volunteer Management Strategy recognizes the important contributions that volunteers make and in return, this Strategy prioritizes volunteers and promotes positive, meaningful volunteer experiences. The strategic initiatives and actions outlined in this document support volunteers by developing opportunities for them as well as building capacity in the staff that work with volunteers. This Strategy supports volunteer participation in events and programs across the City and through partner organizations to ensure volunteerism thrives in Richmond well into the future.

## 2. Introduction

Volunteering is a form of citizenship and an essential part of community building. Volunteers donate their time as an investment in their community<sup>1</sup> and in return, report gaining many benefits. There are numerous reasons for volunteering; many individuals who volunteer cite feeling a need to give back to their community as well as it being a fun and rewarding experience.

While volunteerism provides numerous benefits to the volunteer, volunteers also play a vital role in supporting the delivery of many programs, services, and events offered by the City of Richmond and its partners. There are over 10,000 volunteers currently registered through the City of Richmond's volunteer management system. On average, volunteers provide approximately 92,000 hours of service annually.

The *Volunteer Management Strategy 2018–2021: Engaging and Supporting Volunteers for a Vibrant, Connected City* (VMS 2018–2021) is an update to the *2007–2012 Volunteer Management Strategy: Building the Volunteer Spirit!* (2007–2012 VMS) and focuses on engaging volunteers and enabling them to reach their goals. The Strategy also focuses on providing the supports for City, partner, and affiliate<sup>2</sup> staff who work closely with volunteers.



<sup>1</sup> CNIB. (2017). *Strengthening Communities Through Volunteer Program Development: Culture of Volunteerism – Manual*, 1–33.

<sup>2</sup> The City of Richmond's Community Services supports a variety of different organizations and groups through its volunteer management systems and processes. The Community Associations operating out of the City's community centres are examples of City partners; the Sharing Farm Society and Gulf of Georgia Cannery Society are examples of affiliated organizations. From here onward, for simplicity in language, this document will refer to both partner and affiliate organizations as partners or partner staff.

### 3. Background



Richmond's population continues to grow with a high influx of new residents born outside of Canada. Richmond is known for its rich ethnic diversity. A majority of Richmond residents (70%) self-identify as a visible minority. This is the highest proportion of any municipality in BC and the second highest in Canada. Many languages are spoken in Richmond.

In 2007, the City of Richmond adopted its first Volunteer Management Strategy (VMS). The Strategy was developed to guide the creation of a centralized volunteer management system and hiring of a Volunteer Development Coordinator in preparation for the 2010 Olympic Winter Games. This Strategy has been successful as a legacy for the City of Richmond and its partners in guiding volunteer management into the future. A number of actions were identified that led to the implementation of a centralized online volunteer management system. There were also actions that supported capacity building for volunteers and developing various accompanying resources for those working with volunteers. Numerous actions were identified that aimed to address partner synergies, training of City and partner staff on best practices in working with volunteers, providing technical support, and providing support for and recognition of volunteers.

Thirty actions emanated from five strategic directions set forth in the 2007–2012 VMS with over 100 expected outcomes as a result of those actions. The City has accomplished most of these actions and achieved many of the desired outcomes. The City has modernized its volunteer management system with the number of opportunities for volunteers doubling and the number of volunteer hours contributed to the community tripling since 2011.

The 2007–2012 VMS is largely a success. Although the original Strategy recognizes the importance of volunteer and staff capacity building, the updated VMS 2018–2021 continues to prioritize this area with the primary objective of engaging and further developing supports for volunteers within the City and its partner organizations.



## 4. Volunteerism

Volunteerism is defined as an act of willingly providing a service without pay usually within one's community, yet volunteering goes much deeper than this definition, as many who are involved in it report life changing experiences. The top three reasons for volunteering as reported by the City's volunteers are giving back to the community, meeting new people, and connecting to the community. However, volunteers report many reasons for volunteering and gain many benefits from doing so. Volunteering provides opportunities to connect with neighbours and people they would not otherwise encounter, de-stress and engage in activities unrelated to work, and be part of community and legacy building through the many City events. For some, volunteering allows them to provide their skills to the community while for others, it allows them to develop new skills such as technical, leadership, management, and planning skills. Volunteering is an opportunity to set examples for the younger generation as well as get to know them. Overall, volunteers experience a deeper feeling of connection to the community, ownership over community development, and a certain pride in their accomplishments.

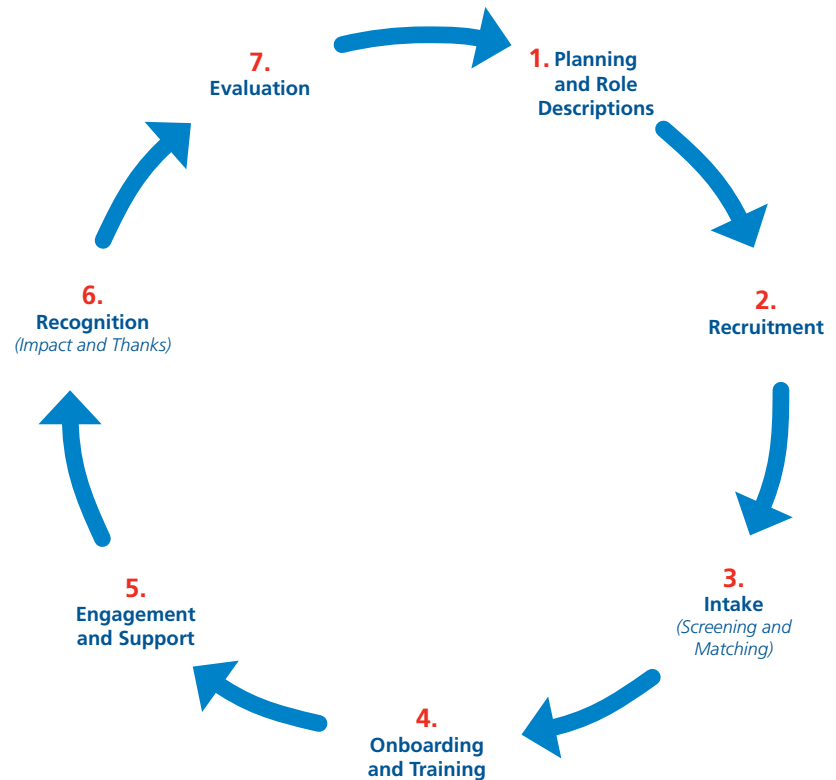
### 4.1 Trends and Shifts in Volunteer Practices

Until recently, much of the literature regarding best practices in volunteer management was focused on how to recruit and retain volunteers. The emphasis on volunteer management was centred upon the organization itself and how volunteers could support the organization in achieving its mission. There has been a shift away from an organization-focused, recruiting-centred approach to a much more volunteer-centred approach whereby volunteers are considered partners and supported in reaching their goals.



Figure 1 below, illustrates the critical stages involved in volunteer management. It is a continuous cycle requiring planning, investment, and monitoring to ensure volunteers remain engaged. Weakness or failure of any of the stages breaks the cycle and risks volunteers resigning or finding opportunities elsewhere.<sup>3</sup>

**Figure 1: Cycle of Volunteer Management**



The critical elements within the Cycle of Volunteer Management are already integrated into the City's volunteer management practices, as the model was adopted as part of the original Strategy. The model continues to serve as a platform from which the updated Strategy's initiatives and actions emanate.

While all the components of the cycle are critical to volunteer management success, succession planning is essential to maintaining a healthy force of volunteers to aid in the delivery of City and partner events and programs. Most of the volunteer hours for the City of Richmond are contributed by a few individuals, youth and older adults. Youth tend to stop volunteering once in postsecondary education or once they have entered the workforce. Older adults sometimes face health challenges or physical barriers to continuing volunteering. Ensuring that all elements of the cycle are incorporated into volunteer management practices, will help recruit and engage younger volunteers and retain them well into the future.<sup>4</sup>

<sup>3</sup> CNIB. (2017). Strengthening Communities Through Volunteer Program Development: Culture of Volunteerism – Manual, 1–33.

<sup>4</sup> CNIB. (2017). Strengthening Communities Through Volunteer Program Development: Culture of Volunteerism – Manual, 1–33.

## Today's Volunteers

Developing the Volunteer Management Strategy 2018–2021 (VMS 2018–2021) involved conducting an extensive literature review and identifying best practices in volunteer management. This section identifies the best practices in volunteer management, which formed the basis of the Strategy's research questions as well as informed the strategic initiatives within this Strategy.

The research conducted on volunteerism can be synthesized to describe volunteers and their needs. Three themes emerge: volunteers can be described as goal oriented; wanting to make a difference; and needing to feel appreciated. The established best practices in volunteer management can be categorized under these three themes to support volunteers and address their needs. These best practices are categorized and listed below.

## Best Practices in Volunteer Management

### 1. Volunteers are goal oriented.

- Support volunteers in reaching their personal goals – get to know them.
- Offer skills development/training opportunities.
- Offer opportunities to utilise different skill sets.
- Offer short-term and long-term opportunities.
- Offer non-traditional opportunities – e.g. online/tech-based.
- Support volunteers in creating their own experience.
- Incorporate volunteers into planning processes.

### 2. Volunteers want to make a difference.

- Offer meaningful volunteer opportunities.
- Create a two-way relationship/partnership.
- Communicate the impact of their contributions.
- Provide clearly written job descriptions so the goals, vision, potential impact, and expectations are understood.
- Give and receive feedback.

### 3. Volunteers want to be appreciated.

- Recognize/thank volunteers.
- Recognize individual social responsibility (informal volunteering).
- Provide opportunities for personal or professional development.
- Ask volunteers to contribute to program planning.
- Communicate the impact of their contributions.

Looking forward, the updated VMS 2018–2021 aims to take volunteer management practices to the next level by focusing on the volunteers' needs and experiences and using these best practices as foundational building blocks of the Strategy. The updated Strategy also prioritizes staff capacity building to ensure consistency and excellence across the board in volunteer management.







## 4.2 Volunteerism in Richmond

### Volunteering through the City and Partner Organizations

The City of Richmond has long been engaging with volunteers in a variety of ways. The City offers various programs, services, and events to its residents often including volunteers in the delivery of them. These opportunities span all departments within the City. Volunteer opportunities range from participating in a single event, to involvement with regularly occurring programs, to volunteering on a board of directors.

The majority of the City's volunteer opportunities are provided through the Community Services Division, as there are numerous programs and events through sports, recreation, parks, arts, culture, heritage, and community social development that are enhanced with the involvement of volunteers.

Many of the volunteer opportunities within the Community Services Division are offered through partner organizations/associations. These organizations/associations are comprised of volunteer boards of directors that are also largely responsible for developing the opportunities in which volunteers are involved. These organizations often rely on volunteers to support the delivery of certain programs and events. These organizations/associations are the main users of the City's volunteer management system and rely on the system to recruit volunteers. Partner organization staff working with volunteers receive training and support from the City's Volunteer Development Coordinator (VDC).

The City's Emergency Social Services and Environmental Programs are departments that also heavily involve volunteers in their services. Emergency Social Services provides opportunities for and relies on volunteers to help educate the public on emergency preparedness and deliver services during emergency response situations.

Environmental Programs offers several volunteer program opportunities such as the Green Ambassadors program; volunteers act as environmental stewards and engage the community at events about waste diversion and other relevant environmental issues. Other City departments involve volunteers in events and service delivery from time to time as required.

The City's Volunteer Development Coordinator (VDC) is responsible for supporting all the different departments involved with volunteers by ensuring efforts are coordinated throughout the City. The City also provides these volunteer management services to a number of partner and affiliated organizations within the community.

Both the Richmond Public Library and Richmond RCMP utilise the City of Richmond's volunteer management services. The Richmond Public Library provides a variety of volunteer opportunities, which are often utilized by new immigrants seeking Canadian volunteer experiences and developing language skills. The Richmond RCMP has a community policing volunteer program as well as volunteer opportunities through the Block Watch program.

The Richmond Olympic Oval and Richmond Olympic Experience interactive museum provide a number of events- and sports-related opportunities for volunteering. The City also supports the recruitment of volunteers for certain special events held at the Oval.

Periodically, other community groups request that the City help recruit volunteers for specific events.

### Other Volunteer Opportunities within Richmond

Volunteer opportunities are available through many other organizations across the City. Sports associations tend to recruit their own volunteers, as many volunteers are family members of the athletes. Religious institutions also utilise volunteers by drawing upon their membership. Volunteering through a child's school or activities as well as with professional associations are very common. Informal volunteering such as helping a neighbour and micro volunteering (e.g. signing a petition) are now recognized forms of volunteerism as well.

Richmond Cares Richmond Gives (RCRG) is a non-profit organization that ensures Richmond's charitable sector has the resources it needs to make a meaningful impact in the community. It connects individuals interested in volunteering with organizations of a social service nature for longer term volunteer experiences. Many of the City's partner and affiliated organizations promote volunteer opportunities through RCRG as well as through the City's volunteer website.

RCRG offers training to volunteers and staff who work closely with volunteers. Their training involves courses on best practices as well as on specific areas of volunteer management. The City of Richmond and RCRG have had a good working relationship for many years and support each other in the promotion of volunteerism in Richmond. An example is RCRG's Youth Leadership program that the City and the VDC support on an annual basis. The City and partner organizations also utilise RCRG's training and resources as appropriate.



For both RCRG and City of Richmond partners, approximately 70 per cent of volunteer hours/opportunities recorded are in community programs and services whereas about 30 per cent are events-based. However, volunteer opportunities are not duplicated, as the opportunities through the City and partners tend to be in recreation, parks, arts, heritage, culture, and community development, whereas the opportunities through RCRG tend to be in the social services sector. This percentage breakdown has evolved over the past five years, as volunteers have taken on a larger role in supporting community programs.

Among the City, RCRG, and the many organizations within Richmond that offer volunteer opportunities, there is a great variety of opportunities in which residents can be involved. Opportunities and services complement one another by providing a range of options for volunteers. All these organizations that work with volunteers play a critical role generating community connectedness among Richmond residents as well as developing Richmond's legacy.





## 5. The Volunteer Management Strategy 2018–2021 and City Objectives

The Volunteer Management Strategies development has been led by the Community Services Division. The Strategies aim to support volunteerism across all City divisions and the broader community.

### The Vision

The City of Richmond's vision is *to be the most appealing, livable, and well-managed community in Canada*.

A vision statement for the 2007–2012 VMS was developed to guide the objectives and actions emanating from the Strategy.

### 2007–2012 VMS Vision

*Richmond's Parks, Recreation, and Cultural Services, connects people with volunteer opportunities, leads and sustains a strong volunteer spirit.*

The objectives and actions set forth in the updated Strategy aim to continue to foster a strong volunteer spirit within the community. However, the updated Strategy prioritizes its focus on the support and capacity building of volunteers to increase a sense of community connectedness.





Considering the City's vision, the vision of the 2007–2012 VMS, and the re-direction of priorities for the updated Strategy, the vision for the VMS 2018–2021 is that:

*Richmond engages, supports, and connects people through volunteer opportunities, which contribute to Richmond being a livable, appealing, and vibrant city.*

## City Strategies

The VMS 2018–2021 supports goals as well as responds to specific actions identified within a number of City strategies. The City of Richmond has an Official Community Plan (OCP). The OCP is a legally required City bylaw that enables City Council to plan, co-ordinate and manage the City's sustainability, social, economic and land use interests, over the long term (e.g. 2041). The OCP reflects the overall values of the community by establishing a City vision, goals and objectives for future sustainability, development and servicing, and policies and urban design guidelines to achieve the vision.

The OCP recognizes the importance of developing a vibrant community, including providing opportunities to connect with neighbours, feel a sense of belonging, and engage in lifelong learning. Maximizing volunteer involvement in the delivery of parks, recreation, and wellness programs and services is specifically acknowledged in the OCP. The VMS 2018–2021 contributes to developing a vibrant City, as it supports volunteers' involvement in many avenues of community development and legacy building.

The VMS 2018–2021 also supports the objectives within the *Community Wellness Strategy 2017–2022* and the *Building Our Social Future – A Social Development Strategy for Richmond 2013–2022*. The Community Wellness Strategy 2017–2022 is currently being developed to guide the actions across the Community Services Division. Volunteerism supports the Community Wellness Strategy's *Focus Area 2: Enhance physical and social connectedness within and among neighbourhoods and communities*. Volunteers report gaining a deeper sense of connectedness to their community through volunteer activities. They find that volunteering allows them to meet people they would not otherwise get to meet, understand their community and neighbourhood needs better, and become invested in and gain a sense of pride in being a part of developing their community. The VMS 2018–2021 aims to further promote and enable these outcomes as well as provide capacity building support to volunteers to reach their goals. In turn, these actions will support the Community Wellness Strategy's objectives of a healthy, connected, and engaged community.

Strategic Direction 6 from the Social Development Strategy (SDS) supports community engagement and volunteerism. The SDS recognizes that volunteering is one of the most fundamental acts of citizenship and philanthropy in society and is a primary contributor to building a strong community. Through working with volunteers,

the City is able to provide an increased scope and variety of activities, and maximize service provision across the community where financial resources may otherwise be limited. The SDS and the VMS 2018–2021 complement each other as the SDS is committed to implementing and monitoring the VMS 2018–2021, collaborating and establishing partnerships and engaging and empowering the community, while the VMS 2018–2021 contributes to developing an inclusive, engaged, and caring community.

Other City strategies to which the VMS 2018–2021 relates include:

- 2017–2022 Intercultural Strategic Plan;
- Arts Strategy (under development);
- Emergency Social Services Plan (under development);
- 2007 Museum & Heritage Strategy;
- Recreation and Sport Strategy (under development);
- Richmond Library Strategic and Long Range Plan 2014–2018;
- Richmond Sport Hosting Strategy 2016–2020;
- Seniors Service Plan 2015–2019;
- Youth Service Plan 2015– 2020;
- Britannia Shipyards National Historic Site Strategic Plan 2014–2018.

The VMS 2018–2021 prioritizes volunteer capacity building and providing meaningful volunteer opportunities for volunteers to connect to their community. The initiatives and actions set forth in the Strategy all aim to improve the experiences of volunteers and help them reach their goals. This Strategy supports the objectives within the various City strategies and lays the foundation for continuous volunteerism and community development well into the future.

## 6. Developing the Updated Strategy (2018–2021)

The 2007–2012 Volunteer Management Strategy (2007–2012 VMS) guided the actions surrounding volunteerism for the City and its partners. Much was accomplished as a result of the Strategy and many of the objectives remain relevant today in guiding volunteer management practices for the City and partner organizations.

As a first step in developing the Volunteer Management Strategy 2018–2021 (VMS 2018–2021), a current state analysis was conducted. The 30 actions and 100 outcomes set forth in the 2007–2012 VMS were assessed for completion, success, and relevancy to current issues facing volunteer management.

The next steps comprised of researching best practices in volunteer management and collecting data on the experiences of those involved in volunteerism, both as volunteers and the staff who support volunteers. An online survey was administered to all volunteers within the City's volunteer management system database as well as to partner boards of directors. Focus groups were conducted with volunteers and staff who work with volunteers (termed eCoordinators<sup>5</sup>).

The analysis of the data contributed to the development of five strategic initiatives with 18 actions to achieve specific outcomes. The objectives, strategic initiatives and actions are discussed in Sections 8 and 9. Although the strategic initiatives differ from the original Strategy, the actions and desired outcomes in the update complement and support the original Strategy's goals and major objectives.



<sup>5</sup> eCoordinators are trained City and partner staff who use their own facility/program staff portal of the City volunteer management system.



## 7. Data Analysis Highlights

This section briefly describes the major themes that emerged from the survey and focus groups with volunteers and eCoordinators. For an in depth analysis of the data and detailed methodologies, please refer to Appendix A, B, and C.

### 7.1 Survey Highlights

The survey data suggest that the City's volunteers are a dedicated group that have many skills and significant knowledge to contribute to the community. The survey results indicate a high level of satisfaction with the overall volunteer experience; however, there are key themes that stand out.

Eighty-three per cent of respondents indicate there are sufficient opportunities to volunteer through the City or its partners, yet 56 per cent say there are other skills they would like to utilise during their volunteer experience or other types of volunteering that they would like to be doing. Forty-six per cent of volunteers indicate they would like to use their fluency in another language in their volunteer opportunities and 31 per cent would like to use their cultural knowledge. Respondents indicate they have a wide variety of other skills and knowledge to offer while volunteering. These findings suggest there needs to be a greater variety of volunteer opportunities developed, including those of a cultural and linguistic nature.





Experiences and volunteer goals differ slightly among age groups. Preliminary discussions with eCoordinators suggested that youth only want to acquire hours to graduate. The youth survey and focus group data suggest otherwise. Many youth value skills development and gain feelings of community connectedness from volunteer opportunities. Youth also indicate that they have other skills to offer while volunteering and would like to be involved in other types of volunteering opportunities. Seventy-six per cent of youth feel they have leadership skills and that they would like more leadership opportunities. Many also have language skills, technology skills, and art skills that they would like to utilise. These findings suggest that youth want a greater variety of opportunities and more meaningful experiences.

Additionally, the survey indicates that youth feel they receive a lesser amount of support, training, and recognition for their volunteer activities compared to adults. Youth were the least likely group to report being recognized or thanked for their work; 74 per cent of youth report being thanked whereas over 83 per cent of adults report being thanked for volunteering. There are also fewer youth compared to adults who report that staff makes them feel like a valued partner to the organization.

The data from the survey indicate that volunteers desire a greater variety of volunteer opportunities, especially of a leadership nature and that greater investment into youth volunteers is needed. Youth also require further support, training, and recognition for their volunteer activities.

## 7.2 Volunteer Focus Group Highlights

Three focus groups were held to explore opportunities and issues that were highlighted through the online survey. A major theme that emerged through the volunteer focus groups is that volunteers want their needs to be considered and taken care of. As they donate their time and efforts to the community, they feel there needs to be reciprocity from staff. Volunteers' requests while volunteering are relatively simple. Below is a list of suggested ways staff can ensure positive experiences when planning and organizing volunteer events or other opportunities:

- Clear communication;
- Clearly defined roles and expectations;
- Well organized events/programs;
- Physical needs considered (bathroom breaks, food, clothing);
- Consistency of treatment among different events/organizations;
- Feedback provided regarding impact made;
- Respected as partners by staff yet differentiated from staff roles
- Feel as if a part of the event;
- Actively involved (not standing around);
- Appreciation for time donated.

In summary, volunteers want to feel appreciated and respected. Being organized and considerate of their needs contributes to a positive experience and demonstrates respect.

Youth had a few unique experiences that differed from adults. Some of the youth report not feeling adequately prepared for their assigned duties. They said that they would like more training and mentorship. Some youth report that they had been assigned leadership roles yet not truly granted authority when in these roles, which they found frustrating. Other youth cited that they felt underappreciated at times.

The focus group participants also had some suggestions for the online volunteer management system (*I Can Help*) to make it more intuitive and user-friendly:

- Post all opportunities at once (e.g. dates for annual and large events are known by City staff well in advance – volunteers would like to plan in advance);
- Filter opportunities based on requirements (e.g. age or experience);
- Remove past volunteer opportunities promptly;
- Provide better key word search ability;
- Create different sections based on type of opportunity (e.g. events, short-term, long-term);
- Ensure the *I Can Help* calendar of opportunities and individual profiles are up to date;
- Ensure consistency in hours recording;
- Have only one contact person.

Some of the issues presented above are a result of the software's program structure and others are due to staff training. There are opportunities to work with the software provider to streamline the software system as well as further the training and understanding of the system for the eCoordinators.

The main theme that emerged from both the youth and adult focus groups is that the little things matter. The way a volunteer is treated impacts their experience and determines whether they will return to volunteer at future programs or events.

## 7.3 eCoordinator Focus Group Highlights

Three focus groups involving 20 eCoordinators were held to gain their perspectives on the volunteer management system. Most of the eCoordinators report that they see great value in the City's volunteer management system. They like that the system is centralized, which makes the ability to recruit multiple volunteers and communicate with them en masse simple. eCoordinators appreciate that they can easily direct interested volunteer candidates to the *I Can Help* website to initiate the recruitment process. The system allows for systematic







procedures and screening across departments/organizations such as for the police information check, which eCoordinators find helpful. eCoordinators also appreciate that volunteer hours can be tracked and approved easily. The shared system is also recognized as being cost effective.

The analysis of the focus group discussions suggests that eCoordinators need support in the following areas:

1. Volunteer support/capacity building and retention;
2. Volunteer recognition;
3. Software system training/understanding.

There is inconsistency in the level of awareness and integration of best practices in volunteer management among eCoordinators. The eCoordinators that invest in volunteers and prioritize volunteer management best practices report good volunteer retention. However, not all organizations have the capacity to develop a volunteer program and are largely reactive in their volunteer management practices. Some organizations have difficulty recruiting and retaining appropriate volunteer candidates. In contrast, a few organizations struggle with having too many keen volunteers and would like support in developing additional appropriate opportunities.

Volunteer recognition can also be challenging. There are varying budgets among the partner organizations and thus some organizations are limited financially on how volunteer appreciation can be shown. Being responsive to volunteers' suggestions and supporting their goals are other ways that volunteers feel appreciated. However, staff capacity is a limiting factor once again.

Most of the eCoordinators report that the software system is slow and not user friendly. The eCoordinators have managed to navigate the system with the Volunteer Development Coordinator's (VDC) help, yet often lack understanding about certain functions or procedures. Part of the confusion over procedures is that different organizations have different needs. To address this issue, the VDC trains each eCoordinator individually. However, the individualized training sometimes results in a lack of understanding of the system as a whole. Additionally, more experienced eCoordinators expressed the need for further advanced training on the software system so that they can analyze their own data related to volunteer management. Ongoing and advanced training is provided to eCoordinators to increase their knowledge and capacity but due to the turnover of eCoordinator staff, the eCoordinators have differing levels of proficiency with the system.

In summary, eCoordinators need extra support, training, and resources to excel in volunteer management and provide volunteers with consistent, positive experiences. The challenges and obstacles faced by eCoordinators range from recruiting and training volunteers, to understanding legal liabilities, to supporting volunteers' needs, to technical troubleshooting of the software system. eCoordinators suggest having access to a number of support resources would give them independence, especially at times when the VDC is unavailable.

The following is a list of support resources suggested by the eCoordinators:

- Software manual with frequent troubleshooting tips;
- Manual of policies and protocols to guide decision making (e.g. legal requirements, liabilities, how to manage disruptive volunteers, guidelines with suggested practices such as providing food to volunteers);
- A resource on etiquette, customer service, and shared expectations;
- A checklist for organizing events or programs considering volunteers' needs (e.g. bathroom breaks, snacks, clothing);
- Resources for orienting and training volunteers;
- Resources on how to develop leadership opportunities and enhance volunteers' opportunities.

eCoordinators request that this information be accessible in a centralized online system. They suggest that the above items be presented in a variety of formats such as formal manuals with visuals (e.g. screenshots), checklists, toolkits, video tutorials, an online bulletin board where questions can be asked and answered, and a FAQs page, as appropriate to the material being presented.

eCoordinators also stated that meetings led by the VDC are valuable, as these are great forums to learn best practices and learn from each other. Some eCoordinators would like these meetings more often or for longer, to allow more learning from and sharing with each other, and help them evolve as leaders.

The analysis of the focus group discussions suggests that supporting eCoordinators and building their capacity will in turn help promote positive, engaging experiences for volunteers.



## 8. Objectives

The analysis of the research from the best practices, survey, and focus groups leads to the development of three objectives, which are the major long-term goals of the Strategy.

**Objective 1:** Richmond is a connected, vibrant city.

**Objective 2:** Volunteers are engaged in their community through a variety of meaningful volunteer opportunities.

**Objective 3:** The City and partner organizations deliver a variety of programs, services, and events with the involvement of volunteers.

These objectives drive the development of the strategic initiatives and actions (detailed in Section 9). At the end of the Strategy's intended life, the objectives should be achieved through the effective implementation of the strategic initiatives and actions.

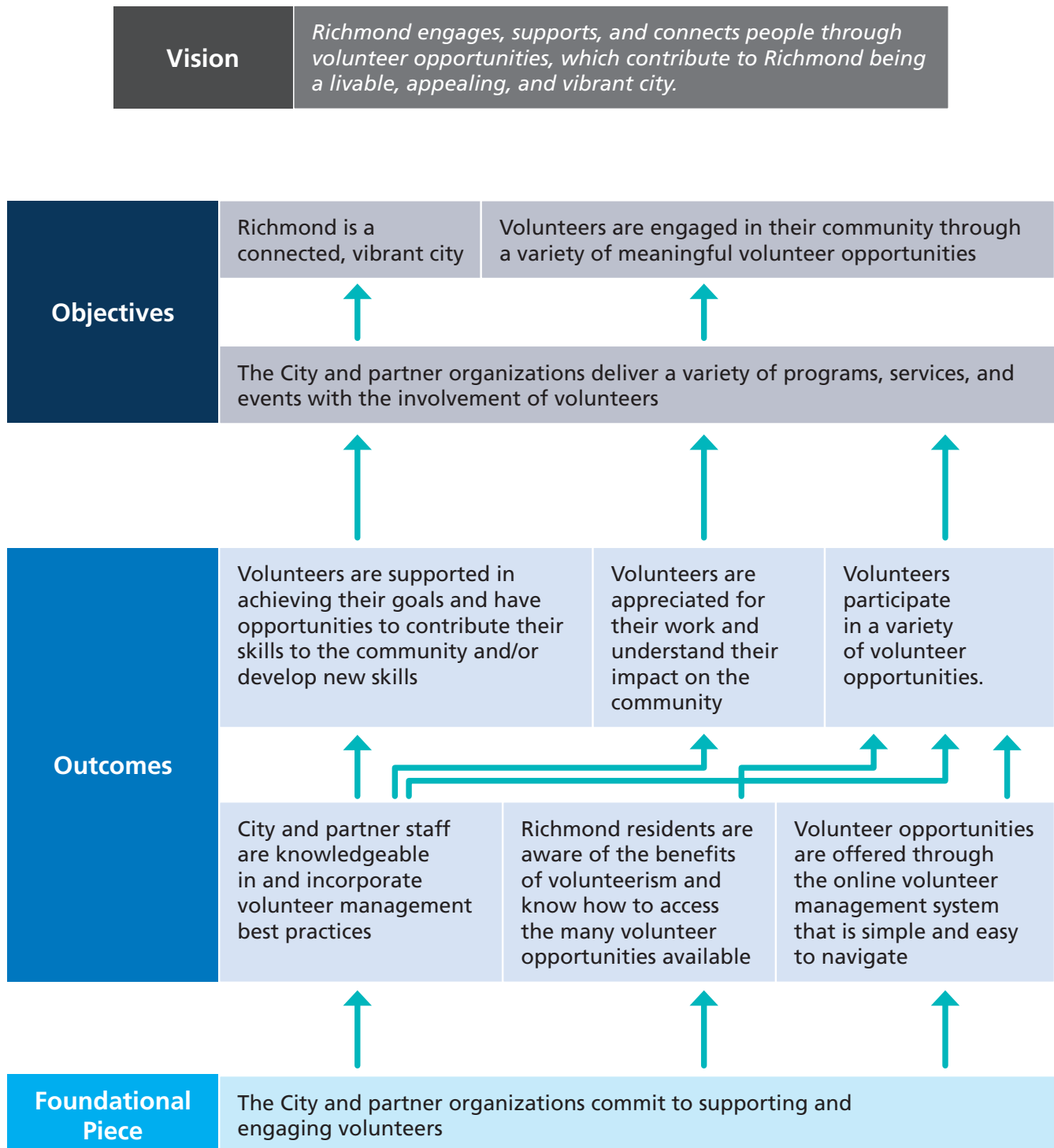
Objectives 1, 2, and 3 are interrelated and dependent upon each other. Figure 2 below, is a high level diagram that illustrates the relationships and the key components required to achieve the objectives. The diagram also depicts the foundational piece upon which the objectives rely, as well as anticipated outcomes at a high level. Outcomes are the incremental changes or benefits that contribute to the achievement of the objectives.

Objectives 1 and 2 are placed at the top of the diagram, as they prioritize the volunteer and the community. Objective 3 addresses the needs of the City and partner organizations in their program and event delivery and is considered a secondary priority and thus, placed below Objective 1 and 2. Objective 3 is also a precondition for achieving Objectives 1 and 2; when the City and its partners are able to deliver a variety of programs, services, and events, volunteers' involvement in them promote further community engagement, connectivity, and vibrancy.

Section 9 details the strategic initiatives, actions, and outcomes that support the achievement of the three objectives.



Figure 2: Objectives and Key Components





## 9. Strategic Initiatives

Five strategic initiatives have been identified as priorities for the VMS 2018–2021:

1. eCoordinator capacity building;
2. Volunteer capacity building;
3. Volunteer appreciation;
4. Promotion, awareness, and communications;
5. Software system improvements.

These strategic initiatives were developed based on the themes emanating from the survey and focus group research and established best practices in volunteer management. Each of these initiatives complement and build upon the goals and objectives defined in the original Strategy.

This Strategy prioritizes Strategic Initiatives 1 and 2, which aim to build capacity and develop opportunities that support and engage volunteers. However, all five strategic initiatives are necessary to improve the volunteer experience and take volunteer management practices to the next level.

### 9.1 Strategic Initiatives, Actions, and Outcomes

This section describes each strategic initiative in detail. Actions to attain each strategic initiative are outlined and the desired outcomes emanating from the actions are identified.



## Strategic Initiative 1: eCoordinator Capacity Building

eCoordinators are the first point of contact with volunteers and largely impact the volunteer's experience. Building capacity in eCoordinators will foster leaders in volunteer management who effectively support volunteers in having meaningful, positive experiences. This involves providing training and support resources for eCoordinators as well as developing eCoordinators as leaders.

Online resources will be developed that provide information and guidance to eCoordinators as well as set standards and support the development of volunteers. Resources will be designed for beginner to advanced eCoordinators and will include policies, recommended procedures, etiquette/customer service, standards, volunteer training, expectations of volunteers, software troubleshooting, and other volunteer management resources. The resources will consider the unique needs of City staff and partner staff and will be relevant to all eCoordinators in their various roles and specific relationships with volunteers. These materials will be presented in online documents that will be accessible through the eCoordinators' account. Resource materials will include a manual with screen shots of technical procedures, eCoordinator orientation and expectations, a FAQs page, and an event toolkit/checklist. These resources are not meant to be an exhaustive list but simply a place to start, with the intention that they will evolve over time with updated versions and additional resources added as required.

eCoordinator workshops will be held bi-monthly. These workshops are to provide updates and a forum to share knowledge and resources as well as provide leadership development opportunities for eCoordinators.

### eCoordinator Capacity Building

Actions	Desired Outcomes	Objective(s)
<ol style="list-style-type: none"> <li>Develop a centralized online resource centre for eCoordinators. To include (but not limited to): <ul style="list-style-type: none"> <li>• Policies;</li> <li>• Procedures;</li> <li>• Event toolkit/checklist;</li> <li>• Expectations;</li> <li>• Etiquette/customer service;</li> <li>• Software troubleshooting.</li> </ul> </li> <li>Implement bi-monthly eCoordinator workshops. <ul style="list-style-type: none"> <li>• Meetings to provide updates and a forum to share knowledge, resources, discuss common issues, and mentor one-another.</li> </ul> </li> <li>Develop leadership opportunities for eCoordinators.</li> </ol>	<p>Resources are available to support eCoordinators' in their work with volunteers.</p> <p>eCoordinators share ideas and resources, and mentor each other.</p> <p>eCoordinators develop as leaders and become champions for volunteerism.</p>	<p>Volunteers are engaged in their community through a variety of meaningful volunteer opportunities.</p> <p>Richmond is a connected, vibrant city.</p>

## Strategic Initiative 2: Volunteer Capacity Building

Strategic Initiative 2 aims to build volunteer capacity by developing a continuum of volunteer leadership development opportunities through mentorships and connecting individuals to appropriate opportunities in an area of their interest. These opportunities will help develop volunteers' potential and provide quality opportunities to utilize their skills and foster growth.

Initiative 1 and 2 are closely linked to one another, as building capacity in eCoordinators affects volunteer capacity building. As eCoordinators are enabled to integrate best practices in volunteer management and become leaders, they will be able to provide the support for volunteers and engage them through a variety of mentorship and leadership opportunities.

The Volunteer Development Coordinator will work with eCoordinators to develop volunteer mentorship opportunities and opportunities of a leadership nature. eCoordinators and their respective organizations will also support volunteers in creating their own volunteer experience (considering whether a proposed volunteer initiative is in alignment with the organization's goals). The City will work with partners to offer training or skills development workshops for volunteers. This includes working with its partner boards of directors to deliver board development and information sessions.

Within this initiative, is also ensuring there is an array of volunteer opportunities including training and mentoring that meet the needs of different groups of people in Richmond. This involves developing more opportunities for families with children, corporate or group volunteer opportunities, older adults, and opportunities for persons with physical or developmental disabilities. Training staff on how to best connect volunteers who have additional needs to appropriate volunteer opportunities will need to be addressed.

It should be acknowledged that organizations may have limited capacity to implement all components of Strategic Initiative 2. The intention behind this initiative is that organizations work to expand and enhance their volunteer programs where possible and as appropriate to build volunteer capacity.



## Volunteer Capacity Building

Actions	Desired Outcomes	Objective(s)
<ol style="list-style-type: none"> <li>1. Develop volunteer leadership opportunities and support volunteers in creating their own volunteer experiences.</li> <li>2. Offer volunteer development opportunities for a wide range of ages, skill levels, and interest areas.</li> <li>3. Create inclusive volunteer opportunities especially for students, families with children, corporations and groups, and people with special needs.</li> <li>4. Connect individuals to appropriate opportunities in an area of interest.</li> </ol>	<p>eCoordinators have the support, capacity, and tools to initiate, develop, and offer a continuum of volunteer leadership development opportunities.</p> <p>Volunteers feel their needs are considered and met.</p> <p>Volunteer development workshops and training courses are offered.</p> <p>There are a variety of inclusive volunteer opportunities.</p> <p>Volunteers are able to provide their skills and leadership to the community through these opportunities.</p> <p>Volunteers have positive experiences.</p>	<p>Volunteers are engaged in their community through a variety of meaningful volunteer opportunities.</p> <p>Richmond is a connected, vibrant city.</p>



### Strategic Initiative 3: Volunteer Appreciation

It is essential that all volunteers are thanked for their volunteer efforts. Volunteers who feel appreciated are more likely to continue to donate their time to the community. There are a variety of ways to make volunteers feel appreciated that range from a simple 'thank you' from staff to large scale recognition events. Strategic Initiative 3 aims to develop the processes to recognize the contributions that volunteers make and ensure recognition is appropriate to the different volunteer demographics.

The City will work with partner organizations to develop recognition protocol and generate a variety of recognition ideas for varying budgets. A budget request will be submitted to support City recognition initiatives and activities. Because investing in individuals is considered a form of appreciation, funds should also be considered for specialized volunteer training and development opportunities such as first aid training or leadership development courses.

The City will continue to celebrate volunteers during National Volunteer Recognition Week as well as organize recognition events for volunteers. While the City will take the lead on major recognition events, such events are to be coordinated with partner organizations. One major event will be an annual recognition event hosted by the City and its partners to officially recognize and celebrate the contributions that volunteers made in the preceding year. The City will also incorporate volunteer recognition at other City events and feature exceptional and unique volunteers on the *I Can Help* website.

#### Volunteer Appreciation

Actions	Desired Outcomes	Objective(s)
1. Develop recognition protocol with partners that identifies recognition activities and roles of the City and partner organizations.	The City and partner organizations recognize volunteers in a variety of ways.	Volunteers are engaged in their community through a variety of meaningful volunteer opportunities.
2. Plan and execute an annual volunteer recognition event(s) in conjunction with partner organizations.	Volunteers feel their efforts are appreciated and understand their impact.	The City and partner organizations deliver a variety of programs, services, and events with the involvement of volunteers.
3. Recognize volunteers throughout the year.	There is good volunteer retention/ volunteers continue to invest in their community.	
4. Develop and submit a budget request with funding rationale to support volunteer development and recognition events and activities.	Resources and capacity are available to provide recognition to volunteers.	

## Strategic Initiative 4: Promotion, Awareness, and Communications

Ensuring there are sufficient volunteers who are able and appropriately skilled to be a part of the various programs and events is paramount to the sustainability of Richmond's volunteer management system. Research conducted to inform the Richmond Community Wellness Strategy indicates that there are many Richmond residents who are interested in volunteering but do not know how to find opportunities. Additionally, the volunteer survey data found that recent immigrants were underrepresented in volunteer activities. Strategic Initiative 4 will contribute to more effective promotion of the benefits of volunteering and increased awareness of how to access the opportunities available.

The City will develop a plan to guide the further promotion of volunteering benefits, promotion of the *I Can Help* website, and outreach to Richmond residents. Awareness and communications on how, where, and what the process is to become a volunteer will be conveyed during the promotion, outreach, and engagement initiatives. Target markets comprise of newcomers, students, families with children, and corporations. This plan will include promotions via the City website, social media, volunteer fairs, and outreach through other community organizations. Promotion, awareness, and communication of volunteer opportunities via local schools are essential as well, as many programs rely on student volunteers.

The City will work with Richmond Cares Richmond Gives (RCRG) to further promote volunteerism in Richmond and share volunteer resources as appropriate. The City will also explore further synergies with other Richmond-based organizations to promote additional volunteer opportunities and resource sharing.

In order for eCoordinators to become true leaders and champions of volunteerism, they require the support from their managers and colleagues. As part of Strategic Initiative 4, the VDC will engage with City management and partner boards of directors to create better awareness and understanding of the existing volunteer programs and management system. This increased internal awareness aims to promote further support for and enhancement of the volunteer programs.



## Promotion, Awareness, and Communications

Actions	Desired Outcomes	Objective(s)
<ol style="list-style-type: none"> <li>1. Develop and implement a volunteer promotion, awareness, and communications plan for internal and external audiences. <ul style="list-style-type: none"> <li>• Actions to include in the plan: <ul style="list-style-type: none"> <li>- Promoting the <i>I Can Help</i> website and opportunities;</li> <li>- Creating awareness of benefits of volunteering;</li> <li>- Communicating the process of becoming a volunteer and services available.</li> </ul> </li> </ul> </li> <li>2. Work with RCRG to promote volunteerism and share volunteer resources as appropriate.</li> <li>3. Explore further synergies with other Richmond-based organizations to promote additional volunteer opportunities and resource sharing.</li> </ol>	<p>Greater awareness of volunteer opportunities in Richmond.</p> <p>Greater internal awareness of and support for volunteer programs and the volunteer management system.</p> <p>An array of volunteer opportunities are promoted and offered throughout Richmond.</p> <p>The number of volunteers registered in the database increases.</p> <p>There is an increased number of volunteers available and participating in various opportunities throughout Richmond.</p>	<p>Volunteers are engaged in their community through a variety of meaningful volunteer opportunities.</p> <p>The City and partner organizations deliver a variety of programs, services, and events with the involvement of volunteers.</p> <p>Richmond is a connected, vibrant city.</p>





## Strategic Initiative 5: Software System Improvements

Browsing and navigating the *I Can Help* website is often the first experience in the process of becoming a volunteer for the City of Richmond or one of its partner organizations; this experience sets the impression for future interactions. A well-designed, well-laid out website with up-to-date opportunities and information will help volunteers easily find and apply for opportunities, which contribute to the overall volunteer experience. An effective system will also better enable eCoordinators to recruit, screen, train, and communicate with volunteers as well as expand their volunteer program.

The Volunteer Development Coordinator (VDC) is responsible for the volunteer management system and the training of eCoordinators on it. The VDC will work with the software provider to make processes more intuitive and user friendly. There will also be a re-development of the website layout.

Areas of the software system to be addressed include:

- The ability of filtration and search options for volunteer opportunities;
- Potential future technological advancements – e.g. app development, new ways of tracking and inputting volunteer hours, communication methods between volunteers and eCoordinators;
- Organizing the site by opportunity type – e.g. short-term, long-term;
- Re-developing how the opportunities are posted – e.g. by date versus title.

Further discussions with eCoordinators and the VDC are required to identify improvement areas related to the software. Implementing the suggestions is dependent upon the feasibility of the software program and will require conversations with the software provider. As enhancements are made to the system, this initiative assumes there will be continuous dialogue among its users to find other opportunities for improvements and to be continuously striving to update this service.

As part of ensuring a well-functioning website, the VDC will continue to develop and implement a streamlined training program for eCoordinators. eCoordinators are currently provided one-on-one tailored training on how to use the system for their volunteer management needs. While this approach is effective for beginner eCoordinators, experienced eCoordinators indicate they want to take advantage of the full analytical functions the system offers.

The VDC will develop a two-tiered training system. The first level training is largely in place and includes partner-specific training and support considering the unique needs of the organization. It will also include a standardized orientation to the software system and user expectations, with regularly scheduled refreshers. The first level training

standards will incorporate such items as defining who is responsible for updating and removing opportunities, protocol around updating volunteers' schedules, and inputting volunteer hours. The aim of these actions is to ensure that the system is up to date and easy for volunteers to navigate. The goal of the second level training is to include training on the broader applications and capabilities of the system. Some of the software training is to occur in a classroom setting where eCoordinators can practice procedures and benefit from broader discussions.

## Software System Improvements

Actions	Desired Outcomes	Objective(s)
<ol style="list-style-type: none"> <li>1. Work with the software provider to re-develop the <i>I Can Help</i> website to make processes more intuitive and user friendly: <ul style="list-style-type: none"> <li>• Increase ability of filtration and search options for volunteer opportunities;</li> <li>• Increase speed of software processing.</li> </ul> </li> <li>2. Re-organize the <i>I Can Help</i> website layout to make the user experience more intuitive: <ul style="list-style-type: none"> <li>• Organize the site by opportunity type – e.g. short-term, long-term;</li> <li>• Re-develop how the opportunities are posted – e.g. by date vs. title.</li> </ul> </li> <li>3. Leverage technology innovation to deliver exceptional service – e.g. app development, new ways of tracking and inputting volunteer hours, communication methods between volunteers and eCoordinators.</li> <li>4. Develop and implement expectations and standards for system users: <ul style="list-style-type: none"> <li>• Define who is responsible for updating and removing opportunities;</li> <li>• Define protocol around updating volunteers' schedule;</li> <li>• Define protocol for scheduling and hours tracking;</li> <li>• Provide clear explanations of recruitment processes for volunteers.</li> </ul> </li> <li>5. Develop 2-tiered training for eCoordinators on the software system: <ul style="list-style-type: none"> <li>• First level training to include standard orientation, user expectations, and partner-specific training;</li> <li>• Second level training to include broader applications and capabilities of the system.</li> </ul> </li> </ol>	<p>The volunteer management software interface is updated and modernized.</p> <p>eCoordinators are aware of and abide by the expectations of them when using the system.</p> <p>eCoordinators receive additional training on the system.</p> <p>The system is simpler and easier to navigate for volunteers.</p> <p>eCoordinators have increased capacity and ability to navigate and understand the system as a whole.</p> <p>eCoordinators are able to analyze their own data and use the information to expand their volunteer program.</p>	<p>The City and partner organizations deliver a variety of programs, services, and events with the involvement of volunteers.</p>

## 9.2 Evaluation Logic Model

Logic models identify the inputs and actions required to achieve desired outcomes and objectives. The logic model on the following page presents the information in Section 9.1 in a different way from the Table of Outcomes and Actions, displaying participant involvement, timelines, and relationships. Outcomes are divided into short-, medium-, and long-term outcomes and illustrate relationships and pre-conditions among them.

The logic model illustrates the actions and outcomes at a very high level. Indicators of success for each of the strategic initiatives are described in Section 9.3 and provide further detail on how and when the initiatives will be evaluated for completion and success.





## 9.3 Implementation and Outcomes Evaluation Plan

The success of any strategy is founded upon implementing the initiatives and actions as described in the strategy. An Implementation and Outcomes Evaluation Plan, in table format provided below, tracks the progress and evaluates the success of strategic initiatives and the strategy as a whole. The implementation evaluation plan provides the framework to monitor and assess whether initiatives and actions are implemented as intended. The outcomes evaluation plan provides a framework to assess the effectiveness of the actions and determines if objectives have been met.

Key indicators are developed as measurements of success. The key indicators measure the short-, medium-, and long-term outcomes either directly or indirectly through proxy measures. Evaluation questions aim to collect information regarding the key indicators and are administered via survey or interviews to the appropriate participants at specific points in time. The feedback identifies successes and gaps. Identification of gaps will then aid in the re-development of inputs and actions so that the desired outcomes can be achieved. There is an assumption that multiple iterations and continuous involvement of actions will be required.



## Strategic Initiative 1: eCoordinator Capacity Building

OUTCOMES: support resources available; sharing of ideas and resources; mentorship; leaders developed.

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
Implementation Evaluation	To what degree is the variety of resources adequate?	The number of new resources available.	VDC reporting	Evaluate annually
	To what degree is the frequency of workshops adequate?	Important topics are addressed at the workshops throughout the year.	Survey eCoordinators	
		The number of eCoordinators that have received training on best practices.	VDC reporting	
Outcomes Evaluation	How well do the resources address the identified concerns of the eCoordinators?	The degree to which eCoordinators report that many of their problems can be answered within a resource document.	Survey eCoordinators	Evaluate after first year of implementation then every year thereafter
	How effective/helpful are the resources?	VDC is contacted less for problem solving issues.	VDC reporting	
	How beneficial or informative are the eCoordinator meetings?	The degree to which eCoordinators report their level of knowledge increased after meetings.	Survey eCoordinators	Pre/post surveys for eCoordinator meetings
	How adequate are the training and supports for eCoordinators on best practices in volunteer management?	The degree to which volunteers feel adequately trained and supported.	Survey volunteers	Conduct evaluation with volunteers after major events/ programs and training
	How well are eCoordinators' leadership skills being developed?	The degree to which volunteers feel like a partner.	Survey volunteers	Evaluate after the three year period
		The degree to which volunteers feel their needs are considered and met while volunteering.	Survey volunteers	
		The degree to which volunteers report that volunteer events and programs are well organized and managed.	Survey volunteers	



## Strategic Initiative 2: Volunteer Capacity Building

**OUTCOMES:** eCoordinators have support, capacity, and tools to initiate, develop, and offer a continuum of volunteer leadership programs and development opportunities; volunteer development workshops and training courses are offered, a variety of inclusive opportunities are available; volunteers provide leadership and skills through opportunities.

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
Implementation Evaluation	To what degree is there interest in developing volunteer leadership opportunities within the various City departments and partner organizations?	The number of eCoordinators the VDC worked with to develop leadership/ mentorship opportunities.	VDC reporting	Evaluate after first year of implementation then every year thereafter
	To what degree are there volunteer opportunities for different demographics and abilities?	The number of opportunities available to a broad spectrum of the population.	Demographic analysis of opportunities – VDC/eCoordinator reporting	
	To what degree are volunteers provided mentorship or development opportunities to advance their skills?	The number of new leadership/mentorship opportunities available to volunteers.	Survey eCoordinators	
		The percentage of eCoordinators' time devoted to mentorship and leadership development for volunteers.	Survey eCoordinators	
		The number of volunteers that are progressing to more advanced roles.	Survey eCoordinators	
		The number of volunteers who participate in leadership opportunities.	VDC reporting	
		The number of volunteer training/development opportunities offered.	VDC reporting	
		The number of volunteers that participate in skills development training.	VDC reporting/ eCoordinator reporting	
	To what degree are volunteers supported to create their own volunteer experiences.	The number of volunteers who propose and develop volunteer led opportunities.	VDC reporting/ eCoordinator reporting	

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
Outcomes Evaluation	How adequate are the leadership and mentorship opportunities for volunteers?	The degree to which eCoordinators feel they have the tools, capacity, and support to implement the leadership and mentorship programs.	Survey eCoordinators	Evaluate after first year of implementation then every year thereafter
	To what degree is there a variety of suitable opportunities available?	An increase in the number of volunteers who feel there are adequate mentorship and leadership opportunities available.	Survey volunteers	
		The degree to which different groups and segments of the population feel there are suitable opportunities for their needs and interests.	Survey volunteers/ survey Richmond residents (e.g. needs assessment)/outreach through community groups	
		An increase in number of volunteers who feel their skills are being utilised.	Survey volunteers	
		The degree to which volunteers feel supported to achieve their goals.	Survey volunteers	
		An increase in the number of volunteers who feel like a valued partner.	Survey volunteers	
		An increase in the number of volunteers who report having meaningful volunteer experiences.	Survey volunteers	
		The number of volunteers who continue to volunteer year after year.	VDC reporting	
		The City and partners report having enough skilled volunteers to operate their programs and events.	Survey eCoordinators	

### Strategic Initiative 3: Volunteer Appreciation

**OUTCOMES:** volunteers recognized in a variety of ways; volunteers feel appreciated and understand impact; volunteers continue to invest in the community/good retention; funds and capacity available to recognize volunteers.

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
Implementation Evaluation	To what degree are there adequate methods of volunteer appreciation?	The number of eCoordinators involved in developing recognition protocol.	VDC reporting	Evaluate after first year of implementation then every year thereafter
	To what degree are all volunteers being recognized?	A major recognition event is held annually.	VDC reporting	
		The number of smaller recognition actions/events held at multiple times throughout the year.	VDC reporting	
	To what degree do partner organizations have the capacity and resources to recognize volunteers in an appropriate and meaningful way?	The number of partner organizations formally recognizing volunteers.  The amount of funding/ resources allotted to recognition activities.	VDC reporting  VDC reporting	
Outcomes Evaluation	How appropriately are volunteers being recognized?	The degree to which volunteers report that they feel appreciated and formally recognized for their contributions.	Survey volunteers	Evaluate after major events/ programs  Evaluate annually
		Recognition events are well attended by volunteers.	Survey eCoordinators/ VDC reporting	
		Recognition events and actions are well received by volunteers.	Survey volunteers	
		eCoordinators and the VDC report the funds are adequate for recognition activities/ events.	VDC reporting/ interview/survey eCoordinators	

### Strategic Initiative 4: Promotions, Awareness, and Communications

**OUTCOMES:** Greater awareness of volunteer opportunities; variety of opportunities offered throughout Richmond; increased number of volunteers registered in the database; increased number of volunteers available and participating in opportunities; increased internal awareness of volunteer programs and management system.

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
Implementation Evaluation	To what degree are Richmond residents aware of the volunteer opportunities available?	The number of volunteer outreach events held (e.g. volunteer fairs, outreach to specific organizations).	VDC reporting	Evaluate after event held  Evaluate annually
	To what degree are Richmond residents aware of the benefits of volunteering?	The number of people in attendance at outreach events.	VDC reporting/ eCoordinator reporting	
		The number of methods through which volunteerism is promoted.	VDC reporting	
		The number of ways <i>I Can Help</i> is promoted.	VDC reporting	
		The number of phone or email inquiries regarding volunteering.	VDC reporting/ eCoordinator reporting	
		The number of registered active volunteers reporting hours.	VDC reporting	
	To what degree are internal management and staff aware of volunteer programs and the volunteer management system?	The number of partner organizations/City departments who have received information regarding volunteer programs.	VDC reporting	
Outcomes Evaluation	To what degree have partner synergies generated additional volunteer opportunities?	The number of additional volunteer opportunities generated within each year.	VDC reporting	Evaluate after first year of implementation then every year thereafter
		The increase in variety of volunteer opportunities.	VDC reporting	

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
	Do City and partner staff have enough and qualified volunteers to help deliver programs/services/events?	<p>The degree to which eCoordinators report they have adequate numbers of and qualified volunteers to deliver programs and events.</p> <p>The degree to which eCoordinators report feeling supported in their work to expand their volunteer program.</p>	<p>Survey/interview eCoordinators</p> <p>Survey eCoordinators</p>	



## Strategic Initiative 5: Improved Software System User Experience

**OUTCOMES:** software interface is updated and modernized; system is simpler and easier to navigate; eCoordinators receive additional training on the system; eCoordinators able to navigate and understand the system as a whole; eCoordinators able to manipulate data and expand their volunteer program; volunteers utilise the *I Can Help* system to find and participate in opportunities.

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
Implementation Evaluation	To what degree have the suggested changes been made to the software processes?	The number of software changes made.	VDC reporting	Evaluate after initial changes made  Evaluate annually
	To what degree have the suggested changes been made to the website layout?	The number of website design changes.	VDC reporting	
	To what degree are eCoordinators familiar with the expectations of them while using the site?	The number of eCoordinators who have received training on expectations and protocols.	VDC reporting	
	To what degree is there participation in advanced training for experienced eCoordinators?	The number of eCoordinators who participated in advanced software training.	VDC reporting	
Outcomes Evaluation	How easy or complicated is navigating the website?	The degree to which eCoordinators report understanding how the software system works.	Survey eCoordinators	Evaluate after first year of implementation then every year thereafter
	To what degree has the website improved?	A decrease in number of technical support queries for the VDC.	VDC reporting	
		The website is kept up to date.	VDC reporting	



Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
		<p>The degree to which eCoordinators report the ability to maximize the software program capabilities and assess their data.</p> <p>The degree to which volunteers report easily being able to navigate the system, apply for opportunities, and understand the process involved in obtaining a volunteer opportunity.</p>	<p>VDC reporting eCoordinator survey/ interviews</p> <p>Volunteer surveys</p>	



## 10. Summary and Concluding Remarks

Volunteers play a vital role in generating community connectedness and vibrancy to the city of Richmond. The City of Richmond and its partners rely heavily on volunteers to support the delivery of programs, services, and events to the community. The important contributions that volunteers make to life in Richmond are recognized within this updated Volunteer Management Strategy.

The Volunteer Management Strategy 2018–2021 prioritizes the volunteer. The Strategy aims to provide the framework to support volunteers in reaching their goals and better engage them through a variety of opportunities so that they have positive, meaningful experiences, and an increased sense of community connectedness. The strategic initiatives and associated actions outlined in this document support volunteers by developing opportunities for them as well as building capacity in the staff that work with volunteers. This Strategy provides the framework to implement and monitor actions to ensure volunteerism thrives in Richmond well into the future.





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# APPENDIX A:

## An Analysis of the Volunteer Survey Results

The City's volunteers were surveyed to gain insight into their volunteer experience and to identify areas that could be better supported by City staff. The survey was administered to the volunteers registered through the *I Can Help* website and to partner organization boards of directors. Results indicate a high level of satisfaction with a few areas in need of further development.

### The Respondents: Our Volunteers

The survey was emailed to all volunteers registered in the City's database with the exception of a few groups. The users from the RCMP Community Police Offices and Block Watch Program were not included in the survey because they are newly registered to the system and therefore it was determined they not be included.

Eleven thousand seven hundred ninety volunteers received the email invitation to participate in the survey. Three hundred fifty-one volunteers responded to the survey with 78 per cent completing all the questions. Volunteers currently active in the system consist of approximately 2,200 to 2,300 individuals. Over 90 per cent of the respondents are part of this active group participating through the City or partner organizations within the past three years. Thus, if considering the active volunteer group, the response rate is approximately 12 per cent.

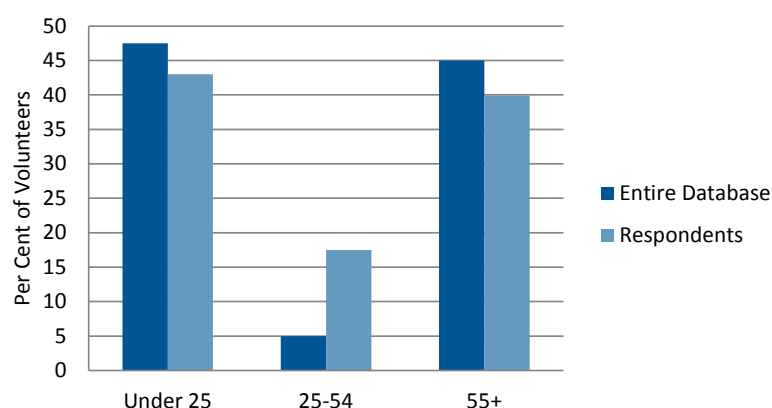
The respondent group has a similar demographic make-up to the volunteers in the entire database.<sup>6</sup> Youth under 25 years of age make up 43 per cent of the respondents; 18 per cent of respondents are between the ages of 25 and 54; and seniors, 55 years and over, represent 38 per cent.<sup>7</sup> Persons identifying as female over-represent the volunteers at 66 per cent of the respondents; 29 per cent are male; 0.4 per cent is gender non-conforming; 1.5 per cent is undecided on their gender identity.

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<sup>6</sup> Many seniors are sensitive about their age so do not provide this information in their profile. The data represented in the graph, assumes those who did not specify their age as older than 55 years. Thus, there may be a margin of error in this assumption.

<sup>7</sup> Some respondents preferred not to indicate their personal information.

## Age Profile of Volunteers



People who do not work represent the highest number of volunteers, which mostly consists of retirees and students without jobs. There are approximately the same number of volunteers who work part time as there are people who work full time.

Of the adult volunteer group, there is a wide variety of living arrangements. Some people live alone while others live with a spouse, with and without children, and some live with a parent. Single parents are least likely to volunteer.

Fifty-four per cent of volunteers are immigrants and 82 per cent were born outside of Richmond. The survey indicates that the likelihood of volunteering increases with time lived in Canada and in Richmond.

Richmond's volunteers speak many languages. Ninety-two per cent of volunteers speak English in the home. Cantonese and Mandarin are the second and third most often spoken languages of the volunteers, which is similar to Richmond's population as a whole.<sup>8</sup>

The City of Richmond offers a number of types of experiences in which people can volunteer. The City's Community Services support a variety of groups through its volunteer management systems and processes. Volunteers tend to volunteer at multiple locations and events – they do not volunteer with just one. The majority of volunteers volunteer with at least one of the eight community centres (65 per cent). City-wide events and 'other' City opportunities are also highly popular (29 per cent and 18 per cent respectively).<sup>9</sup> Minoru Place Activity Centre, Richmond Public Library, and the Richmond Olympic Oval are also some of the more popular places for volunteering according to the respondents. With the exception of Minoru Place Activity Centre being more popular for seniors, all sites/organizations appeal to volunteers of all ages.

<sup>8</sup> The 2016 Census indicates 44.8 per cent of Richmond residents' mother tongue is a Chinese language, which include Cantonese and Mandarin. Twenty-nine per cent of the respondents speak Cantonese and 24 per cent speak Mandarin but not necessarily as their mother tongue.

<sup>9</sup> Respondents could select multiple places where they volunteer.

Twenty-six per cent of the volunteers surveyed do all their volunteering through the City’s volunteer management system. Volunteering with a religious institution and sports groups are the most popular types of volunteering outside of the City’s opportunities. However, respondents indicate a wide range of other types of organizations with which they also volunteer.

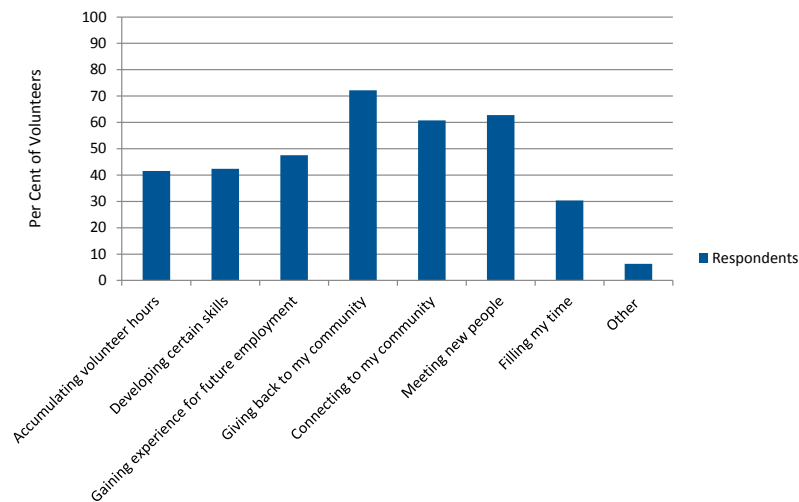
About a quarter of respondents volunteer a few times a year and another quarter volunteer about once a week. Seniors volunteer the most frequently; 28 per cent of seniors volunteer more than once a week. Youth also have a relatively high frequency of volunteering; 24 per cent volunteer about once a week. Forty-five per cent of respondents indicate that they would like to volunteer more often but do not have the time. Twenty-eight per cent indicated that there are not enough opportunities that suit their interest. Physical limitations are a barrier to volunteering more often for a few of the respondents.

The data indicate that Richmond’s volunteers are a diverse group with varying skills, abilities, and interests. Although the City and partners offer a wide variety of opportunities, it is important to provide a range of volunteer experiences to help meet everyone’s goals.

## An Analysis of the Volunteer Experience

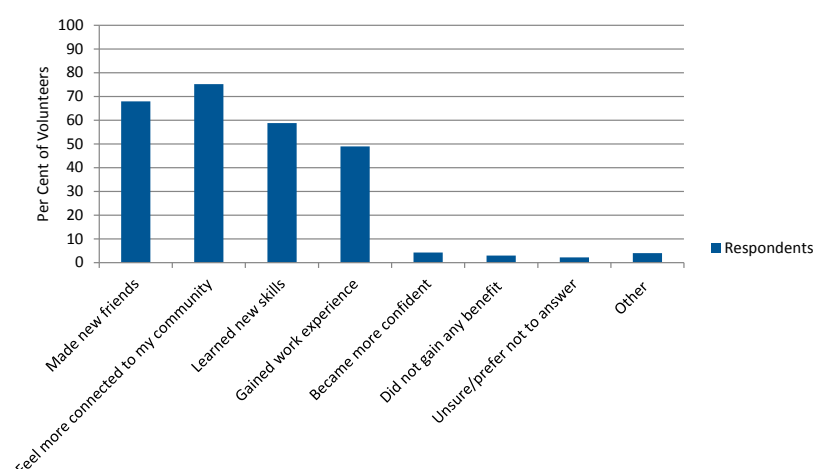
The City’s and partner organizations’ volunteers are a largely satisfied group who enjoy volunteering and find many personal benefits from doing so. The top three reasons for volunteering are giving back to the community, meeting new people, and connecting to the community. Several respondents indicate they had been helped by volunteers in the past and feel it is their duty to pay it forward. Other respondents say volunteering is fun and rewarding.

### Reasons for Volunteering





## Benefits Experienced from Volunteering



Although 83 per cent of respondents indicate there are sufficient opportunities to volunteer through the City or its partners, 56 per cent say there are other skills they would like to utilise during their volunteer experience or other types of volunteering that they would like to be doing. Forty-six per cent of volunteers indicate they would like to utilise their fluency in another language in their volunteer opportunities and 31 per cent want to utilise their cultural knowledge. Respondents also indicate they have a wide variety of other skills and knowledge they have to offer while volunteering. These findings suggest there needs to be a greater variety of volunteer opportunities developed, including those of a cultural and linguistic nature.

A small percentage of volunteers did not like their volunteer experience or felt underappreciated. Some people indicate they have physical barriers to participating in certain volunteer activities and a few respondents feel their lack of English proficiency is a barrier to engaging in volunteer activities. A few people indicate that they would like to participate in volunteer activities that are on weekends and evenings but find there are limited opportunities that meet their schedules. There are also some young people who are eager to volunteer but cannot because most opportunities specify a minimum age of 15 years.

## Youth

Experiences and volunteer goals differ slightly among age groups. Many youth volunteer to accumulate a specific number of hours as mandated to graduate from high school. There is an assumption by some staff that youth only want to acquire hours to graduate and that they are not interested in gaining much more from volunteering. The data suggest otherwise.

Although youth need volunteer hours to graduate, many view volunteering as a way to gain valuable work experience and skills for future employment as well as giving back to the community and meeting new people. Eighty-seven per cent of youth (under 25 years) indicate that there are enough opportunities to volunteer. However, 68 per cent of youth indicate that there are other skills that they would like to be using while volunteering and 61 per cent indicate there are other types of volunteering that they would like to be doing. Seventy-six per cent of youth feel they have leadership skills and that they would like more leadership opportunities. Many also have fluency in another language, technology skills, and art skills that they would like to utilise. Some youth volunteers want more short-term opportunities while just as many want long term commitments. They want more opportunities to participate in events as well as helping others in the community.

These findings suggest that youth want meaningful volunteer experiences. They have unique skills that they want to utilise and are interested in participating in a variety of activities – some of which the City and partners do not currently offer. There is an opportunity for the City and partners to develop different types of opportunities for youth to enhance their skills, learn in an area of their interest, and help youth fulfil their personal goals.

## Adults

Adults (25 years and over) also want meaningful experiences while volunteering. They want to give back to their community, connect to their community, and meet new people. Ten per cent of those aged 25 to 54 indicate there are few volunteer opportunities whereas only five per cent of seniors (55 plus) find there are few volunteer opportunities.

Adults between the ages of 25 and 54 want to utilise their skills in different opportunities from what is currently being offered; 61 per cent would like to do other types of volunteering and 69 per cent want to utilise other skills. Fifty-seven per cent of seniors would like to do other types of volunteering and about half (49 per cent) want to use other skills. Adults, regardless of age, want volunteer experiences that help people and also want to be involved in events. There are about as many adults who want short-term opportunities as there are who want long-term commitments. Adult volunteers have diverse skillsets and interests and indicate a variety of areas in which they want to volunteer that are not currently being offered. One clear message from all age groups is that they want leadership opportunities in their volunteer experiences.

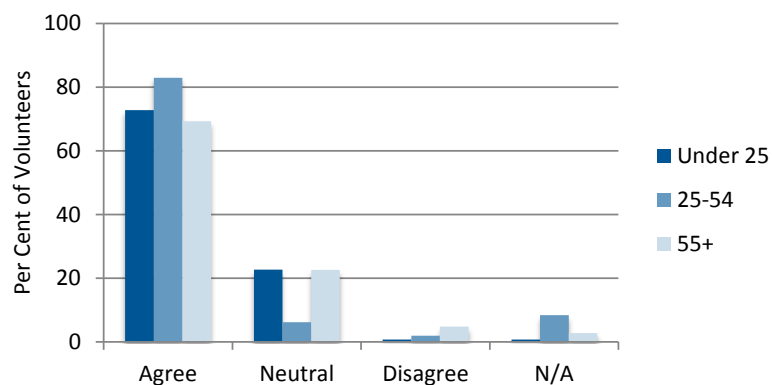
## Comparison of Experiences by Age

The different age groups have different experiences and satisfaction with volunteering. Across all age categories, volunteers understand the importance of the work they do and that the volunteer work gives them a sense of accomplishment. All age groups could potentially have more decision-making in their volunteer roles; less than 70 per cent of all respondents indicate they are involved in decisions regarding their volunteer experiences. Seniors report the least ability to make decisions (only 55 per cent). Volunteer opportunity role descriptions also appear to be lacking in detail. Only about 70 per cent of youth and seniors found that the opportunity descriptions provide most of the information they needed to know; 79 per cent of those aged 25 to 54 found the descriptions provide the needed information.

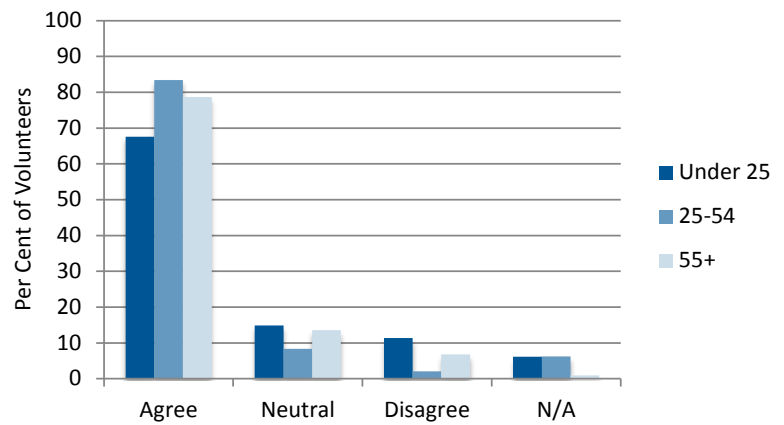
Overall, youth report having a lesser amount of support, training, and recognition for their volunteer activities compared to adults. Youth were least likely to report being recognized or thanked for their work; 74 per cent of youth report being thanked whereas over 83 per cent of adults report being thanked for volunteering. There are also fewer youth who report that staff makes them feel like a valued partner to the organization.

The graphs below show a comparison among age groups along several areas of satisfaction with volunteering.

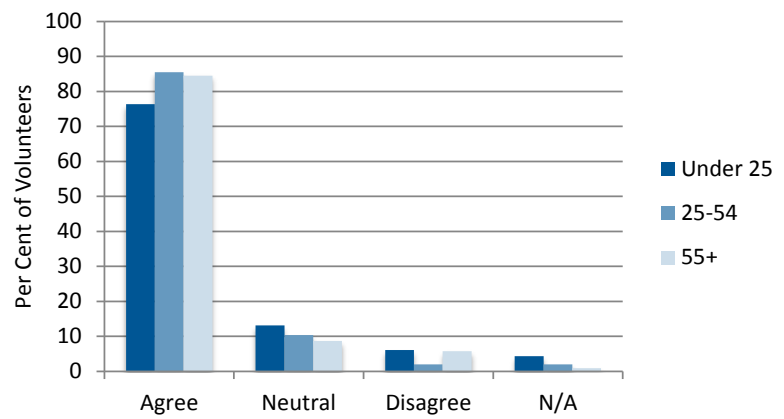
### Ability to Achieve Personal Goals Through the Volunteer Opportunities Available



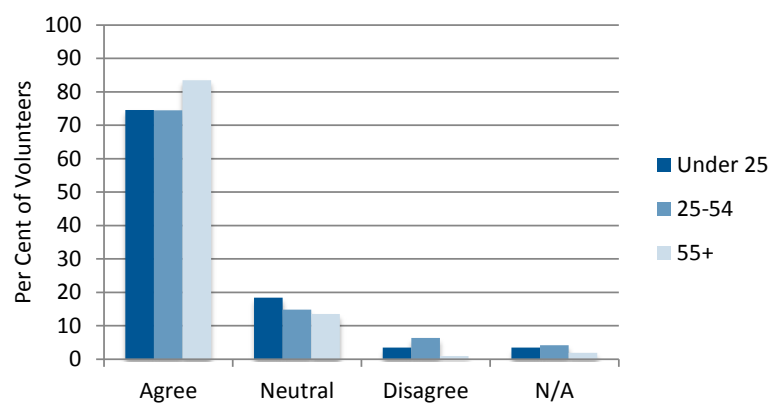
### Staff Communicate the Impact Made as a Volunteer



### Feel Like a Valued Partner to the Organization



### Have Support and Training



## The Volunteer Management System

Individuals who want to volunteer with the City or one of the partner organizations create an account through the City's volunteer management website, *I Can Help*. Volunteers set up a profile and indicate the type of volunteering in which they are interested. The site lists various opportunities and the City and partner staff can also directly email current opportunities to volunteer candidates who have expressed an interest in their area.

Police information checks, reference requests, and interviews for volunteer opportunities are often a requirement for many of the positions. However, this is not always the case, which qualitative feedback suggests causes confusion.

Respondents were asked to indicate the degree of simplicity or complication of setting up a profile, completing a Police Information Check, submitting references, and applying for positions. Over 80 per cent of respondents indicate that the process is simple. There are very little variations in responses to these questions among the different age groups. Despite there being a relatively low number of people who find the process complicated, the data suggests there are possible actions that could be taken to simplify the process and/or explain the process better.

## Recognizing Volunteers

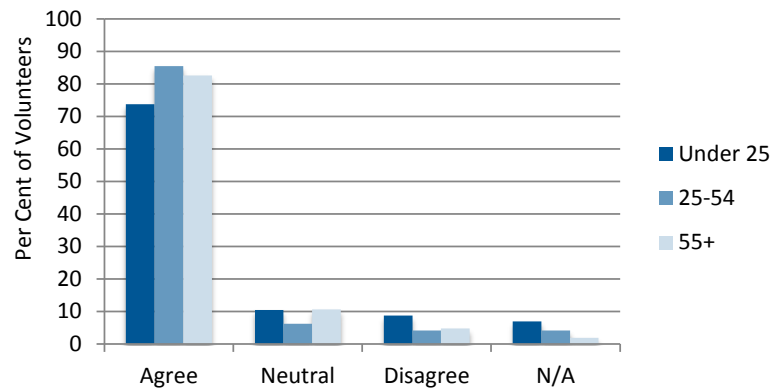
The City hangs a banner to recognize volunteers during National Volunteer Recognition Week. Other recognition activities are decided by the individual organization or event organizers, as a consensus on set actions has not been reached. Seventy-nine per cent of volunteers said they received recognition or thanks from someone at the organization.<sup>10</sup> Although this is a relatively high number, 100 per cent of the volunteers should be thanked for their service to the community.

Respondents indicate they want a simple 'thank you' from a staff person. In addition to being thanked in person, a few other recognition actions are identified and they vary slightly by age. In order of preference, youth prefer to receive a certificate, to be given swag such as t-shirts or lanyards, and to be thanked by staff in person. Adults aged 25 to 54 want to be invited to opportunities for personal or professional development and to be thanked in person (tied for number one); given a certificate (ranked second); and thanked in written form, given complementary food/refreshments, and asked to contribute to planning volunteer activities (tied for third spot). Seniors want to be thanked by staff in person, invited to a recognition event, and given complementary meals/refreshments. There are opportunities to provide customized and appropriate recognition to the volunteers who dedicate themselves to helping the community.

<sup>10</sup> Ten per cent of volunteers indicated they neither agree nor disagree with the statement that someone had thanked them or given them recognition for their volunteer services. Five per cent selected 'unsure.'



### Received Recognition or Thanks from Someone at the Organization



## Conclusion

The survey data suggest that the City's volunteers are a dedicated group that have many skills and much knowledge to contribute to the community. While the survey results indicate a high level of satisfaction with the overall volunteer experience, there are opportunities for improvement. Many of the City and partner organizations' programs, activities, and events heavily rely on volunteers' service. In return, our volunteers deserve the best support available and there are actions that the City and its partners can take to further support volunteers in achieving their goals.

## APPENDIX B:

# An Analysis of the Volunteer Focus Groups

Focus groups provide nuanced information and insight into various issues. Further context and a fulsome story are revealed when used to supplement quantitative data. Several issues emerged from the volunteer survey data and served as basis for the questions asked and areas to be explored during the volunteer focus groups.

Three focus groups were conducted with volunteers: one with youth and two with adults. The survey data results indicate that youth have slightly different volunteer experiences and goals than adults and thus the two age groups were separated into different focus groups. Twenty adults participated between two focus groups. The ages of the adults ranged from 33 to 83 with the majority of participants being over 55.

The guiding questions for both the youth and adult focus groups included the following:

- What positive benefits have you experienced from volunteering with Richmond and/or its partners?
- What are your expectations while volunteering and are they being met?
- What opportunities are there for improvement to the system?
- How could the volunteer software system and communications processes be improved?

The groups provided much insight into the City's volunteer management system. Across all groups, volunteers report gaining valuable and unexpected benefits from their experiences. However, they also have suggestions of ways to improve the system and its processes.

## Benefits Gained from Volunteering

### Youth

The youth reported gaining many positive benefits from volunteering. First and foremost they said volunteering is fun and the most important factor for volunteering. They value meeting new people, especially of different ages and backgrounds as it broadens their ideas about the world. Volunteering could also be challenging, especially when working with children, but also engaging and entertaining.

Although Richmond students are required to obtain a specific number of volunteer hours in order to graduate, the youth see many positives from volunteering beyond accumulating hours.

Teamwork skills are honed in the volunteer environment while working with people whom they have never met. The youth reported that leadership opportunities help them develop skills such as planning, execution, teambuilding, taking initiative, leadership, responsibility, and coordination. The unique experiences had while volunteering are also helpful when writing university applications. While there are many positive personal benefits received from volunteering, youth also take pleasure in helping the community.

## Adults/Seniors

There are many reasons why adults volunteer and many benefits they receive from doing so. Many participants indicate they enjoy giving back to their community. One participant expressed that his volunteering is a way to show his appreciation to Canada. As an immigrant, he reports hearing rhetoric regarding immigrants being a burden on society. His volunteering is a way he shows the country he is an asset and that he gives back.

Volunteers also report that volunteering provides them the opportunity to meet people they would not otherwise encounter, de-stress and engage in activities unrelated to work, and be part of legacy building through the many City events. Volunteering is an opportunity to set examples for the younger generation as well as get to know them. For some, volunteering allows them to provide their skills to the community while for others, it allows them to develop new skills such as technical, leadership, management, and planning skills. Overall, volunteers find that they receive a deeper feeling of connection to the community, ownership over community development, as well as gain a certain pride in their accomplishments.

## Expectations

A major theme that emerged through the volunteer focus groups is that volunteers want their needs to be considered and taken care of. As they donate their time and efforts to the community, they feel there needs to be some reciprocity from staff. Volunteers' requests while volunteering are relatively simple. Below is a list of expected actions from staff when organizing events or other opportunities:

- Clear communication;
- Clearly defined roles and expectations;
- Well organized events/programs;
- Physical needs considered (bathroom breaks, food, clothing);
- Consistency of treatment among different events/organizations;
- Feedback provided regarding impact made;
- Respected as partners by staff yet differentiated from staff roles;
- Feel as if a part of the event;
- Actively involved (not standing around);
- Appreciation for time donated.

Volunteers want respect and being organized and considerate of their needs contributes to a positive experience and demonstrates respect.

## Opportunities for Improvement

All volunteers in the focus groups were largely satisfied with their experiences. “You are pretty good,” as one volunteer phrased it. The volunteers who participated in the focus groups have donated thousands of hours collectively over the years, so had they been dissatisfied, they would not have continued to volunteer for the City or its partners. Some volunteers reported some disappointing or frustrating experiences in the past but had found other better organized and well-run opportunities and so volunteer within these areas.

### Youth

The youth had a few unique experiences that differed from the adults. Some of the youth reported not feeling adequately prepared for their assigned duties. They said that in some circumstances they would like more training and mentorship. Many youth volunteer opportunities involve working with young children, which can be challenging for a person of any age. The youth feel that mentorship on how to manage young children as well as for other unique situations would be helpful. Youth reported that they are sometimes not seen as authority figures yet given leadership roles in certain opportunities. They want to be backed up by staff in their decision making. Some volunteers suggest that always having two people for the same task would be beneficial so that they could have peer support and consult each other when needing to make decisions. Some other youth cite that they feel underappreciated at times.

### All Participants

The main theme that emerged from both the youth and adult focus groups is that the little things matter. The way a volunteer is treated impacts their experience and determines whether they will return or not to volunteer for that organization’s program or event.

The first point of contact is through the volunteer opportunity application itself. Many volunteers report these opportunities are vague and do not provide the needed specifics or expectations. Having clear expectations laid out in the opportunity description allows people to determine if the opportunity is a good fit. This information was cited as particularly important for youth in the preparation for their interviews.

Some of the City’s partners go through an extensive recruitment process before volunteers can volunteer with the organization. This is in place to protect vulnerable populations with which those organizations work. However, some volunteers expressed their frustration in this lengthy process – particularly youth. Volunteers would like to be able to sign up for an opportunity and volunteer relatively soon after; they find the delay frustrating. It was also suggested that reference requests be conducted at the end of the recruitment process, as this is cited to be discouraging in the initial phases.

Some of the participants expressed frustration over the orientation sessions prior to an event. Some orientations are conducted several days before the actual event to go over details and assignments. Volunteers get frustrated when the orientation session lasts less than the time it takes to commute to the meeting, as they feel it is a waste of their time.

The volunteers are a highly skilled group with much experience. They would like the coordinators of events to match their skills and goals to their assigned task and where appropriate, involve them in the planning process. They also want their roles to be clearly differentiated from paid staff.

Many of the volunteers told of experiences where there was a lack of communication over what was expected during the opportunity such as where to meet for the event and to whom they should be reporting, whether they would be inside or outside (as how to dress is important), whether or not they would be provided food, and often what the specifics are of the assigned task. Other volunteers reported that sometimes there is duplication in communication as there may be too many points of contact and repeated information in emails. Several volunteers reported that their assigned tasks turned out to be very different from what was indicated on the posted opportunity description. Other organizational items seem to get forgotten at times such as scheduling volunteers bathroom breaks and a conclusion of duties with a sign out process and an acknowledgement of service.

A few of the participants spoke of experiences where they felt the volunteer coordinator was disrespectful or lacked etiquette. Sometimes there appears to be a lack of communication as to why volunteers are asked to do something in a particular way, leading to frustration. The adults felt that any disorganization and oversight are largely due to inexperienced leaders leading the event or program.

Some volunteers were aware of training and development opportunities available to them while others were not. All participants expressed a desire to be informed of such opportunities.

Overall, the participants want respect for their time that they donate to the community. They indicate that clear, accurate communication, and thoughtfulness into their needs goes a long way to making their volunteer experience a positive one. These issues and expectations identified by volunteers are relatively simple to accommodate and are achievable with further training and capacity building of staff who work with volunteers.



## The Online System

The City uses the website *I Can Help* as the portal for volunteer activity. Potential volunteers create an account and can indicate their preferred type of volunteering. They can apply to the opportunities posted on the website. Depending on the opportunity, police information checks could be required as well as going through an interview process.

Both youth and adult focus group participants indicate that some changes could be made to the system to make it more user-friendly. There was a suggestion to require volunteers to have one extensive police information check conducted so that volunteers would be eligible for all the volunteer opportunities.

The following section lists the suggestions made by participants on how to make the system more user-friendly:

- Post all opportunities at once (e.g. annual and large events are known by City staff well in advance – volunteers would like to plan in advance);
- Be able to filter opportunities based on requirements (e.g. age or experience);
- Create a cancellation feature online;
- Remove past opportunities;
- Better key word search ability;
- Create different sections based on type of opportunity (e.g. events, short-term, long-term);
- Ensure volunteer profiles are up to date – remove past opportunities;
- Ensure the calendar is linked and reflects the registered opportunities;
- Ensure cancelled events are reflected in the calendar;
- Have confirmations of opportunities come from *I Can Help* (as opposed to the coordinator);
- Consistency in hours recording;
- Have only one contact person.

Some of the issues identified above may be due to the system's structure and others are due to the eCoordinators' actions. There are opportunities to discuss streamlining the software system with the provider and improving service through further training for eCoordinators.

## Summary

Richmond's volunteers cumulatively donate thousands of hours each year to the community, contributing to community vibrancy, and supporting the City and its partners in delivering high quality programs and events. There are some simple actions that can be taken by staff to ensure our volunteers feel valued and taken care of and so that volunteers will continue to donate their time and skills for years to come.

# APPENDIX C:

## An Analysis of the ECoordinator Focus Groups

The City of Richmond provides volunteer management services to City and partner staff as well as to staff from some affiliated organizations.<sup>11</sup> The services include training and supporting those staff (termed eCoordinators) who work closely with volunteers. There are approximately 43 individuals designated as eCoordinators representing 20 partner organizations and several departments within the City. Technical training and support on how to recruit volunteers, train and manage volunteers, and support volunteers' needs are provided by the Volunteer Development Coordinator (VDC).

All eCoordinators were invited to participate in one of three focus groups.<sup>12</sup> Eighteen eCoordinators attended and provided insight into the volunteer management system. Feedback was given on what works well in the current volunteer management system, what further supports would be useful, what challenges they face, and their experiences with the software system.

### Benefits of the Volunteer Management System

Most of the eCoordinators report that they find great value in the City's volunteer management system. They like that the system is centralized, which makes the ability to recruit multiple volunteers and communicate with them en masse simple. eCoordinators appreciate the ability to easily direct interested volunteer candidates to the *I Can Help* website to initiate the recruitment process. The system allows for systematic procedures and screening across departments/organizations, such as for the police information check, which eCoordinators find helpful. They also appreciate that volunteer hours can be tracked and approved easily. Furthermore, the shared system is recognized as being cost effective.

Some eCoordinators find the software system simple to learn. All report receiving excellent training and support from the VDC. As each organization has different needs and uses the software system slightly differently, the VDC tailors the training and support to the unique needs of that organization. eCoordinators also appreciate having one dedicated person, the VDC, to troubleshoot system issues.

<sup>11</sup> From here on, for simplicity of language, partner organization staff and affiliate organization staff will be referred to as partner organizations or partner staff.

<sup>12</sup> The RCMP and Block Watch volunteer program eCoordinators were not invited to participate in the focus groups because they only recently started to use the City's volunteer management services.

A few of the eCoordinators reported that they do not use the City's volunteer management system very often. Some organizations utilise volunteers infrequently and call upon their small base of volunteers as needed. Seniors tend not to use the online system so the eCoordinators that work with senior volunteers do not always use the *I Can Help* system. This suggests that further promotion of the benefits of a centralized system to some eCoordinators as well as to the public could be conducted.

## Further Support for eCoordinators

eCoordinators indicate they could benefit from additional support related to the full spectrum of volunteer management. Current challenges range from technical troubleshooting of the software system, to recruiting and training volunteers, to understanding legal liabilities, and to supporting volunteers' needs. Currently, the VDC provides the eCoordinators with individualized support upon request but eCoordinators suggest having access to a number of support resources would give them independence, especially at times when the VDC is unavailable.

The following is a list of support resources as requested by the eCoordinators:

- Software manual with frequent troubleshooting tips;
- Manual of policies to affirm decision making (e.g. legal requirements, liabilities, how to manage disruptive volunteers, suggested practices/protocol such as providing food to volunteers);
- A resource on etiquette, customer service, and shared expectations;
- A checklist when organizing events or programs considering volunteers' needs (e.g. bathroom breaks, snacks, clothing);
- Resources for training volunteers and providing them introductory information;
- Resources on how to develop leadership opportunities and enhance volunteers' opportunities;

eCoordinators recommend that this information be accessible in a centralized online system. They suggest that the above items be presented in a variety of formats such as formal manuals, checklists, toolkits, screenshots, video tutorials, FAQs page, and an online bulletin board as appropriate to the material being presented.

eCoordinators value the regular eCoordinator meetings led by the VDC, as they are great forums to learn best practices and learn from each other. Some eCoordinators would like these meetings more often or for longer, where the focus could be learning from and sharing with each other. Finding the time for additional meetings can be a challenge for some eCoordinators.

Although there is training available to eCoordinators through Richmond Cares Richmond Gives, not all eCoordinators have participated in it and eCoordinators feel that training and resources developed for the City context would allow them to take their volunteer support to the next level.

Some of the more experienced eCoordinators would like advanced training on the software system so that they can analyze their own data related to volunteer management.

These requests of supports and resources are relatively easy to implement. Providing the eCoordinators with these additional resources and supports will greatly impact and improve the experiences of volunteers, making the volunteer experiences more organized and with volunteers' needs considered.

## Challenges

Many of the eCoordinators report having great success in recruiting the needed volunteers for their programs and events, while others have greater challenges. Finding enough volunteers with the right experience for a specific time of day (especially during normal working hours) can be difficult. eCoordinators have noticed that when unable to provide enough quality opportunities, volunteers become disengaged and find other organizations or opportunities with which to volunteer. Succession planning is an issue as eCoordinators report that youth volunteers tend to stop volunteering once in university, new immigrants tend to stop volunteering once employment is found, and older adults sometimes face health challenges that suddenly become barriers to volunteering, all factors affecting the pool of available candidates. While providing good customer service and quality opportunities is a foundational piece in volunteer retention, there is a need for further marketing of volunteer opportunities and outreach to increase the database of volunteers upon which to draw.

Some eCoordinators are more easily able to recruit appropriate volunteers than others. The survey data indicate a highly skilled population of volunteers exists within the City's database, but that some eCoordinators have difficulty tapping into the recourse. This factor suggests that the eCoordinators who are more proficient in volunteer management best practices reap the benefits of being able to recruit volunteers.

Some eCoordinators feel that they have to compete for volunteers during major events. For example, there are multiple events delivered by the City and partner organizations on Canada Day. Many eCoordinators often use incentives such as food or small gifts to recruit volunteers, but not all organizations have the funds to do this. Volunteer recruitment challenges can result in some organizations not being able to offer certain programs or reducing their programs.

Some organizations struggle with having too many keen volunteers and not enough opportunities. City Centre Community Centre and the Richmond Public Library– Brighthouse (RPL) cite this issue. RPL reported that many of their volunteers want to take on roles with responsibility and leadership, especially new immigrants. Many new immigrants use volunteering as a way to gain Canadian work experience. They need consistent, long-term opportunities with responsibility. Volunteering for events does not provide the right experience for resume-building for adults. RPL is struggling with developing these opportunities.

The organizations that invest into volunteers and prioritize volunteer management best practices, report good volunteer retention and see the benefits to volunteers as well as in their programs/events. Less exciting volunteer opportunities such as event set-up and take-down are easier to fill when volunteers are valued as a partner to staff. However, not all organizations are able to provide sufficient staff time to develop a volunteer program and are largely reactive to volunteer management, and thus have difficulty recruiting and retaining the appropriate volunteer candidates. This suggests that there could be further supports to aid those partners with few resources to develop a more robust volunteer management program.

Volunteer recognition can also be challenging. There are varying budgets among the partner organizations and thus some organizations are limited financially on how volunteer appreciation can be shown. For those organizations that work with hundreds of volunteers annually, writing thank you cards or printing certificates can be labour intensive and costly. Receiving volunteers' feedback and responding to it, as well as sitting down with volunteers to discuss their goals are other ways that volunteers feel appreciated. However, staff capacity is a limiting factor once again.

From the discussions emanating from the eCoordinator focus groups, it is clear that there are many eCoordinators who are aware of best practices in volunteer management and incorporate them into their work with volunteers. Those that do reap the benefits; they easily recruit and retain experienced volunteers and provide high quality programs and events to the public with volunteer involvement. Inexperienced eCoordinators need further supports to increase their capacity whether that be in the form of online resources, further support from the VDC, or mentorship from their colleagues. The City has a role in facilitating this needed capacity building.

## The Software System

Volunteers locate and apply for volunteer opportunities through a City-operated website called *I Can Help*, which is a software system provided by Samaritan. eCoordinators use this system to post opportunities, recruit volunteers, communicate with volunteers, and track volunteer hours.

The eCoordinators have managed to navigate the system with the VDC's help, yet often lack understanding about certain functions or procedures. Part of the confusion over procedures is that different organizations have different needs. The VDC trains each coordinator slightly differently to address their unique organizational needs. There is a lack of understanding of the system as a whole as some groups need to use certain parts of the system while others do not. While the VDC is a great support to overcome these challenges, online resources with common troubleshooting tips could help remedy confusion as well as further training on the system for eCoordinators once they are proficient with the basics. In addition, the eCoordinators report that the software system is slow at times and could be more user friendly.

Some eCoordinators are aware of other software systems being used by other jurisdictions and feel these systems are better. The City has selected Samaritan as the software provider due to privacy and liability reasons. However, there could be better communication to the users about why the current system is the preferred choice for the City's needs and individuals' privacy as well as further training on how to use the system.

Volunteer opportunities currently appear by alphabetical order. eCoordinators try to label their opportunity posting with letters at the front of the alphabet so that their opportunity will be seen first by volunteers, essentially competing with colleagues for visibility. Feedback from eCoordinators suggests that there needs to be a restructuring of the website and re-organization of opportunities by date or type of event/program.

Additional suggestions include having the website enabled for 'auto-translate' and provide a larger font option for enhanced readability for those with sight impairment.

Using *I Can Help* for purposes other than recruiting volunteers was suggested. The site could include some basic training resources for volunteers as well as a place to profile and appreciate them.

Some of the suggestions from the eCoordinators reflect training issues while others indicate issues with the software system itself both in the presentation of the site and with the programmed functions of the software. Further training and resources need to be offered to eCoordinators and discussions with Samaritan regarding site layout and functionality needs to occur.

## Summary

The eCoordinators provided much insight into the current volunteer management system. Many of their suggestions can be easily implemented and will likely have a positive impact on the way they manage and support volunteers. Having well supported and trained staff will ultimately enable volunteers to have more meaningful volunteer experiences and enable them to reach their goals.





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**CNCL - 121**



# City of Richmond

## Report to Committee

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

**Date:** September 17, 2018

**From:** Elizabeth Ayers  
Director, Recreation Services

**File:** 01-0370-20-003/2018-  
Vol 01

**Re:** Draft Recreation and Sport Strategy 2018-2023

### Staff Recommendation

1. That the Draft Recreation and Sport Strategy 2018-2023, included as Attachment 1 of the staff report titled "Draft Recreation and Sport Strategy 2018-2023," dated September 17, 2018, from the Director, Recreation Services, be adopted for the purpose of seeking stakeholder validation of the strategy.
2. That the Final Recreation and Sport Strategy 2018-2023, including the results of the stakeholder validation, as outlined in the staff report titled "Draft Recreation and Sport Strategy 2018-2023," dated September 17, 2018, from the Director, Recreation Services, be reported back to the Parks, Recreation and Cultural Services Committee.

*EAyers*

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

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	<i>Serenan</i>
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> <i>EA</i>	<b>APPROVED BY CAO</b> <i>De Eney</i>

CNCL - 122

## Staff Report

### Origin

A relationship-based and holistic approach has been taken in the development of the Draft Recreation and Sport Strategy 2018-2023, with the overall goal to enrich recreation and sport opportunities for Richmond residents. Recreation and sport play a vital role in providing services to the community that allow for physical, social, intellectual and creative activities. By encouraging physical activity and providing opportunities for creative, social and intellectual expression, recreation and sport contribute to building healthy, livable and vibrant communities.

In 2017, a Report to Committee was submitted describing the focus areas for the Draft Recreation and Sport Strategy 2018-2023. In addition, the extensive stakeholder engagement which took place as part of the project process was described in detail. The focus areas within that report were approved by Council on January 15, 2018. The adopted focus areas provided the foundation for the development of the Draft Recreation and Sport Strategy 2018-2023.

The purpose of this report is to present the Draft Recreation and Sport Strategy 2018-2023 (Attachment 1), as well as the next steps for the project. The report outlines the project development process, the stakeholder engagement results, and summarizes the recreation and sport action plan and evaluation framework. Pending Council's adoption, City staff will seek further feedback from stakeholders through a validation process and will report back to Council at a later date.

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

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

This report supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

*Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.*

*5.2. Strengthened strategic partnerships that help advance City priorities.*

This report supports Council's 2014-2018 Term Goal #9 A Well-Informed Citizenry:

*Continue to develop and provide programs and services that ensure the Richmond community is well-informed and engaged on City business and decision making.*

## Analysis

### Background

Following adoption of the focus areas for the Draft Recreation and Sport Strategy 2018-2023 (Draft Strategy) by Council on January 15, 2018, staff developed the action plan and evaluation framework, which were informed by an extensive stakeholder engagement and are being presented within this report. The action plan and evaluation framework, along with the vision and focus areas, are key sections of the Draft Strategy (Attachment 1).

The aim of this strategy is to build on the strong and successful foundation already present in the City of Richmond, as well as to address the new and diverse interests of stakeholders and to encourage all citizens of every age to enjoy the benefits of an active and involved lifestyle. Emphasis is placed on taking a holistic approach to recreation and sport; this includes planning for a variety of opportunities from connecting with Richmond's beautiful natural environment, regular participation in formal and informal sports and recreation, as well as fostering an environment of sport excellence.

### Development Process and Stakeholder Engagement Results

The diagram below provides a summary of the Recreation and Sport Strategy 2018-2023 development process. The project is currently in Phase 4, which includes development of the Draft Recreation and Sport Strategy 2018-2023.



An extensive stakeholder engagement process that consisted of Strategic Advisory Committee meetings, stakeholder workshops, interviews and an online survey provided input which was utilized to develop the vision and seven focus areas for the Draft Recreation and Sport Strategy 2018-2023. Among the many stakeholders who were engaged, the Richmond Sports Council, the Community Recreation Associations and Societies, and staff from the Richmond Olympic Oval provided input through the engagement process, particularly during key milestones of project development. In order to see a full list of the stakeholders engaged please refer to Appendix 2 in Attachment 1. The overall learnings from the stakeholder engagement were vital in informing the development of the action plan for the Draft Strategy.

The stakeholder engagement revealed that a focus on physical literacy and access to programs and services are important factors when it comes to recreation and sport for Richmond residents. In addition, the improvement of awareness and knowledge of recreation and sport opportunities is needed, and the necessity for healthy neighbourhood design to support recreation, as well as the need to capitalize on technology to motivate participation in recreation and sport are all factors that are important for Richmond residents.

The action plan outlined in the next section was developed by taking into account the insightful and meaningful feedback regarding recreation and sport that was received throughout the stakeholder engagement process.

### Recreation and Sport Action Plan

The action plan outlines the actions under each focus area which will make a meaningful difference in enhancing recreation and sport in Richmond over the next five years. Furthermore, the actions provide a framework for ensuring that opportunities for Richmond residents are in place to improve recreation and sport, to increase physical activity levels across the lifespan, and to allow individuals, neighbourhoods and the community as a whole to thrive. The action plan for recreation and sport is closely aligned with the Community Wellness Strategy 2018-2023. The initiatives and actions listed in both strategies are designed to support one another and to ensure success over the next five years. The action plan will also be key to achieving the vision for the Draft Recreation and Sport Strategy 2018-2023:

*Richmond is a leader in the planning and delivery of recreation and sport opportunities, inspiring individuals and communities to be active, connected and healthy for a lifetime.*

The full action plan identifies 56 comprehensive actions for implementation over the next five years. The following are examples of the actions associated with each focus area, demonstrating what will be done over the next five years to improve recreation and sport opportunities for Richmond residents. To view the complete and detailed list of actions, please refer to Attachment 1.



**Focus Area 1: Awareness and Understanding**

Richmond residents understand the opportunities and benefits of participation in recreation and sport.

1. Develop and implement a communication plan to increase awareness of the benefits and opportunities of recreation and sport for community members, partners and City staff. The plan should link to and leverage national recreation, sport and active living campaigns and activate these campaigns at a local level.
2. Conduct annual scanning of trends, best practices and private recreation opportunities to understand residents' needs and inform program decisions.

**Focus Area 2: Engaged Community**

Recreation and sport opportunities are accessible, inclusive and support the needs of a growing and diverse population in Richmond.

1. Increase opportunities for Richmond residents of all ages to sample recreation and sport activities.
2. Conduct a study on barriers to sport and recreation participation in identified neighbourhoods or communities and take action to reduce barriers accordingly.
3. Work with sport organizations to ensure that individuals with financial hardships are directed to either the City of Richmond's fee subsidy program, Richmond KidSport or Jump Start for assistance.
4. Work with sport organizations, community services agencies and public partners to ensure that there is an awareness of low cost / no cost recreation and sport opportunities.
5. Celebrate excellence in sport by creating opportunities to meet sports idols; this could include meeting professional and elite teams and athletes in the community.
6. Develop a recognition program for athletic achievement for children and youth.

**Focus Area 3: Physical Literacy and Sport for Life**

Richmond residents have the fundamental movement skills, competence, confidence and motivation to move for a lifetime.

1. Continue to integrate fundamental movement skills into all community recreation programs, addressing all ages from early childhood to older adults/seniors.
2. Encourage and support sport groups to implement the Long Term Athlete Development (LTAD) model and the quality sport criteria.
3. Develop and implement initiatives targeting older adults/seniors participation in sport for life.
4. Work with Richmond School District No. 38 to imbed physical literacy mentors in elementary schools to support teachers and assist schools to develop a physical literacy curriculum appropriate for a range of ages and levels.
5. Build partnerships with senior levels of government to strengthen the Excellence Pathway for athletes and Active for Life participation.

**Focus Area 4: Active People and Vibrant Places**

Natural and built environments within neighbourhoods in Richmond encourage connectedness and participation in recreation and sport.

1. Implement the Active Communities Grant Project focusing on physical activity initiatives in the City Centre neighbourhood, an initiative of the Richmond Community Wellness Strategy 2018-2023.
2. Review and update the Field Allocation Policy to ensure effective and efficient use of City



resources.

3. Include infrastructure (i.e., power, water, covering) that promotes and supports grass roots activity in parks and open spaces.
4. Develop and implement a "roving leader" program to animate and engage the community in physical activity in parks and public spaces.
5. Expand the 'Live 5-2-1-0 Playbox' program to additional parks across the City.
6. Work with grassroots organizations and schools to increase the number of walk-to-school programs.
7. Investigate opportunities to host multi-sport games that increase community pride, economic development and provide legacy benefits for the community and contribute to the vibrancy of the City (e.g., Youth Olympic Games).

#### **Focus Area 5: Connectedness to Nature**

Richmond residents enjoy opportunities to connect with nature.

1. Develop a public awareness initiative to increase understanding of the importance of nature to recreation and wellness.
2. Increase the number of nature play elements in parks and playgrounds City-wide, in order to grow opportunities for children to play outdoors and interact with nature.
3. Provide an increased number of guided outdoor recreation programs within or outside of Richmond (e.g., hiking, biking and paddling trips).
4. Provide an increased number of guided nature and conservation science educational options.

#### **Focus Area 6: Community Capacity-Building**

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

1. Establish a strategic alliance leadership team that is united by a common vision and acts as an advisory body for recreation and sport.
2. Conduct an assessment of the supports required to ensure local sport organizations are healthy, vibrant and able to provide excellent opportunities for residents and address identified priorities.
3. Increase opportunities for young athletes with Richmond's local sports clubs to lead and teach sports programs at community centres.
4. Develop and implement a strategy to build capacity of early years providers to promote and integrate physical literacy into programming.

#### **Focus Area 7: Technology and Innovation**

Technology and innovative ideas connect and inspire Richmond residents to participate in recreation and sport.

1. Identify opportunities to adapt existing apps designed to increase participation in recreation and sport. Initiate adaptation and co-branding options for the City, as feasible.
2. Expand or enhance the Richmond App to allow for previewing of classes and programs and enable customization of schedules.
3. Introduce the use of traffic counters for trails, sidewalks and bike routes in order to measure the use of various active transportation routes.

### Measuring Progress

The evaluation framework in the Draft Recreation and Sport Strategy 2018-2023 outlines a logic model and serves as a guide for monitoring progress and evaluating the overall strategy to ensure its success. The evaluation framework provides an outline for monitoring and assessing the effectiveness of actions, and ensuring that progress is made towards achieving desired outcomes and targets.

The following table identifies measures and targets to be used in the evaluation of the Recreation and Sport Strategy 2018-2023. A variety of both qualitative and quantitative data sources and collection methods will be used to assess the changes in the indicators/measures outlined. Overall, the purpose of the evaluation framework is to measure progress as actions are implemented and to measure achievement of the desired outcomes. Staff are committed to reporting back on the outcomes of the Recreation and Sport Strategy 2018-2023 at the mid-point and end of the implementation period.

Focus Area	Indicator/Measure	Target Trend
<b>Awareness and Understanding</b>	<ul style="list-style-type: none"> <li>Communications initiatives and resources for community members, partners and City staff</li> <li>Understanding and awareness of physical literacy</li> <li>Understanding and awareness of recreation and sport opportunities and benefits</li> </ul>	↑
<b>Engaged Community</b>	<ul style="list-style-type: none"> <li>Barriers to access and participation</li> </ul>	↓
	<ul style="list-style-type: none"> <li>Opportunities to sample programs</li> <li>Recreation and sport program opportunities</li> <li>Resident participation and engagement</li> </ul>	↑
<b>Physical Literacy and Sport for Life</b>	<ul style="list-style-type: none"> <li>Fundamental movement skills integrated into community services programs</li> <li>Long Term Athlete Development (LTAD) model adopted by sport groups</li> <li>Physical Literacy initiatives implemented in schools</li> <li>Children, youth and adults involved in all stages of the LTAD pathway</li> <li>Involvement of residents in sport excellence</li> </ul>	↑
<b>Active People and Vibrant Places</b>	<ul style="list-style-type: none"> <li>Welcoming, safe facilities and spaces</li> <li>Infrastructure improvements</li> <li>Active transportation</li> <li>Unstructured recreation and sport opportunities in public parks and open spaces</li> </ul>	↑
<b>Connectedness to Nature</b>	<ul style="list-style-type: none"> <li>Awareness of benefits of being in nature</li> <li>Nature play opportunities</li> <li>Nature education options</li> <li>Residents connected to nature</li> </ul>	↑
<b>Community Capacity-Building Building</b>	<ul style="list-style-type: none"> <li>Sport organization capacity to provide excellent opportunities</li> <li>Young athletes lead and teach recreation and sport programs</li> <li>Early years providers promote physical literacy</li> <li>Champions for recreation and sport established and recognized by the Community</li> </ul>	↑

Focus Area	Indicator/Measure	Target Trend
<b>Technology and Innovation</b>	<ul style="list-style-type: none"> <li>Technology and innovation supports recreation and sport</li> <li>Apps enhance recreation and sport participation</li> <li>Multi-lingual videos introduce residents to opportunities</li> </ul>	↑
<b>Overall Outcomes</b>	Participation of all residents in recreation and sport.  Richmond residents achieve physical activity targets.	↑

### Next Steps

The purpose of this five-year strategy is to take a collaborative and holistic approach to improve recreation and sport opportunities for Richmond residents and to increase opportunities for individuals and neighbourhoods to be active and engaged. Pending Council's adoption of the Draft Recreation and Sport Strategy 2018-2023 (Draft Strategy), staff will seek feedback on the Draft Strategy from stakeholders through a validation process. The validation process will entail a forum for stakeholders, where attendees will have the opportunity to review and provide feedback on the content of the Draft Strategy.

The following table outlines the validation process:

Date	Process
October 2018	Council adoption of the Draft Recreation and Sport Strategy 2018-2023 (Draft Strategy).
October 2018	Stakeholder validation of the Draft Strategy: <ul style="list-style-type: none"> <li>Forum to share Draft Strategy content with stakeholders.</li> </ul>
November 2018	Assess feedback and develop the Final Recreation and Sport Strategy 2018-2023.
December 2018	Present the Final Recreation and Sport Strategy 2018-2023 to Council.

The overall purpose of the stakeholder validation process is to gain feedback to ensure that the action plan reflects what needs to be done in order to improve recreation and sport opportunities and participation for Richmond residents.

**Financial Impact**

Many of the actions identified within the seven focus areas can be accomplished with existing resources. Staff will also work with community partners to apply for grants and other funding opportunities as they become available. Examples of grants include the Active Communities Project grant from the Province of British Columbia and the Before and After School Recreation Spaces grant from the BC Recreation and Parks Association, both of which staff have been successful in securing in 2018.

**Conclusion**

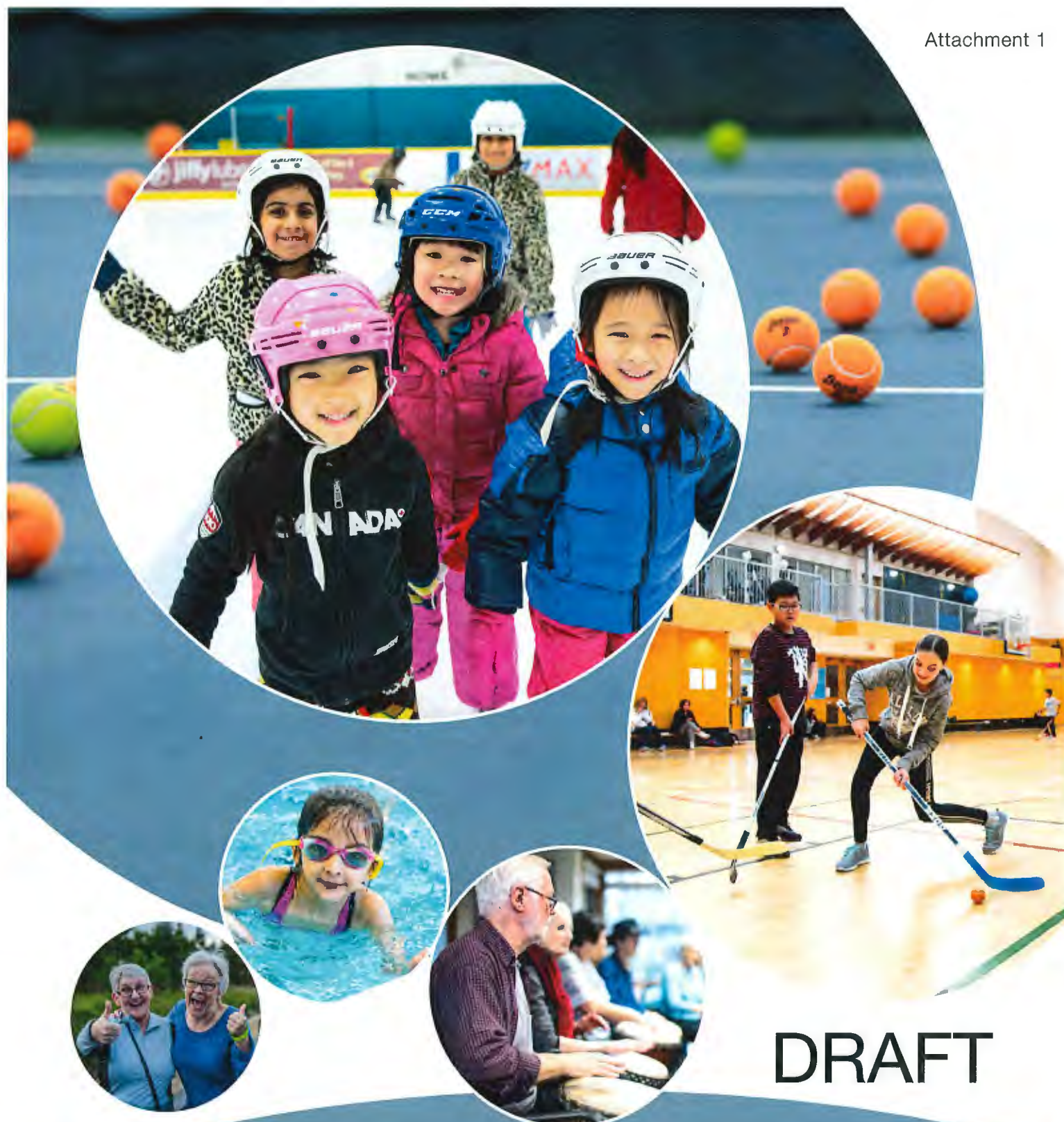
A relationship-based approach to improve recreation and sport opportunities for Richmond residents has resulted in the development of the Draft Recreation and Sport Strategy 2018-2023. The Draft Strategy provides an opportunity to address the new and diverse interests of stakeholders and to encourage all citizens of every age to enjoy the benefits of being active and connected to their community. This has been accomplished through a vision, action plan and evaluation framework that are outlined in detail in the Draft Strategy. Upon adoption of the Draft Strategy by Council, staff will seek further feedback from stakeholders through a validation process. Feedback received during the validation process will be assessed and used to prepare the final Recreation and Sport Strategy 2018-2023, which will be presented to Council at a later date.



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Att. 1: Draft City of Richmond Recreation and Sport Strategy 2018-2023





**DRAFT**

City of Richmond  
Recreation and Sport Strategy 2018-2023





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# Executive Summary

The City of Richmond, in collaboration with its partners and key stakeholders, has developed a future-oriented Recreation and Sport Strategy (2018-2023) to guide the planning and delivery of recreation and sport opportunities in the City over the next five years. The aim of the Strategy is to build on the strong and successful foundation already present in the City to address the new and diverse interests of stakeholders and to encourage all citizens of every age to enjoy the benefits of an active and involved lifestyle. Emphasis is placed on taking a holistic approach to recreation, this includes planning for a variety of opportunities from connecting with Richmond's beautiful natural environment to regular participation in formal and informal sports and recreation.

The Community Services Division offers residents of all ages and abilities access to recreation and sport programs and services and special events through community facilities, arenas, aquatic facilities, fitness and sport facilities and in outdoor spaces, parks and schools. The Division works to eliminate barriers and provide opportunities for people with disabilities, individuals and families in financial need, and Richmond's diverse cultural groups. Both indoor and outdoor opportunities are available to increase physical activity and overall wellness. In addition, creating welcoming environments for those who are new to the community and offering an entry point to participate in recreation that includes arts, heritage, culture and sports are priorities.

The Sport for Life philosophy and actions and the Long-Term Athlete Development model permeate recreation and sports services and programs in Richmond facilitating the development of necessary competencies for sport excellence, physical literacy and positive life-long sport participation for all citizens.



## Strategy Development Process

The Strategy was developed in consultation with City of Richmond staff, stakeholders, community associations and sport organizations and guided by a Recreation and Sport Advisory Committee and Staff Operational Team. To support this work and provide context, a Richmond Community Profile including recreation and sport utilization data was prepared along with a scan of recreation and sport trends and best practices nationally and provincially. An Evaluation Framework was developed to facilitate implementation, progress assessment and monitoring, measuring outcomes and ensuring overall accountability of results.

### Phases of Strategy Development Process

CONTEXT	ENGAGEMENT	STRATEGY FRAMEWORK	ACTION PLAN & EVALUATION	FINAL STRATEGY
<ul style="list-style-type: none"> <li>Richmond Community Profile</li> <li>Jurisdictional scan</li> <li>Review of background documents</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Advisory Committee</li> <li>Staff Operational Team</li> <li>Recreation and Sports Organizations</li> <li>Community Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Development of Vision, Principles and Focus Areas</li> <li>Validation by Partners and Richmond City Council</li> </ul>	<ul style="list-style-type: none"> <li>Develop Action Plan and Evaluation Framework</li> </ul>	<ul style="list-style-type: none"> <li>Draft Richmond Recreation and Sport Strategy</li> <li>Validation by stakeholders</li> <li>Endorsement by City Council</li> </ul>

### Stakeholder Engagement Process

Approximately 150 stakeholders were consulted through numerous workshops, focus groups, interviews, and on-line surveys including;

- ✓ Recreation and Sport Strategy Strategic Advisory Committee
- ✓ Recreation and Sport Strategy Staff Operational Team
- ✓ City of Richmond staff
- ✓ Richmond Community Associations and Societies
- ✓ Richmond Indoor and Outdoor Sport Organizations
- ✓ Richmond Community Organizations
- ✓ Regional and National Organization Sport Organizations
- ✓ School District No. 38 and Vancouver Coastal Health Richmond

Public consultation (Spring 2017) was undertaken as part of the Richmond Community Wellness Strategy 2018-2023, reaching 781 residents. Residents who participated in the consultation identified the importance of recreation and sport to community wellness and appreciated the many choices of programs, services and facilities Richmond offers. They identified the need for increased access to recreation and sport opportunities and to green space and nature, and recognized the benefits of these supports to encouraging physical activity, creating feelings of belonging and connectedness and to improving overall individual and community wellness.



### Definition of Recreation and Sport - adopted by Richmond

Richmond stakeholders modified the national framework for recreation definition to reflect the specific interests and cultural needs of Richmond's residents as follows:

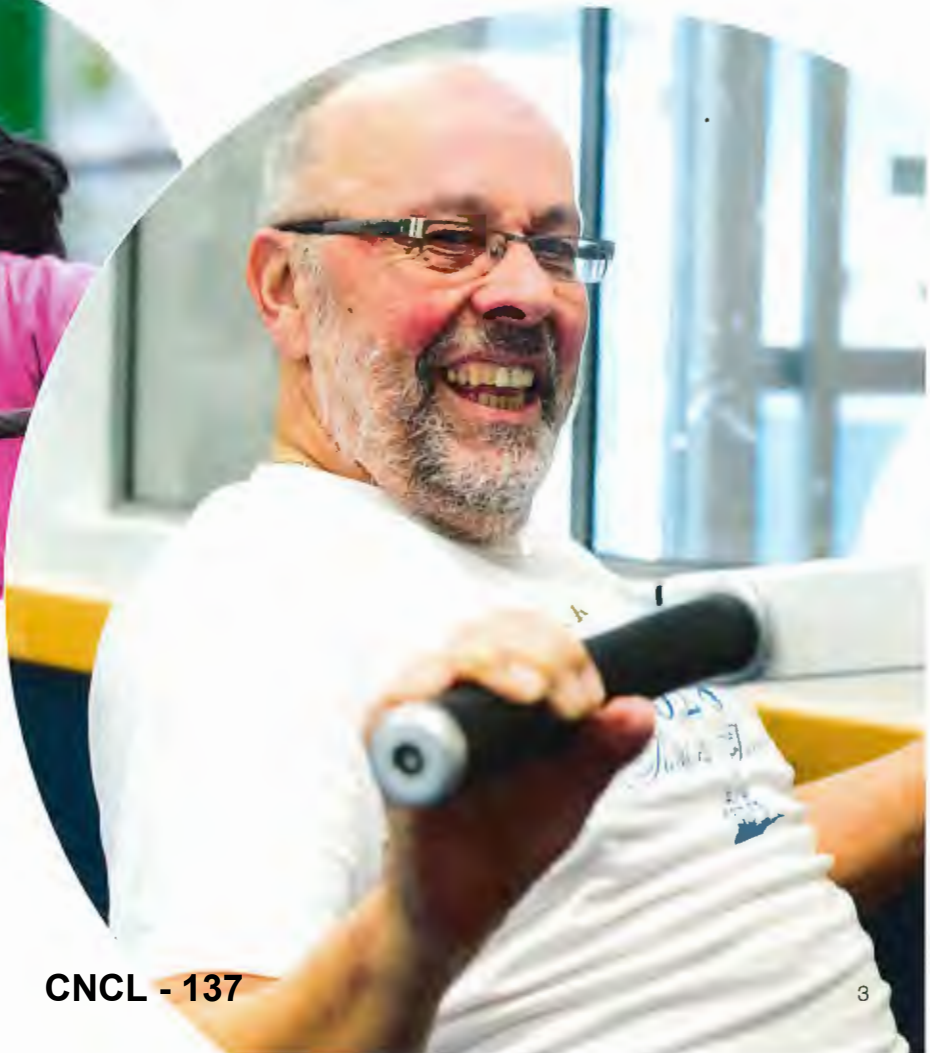
*Recreation is the experience resulting from participation in physical, social, intellectual, creative, cultural and spiritual pursuits that enhance individual and community wellbeing.*

*Recreation includes, but is not limited to, physical activity, sport, arts, culture and heritage.*

### Vision for Recreation and Sport in Richmond

The vision for recreation and sport in Richmond was developed through a collaborative and holistic approach; the result is a future-oriented and aspirational vision:

*Richmond is a leader in the planning and delivery of recreation and sport opportunities, inspiring individuals and communities to be active, connected and healthy for a lifetime.*





## Richmond Recreation and Sport Strategy Focus Areas and Actions

The Community Services Division and its partners are dedicated to both organized and grassroots recreation. The Division believes that recreation and sport is “about every child finding their activity ‘for life’, and every adult connecting to a recreational activity or sport as well as to each other”. Building community capacity through enhancing participation in recreation and sport and strengthening collaborative efforts and partnerships with schools, community facilities, community groups, multicultural groups and sport organizations is an overall priority. Well-maintained facilities that meet the needs of a growing and diverse population, as well as supportive built and natural environments are seen as critical to successful recreation and sport opportunities. There is a strong commitment to innovation and the use of technology to enhance recreation and sport participation.

These priorities, supported by data, best practice research, and the results of the broad consultation led to the identification of seven focus areas and the creation of an action plan. Collectively, the actions aim to inspire, motivate and support active participation in recreation and sport by all Richmond residents.

The focus areas and a snapshot of the actions are identified below. The complete set of 56 comprehensive actions is found in Section 4 of this Strategy document.

### 1. Awareness and Understanding:

Richmond residents understand the opportunities and benefits of participation in recreation and sport.

Key Action/Program/Initiative		Start Implementation
1	Develop and implement a communication plan to increase awareness of the benefits and opportunities of recreation and sport for community members, partners and City staff. The plan should link to and leverage national recreation, sport and active living campaigns and activate these campaigns at a local level.	Year 2: Develop / Initiate Year 3: Implement
2	Conduct annual scanning of trends, best practices and private recreation opportunities to understand residents' needs and inform program decisions.	Annual



## 2. Engaged Community:

Recreation and sport opportunities are accessible, inclusive and support the needs of a growing and diverse population in Richmond.

Key Action/Program/Initiative		Start Implementation
1	Increase opportunities for Richmond residents of all ages to sample recreation and sport activities.  Look at multiple outlets for providing sampling opportunities, (e.g., bring sampling to already existing groups – schools, churches, malls etc. )	Year 2: Identify opportunities Year 3-4: Implement
2	Conduct a study on barriers to sport and recreation participation in identified neighbourhoods or communities and take action to reduce barriers accordingly. (Build on learnings from the City Centre Active Communities Project)	Year 2: Conduct study Years 3-5: Reduce barriers
3	Work with sport organizations to ensure that individuals with financial hardships are directed to either the City of Richmond's fee subsidy program, Richmond KidSport or Jump Start for assistance.	Ongoing
4	Celebrate excellence in sport by creating opportunities to meet sports idols; this could include meeting professional and elite teams and athletes in the community.	Year 2: Identify opportunities Year 3: Implement
5	Develop a recognition program for athletic achievement for children and youth.	Year 2

## 3. Physical Literacy and Sport for Life:

Richmond residents have the fundamental movement skills, competence, confidence and motivation to move for a lifetime.

Key Action/Program/Initiative		Start Implementation
1	Continue to integrate fundamental movement skills into all community recreation programs, addressing all ages from early childhood to older adults.	Ongoing
2	Encourage and support sport groups to implement the Long Term Athlete Development (LTAD) model and the quality sports criteria.	Ongoing
3	Develop and implement initiatives targeting older adults/seniors participation in sport for life.	Year 2: Develop Year 3: Implement
4	Work with School District No. 38 to embed physical literacy mentors in elementary schools to support teachers and assist schools to develop a physical literacy curriculum appropriate for a range of ages and levels.	Year 3: Confirm methodology Year 4: Implement
5	Build partnerships with senior levels of government to strengthen the Excellence Pathway for athletes and Active for Life participation.	Year 3: Confirm methodology Year 4: Implement



#### 4. Active People and Vibrant Places:

Natural and built environments within neighbourhoods in Richmond encourage connectedness and participation in recreation and sport.

Key Action/Program/Initiative		Start Implementation
1	Implement the Active Communities Grant Project focusing on physical activity initiatives in the City Centre neighbourhood, an initiative of the Richmond Community Wellness Strategy 2018-2023.	Year 1
2	Review and update the Field Allocation Policy to ensure effective and efficient use of City resources.	Year 2
3	Include infrastructure, (i.e., power, water, covering) that promotes and supports grass roots activity in parks and open spaces.	Ongoing
4	Develop and implement a "roving leader" program to animate and engage the community in physical activity in parks and public spaces.	Year 2: Develop plan Year 3: Implement
5	Expand the 'Live 5-2-1-0 Playbox' program to additional parks across the City.	Ongoing
6	Work with grassroots organizations and schools to increase the number of walk-to-school programs.	Year 2: Develop plan Year 3: Implement
7	Investigate opportunities to host multi-sport games that increase community pride, economic development and provide legacy benefits for the community and contribute to the vibrancy of the City (e.g., Youth Olympic Games).	Year 3

#### 5. Connectedness to Nature:

Richmond residents enjoy opportunities to connect with nature.

Key Action/Program/Initiative		Start Implementation
1	Develop a public awareness initiative to increase understanding of the importance of nature to recreation and wellness.  Include a focus on the role of recreation in aiding people to connect to nature, and the importance of environmental sustainability in parks and recreation. <i>(Connected to Focus Area 1 Action 1)</i>	Year 2: Develop Year 3: Implement
2	Increase the number of nature play elements in parks and playgrounds City-wide, in order to grow opportunities for children to play outdoors and interact with nature.	Ongoing
3	Provide an increased number of guided outdoor recreation programs within or outside of Richmond. (e.g., hiking, biking and paddling trips)	Year 3: Develop Year 4: Implement
4	Provide an increased number of guided nature and conservation science educational options.	Year 3: Develop Year 4: Implement

## 6. Community Capacity-Building:

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

Key Action/Program/Initiative		Start Implementation
1	Establish a strategic alliance leadership team that is united by a common vision and acts as an advisory body for recreation and sport.	Year 1
2	Conduct an assessment of the supports required to ensure local sport organizations are healthy, vibrant and able to provide excellent opportunities for residents, and address identified priorities.	Year 2: Develop plan Year 3: Implement
3	Increase opportunities for young athletes with Richmond's local sports clubs to lead and teach sports programs at community centres.	Year 3: Establish methodology Year 4: Implement
4	Develop and implement a strategy to build capacity of early years providers to promote and integrate physical literacy into programming.	Year 3: Develop strategy Year 4: Implement

## 7. Technology and Innovation:

Technology and innovative ideas connect and inspire Richmond residents to participate in recreation and sport.

Key Action/Program/Initiative		Start Implementation
1	Identify opportunities to adapt existing apps designed to increase participation in recreation and sport. Initiate adaptation and co-branding options for the City, as feasible.	Year 2: Research Year 3: Implement
2	Expand or enhance the Richmond App to allow for previewing of classes and programs and enable customization of schedules.	Year 3: Develop Year 4: Implement
3	Introduce the use of traffic counters for trails, sidewalks and bike routes in order to measure the use of various active transportation routes.	Year 2: Research Year 3-5: Implement

## Evaluation Framework

An Evaluation Framework and logic model have been developed to guide the Community Services Division, and especially the Recreation Services Department, in evaluating the process for implementing the key initiatives of the Strategy and to measure the achievement of the desired outcomes both in the medium and long term.

## Conclusion

The Recreation and Sport Strategy 2018-2023 is a commitment by the City of Richmond to work with its partners, stakeholders and citizens to enhance the quality, reach and scope of recreation and sport services, programs, facilities and amenities for the benefit of all Richmond residents – individuals, families, and the Richmond community. The Strategy provides an opportunity to help inspire, motivate and engage Richmond residents to participate in recreation and sport. It will take the involvement and commitment of the entire community for all of Richmond to benefit.





# 1.0 Introduction

The City of Richmond is rich with a remarkable diversity of recreation and sport opportunities, as well as amenities and facilities brought to life by skilled and innovative staff and citizen volunteers. The commitment and ongoing involvement of many community partners and stakeholders and a vibrant natural setting that offers parks, trails and dykes to explore all contribute to a city with a significant amount to offer in terms of recreation and sport.

The Community Services Division offers residents of all ages and abilities access to recreation and sport programs and services and special events through community facilities, arenas, aquatic facilities, fitness and sport facilities and in outdoor spaces, parks and schools. The Division works to eliminate barriers and provide opportunities for people with disabilities, individuals and families in financial need and for Richmond's diverse cultural groups. Both indoor and outdoor opportunities are available to increase physical activity and overall wellness. Creating welcoming environments for those who are new to the community and offering an entry point to participate in recreation that includes arts, heritage, culture and sports are priorities.



## 1.1 Purpose of the Strategy

The purpose of developing a Recreation and Sport Strategy is to guide the work of the Community Services Division, and especially the Recreation Services Department, over the next five years. The aim of the Strategy is to build on successes, enhance synergies with partners, and increase reach and impact of recreation and sport benefits to all residents in Richmond. The Strategy is intended to ensure leadership and support for recreation and sport through a vision, focus areas and a comprehensive list of actions.

Recreation and sport not only benefit individuals and families who are active and involved, but also enhance the well-being and vitality of their community. Recreation and sport activities have the potential to attract, mobilize and inspire individuals, groups and communities. Recreation and sport can also encourage citizenship and a sense of security and belonging.

The Strategy has an overarching goal of ensuring that exceptional recreation and sport opportunities are available, which inspire residents to be physically active and connected to their communities for a lifetime. In addition, the full spectrum of recreation and sport participation is seen as integral, from an active start, which is achieved through physical literacy, through to sport excellence for competitive athletes, all the way through to life-long physical activity and participation in sport.

Key benefits to participation in recreation and sport include<sup>1</sup>:

- Enhancing mental and physical well-being
- Enhancing social well-being
- Helping to build strong families and communities
- Helping people connect with nature
- Promoting active transportation and walkability
- Providing economic benefits by investing in recreation
- Achieving sport excellence for individuals and communities
- Creating safe and supportive environments through social development, community cohesion, reduced crime and economic development

## 1.2 Creating the Strategy

The Richmond Recreation and Sport Strategy 2018-2023 was developed through an iterative and multi-phased engagement process involving a wide range of community stakeholders including recreation and sport organizations, the general public and City of Richmond staff. The process was led and guided by a strategic advisory committee and staff operational team.

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<sup>1</sup> Canadian Parks and Recreation Association/Interprovincial Sport and Recreation Council (February 2015). *A Framework for Recreation in Canada - 2015 - Pathways to Wellbeing*. Ottawa: Canadian Recreation and Parks Association; Richmond Sport for Life Strategy 2010-2015

The following chart outlines the process undertaken to create the Strategy.

### Phases of Strategy Development Process

CONTEXT	ENGAGEMENT	STRATEGY FRAMEWORK	ACTION PLAN & EVALUATION	FINAL STRATEGY
<ul style="list-style-type: none"> <li>Richmond Community Profile</li> <li>Jurisdictional scan</li> <li>Review of background documents</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Advisory Committee</li> <li>Staff Operational Team</li> <li>Recreation and Sports Organizations</li> <li>Community Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Development of Vision, Principles and Focus Areas</li> <li>Validation by Partners and Richmond City Council</li> </ul>	<ul style="list-style-type: none"> <li>Develop Action Plan and Evaluation Framework</li> </ul>	<ul style="list-style-type: none"> <li>Draft Richmond Recreation and Sport Strategy</li> <li>Validation by stakeholders</li> <li>Endorsement by City Council</li> </ul>

To support the development of the Strategy and provide context, a Richmond Community Profile<sup>2</sup> including recreation and sport utilization data was prepared along with a scan of recreation and sport trends and best practices nationally and provincially<sup>3</sup>. This supporting information combined with the results of the multi-phased consultation led to the identification of priority focus areas and the creation of an Action Plan. The Action Plan, created with broad input, outlines strategic actions that will make a measurable and meaningful difference to increasing participation in recreation and sport. An Evaluation Framework was prepared to guide the implementation of the actions and monitoring of progress for the Strategy. The final phase involved preparation of a draft Richmond Recreation and Sport Strategy Report, seeking endorsement from City Council and undertaking a stakeholder validation process.



<sup>2</sup> Richmond Recreation and Sport Strategy 2018-2023 Community Profile is available under separate cover

<sup>3</sup> Richmond Recreation and Sport Strategy 2018-2023 Jurisdictional Scan is available under separate cover



The Recreation and Sport Strategy was undertaken in conjunction with the creation of the Richmond Community Wellness Strategy 2018-2023, which was developed in partnership by the City of Richmond with Vancouver Coastal Health – Richmond, and School District No. 38 Richmond. This was a strategic decision that recognized the significant contribution of a dynamic recreation and sport system to individual, family and community wellness. There is a major role for Recreation Services in helping to achieve the outcomes identified for the five focus areas of the Richmond Community Wellness Strategy 2018-2023:

1. Foster healthy, active and involved lifestyles for Richmond residents with an emphasis on physical activity, healthy eating and mental wellness
2. Enhance physical and social connectedness within and among neighbourhoods and communities
3. Enhance equitable access to amenities, services and programs within and among neighbourhoods
4. Facilitate supportive, safe and healthy natural and built environments
5. Promote wellness literacy for residents across all ages and stages of their lives

The Richmond Recreation and Sport Strategy builds on the Live, Connect and Grow - Parks Recreation and Cultural Services Master Plan 2005-2015<sup>4</sup> and the Richmond Sport for Life Strategy 2010-2015<sup>5</sup> which introduced the implementation of the Sport for Life-long Term Athlete Development (LTAD) model<sup>6</sup> and the foundational cornerstones:

- *Physical Literacy* – giving children the tools they need to take part in physical activity and sport, both for life-long enjoyment and for sporting success
- *Active for Life* – facilitating life-long (adolescent to senior) participation in sport and physical activity for health, social and enjoyment benefits
- *Sport Excellence* – providing the training pathway for athlete success and transition back to being Active for Life

The Richmond Recreation and Sport Strategy 2018-2023 reflects Richmond's renewed commitment to improving health, wellness and sporting experiences of all its residents by advancing physical literacy, increasing life-long participation in physical activity and fostering sport excellence.

### Richmond Strategies and Plans

The City of Richmond has developed and is implementing a number of major strategies and plans that influence, support and enhance the opportunities outlined in the Recreation and Sport Strategy. Examples of plans and strategies that provide relevant context and support the Richmond Recreation and Sport Strategy are identified in Appendix 5. In addition, a number of national and provincial frameworks and strategies that helped guide the development of the Richmond Recreation and Sport Strategy are identified in Appendix 6.

4 Live, Connect, Grow - Parks, Recreation and Cultural Services: A Master Plan for 2005-2015 City of Richmond

5 City of Richmond Parks and Recreation Department, Sport for Life Strategy 2010-2015 Endorsed by Richmond City Council November 2010.

6 <http://sportforlife.ca/qualitysport/long-term-athlete-development/>

### 1.3 Canadian Sport for Life-long Term Athlete Development Model

The Canadian Sport for Life - Long Term Athlete Development (LTAD) model provides a framework for a national system that focuses on the well-being of citizens and the achievement of sport excellence. Developed by Sport Canada and Canadian Sports Centres, the model embraces the participation of a whole population or community in a continuum of sport and physical activity from infants to seniors. The model is divided into three areas of focus:

#### Physical Literacy

Provides children (ages of 0-12) with the tools they need to take part in physical activity and sport, both for life-long enjoyment and for sporting success. The model emphasizes the need for all children to be physically literate by having the fundamental movement skills, competence, confidence and motivation to move for a lifetime. An example of how the City is dedicated to developing physical literacy is through the 'physical literacy street team', which provides opportunities to sample various sports and acquire physical activity skills at events across the City.

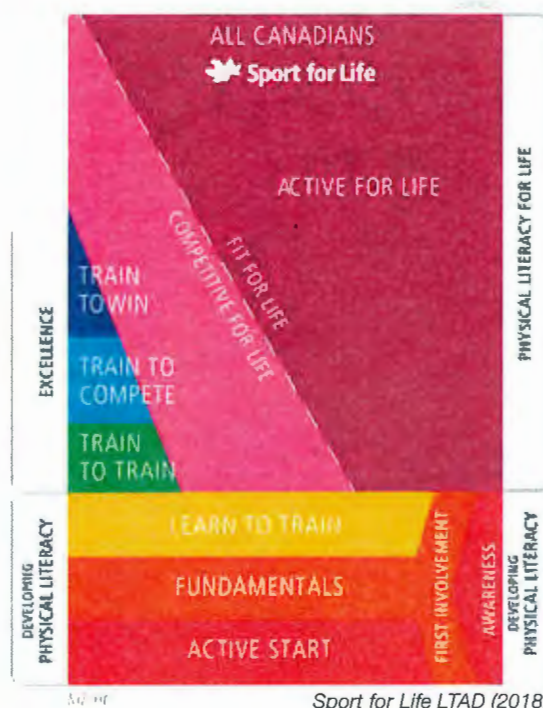
#### Active for Life

Facilitates life-long participation (from adolescents to seniors) in sport and physical activity for health, social and enjoyment purposes. This aspect of the model supports citizens in being physically active and participating in recreation opportunities and competitive sport.

#### Excellence

Provides a training pathway for athlete success both nationally and internationally. The pathway involves the 'playground to podium' concept and also addresses the transition of the athlete back to being Active for Life after pursuing podium performances. The steps involved in becoming competitive for life include training to train, training to compete and training to win.

The overall goal of the model is for all children to become physically literate, which lays the groundwork for future sport excellence or being active for life. Athletes that pursue excellence ultimately transition into active for life. Taking this model into consideration, it is evident that 'excellence' programming has a strong connection to the 'active for life' and 'physical literacy' components. This connection needs to be a focus when developing 'excellence' programming. The City has adopted the Canadian Sport for Life - Long Term Athlete Development (LTAD) model and continues to be committed to a strategic planning approach to ensure sport excellence.





## 1.4 Sport Excellence



Richmond is recognized for its dedication to sport excellence and for supporting high performance athletic development. The legacy of Richmond's role during the 2010 Winter Olympics has laid the foundation of the City being a leader in providing high performance training facilities and supporting athletes on the performance pathway. Richmond is home to several highly specialized recreation and sport facilities, amenities, programs and resources that help citizens reach their fullest potential as athletes. As a starting point, a range of community centres, pools, arenas and parks provide young residents with the building blocks to gain physical literacy skills.



Many residents continue to excel as athletes and begin to enter elite competition; this brings a plethora of benefits such as improved self-esteem, mental health and social skills, as well as the possibility of being a role model and leader. For athletes in Richmond that are on the performance pathway, a range of leading edge training facilities and resources (coaching and technology) are available to aid them in performing at their best. One such facility is the Minoru Centre for Active Living which is a 'Centre of Excellence' for active living and wellness. This innovative facility features an aquatic centre, dedicated seniors area and fitness centre. The aquatic centre includes two 25 meter pools, as well as a large leisure pool. The 'Centre of Excellence' also includes 8,500 square feet of fitness space offering state of the art equipment, there are also eight team rooms for sport field users and multipurpose spaces to support tournaments and events. The Minoru Centre for Active Living provides athletes on the performance pathway with an optimal space to train and excel.



As athletes continue to mature and develop they also have access to the Richmond Olympic Oval, which operates Centres of Excellence for volleyball, short track speed skating, hockey and table tennis. Also, the Canadian Sport Institute Pacific is located at the Oval, which aims to provide a world class, multi-sport daily training environment for athletes and coaches through leadership, services and programs. The Oval provides services for winter and summer sports from the community to Olympic level. In addition, Richmond has a Sports 'Wall of Fame' which recognizes the outstanding achievements of athletes, teams, coaches, officials, builders, pioneers and special achievements of sport in Richmond. It is prominently located at the Richmond Olympic Oval and is intended to inspire and educate residents and visitors.

The City is dedicated to supporting sport excellence and providing athletes the tools to reach their fullest potential. It is a priority for future generations to have opportunities to experience the full spectrum of athlete development. The benefits of this commitment are numerous as evidence suggests that experiencing the excellence stage of athlete development results in being active for life. Another concrete way in which the City is demonstrating its dedication to sport excellence is through being a pilot city for the Active Well-being Initiative, which is a global movement that helps cities and organizations to improve the lives of their citizens through the promotion of physical activity, sport and well-being for all. The City is a partner in this initiative and is in the process of being certified as a Global Active City.

Overall, planning and delivering opportunities for sport excellence are important as they are an integral component of ensuring that citizens remain active for life. It is vital that Richmond citizens have access to and benefit from the best quality leadership, coaching, officiating, administration and sport science in order to reach their fullest potential achievement as athletes.

# 2.0 Context



## 2.1 The Community Services Division Service Delivery Model

The Community Services Division is made up of four departments: Recreation Services; Parks; Arts, Cultural and Heritage Services; and Community Social Development. The Division's programs and services are delivered according to the Well-being Framework adopted in the Parks, Recreation and Cultural Services Master Plan 2005-2015, which also includes a focus on taking a relationship-based approach. The framework describes the essential needs of well-being, these include healthy lifestyles and a healthy environment, embracing diversity, ensuring a connected community and opportunities for individual growth. The Master Plan established a comprehensive service delivery model based on the following three approaches:

1. A Relationship-Based Approach describes how the City will work with others by valuing and encouraging community involvement and valuing effective partnerships
2. Being Accountable in the context of recreation services means providing the best services and programs possible within the resources available
3. A Service-Based approach focused on program and service priorities that:
  - Address community needs
  - Deliver a range of opportunities that will reach all segments of the community
  - Ensure City and community resources are effectively allocated



## 2.2 Community Relationships

The Recreation Services Department works with a range of community organizations, non-profit organizations, recreation and sport organizations, and individuals to provide programs and services. These relationships add value to people's experiences and provide a multitude of opportunities for people to become engaged in community recreation opportunities. Through embracing a relationship-based approach, the Recreation Services Department is able to successfully achieve its vision of being a leader in the planning and delivery of recreation and sport opportunities and inspiring residents to be active, connected and healthy for a lifetime.

### Community Associations

The City's eight Community Associations assist with understanding the needs of individual neighbourhoods and provide direct connections to community members for various outreach and consultation processes. They participate directly in delivering programs and services to the public.

### Sports Organizations

The Recreation Services Department works closely with both indoor and outdoor athletic organizations through the Richmond Sports Council on a wide range of initiatives and projects.



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## 2.3 Trends Affecting Recreation – Challenges and Opportunities<sup>7</sup>

Recreation has evolved over time, and has been influenced by trends that often reflect societal and environmental changes. Current trends pose both challenges in terms of how to address them and opportunities to do things differently. These include:

**Shifting demographics** – population growth in many urban areas, including Richmond; increased immigration and an aging population highlighted by a large number of baby boomer retirees

**Increasing diversity** – increase in newcomers brings multiple languages, diverse cultural identities and perspectives on how to engage in recreational activities

**Physical inactivity** – physical activity levels have decreased due to sedentary lifestyles combined with societal and environmental changes

**Social connectedness** – changes to the way we interact (social media vs. face to face), busy lives and changing neighbourhoods have affected social cohesion and connectedness and community involvement

**Time segmentation** – busy lifestyles have led to more condensed time available for recreation

**Shift to informal and individual activities** – activities that can be done at personally convenient times and locations

**Growing leisure activities** – activities such as walking, cycling, gardening and outdoor activities have grown in popularity

**Technology** – societal dependence on and acceptance of technology has grown exponentially over the last decade

**Back to nature movement** – encompasses environmental stewardship, reconnecting with nature, and experiential outdoor opportunities

In order to stay relevant and meet the needs of the community, these trends, challenges and opportunities will need to be considered as Richmond designs and develops recreation and sport programs and services. For example:

- There will be greater demand for drop-in opportunities and scheduling of programs throughout the day
- Recreational opportunities will need to meet the needs of a diverse population
- Technology will be utilized to a much greater extent
- There will be greater demand for open space systems including trails and pathways
- Active transport and walkable communities create opportunity to be physically active as part of everyday life even when leisure time is limited

<sup>7</sup> Adapted from BC Parks, Recreation and Culture Trends: BCRPA Appendix B – BC Trends in Quality of Life; Canadian Parks and Recreation Association/Interprovincial Sport and Recreation Council (February 2015). A Framework for Recreation in Canada - 2015 - Pathways to Wellbeing. Ottawa: Canadian Recreation and Parks Association. 40 pages. [www.cpra.ca/about-the-framework/](http://www.cpra.ca/about-the-framework/)

## 2.4 Overview of Current Situation - A Snapshot of Richmond Today

### The Data

The following summary of Richmond's community profile identifies factors associated with the health and well-being of Richmond citizens and participation in Richmond's community recreation and sport programs that are relevant to the development of the Recreation and Sports Strategy and to providing opportunities for lifelong involvement in recreation and sport. A detailed Richmond Community Profile for the Recreation and Sport Strategy is provided under separate cover<sup>8</sup>. The profile is based on currently available demographic, economic, social, health and lifestyle data for Richmond's population. (See Appendix 4: Richmond Community Profile Data Sources)

### The City<sup>9</sup>

The City of Richmond is endowed with a vibrant natural setting that includes 1950 acres of park land, an extensive system of 147 parks, 73 km of trails and 60 km of road cycling paths. It is a unique 17-island city situated at the mouth of the Fraser River, providing an estuary for fish and migrating birds along the shores lined with walking dykes. The City provides a diversity of exceptional recreation facilities, services and amenities that include the Richmond Nature Park, eight Community Centres, Minoru Centre for Active Living, Watermania, two outdoor pools, two arenas, the Garratt Wellness Centre and the Richmond Pitch and Putt Golf Course.

Richmond has rich and varied arts, cultural and heritage amenities. The Richmond Cultural Centre is home to the Richmond Museum, the City of Richmond Archives, Richmond Arts Centre, Richmond Art Gallery, the Richmond Media Lab and the Brighthouse branch of the Richmond Public Library. Richmond has its own professional theatre, the Gateway Theatre. Arts in the Community initiatives bring critically acclaimed events on site or throughout different neighbourhoods in the City. Heritage facilities include the Britannia Shipyards National Historic Site, London Heritage Farm, Minoru Chapel, Steveston Interurban Tram Building and Steveston Museum.

The stewardship of these amenities and the vast parks and open space system which include trails makes a significant contribution to the liveability and healthy lifestyle opportunities in the City.

### Population Demographics

The City of Richmond is the fourth largest city in the Metro Vancouver area representing 8.3% of the population in this region. Richmond's population is growing and continues to grow with a high influx of new residents born outside of Canada (60%)<sup>10</sup>. The current estimated population (2016) for Richmond is 218,307. This represents a 4.1% increase from 2011. The growth rate from 1991 to 2011 was 50%. The population is projected to continue growing with an estimated population in 2041 of 280,000<sup>11</sup>.

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<sup>8</sup> Richmond Recreation and Sport Strategy 2018-2023 – Community Profile

<sup>9</sup> Richmond City Planning Hot Facts (the series, 2014-2017)

<sup>10</sup> Statistics Canada (2015) 2011 Population Census/Household Survey

<sup>11</sup> BC Stats. (2015) Sub-Provincial Populations – P.E.O.P.L.E.

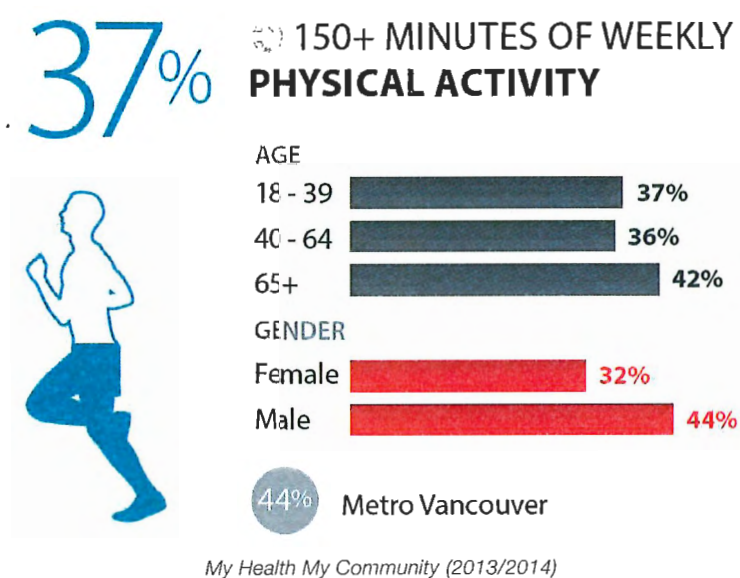


Richmond is known for its rich ethnic diversity. A majority of Richmond residents (70%) self-identify as a visible minority<sup>12</sup>. This is the highest proportion of any municipality in BC and the second highest in Canada. Many languages are spoken in Richmond (45.7% speak English at home; 90% are able to converse in English). Chinese is identified as the first language in 41% of homes. In nine of the 16 planning area neighbourhoods, a majority of residents (> 50%) are immigrants. In the 2014/15 school year, 27.8% of Richmond School District students were English Language Learners<sup>13</sup>. Understanding the unique needs of people from different cultures who speak different languages is important for improving access to recreation and sport opportunities.

Currently, the over 65 age group is growing faster than the under 15 age group in all Richmond neighbourhoods. Adults between the age of 45 and 60 years represent the largest population group<sup>14</sup>.

### Physical Activity and Active Transportation Measures<sup>15</sup>

Although Richmond adults are healthy by many indicators, according to the My Health My Community Survey<sup>16</sup>, Richmond residents rank lowest in BC for meeting physical activity targets (150 minutes/week, moderate to vigorous activity). Less than half of children and youth meet the physical activity targets and fewer females than males meet recommended physical activity guidelines.



<sup>12</sup> Statistics Canada (2015) 2011 Population Census/Household Survey

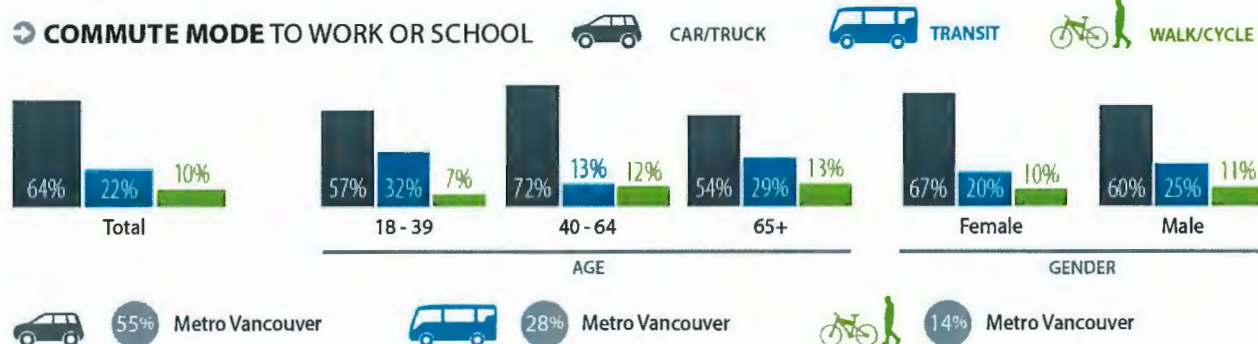
<sup>13</sup> BC Ministry of Education

<sup>14</sup> BC Stats (2015) Socioeconomic Profiles

<sup>15</sup> My Health My Community (2013/14) Richmond

<sup>16</sup> My Health My Community is based on a statistically valid survey (2013-2014) of residents from Metro Vancouver municipalities, including Richmond, who provided information about their health, lifestyles choices, community involvement and neighbourhood characteristics. See also Appendix 4 for further information.

## COMMUTE MODE TO WORK OR SCHOOL



## MEDIAN\* COMMUTE TIME (ONE-WAY) \*Middle value



## WALK OR CYCLE FOR ERRANDS



My Health My Community (2013/2014)

The majority (64%) of residents commute to work by car compared to the regional average of 55%. Walking or cycling for commuting is reported by only 10% of the population and for errands by 12%.

## Current Facilities Use/Participation in Recreation and Sport

Richmond recreation and sport facilities are well-used. The following provides information about who uses the facilities, types of visits and the extent of use of key Richmond facilities as well as summarizes available data on sport participation.

Interestingly, the types of Richmond facilities used most frequently by Richmond residents, no matter where they live in the City, are: the library, a city park, field or outdoor court, and the dyke or park trail.

## Community Recreation Facilities

Based on 2017 participation data, there were 1,166,949 recorded visits to community recreation facilities<sup>17</sup>, which is an increase when compared to previous years. The community recreation facility that has had the most significant increase in visits in the past few years is City Centre Community Centre, which opened in 2016.

<sup>17</sup> Cambie Community Centre, Hamilton Community Centre, Sea Island Community Centre, South Arm Community Centre, Thompson Community Centre, West Richmond Community Centre, Steveston Community Centre, City Centre Community Centre/Lang Centre

### *Visits by Type and Gender/Age*

- Four types of visits are currently recorded by community recreation facilities: drop-in visits, event visits, membership visits and registered program visits.
- The majority of visits in 2017 were to attend a registered program (45.5%), or use a membership pass (45.8%). Drop in visits represents 8.7% of all visits and non-registered community events generated 2% of all visits. Note: event visits are estimates of attendance unless the event included ticket sales.
- There were over 500,000 registered program visits to community centres in 2017.
- Program registrants are on average 53.8% females, 43.7% males and 2.5% undisclosed gender. 34.1% of program registrants are children aged six to 12 years, 32.3% are preschoolers zero to five years, 11.2% are adults aged 18-54 years, 5.6% are seniors aged 55-64, 10.0% are seniors aged 65 plus and 6.7% youth aged 13-17 years.

### *Visits by Category*

- Six categories of programs and services are offered through community recreation facilities: health and fitness, sports and open gyms, arts, general interest, child care, and events. Arts include dance, music, performing arts and visual arts programming. General interest includes computers, technology, social media, environmental sustainability, gardening, nature and science, cooking, outdoor trips and tours, languages, heritage and various other programs of interest to the community.
- 46.4% of program registration in 2017 were to childcare programs, 16.1% for general interest programs, 10.2% for sports, 9.9% for daycamps 8.6% for arts, 5.8% for health and fitness programs and 2.9% in registered events.

### **Minoru Place Activity Centre (MPAC)**

Richmond offers a variety of recreational, wellness, cultural, educational programming and social opportunities for older adults and seniors at most community centres. The Minoru Place Activity Centre (MPAC) was specifically designed to offer older adults and seniors a welcoming environment to enjoy healthy and active lifestyles. The new Minoru Centre for Active Living will open for service in 2018. The facility will include aquatic and fitness services, seniors services and other recreation and sport amenities. It will replace the Minoru Aquatic Centre, the Minoru Place Activity Centre and the former Minoru Pavilion.

- Total visits to Minoru Place Activity Centre in 2017 were 78,733, which is an increase from previous years.

### *Visits by Type and Gender*

- The most popular method of attendance is by membership pass at 70.1% of visits. Registered programs draw 24.0% of visits, drop-in visits 4.9%, and events 0.1% of visits.
- 68.9% of all registered program participants are female.

### *Visits by Category*

- Registered programs were the most popular (34.0%) followed by general interest programs (33.1%), health and fitness (23.7%), and arts (9.2%).





### Aquatics Facilities<sup>18</sup>

Aquatics facilities in Richmond had a total number of 1,052,424 visits in 2017.

#### *Aquatics Visits by Type and Age*

- The majority of aquatics visits in 2017 were membership pass visits (48.8%), followed by registered program visits (30%) and drop-in visits (21.2%).
- There were over 6,200 visits from school groups in 2017, which make up approximately 0.6% of visits with 63.9% of these visits taking place at Watermania.
- Program registrants (2017) are primarily children aged 6 to 12 years (50.2%) or preschoolers (0-5 years, 26.5%). 12.8% are youth aged 13-17 years, 8.8% are adults aged 18-54 years, and seniors aged 55 plus account for 1.7% of those registered for programs in 2017.
- School board lessons make up approximately 2.0% of the total swim lessons with 731 children participating in 2017.



### Arena Facilities<sup>19</sup>

Arena facilities in Richmond had a total number of 574,654 visits in 2017.

#### *Arena Visits by Type and Age*

- The primary driver of 2017 arena visits were facility rentals by community groups (88.4% of visitors). Other visits entailed attendance at registered programs and memberships as well as open skate drop-ins, which account for (11.6%).
- School group visits make up approximately 2.2% of visits.
- Program registrants (2017) are primarily children aged 6 to 12 years (62.5%) or preschoolers (0-5 years, 31.0%). 3.0% are youth aged 13-18 years, 3.3% are adults aged 18-54 years, and seniors aged 55 plus account for less than 1% of those registered for programs in 2017.



<sup>18</sup> Watermania, Minoru Aquatic Centre, Steveston and South Arm Outdoor Pools

<sup>19</sup> Minoru Arena and Richmond Ice Centre

## Richmond Arts Centre

The total recorded visits in 2017 were 79,764, which is an increase when compared to previous years.

### *Visits by Type and Gender/Age*

- 73.9% of visits were for registered programs, 20.8% for events and 5.3% for rentals.
- Registered program participants were primarily children (51.6%) and preschoolers (30.0%) with more girls (62.3%) than boys (34.7%) attending for both these age groups. Youth represented 5.8%, adults represent 8.6%, seniors 55-64 represents 1.9% of program registrants, and seniors 65+ represents 1.7% of program registrants: 72.8% of participants were female.



### *Visits by Category*

- In 2017, program registration in arts programs included 39.6% in visual arts, 20.2% in dance, 9.9% in music programs, 7.3% in general interest programs, 6.3% in performing arts, 3.0% in day camps, and the remainder in a variety of programs such as languages, computers and fitness classes.

## Participation in Sport<sup>20</sup>

A number of sports opportunities are offered for children, youth and adults across the seasons. In 2017, 7,521 children/youth played organized community sports including soccer, football, lacrosse, ice hockey, ringette, skating, swimming, softball and baseball.

Trends over time as they relate to field sport participation data would suggest that youth participation in the primary field sports (soccer and softball/baseball) has decreased and adult soccer participation has increased substantially.

Volunteers are the backbone of the sport organizations with over 193,000 volunteer hours to support the teams for field sports alone documented in 2017. This support includes coaching, team management and administration. Volunteers and volunteer hours make a significant contribution to ensuring the availability of diverse sport opportunities in Richmond.



## 2.5 Facilities and Facilities Strategic Plan Overview

Richmond is known locally, nationally, and internationally for its parks and open spaces and recreation, sport, cultural and heritage facilities. The provision of modern, well-maintained facilities that meet the current and future needs of residents is foundational to the success of this strategy.

The 2015 Facilities Strategic Plan (The Plan) provides direction to ensure that Community Services Facilities continue to be responsive to the current and future needs of Richmond. The Plan provides strategic direction, tactical guidance, and specific recommendations that outline a comprehensive strategy and implementation plan for informing facility investments and decommissions that support an appropriate level of service provision.

<sup>20</sup> Sport Participation Rates and Volunteer Hours (2017) – City of Richmond Recreation Services Data



The Plan provides a framework for the identification, evaluation, and scoring of projects within the Community Services Division. Projects are rated on nine criteria. Once rated, they are ranked and prioritized for consideration in the City's annual Capital Submission Request process. Minor capital improvements for facility maintenance and upkeep are also reviewed and evaluated annually, with significant funds being invested each year.

The City has a wide range of facilities which support the provision of creative, physical, social and educational activities, and add value to quality of life for residents throughout Richmond. Current facilities include:

- 9 Community Centres
- 2 Ice Arenas with 8 sheets of ice in total
- 2 Indoor Swimming Pools
- 2 Outdoor Swimming Pools
- The Richmond Olympic Oval (2 ice sheets, 8 gymnasiums, a 200m indoor running track, weight room, and other features including fitness studios, multipurpose spaces, and indoor rowing tank)
- Art Gallery, Cultural Centre, and Museum
- 18 City-owned heritage sites
- Minoru Centre for Active Living (opening 2018)

The City also maintains and allocates the use of a wide range of outdoor sport facilities, including:

- 46 full size, natural turf soccer/rugby/football fields
- 1 cricket pitch
- 7 full size lit artificial turf fields
- 2 artificial carpet lawn bowling greens
- 1 competition track and field facility
- 92 softball diamonds
- 25 asphalt ball hockey courts
- 23 baseball diamonds
- 1 par 3 golf course
- lacrosse boxes
- 2 skateboard parks
- 61 tennis courts
- 78 basketball courts
- outdoor fishing piers
- 1 bike terrain park

The City is committed to the continued provision of facilities, parks, and open spaces that are maintained, well-managed and sustainable, and that keep pace with community growth and needs.

# 3.0 Stakeholder Engagement

## 3.1 Stakeholder Engagement Process

The recreation and sport service delivery system in Richmond includes the City, provincial and national organizations, 50 private sector sports and fitness clubs, 70 community sport organizations, 10 Community Associations, the Aquatic Services Board, and numerous partners.

The Recreation and Sport Strategy was developed in collaboration with a Strategic Advisory Committee, a Staff Operational Team, and in consultation with core partners, stakeholders and the community. Approximately 150 stakeholders were consulted through numerous workshops, focus groups, interviews, and on-line surveys. See Appendix 1 for a detailed list of the Strategic Advisory Committee and Staff Operational Team, Appendix 2 for a detailed list of Stakeholders engaged and Appendix 3 for more details on the Richmond Recreation and Sport Strategy Engagement Process and Results.



Public Consultation (Spring 2017) was undertaken as part of the Richmond Community Wellness Strategy 2018-2023 and information gathered also informed the development of this strategy. This engagement, reached 781 respondents in the following ways:

- On-line survey of parents through Richmond School District 38 PAC
- Students from 10 classes in two elementary and two high schools
- Public Consultation – Family Day
- Public Open Houses in four branches of the Public Library (with Cantonese and Mandarin-speaking volunteers)
- Let's Talk Richmond – Online survey

Residents who participated in the consultation identified the importance of recreation and sport to community wellness and appreciated the many choices of programs, services and facilities Richmond offers. They identified the need for increased access to recreation and sport opportunities and to green space and nature, and recognized the benefits of these supports to encouraging physical activity, creating feelings of belonging and connectedness and to improving overall individual and community wellness.

### What is Working Well in Richmond

Recreation and Sport in Richmond is highly regarded as an important contributor to healthy and active lifestyles. Stakeholders consistently praise the number of choices and quality of recreation and sport programs, services, and events in Richmond. More specifically they value the variety of recreation and sport activities for all ages and in many locations across the City as well as many sport organizations representing a wide range of sports and providing a variety of opportunities for adults and youth.

Stakeholders highlighted that Richmond has a strong volunteer base and recognized the good work of the volunteer boards of the Community Associations. Community groups expressed a willingness to continue to work together with the City to further enhance recreation and sport for all residents.

*"Richmond has many recreation and sport facilities, parks and fields, walking and cycling paths."*

*"There is still a 'small town feel' in Richmond that can be built upon while addressing the urban density in certain parts of the City."*

*"The City is responsive and provides many opportunities for community input."*

*"There is a synergy and good working relationship between community-based organizations and the City."*



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## 3.2 Key Themes Identified by Stakeholders

The themes outlined in this section were consistently identified by stakeholders in the workshops, focus groups, interviews, and on-line surveys when asked *“what are the key priority areas for the Richmond Recreation and Sport Strategy?”*

### Awareness and Understanding

- Focus on opportunities and benefits of recreation and sport
- Use multiple ways of communicating

### Outreach

- Take programs and services to where people are, e.g., into their neighbourhoods, apartment complexes, mobile services, churches, etc.
- Implement strategies that motivate and engage individuals and groups who otherwise do not participate in recreation and sport.

*“We would like to see more buddy programs and people that can reach out and help others participate”*

*“People need to have opportunities to experience different programs and services to encourage them to participate”*

*“We like the library and would go to events and educational workshops at the Library”*

### Neighbourhoods

- Provide more recreation and sport amenities and opportunities at a neighbourhood level.

*“We need more recreation programs closer to home, more in our neighbourhoods”*

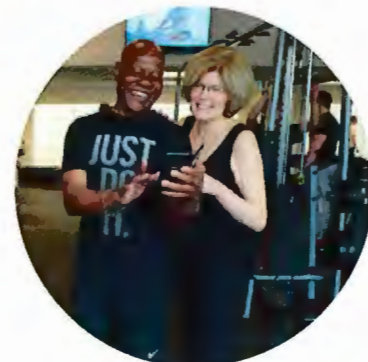
*“Important to feel safe for us to go out into the neighbourhood and on the streets”*

*“Recreation and sport activities will help bring people out in our neighbourhoods – will help make us feel more connected to others”*

### Physical Literacy/ Sport for Life

- Support engagement in physical activity throughout one's life.

*“Support, encouragement and confidence to be active for life is needed”*





## Access

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- Recreation and sport opportunities need to be inclusive, welcoming and ensure everyone can participate regardless of age, ability, gender, income, language, and ethnicity
- Reduce barriers relating to affordability, availability, proximity, culture, language, child minding, mental and physical challenges

*"We love the free events and events for the entire family – we would like to have them more regularly"*

*"Programs need to be affordable"*

*"Programs need to be offered at more flexible times"*

*"There should be more opportunities to bring different cultural groups together to talk and get to know each other"*

*"Adults need to have greater choices to encourage them to participate"*

*"We would like to see more therapeutic recreation and exercise, healthy aging and falls prevention"*

## Participation of all Children and Youth

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- Focus on:
    - Early years
    - Youth during transition years
    - Before, during and particularly after school programs
    - Enhancing participation of girls (and women) in sport
- "There is a need for after school programs for our children"*

## Built and Natural Environment

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- Indoor and outdoor spaces that are safe, inclusive and inviting gathering places
- Efficiencies in use of facility space and playing fields and extending usage with covers, improved surfaces, lighting; working with others to secure space (schools, developers, condo managers/strata)
- Unstructured indoor and outdoor play opportunities
- Connection with nature and more green spaces

*"We need more green spaces"*

*"More places and spaces for gathering that are inviting would be very helpful"*



### Collaborations and Partnerships

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- Engage in more intentional, formal partnerships to expand reach and impact of the recreation and sport programs  
*“Need for partnering with other City Departments as well as external community groups”*



### Volunteers

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- Support recruitment and retention of volunteers who are critical to the delivery of recreation and sport  
*“More training of opportunities for sport organization volunteers would be beneficial, e.g., coaches, volunteer executives and managers”*



### Joint Training and Planning

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- Engage in joint planning, training and education opportunities for recreation and sport staff City-wide and with other City Departments as appropriate, and key partners and volunteers

### Technology

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- Maximize use of technology to enhance awareness, motivation and participation in recreation and sport



### Evaluation

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- Measure and report on progress and outcomes



# 4.0 Platform for Change

## 4.1 Definition and Vision for Recreation and Sport in Richmond

### DEFINITION

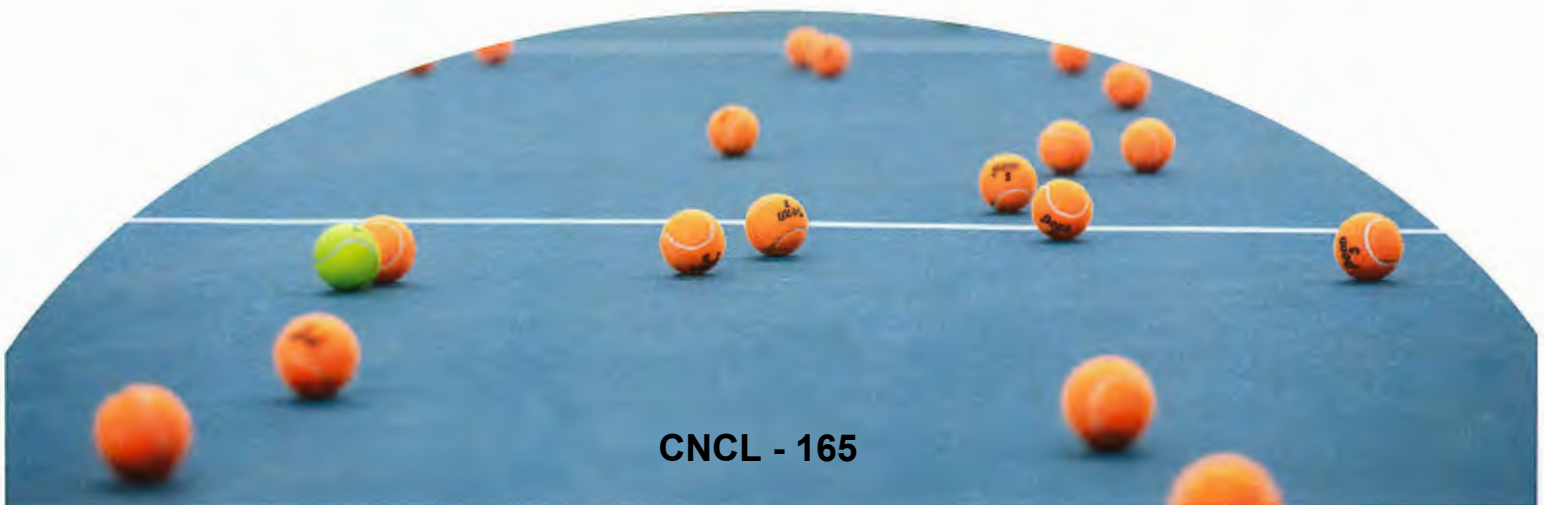
*The Framework for Recreation in Canada 2015: Pathways to Well-being* identifies common ways of thinking about the role of recreation in Canadian life and has been endorsed nation-wide by all levels of government and parks and recreation organizations. The following definition of recreation was developed for the national framework:

*Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community well-being.*

This definition was used as reference for the Richmond consultation. Richmond stakeholders modified the national framework for recreation definition to reflect the specific interests and cultural needs of Richmond's residents as follows:

*Recreation is the experience resulting from participation in physical, social, intellectual, creative, cultural and spiritual pursuits that enhance individual and community well-being.*

Recreation includes, but is not limited to, physical activity, sport, arts, culture and heritage.



## THE VISION

The vision for recreation and sport in Richmond was developed through a collaborative and holistic approach; the result is a future-oriented and aspirational vision:

### *Vision for Recreation and Sport in Richmond*

*Richmond is a leader in the planning and delivery of recreation and sport opportunities, inspiring individuals and communities to be active, connected and healthy for a lifetime.*

## 4.2 Recreation and Sport Action Plan

The Community Services Division and its partners are dedicated to both organized and grassroots recreation. The Division believes that recreation and sport is “*about every child finding their activity ‘for life’, and ‘every adult connecting to a recreational activity or sport as well as to each other’*”. Building community capacity through enhancing participation in recreation and sport and strengthening collaborative efforts and partnerships with schools, community facilities, community groups, multicultural groups and sport organizations is an overall priority. Well maintained facilities that meet the needs of a growing and diverse population, as well as supportive built and natural environments are seen as critical to successful recreation and sport opportunities. There is a strong commitment to use technology and innovation in the effort to enhance recreation and sport participation.

These priorities, supported by data, best practice research and the results of the broad consultation led to the identification of seven focus areas and the creation of an action plan. Outlined below are the strategic actions that will make a measurable and meaningful difference to realizing the intent of each focus area. Collectively, these actions aim to inspire, motivate and support active participation in recreation and sport by all Richmond residents.

### 1. Awareness and Understanding:

Richmond residents understand the opportunities and benefits of participation in recreation and sport.

Key Action/Program/Initiative		Start Implementation
1	Develop and implement a communication plan to increase awareness of the benefits and opportunities of recreation and sport for community members, partners and City staff. The plan should link to and leverage national recreation, sport and active living campaigns and activate these campaigns at a local level.	Year 2: Develop, Initiate Year 3: Implement
2	Continue to develop and provide a variety of educational resources for parents to inform them of the value of recreation, physical literacy, physical activity and sport.	Annual
3	Conduct annual scanning of trends, best practices and private recreation opportunities to understand residents’ needs and inform program decisions.	Annual



## 2. Engaged Community

Recreation and sport opportunities are accessible, inclusive and support the needs of a growing and diverse population in Richmond.

Key Action/Program/Initiative		Start Implementation
1	Increase opportunities for Richmond residents of all ages to sample recreation and sport activities.  Look at multiple outlets for providing sampling opportunities, e.g., bring sampling to already existing groups – schools, churches, malls etc.	Year 2: Identify opportunities Year 3: Implement
2	Conduct a study on barriers to sport and recreation participation in identified neighbourhoods or communities and take action to reduce barriers accordingly. (Build on learnings from the City Centre Active Communities Project)	Year 2: Conduct study Years 3-5: Reduce barriers
3	Work with sport organizations to ensure that individuals with financial hardships are directed to the City of Richmond's fee subsidy program, Richmond KidSport or Jump Start for assistance.	Ongoing
4	Develop and implement a strategy for increasing women and girls' participation in recreation and sport, e.g. an outcome from this strategy would be an increase in the number of female coaches in Richmond Sport Organizations	Year 3: Develop strategy Year 4-5: Implement
5	Work with local intercultural and immigration organizations to introduce residents to local recreation and sport organizations and opportunities.	Year 2: Confirm methodology Year 2: Implement
6	Collaborate with community partners to ensure children and youth have the opportunity to participate in school sport teams, community sport organizations and recreational leagues.	Year 2: Confirm methodology Year 3: Implement
7	Provide additional supports for children with special needs so that they are integrated into and supported in participating in programs and services.	Year 1: Identify supports Year 2-3: Implement
8	Celebrate excellence in sport by creating opportunities to meet sports idols; this could include meeting professional and elite teams and athletes in the community.	Year 2: Identify opportunities Year 3: Implement
9	Apply Richmond Age-Friendly Assessment and Action Plan 2015 guidelines in planning all recreation and sport programs, services and amenities.	Ongoing
10	Develop, implement and promote a "play" lens to appropriate recreation programs across the Community Services Division.  Ensure this takes into account the child's right to play and partake freely and entirely in "age-appropriate recreational experiences, cultural life, and artistic and leisure activities", as outlined in the United Nations Convention on the Rights of the Child.	Year 1: Develop Ongoing
11	Expand the City-wide intergenerational "mentoring program" where seniors and youth exchange skills and experiences, and support each other in participating in recreation and sport opportunities.	Year 3
12	Work with Arts, Culture and Heritage to incorporate activity/movement opportunities, where feasible, within programs.	Year 2
13	Provide opportunities for Provincial Sport Organizations and National Sport Organizations to be involved in local events.	Ongoing
14	Develop a recognition program for athletic achievement for children and youth.	Year 2



### 3. Physical Literacy and Sport for Life:

Richmond residents have the fundamental movement skills, competence, confidence and motivation to move for a lifetime.

Key Action/Program/Initiative		Start Implementation
1	Continue to integrate fundamental movement skills into all community recreation programs, addressing all ages from early childhood to older adults.	Ongoing
2	Establish a task force or working committee to align the Long Term Athlete Development (LTAD) pathways by coordinating recreation, school, community and Oval programming.	Year 2
3	Enhance pathways from recreation to sport and sport to recreation.	Year 3: Confirm methodology Year 4: Implement
4	Increase opportunities for Richmond children, youth and adults to participate in all stages of the long-term athlete development model.	Year 2: Identify opportunities Year 3: Implement
5	Encourage and support sport groups to implement the Long Term Athlete Development (LTAD) model and the quality sport criteria.	Year 2: Determine support Year 3: Implement
6	Develop and implement initiatives targeting older adults/seniors participation in sport for life.	Year 2: Develop Year 3: Implement
7	Work with School District No. 38 to embed physical literacy mentors in elementary schools to support teachers and assist schools to develop a physical literacy curriculum appropriate for a range of ages and levels.	Year 3: Confirm methodology Year 4: Implement
8	Work with School District No. 38 to offer workshops on Physical Literacy at elementary school professional days.	Year 3: Plan Year 4: Implement
9	Assess, benchmark, identify and implement improvements to enhance Richmond's Fundamental Movement Skills program using the Physical Literacy Environment Assessment.	Year 3: Assess & Benchmark Year 4: Implement
10	Build partnerships with senior levels of government to strengthen the Excellence Pathway for athletes and Active for Life participation.	Year 3: Confirm methodology Year 4: Implement
11	Investigate the expansion of the 'Richmond Virtual School' Secondary Program for Grade 10-12 athletics in partnership with the Oval and Richmond School District No. 38.	Year 2
12	Continue to support the Gym Works™ program for registered athletes with the Canadian Sport Institute and expand it as new facilities come on-line.	Year 1



#### 4. Active People and Vibrant Places:

Natural and built environments within neighbourhoods in Richmond encourage connectedness and participation in recreation and sport.

Key Action/Program/Initiative		Start Implementation
1	Implement the Active Communities Grant Project focusing on physical activity initiatives in the City Centre neighbourhood, an initiative of the Richmond Community Wellness Strategy 2018-2023.	Year 1
2	Review and update the Field Allocation Policy to ensure effective and efficient use of City resources.	Year 2
3	Provide inclusive, safe and welcoming facilities and spaces for recreation and sport programs and services.	Ongoing
4	Include infrastructure (i.e., power, water, covering) that promotes and supports grass roots activity in parks and open spaces.	Ongoing
5	Incorporate unstructured recreation and sport opportunities in public parks and open spaces, i.e., urban design features that can be used for free play, training, and parkour.	Ongoing
6	Develop and implement a "roving leader" program to animate and engage the community in physical activity in parks and public spaces.	Year 2 Develop plan Year 3 Implement
7	Expand the "Live 5-2-1-0 Playbox" program to additional parks across the City.	Ongoing
8	Work with grassroots organizations and schools to increase the number of walk-to-school programs.	Year 2 Develop plan Year 3 Implement
9	Develop and implement bike education initiatives or programs for children and youth in each neighbourhood.	Year 3 Develop plan Year 4 Implement
10	Investigate opportunities to host multi-sport games that increase community pride, economic development and provide legacy benefits for the community and contribute to the vibrancy of the City (e.g. Youth Olympic Games).	Year 3

#### 5. Connectedness to Nature:

Richmond residents enjoy opportunities to connect with nature.

Key Action/Program/Initiative		Start Implementation
1	Develop a public awareness initiative to increase understanding of the importance of nature to recreation and wellness.  Include a focus on the role of recreation in aiding people to connect to nature, and the importance of environmental sustainability in parks and recreation. (Connected to Focus Area 1 Action 1)	Year 2: Develop Year 3: Implement
2	Increase the number of nature play elements in parks and playgrounds city-wide, in order to grow opportunities for children to play outdoors and interact with nature.	Ongoing
3	Provide an increased number of guided outdoor recreation programs within or outside of Richmond. (e.g., hiking, biking and paddling trips).	Year 3: Develop Year 4: Implement
4	Provide an increased number of guided nature and conservation science educational options.	Year 3: Develop Year 4: Implement



## 6. Community Capacity-Building:

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

Key Action/Program/Initiative		Start Implementation
1	Establish a strategic alliance leadership team that is united by a common vision and acts as an advisory body for recreation and sport.	Year 1
2	Work with Richmond Sports Council to develop and implement club quality standards for clubs, groups, programs and services.	Year 2 Develop Year 3 Implement
3	Conduct an assessment of the supports required to ensure local sport organizations are healthy, vibrant and able to provide excellent opportunities for residents, and address identified priorities.	Year 2: Develop plan Year 3: Implement
4	Increase opportunities for young athletes with Richmond's local sports clubs to lead and teach sports programs at community centres.	Year 3: Establish methodology Year 4: Implement
5	Develop and implement a strategy to build capacity of early years providers to promote and integrate physical literacy into programming.	Year 3: Develop strategy Year 4: Implement
6	Develop and implement career awareness, preparation and development strategies to attract and educate new leaders.	Ongoing
7	Find and involve champions for recreation and sport. A champion could be an individual, community group or City staff member.	Ongoing

## 7. Technology and Innovation:

Technology and innovative ideas connect and inspire Richmond residents to participate in recreation and sport.

Key Action/Program/Initiative		Start Implementation
1.	Promote new technologies and innovations associated with Recreation at the City of Richmond.	Ongoing
2.	Identify opportunities to adapt existing apps designed to increase participation in recreation and sport. Initiate adaptation and co-branding options for the City, as feasible.	Year 2: Research Year 3: Implement
3.	Develop and implement an 'App' for Richmond's walking, running and cycling routes with built-in incentives to measure progress and reward participation.	Year 2: Develop Year 3: Implement
4.	Expand or enhance the Richmond App to allow for previewing of classes and programs and enable customization of schedules.	Year 3: Develop Year 4: Implement
5.	Develop and implement a library of multi-lingual videos to introduce people to recreation programs and services.	Year 4: Develop Year 5: Implement
6.	Introduce the use of traffic counters for trails, sidewalks and bike routes in order to measure the use of various active transportation routes.	Year 2: Research Year 3-5: Implement

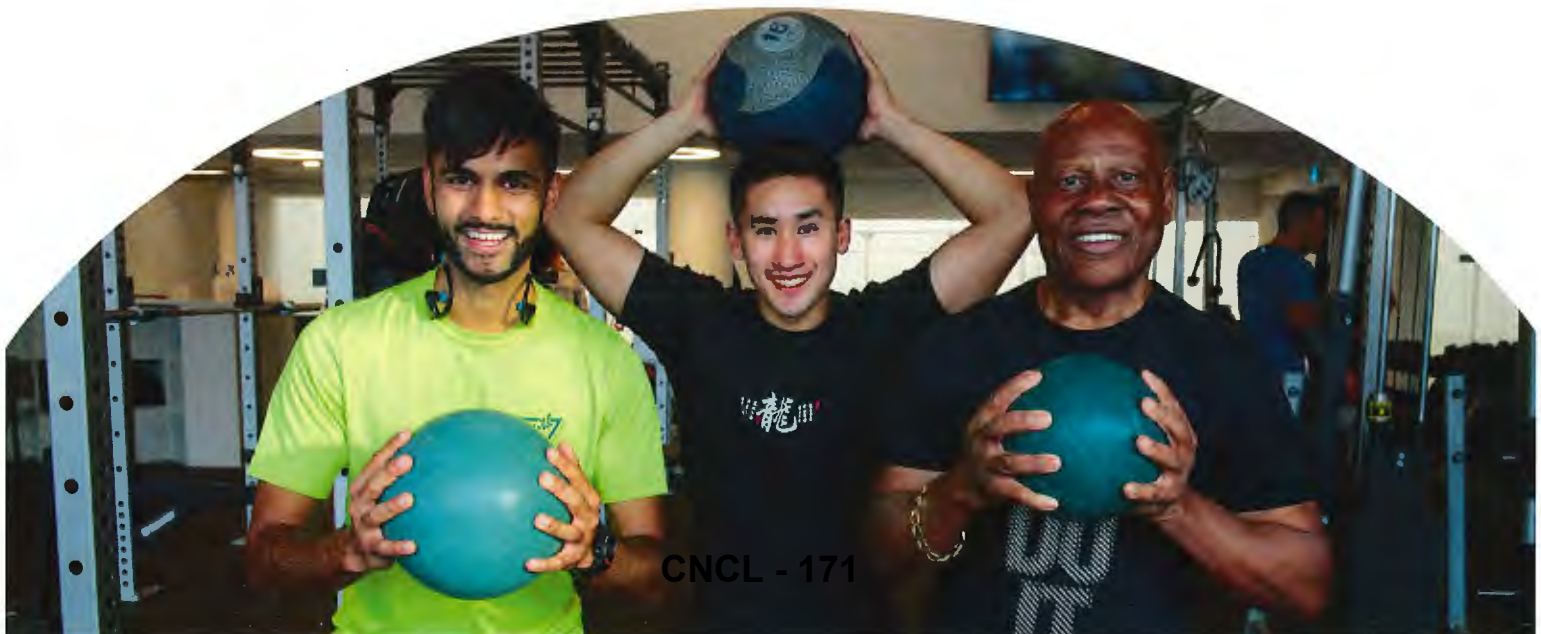
# 5.0 Measuring our Progress

## 5.1 Evaluation Framework and Logic Model

The Richmond Recreation and Sport Strategy 2018–2023 Evaluation Framework has been developed and is available under separate cover. An Evaluation Logic Model and an Implementation and Outcomes Evaluation plan are key components of the Evaluation Framework that will help guide the Community Services Division and especially the Recreation Services Department, in evaluating the process of implementing the key initiatives of the Strategy and to measure the achievement of desired outcomes both in the medium and long term. The overall aim of the evaluation is to ensure progress toward the essential outcome - increased participation of all Richmond residents in recreation and sport to enhance individual, family and community wellness.

### Evaluation Logic Model

The Recreation and Sport logic model provides a high level visual representation of the relationship between the activities identified for each of the focus areas and the medium and long terms outcomes.

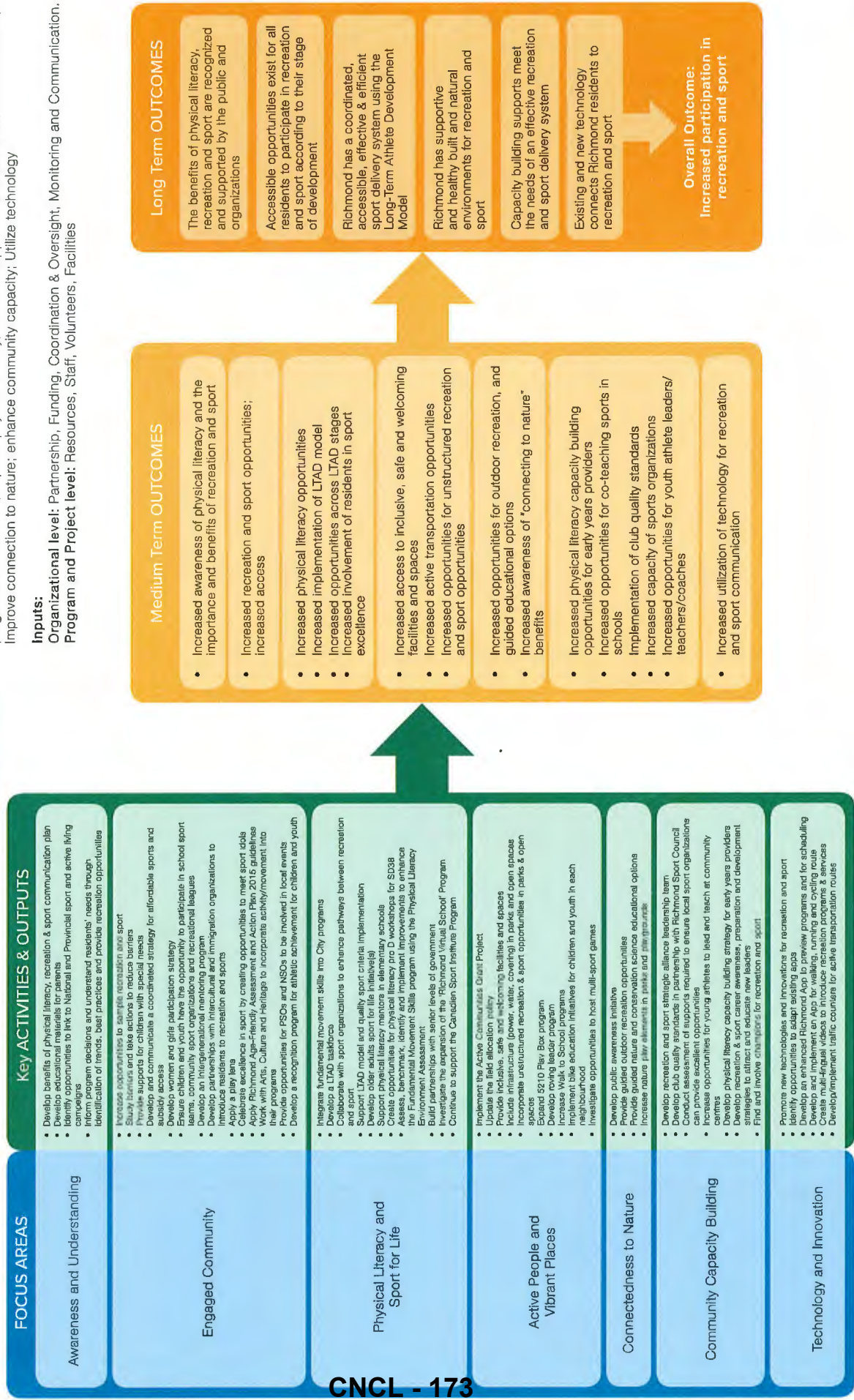








## City of Richmond Recreation and Sport Strategy Logic Model





## 5.2 Measuring Results - Implementation and Outcomes Evaluation Plan

Implementation or process evaluation and an outcomes evaluation (both in the medium term and in long term) will be undertaken.

**Implementation (process) Evaluation:** provides a guide for assessing whether the initiatives and actions under each focus area are implemented as intended and what further work needs to be done. The intent is to identify what is working well and what is not, to determine what adjustments need to be made, implement the necessary adjustments, and, in a specified time, assess again. (PDSA Cycle for Continuous Quality Improvement: Plan, Do, Study, Act <sup>22</sup>)

**Medium-term Outcome Evaluation:** provides a guide to measure what progress has been made toward achieving the desired results once the actions have been implemented. This usually occurs half way through the Strategy timeline. It also provides an opportunity to review and then assess what changes may be needed.

**Long-term Outcome Evaluation:** is intended to measure progress made in the longer time frame to achieve the desired results identified for each focus areas and the overall aim of the strategy to increased participation in recreation and sport.

**Examples of key evaluation questions to guide the evaluation include:**

- Is there a greater awareness and understanding of the benefits of recreation and sport and physical literacy?
- Have barriers to access (e.g., geographic, financial, language) been addressed?
- Are programs, services and amenities inclusive (e.g., welcoming for all ages, genders, cultures and abilities)?
- Has the Long Term Athlete Development (LTAD) model been adopted and implemented by the sport organizations?
- Are the Sport for Life principles, including physical literacy, integrated into the recreation and sport programs?
- Have changes to the built and natural environment helped to support increased recreation and sport participation. Are Richmond neighbourhoods more walkable?
- Has the addition of nature play elements to parks and playgrounds increased recreation and sport participation? Do residents feel more connected to their neighbourhoods?
- Has the capacity of key organizations and stakeholders been strengthened to meet the needs of the recreation and sport system?

<sup>22</sup> <http://www.ihl.org/resources/Pages/Tools/PlanDoStudyActWorksheet.aspx>

## Data Collection Methods and Sources

Where possible, data collection methods and sources for the evaluation will use and build upon available reliable data and established data collection/analysis systems. These include, for example, data on:

### Adults

- Richmond recreation and sport services participation rates, and recreation and sport facility and program utilization from the *City of Richmond Community Facilities Profiles* (annual report, 5 year trend over time, adult users/registrants)
- Recreation and sport facility and public spaces use, program participation measures and value perceptions from the *Community Needs Assessment* (2015 baseline, planned follow-up surveys every 5 years, a multi-language telephone survey of a representative sample of Richmond residents, adult users/non-users.)
- Physical activity levels, other lifestyle and health indicators and social connectedness measures from *My Health My Community* (baseline 2013/2014, planned follow-up survey every 5 years, multi-language survey of a representative sample of Richmond residents, adults.) Metro-Vancouver comparisons and enhanced analysis of priority topics are available.

### Children and Youth

Reliable repeated measures reports providing trend over time data for Richmond children and youth relating to physical activity levels, other lifestyle factors and health, social and emotional development/connectedness and sense of belonging are available from: the BC Ministry of Education (*BC School Satisfaction Survey* for grades 4, 7, 10 and 12); the McCreary Centre Society (*BC Adolescent Health Survey*); the *Human Early Learning Partnership* (EDI - Early Years Development Instrument); and MDI (Middle Years Development Instrument).

However, new or enhanced data collection methods and tools will be needed to evaluate many of the actions identified in the strategy, e.g., records, surveys, stakeholder interviews and focus groups, photographic records, special reports, program-specific evaluations and use of technology. This will require collaboration with community associations and other partners, sport organizations and community groups to determine appropriate data collection processes and to establish templates for data to be collected as well as timelines for collection.

The following table identifies examples of indicators/measures and targets to be used in the evaluation of the Recreation and Sport Strategy. As indicated above, a variety of data sources and qualitative and quantitative data collection methods will be used to measure outcomes. The full complement of outcomes, indicators, data sources and timelines are outlined in the Richmond Recreation and Sport Strategy Evaluation Framework – Technical Document is available under separate cover.



Focus Area	Indicator/Measure	Target Trend
Awareness and Understanding	<ul style="list-style-type: none"> <li>Communications initiatives and resources for community members, partners and City staff</li> <li>Understanding and awareness of physical literacy</li> <li>Understanding and awareness of recreation and sport opportunities and benefits</li> </ul>	↑
Engaged Community	<ul style="list-style-type: none"> <li>Barriers to access and participation</li> </ul>	↓
	<ul style="list-style-type: none"> <li>Opportunities to sample programs</li> <li>Recreation and sport program opportunities</li> <li>Resident participation and engagement</li> </ul>	↑
Physical Literacy and Sport for Life	<ul style="list-style-type: none"> <li>Fundamental movement skills integrated into community services programs</li> <li>Long Term Athlete Development (LTAD) Model adopted by sport groups</li> <li>Physical Literacy initiatives implemented in schools</li> <li>Children, youth and adults involved in all stages of the LTAD pathway</li> <li>Involvement of residents in sport excellence</li> </ul>	↑
Active People and Vibrant Places	<ul style="list-style-type: none"> <li>Welcoming, safe facilities and spaces</li> <li>Infrastructure improvements</li> <li>Active transportation</li> <li>Unstructured recreation and sport opportunities in public parks and open spaces</li> </ul>	↑
Connectedness to Nature	<ul style="list-style-type: none"> <li>Awareness of benefits of being in nature</li> <li>Nature play opportunities</li> <li>Nature education options</li> <li>Residents connected to nature</li> </ul>	↑
Community Capacity-building	<ul style="list-style-type: none"> <li>Sport organization capacity to provide excellent opportunities</li> <li>Young athletes lead and teach recreation and sport programs</li> <li>Early years providers promote physical literacy</li> <li>Champions for recreation and sport established and recognized by the community</li> </ul>	↑
Technology and Innovation	<ul style="list-style-type: none"> <li>Technology and innovation supports recreation and sport</li> <li>Apps enhance recreation and sport participation</li> <li>Multi-lingual videos introduce residents to opportunities</li> </ul>	↑
OVERALL OUTCOMES	<ul style="list-style-type: none"> <li>Participation of all residents in recreation and sport</li> <li>Richmond residents achieve physical activity targets</li> </ul>	↑

### Evaluation Implementation Considerations

An Evaluation Committee will also be established to facilitate data collection and analysis for reporting on progress and results.

**Reporting:** The Recreation Services Department will provide a report on the process evaluation measures and outcome evaluation measures of the Recreation and Sport Strategy at 2.5 years and 5 years.





# 6.0 Strategy Implementation

There are many individuals who must be involved in the implementation of the Strategy if the actions outlined are to be implemented and the outcomes realized. Implementation of the Strategy will be the responsibility of the Community Services Division, and especially the Recreation Services Department, in partnership with Richmond's Community Associations, Richmond Sports Council, the Richmond Olympic Oval as well as a range of other community organizations and partners.

It is only through engaging with and harnessing the expertise and leadership of all partners that serve the community's recreation and sport needs that the vision of the Strategy will be realized. A leadership team with representation from the Recreation Department, the Richmond Olympic Oval, Richmond Sports Council and the Richmond Council of Communities will meet at least quarterly to provide advice and guidance to action teams who are responsible for moving specific actions forward.

Staff across the Recreation Services Department will develop annual work plans which include key priorities for moving the Strategy forward.

## 6.1 Communication

Continuous communication and information sharing is also key to the successful implementation of the Strategy. A variety of tools and techniques are anticipated to be used, including:

- Regular sharing of information through both staff and board meetings
- Annual reporting on work plans
- Recognition and celebration of successes as actions are implemented and achievements realized
- Review and reporting of annual participation statistics

Ongoing communications both internally and externally will help to ensure the strategy is top of mind for staff and that the actions and outcomes are realized.





# 7.0 Conclusion

The Recreation and Sport Strategy 2018-2023 is a commitment by the City of Richmond to work with its partners, stakeholders and citizens to enhance the quality and benefits of recreation and sport services and programs for all Richmond residents – individuals, families and the entire community. The overall purpose of the Strategy is to identify what needs to be accomplished over the next five years to make a difference in recreation and sport services in Richmond, to build on current strengths and to increase the reach, scope and impact of recreation and sport in the community. This Strategy also acts as a tool to ensure that the Recreation Services Department is able to successfully achieve its vision of being a leader in the planning and delivery of recreation and sport opportunities and inspiring residents to be active connected and healthy for a lifetime.

The vision, focus areas and actions which have been developed through an extensive engagement process will guide the work of the Community Services Division, and particularly the Recreation Services Department, along with continued evaluation and monitoring of impact and results. Understanding community needs and keeping abreast of current trends and best practices in other jurisdictions will help ensure a continued forward looking process to enhancing recreation and sport opportunities in Richmond.

Richmond has taken a leadership role in the Global Active Cities movement, recognizing that cities need to invest in multiple ways that promote individual and collective well-being of their residents. Cities around the world have come to the understanding that improving the quality of life of its citizens requires everyone to be involved. The City engages its citizens, establishes advisory groups and works together with public sector, corporate and not-for-profit partners to achieve its stated goals. Through a relationship-based approach, the City is able to continue to be a leader in the provision of community recreation and sport services, facilities and amenities, especially by partnering with service agencies, School District No. 38, Vancouver Coastal Health, sports organizations and many volunteer sports clubs throughout the City.

Many stakeholders participated in the development of the 2018-2023 Recreation and Sport Strategy, which has a strong vision for the future of recreation and sport in Richmond. The Recreation and Sport Strategy and the updated Community Wellness Strategy provide an opportunity to ensure the actions within both Strategies improve the quality of life of Richmond residents.





## Appendix 1:

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City Of Richmond  
Recreation and Sport  
Strategic Advisory  
Committee

and Operational Team



## CITY OF RICHMOND RECREATION AND SPORT STRATEGY STRATEGIC ADVISORY COMMITTEE

Name	Area of Responsibility
<b>CITY OF RICHMOND</b>	
Gregg Wheeler	Manager, Sport and Community Events
Grant Nishi	Coordinator, Aquatic Services
Kirsten Close	Coordinator, Major Projects Community Services Division
<b>COMMUNITY PARTNERS</b>	
Sherry Sutherland	Board member, East Richmond Community Association
Jose Gonzalez	Past President, South Arm Community Association
Ian MacLeod	Chair, Aquatic Services Board
Ilario Galano	Co-Chair, Richmond Fitness and Wellness Association (RFA)
Frank Claassen	Chair, Richmond Arenas Community Association (RACA)
Jim Lamond	Chair, Richmond Sports Council
Susie Burbidge	President, South Arm Community Association
<b>PROJECT LEADERSHIP TEAM</b>	
Elizabeth Ayers	Director, Recreation and Sport Services
Serena Lusk	General Manager, Community Services
Suzanna Kaptur	Research Planner 2, Community Services
Lisa Fedoruk	Accessibility Coordinator, Community Services
<b>PROJECT CONSULTANT</b>	
Zena Simoes	Consultant Team
Sue Ross	Consultant Team
Karen Strange	Consultant Team

## CITY OF RICHMOND RECREATION AND SPORT STRATEGY OPERATIONAL TEAM

Name	Area of Responsibility
<b>CITY OF RICHMOND</b>	
Andrew Chornohus	Youth Coordinator, Steveston Community Centre
Andrew Clark	Manager, Fitness and High Performance (Oval)
Dave Black	Marketing Assistant
Debi Jones	Aquatic Supervisor
Emily Ooi	Educational Programs Coordinator
Emily Toda	Coordinator, Parks Programs
Jordan Mottl	Program Manager, Community Sport (Oval)
Kirsten Frankish	Arts Programmer
Melanie Burner	Community Facilities Coordinator
Paul (Sammy) Morizawa	Coordinator, Parks Programs – Sports
Renata Turick	Community Facilities Coordinator
Will Kump	Community Facilities Coordinator
Wing Ho	Volunteer Development Coordinator
Winnie Wong	Arts Programmer, Richmond Arts Centre
Angela Straker	Program Manager, Community Sport (Oval)
Katie Varney	Manager, Community Cultural Development
Beayue Louie	Park Planner





## Appendix 2:

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Richmond Recreation  
and Sport Strategy  
Stakeholders Engaged

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## CITY OF RICHMOND STAFF STAKEHOLDER ENGAGEMENT

Richmond Community Services	Area of Responsibility
Planning and Projects	Manager, Community Services Planning and Projects Coordinator, Special Projects Research Planner
Recreation and Sport Services - Aquatics and Arenas	Manager, Aquatic and Arena Services Aquatics Supervisor Community Facilities Coordinator - Arenas Coordinator, Arena Services Arena Maintenance, Supervisor Instructor Recreation Facility Clerk
Sport	Manager, Sport and Community Events Community Facilities Coordinator
Fitness	Coordinator, Fitness and Wellness Services
Volunteers	Volunteer Development Coordinator
Recreation and Sport Services - Community Recreation	Manager, Community Recreation Services Area Coordinator Recreation Leader Community Facilities Coordinators Fitness Coordinator - South Arm Youth Coordinator - Steveston Seniors Coordinator - City Centre Community Development Coordinator - West Richmond School aged Child Care Coordinator Preschool Program Coordinator Attendant
Arts, Culture and Heritage Services	Manager, Community Cultural Development Arts Coordinator Arts Programmer Manager, Major Events and Film Supervisor, Museum and Heritage Services Media Arts Specialist Public Art Planner Manager, Art Services Director, Richmond Art Gallery
Community Social Development	Coordinator - Accessibility
Administration	Manager, Administration Functional Analyst Department Associate 5
Richmond Olympic Oval	Program Manager, High Performance Sport

Richmond Recreation AND Sport Strategy Stakeholder Engagement	
COMMUNITY ORGANIZATIONS WORKSHOP	
City Centre Community Association	East Richmond Community Association
Steveston Community Society	Thompson Community Association
West Richmond Community Association	Sea Island Community Association
Hamilton Community Association	South Arm Community Association
<i>Associations also participated by survey</i>	
INDOOR AND OUTDOOR SPORTS ORGANIZATIONS WORKSHOPS	
Richmond Ravens	Richmond Lawn Bowling Club
Richmond Fitness AND Wellness Association	Air Attack Volleyball Club
Richmond Minor Hockey	Richmond Arenas Community Association
Richmond Badminton – WEQUAL Foundation	Richmond City Baseball
Pacific Wave Synchronized Swim	Richmond Sports Council
Richmond Cricket Club	Dugout Club (Baseball)
Richmond Kigoos Summer Swim Club	Richmond Rapids Winter Swim Club
Ultra Rhythmics	Sea Island Community Association
<i>Organizations also participated by survey</i>	
COMMUNITY SERVICE ORGANIZATIONS - Interviews	
Richmond Children First	Richmond Centre for Disability
SUCCESS – Immigrant Settlement and Integration	Immigrant Services Society
Richmond Multicultural Community Services	
REGIONAL AND NATIONAL ORGANIZATIONS - Interviews	
CAAWS - Canadian Association for Women and Girls and Sport and Physical Activity	BCRPA - BC Recreation and Parks Association
ProMOTION Plus	Sport for Life
Pacific Sport	
COMMUNITY WELLNESS PARTNERS - Interviews	
Vancouver Coastal Health – Richmond	School District No. 38

## Appendix 3:

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### Summary of Richmond Recreation and Sport Strategy Engagement Process and Results

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## I. Stakeholders Consulted

Consultations took place with the following stakeholders:

- ✓ Recreation and Sport Strategy Strategic Advisory Committee – included representatives from the Recreation Services Department and community organizations.
- ✓ Recreation and Sport Strategy Staff Operational Team – included staff from the Recreation Services Department and the Community Services Division.
- ✓ City of Richmond staff – workshop held with representatives from Planning and Projects, Recreation Services, Arts, Culture and Heritage Services, Community Social Development and Richmond Olympic Oval.
- ✓ Richmond Local Area Community Associations – workshop held with board and staff representatives. On-line survey also provided.
- ✓ Richmond Indoor and Outdoor Sport Organizations – several workshops held with board members and other volunteers. Online survey also provided.
- ✓ Richmond Community Organizations - Individual meetings held with staff and/or board members from SUCCESS - Richmond, Richmond LINC and Settlement - Immigrant Services Society of BC, Richmond Centre for Disability, Richmond Multicultural Community Services (RMCS) and Richmond Children First.
- ✓ Interviews held with Regional and National Organizations, e.g., Pacific Sport, Richmond Children First, Canadian Association for Advancement of Women and Sport and Physical Activity (CAAWS), BC Recreation and Parks Association (BCRPA), and Rick Hansen Foundation
- ✓ Interview with School District No. 38 and VCH Richmond.

The sequencing of the consultations process was as follows:

*Advisory Committee  
April 2017*

*Staff Operational Team  
June 2017*

*City Staff Workshop  
July 2017*

### Vision and Future Strategic Directions

**Vision:** Five years from now how will Richmond be different as a result of the Recreation and Sport Strategy?

**Strategic Directions:** What broad City-wide strategic directions would most likely enable this vision to be realized?

**Values:** What values are unique to Richmond that will be key in the formation of this strategy and its initiatives?

**Challenges/Opportunities:** What do you see as the biggest challenges or opportunities to achieving the Richmond you described 5 years hence?

*Community Organizations  
Workshop  
September 2017*

*Sports Organizations  
Workshop  
September 2017*

**Strengths:** What do you see at the best features/key strengths of recreation and sport programs and services in Richmond?

**Gaps/Issues:** What are the major gaps/issues that need to be addressed in Recreation and Sport in Richmond?

**Strategic Directions:** What strategic directions are important to implement over the next 5 years to address gaps and build on strengths?

**Partnerships:** What partnerships or ways of working together would you like to see with the City's Recreation and Sport Services Department?

**Top Priorities:** If you could do two things to improve recreation and sport in Richmond that would have the greatest impact – what would you do?

*Interviews with  
National and Regional  
Organizations  
August/September 2017*

1. How does your organization support recreation and/or sport programs and services in Richmond?
2. What is your relationship with the City's Recreation and Sport program and services?
3. What do you see as the best features/key strengths of recreation and sport programs and services in Richmond?
4. What do you see as the major gaps or opportunities in recreation and sport services in Richmond (e.g., in terms of social, cultural, arts, heritage, sports, other physical activities?)
5. If you could do two things to improve recreation services in Richmond - what would you do? What impact would you expect this to have, for whom?
6. If you could do two things to improve sport services in Richmond - what would you do? What impact would you expect this to have, for whom?
7. What relationship/partnership would you like to have with the City of Richmond's Recreation and Sport program and services?

*October/November 2017*

- Stakeholder feedback consolidated under emerging themes
- Identification of 7 focus areas

*Staff Operational Team,  
Recreation and Sport Leadership  
and Advisory Committee  
October 2017 – March 2018*

Priority setting and refinement of vision, focus areas and major actions

The Vision for the Recreation and Sport Strategy was developed through an iterative process, with the Advisory Committee, Staff Operational Team and City Staff being asked to take a future-oriented and aspirational approach and envision... **“five years from now how will Richmond be different as a result of the Recreation and Sport Strategy?”**. Recreation and Sport staff and leadership were given further opportunities to review the results and refine the vision statement for final review by the Recreation and Sport Advisory Committee.

## II. Stakeholder Feedback

The following summarizes the feedback received from all stakeholders. The feedback is grouped under common themes that emerged. This led to the development of the recreation and sport focus areas identified in the strategy and to many of the actions outlined in the Action Plan.

### AWARENESS AND UNDERSTANDING

Stakeholders exposed a need to increase awareness of what recreation and sport opportunities are available in Richmond. They indicated that there is a lack of understanding of the benefits of recreation and sport, in particular, the importance of being active every day and understanding the value of recreation and sport for personal development and its role in contributing to a sense of belonging to the community. They indicated that they would like to see:

- Multiple strategies that will enhance the awareness of existing opportunities and how to participate. Specifically, they identified the value of being able to obtain hands-on experience of different recreation and sport options in the schools, community centres and neighbourhoods.
- An enhanced understanding of a broader definition of what recreation is for all ages.
- Enhanced availability of non-traditional recreation and sport opportunities, e.g., those of interest to diverse cultural groups, unstructured play, nature play, inter-generational program opportunities.





## ACTIVE PEOPLE

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Stakeholders emphasized the need to:

- Increase access to recreation and sport opportunities
- Aim for participation of by all children, including enhancing participation of girls and women
- Enhance outreach to hard-to-reach groups
- Strengthen physical literacy and long term athlete development

### Increase access to recreation and sport opportunities

Stakeholders highlighted the importance of addressing the following barriers to access:

- *Proximity* – enabling closer to home, easy transportation and better transit
- *Language* – providing opportunities in different languages and/or translator and translated information
- *Culture* – facilitating sensitivity to cultural practices and traditions to enhance participation of new immigrants and members of different cultural groups
- *Affordability* – ensuring a comprehensive approach that includes increasing awareness and availability of subsidies and providing more affordable options
- *Child minding* – complementing adult/parent programs with child care programs
- *Hands on orientation* – providing the chance for citizens of any age to “try-out” and gain experience with different recreation and sport activities of interest to them.
- *Physical accessibility* – ensuring access and social inclusion standards enable participation by people with disabilities
- *Availability of opportunities* – providing services in different areas of the city; a range of different times; drop-in possibilities, being responsive to high demand and wait lists





### **Aim for participation in recreation and sport by all children**

Stakeholders identified the need for more partnerships between the City and School District that enable joint program planning to meet the identified needs of children and youth during schools hours, after school programs, and opportunities to experience ("try-out") different recreation and sport activities.

### **Recruit and retain girls and women in the recreation and sport system**

Stakeholders identified the importance of providing a gender lens when developing programs and services and enhancing community recreation and sport programs for girls.

### **Outreach to hard-to-reach groups**

Stakeholders emphasized the importance of:

- Offering recreation and sport programs and services where people are, e.g., in their neighbourhoods, schools, apartment/condo complexes, shopping centres, etc.
- Reaching out to identified hard-to-reach groups in partnership with community organizations working with the target populations to find ways to enhance participation. For example:
  - Immigrant serving and multicultural organizations
  - Seniors organizations and facilities supporting older adults
  - Organizations assisting youth with special support needs
  - Organizations serving people with disabilities
  - Mental health and addictions support agencies

Community organizations, consulted as part of this strategy process, indicated a willingness to assist in reaching out to their clients, sharing information, exchanging skills, and engaging in joint programming.

### **Strengthen physical literacy and Long Term Athlete Development**

Stakeholders indicated the importance of strengthening fundamental movement skills for all ages, in early years settings, in schools and through recreational programming. Stakeholders also expressed interest in sports organizations adopting the Long Term Athlete Development (LTAD) model and structuring their development based on the levels within the LTAD.

## ACTIVE PLACES

### Identify and address built and natural environment supports

The main focus of the feedback from stakeholders included enhancing the availability and use of indoor and outdoor space and enhancing connectedness to nature.

For example, stakeholders indicated a need to:

- Find more open space to enable gatherings – indoor and outdoor. *“We need more space outdoors to be able to sit, chat and exchange stories.” “We need more Community Living Rooms within our centre.” “We need space to have a picnic.” “ We need covered space to do Tai Chi.”*
- Address lighting, safety issues and perceived safety concerns of parks, playground and fields
- Make greater and more effective use of indoor and outdoor space for unstructured play and sports
- Make greater and more effective use of playing fields for organized sport;
- Enhance nature play opportunities
- Facilitate an environment supportive of active transportation - walking and biking

### Focus on a Neighbourhood Strategy

The neighbourhood is seen as an important focal point for stakeholders. They expressed the desire to see more recreation and sport activities at a neighbourhood level and advocated for building neighbourhood capacity to engage residents in recreation and sport activities.

Stakeholders identified the new emerging role of recreation centres as community service hubs that include health and social services opportunities.



## COMMUNITY CAPACITY-BUILDING

A major theme that emerged from the consultation is the need to strengthen collaborations and partnerships to help broaden expertise and expand the reach and impact of recreation and sport in Richmond. Suggested partners included:

- Community Associations for neighbourhood strategies
- School District No. 38 for joint programming
- Educational Institutions for workshops and training
- VCH Richmond for joint programming
- Library – the library is seen as a key resource and partner to provide space for gathering, information and education workshops; and reaching out into the community
- Community groups for outreach and engagement of hard-to-reach groups – immigrant serving organizations, cultural groups, seniors' organizations, churches, organizations serving people with disabilities and other special needs groups
- Business Sector – e.g., malls, hotels, local farmers and growers, retail stores
- Federal/provincial governments – provincial strategies and PARTICIPATION
- Wider range of groups such as biking programs, gymnastics programs, privately operated sport facilities – to enhance coordination/cooperation

Volunteers were identified as an integral part of recreation and sport. Many recreational activities and sports depend almost solely on volunteers. Several ideas were put forward including:

- Volunteer ambassador program
- Supporting sports organizations with volunteer recruitment and training for coaches, board members and managers. This training would address non-sport specific training such as board training (how to run a non-profit), financial management, ethical decisions, conflict resolution, team building, safety, etc.
- Enhancing opportunities for young athletes of the local sport organizations to share their skills with others



### III. Implementation Considerations Identified by Stakeholders

Stakeholders identified some aspects to consider when implementing a Richmond Recreation and Sport Strategy, for example:

**Maximize use of Technology and Innovation**, e.g., making use of social media - particularly for youth and young parents- to provide information, educate and motivate (e.g., "We Chat", Apps, contests, incentives, etc.)

**Communications**, e.g., establishing and maintaining communication to internal and external groups on the status and progress of the work of the Recreation and Sport Department's Strategy and other City plans

**Training and Education**, e.g., identifying and supporting joint training opportunities for recreation and sport staff City-wide, partners and volunteers

**Leadership and Champions**, e.g., developing strategies to attract and train new leaders and finding and supporting recreation and sport champions

**Joint Planning**, e.g., engaging in joint planning with other City Departments, community partners and other stakeholder organizations to enhance recreation and sport in Richmond.

**Implement Evaluation and Measurement**, e.g., agreeing to measuring and reporting on progress.



## Appendix 4:

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## Richmond Community Profile Data Sources

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1. Richmond City Planning Hot Facts (the series, 2014-2017)
2. City of Richmond Community Services Facility Profiles 2010-2014
3. Statistics Canada (2015) 2011 Population Census/Household Survey
4. Statistics Canada (2015) 2006 Population Census/Household Survey
5. BC Vital Statistics (2011) Annual Report
6. BC Stats. (2015) Sub-Provincial Populations – P.E.O.P.L.E.
7. BC Stats (2015) Socioeconomic Profiles
8. Statistics Canada (2015) CCHS Canadian Community Health Survey
9. BC Community Health Profiles (2013, 2017) PHSA – Richmond
10. My Health My Community, Vancouver Coastal Health – Richmond (2013/14)\*
11. BC Ministry of Education and BC Stats (2015) School Satisfaction Survey – SD 68 Richmond.
12. Participation Rates and Volunteer Hours (2017) – personal conversation, Gregg Wheeler.
13. Vancouver Foundation's Vital Signs 2016 – Richmond.

\*Data from My Health My Community is based on a statistically valid survey (2013/14) of residents from Metro Vancouver municipalities, including Richmond, who provided information about their health, lifestyle choices, community involvement and neighbourhood characteristics. The plan is to conduct the survey every five years to assist in the planning and development of programs, services and policies. This ongoing survey provides an important tool to measure change against strategic goals for the community at a neighbourhood level. My Health My Community is the result of a non-profit partnership between Vancouver Coastal Health, Fraser Health and the University of British Columbia.



## Appendix 5:

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## Richmond Plans and Strategies

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## Global Active Cities

The City of Richmond was invited to participate in the development of a pilot “Global Active Cities” program, in recognition of Richmond’s implementation of a legacy of community benefit related to its role in the 2010 Olympic Winter Games and its strong policies, plans and programs related to sport and recreation. This initiative has now officially launched and Richmond became a partner city of the renamed Active Well-being Initiative (<http://activewellbeing.org/>) in late 2017. Richmond and nine other cities around the world are leading a movement to improve the lives of their citizens through the promotion of physical activity, sport, healthy lifestyles, social connections, supportive built and natural environments and well-being for all.

## PRCS Facilities Strategic Plan

The 2015 Facilities Strategic Plan (The Plan) includes an array of tools, frameworks, findings, and guidance intended to ensure Community Services Division facilities continue to be responsive to the current and future needs of Richmond. The Plan provides strategic direction, tactical guidance, and specific recommendations that outline a comprehensive strategy and implementation plan for informing facility investments and decommissions that support an appropriate level of service provision. The Plan has two overarching goals:

1. Ensure the Community Services Division facilities continue to be responsive to the current and future needs of the community; and
2. Provide a comprehensive strategy and implementation plan for informing facility investments, and decommissioning, that support an appropriate level of service provision across the Division.

The Plan outlines the Community Services Facility Evaluation Framework, presented below in Figure 1. The framework provides a structured and replicable approach to systematically score and prioritize Community Services projects.

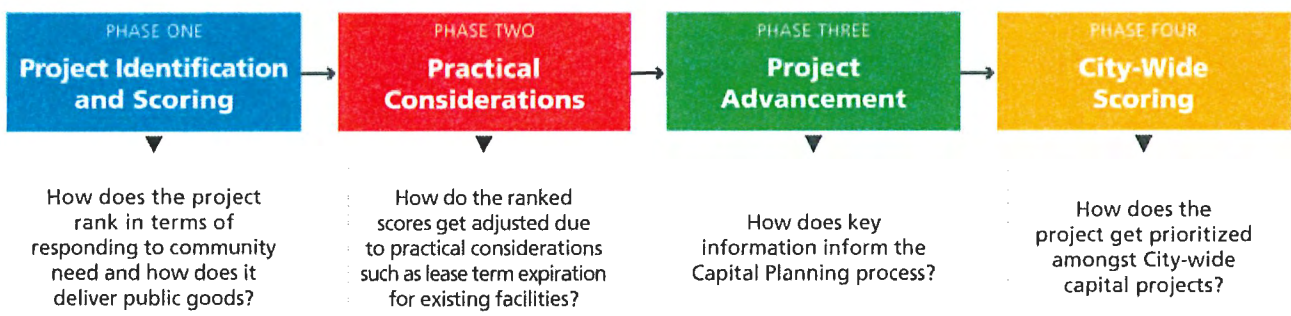


Figure 1: Revised Community Services Facility Evaluation Framework



In Phase 1, each project to be considered for inclusion should address community need or deliver public goods. Projects are rated on nine criteria, and, once rated, the projects are then ranked.

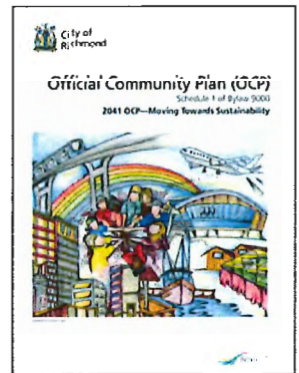
Phase 2 considers factors that impact the implementation of projects. Using the ranked list generated from Phase 1, adjustments and refinements are made to reflect current realities, such as timing of lease agreements and current partnership or development opportunities.

Phase 3 considers the information required to support the capital asset prioritization. For every project to be considered, feasibility studies should be completed to support informed decision making.

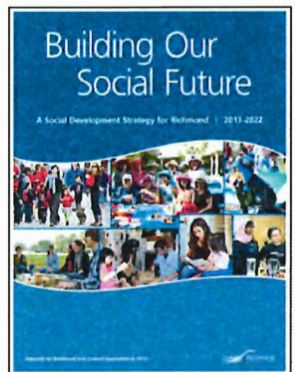
Phase 4 aligns with the City's annual municipal capital asset prioritizations process. Community Service projects will be compared against other projects from other Divisions and prioritized for council consideration.

This framework provides a structured and replicable approach to systematically score and prioritize Community Services projects.

**City of Richmond's Official Community Plan 2012-2041 (OCP)** guides the long-term planning within the City and enables City Council to plan, coordinate and manage the City's sustainability, social, economic and land use interests over the long term. OCP has adopted a vision of a sustainable Richmond: *"A sustainable and healthy island city that meets the needs of the present without compromising the ability of future generations to meet their own needs. It is a place where people live, work, and prosper in a welcoming, connected, accessible and vibrant community. In Richmond, the health of the people and the health of the eco-system are sustained through community participation and long-term economic, social and environmental well-being."* This plan provides an overall context for the provision of recreation and sport programs and services and the built environment that supports the health and well-being of Richmond residents.



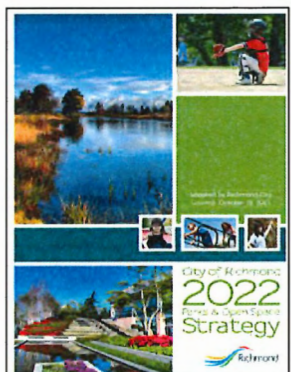
**City of Richmond Social Development Strategy (2013-2022)** guides the City's decisions and resource allocations on social development matters. The Strategy *"envision[s] the City of Richmond of 2022 as an inclusive, engaged and caring community – one that considers the needs of the present and future generations, values and builds on its diversity, nurtures social capital, and treats its citizens with fairness and respect. The Strategy recognizes that, for this vision to become a reality, the City must not only be ready to address existing community social issues but also develop the capacity to be responsive to the emerging needs of its diverse populations"*.



The Social Development Strategy identifies nine strategic directions: 1) *Expand Housing Choices*; 2) *Enhance Community Accessibility*; 3) *Address the Needs of an Aging Population*; 4) *Help Richmond's Children, Youth and Families to Thrive*; 5) *Build Richmond's Cultural Diversity*; 6) *Support Community Engagement and Volunteerism*; 7) *Strengthen Richmond's Social Infrastructure*; 8) *Provide High Quality Recreation, Arts, Cultural and Wellness Opportunities*; 9) *Facilitate Strong and Safe Neighbourhoods*. The Recreation Services Department has significant responsibilities in supporting the achievement of these directions, with strategic direction #8 specifically speaking to the role of recreation and wellness.



**Richmond's Intercultural Strategic Plan (2017-2022)** prepared by the Richmond Intercultural Advisory Committee highlights the importance of enhancing intercultural harmony and strengthening inter-cultural cooperation in Richmond. Richmond's intercultural vision is: *"for Richmond to be the most welcoming, inclusive and harmonious community in Canada."* Four strategic directions have been identified: 1) *Address language, information and cultural barriers that interfere with building a welcoming community;* 2) *Address the perception and reality of racism and discrimination in the community;* 3) *Work to explore potential areas of alignment between the intercultural vision... and other government and stakeholder systems, policies and planning processes;* 4) *support the development and integration of Richmond's immigrants.* These strategic directions inform and strengthen the actions identified for the Recreation and Sport Strategy.



**City of Richmond 2022 Parks and Open Space Strategy** helps to frame and guide the objectives and actions of the Recreation and Sport Strategy relating to the built and natural environment. It consists of seven focus areas that are aimed at providing high quality parks and open space into the future: 1) *Health and Wellness, e.g., Residents of every neighbourhood have equal access to safe, appealing outdoor places to engage in healthy active lifestyle;* 2) *Great Spaces and Experiences, e.g., The rich variety of great places, features and activities in parks and open space system contribute to the city's vibrancy and identity;* 3) *Connectivity, e.g., They system is inviting, accessible and safe, enabling residents and visitors to feel comfortable and connected to the community;* 4) *Green Network e.g., The parks and open space system include a range of green spaces that support recreation, social interaction, and psychological and spiritual renewal;* 5) *Blue Network, e.g., Richmond's waterfront provides a variety of activities and multiple destinations;* 6) *Diversity and Multi-functionality, e.g., The system provide a variety of diverse open spaces that are flexible and able to respond to changes and community needs;* 7) *Resource Management, e.g., The system inspires shared stewardship between multiple stakeholders to foster pride, purpose and a sense of community.*

Other Richmond Plans that relate to the Recreation and Sport Strategy include:

- Seniors Service Plan: Active and Healthy Living 2015-2020
- Age-Friendly Assessment and Action Plan (Approved by Richmond City Council, March 2015)
- Community Services Youth Service Plan: Where Youth Thrive 2015-2020
- Richmond Arts Strategy (2012-2017)
- Museum and Heritage Strategy (2007)
- Richmond Affordable Housing Strategy, 2007 (2016 Housing Report Card)

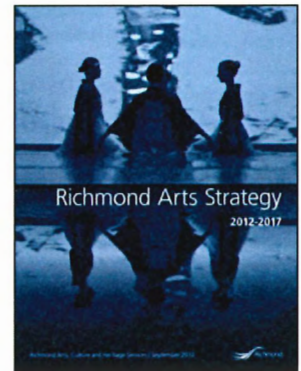
**City of Richmond Arts Strategy:** the City of Richmond is currently updating its 2012-2017 Arts Strategy to reflect current needs, challenges and opportunities for the arts in Richmond. The Richmond Arts Strategy 2012-2017 was created on the heels of the 2010 Olympic Games and following a period of new investment in the arts. It set the following five strategic goals:

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; and
5. Broaden the economic potential and contribution of the arts

Due to the population of Richmond increasing in recent years and the City placing more importance and emphasis on the role of the arts, it has become a priority that the Richmond Arts Strategy be updated to reflect current needs, identify trends and opportunities, and set a course for future arts programming, infrastructure and policy-making.

**Richmond Sport Hosting Strategy 2016-2020** guides the City in hosting world class sporting events. Sport hosting is conducted via the Richmond Sport Hosting office and is a direct response to the City of Richmond's role as a venue City for the 2010 Winter Olympic Games. The Strategy aids Richmond Sport Hosting to continue to provide exceptional service to sport organizations from around the globe. This is aided by the fact that the City of Richmond provides a world class event atmosphere and is well established as a premier destination for all levels of sport events. The following is a selection of the guiding principles that are listed within the Strategy for the City of Richmond Sport Hosting program:

- Assist Richmond in reaching the Council term goals, increase the City's image, community pride, economic development and continue to build a legacy of sport for the City
- Collaborate with City departments, event organizers and facility operations to ensure events are engaging in sustainable event practices
- Recognize the role of sport and sport volunteers as valuable partners in the process of sport event hosting and continually build community capacity to host high quality sporting events





**Richmond Olympic Oval High Performance Profile** provides an overview of the Richmond Olympic Oval High Performance Program. The Richmond Oval is a dynamic, state-of-the-art, multisport facility and is known for its role in the 2010 Olympic Games; its current goal is to develop exceptional athletes for generations to come. The Richmond Oval has supported the training of over 50 athletes that have competed in subsequent Olympic and Paralympic Games. The Richmond Oval's High Performance Program is Canada's elite provider of integrated athlete training, coaching and performance services, delivered in an Olympic environment by educated and experienced coaches. The High Performance Program takes a collaborative approach and delivers services structured to support the vision and goals of its clients. The Oval High Performance program follows the following key pillars:

- World Class Facilities
- Integrated Services
- High Performance Team
- High Performance Sport Partnerships



## Appendix 6:

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## Provincial and National Plans and Strategies

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**A Framework for Recreation in Canada 2015: Pathways to Wellbeing<sup>23</sup>**

presents a renewed definition for recreation and outlines a framework for recreation in Canada that addresses current challenges and opportunities. The framework describes 5 goals:

1. Active Living – foster active living through physical recreation
2. Inclusion and Access – increase inclusion and access to recreation for populations that face constraints to participation
3. Connecting People and Nature – help people connect to nature through recreation
4. Supportive Environments – ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities
5. Recreation Capacity – ensure the continued growth and sustainability of the recreation field

**Active Canada 20/20: A Physical Activity Strategy and Change Agenda for Canada (2012)<sup>24</sup>** describes steps that will increase physical activity and reduce sedentary behaviour, resulting in reduced health risks and achieving the many benefits of a society that is active and healthy. Recreation is identified as an important partner in pursuing this agenda.

**The Canadian Sport Policy (CSP, 2012)<sup>25</sup>** sets a direction over a 10 year period (2012-2022) for all governments, institutions and organizations to ensure sports has a positive impact on individuals, communities and society. The policy aims to increase the number and diversity of Canadians participating in sports through 5 broad objectives:

- Introduction to sport: Canadians have the fundamental skills, knowledge and attitudes to participate in organized and unorganized sport
- Recreational sport: Canadians have the opportunity to participate in sport for fun, health, social interaction and relaxation
- Competitive sport: Canadians have the opportunity to systematically improve and measure their performance against others in competition in a safe and ethical manner
- High performance sport: Canadians are systematically achieving world-class results at the highest levels of international competition through fair and ethical means
- Sport for development: Sport is used as a tool for social and economic development, and the promotion of positive values at home and abroad

<sup>23</sup> Canadian Parks and Recreation Association/Interprovincial Sport and Recreation Council (February 2015). *A Framework for Recreation in Canada - 2015 - Pathways to Wellbeing*. Ottawa: Canadian Recreation and Parks Association. 40 pages. [www.lin.ca](http://www.lin.ca)

<sup>24</sup> Active Canada 20/20. [www.activecanada2020.ca/active-canada-20-20](http://www.activecanada2020.ca/active-canada-20-20)

<sup>25</sup> <http://sirc.ca/csp2012>

**Canadian Sport for Life Long Term Athlete Development Framework<sup>26</sup>**

focuses on both development of sport excellence through a training pathway accounting for various ages and stages and a commitment to lifelong activity. The LTAD model incorporates:

- Awareness and First Involvement stages that introduce individuals to positive sport and physical activity opportunities
- Active, Start, Fundamental and Learn to Train stages focus on developing physical literacy in children providing the basic skills to be active for life and providing the foundation for those that pursue elite training in sports
- Train to Train, Train to Compete and Train to Win stages provide elite training for those specializing in one sport and competing at elite levels
- Active for Life stage addresses lifelong participation in competitive or recreational sport or physical activity

**Active People, Active Places BC Physical Activity Strategy 2015<sup>27</sup>** lays the foundation for coordinated policies, practices and programs in physical activity to improve the health and wellbeing of British Columbians and the communities in which they live, learn, work and play. The 10 year framework identifies four key elements: Active across the Life Course, Equity, Supportive Environments and Partnerships. Recreation and Sport are identified as key partners in making progress towards increasing the physical activity levels of British Columbia.

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<sup>26</sup> <http://sportforlife.ca/qualitysport/long-term-athlete-development/>

<sup>27</sup> <https://www.health.gov.bc.ca/library/publications/year/2015/active-people-active-places-web-2015.pdf>

## Acknowledgments

Creating a vital future-oriented Recreation and Sport Strategy for the City of Richmond has depended upon the thoughtful contributions of many stakeholders: staff, representatives of organizations and agencies, volunteers and members of the community who participated in workshops, interviews, surveys and ongoing discussions. We would like to acknowledge the special contribution of the Recreation and Sport Strategy Advisory Committee in enhancing and advancing the opportunities for excellence in Recreation and Sport in Richmond – building on the strong and successful foundation already present in the City to address the new and diverse interests of stakeholders.

### City of Richmond

*Gregg Wheeler* ..... Manager, Sport and Community Events  
*Grant Nishi* ..... Coordinator, Aquatic Services  
*Kirsten Close* ..... Coordinator, Major Projects Community Services Division

### Community Partners

*Sherry Sutherland* .... Board member – East Richmond Community Association  
*Jose Gonzalez* ..... Past President – South Arm Community Association  
*Ian MacLeod* ..... Chair – Aquatic Services Board  
*Ilario Galano* ..... Co-Chair – Richmond Fitness and Wellness Association (RFA)  
*Frank Claassen* ..... Chair – Richmond Arenas Community Association (RACA)  
*Jim Lamond* ..... Chair – Richmond Sports Council  
*Susie Burbidge* ..... President – South Arm Community Association

### Project Leadership Team

*Elizabeth Ayers* ..... Director, Recreation Services, Community Services  
*Serena Lusk* ..... General Manager, Community Services  
*Suzanna Kaptur* ..... Research Planner 2, Community Services  
*Lisa Fedoruk* ..... Accessibility Coordinator, Community Services

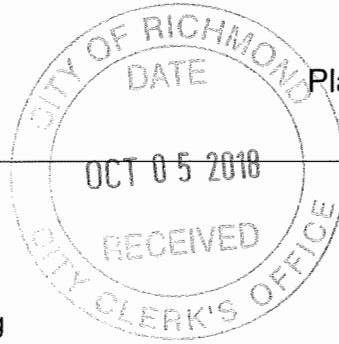
### Project Consultant

Zena Simces & Associates Consultant Team

*Zena Simces*  
*Sue Ross*  
*Karen Strange*



# City of Richmond



## Memorandum

Planning and Development Division  
Policy Planning

**To:** Mayor and Councillors  
**From:** Barry Konkin  
Manager, Policy Planning

**Date:** October 3, 2018  
**File:** 08-4050-14/2018-Vol 01

Todd Gross  
Director, Parks Services

**Re:** **Templeton Redevelopment at Vancouver International Airport (YVR)**

The purpose of this memorandum is to provide Council with background information regarding the proposed redevelopment of a portion of the Vancouver International Airport (YVR) property, known as the Templeton site, including details on on-going public consultation. This is provided as an update to Council, and in response to a number of concerns raised by a resident of Burkeville, who resides nearby to the Templeton re-development site.

It is important to recognize that the City has no jurisdiction in this matter and that YVR has advised that the project will proceed. The City's and the community's input are, therefore, advisory only.

### Background / Public Consultation

The Templeton Area Redevelopment Project entails redevelopment of approximately 44 acres of land immediately west of Burkeville for a new cargo and logistics facility.

The Vancouver Airport Authority (VAA) commenced a formal engagement process with Burkeville residents on the Templeton Area Redevelopment Project in November 2017. Information was presented to the Sea Island Community Association Annual General meeting, an online survey gathered community input in late 2017 and a five-member Community Advisory Committee was formed based on nominations from the Sea Island Community Association executive. Committee members participated in three meetings in early 2018 and provided preliminary input on the project. An update on the public consultation process was provided to Mayor and Councillors in a memorandum dated May 7, 2018.

In August 2018, YVR invited Burkeville residents to volunteer for the second Community Advisory Committee for the Templeton Area Redevelopment Project. Vancouver Airport Authority staff have confirmed that 14 community members expressed interest in joining the community advisory committee and that five community advisory members were randomly selected attended to form the committee. Meetings with the advisory committee and public were held on September 18 and October 2, 2018.

The advisory committee was invited to provide preliminary input on early designs to help the Airport Authority (VAA) determine what features will be most effective and most supported. VAA will



invite broader community feedback later in October and into November, following completion of the advisory committee meetings.

Through the public consultation program to date, there have been concerns raised by Burkeville residents regarding potential noise impacts of the proposed redevelopment. Vancouver Airport Authority staff have confirmed that they are committed to working with their client to ensure that the ultimate building and site design will achieve successful noise mitigation. VAA staff have conducted initial noise modelling which finds that the noise levels adjacent to the site will not be worsened by the development. The noise modelling was done in 2017 for the original building and site design which have since been revised. The noise analysis will be re-run in 2019 when building design and siting have been finalized. VAA staff have advised that they are committed to the noise levels being no worse than the current condition, and will continue to work with Burkeville residents and City staff to ensure that this is the case.

### **Parks Consultation**

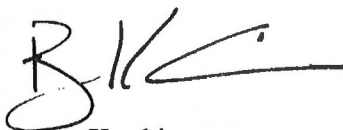
As indicated in a memorandum to Mayor and Councillors dated July 11, 2018, YVR staff met with City of Richmond staff on June 14, 2018 to review the results of the community consultation process and to review the conceptual plan for the Templeton Corridor, a multi-use path within a 66 (217 ft.) to 81 (266 ft.) metre wide greenspace corridor. The proposed landscape treatment consists primarily of mown grass with a few trees and a drainage ditch. A playing field, that is no longer used or maintained by the City of Richmond, is located on the west side of Templeton Street within the proposed redevelopment area. City of Richmond tree protection bylaws do not apply to these lands.

### **Current Site Works / Activities**

We can advise Mayor and Council that there is currently some pre-construction activity taking place on the Templeton site, which is site remediation work associated with the buildings that were formerly on the property, and which have been removed. The construction timeline provided by Vancouver Airport Authority staff is:

- required site remediation activities to occur in 2018 and 2019;
- preload to be placed on the site in 2020;
- construction to commence in 2021 / 2022;
- proposed facility operational by 2023.

As previously noted, the Vancouver International Airport and any development on the site are not subject to City of Richmond bylaws, there is no approval role for the City of any development at the airport. However, staff will continue to liaise with VAA staff on the project, and will update Council on any significant developments.



Barry Konkin  
Manager, Policy Planning



Todd Gross  
Director, Parks Services

pc: SMT

## MEMORANDUM



VANCOUVER  
INTERNATIONAL  
AIRPORT

Beyond, Every Day.

P.O. BOX 44638  
YVR DOMESTIC TERMINAL RPO  
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CANADA V7B 1W2  
[WWW.YVR.CA](http://WWW.YVR.CA)

TELEPHONE 604.276.6500  
FACSIMILE 604.276.6505

DATE	October 5, 2018	SUBJECT	YVR Templeton Area Redevelopment Project
TO	Mayor and Council	FROM	Anne Murray VP Airline Business Development and Public Affairs

Attached please find a document for the attention of Mayor and Council. We would like to provide information in response to questions raised at the Council meeting on September 24 and at the Parks, Recreation and Cultural Services Committee meeting on September 25. Myself and members of the YVR management team would be happy to answer any questions or provide a full presentation on this topic to Mayor and Council.

## About the Project

Vancouver Airport Authority (YVR) is planning to redevelop approximately 44 acres of land on airport property in the Templeton area, adjacent to the Burkeville residential neighbourhood. The redevelopment will include a cargo and logistics facility and a linear greenspace corridor for community use.

The greenspace corridor will act as a natural buffer and recreation space between the airport and nearby residences, along with a multi-use pathway network to connect various education, employment and transit locations with Burkeville.

## Long-term Planning

A vibrant cargo sector is an important part of YVR's mandate to support the local and provincial economy through trade and employment. The proposed project aligns with our YVR 2037 Master Plan and Land Use Plan zoning ([www.yvr.ca/yvr2037](http://www.yvr.ca/yvr2037)), which has been approved by the Federal Minister of Transport and guides infrastructure development at the airport. The land adjacent to the Burkeville community was selected based on a broad sustainability evaluation that considered parcel size, permitted use, operational effectiveness, community impact, project costing and the environment. Based on a balance of all these factors, this site was determined as the most suitable. Our 2037 Land Use Plan designates a large portion of the Templeton site as "Airside" defined as land for existing and future uses that require direct access to the airfield. Priority is given to those uses. A smaller area of the site is designated as "Groundside Commercial" which allows for aviation related, aviation dependent and aviation compatible uses. The development is a cargo and logistics facility which suits the highest priority and best use of this land. Approved Land Use Plans dating back to at least 1989 designate this area for operational services; airside commercial-air cargo, groundside commercial and airside—the Templeton site has had a number of uses including for airport operational and maintenance facilities in the past years which allowed for a portion of undeveloped land adjacent to Burkeville to remain as green space but the land parcel has never been designated as recreational area or green space. The Master Plan includes commitments to incorporating greenspace where feasible with new development and developing a network of universal access multi-use paths.

## Community Consultation

YVR is committed to working with residents of Burkeville to design the project with respect and consideration for the community's interests. We have been listening carefully to feedback from neighbouring residents since detailed engagement commenced in November 2017 and we have worked closely with the community through an ongoing multi-phase consultation process. Steps to engage residents include the creation of two Community Advisory Committee Panels, open houses, community feedback surveys, consultation summary reports and ongoing updates to keep stakeholders informed. Throughout this engagement, we have been inviting feedback on ways to reduce potential project impacts such as construction, noise and other environmental considerations; project enhancements such as public amenities, multi-use pathways and improved sidewalks, greenspace and landscaping; as well as traffic reduction strategies.

## Responsiveness to Feedback

YVR has consistently responded to questions, comments and concerns from the Burkeville community directly to ensure clear information is provided and by making significant modifications to the redevelopment plan where possible. Consultation feedback has been incorporated into preliminary designs to reflect the community's key concerns and suggestions to improve local amenities. We continue to consider the community's input, while balancing that with our own technical design and analysis, to determine the final project details.



In response to community feedback, YVR has made significant adjustments to the plan to address concerns relating to greenspace and vehicle access. This includes working with the proponent to redesign the proposed facility to expand the greenspace between the community and the development by an additional 90 feet in areas that were quite narrow in the original proposed design. This greenspace will continue to act as a natural buffer between airport activity and residences. YVR also committed to reconfiguring traffic patterns so that public vehicles cannot access the development site via Templeton Street.

A Burkeville resident recently attended the September 24, 2018 City Council meeting and the September 25, 2018 Parks, Recreation and Services Committee meeting to express concerns with this project about noise. We clarified the misinformation provided by the resident relating to project noise assessments at a recent Community Advisory meeting on October 2, 2018 attended by the same resident, noting the difference between Noise Exposure Forecast (NEF) contours and project noise assessment methodologies and guidelines.

NEF Contours and associated Transport Canada Guidelines are developed based on projected noise levels from aircraft landings and takeoff operations. NEFs are provided to municipalities to assist with planning and policies to ensure compatible land use within the vicinity of an airport. The proposed project will not change the airport's long-term planning NEF contours.

The noise assessment for this project is based on best practice and applies Health Canada guidelines and measures. A preliminary noise assessment for the Templeton Project was conducted in spring 2017. The study concluded that there would be no significant increase in current noise levels because the proposed development is similar to its current use of anticipated aircraft landings, takeoffs and vehicle movements. Additionally, the placement of the building, expansion of the greenspace separating Burkeville and the project site to address community feedback and additional noise mitigations could result in a decrease in noise levels as compared to today in some areas. YVR is currently updating the project noise assessment with the latest concept plans and will do so again when detailed designs are available. The results of both assessments will be shared with the community to further guide discussion, mitigation options and planning efforts.

### **The Path Forward**

The development is on Airport Authority land and is consistent with the approved Land Use Plan. Recognizing the property is adjacent to Burkeville, we will continue to work collaboratively with local residents and City of Richmond Policy Planning and Parks staff through an ongoing consultation process focused on creating a better amenity and enhancing the open green space to complement the unique community of Burkeville. We recently completed the second of two Advisory Committee Panel meetings in Phase 3 of the engagement process on October 2. We are now preparing to invite the broader community to provide feedback specifically related to the concept design of the greenspace and results of this feedback survey will be shared with residents who have expressed interest in the project. The Burkeville community will remain a formal stakeholder in redevelopment, even after the project design has been finalized. Construction activity is expected to begin in 2019. Additional project details can be found here:

<http://www.yvr.ca/en/about-yvr/community/engagement/templeton-area-redevelopment>

We would also be happy to answer any further questions or provide a full presentation on this topic to Mayor and Council.



# City of Richmond

## Report to Committee

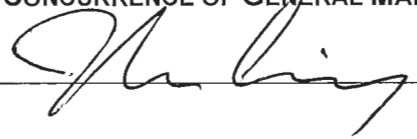

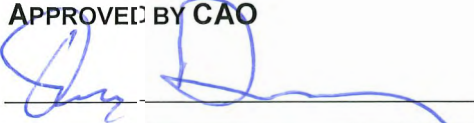
**To:** General Purposes Committee  
**From:** Peter Russell, MCIP RPP  
Senior Manager, Sustainability and District Energy  
**Date:** September 5, 2018  
**File:** 10-6600-10-02/2017-  
Vol 01  
**Re:** 2019 District Energy Utility Rates

### Staff Recommendation

1. That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9919 be introduced and given first, second and third readings; and
2. That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 9920 be introduced and given first, second and third readings.

  
Peter Russell, MCIP RPP  
Senior Manager, Sustainability and District Energy  
(604-276-4130)

Att. 5

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Finance Department Law	<b>CONCURRENCE</b>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b> 
<b>REVIEWED BY 1A/5B</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 



## **Staff Report**

### **Origin**

The purpose of this report is to recommend 2019 Alexandra District Energy Utility (ADEU) and Oval Village District Energy Utility (OVDEU) customer rates.

This report supports Council's 2014-2018 Term Goal #4 Leadership in Sustainability:

*Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.*

*4.1. Continued implementation of the sustainability framework.*

*4.2. Innovative projects and initiatives to advance sustainability.*

### **Background**

In 2010, Council adopted the Alexandra District Energy Utility Bylaw No. 8641 establishing the governing regulations and customer rates for the delivery of energy for space heating, cooling and domestic hot water heating within the Alexandra District Energy Utility (ADEU) service area.

In 2013, under Council direction, the Lulu Island Energy Company (LIEC) was established as a wholly-owned corporation of the City for the purposes of managing district energy utilities on the City's behalf, with the City, as shareholder of LIEC, setting customer rates.

In 2014, Council adopted the Oval Village District Energy Utility Bylaw No. 9134 establishing governing regulations and customer rates for the delivery of energy for space and domestic hot water heating within the Oval Village District Energy Utility (OVDEU) service area.

Residential and commercial customers of the ADEU in the Alexandra/West Cambie neighbourhood have been able to get their heating, cooling and domestic hot water from a low carbon and renewable energy source since 2012. Customers in the Oval Village neighbourhood have been able to obtain heating from centralized, high efficiency energy source from the OVDEU since 2015. District energy utilities in Richmond have played a key role in meeting the community-wide greenhouse gas emission reduction targets identified in the City's Official Community Plan. Both the Alexandra/West Cambie and the Oval Village neighbourhoods have seen a rapid development pace. The utilities have been growing to meet this increased energy demand, while maintaining exceptional reliability and quality of service.

The ADEU system currently provides energy to six residential buildings, the "Central at Garden City" commercial development, the Richmond Jamatkhana temple and Fire Hall #3. In total,

over 1450 residential units and over 1.6 million square feet of floor area are connected. See Attachment 1 for more details. While some electricity is consumed for pumping and equipment operations, almost all of the energy has been produced locally from the geo-exchange fields located in the greenway corridor and West Cambie Park, and from highly efficient air source heat pumps. The backup and peaking natural gas boilers and cooling towers in the energy centre have operated only for a few days throughout the system's operation to date. Staff estimate that ADEU has eliminated 2820 tonnes of GHG emissions<sup>1</sup> to the community (see Attachment 2).

In 2014, LIEC and Corix Utilities (Corix) entered into a 30 year design-build-finance-operate-maintain concession agreement, with LIEC maintaining the ownership of the utility. City Council, as the sole shareholder of LIEC sets customer rates and approves service areas. There are eight residential buildings connected to the OVDEU system with over 1,675 residential units and over 1.8 million square feet of floor area receiving energy from the OVDEU. See Attachment 3 for more details. OVDEU energy is currently being supplied from two interim energy centres which use natural gas boilers providing a combined 11 MW of heating capacity. A permanent energy centre is currently planned to be built 2024, which will produce low carbon energy, harnessed from the Gilbert Trunk sanitary force main sewer. The OVDEU is anticipated to reduce the GHG emissions by more than 52,000 tonnes of CO<sub>2</sub> as compared to business as usual over the project's lifetime.

The OVDEU and ADEU service areas and the associated operations, assets and liabilities are administered by LIEC. All capital and operating costs are recovered through revenues from user fees, ensuring that the business is financially sustainable.

## Analysis

LIEC is a service provider appointed by Council to deliver energy services to its customers on behalf of the City. City Council is the regulator and the rate setting body for the ADEU and OVDEU service areas. In accordance with this structure, LIEC staff have assessed the following factors when developing the 2019 rate recommendation:

- **Financial Sustainability:** ADEU and OVDEU were established on the basis that all capital and operating costs would ultimately be recovered through revenues from user fees. The financial models have built in a rate increase of 4% year over year to recover the capital investment as well as the fuel cost increases, inflation, etc. to ensure the financial viability of the system.
- **Concession Agreement between LIEC and Corix:** LIEC executed a concession agreement with Corix Utilities to design, construct, finance, operate and maintain the OVDEU. Corix is entitled to recover all capital and operating costs, as well as their overall return on investment. Corix's expenses are approved by LIEC in accordance with prudent utility practice. All obligations under this Concession Agreement have been met. Under the annual rate review process, as required under the Concession Agreement, Corix has submitted to LIEC a request for a 4% rate increase for 2019, as projected in the

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<sup>1</sup> Assume that all energy was provided for heating. The business-as-usual (BAU) assumed that 40% of the building heating load would be provided from electricity and the remaining 60% would be from gas make-up air units.

approved long term financial model, in order to continue the provision of the same level of service.

- **LIEC Cost Drivers:** Expenditures required to provide utility service include capital, operations, utilities, financing and administration costs. These costs are susceptible to non-discretionary increases due to material and equipment costs increases, the new Employer Health Tax, rises in electricity and natural gas rates and general inflation.
- **Competitive Rate:** The rate should provide end users with annual energy costs that are competitive to conventional system energy costs, based on the same level of service. For a residential customer, BC Hydro's rates are expected to increase in 2019. While natural gas costs are expected to have a marginal increase in the Lower Mainland. Fortis BC customers will see increase in their rates in 2019 due to the escalation of the Provincial carbon tax. It is estimated that customers using energy from a conventional utility system in a Business as Usual (BAU) scenario would see a blended rate increase of around 2.5% in 2019<sup>2</sup>.

The DEU customer rates are inclusive of all capital, utility and operating costs required to provide energy services to the connected customers. The rates include replacement costs for the energy generation and distribution equipment; costs that would be borne by the customer if they weren't connected to a DEU system.

Both utilities remain young and are early in their operational life. The development of the neighbourhoods is still in progress and the systems are continuously expanding. The utility (electricity and natural gas), operational, and maintenance costs are still largely based on the projections of the financial model. The initial capital investments required to start up the systems were significant and future infrastructure investment still need to be made in order to connect more customers and ensure future repayments and long term viability.

Taking into consideration the above factors, a 4% rate increase is recommended for the ADEU and OVDEU services for 2019. The proposed rate increase follows the principle of full cost recovery. All capital, operating and contract costs are recovered through revenues from user fees, making LIEC a financially self-sustaining utility. The recommended rate increase also ensures the revenue necessary to recover these costs and obligations under the Concession Agreement with Corix. The proposed rate increase also follows LIEC financial models' rate increases. Not following these calculated rate increases could have a negative impact on the utility's financial performance by deferring payback, thus increasing the capital repayment deferral account balance<sup>3</sup> and/or under-recovery of LIEC's operating expenses.

A 4% rate increase keeps the LIEC rates competitive when compared to conventional system energy costs, based on the same level of service. The increase is equivalent to the four and five year average rate increase of the conventional utilities (see Tables 1 & 2 below). This is due to the fact that the LIEC customer rates have been increasing at or below the same pace as those of conventional utilities.

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<sup>2</sup> The 2.5% blended increase for 2019 is based on an estimated 3% increase of electricity cost and a 2.3% increase in natural gas cost assuming that all energy was provided for heating. Non-fuel BAU costs are assumed to be 25% of total costs and that they increase by the CPI (2.2%).

Table 1: ADEU Annual Percent Increase Comparison

	2015	2016	2017	2018	2019	5 Year Avg.
<b>ADEU Rate</b>	4.0%	4.0%	4.0%	4.0%	4.0%	<b>4.0%</b>
<b>Blended BAU Rate</b>	3.3%	4.5%	7.1%	2.4%	2.5%	<b>4.0%</b>

A table summarizing the above proposed rate for service options is displayed in Attachment 3.

Table 2: OVDEU Annual Percent Increase Comparison

	2016	2017	2018	2019	4 Year Avg.
<b>OVDEU Rate</b>	4.0%	4.0%	4.0%	4.0%	<b>4.0%</b>
<b>Blended BAU Rate</b>	4.5%	7.1%	2.4%	2.5%	<b>4.1%</b>

LIEC's Board of Directors has reviewed and approved the recommended 2019 LIEC rates for services.

Attachment s 4 and 5 show the proposed 2019 rate for service for the ADEU and OVDEU.

The recommended rate outlined in the proposed Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9919, and the proposed Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 9920 represents full cost recovery for the delivery of energy within the LIEC service areas.

### Financial Impact

None.

## Conclusion

The recommended 4% increase for the 2019 LIEC service rates supports Council's objective to keep the annual energy costs for LIEC customers competitive with conventional energy costs, based on the same level of service. This rate increase also ensures sufficient revenues to offset the capital investment and operating costs. Staff will continuously monitor energy costs and review the rate to ensure fairness for consumers and cost recovery for LIEC.



*For..* Peter Russell, BASc MSc MCIP RPP  
Senior Manager, Sustainability & District Energy  
(604-276-4130)

Att.1: Alexandra Neighbourhood and ADEU Service Area Informational Map

Att.2: Green House Gas Emissions Reduction Graph

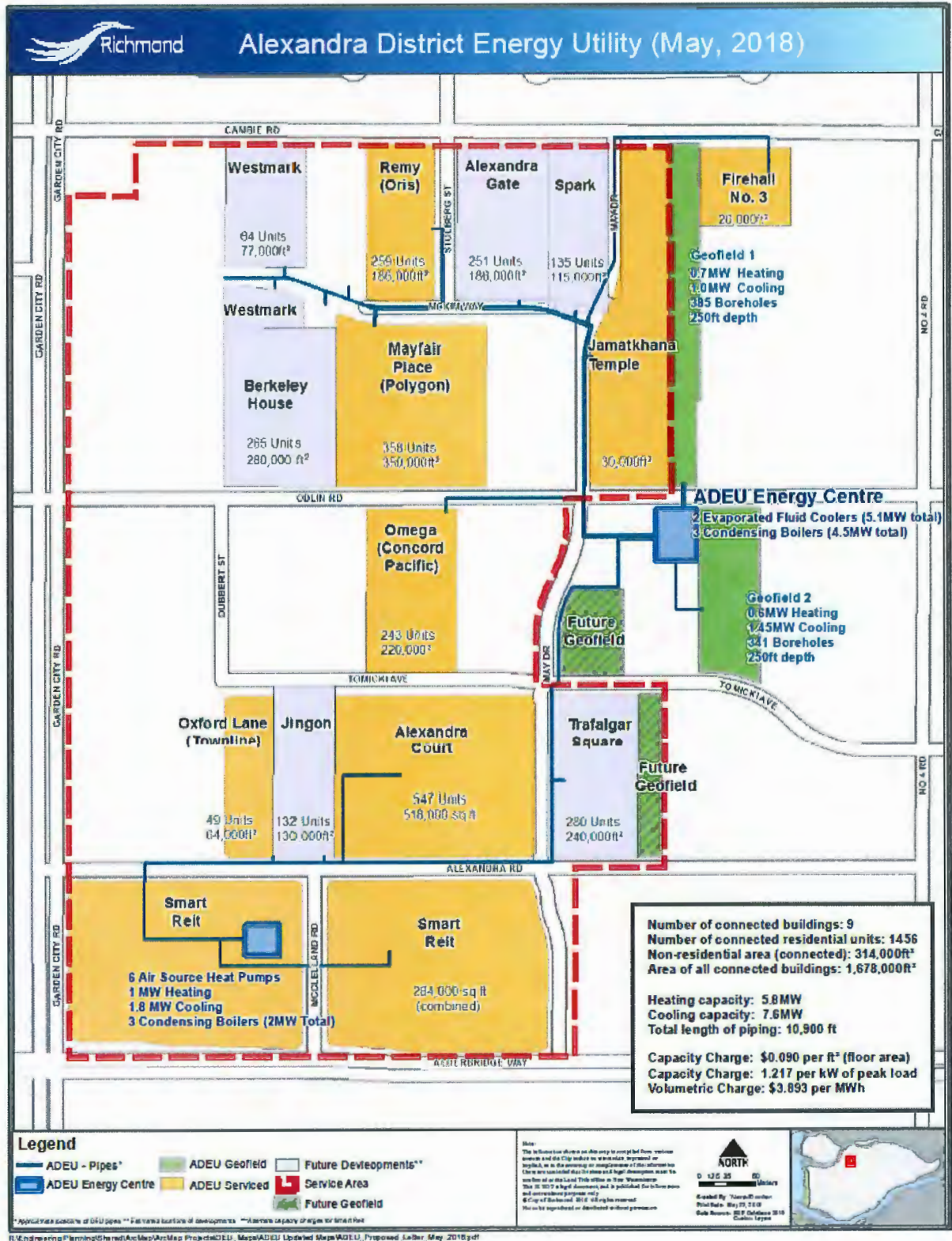
Att.3: Oval Village Neighbourhood and OVDEU Service Area Informational Map

Att.4: ADEU Proposed 2019 Rates for Services

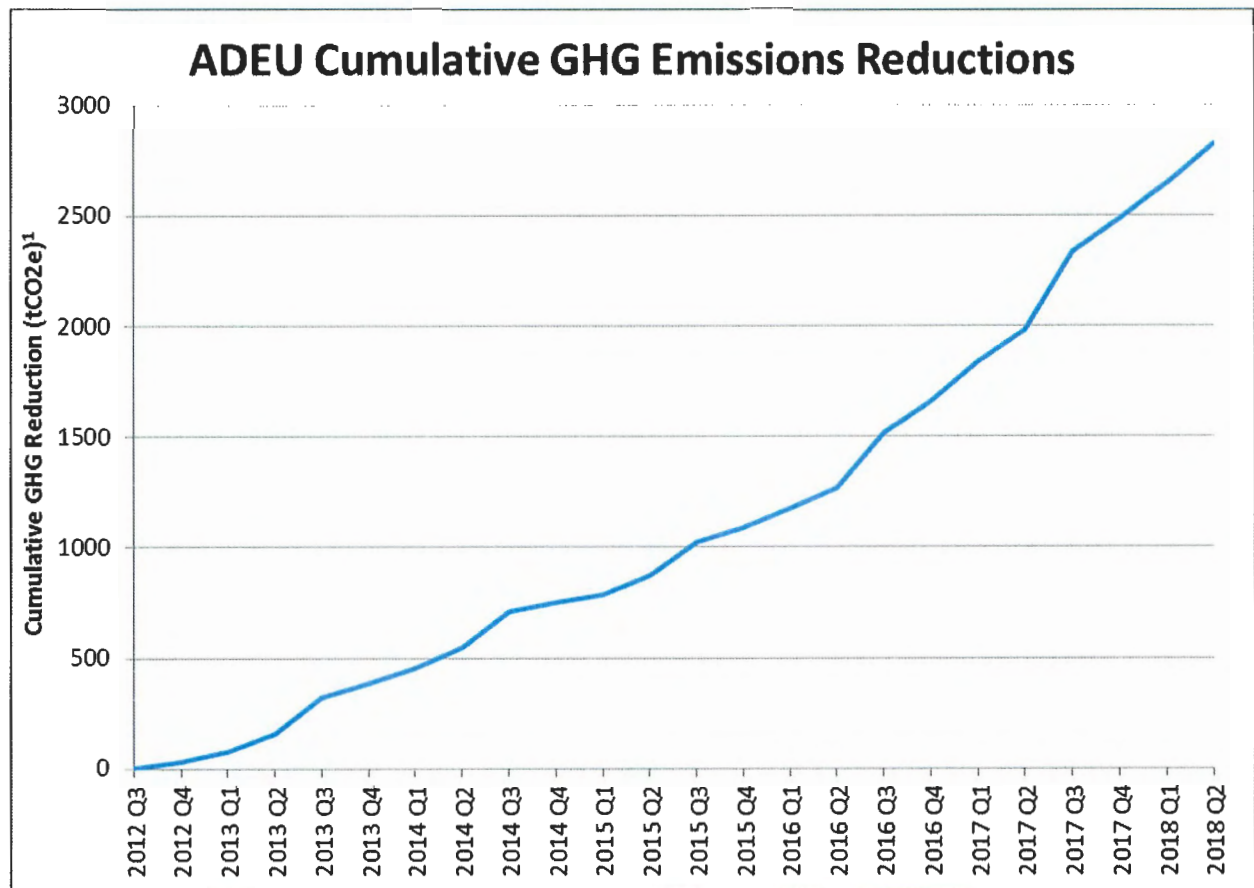
Att.5: OVDEU Proposed 2019 Rates for Services



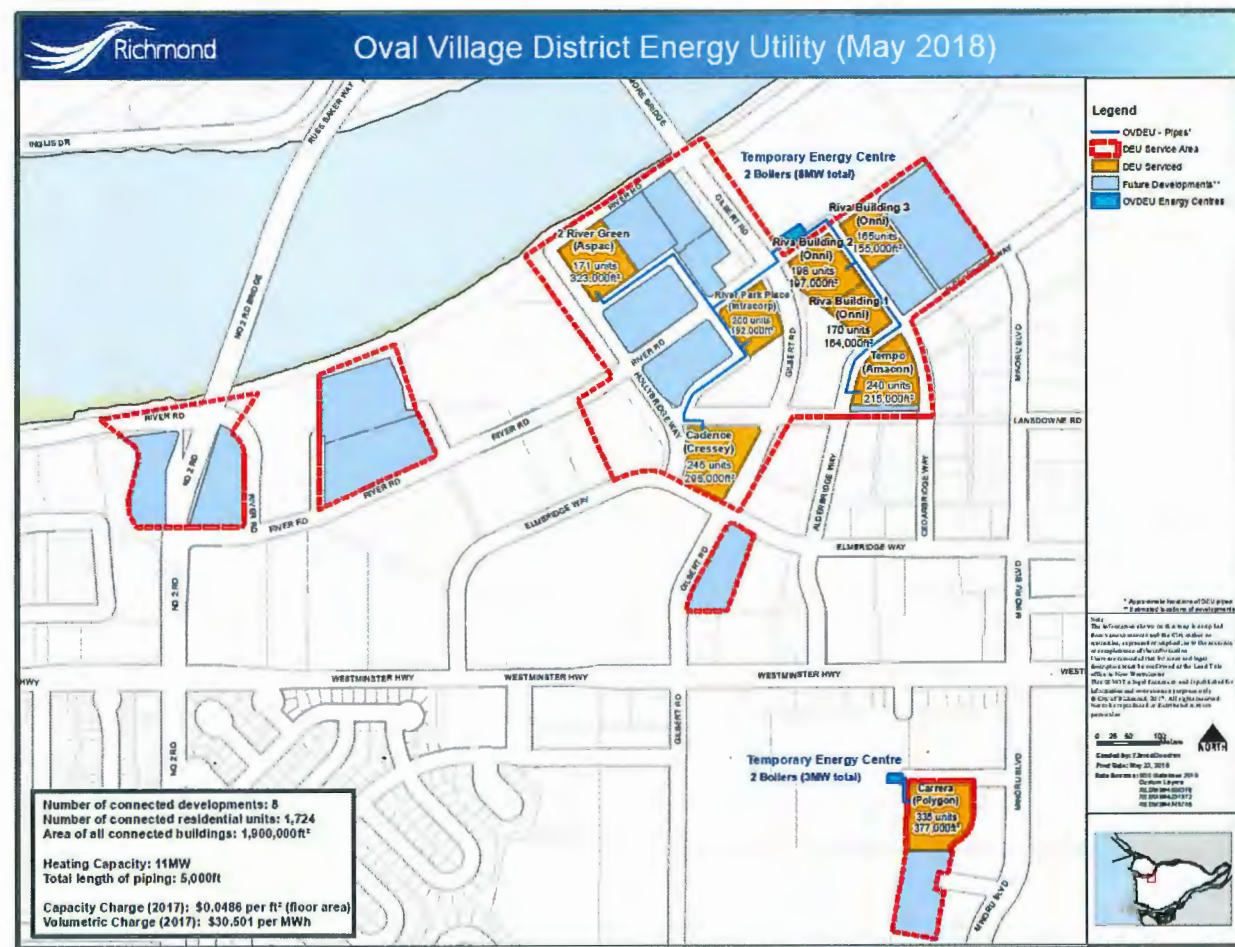
# Attachment 1 – Alexandra Neighbourhood and ADEU Service Area Informational Map



## Attachment 2 – ADEU Green House Gas (GHG) Emission Informational Graph



<sup>1</sup> Assumed that all energy was provided for heating. The business-as-usual (BAU) assumed that 40% of the building heating load would be provided from electricity and the remaining 60% would be from gas make-up air units.



#### Attachment 4 – ADEU Proposed 2019 Rates for Services

**Table 1: Proposed Rates for Services, excluding Area A**

	ADEU	
	2018	2019
<b>Capacity Charge One:</b> Monthly charge per square foot of the building gross floor area	\$0.094	\$0.098
<b>Capacity Charge Two:</b> Monthly charge per kilowatt of the annual peak heating load supplied by DEU	\$1.266	\$1.317
<b>Volumetric Charge:</b> Charge per megawatt hour of energy consumed by the building	\$4.049	\$4.211

**Table 2: Proposed Rates for Services, Area A**

	Area A	
	2018	2019
<b>Volumetric Charge:</b> Charge per megawatt hour of energy consumed	\$72.38	\$75.28

## Attachment 5 – OVDEU Proposed 2019 Rates for Services

OVDEU		
	2018	2019
<b>Capacity Charge One:</b> Monthly charge per square foot of the building gross floor area	\$0.0515	\$0.0536
<b>Volumetric Charge:</b> Charge per megawatt hour of energy consumed by the building	\$31.721	\$32.990
<b>Excess Demand Fee</b> - for each watt per square foot of the aggregate of the estimated peak heat energy demand that exceeds 6 W/ft <sup>2</sup>	\$0.150	\$0.156





**Alexandra District Energy Utility Bylaw No. 8641  
Amendment Bylaw No. 9919**

The Council of the City of Richmond enacts as follows:

1. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended:
  - a) by deleting Schedule C (Rates and Charges) in its entirety and replacing with a new Schedule C attached as Schedule A to this Amendment Bylaw. .
2. This Bylaw is cited as “**Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9919**”

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 A to Amendment Bylaw No. 9919*****SCHEDULE C to BYLAW NO. 8641******Rates and Charges*****PART 1 - RATES FOR SERVICES**

*The following charges will constitute the Rates for Services for the Service Area excluding shaded Area A as shown in Schedule A to this Bylaw:*

- (a) Capacity charge – a monthly charge of \$0.098 per square foot of Gross Floor Area, and a monthly charge of \$1.317 per kilowatt of the annual peak heating load supplied by DEU as shown in the energy modeling report required under Section 21.1(c); and*
- (b) Volumetric charge – a charge of \$4.211 per megawatt hour of Energy returned from the Heat Exchanger and Meter Set at the Designated Property.*

**PART 2 - RATES FOR SERVICES APPLICABLE TO AREA A**

*The following charges will constitute the Rates for Services applicable only to the Designated Properties identified within the shaded area (Area A) shown in Schedule A to this bylaw:*

- (a) Volumetric charge – a charge of \$75.28 per megawatt hour of Energy returned from the Heat Exchanger and Meter Set at the Designated Property calculated on each of (i) an energy use of 2644 MWh per annum (“Basic Supply Amount”), and (ii) any energy use in excess of the Basic Supply Amount.*



**Oval Village District Energy Utility Bylaw No. 9134  
Amendment Bylaw No. 9920**

The Council of the City of Richmond enacts as follows:

1. The **Oval Village District Energy Utility Bylaw No. 9134** is amended by deleting **Schedule D (Rates and Charges)** of the Bylaw in its entirety and replacing it with a new Schedule D as attached as Schedule A to this Amendment Bylaw.
2. This Bylaw is cited as “**Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 9920**”.

FIRST READING


SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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

**Schedule A to Amendment Bylaw No. 9920****SCHEDULE D****Rates and Charges****PART 1 - RATES FOR SERVICES**

The following charges, as amended from time to time, will constitute the Rates for Services:

- (a) capacity charge - a monthly charge of \$0.0536 per square foot of gross floor area;  
and
- (b) volumetric charge – a monthly charge of \$32.990 per megawatt hour of Energy  
returned from the Heat Exchanger and Meter Set at the Designated Property.

**PART 2 - EXCESS DEMAND FEE**

Excess demand fee of \$0.156 for each watt per square foot of the aggregate of the estimated peak heat energy demand referred to in section 19.1(e) (i), (ii), and (iii) that exceeds 6 watts per square foot.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** September 14, 2018  
**From:** Carli Williams, P.Eng.  
Manager, Community Bylaws and Licencing **File:** 12-8060-01/2018-Vol 01  
**Re:** **Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9938**  
**4451 No 3 Road Unit 203**

### Staff Recommendation

That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9938, which amends Schedule A of Bylaw No. 7538, to add the address of 4451 No 3 Road Unit 203 among the sites that permit an Amusement Centre to operate, be given first, second and third readings.

Carli Williams, P.Eng.  
Manager, Community Bylaws and Licencing  
(604-276-4136)

Att. 1

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



## Staff Report

### Origin

One of the categories of regulated businesses in Richmond is Amusement Centre which contains Amusement Machines, defined in Business Regulation Bylaw No. 7538 as:

*A machine on which mechanical, electrical, automatic or computerized games are played for amusement or entertainment, and for which a coin or token must be inserted or a fee charged for use, and includes machines used for the purposes of gambling.*

Business Regulation Bylaw No. 7538 restricts a business from operating with more than four amusement machines unless the location is listed in Schedule A of the bylaw. This report deals with an application received from Kylin Enterprises Ltd., doing business as: 110 International Esports Centre to operate 100 computer game systems for online/offline gaming from premises situated at 4451 No. 3 Road Unit 203. This premises is not listed as an approved address on Schedule A.

110 International Esports Centre is a new business and this company and its directors have no history with the City of Richmond. This location was previously occupied with a furniture retail store.

### Analysis

Amusement Centre regulations and definitions cover different types of amusement machines such as 3D virtual reality computerized games, console gaming, computer games in the Internet Café and traditional arcades. Amusement Centres are a regulated business because of their potential to impact the community, including their historic role of attracting criminal activity. The City has imposed regulations to minimize this risk including restricted operating hours, prohibition on children under 15 to be present during school hours and rules prohibiting gambling, fighting, consumption of alcohol, etc. These businesses may be inspected from time to time to ensure regulatory compliance of the regulations.

The location the applicant is intending to operate is zoned Auto-Oriented Commercial (CA), which permits among other uses, Amusement Centre. The unit is situated in a single-level commercial building on a two-building parcel. This zone provides for a mix of commercial and related uses oriented to vehicular access. There are currently eleven commercial businesses operating on this property. Businesses range from various permitted uses such as: recreation, indoor; retail, general; car wash; service and liquor primary establishment. This property is situated on No. 3 Road, north of Leslie Rd, (Attachment1).

In addition to the bylaw amendment, the applicant will be required to ensure that the premises meets all building and health regulations before a Business Licence would be issued

### Financial Impact

None.

## Conclusion

Amusement Centres are regulated under the City's Business Regulation Bylaw No. 7538 and staff are recommending that the applicant's request for 4451 No 3 Road Unit 203, be added to Schedule A of the bylaw to allow more than four amusement machines to be operated.



*For* Victor M. Duarte  
Supervisor, Business Licences  
(604-276-4389)

VMD:vmd

Att. 1: Aerial View Map

## City of Richmond Interactive Map



53.5 0 26.77 53.5Meters

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

© City of Richmond

THIS MAP IS NOT TO BE USED FOR NAVIGATION



**Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9938**

The Council of the City of Richmond enacts as follows:

1. That Business Regulation Bylaw No. 7538, as amended, is further amended by adding the following address in Schedule A item 12:

Civic Address	Civic Number	Original Bylaw Reference
12. No. 3 Road	4451 Unit 203	9938

and renumbering the rest of the remaining items in Schedule A in numerical order.

2. This Bylaw is cited as **“Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9938”**.

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

## Report to Committee

**To:** Finance Committee **Date:** September 25, 2018  
**From:** Andrew Nazareth  
General Manager, Finance and Corporate Services **File:** 03-0985-01/2018-Vol 01  
**Re:** **Amendments to the Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800**

### Staff Recommendation

That the Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800, Amendment Bylaw No. 9904, which incorporates and puts into effect the changes as outlined in the staff report titled "Amendments to the Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800" dated September 25, 2018 from the GM, Finance and Corporate Services, be introduced and given first, second and third readings.

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

Att. 4

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>ROUTED TO:</b>	<b>CONCURRENCE</b>
Community Social Development	<input checked="" type="checkbox"/>	Real Estate Services	<input checked="" type="checkbox"/>
Emergency Programs	<input checked="" type="checkbox"/>	Information Technology	<input checked="" type="checkbox"/>
Affordable Housing	<input checked="" type="checkbox"/>	Administration & Compliance	<input checked="" type="checkbox"/>
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	Human Resources	<input checked="" type="checkbox"/>
Sport and Event Services	<input checked="" type="checkbox"/>	Transportation	<input checked="" type="checkbox"/>
Parks Services	<input checked="" type="checkbox"/>	Building Approvals	<input checked="" type="checkbox"/>
Project Development	<input checked="" type="checkbox"/>	Development Applications	<input checked="" type="checkbox"/>
Engineering	<input checked="" type="checkbox"/>	Planning & Development	<input checked="" type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	Policy Planning	<input checked="" type="checkbox"/>
Energy Management	<input checked="" type="checkbox"/>	Fire Rescue	<input checked="" type="checkbox"/>
Law	<input checked="" type="checkbox"/>	RCMP	<input checked="" type="checkbox"/>
		<b>CONCURRENCE OF GENERAL MANAGER:</b>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 	

CNCL - 241



## Staff Report

### Origin

The Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800 was adopted on March 12, 2018. Included in the Consolidated 5 Year Financial Plan (5YFP) are the 2018 Capital, Utility and 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

Subsequent to the adoption of the 5YFP, new projects, changes to previously established programs and new programs have occurred. Individual staff reports detailing these amendments have been presented to Council for approval.

Also, amendments resulting from additional grant funding and contributions, re-classification of expenditures 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.

The Council approved changes to the 2018-2022 5YFP presented in order of Council meeting dates, are:

1. a) At the Council meeting on November 27, 2017, Council approved the following:
  - (1) *That the application to the Union of British Columbia Municipalities (UBCM) 2018 Age-friendly Communities Grant Program for \$25,000 in the Age-friendly Assessments, Action Plans and Planning Category be endorsed; and*
  - (2) *That, should the funding application be successful, the Chief Administrative Officer and a General Manager be authorized to enter into agreement with the UBCM for the above mentioned project and the 5-Year Financial Plan (2018-2022) be updated accordingly.*

The 2018 Community Services Operating Budget will be increased by \$25,000 funded by the Union of British Columbia Municipalities (UBCM) 2018 Age-friendly Communities Grant Program to support the development and implementation of policies and plans that enable seniors to age in place and facilitate the creation and sustainability of age-friendly communities.

- b) At the Council meeting on December 11, 2017, Council approved the following:

- (1) That the application to the Federation of Canadian Municipalities Municipal Climate Innovation Program for up to \$1,000,000 in grant funding to support the deep energy and greenhouse gas emission reduction project planned for the Library Cultural Centre be endorsed;*
- (2) That, should the funding application be successful, the Chief Administrative Officer and the General Manager of Engineering and Public Works be authorized to execute the agreement with the FCM on behalf of the City of Richmond;*
- (3) That if the funding application is successful, the 2018-2022 Five Year Financial Plan Bylaw be adjusted accordingly.*

The Federation of Canadian Municipalities has approved \$750,000 in grant funding to support the deep energy and greenhouse gas emission reduction project planned for the Library Cultural Centre. The 2018 Capital Budget – Building Program will be increased by \$750,000.

c) At the Council meeting on December 11, 2017, Council approved the following:

- (1) That the report titled “UBCM Community Emergency Preparedness Fund”, dated November 17, 2017 from the General Manager, Community Safety be received for information;*
- (2) That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$25,000 in grant funding to support Emergency Social Services for Emergency Programs be approved;*
- (3) That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$25,000 in grant funding to support the Emergency Operations Centres & Training for Emergency Programs be approved;*
- (5) That if the funding application is successful, the 2018-2022 Five Year Financial Plan Bylaw be adjusted accordingly.*

The 2018 Community Safety Operating Budget will be increased by \$50,000 funded by the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund grant to support Emergency Social Services and Emergency Operations Centres & Training for Emergency Programs.

- d) At the Closed Council meeting held on February 5, 2018, Council approved a transfer of \$231,600 from the Affordable Housing Capital Reserve and \$50,000 from the Affordable Housing Operating Reserve to support Affordable Housing initiatives.
- e) At the Council meeting on March 12, 2018, Council approved the following:

- (3) *That the West Cambie Neighbourhood Park Public Art Project for \$725,000 be approved and included in the 2018 Capital Budget; and*
- (4) *That the City's 5-Year Financial Plan (2018–2022) be amended to include the \$725,000 for the West Cambie Neighbourhood Park Public Art Project funded by the Public Art Reserve.*

The 2018 Capital Budget – Public Art Program will be increased by \$725,000 funded from the Public Art Reserve for the West Cambie Neighbourhood Park Public Art Project.

f) At the Council meeting on March 12, 2018, Council approved the following:

- (1) *That \$28,000 be approved for the 2018 Garden City Lands Farmer's Market to be funded from the Rate Stabilization Account;*
- (2) *That \$1,158,000 be approved to support the following events and programs for 2019: Children's Arts Festival, Cherry Blossom Festival, Doors Open, Richmond Canada Day in Steveston, Richmond Maritime Festival, Garden City Lands Farmer's Market, Richmond World Festival, City-wide event marketing program and City branded assets, funded by the Rate Stabilization Account;*
- (3) *That \$100,000 be approved to support the expansion of the Richmond Maritime Festival to include Imperial Landing, contingent on staff securing large Navy vessels for the event, funded by the Rate Stabilization Account;*
- (4) *That \$75,000 be approved for a 2019 Neighbourhood Celebration Grant Program funded by the Rate Stabilization Account;*
- (5) *That \$200,000 be approved for the 2019 Video Series: History of Richmond project, funded by the Rate Stabilization Account and shown in the Museum budget in the future; and*
- (6) *That the 5 Year Financial Plan (2018-2022) be amended accordingly.*

The 2018 Community Services Operating Budget will be increased by \$28,000 funded from the Rate Stabilization Account for the 2018 Garden City Lands Farmer's Market. The other items will be included in the 2019 Operating Budget and funded by the Rate Stabilization Account.

g) At the Council meeting on April 9, 2018, Council approved the following:

- (2) *That \$25,000 be approved from the Council Community Initiatives Account for the creation and production of public educational materials to inform the public and organizations on the changes to Richmond's smoking prohibitions, as detailed in the staff report titled "Proposed Amendment to Public Health*

*Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use,” dated March 16, 2018, from the General Manager, Community Services;*

- (3) That the 5 Year Financial Plan (2018-2022) be amended accordingly to reflect the foregoing recommendations, as detailed in the staff report titled “Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use,” dated March 16, 2018, from the General Manager, Community Services.*

The 2018 Community Services Operating Budget will be increased by \$25,000 funded from the Council Community Initiatives Account for the creation and production of public educational materials to inform the public and organizations on the changes to Richmond’s smoking prohibitions.

- h) At the Closed Council meeting held on April 13, 2018, Council approved the Enhanced Community Centre Police Office capital project in the amount of \$5,100,000. At the Council meeting on September 24, 2018, Council approved the following:

- (1) That Council approve the Enhanced City Centre Community Police Office project in the amount of \$5.1 million, to be funded from the Capital Building and Infrastructure Reserve as outlined in the staff report titled “Temporary Funding for the Enhanced City Centre Community Police Office” from the General Manager, Community Safety, dated August 16, 2018;*
- (2) That the future repayment of the \$5.1 million and interest to the Capital Building and Infrastructure Reserve be funded from the voluntary developer amenity contributions and received from the developer of RZ 15-692485, at 7960 Alderbridge Way and 5333, 5411 No. 3 Road (South Street Development); and*
- (3) That the Consolidated 5-Year Financial Plan (2018–2022) be amended accordingly.*

The Capital Budget – Building Program will be increased by \$5,100,000 to fund the Enhanced City Centre Community Police Office, temporarily funded by the Capital Building and Infrastructure Reserve.

- i) At the Council meeting on June 25, 2018, Council approved the following:

- (2) That the 5 Year Financial Plan (2018-2022) be amended to fund the City’s share of fronting costs for the Boundary Road Pump Station upgrade of \$960,000 from the Drainage Improvement Reserve and the estimated annual operating cost of \$4,475 be incorporated into the 2019 Budget.*
- (3) a cost recovery approach to impose user fees and time limits for publicly accessible electric vehicle charging stations be endorsed as outlined in the report, and that staff be directed to bring forward amendments to the*

*Consolidated Fees Bylaw No. 8636, the Traffic Bylaw No. 5870, Parking (Off-Street) Regulation Bylaw No. 7403, and the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122 to implement this cost recovery approach.*

The 2018 Capital Budget – Drainage Program will be increased by \$960,000 funded from the Drainage Improvement Reserve for the share of fronting costs for the Boundary Road Drainage Pump Station upgrade project with the City of New Westminster, which will be recovered from development through the City's Works and Services Cost Recovery Bylaw. The 2019 Operating Budget Impact (OBI) will be included in the 2019 Operating Budget.

j) At the Council meeting on June 25, 2018, Council approved the following:

- (7) That the creation of a two-year temporary full time Building Energy Specialist, partially funded by a \$100,000 contribution from BC Hydro, with remaining salary and benefits of \$130,000 fully recovered through building permit fees, be endorsed and that the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to enter into a funding agreement with BC Hydro to support the Building Energy Specialist position;*
- (8) That the creation of new Plan Reviewer and Building Inspector 1 positions, with total salary and benefits of \$200,000 fully recovered through building permit fees, be endorsed;*
- (9) That the Consolidated 5 Year Financial Plan (2018-2022) be amended to include the temporary full-time Building Energy Specialist, Plan Reviewer, and Building Inspector 1 positions funded by an increase in grant revenue and building permit fees;*
- (10) That the Energy Step Code training programs identified in the staff report titled "BC Energy Step Code" dated May 5, 2018, from the Senior Manager, Sustainability and District Energy, and Acting Director, Building Approvals, be approved with \$110,000 from the Carbon Tax Provision, as funded in the 2018 Operating Budget.*

The 2018 Planning and Development Operating Budget will be increased by \$425,000 with \$265,000 funded by building permit fees, \$50,000 funded by BC Hydro, and \$110,000 funded by the Carbon Tax Provision as follows:

- \$50,000 funded by a contribution from BC Hydro and \$65,000 funded by building permit fees for the first year of the two-year temporary full time Building Energy Specialist;
- \$200,000 funded by building permit fees for the creation of a new Plan Reviewer and a new Building Inspector 1 positions;
- \$110,000 funded from the Carbon Tax Provision for the Energy Step Code training programs.



The 2019 Operating Budget will include the second year of the two-year temporary full time Building Energy Specialist with \$50,000 funded by a contribution from BC Hydro and \$65,000 funded by building permit fees.

- k) At the Closed Council meeting held on July 9, 2018, Council approved a transfer of \$190,000 funded from the Contaminated Sites Provision to the Fiscal Operating Budget.
- l) At the Council meeting on July 23, 2018, Council approved the following:

*(7) That the 5 Year Financial Plan (2018-2022) be amended to include the costs for the new Environmental Coordinator position, which will be recovered through the collection of permit fees.*

The 2018 Engineering and Public Works Operating Budget will be increased by \$100,000 for the new Environmental Coordinator position funded by permit fees.

- m) At the Council meeting on September 24, 2018, Council approved the following:

*(2) That the funding of \$500,000 from the Carbon Tax Provision and \$170,000 from the Energy Operating Provision be approved for use to support the completion of the Cultural Centre equipment renewal project, and that the Consolidated 5 Year Financial Plan (2018-2022) Bylaw be amended accordingly.*

*(3) That if incentive funding applications to Fortis BC and/or BC Hydro are successful, the Consolidated 5 Year Financial Plan (2018-2022) Bylaw be amended accordingly and, if applicable, the corresponding internal City funding sources be returned to their source funds.*

The 2018 Capital Budget – Building Program will be increased by \$500,000 funded from the Carbon Tax Provision and \$170,000 from the Energy Operating Provision to support the completion of the Cultural Centre equipment renewal project.

During the year, the Consolidated 5 Year Financial Plan Bylaw may require Capital Budget amendments due to external contributions, or additional expenditures. The amendments are as follows:

- 2. a) i. Increase the scope of existing programs and projects by a total of \$1,051,733 from external funding received and anticipated to be received from various sources including developers, etc. The Capital Budget is amended as follows:

<b>Table 1: Various Grants and External Sources</b>		<b>(in \$000's)</b>
<b>Capital Programs</b>		<b>Amounts</b>
Parks		\$512
Drainage		233
Building		192
Roads		115
<b>Total</b>		<b>\$1,052</b>

- ii. The Consolidated 5 Year Financial Plan includes an estimate of \$10,000,000 in Contingent Capital Grants, which may be received throughout the year for various projects. Spending is only incurred if the funds are confirmed. Once the funds are confirmed, the amount is transferred into the applicable capital program as summarized above. A total of \$1,051,733 has been received and transferred to the above programs to date.
  - b) Transfer \$525,000 from the Affordable Housing reserve to the Capital Reserve Industrial Use reserve for the repayment of internally borrowed funds for purchase of the 12040 Horseshoe Way.
  - c) Increase the 2018 Capital Budget – Parks Program by \$60,200 for soil fill revenues received for West Cambie Greenways.
  - d) Transfer a total of \$3,635,743 from the Public Works and Engineering 2018 Operating Budget to the 2018 Capital Budget - Building Program for the following:
    - i. \$3,493,743 to Minor Building Capital Improvement Projects;
    - ii. \$142,000 to the City Hall Boiler Replacement Upgrade Project.
  - e) Increase the 2018 Capital Budget by \$22,000 funded by a refunded payment from a developer deposited in the Child Care Reserve for the wall protection of Gardens Children's Centre.
  - f) Increase the 2018 Capital Budget by \$3,350 funded by the Corporate Provision for the Aquatic Invasive Species Management capital project.
  - g) Modify the scope of the Energy Management Projects 2016 to allow a heat recovery system to be installed at the City Hall. The original project scope was for installing a solar photovoltaic system.
3. The following reallocations summarized by program are made to the 2018 Capital Budget with no tax impact:

**Table 2: Capital Budget Reallocations****(in \$000's)**

	Program	Transfer From	Transfer To	Amount
3a.i	Roads	Nelson Road Improvements	Railway Crossings and Environmental Works	1,345
3a.ii	Roads	Westminster Hwy: Nelson Rd to McMillan Way	Railway Crossings and Environmental Works	2,038
3b	Building	Major Facilities Contingency 2014	Minoru Centre for Active Living	2,840
3c.i	Parks	Parks General Development 2017	Aberdeen Park	260
3c.ii	Parks	Parks General Development 2018	Aberdeen Park	50
3c.iii	Parks	Parks General Development 2018	Rideau Neighbourhood Park Playground	40
3d	Drainage	Knotweed Control & Removal	Aquatic Invasive Species Management	42



	Program	Transfer From	Transfer To	Amount
3e	Sanitary Sewer & Heritage	Steveston Sanitary Sewer Rehabilitation	Britannia Seine Net Loft Washroom Facilities	41
<b>Total Budget Reallocations</b>				<b>\$6,656</b>

4. The following amendments represent funding source changes that result in no net increase to the 2018 Capital Budget:
  - a) Change the funding source for two IT projects from the Equipment Replacement Reserve – Computer to:
    - i. IT Hardware Provision in the amount of \$361,711, for the Network Infrastructure Core Refresh Project
    - ii. IT Hardware Provision in the amount of \$109,006 and the Telephone Equipment Reserve in the amount of \$253,257 for the Telephone System Equipment Replacement project.
  - b) Increase the Parks Development Cost Charges funded amount by \$5,950 offset by a decrease of \$5,950 in the Capital Reserve for the Rideau Neighbourhood Park Playground to correct the City's assist factor portion.
  - c) Fund the Advancement of Partial Funding for the Canada Line Capstan Station project from the Capstan Station Reserve for \$3,500,000 instead of the Capital Reserve to correct an administrative error.
5. Budget Amendment Policy 3001 states that changes to salaries be reported to the Committee. The following amendments will result in no net increase to the 2018 Operating Budget:
  - a) Reallocate \$100,000 within the Engineering Planning Operating Budget from consulting fees to auxiliary salaries for 5 Engineering Students.
  - b) Reallocate \$85,000 within the Policy Planning Operating Budget from consulting to salaries for a temporary full time Planning Technician.
  - c) Reallocate \$68,400 within the Facility Management Operating Budget from contracts to salaries for an auxiliary Departmental Associate.
  - d) Reallocate \$63,000 within the Development Applications Operating Budget from salary budget to consulting for staff recruitment related expenditures.
  - e) Reallocate \$60,000 within the Corporate Administration Operating Budget from salaries to contracts for Human Resources recruitment related expenditures.
  - f) Reallocate \$50,000 within the Building Approvals Operating Budget from salaries to equipment purchases for requisition of a vehicle for building inspection services.
  - g) Reallocate \$44,000 within the Building Approvals Operating Budget from salaries to consulting for recruitment related expenditures.
  - h) Reallocate \$40,000 within the Law Department Operating Budget from salary budget to consulting for staff recruitment related expenditures.
  - i) Reallocate \$39,060 within the Sustainability Operating Budget from salaries to contracts for the Community Energy and Sustainability Management services.
  - j) Convert the job status of the Sustainability Project Manager position from Temporary Full Time to Regular Full Time funded by two BC Hydro programs for implementing the Council-adopted Community Energy and Emissions Plan.
6. Budget Amendment Policy 3001 states that increases in City's expenditures are only permitted

where funding is from sources other than taxation and utility fees. The following amendments to the Operating and Utility Budget are funded by external grants, contributions, transfer of existing budget resources, or funding from provisions and has no tax impact:

- a) Increase the Human Resources Operating Budget by \$320,000 for arbitration and legal expenditures funded by the Arbitration Provision.
- b) Increase the Fire and Rescue Services Operating Budget by \$300,000 funded by the Emergency Response provision to cover an estimated additional labour cost of \$100,000 and an estimated additional cost of \$200,000 to cover fire supply costs and reimbursements to other municipal fire departments that assisted with the brush fire on the Department of National Defence Lands.
- c) Increase the 2018 Law Operating Budget by \$150,000 for legal expenditures funded by the Legal Fees provision.
- d) Reallocate \$98,500 from RCMP Operating Budget to Emergency Programs Operating Budget for the purchase of an Emergency Notification System.
- e) Increase the Economic Development salary by \$50,000 for one Temporary Full Time Tourism Development Liaison funded by the Municipal and Regional District Tax.
- f) Increase Community Services Events and Film Administration Operating Budget by \$36,000 funded by the Corporate Provision.

### Financial Impact

The proposed 2018 budget amendments have **no tax impact**. Each of these annual budgets combines to form part of the 2018-2022 5YFP. The 2018-2022 5YFP Amended Bylaw and Amended Capital Program can be found in Attachments 1 - 3.

**Table 3 Capital Budget – Summary of Changes (in \$000's)**

<b>Capital Budget as at March 12, 2018</b>			<b>\$160,064</b>
1	Enhanced Community Centre Police Office	1h	5,100
2	Transfer for Minor Building Capital Improvement projects	2d.i	3,494
3	Boundary Rd. Drainage Pump Station Upgrade Fronting Cost Share	1i	960
4	Deep Retrofit of Library Cultural Centre	1b	750
5	West Cambie Neighbourhood Park Public Art Project	1e	725
6	Cultural Centre Equipment Renewal Project	1m	670
7	Repayment to Capital Reserve Industrial Use Fund	2b	525
8	Transfer to Affordable Housing Capital Projects	1d	282
9	Transfer for the City Hall Boiler Replacement Upgrade Project	2d.ii	142
10	West Cambie Greenways	2c	60
11	Wall Protection of Gardens Children's Centre	2e	22
12	Aquatic Invasive Species Management	2f	3
13	Various Capital Budget Reallocations	3a-e	-
14	Various Grants & External Sources	2a.i	1,052
15	Contingent External Contribution	2a.ii	(1,052)
			<b>12,733</b>
<b>Total Amended 2018 Capital Budget</b>			<b>\$172,797</b>

**Table 4 Operating and Utility Budget – Summary of Changes (in \$000's)**

<b>Operating and Utility Budget as at March 12, 2018</b>			<b>\$82,127</b>
<b>Revenue</b>			
1	BC Energy Step Code	1j	315
2	Riparian Response Strategy Phase One	1l	100
3	West Cambie Greenways	2c	60
4	Community Emergency Preparedness Fund	1c	50
5	Tourism Development Liaison	6e	50
6	2018 Age-Friendly Communities Grant	1a	25
<b>Total Revenue Amendments</b>			<b>600</b>
<b>Expenses</b>			
1	BC Energy Step Code	1j	425
2	Arbitration and Legal Expenditures	6a	320
3	Fire Emergency Response	6b	300
4	Transfer to Fiscal Budget	1k	190
5	Transfer to Law Operating Budget	6c	150
6	Riparian Response Strategy Phase One	1l	100
7	Tourism Development Liaison	6e	50
8	Community Emergency Preparedness Fund	1c	50
9	Transfer to Events & Film Administration Operating Budget	6f	36
10	Garden City Lands Farmer's Market	1f	28
11	2018 Age-Friendly Communities Grant	1a	25
12	Educational Materials for Changes on Smoking Prohibitions	1g	25
13	Requisition of Emergency Notification System	6d	-
14	Various Operating Budget Reallocations	5a-i	-
15	Transfer for the City Hall Boiler Replacement Upgrade Project	2d.ii	(142)
16	Transfer for Minor Building Capital Improvement projects	2d.i	(3,494)
<b>Total Expenses Amendments</b>			<b>(1,937)</b>
<b>NET AMENDMENT</b>			<b>2,537</b>
<b>Total Amended 2018 Operating and Utility Budget</b>			<b>\$84,664</b>



## **Conclusion**

Staff recommend that Council approve the 2018 Capital, Operating and Utility Budget amendments to accommodate the expenditures within the Consolidated 5 Year Financial Plan Bylaw. The proposed 2018 budget amendments have no tax impact.

As required in Section 166 of the Community Charter, staff will conduct a process of public consultation prior to bylaw adoption, which is anticipated to be November 13, 2018.



Melissa Shiau, CPA, CA  
Manager, Financial Planning and Analysis  
(604-276-4231)

MS:sx

- Att. 1: Consolidated 5 Year Amended Financial Plan (2018-2022)  
2: Capital Funding Sources (2018-2022)  
3: Capital Program (2018-2022)  
4: Consolidated 5 Year Financial Plan (2018-2022) Bylaw No. 9800, Amendment Bylaw No. 9904

CITY OF RICHMOND CONSOLIDATED 5 YEAR AMENDED FINANCIAL PLAN (2018-2022) REVENUE AND EXPENSES (In \$000's)					
	2018 Amended Budget*	2019 Plan	2020 Plan	2021 Plan	2022 Plan
<b>Revenue:</b>					
Property Taxes	\$216,703	\$226,240	\$236,227	\$246,653	\$257,499
User Fees	100,786	104,224	107,693	111,350	115,168
Sales of Services	39,246	39,572	40,092	40,599	41,116
Gaming Revenue	16,500	16,500	16,500	16,500	16,500
Investment Income	14,694	15,103	15,420	16,326	17,574
Payments In Lieu Of Taxes	14,245	14,729	15,171	15,641	16,126
Other Revenue	11,031	11,208	11,506	11,814	12,132
Licenses And Permits	10,749	10,626	10,832	11,053	11,279
Grant Revenue	7,817	7,799	7,901	8,035	8,171
Developer Contributed Assets	47,410	33,360	33,360	33,360	33,360
Development Cost Charges	31,638	19,775	14,987	15,595	12,430
Other Capital Funding Sources	11,275	11,825	11,125	11,125	11,125
	<b>522,094</b>	<b>510,961</b>	<b>\$520,814</b>	<b>\$538,051</b>	<b>\$552,480</b>
<b>Expenses:</b>					
Community Safety	\$102,136	\$102,569	\$105,425	\$108,980	\$112,580
Engineering and Public Works	72,540	66,972	68,232	69,722	71,268
Community Services	66,273	63,298	65,966	68,627	70,641
Finance and Corporate Services	28,362	24,761	25,511	26,534	27,607
Fiscal	22,196	19,222	18,988	18,552	18,088
Debt Interest	1,679	1,677	1,677	1,677	1,677
Corporate Administration	10,270	10,149	10,433	10,791	11,162
Planning and Development Services	16,545	16,165	16,714	17,418	18,158
Utility Budget					
Water Utility	42,161	43,353	44,955	46,645	48,407
Sanitary Sewer Utility	31,930	33,105	34,700	36,415	38,227
Sanitation and Recycling	16,369	16,701	17,294	18,245	19,261
Library	10,758	10,900	11,175	11,523	11,885
Richmond Olympic Oval Corporation	16,211	16,535	16,866	17,203	17,547
	<b>437,430</b>	<b>425,407</b>	<b>437,936</b>	<b>452,332</b>	<b>466,508</b>
<b>Annual Surplus</b>	<b>\$84,664</b>	<b>\$85,554</b>	<b>\$82,878</b>	<b>\$85,719</b>	<b>\$85,972</b>
<b>Transfers:</b>					
Debt Principal	\$4,761	\$4,951	\$5,149	\$5,355	\$5,570
Transfer To Reserves	66,999	69,700	71,963	74,325	76,792
Transfer To (From) Surplus	(31,579)	(3,551)	(1,871)	(1,807)	(1,076)
Capital Expenditures - Current Year	172,797	133,716	104,938	86,131	97,484
Capital Expenditures - Prior Years	257,680	224,878	179,784	137,746	104,968
Capital Expenditures - Developer Contributed Assets	47,410	33,360	33,360	33,360	33,360
Capital Expenditures - Richmond Public Library	892	892	892	892	892
Capital Expenditures - Richmond Olympic Oval Corporation	1,362	-	-	-	-
Capital Funding	(435,658)	(378,392)	(311,337)	(250,283)	(232,018)
<b>Transfers/Amortization offset:</b>	<b>\$84,664</b>	<b>\$85,554</b>	<b>\$82,878</b>	<b>\$85,719</b>	<b>\$85,972</b>
<b>Balanced Budget</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>Tax Increase</b>	<b>3.30%</b>	<b>2.99%</b>	<b>2.98%</b>	<b>2.95%</b>	<b>2.99%</b>

\* 2018 Amended Budget includes approved one-time expenditures and carryforwards funded by rate stabilization accounts. The projections for 2019 through 2022 are base budgets to deliver the same level of service and do not include estimates of carryforwards or one-time expenditures that may be approved in future years.

CITY OF RICHMOND CONSOLIDATED 5 YEAR AMENDED FINANCIAL PLAN CAPITAL FUNDING SOURCES (2018-2022) (In \$000's)					
	2018 Amended Budget	2019 Plan	2020 Plan	2021 Plan	2022 Plan
<b>DCC Reserves</b>					
Drainage DCC	\$-	\$1,154	\$97	\$97	\$-
Park Development DCC	4,173	4,421	2,586	2,257	2,210
Park Land Acquisition DCC	5,964	5,964	5,964	5,400	3,237
Roads DCC	19,274	6,305	5,739	5,505	5,123
Sanitary DCC	588	1,223	103	1,436	150
Water DCC	1,645	708	498	900	1,710
<b>Total DCC</b>	<b>\$31,644</b>	<b>\$19,775</b>	<b>\$14,987</b>	<b>\$15,595</b>	<b>\$12,430</b>
<b>Statutory Reserves</b>					
Affordable Housing	\$1,426	\$625	\$625	\$625	\$625
Arts Culture Heritage	3,645	-	-	-	-
Capital Building and Infrastructure	33,451	1,000	-	1,311	-
Capital Reserve	16,418	52,162	39,262	17,061	31,470
Capstan Station	3,500	-	-	-	-
Child Care	242	60	60	60	60
Drainage Improvement	17,713	16,213	14,538	14,213	15,234
Equipment Replacement	4,340	4,080	1,237	2,951	3,480
Neighbourhood Improvement	-	94	-	-	-
Public Art Program	1,073	464	100	100	100
Sanitary Sewer	10,530	6,697	6,367	6,634	5,140
Waterfront Improvement	-	1,000	-	-	-
Watermain Replacement	11,792	10,385	8,632	8,849	10,209
<b>Total Statutory Reserves</b>	<b>\$104,130</b>	<b>\$92,780</b>	<b>\$70,821</b>	<b>\$51,804</b>	<b>\$66,318</b>
<b>Rate Stabilization</b>					
Rate Stabilization	\$8,049	\$-	\$-	\$-	\$-
<b>Total Rate Stabilization</b>	<b>\$8,049</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>Other Sources</b>					
Enterprise Fund	\$100	\$550	\$550	\$550	\$550
Grant and Developer Contribution	12,025	11,825	11,125	11,125	11,125
Other Sources	13,718	6,835	5,556	5,186	5,191
Sewer Levy	643	-	-	-	-
Solid Waste and Recycling	300	300	300	300	300
Water Levy	2,188	1,650	1,600	1,570	1,570
<b>Total Other Sources</b>	<b>\$28,974</b>	<b>\$21,160</b>	<b>\$19,131</b>	<b>\$18,731</b>	<b>\$18,736</b>
<b>Total Capital Program</b>	<b>\$172,797</b>	<b>\$133,715</b>	<b>\$104,939</b>	<b>\$86,130</b>	<b>\$97,484</b>



CITY OF RICHMOND 5 YEAR AMENDED CAPITAL PLAN SUMMARY (2018 – 2022) (in \$000s)					
	2018 Amended Budget	2019 Plan	2020 Plan	2021 Plan	2022 Plan
<b>Infrastructure Program</b>					
Roads	\$27,117	\$15,504	\$17,861	\$12,289	\$12,759
Drainage	15,192	16,351	12,835	12,510	13,434
Water	14,327	10,793	9,520	10,139	12,309
Sanitary Sewer	12,190	7,200	5,670	7,350	4,570
Minor Capital	4,130	4,480	4,480	5,791	4,480
<b>Total Infrastructure Program</b>	<b>\$72,956</b>	<b>\$54,328</b>	<b>\$50,366</b>	<b>\$48,079</b>	<b>\$47,552</b>
<b>Building Program</b>					
Building	\$39,594	\$15,547	\$19,065	\$2,199	\$21,231
Heritage	11,500	-	-	-	-
<b>Total Building Program</b>	<b>\$51,094</b>	<b>\$15,547</b>	<b>\$19,065</b>	<b>\$2,199</b>	<b>\$21,231</b>
<b>Parks Program</b>					
Parkland	\$4,000	\$4,000	\$4,000	\$3,400	\$1,100
Parks	8,027	27,320	3,650	3,400	3,400
<b>Total Parks Program</b>	<b>\$12,027</b>	<b>\$31,320</b>	<b>\$7,650</b>	<b>\$6,800</b>	<b>\$4,500</b>
<b>Public Art Program</b>	<b>\$1,072</b>	<b>\$742</b>	<b>\$600</b>	<b>\$100</b>	<b>\$100</b>
<b>Land Program</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$5,000</b>
<b>Affordable Housing</b>	<b>\$1,427</b>	<b>\$625</b>	<b>\$625</b>	<b>\$625</b>	<b>\$625</b>
<b>Equipment Program</b>					
Annual Fleet Replacement	\$3,423	\$1,498	\$1,415	\$1,735	\$2,547
Fire Dept. Vehicles and Equipment	1,239	2,431	182	1,466	1,183
Information Technology	2,730	2,125	365	455	460
Equipment	3,150	550	550	550	550
<b>Total Equipment Program</b>	<b>\$10,542</b>	<b>\$6,604</b>	<b>\$2,512</b>	<b>\$4,206</b>	<b>\$4,740</b>
<b>Child Care Program</b>	<b>\$242</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>
<b>Internal Transfers/Debt Payment</b>	<b>\$4,489</b>	<b>\$4,489</b>	<b>\$4,061</b>	<b>\$4,061</b>	<b>\$3,676</b>
<b>Contingent External Contributions</b>	<b>\$8,948</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>Total Capital Program</b>	<b>\$172,797</b>	<b>\$133,715</b>	<b>\$104,939</b>	<b>\$86,130</b>	<b>\$97,484</b>



**Consolidated 5 Year Financial Plan (2018-2022) Bylaw 9800  
Amendment Bylaw 9904**

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B", and Schedule "C" of the Consolidated 5 Year Financial Plan (2018-2022) Bylaw 9800, are deleted and replaced with Schedule "A", Schedule "B", and Schedule "C" attached to and forming part of this amendment bylaw.
2. This Bylaw is cited as **"Consolidated 5 Year Financial Plan (2018-2022) Bylaw 9800 Amendment Bylaw 9904"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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





**SCHEDULE A:**

<b>CITY OF RICHMOND</b> <b>CONSOLIDATED 5 YEAR AMENDED FINANCIAL PLAN (2018-2022)</b> <b>REVENUE AND EXPENSES</b> (In \$000's)					
	2018 Amended Budget*	2019 Plan	2020 Plan	2021 Plan	2022 Plan
<b>Revenue:</b>					
Property Taxes	\$216,703	\$226,240	\$236,227	\$246,653	\$257,499
User Fees	100,786	104,224	107,693	111,350	115,168
Sales of Services	39,246	39,572	40,092	40,599	41,116
Gaming Revenue	16,500	16,500	16,500	16,500	16,500
Investment Income	14,694	15,103	15,420	16,326	17,574
Payments In Lieu Of Taxes	14,245	14,729	15,171	15,641	16,126
Other Revenue	11,031	11,208	11,506	11,814	12,132
Licenses And Permits	10,749	10,626	10,832	11,053	11,279
Grant Revenue	7,817	7,799	7,901	8,035	8,171
Developer Contributed Assets	47,410	33,360	33,360	33,360	33,360
Development Cost Charges	31,638	19,775	14,987	15,595	12,430
Other Capital Funding Sources	11,275	11,825	11,125	11,125	11,125
	<b>522,094</b>	<b>510,961</b>	<b>\$520,814</b>	<b>\$538,051</b>	<b>\$552,480</b>
<b>Expenses:</b>					
Community Safety	\$102,136	\$102,569	\$105,425	\$108,980	\$112,580
Engineering and Public Works	72,540	66,972	68,232	69,722	71,268
Community Services	66,273	63,298	65,966	68,627	70,641
Finance and Corporate Services	28,362	24,761	25,511	26,534	27,607
Fiscal	22,196	19,222	18,988	18,552	18,088
Debt Interest	1,679	1,677	1,677	1,677	1,677
Corporate Administration	10,270	10,149	10,433	10,791	11,162
Planning and Development Services	16,545	16,165	16,714	17,418	18,158
Utility Budget					
Water Utility	42,161	43,353	44,955	46,645	48,407
Sanitary Sewer Utility	31,930	33,105	34,700	36,415	38,227
Sanitation and Recycling	16,369	16,701	17,294	18,245	19,261
Library	10,758	10,900	11,175	11,523	11,885
Richmond Olympic Oval Corporation	16,211	16,535	16,866	17,203	17,547
	<b>437,430</b>	<b>425,407</b>	<b>437,936</b>	<b>452,332</b>	<b>466,508</b>
<b>Annual Surplus</b>	<b>\$84,664</b>	<b>\$85,554</b>	<b>\$82,878</b>	<b>\$85,719</b>	<b>\$85,972</b>
<b>Transfers:</b>					
Debt Principal	\$4,761	\$4,951	\$5,149	\$5,355	\$5,570
Transfer To Reserves	66,999	69,700	71,963	74,325	76,792
Transfer To (From) Surplus	(31,579)	(3,551)	(1,871)	(1,807)	(1,076)
Capital Expenditures - Current Year	172,797	133,716	104,938	86,131	97,484
Capital Expenditures - Prior Years	257,680	224,878	179,784	137,746	104,968
Capital Expenditures - Developer Contributed Assets	47,410	33,360	33,360	33,360	33,360
Capital Expenditures - Richmond Public Library	892	892	892	892	892
Capital Expenditures - Richmond Olympic Oval Corporation	1,362	-	-	-	-
Capital Funding	(435,658)	(378,392)	(311,337)	(250,283)	(232,018)
<b>Transfers/Amortization offset:</b>	<b>\$84,664</b>	<b>\$85,554</b>	<b>\$82,878</b>	<b>\$85,719</b>	<b>\$85,972</b>
<b>Balanced Budget</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>Tax Increase</b>	<b>3.30%</b>	<b>2.99%</b>	<b>2.98%</b>	<b>2.95%</b>	<b>2.99%</b>

\* 2018 Amended Budget includes approved one-time expenditures and carryforwards funded by rate stabilization accounts. The projections for 2019 through 2022 are base budgets to deliver the same level of service and do not include estimates of carryforwards or one-time expenditures that may be approved in future years.

**SCHEDULE B:**

<b>CITY OF RICHMOND</b> <b>CONSOLIDATED 5 YEAR AMENDED FINANCIAL PLAN</b> <b>CAPITAL FUNDING SOURCES (2018-2022)</b> (In \$000's)					
	2018 Amended Budget	2019 Plan	2020 Plan	2021 Plan	2022 Plan
<b>DCC Reserves</b>					
Drainage DCC	\$-	\$1,154	\$97	\$97	\$-
Park Development DCC	4,173	4,421	2,586	2,257	2,210
Park Land Acquisition DCC	5,964	5,964	5,964	5,400	3,237
Roads DCC	19,274	6,305	5,739	5,505	5,123
Sanitary DCC	588	1,223	103	1,436	150
Water DCC	1,645	708	498	900	1,710
<b>Total DCC</b>	<b>\$31,644</b>	<b>\$19,775</b>	<b>\$14,987</b>	<b>\$15,595</b>	<b>\$12,430</b>
<b>Statutory Reserves</b>					
Affordable Housing	\$1,426	\$625	\$625	\$625	\$625
Arts Culture Heritage	3,645	-	-	-	-
Capital Building and Infrastructure	33,451	1,000	-	1,311	-
Capital Reserve	16,418	52,162	39,262	17,061	31,470
Capstan Station	3,500	-	-	-	-
Child Care	242	60	60	60	60
Drainage Improvement	17,713	16,213	14,538	14,213	15,234
Equipment Replacement	4,340	4,080	1,237	2,951	3,480
Neighbourhood Improvement	-	94	-	-	-
Public Art Program	1,073	464	100	100	100
Sanitary Sewer	10,530	6,697	6,367	6,634	5,140
Waterfront Improvement	-	1,000	-	-	-
Watermain Replacement	11,792	10,385	8,632	8,849	10,209
<b>Total Statutory Reserves</b>	<b>\$104,130</b>	<b>\$92,780</b>	<b>\$70,821</b>	<b>\$51,804</b>	<b>\$66,318</b>
<b>Rate Stabilization</b>					
Rate Stabilization	\$8,049	\$-	\$-	\$-	\$-
<b>Total Rate Stabilization</b>	<b>\$8,049</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>Other Sources</b>					
Enterprise Fund	\$100	\$550	\$550	\$550	\$550
Grant and Developer Contribution	12,025	11,825	11,125	11,125	11,125
Other Sources	13,718	6,835	5,556	5,186	5,191
Sewer Levy	643	-	-	-	-
Solid Waste and Recycling	300	300	300	300	300
Water Levy	2,188	1,650	1,600	1,570	1,570
<b>Total Other Sources</b>	<b>\$28,974</b>	<b>\$21,160</b>	<b>\$19,131</b>	<b>\$18,731</b>	<b>\$18,736</b>
<b>Total Capital Program</b>	<b>\$172,797</b>	<b>\$133,715</b>	<b>\$104,939</b>	<b>\$86,130</b>	<b>\$97,484</b>

**SCHEDULE C:**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR AMENDED FINANCIAL PLAN (2018-2022)  
STATEMENT OF POLICIES AND OBJECTIVES**

**Revenue Proportions By Funding Source**

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

**Objective:**

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

**Policies:**

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

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2018.

**Table 1:**

<b>Funding Source</b>	<b>% of Total Revenue</b>
Property Taxes	50.2%
User Fees	23.3%
Sales of Services	9.1%
Gaming Revenue	3.8%
Investment Income	3.4%
Payments in Lieu Of Taxes	3.3%
Licenses and Permits	2.5%
Grants	1.8%
Other	2.6%
Total Operating and Utility Funding Sources	100.0%



**SCHEDULE C (CONT'D):**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR AMENDED FINANCIAL PLAN (2018-2022)  
STATEMENT OF POLICIES AND OBJECTIVES**

**Distribution of Property Taxes**

Table 2 provides the 2018 distribution of property tax revenue among the property classes.

**Objective:**

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

**Policies:**

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

**Table 2:** (based on the 2018 Completed Roll figures)

Property Class	% of Tax Burden
Residential (1)	56.2%
Business (6)	35.1%
Light Industry (5)	6.8%
Others (2,4,8 & 9)	1.9%
Total	100.0%

**Permissive Tax Exemptions**

**Objective:**

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

**Policy:**

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



# City of Richmond

## Report to Committee

**To:** Finance Committee

**Date:** September 10, 2018

**From:** Jerry Chong  
Director, Finance



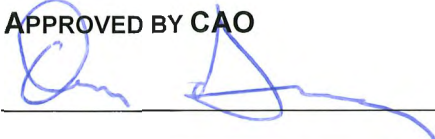
**File:** 03-0925-02-01/CL Vol.  
02

**Re:** Permissive Exemption (2019) Bylaw No. 9893 RTC

### Staff Recommendation

That Permissive Exemption (2019) Bylaw No. 9893 be introduced and given first, second and third readings.

Jerry Chong  
Director, Finance  
(604-276-4064)  
Att. (1)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	



## **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, which has been consistently applied since 1977. The exemption bylaw must be adopted by October 31 of each year to be effective for the following year.

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

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

### **Analysis**

Owners of exempted properties in 2018 were contacted and verified of their eligibility for exemptions in the coming year. Changes to the 2019 bylaw are listed in Attachment 1.

New applications for Council consideration are:

#### **1. Gardens Children's Centre**

The City owned property at 10640 No. 5 Road was leased to Society of Richmond Children's Centres in 2018 to be operated as a child care facility. This tenant qualifies for permissive exemption under Council Policy 3561 as a City-owned property leased to a non-profit organization.

#### **2. Seasong Child Care Centre**

The City owned property at 10380 No. 2 Road was leased to the YMCA of Greater Vancouver in 2018 to be operated as a child care facility. This tenant qualifies for permissive exemption under Council Policy 3561 as a City-owned property leased to a non-profit organization.

#### **3. Richmond Society For Community Living**

The property at 5728 Woodward's Road was purchased in 2018 by the Richmond Society for Community Living. The property is licensed under the Community Care and Assisted Living Act and qualifies for a permissive exemption under section 224(2)(j) of the Community Charter.

Amendments to Permissive Tax Exemption Bylaw:

## St. Edward Anglican Church

In 2017, the Parish of St. Edward had applied for a 2018 permissive exemption for their St. Edward Anglican Church property at 10111 Bird Road. The property was granted a 2018 permissive tax exemption. It has come to the attention of the City that the property was sold by the Parish of St. Edward in late 2017 and that the property no longer qualifies for the statutory tax exemption set out in section 220(1)(h)[(i) no longer a property set apart or used for public worship and; (ii) no longer owned by a religious organization].

The City notified BC Assessment of the change in ownership and use of this property and resulting non-qualification for the statutory exemption. BC Assessment confirmed that it would ensure the property is taxable for 2018. Once the City receives confirmation from BC Assessment that the property is no longer exempt, the City will deliver a retroactive tax bill to the new owner.

This amendment meets Council policy and administrative guidelines.

No. 5 Road Backlands

As part of the review, staff ensured that the No. 5 Road backlands met farming requirements. There were no significant changes to the farming activity on these properties since the prior year.

**Financial Impact**

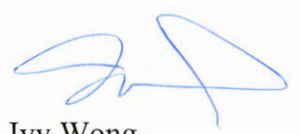
Property tax exemptions impact the City's finances by reducing the total assessed value of properties subject to taxation. This results in the City recovering the shortfall through tax increases to general taxpayers.

Church properties represent the largest number of permissively exempted properties and account for approximately \$621,000 in direct municipal taxes waived in 2018. Exempted non-City owned properties account for approximately \$156,000 in waived taxes and City owned or leased properties account for approximately \$2.16 million.

Permissive exemptions impact both municipal and other agencies' taxes. If any City owned or leased properties are not provided with a permissive exemption, the City would need to increase annual municipal taxes in order to pay property taxes to the other taxing agencies.

## **Conclusion**

Permissive exemptions are granted by Council annually to qualifying organizations that provide social benefit to the Community. Bylaw 9893 will provide tax exemptions in accordance with Provincial legislation and Council Policy.



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

IW:gjn

Att. 1: Updates to the 2019 Permissive Exemption Bylaw

ROLL NO	ORGANIZATION NAME	CIVIC ADDRESS	ADDITIONS
030-700-000	Gardens Children's Centre	10640 No. 5 Road	Schedule G
073-560-608	Seasong Child Care Centre	10380 No. 2 Road	Schedule G
099-126-002	Richmond Society For Community Living	5728 Woodward's Road	Schedule E

ROLL NO	ORGANIZATION NAME	CIVIC ADDRESS	DELETIONS
081-318-001	St. Edward Anglican Church (Parish of St. Edward)	10111 Bird Road	Schedule A



## Permissive Exemption (2019) Bylaw No. 9893

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 2019 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 2019 year.
- 1.3 Notwithstanding Sections 1.1 and 1.2 of this bylaw, no additional exemption from taxation pursuant to Section 224(2)(f) will be granted to any parcel of land for which an associated building is not exempted by the British Columbia Assessment Authority pursuant to Section 220(1)(h) of the *Community Charter*.
- 1.4 Notwithstanding Sections 1.1 and 1.2 of this bylaw, if at any point from the period commencing on the date of Council approval of this bylaw and December 31, 2019, parcels of land or portions thereof that are listed in Schedule A or Schedule B no longer qualify for the statutory tax exemption set out in section 220(1)(h) of the *Community Charter*, such parcels of land or portions thereof will be reassessed and subject to taxation for the period commencing on the date on which qualification for the statutory tax exemption ceased and December 31, 2019.

### PART TWO: TENANTED RELIGIOUS PROPERTIES PERMISSIVE EXEMPTION

- 2.1 Pursuant to Section 224(2)(g) of the *Community Charter*, the portions of land and improvements shown on Schedule C are hereby exempt from taxation for the 2019 year.



### **PART THREE: CHARITABLE AND RECREATIONAL PROPERTIES PERMISSIVE EXEMPTION**

- 3.1 Pursuant to Section 224(2)(a) of the *Community Charter*, the whole of the parcels of land shown on Schedule D are hereby exempt from taxation for the 2019 year.
- 3.2 Notwithstanding Section 3.1 of this bylaw, no additional exemption from taxation pursuant to Section 3.1 of this bylaw will be granted to any parcel of land for which an associated building is not exempted by the British Columbia Assessment Authority pursuant to Section 220(1)(i) of the *Community Charter*.
- 3.3 Pursuant to Section 224(2)(a) and Section 224(2)(j) of the *Community Charter*, the whole of the parcels of land and improvements shown on Schedule E are hereby exempt from taxation for the 2019 year.
- 3.4 Pursuant to Section 224(2)(a) and Section 224(2)(k) of the *Community Charter*, the whole of the parcels of land and improvements shown on Schedule F are hereby exempt from taxation for the 2019 year.
- 3.5 Pursuant to Section 224(2)(a) of the *Community Charter*, the whole or portions of the parcels of land and improvements shown on Schedule G are hereby exempt from taxation for the 2019 year.
- 3.6 Pursuant to Section 224(2)(i) of the *Community Charter*, the whole or portions of land and improvements shown on Schedule H are hereby exempt from taxation for the 2019 year.
- 3.7 Pursuant to Section 224(2)(d) of the *Community Charter*, the whole or portions of land and improvements shown on Schedule I are hereby exempt from taxation for the 2019 year.

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

- 4.1 Schedules A through I inclusive, which are attached hereto, form a part of this bylaw.
- 4.2 Permissive Exemption Bylaw 9730 is hereby repealed in its entirety.
- 4.3 This Bylaw is cited as **“Permissive Exemption (2019) Bylaw No. 9893”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

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CORPORATE OFFICER



## SCHEDULE A to BYLAW 9893

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>Highhouse 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> 3360 Sexsmith Road 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

## SCHEDULE A to BYLAW 9893

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> (062-050-053) 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 9893

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> (611-569-073) 10014 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 Jurgan Halbheer 10960 Ryan Road Richmond, B.C. V6A 2G4
<b>Lutheran Church Hall</b> (611-166-000) 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 Gabe Csanyi, Jonathan Csanyi, Wayne Coleman, Bruce Anstey	PID 016-718-739 Lot A Section 19 Block 4 North Range 5 West New Westminster District Plan 86178	<b>Meeting Room</b> Attn: Jonathan Csanyi 9034 187 Street Surrey, BC V4N 3N4
<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 9893

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 9893

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> (056-497-000) 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>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: Jonathan Mearns #87 – 6800 Lynas Lane Richmond, B.C. V7C 5E2

## SCHEDULE A to BYLAW 9893

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
<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> (022-454-062) 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>Vancouver International Buddhist Progress Society</b> (082-265-053) 6670 – 8181 Cambie Road	PID 018-553-532 Lot 53 Section 28 Block 5 North Range 6 West New Westminster District Plan LMS 1162 together with an interest in the common property in proportion to the unit entitlement of the strata lot.	<b>Vancouver International Buddhist Progress Society</b> 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9
<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 9893**

<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>Aga Khan Foundation Canada (The Ismaili Jamatkhana and Centre) (084-310-003) 4000 May Drive</b>	PID 029-176-263 Lot A Section 34 Block 5 North Range 6 West New Westminster District Plan EPP32741	<b>Aga Khan Foundation Canada (The Ismaili Jamatkhana and Centre) 4000 May Drive Richmond, B.C.</b>	100% of footprint of building 60,000 sq. ft. for parking	Remainder of land not exempted	100%	0%
<b>Assumption of the Blessed Virgin Mary Ukrainian Catholic Church (098-394-005) 8200 Railway Avenue Manse</b>	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 5180 Cantrell Road Richmond, B.C. V7C 3G8</b>	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 (000-821-001) 22680 Westminster Highway (Site Area 5.295 acres)</b>	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 22680 Westminster Highway Richmond, B.C. V6V 1B7</b>	42% 8,999.7 m <sup>2</sup> 2.224 acres	58% 12,427.9 m <sup>2</sup> 3.071 acres	100%	0%

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

**SCHEDULE B to BYLAW 9893**

<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>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%
<b>Canadian Martyrs Parish</b> (024-145-000) 5771 Granville Avenue N5	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%

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

**SCHEDULE B to BYLAW 9893**

<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>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%

**CNCL - 279**



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

**SCHEDULE B to BYLAW 9893**

<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>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
<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>

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

**SCHEDULE B to BYLAW 9893**

<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>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> (64-132-000) 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>
<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	PID 004-099-303 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	100% of Religious Hall 0% of Manse	100% Manse

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

**SCHEDULE B to BYLAW 9893**

<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>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>
<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	Portion of land not under church	Land under manse	0% of Manse  100% of Religious Hall	100% of Manse
<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%

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

**SCHEDULE B to BYLAW 9893**

<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>Richmond</b> <b>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%

**CNCL - 280**

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

**SCHEDULE B to BYLAW 9893**

<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>The Science of Spirituality Eco Centre</b> (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	<b>Science of Spirituality 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%

**CNCL - 281**



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

**SCHEDULE B to BYLAW 9893**

<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>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 9893**

<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%

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

**SCHEDULE B to BYLAW 9893**

<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>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>Thrangu 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>Thrangu 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>Thrangu 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>Thrangu 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%

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

**SCHEDULE B to BYLAW 9893**

<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>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> (044-438-000) 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	87.09% 6,012.32	12.91% Manse 891.68 m <sup>2</sup>	0% of Manse  100% of Religious Hall	100% of Manse 142.5 m <sup>2</sup>  0% of Religious Hall
<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 3X9	76% 2,322.58 m <sup>2</sup>	24% 740.42 m <sup>2</sup>	N/A	N/A

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

**SCHEDULE B to BYLAW 9893**

<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>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</b> 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	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</b> 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	Included in Above Calculation	Included in Above Calculation	Included in Above Calculation	Included in Above Calculation
<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</b> 8200 No 5 Road Richmond, B.C. V6Y 2V4	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>



## RELIGIOUS PROPERTIES

## SCHEDULE C to BYLAW 9893

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	TENANTS MAILING ADDRESS
(057-614-000) 200 – 7451 Elmbridge Way	PID 007-501-129 Lot 87 Section 5 Block 4 North Range 6 West New District Plan 36964	That portion of the property occupied by the Richmond Emmanuel Church	<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> Box 32362 Domestic Terminal RPO Richmond, B.C. V7B 1W2

CNCL - 287

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

**SCHEDULE D to BYLAW 9893**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>OWNER/HOLDER'S MAILING ADDRESS</b>
(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

**CNCL - 288**

**SCHEDULE E to BYLAW 9893**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>OWNER/HOLDER'S MAILING ADDRESS</b>
(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
(099-371-000) 4211 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> 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
(082-199-000) 9020 Bridgeport	PID 002-672-855 Block 5 North Range 6 West New Westminster District Plan 60997 Parcel B, Section 27/28, REF 60997	<b>0952590 BC Ltd.</b> <b>Richmond Lion's Manor</b> 400 – 13450 102 <sup>nd</sup> Avenue Surrey BC V3T 0H1
(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

**SCHEDULE E to BYLAW 9893**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>OWNER/HOLDER'S MAILING ADDRESS</b>
(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) 4533 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
(099-126-002) 5728 Woodwards Road	PID 027-789-471 Lot A Section 25 Block 4 North Range 7 West New Westminster District Plan BCP39662	<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
(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

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

**SCHEDULE E to BYLAW 9893**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>OWNER/HOLDER'S MAILING ADDRESS</b>
(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>Trehouse Learning Centre</b> Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
084-988-041 10411 Odlin Road	PID 017-418-780 Lot 141 Section 35 Block 5 North Range 6 West New Westminster District Plan LMP942	<b>Turning Point Recovery Society</b> Suite 260 – 7000 Minoru Blvd. Richmond, BC V6Y 3Z5

**CNCL - 291**



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

**SCHEDULE F to BYLAW 9893**

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

**CNCL - 292**

**SCHEDULE G to BYLAW 9893**

<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>
(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
(059-905-125) 8300 Cook Road	PID 023-800-496 Strata Lot 125 Section 9 Block 4 North Range 6 West New Westminster District Strata Plan LMS2845 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1	100% that is occupied by Society of Richmond Children's Centres	<b>Cook Road Children's Centre</b> Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(011-892-000) 23591 Westminster Highway	PID 028-376-650 Lot B Section 36 Block 5 North Range 4 West New Westminster District Plan BCP46528	That portion of the property occupied by Richmond Children's Centres	<b>Cranberry Children's Centre</b> Society of Richmond Children's Centres 23591 Westminster Highway Richmond, B.C.
(094-391-000) 7611 Langton Road	PID 004-700-368 Lot 11 Section 13 Block 4 North Range 7 West NWD Plan 19107	100%	<b>Development Disabilities Association</b> 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(030-700-000) 10640 No. 5 Road	PID 028-631-595 Lot F Section 31 Block 4 North Range 5 West New Westminster District Plan EPP12978	That portion of property occupied by Richmond Children's Centres	<b>Gardens Children's Centre</b> Society of Richmond Children's Centres 4033 Stolberg Street Richmond, B.C. V6X 3N7

CNCL - 293

**SCHEDULE G to BYLAW 9893**

<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>
(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% of land and improvements leased to Richmond Caring Place or 8,038 sq.m. as indicated in LMP 12594	<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
(077-813-000) 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
(073-560-608) 10380 No. 2 Road	PID 029-631-408 Lot 2 Section 31 Block 4 North Range 6 West New Westminster District Plan EPP49229	That portion of property occupied by YMCA of Greater Vancouver	<b>Seasong Child Care Centre</b> YMCA of Greater Vancouver 955 Burrard Street Vancouver, B.C. V6Z 1Y2
(093-050-002) 6011 Blanshard Drive	PID 019-052-685 Lot 2 Section 10 Block 4 North Range 7 West New Westminster District Plan LMP19283	100% that is occupied by Society of Richmond Children's Centres	<b>Terra Nova Children's Centre</b> Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(084-195-000) 4033 Stolberg Street	PID 028-745-540 Section 34 Block 4 North Range 6 West New Westminster District Plan BCP49848 Air Space Parcel 3	100% that is occupied by Society of Richmond Children's Centres	<b>West Cambie Child Care Centre</b> Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2

**SCHEDULE G to BYLAW 9893**

<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>
(057-600-003) 650-5688 Hollybridge Way	PID 030 085 489 Section 5 Block 4 North Range 6 West NWD Plan EPP65030 Air Space Parcel 1	100%	<b>Willow Early Care and Learning Centre</b> Atira Women's Resource Society #201 – 190 Alexander Street, Vancouver, B.C. V6A 1B5

**SCHEDULE H to BYLAW 9893**

<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>
(057-902-804) 2005 – 6111 River Road	PID 027-090-434 Lot 8 Section 6 Block 4 North Range 6 West New Westminster District Plan BCP30383	That portion of the property occupied by Canadian Sport Institute Pacific Society	<b>Canadian Sport Institute Pacific Society</b> 2005 – 6111 River Road Richmond, BC V7C 0A2
(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
(051-521-010) 1155 Dyke Road	PID 014-924-781 Dedicated Park Plan 565772		<b>Girl Guides of Canada</b> 1476 West 8th Avenue Vancouver, BC V6H 1E1
(083-465-000) 7410 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
(083-218-000) 7400 River Road (Unit 140)	PID 003-752-534 Lot 20 Section 32 Block 5 North Range 6 West New Westminster District Plan 40727	That portion of the property occupied by Richmond Gymnastics Association	<b>Richmond Gymnastics Association</b> Unit 140 – 7400 River Road Richmond B.C. V6Y 2C1



**SCHEDULE H to BYLAW 9893**

<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>
(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
(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
(083-218-000) 7400 River Road (Unit 140)	PID 003-752-534 Lot 20 Section 32 Block 5 North Range 6 West New Westminster District Plan 40727	That portion of the property occupied by Richmond Rod and Gun Club	<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

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**SCHEDULE H to BYLAW 9893**

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(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

**SCHEDULE H to BYLAW 9893**

<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
(03968-086) 1414 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
(03969-003) 14360 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

SCHEDULE H to BYLAW 9893

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(057-561-001) 5900 Minoru Boulevard	Lot A Section 5 Block 4 North 6 West New Westminster District Plan BCP45912	That portion of the property occupied by City Centre Community Centre	<b>City of Richmond</b> 6911 No. 3 Road Richmond, B.C. V6Y 2C1

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# City of Richmond

## Report to Committee

**To:** Finance Committee

**Date:** September 6, 2018

**From:** Jerry Chong  
Director, Finance

**File:** 03-1240-01/2018-Vol  
01

**Re:** Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9897

### Staff Recommendation

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9897 be introduced and given first, second and third readings.

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

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Administration & Compliance	<input checked="" type="checkbox"/>	 <hr/>
Arts, Cultural & Heritage Administration	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Business Licences	<input checked="" type="checkbox"/>	
City Clerk	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
Fire Rescue	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 



## Staff Report

### Origin

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

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

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

### Analysis

The Vancouver Consumer Price Index (CPI) increase for 2019 is projected to be 2.2%. In the original bylaw, all adjusted fees greater than \$100 are rounded up to the nearest \$1, adjusted fees less than \$100 are rounded up to the nearest \$0.25 and adjusted fees less than \$1 are rounded up to the nearest \$0.05. This minimizes the number of transactions requiring small coinage.

All rates in the attached Amendment Bylaw No. 9897 are effective January 1, 2019 and have been adjusted for the proposed 2.2% increase, with the following changes to the schedules at the request of the respective stakeholders:

- Schedule – Archives & Records
  - Photocopying and printing fees remain unchanged at \$0.35 per page for black and white copies and \$0.50 per page for colour copies. This ensures that charges do not become unaffordable for the general public.
- Schedule – Filming Application and Fees
  - Use of Fire Hydrant fees were removed and referenced appropriately in the Waterworks and Water Rates Bylaw No. 5637 as City fire hydrants fall under the responsibilities of water services.
- Schedule – Garden City Lands Soils Deposit Fees
  - All fees in this schedule remain unchanged as the fees were instituted in late 2018.

- Schedule – Property Tax Billing Information
  - It is proposed that the tax apportionment fee remain unchanged at \$35 per subdivided folio. Keeping the rate at \$35 will bring the fee in line with other municipalities.
- Schedule – RCMP Documentation Fees
  - It is proposed that the volunteer criminal record checks fee for volunteering outside of the City be reduced from \$27.75 to \$25.00 in order to bring the fee in line with other municipalities.
- Schedule – Watercourse Protection and Crossing
  - All fees in this schedule related to the riparian management area remain unchanged as the fees were instituted in late 2018.

### **Financial Impact**

Fee increases assist in offsetting the increased costs associated with each respective service. It is estimated that an increase of 2.2% will generate approximately \$220,000 in additional revenue.

### **Conclusion**

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9897 be introduced and given first, second and third readings.



Cindy Szutu  
Manager, Utility & Tax Projects  
(604-204-8680)

CS:cs



**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9897**

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended by deleting, in their entirety, the schedules attached to Bylaw No. 8636, as amended, and substituting the schedules attached to and forming part of this Bylaw.
2. This Bylaw comes into force and effect on January 1, 2019.
3. This Bylaw is cited as **"Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9897"**.

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	\$42.50

**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	\$49.00
Non-neutered male or unspayed female dog	\$147.00
Dangerous Dog*	\$602.00
<b>2nd time in any calendar year</b>	
Neutered male or spayed female dog	\$96.50
Non-neutered male or unspayed female dog	\$304.00
Dangerous Dog*	\$1,199.00
<b>3rd time and subsequent times in any calendar year</b>	
Neutered male or spayed female dog	\$304.00
Non-neutered male or unspayed female dog	\$602.00
Dangerous Dog*	\$1,199.00
Bird	\$7.25
Domestic farm animal	\$72.50
<i>Impoundment fee also subject to transportation costs</i>	
Other animal	\$36.75
<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	\$15.50
Cat	\$15.50
Bird	\$4.25
Domestic farm animal	\$36.75
Other animal	\$12.50

*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>
<b><u>Copying Records</u></b>		
<i>Note: careful consideration will be given to requests for copying of fragile archival records. The City will not copy records if there is the possibility that an original record could be damaged during the copying process.</i>		
Photocopying and printing (First 4 pages free)	\$0.35 \$0.50	per b+w page per colour page
Scanned electronic copy of a paper record	\$0.25	per b+w or colour page
Microfilm printing	\$0.50	per page
Digitization of audio recording	\$10.25	per audio file
<b><u>Photograph Reproductions</u></b>		
Scanned image (each)	\$19.25	



**Archives  
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	\$31.25
Each year greater than 5 years	\$7.25

**Archives and Records  
Preliminary Site Investigation**

<b>Description</b>	<b>Fee</b>
Active Records Check Survey (per civic address searched)	\$243.00

**Archives  
Mail Orders**

<b>Description</b>	<b>Fee</b>
Mail orders	\$7.25

**Archives  
Research Service Fee**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
Commercial Research Service Fee	\$48.25	per hour

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

**SCHEDULE – BILLING AND RECEIVABLES**

**Billing and Receivables  
Receivables Fees**

<b>Description</b>	<b>Fee</b>
Administrative charges for receivable projects undertaken for arm's length third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	\$36.25

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

Section 3.1.2(c), 3.2.3

<b>Description</b>	<b>Fee</b>
Application for order under section 901 of <i>Local Government Act</i> [Variance or exemption to relieve hardship]	\$693.00
Application for order under section 901.1 of <i>Local Government Act</i> [Exemption to relieve hardship from early termination of land use contract]	\$693.00
Application for order under section 902 of <i>Local Government Act</i> [Extent of damage preventing reconstruction as non-conforming use]	\$693.00
Fee for notice of new hearing due to adjournment by applicant	\$162.00

**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 m <sup>2</sup> in size; In-ground Swimming Pools & Demolitions	\$183.00
Move-Offs; Single or Two Family Dwelling Construction	\$183.00
Combined Demolition & Single or Two Family Dwelling Construction	\$183.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	\$243.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	\$243.00
Each additional inspection as required	\$91.00

**SCHEDULE – BUILDING REGULATION****Building Regulation Bylaw No. 7230****Plan Processing Fees****Section 5.4**

<b>Description</b>	<b>Fee</b>
For a new one family dwelling	\$663.00
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>	\$76.00
For a sewage holding tank	\$155.00

**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)	\$76.00
Exceeding \$1,000.00 up to \$100,000.00	\$76.00
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i> *Plus	\$12.00
Exceeding \$100,000.00 to \$300,000.00	\$1,264.00
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i> **Plus	\$11.25
Exceeding \$300,000.00	\$3,514.00
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i> ***Plus	\$9.25

*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

<b>Description</b>	<b>Fee</b>
Nil to \$1,000.00 (minimum fee)	\$76.00
Exceeding \$1,000.00 up to \$100,000.00	\$76.00
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i>	<i>*Plus \$12.25</i>
Exceeding \$100,000.00 up to \$300,000.00	\$1,288.75
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i>	<i>**Plus \$11.50</i>
Exceeding \$300,000.00	\$3,588.75
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i>	<i>***Plus \$9.50</i>

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

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

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

<b>Description</b>	<b>Construction Value</b>	<b>Units</b>
(i) new construction of first storey	\$1,269.00	per m <sup>2</sup>
(ii) new construction of second storey	\$1,170.00	per m <sup>2</sup>
(iii) garage	\$650.00	per m <sup>2</sup>
(iv) decks or porches	\$536.00	per m <sup>2</sup>
(v) interior finishing on existing buildings	\$600.00	per m <sup>2</sup>
(vi) additions	\$1,269.00	per m <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

<b>Description</b>	<b>Fee</b>
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$136.00
Building Permit Fee for Temporary Building for Occupancy	\$602.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$91.00
(b) for the fourth inspection	\$125.00
(c) for the fifth inspection	\$243.00
<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	\$136.00
(b) outside the City's normal business hours	\$530.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus \$136.00</i>
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>	\$76.00
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>	\$76.00
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$136.00
(b) outside the City boundaries when travel is by City vehicle	\$136.00
<i>** per km travelled</i>	<i>**Plus \$3.25</i>

*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

<b>Description</b>	<b>Fee</b>
Provisional Occupancy Inspection Fee (per building permit inspection visit)	\$304.00
Provisional Occupancy Notice Extension Fee	\$482.00
Building Demolition Inspection Fee for each building over 50 m <sup>2</sup> in floor area	\$475.00
Sewage Holding Tank Permit Fee	\$304.00
<u>Use of Equivalents Fees:</u>	
(a) each report containing a maximum of two separate equivalents	\$661.00
(b) for each equivalent greater than two contained in the same report	\$272.00
(c) for an amendment to an original report after the acceptance or rejection of the report	\$136.00
(d) for Air Space Parcels (treating buildings as one building)	\$2,356.00

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

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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Domestic Installation – <b>one family dwelling</b> (a)	\$76.00	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$28.50	
Domestic/Commercial/Industrial Installations – <b>two family dwellings</b> , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$76.00	
(b) appliance input exceeding 29 kW	\$125.00	
<u>Special Inspection Fees:</u>		
(a) during the City's normal business hours	\$136.00	
(b) outside the City's normal business hours	\$530.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$136.00	

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

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

<b>Description</b>	<b>Fee</b>
<b>Re-Inspection Fee:</b>	
(a) for the third inspection	\$91.00
(b) for the fourth inspection	\$125.00
(c) for the fifth inspection	\$243.00
<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)	\$76.00
<b>Piping alteration – for existing appliances</b>	
First 30 metres of piping	\$76.00
Each additional 30 metres or part thereof	\$28.50
Gas permit transfer or assignment fee (a)	\$76.00
<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)	\$76.00
<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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<b>Plumbing</b>		
(a) installation of each plumbing fixture	\$28.50	
(b) minimum plumbing fee	\$76.00	
(c) connection of City water supply to any hydraulic equipment	\$76.00	
<b>Sprinkler &amp; Standpipes</b>		
(a) installation of any sprinkler system	\$76.00	
<i>*per additional head</i>	*Plus \$3.75	
(b) installation of each hydrant, standpipe, hose station,	(c) \$76.00	
hose valve, or hose cabinet used for fire fighting	(d) \$28.50	
<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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$76.00	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$28.50	
<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	\$76.00	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$28.50	
(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	\$76.00	
(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	\$28.50	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	(f) \$76.00 (g) \$28.50	per item
- whichever is greater of (f) or (g)		
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$136.00	
(b) outside the City's normal business hours or each hour	\$530.00	
*for part thereof exceeding the first four hours	*Plus \$136.00	
<u>Design Modification Fees</u>		
Plan review	\$136.00	per hour
<i>Applicable to Plumbing, Sprinkler &amp; Standpipes, Water Service, and Sanitary &amp; Storm Sewers; Building Drains &amp; Water Distributions</i>		

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

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

Description	Fee
<u>Plumbing Re-Inspection Fee</u> (a) for the third inspection (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>	\$91.00 \$125.00 \$243.00
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>	\$76.00
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>	\$76.00
Provisional Plumbing Compliance Inspection Fee (per permit visit) Provisional Plumbing Compliance Notice Extension Fee Potable Water Backflow Preventer Test Report Decal	\$155.00 \$243.00 \$24.75

**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)	\$176.00
93.1 to 232.5	(1001 to 2500)	\$267.00
232.6 to 465.0	(2501 to 5000)	\$460.00
465.1 to 930.0	(5001 to 10000)	\$731.00
930.1 to 1860.1	(10001 to 20000)	\$1,295.00
1860.2 to 2790.1	(20001 to 30000)	\$1,853.00
2790.2 to 3720.2	(30001 to 40000)	\$2,417.00
3720.3 to 4650.2	(40001 to 50000)	\$2,972.00
4650.3 to 5580.3	(50001 to 60000)	\$3,536.00
5580.4 and over	(60001 and over)	\$4,007.00
Food Primary Liquor Licence Fee		\$366.00
Mobile Vendors (Food) Fee (per vehicle)		\$85.25

**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	\$553.00
31 to 60	\$1,099.00
61 to 90	\$1,648.00
91 to 120	\$2,198.00
121 to 150	\$2,740.00
151 to 180	\$3,288.00
181 to 210	\$3,833.00
211 and over	\$4,007.00



**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	\$143.00
6 to 10	\$238.00
11 to 15	\$341.00
16 to 25	\$506.00
26 to 50	\$731.00
51 to 100	\$1,056.00
101 to 200	\$1,489.00
201 to 500	\$2,148.00
501 to 1000	\$3,243.00
1001 and over	\$4,007.00

*\*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	\$170.00
6 to 10	\$262.00
11 to 25	\$444.00
26 to 50	\$721.00
51 to 100	\$1,268.00
101 to 200	\$1,814.00
201 to 300	\$2,361.00
301 to 400	\$2,904.00
401 to 500	\$3,445.00
501 and over	\$4,007.00

**Business Licence Bylaw No. 7360**  
**Bed & Breakfast Use**

<b>Description</b>	<b>Fee</b>
Bed & Breakfast Business License	\$170.00

**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	\$143.00
6 to 10	\$244.00
11 to 15	\$356.00
16 to 25	\$523.00
26 to 50	\$748.00
51 to 100	\$1,085.00
101 to 200	\$1,521.00
201 to 500	\$2,203.00
501 to 1000	\$3,315.00
1001 and over	\$4,007.00

*\*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)	\$143.00
93.1 to 232.5	(1001 to 2500)	\$225.00
232.6 to 465.0	(2501 to 5000)	\$412.00
465.1 to 930.0	(5001 to 10000)	\$691.00
930.1 to 1860.1	(10001 to 20000)	\$1,250.00
1860.2 to 2790.1	(20001 to 30000)	\$1,815.00
2790.2 to 3720.2	(30001 to 40000)	\$2,369.00
3720.3 to 4650.2	(40001 to 50000)	\$2,926.00
4650.3 to 5580.3	(50001 to 60000)	\$3,488.00
5580.4 and over	(60001 and over)	\$4,007.00

**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	\$170.00
6 to 10	\$280.00
11 to 15	\$390.00
16 to 25	\$553.00
26 to 50	\$776.00
51 to 100	\$1,099.00
101 to 200	\$1,538.00
201 to 500	\$2,191.00
501 to 1000	\$3,282.00
1001 and over	\$4,007.00

*\*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	\$143.00
(2) Per vehicle licence fee*	
<i>based on the number of vehicles</i>	
CLASS "A" Taxicab	\$132.00
CLASS "B" Limousine	\$85.25
CLASS "C" Sightseeing Taxicab	\$132.00
CLASS "D" Airport Taxicab	\$132.00
CLASS "E" Private Bus	\$132.00
CLASS "I" Charter Minibus	\$132.00
CLASS "J" Rental Vehicle	
Group 1	\$17.00
Group 2	\$85.25
CLASS "K" Driver Training Vehicle	\$63.75
CLASS "M" Tow-Truck	\$132.00
CLASS "N" Taxicab for Persons with Disabilities	\$132.00
CLASS "P" Pedicab	\$132.00

**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>	\$4,007.00
Transferring a Vehicle for Hire Licence within any calendar year	\$49.25
Replacing a Vehicle for Hire Licence plate or decal	\$15.00

**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)	\$32.00
Group 2 (per machine)	\$44.50
Group 3 (per machine)	\$10.00
Banking Machine licence fee (per machine)	\$137.00
Amusement Machine licence fee (per machine)	\$32.00

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

<b>Description</b>	<b>Fee</b>
Adult entertainment establishment licence	\$4,007.00
Casino	\$6,339.00
<u>Body-Painting Studio</u>	
Studio licence	\$4,007.00
Each body-painting employee	\$143.00
<u>Body-Rub Studio</u>	
Studio licence	\$4,007.00
Each body-rub employee	\$143.00
<u>Escort Service</u>	
Escort service licence	\$4,007.00
Each escort employee	\$143.00

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

<b>Description</b>	<b>Fee</b>
Farmer's market licence	\$143.00

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

<b>Description</b>	<b>Fee</b>
Requests for comfort letters (includes GST) per address/business	\$63.50
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	\$49.25
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>	\$49.25
Licence reprint	\$12.25

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

<b>Description</b>	<b>Fee</b>
Annual permit	\$122.00



**SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEES**

## Community Bylaws Documentation Fees

<b>Description</b>	<b>Fee</b>
Requests for Comfort Letters (+ GST) per civic address & per unit	\$60.00

**SCHEDULE – DEMOLITION WASTE AND RECYCLABLE MATERIALS****Demolition Waste and Recyclable Materials Bylaw No. 9516**

## Section 4.1

<b>Description</b>	<b>Fee</b>
Application Fee	\$268.00 per waste disposal and recycling services plan submission
Waste Disposal and Recycling Service Fee	\$2.50 per square feet of structure to be demolished

**SCHEDULE – DEVELOPMENT APPLICATION FEES****Zoning Amendments No. 8951**

<b>Section</b>	<b>Application Type</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	\$1,857.00	Not Applicable
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS) No lot size policy applicable Requiring a new or amended lot size policy *plus all associated public notification costs	\$2,360.00 \$2,949.00	Not Applicable Not Applicable
Section 1.2.1	Zoning Bylaw Designation Amendment for 'site specific zones'	\$3,537.00	For residential portion of development: - \$45.00 per dwelling unit for first 20 dwelling units and \$23.00 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$29.00 per 100 m <sup>2</sup> of building area for the first 1,000 m <sup>2</sup> and \$18.00 per 100 m <sup>2</sup> thereafter
	Zoning Bylaw Designation Amendment for all other zoning districts	\$2,360.00	For residential portion of development: - \$23.00 per dwelling unit for first 20 dwelling units and \$12.00 per dwelling unit for each subsequent dwelling unit  For non-residential building area: - \$18.00 per 100 m <sup>2</sup> of building area for the first 1,000 m <sup>2</sup> and \$7.00 per 100 m <sup>2</sup> thereafter
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	\$890.00	\$890.00 for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	\$1,184.00	Not Applicable

**Official Community Plan Amendments No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	\$3,537.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment <i>for second public hearing</i>	\$890.00	\$890.00 for each subsequent Public Hearing required

**Development Permits No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.4.1	Development Permit for other than a Development Permit referred to in Sections 1.4.2 and 1.4.3 of the Development Application Fees No. 8951	\$1,772.00	\$589.00 for the first 464.5 m <sup>2</sup> of gross floor area plus: - \$122.00 for each additional 92.9 m <sup>2</sup> or portion of 92.9 m <sup>2</sup> of gross floor area up to 9,290 m <sup>2</sup> , plus  - \$24.00 for each additional 92.9 m <sup>2</sup> or portion of 92.9 m <sup>2</sup> of gross floor area over 9,290 m <sup>2</sup>
Section 1.4.2	Development Permit for Coach House or Granny Flat	\$1,133.00	Not Applicable
Section 1.4.3	Development Permit, which includes property: (a) designated as an Environmentally Sensitive Area (ESA); or (b) located within, or adjacent to the Agricultural Land Reserve (ALR)	\$1,772.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	\$596.00	Not Applicable
Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	\$1,184.00	Not Applicable

**Development Variance Permits No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.5.1	Development Variance Permit	\$1,772.00	Not Applicable

**Temporary Use Permits No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.6.1	Temporary Use Permit	\$2,360.00	Not Applicable
	Temporary Use Permit Renewal	\$1,184.00	Not Applicable

**Land Use Contract Amendments No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.7.1	Land Use Contract Amendment	\$1,133.00	Not Applicable

**Liquor-Related Permits No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.8.2 (a)	Licence to serve liquor under the Liquor Control and Licensing Act and Regulations; or change to existing license to serve liquor	\$596.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	\$315.00	Not Applicable

**Subdivision and Consolidation of Property No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.9.1	Subdivision of property that does not include an air space subdivision or the consolidation of property	\$890.00	\$122.00 for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	\$303.00	\$303.00 for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	\$890.00	(In addition to the application fee for the subdivision)
Section 1.9.4	Air Space Subdivision	\$6,928.00	\$171.00 for each air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	\$122.00	Not Applicable

**Strata Title Conversion of Existing Building No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	\$2,360.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings	\$3,537.00	Not Applicable

**Phased Strata Title Subdivisions No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.11.1	Phased Strata Title	\$596.00 for first phase	\$596.00 for each additional phase

**Servicing Agreements and Latecomer Fees No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.12.1	Servicing Agreement	Processing fee of \$1,184.00	Subject to Section 1.12.2 of Development Application Fees Bylaw No.8951, an inspection fee of 4% of the approved off-site works and services
Section 1.12.3	Latecomer Agreement	\$5,655.00	Not Applicable

**Civic Address Changes No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	\$303.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	\$303.00	Not Applicable
	Civic Address change due to personal preference	\$1,184.00	Not Applicable



**Telecommunication Antenna Consultation and Siting Protocol No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.14.1	Telecommunication Antenna Consultation and Siting	\$2,360.00	Not Applicable

**Heritage Applications No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.15.1 (a)	<u>Heritage Alteration Permit</u> No Development Permit or Rezoning application With Development Permit or Rezoning application	\$259.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable
Section 1.15.1 (b)	<u>Heritage Revitalization Agreement</u> No Development Permit or Rezoning application With Development Permit or Rezoning application	\$259.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable

**Administrative Fees No. 8951**

## Section 1.16

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.16.1	Change in property ownership or authorized agent	\$303.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	\$57.00	Not Applicable
Section 1.16.3	Submission of new information that results in any of the following changes: (a) increase in proposed density; or (b) addition or deletion of any property associated with the application	\$303.00	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	\$63.25 per legal plan	Not Applicable
Section 1.16.5	Site Profile submission	\$63.25 per site profile	Not Applicable
Section 1.16.6	Amendment To or Discharge of Legal Agreement that does not require City Council approval	\$303.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment To or Discharge of Legal Agreement that requires City Council approval	\$1,184.00 per legal agreement	Not Applicable
Section 1.16.8	Additional Landscape inspection because of failure to comply with City requirements	\$128.00 for second inspection	\$128.00 for each additional inspection required
Section 1.16.9	Preparation of Information Letter (Comfort Letter) for general land use	\$74.00 per property	Not Applicable
Section 1.16.10	Preparation of Information Letter (Comfort Letter) for building issues	\$74.00 per property	Not Applicable

**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	\$83.25
Prior to March 1 <sup>st</sup> of the year for which the application is made	\$59.75
<u>Dog – Neutered or spayed</u>	
Normal Fee	\$36.25
Prior to March 1 <sup>st</sup> of the year for which the application is made	\$24.25
For seniors who are 65 years of age or older that have paid prior to March 1 <sup>st</sup> of the year for which the application is made	\$12.25
<u>Dangerous Dog – Not neutered or spayed</u>	
Normal Fee	\$297.00
Prior to March 1 <sup>st</sup> of the year for which the application is made	\$239.00
<u>Dangerous Dog – Neutered or spayed</u>	
Normal Fee	\$239.00
Prior to March 1 <sup>st</sup> of the year for which the application is made	\$180.00
For seniors who are 65 years of age or older that have paid prior to March 1 <sup>st</sup> of the year for which the application is made	\$89.75
Replacement tag*	\$7.00
<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>	

**SCHEDULE – DONATION BIN REGULATION****Donation Bin Regulation Bylaw No. 9502****Section 2.1.3**

<b>Description</b>	<b>Fee</b>
Annual Permit Fee	\$109.00 per donation bin
Damage Deposit Fee	\$1,044.00 per donation bin location to a maximum of \$3,000 per permittee

**Donation Bin Regulation Bylaw No. 9502****Section 2.2.7**

<b>Description</b>	<b>Fee</b>
Clean-up Fee	Actual Cost

**Donation Bin Regulation Bylaw No. 9502****Section 2.4**

<b>Description</b>	<b>Fee</b>
Bin Removal Fee	\$109.00 per donation bin
Bin Retrieval Fee	\$215.00 per donation bin
Storage Fee	\$16.50 per day per donation bin
Disposal Fee	\$85.50 per donation bin disposal

**SCHEDULE – EMPLOYMENT AND PAYROLL RECORDS**

<b>Description</b>	<b>Fee</b>
Fee per request	\$109.00
Photocopying fees additional	\$1.00 per page \$1.25 per page (double sided)

*Note: Employment and/or payroll record requests from Solicitors where such disclosure is authorized.*

**SCHEDULE – FILMING APPLICATION AND FEES****Filming Application and Fees Bylaw No. 8708****Administration Fees**

Section 2.1.1 and 2.1.2

<b>Description</b>	<b>Fee</b>
Application for Filming Agreement	\$205.00
Film Production Business Licence	\$136.00
Street Use Fee (100 feet/day)	\$57.00

**Filming Application and Fees Bylaw No. 8708****City Parks & Heritage Sites**

Section 2.1.1 and 2.1.2

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Major Park		
<i>Per day</i>	\$851.00	
<i>Per ½ day</i>	\$569.00	
Neighbourhood Park		
<i>Per day</i>	\$569.00	
<i>Per ½ day</i>	\$341.00	
<u>Britannia Shipyard</u>		
Filming	\$2,263.00	per day
Preparation & Wrap	\$1,133.00	per day
Per Holding Day	\$569.00	per day
City Employee		
<i>Per regular working hour</i>	\$40.50	
<i>Per hour after 8 hours</i>	\$60.00	
<u>Minoru Chapel</u>		
Filming		
<i>October through June</i>	\$2,828.00	per day
<i>July through September</i>	\$3,395.00	per day
Preparation & Wrap	\$1,133.00	per day
Per Holding Day	\$569.00	per day
City Employee		
<i>Per regular working hour</i>	\$40.50	
<i>Per hour after 8 hours</i>	\$60.00	



**Filming Application and Fees Bylaw No. 8708**  
**City Parks & Heritage Sites (cont.)**  
 Section 2.1.1 and 2.1.2

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Nature Park</u>		
Filming	\$1,133.00	per day
Preparation & Wrap	\$569.00	per day
City Employee		
<i>Per regular working hour</i>	\$23.00	
<i>Per hour after 8 hours</i>	\$34.50	
<u>Gateway Theatre</u>		
Filming	\$2,828.00	per day
Preparation & Wrap	\$1,133.00	per day
City Employee		
<i>Per regular working hour</i>	\$38.25	
<i>Per hour after 8 hours</i>	\$57.00	
<u>City Hall</u>		
Filming on regular business days	\$2,263.00	per day
Filming on weekends or statutory holidays	\$1,133.00	per day
Preparation & Wrap	\$1,133.00	per day
City Employee		
<i>Per regular working hour</i>	\$23.00	
<i>Per hour after 8 hours</i>	\$34.50	

**Filming Application and Fees Bylaw No. 8708**  
**Other Fees**  
 Section 2.1.1 and 2.1.2

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>RCMP (4-hour minimum)</u>		
Per person	\$118.00	per hour
<u>Fire Rescue (4-hour minimum)</u>		
Fire Engine	\$147.00	per hour
Fire Captain	\$101.00	per hour
Firefighter (minimum 3 firefighters)	\$83.00	per hour, per person

**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	4.3	\$24.75	
Permit Inspection, first hour	4.3	\$96.50	
Permit Inspection, subsequent hours or part thereof	4.3	\$60.75	
Attendance – open air burning without permit <i>first hour</i>	4.5.1	\$504.00	per vehicle
Attendance – open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$255.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$504.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$255.00	per vehicle
Attendance – false alarm – by Fire-Rescue - standby fee – contact person not arriving within 30 minutes after alarm <i>per hour or portion of hour Fire Dept standing by</i>	6.1.4 (b)	\$504.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Vacant premises – Richmond Fire-Rescue response	9.7.5 (a)	\$504.00	per vehicle
Vacant premises – additional personnel, consumables and damage to equipment	9.7.5 (b)	Actual cost	
Vacant premises – demolition, clean-up, etc.	9.7.5 (c)	Actual cost	
Damaged building – securing premises	9.8.1	Actual cost	
Display permit application fee, fireworks	9.14.6	\$125.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Fire Extinguisher Training	15.1.1 (h)	\$28.00	per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1 (i)	\$72.75	per address

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

<b>Description</b>	<b>Section</b>	<b>Fee</b>
Review – Fire Safety Plan any building	15.1.1 (b)	
Any building < 600 m <sup>2</sup> area		\$125.00
Any building > 600 m <sup>2</sup> area		\$183.00
High building, institutional		\$243.00
Revisions (per occurrence)		\$60.75
Inspection	15.2.1 (a)	
4 stories or less and less than 914 m <sup>2</sup> per floor		\$243.00
4 stories or less and between 914 and 1,524 m <sup>2</sup> per floor		\$364.00
5 stories or more and between 914 and 1,524 m <sup>2</sup> per floor		\$602.00
5 stories or more and over 1,524 m <sup>2</sup> per floor		\$840.00
Inspection or follow-up to an order <i>first hour</i>	15.2.1 (b)	\$96.50
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1 (b)	\$60.75
Nuisance investigation, response & abatement	15.4.1	Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost
<u>Attendance – False alarm</u>		
No false alarm reduction program in place	15.5.5	\$364.00
False alarm reduction program in place and participation	15.5.5	No charge
Attendance – false alarm – by bylaw, police or health officers where the intentional or unintentional activation of a security alarm system causes the unnecessary response of an inspector	15.5.10	\$122.00
Caused by security alarm system	15.6.1	\$243.00
Monitoring agency not notified	15.7.1	\$243.00
Alternate solution report or application review	General	\$183.00

**SCHEDULE – GARDEN CITY LANDS SOILS DEPOSIT FEES****Garden City Lands Soils Deposits Fees Bylaw No. 9900****Sections 2.1**

<b>Dump Truck Type</b>	<b>Approximate Volume per Load</b>	<b>Fee</b>
Tandem	7m <sup>3</sup>	\$150
Tri-Tandem	9m <sup>3</sup>	\$175
Truck + Transfer	12m <sup>3</sup>	\$200

**SCHEDULE – NEWSPAPER DISTRIBUTION REGULATION****Newspaper Distribution Regulation Bylaw No. 7954**

<b>Section</b>	<b>Application Type</b>	<b>Fee</b>
Section 2.1.3	Each compartment within a multiple publication news rack (MPN) for paid or free newspaper	\$172.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	\$85.25, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	\$116.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspaper	\$285.00, plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	\$116.00, plus applicable taxes, per year

**SCHEDULE – PARKING (OFF-STREET) REGULATION****PARKING (OFF-STREET) REGULATION Bylaw No. 7403**

Section 5.1.3, 6.1.2

<b>Description</b>	<b>Fee</b>
<i>Pay Parking Fees:</i> All Off-Street City Property Locations, other than those set out below.  6131 Bowling Green Road 65000 Gilbert Road  7840 Granville Avenue	All rates include applicable taxes. \$2.75 per hour – 7:00 am to 9:00 pm  \$2.75 per hour – 7:00 am to 9:00 pm \$2.75 per hour – 7:00 am to 9:00 pm Gateway Theater Productions - \$5.50 for maximum stay \$2.25 per hour – 7:00 am to 4:00 pm
<i>Parking Permit / Decal Fees:</i> All Off-Street City Property Locations, other than those set out below.  Gateway Theater Staff Parking (6500 Gilbert Road) Richmond Lawn Bowling Club Members Parking (6131 Bowling Green Road) Richmond Seniors' Centre Members Parking (Minoru Park) Richmond Tennis Club Members Parking (Minoru Park)	\$41.00 per calendar month plus applicable taxes, subject to discounts of:  10% for groups of 11 to 25 permit decals 15% for groups of 26 to 50 permit decals 25% for groups of 51 or more permit decals  \$5.25 per calendar year, plus applicable taxes  \$5.25 per calendar year, plus applicable taxes  \$8.25 per calendar year, plus applicable taxes  \$5.25 per calendar year, plus applicable taxes



**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>	\$40.00	per hour
<i>Mini field</i>	\$20.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$32.25	per hour
<i>Mini field</i>	\$17.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$11.25	per hour
<i>Mini field</i>	\$6.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$24.00	per hour
<i>Mini field</i>	\$12.25	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$29.00	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$23.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$8.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$18.00	per hour
<u>Soil Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$10.00	per hour
<i>Mini field</i>	\$5.50	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$8.25	per hour
<i>Mini field</i>	\$4.75	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$3.75	per hour
<i>Mini field</i>	\$2.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$6.25	per hour
<i>Mini field</i>	\$3.75	per hour

\*As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.

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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Richmond Youth Groups*		
<i>Full size</i>	\$24.25	per hour
<i>Mini field</i>	\$12.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$40.75	per hour
<i>Mini field</i>	\$20.75	per hour
Commercial/Non-residents (all ages)		
<i>Full size</i>	\$59.50	per hour
<i>Mini field</i>	\$30.25	per hour

*\*As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$25.75	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$20.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$7.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$16.00	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$23.00	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$19.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$7.00	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$14.75	per hour

**Playing Field User Fees**  
**Ball Diamonds (cont.)**

<u>Soil Turf (No Lights)</u>		
Commercial (all ages) Full size	\$7.25	per hour
Private or Non-resident (all ages) Full size	\$6.00	per hour
Richmond Youth Groups* Full size	\$3.00	per hour
Richmond Adult Groups* Full size	\$5.00	per hour
<u>Artificial Turf (With Lights)</u>		
Commercial (all ages) Full size	\$63.50	per hour
Private or Non-resident (all ages) Full size	\$63.50	per hour
Richmond Youth Groups* Full size	\$25.75	per hour
Richmond Adult Groups* Full size	\$43.25	per hour

*\*As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Training Fee – all ages Track and Field Club	\$825.00	per year
Richmond Youth Meets*	\$155.00	per meet
Richmond Adult Meets*	\$241.00	per meet
Private Group Track Meets or Special Events	\$601.00	per day
Private Group Track Meets or Special Events	\$51.00	per hour

*\*As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

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

<b>Description</b>	<b>Fee</b>
Requested in person at City Hall	\$43.00
Requested through APIC	\$37.25

**SCHEDULE – PROPERTY TAX BILLING INFORMATION**

<b>Description</b>	<b>Fee</b>
Tax Apportionment – per child folio	\$35.00
Mortgage Company Tax Information Request – per folio	\$10.75
Additional Tax and/or Utility Bill reprints – per folio/account	\$6.25

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

<b>Description</b>	<b>Fee</b>
<u>Computer Sections Maps, 24" x 24"</u>	
Individual	\$6.75
CD	\$88.50
Custom Mapping (per hour)	\$71.25
Design Specifications (contents only)	\$113.00
Drafting Standards	\$113.00
<u>Drawing Prints (As-Builts)</u>	
A-1 Size, 24" x 36"	\$6.75
B Size, 18" x 24"	\$5.00
<u>GIS Data Requests</u>	
Service fee	\$125.00
First layer*	\$176.00
Each additional layer*	\$60.75
CD or DVD of GIS layers of Municipal works of City of Richmond	\$7,168.00
Single-Family Lot Size Policy, March 1990	\$24.75
Supplemental Specifications and Detail Drawings (contents only)	\$113.00
<u>Street Maps</u>	
Large, 36" x 57"	\$9.50
Small, 22" x 34"	\$6.75
<u>Utility Section Maps, 15" x 24"</u>	
Individual	\$5.00
CD	\$88.50

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



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

<b>Description</b>	<b>Fee</b>
Criminal Record Checks	\$66.00
Volunteer Criminal Record Checks – Volunteering outside the City of Richmond	\$25.00
Volunteer Criminal Record Checks – Volunteering within the City of Richmond	No Charge
Police Certificate (including prints)	\$66.00
Fingerprints	\$66.00
Record of Suspension / Local Records Checks	\$66.00
Name Change Applications	\$66.00
Collision Analyst Report	\$616.00
Field Drawing Reproduction	\$44.50
Scale Drawing	\$128.00
Mechanical Inspection Report	\$264.00
Police Report and Passport Letter	\$66.00
Insurance Claim Letter	\$66.00
Court Ordered File Disclosure	\$66.00
* per page	*Plus \$2.50
**Shipping cost	**Plus \$9.00
Photos 4" x 6" (per photo)	\$4.00
***Shipping cost	***Plus \$9.00
Photos (each laser)	\$3.00
Photos – Burn CD	\$21.00
Video Reproduction	\$50.75
Audio Tape Reproduction	\$48.25

**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	\$91.00

**SCHEDULE – SIGN REGULATION****Sign Regulation Bylaw No. 9700**

Sections 1.12, 1.14

<b>Description</b>	<b>Fee</b>
Base application fee (non-refundable)	\$82.00 (creditable towards appropriate permit fee)
Fee for home-based sign	\$82.00
Fee based on sign area (awning, banner, canopy, changeable copy, fascia, mansard roof, marquee, projected-image, projecting, under awning/canopy, window signs >25%)	$<15.0\text{m}^2$ : \$103.00 $15.01-45.0\text{m}^2$ : \$205.00 $>45.01\text{m}^2$ : \$358.00
Fee for new freestanding signs	$< 3.0\text{m}^2$ : \$205.00 $3.01-9.0\text{m}^2$ : \$409.00 $9.01-15.0\text{m}^2$ : \$614.00
Fee for temporary construction freestanding/fencing signs	Single/two family: \$103.00 \$51.25 for each additional 6 months.  3+ family construction: \$205.00 \$103.00 for each additional 6 months
Freestanding sign relocation fee (on same site)	\$205.00 (same as base f/s fee)
Permit processing fee for a sign without a permit	2x actual permit fee

**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	\$60.75
Renewal, extension or modification of a permit	\$60.75

**SCHEDULE – UNDERPINNING WORKS AND CONSTRUCTION FENCE ENCROACHMENT**

**Underpinning Works and Construction Fence Encroachment Bylaw No. 9833**

Sections 2.1 and 2.2

<b>Description</b>	<b>Fee</b>
<b>Underpinning Works</b>	
Application Fee	\$511.00 per Underpinning Works Permit application
Encroachment Fee	\$53.50 per square meter of excavation face that will be supported by the Underpinning Works
Inspection Fee	\$243.00
Additional Inspection Fees	\$91.00 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,110.00 plus such additional amounts set forth in section 2.2 of Bylaw No. 9833
<b>Construction Fence</b>	<b>Fee</b>
Application Fee	\$103.00 per Construction Fence Permit application
Encroachment Fee	\$10.25 per year per square meter of encroachment
Inspection Fee	\$243.00
Additional Inspection Fees	\$91.00 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,110.00

**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	\$7.25	per trunk
Towing permit	\$60.75	
Inspection fee for each inspection after the second inspection	\$31.25	

**SCHEDULE – VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR****Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068****Section 2.1**

<b>Description</b>		<b>Fee</b>
City Hall Tour		\$268.00 plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	\$268.00 plus room rental fee
	2 to 4 hours	\$534.00 plus room rental fee
	More than 4 hours	\$1,066.00 plus room rental fee

**SCHEDULE – WATER USE RESTRICTION****Water Use Restriction Bylaw No. 7784****Permit Fees****Section 3.1**

<b>Description</b>	<b>Fee</b>
Permit application fee for new lawns or landscaping (s.3.1.1(a))	\$36.75
Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b))	\$36.75
Permit application fee for nematode applications for European Chafer Beetle control, where property has water meter service (s.3.1.1(b))	NIL

## **SCHEDULE – WATERCOURSE PROTECTION AND CROSSING**

### **Watercourse Protection and Crossing Bylaw No. 8441**

#### **Application Fees**

<b>Description</b>	<b>Fee</b>
<u>Culvert</u>	
Application Fee	\$358.00
City Design Option	\$1,180.00
Inspection Fee	\$24.25
<i>*Per linear metre of culvert</i>	
<u>Bridge</u>	
Application Fee	\$122.00
Inspection Fee	\$239.00

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

### **Watercourse Protection and Crossing Bylaw No. 8441**

#### **Riparian Management Area Building Permit – Application Review Fees**

##### **Section 8.2**

<b>Description</b>	<b>Fee</b>
<u>Application Review Fees</u>	
(a) Single or two family dwelling construction	\$750.00
(b) Single or two family dwelling demolition	\$350.00
(c) Addition to and/or accessory building over 10 m <sup>2</sup> (for single or two family dwellings) construction	\$350.00
(d) Addition to and/or accessory building over 10 m <sup>2</sup> (for single or two family dwellings) demolition	\$350.00
(e) Retaining wall over 1.2 m in height, for single or two family dwelling	\$350.00
(f) Site services for single or two family dwelling	\$350.00
(g) Combination of three (3) or more of the following: single or two family dwelling construction and/or demolition, addition to and/or accessory building over 10m <sup>2</sup> for single or two family dwellings construction and/or demolition, retaining wall over 1.2 m in height, for single or two family dwelling, and/or site services for single or two family dwelling.	\$1,500.00

*Note: Other than as set out above there are no Building Permit application review fees for activities in or adjacent to riparian management areas*



**Watercourse Protection and Crossing Bylaw No. 8441**  
**Development in Riparian Management Area Inspection Fees**  
Section 8.5

<b>Description</b>	<b>Fee</b>
<u>Initial Inspection Fee</u>	\$75.00
<u>Re-inspection Fees</u>	
(a) first additional inspection	\$75.00
(b) second additional inspection	\$150.00
(c) third additional inspection	\$300.00
<i>Note: the fee for each additional inspection after the third additional inspection, required as a result of prior inspection showing deficiencies, will be at double the cost of each immediately previous inspection</i>	



# City of Richmond

## Report to Committee

**To:** Finance Committee  
**From:** Andrew Nazareth  
General Manager, Finance & Corporate Services  
Robert Gonzalez, P.Eng.  
Deputy CAO and General Manager,  
Engineering & Public Works  
**Date:** September 17, 2018  
**File:** 03-0970-01/2018-Vol  
01  
**Re:** 2019 Utility Budgets and Rates

### Staff Recommendation

That the 2019 Utility Budgets, as outlined under Option 1 for Water, Option 1 for Sewer, Option 2 for Drainage and Diking, and Option 3 for Solid Waste and Recycling, as contained in the staff report dated September 17, 2018 from the General Manager of Finance & Corporate Services and the Deputy CAO and General Manager of Engineering & Public Works, be approved as the basis for establishing the 2019 Utility Rates and preparing the Consolidated 5 Year Financial Plan (2019-2023) Bylaw.

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

Robert Gonzalez, P.Eng.  
Deputy CAO and General Manager,  
Engineering and Public Works  
(604-276-4150)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SENIOR MANAGEMENT TEAM	INITIALS: 
APPROVED BY CAO 	

## Staff Report

### Origin

This report presents the recommended 2019 utility budgets and rates for Water, Sewer, Drainage and Diking, and Solid Waste and Recycling. The utility rates need to be established by December 31, 2018, in order for the rates to take effect on January 1, 2019.

### Analysis

Metro Vancouver rate increases are the primary drivers for the City's 2019 utility budget increase. The City's 2019 water and sanitary sewer utility rates are based on Metro Vancouver's five-year projections approved in their 2018-2022 Financial Plan. Solid waste and recycling rates are based on the most current information from Metro Vancouver. The Metro Vancouver Board will review Metro Vancouver rates in late October and Staff anticipate that Metro Vancouver rates will be approved at that time. Staff will report back to Council for further consideration if the approved rates differ substantially from Metro Vancouver's projected rates. Estimated Metro Vancouver increases are as follows:

- Greater Vancouver Water District's (GVWD) water purchase cost represents 60% of the City's water utility user fee budget. The estimated GVWD unit rate increase is 5.8%, which translates to 80% of the City's 2019 non-discretionary water budget increases.
- Greater Vancouver Sewerage and Drainage District's (GVS&DD) sewer levy represents 67% of the City's sewer utility user fee budget. The estimated GVS&DD sewer levy increase for Richmond is 6.4%, which translates to 80% of the City's 2019 non-discretionary sewer budget increases.
- Metro Vancouver's solid waste tipping fees have recently been projected to increase by \$5 to \$108 per tonne for 2019, plus a transaction fee of \$5 per load. A tiered structure based on load size/weight will continue to be used for small vehicles and commercial customers.

The City's portion of the water and sewer operating cost impacts are below the Consumer Price Index (CPI).

Another component of the City's utility budget relates to replacement of ageing municipal infrastructure. The City has achieved the target funding range for long-term ageing infrastructure replacement in both the water and drainage utilities and has achieved 72% of the long-term funding target for the sanitary sewer utility. The ageing infrastructure component is discussed in the water, sewer and drainage sections of this report.

The recommended 2019 solid waste and recycling services include various programs designed to achieve the City's established waste diversion target of 80% by 2020. The City is a leader in providing robust recycling programs, currently diverting 78% of single-family residential waste. Budget amounts presented with this report include new rates obtained under a new service contract, effective January 1, 2019. Various options are also presented with this report to help further expand recycling services, with the objective of reaching the 80% diversion target.

Recognizing the challenges of cost increases outside of the City's control and those associated with maintaining City infrastructure, Staff have presented various budget and rate options for 2019. Budgets and rates presented include three different options for each of the City's utilities. Option 1 presents the minimum non-discretionary increases necessary to meet demands placed on the City by factors outside of the City's direct control (e.g. regional or other agency increases, contractual obligations, plant growth, fuel, insurance, etc.) based on the currently approved level of service. Options 2 and 3 present various actions the City can take to either reduce or increase the budget and rates depending on the varying circumstances and needs within each budget area. The various options are presented for each of the City utilities in the following sections, and a summary of proposed rates for 2019 is shown in Tables 13 and 14.

**Water Utility**

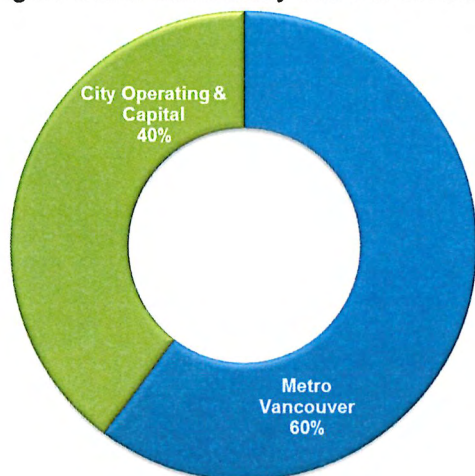
Table 1. Water Utility Budget				
Key Budget Areas	2018 Base Level Budget (Restated for Comparison)	Option 1 (Recommended) Non-Discretionary Increases	Option 2 Non-Discretionary Increases with \$100,000 increase to Capital	Option 3 Non-Discretionary Increases with \$500,000 drawdown from Rate Stabilization
<b>Expenditures</b>				
Salary	\$5,630,400	\$208,000	\$208,000	\$208,000
PW Materials/Equipment/Power Costs	\$2,236,400	\$90,400	\$90,400	\$90,400
Operating Expenditures <sup>1</sup>	\$1,433,200	\$68,400	\$68,400	\$68,400
Water Meter Reading and Maintenance Contract	\$235,900	\$0	\$0	\$0
Toilet Rebate Program	\$100,000	\$0	\$0	\$0
GVWD Water Purchases (Metro Vancouver)	\$24,433,200	\$1,561,600	\$1,561,600	\$1,561,600
Capital Infrastructure Replacement Program	\$7,500,000	\$0	\$100,000	\$0
Firm Price/Receivable	\$2,578,100	\$63,100	\$63,100	\$63,100
Residential Water Metering Program	\$1,320,000	-\$34,100	-\$34,100	-\$34,100
Overhead Allocation	\$981,100	\$25,000	\$25,000	\$25,000
<b>Total Base Level Expenditure Budget</b>	<b>\$46,448,300</b>	<b>\$48,430,700</b>	<b>\$48,530,700</b>	<b>\$48,430,700</b>
<b>Revenues</b>				
Provision (Rate Stabilization)	\$0	\$0	\$0	-\$500,000
Investment Income	-\$392,000	\$0	\$0	\$0
Firm Price/Receivable	-\$2,578,100	-\$63,100	-\$63,100	-\$63,100
Meter Rental	-\$1,877,000	-\$31,600	-\$31,600	-\$31,600
YVR Maintenance	-\$30,000	\$0	\$0	\$0
Provision (Toilet Rebate/Flushing)	-\$251,100	\$0	\$0	\$0
Provision (OBI Adjustment) <sup>2</sup>	-\$66,000	\$66,000	\$66,000	\$66,000
Meter Re-Reads and Other Services	-\$80,800	\$0	\$0	\$0
<b>Total Base Level Revenue Budget</b>	<b>-\$5,275,000</b>	<b>-\$5,303,700</b>	<b>-\$5,303,700</b>	<b>-\$5,803,700</b>
<b>Net Budget</b>	<b>\$41,173,300</b>	<b>\$43,127,000</b>	<b>\$43,227,000</b>	<b>\$42,627,000</b>
<b>Net Difference Over 2018 Base Level Budget</b>		<b>\$1,953,700</b>	<b>\$2,053,700</b>	<b>\$1,453,700</b>

<sup>1</sup> Operating Expenditures includes internal shared costs, vehicle charges, and asset management system costs<sup>2</sup> See "Provision (OBI Adjustment)" on page 6

The following is an explanation of the budget reductions and increases outlined in Table 1.

#### GVWD Water Purchases – Metro Vancouver

**Figure 1. 2019 Water Utility User Fee Breakdown**



Metro Vancouver estimates their water rate will increase by 5.8%. The corresponding increase in bulk water purchase cost from Metro Vancouver is \$1.56 million, making up 80% of the City's 2019 water budget increase for Option 1.

Bulk water is purchased from Metro Vancouver on a unit volume basis and accounts for 60% of Richmond's water rate (Figure 1). The City's 2019 water rates are based on Metro Vancouver's five-year projections approved in their 2018-2022 Financial Plan (Table 2). The Metro Vancouver Board will review Metro Vancouver water rates in late October and Staff anticipates that Metro Vancouver water rates will be approved at that time. Staff will report back to Council for further consideration if final approved rates are substantially different.

**Table 2. Metro Vancouver 5-Year Water Rate Projection – 2018-2022 Financial Plan**

	2019	2020	2021	2022
<b>Blended Rate (\$/m<sup>3</sup>)</b>	\$0.7399	\$0.7966	\$0.8583	\$0.9259
<b>% Change</b>	5.8%	7.7%	7.8%	7.9%

#### Residential Water Metering (Avoided Water Purchase Costs)

Residential water metering plays a significant role in the City's water demand management program, which improves equity to ratepayers by allowing volume-based user fees and reduces bulk water purchase costs by promoting water conservation. Since the inception of the program in 2003, the City's total water use has decreased by 11% despite an increase in population of 22%. In 2017, this reduction in per capita water usage resulted in an annual saving of \$9.4 million in avoided water purchase cost based on 2017 Metro Vancouver rates.

The City has made significant advances in water metering since the program was first introduced. Approximately 82% of the City's water use is currently metered. All single-family, industrial, commercial and institutional properties are metered for water and 46% of multi-family units are metered. Programs are in place to continue advancing water metering within the City through switching out touchpad meters in preparation for fixed base water metering and continuation of the volunteer multi-family water metering program.

With the completion of the Universal Single-Family Water Metering Program in 2017, efforts are changing from capital installation towards maintenance of water metering infrastructure. As



such, the proposed 2019 budget includes a transfer of \$34,100 from the Residential Water Metering Capital Program to the Public Works water meter maintenance program to better reflect program needs. This transfer has a zero net budget impact.

#### City Operating Expenditures

The City's total operating expenditure increase is below CPI. A number of operating expenditures have increased due to many factors beyond the City's control, including:

- Salary increases as per committed union agreements;
- New Employer Health Tax;
- Electricity and natural gas increases;
- Material and equipment cost increases; and
- Vehicle cost increases, including fuel and insurance increases.

A new Employer Health Tax has been introduced by the Province of BC starting January 2019. 50% of 2019's Option 1 salary budget increase is attributed to this new tax. The City's operating expenditures are carefully managed and considerable measures have been taken to minimize cost increases where possible.

#### Provision (OBI Adjustment)

One-time transfers from the Water Rate Stabilization Provision are utilized each year to fund operating budget impacts (OBIs) for the current year's capital program. This amount is incorporated into the base water utility base budget in the following year. In 2018, \$66,000 was transferred from the Water Rate Stabilization Provision to fund OBI's associated with the 2018 Capital Program and has been incorporated into the 2019 base water utility budget.

#### Construction Period Revenues

The City receives construction period revenues from development customers for water use during construction. This revenue is not budgeted due to the long term variability in these revenues. Any actual revenue will be transferred to the Water Levy Stabilization Provision for future rate stabilization funding.

#### Capital Infrastructure Replacement Program Contribution (Water Rate Options)

The Capital Infrastructure Replacement Program facilitates proactive management of the City's water assets, allowing the City to maintain a high level of service by minimizing watermain breaks and service disruptions. Through proactive replacement of ageing infrastructure and implementation of the City's water pressure management program, the City has also successfully reduced water losses due to pipe leakage in the water distribution system, resulting in additional cost savings from avoided Metro Vancouver water purchase costs.

The annual capital contribution for water-related infrastructure replacement is currently \$7.5 million. The "Ageing Utility and Road Infrastructure Planning – 2017 Update" report identified long-term annual water infrastructure funding requirements of \$7.6 million. As at July 31, 2018, the watermain replacement reserve balance is \$42.8 million. Options 1 and 3 maintain current

funding levels for water capital project contributions; Option 2 includes an increase of \$100,000 to meet the increase in ageing infrastructure target funding levels.

### Water Rate Stabilization Provision Contribution (Water Rate Options)

The Water Levy Stabilization Provision was established by Council as a funding source for water rate stabilization. This Provision has a balance of \$9.8 million as of July 31, 2018, and is intended to offset significant increases in regional water purchase costs. Options 1 and 2 maintain a \$0 impact on the Water Levy Stabilization Provision; and Option 3 includes a \$500,000 drawdown from the Provision to subsidize the water rate.

### Impact on 2019 Water Rates

The impact of the three budget options on water rates is shown in Tables 3 and 4. Table 3 shows the various options for metered rate customers; Table 4 shows the options for flat rate customers. The rates presented include fixed costs for metering such as meter reading, billing and maintenance. Numbers in italics represent the difference between 2018 rates and 2019 optional rates.

Option 3 results in the lowest rates as it includes drawdown from the Water Rate Stabilization Provision to minimize rate impacts; Option 2 results in the highest rates as it includes additional contribution to the Capital Infrastructure Replacement Program.

Table 3. 2019 Metered Rate Water Options (net of discount)				
Customer Class	2018 Rates	Option 1 (Recommended)	Option 2	Option 3
Single-Family Dwelling (based on 315 m <sup>3</sup> average)	\$413.55	\$433.23 <i>\$19.68</i>	\$434.18 <i>\$20.63</i>	\$428.45 <i>\$14.90</i>
Townhouse (based on 210 m <sup>3</sup> average)	\$282.90	\$296.02 <i>\$13.12</i>	\$296.65 <i>\$13.75</i>	\$292.83 <i>\$9.93</i>
Apartment (based on 160 m <sup>3</sup> average)	\$197.11	\$207.11 <i>\$10.00</i>	\$207.59 <i>\$10.48</i>	\$204.68 <i>\$7.57</i>
Metered Rate (\$/m <sup>3</sup> )	\$1.1757	\$1.2382 <i>\$0.0625</i>	\$1.2412 <i>\$0.0655</i>	\$1.2230 <i>\$0.0473</i>

Table 4. 2019 Flat Rate Water Options (net of discount)				
Customer Class	2018 Rates	Option 1 (Recommended)	Option 2	Option 3
Single-Family Dwelling	\$624.30	\$657.51 <i>\$33.21</i>	\$659.13 <i>\$34.83</i>	\$649.45 <i>\$25.15</i>
Townhouse	\$511.04	\$538.22 <i>\$27.18</i>	\$539.54 <i>\$28.50</i>	\$531.62 <i>\$20.58</i>
Apartment	\$329.31	\$346.83 <i>\$17.52</i>	\$347.68 <i>\$18.37</i>	\$342.57 <i>\$13.26</i>

The rates outlined in Tables 3 and 4 are net rates. The Water Bylaw provides a 10% discount for utility bills paid prior to a deadline. The rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery.

Advantages/Disadvantages of Various OptionsOption 1 (Recommended)

- Represents the minimum increase necessary to maintain the current level of service.
- Maintains a \$7.5 million contribution to the Capital Infrastructure Replacement Program, this is within the target range identified in the “Ageing Utility and Road Infrastructure Planning – 2017 Update” report.
- Maintains a \$0 impact on the Water Levy Stabilization Provision.

Option 2

- Represents the minimum increase necessary to maintain the current level of service.
- Includes a \$100,000 increase to the Capital Infrastructure Replacement Program in order to meet the target funding level identified in the “Ageing Utility and Road Infrastructure Planning – 2017 Update” report.
- Maintains a \$0 impact on the Water Levy Stabilization Provision.

Option 3

- Represents the minimum increase necessary to maintain the current level of service.
- Maintains a \$7.5 million contribution to the Capital Infrastructure Replacement Program, this is within the target range identified in the “Ageing Utility and Road Infrastructure Planning – 2017 Update” report.
- Includes a contribution of \$500,000 from the Water Levy Stabilization Provision.

Recommended Option

Staff recommends the budgets and rates identified in Option 1 for Water Services. This option represents the minimum increase necessary to maintain the current level of service without subsidizing the water rate using the Water Levy Stabilization Provision. Staff recommends maintaining the current contribution to the Capital Infrastructure Replacement Program at this time since the current funding levels are within the target funding range. Staff will continue to undertake further assessments to determine infrastructure replacement requirements going forward and identify any recommended changes to the annual contribution.

Significant Metro Vancouver water rate increases are projected for 2020 and beyond. As such, Staff recommend maintaining a \$0 impact on the Water Rate Stabilization Provision at this time. This preserves the Water Rate Stabilization Provision for utilization in the near future when larger Metro Vancouver water rate increases are anticipated.

**Sewer Utility**

Table 5. Sewer Utility Budget				
Key Budget Areas	2018 Base Level Budget (Restated for Comparison)	Option 1 (Recommended) Non-Discretionary Increases	Option 2 Non-Discretionary Increases with \$500,000 Additional Capital Infrastructure Replacement	Option 3 Non-Discretionary Increases with Additional \$500,000 from Provisions for Rate Stabilization
<b>Expenditures</b>				
Salary	\$2,968,400	\$126,400	\$126,400	\$126,400
PW Materials/Equipment/Power Costs	\$1,746,000	\$42,400	\$42,400	\$42,400
Operating Expenditures <sup>1</sup>	\$806,300	\$115,700	\$115,700	\$115,700
GVS&DD O&M (Metro Vancouver) <sup>2</sup>	\$20,818,000	\$1,332,400	\$1,332,400	\$1,332,400
GVS&DD Debt (Metro Vancouver)	\$372,700	\$23,800	\$23,800	\$23,800
Capital Infrastructure Replacement Program	\$5,256,400	\$0	\$500,000	\$0
Firm Price/Receivable	\$621,400	\$13,200	\$13,200	\$13,200
Overhead Allocation	\$565,400	\$10,000	\$10,000	\$10,000
<b>Total Base Level Expenditure Budget</b>	<b>\$33,154,600</b>	<b>\$34,818,500</b>	<b>\$35,318,500</b>	<b>\$34,818,500</b>
<b>Revenues</b>				
Provision (Rate Stabilization)	-\$500,000	\$0	\$0	-\$500,000
Investment Income	-\$152,000	\$0	\$0	\$0
Firm Price/Receivable	-\$621,400	-\$13,200	-\$13,200	-\$13,200
Provision (OBI Adjustment) <sup>3</sup>	-\$36,100	36,100	36,100	36,100
Property Tax for GVS&DD Debt	-\$372,700	-\$23,800	-\$23,800	-\$23,800
<b>Total Base Level Revenue Budget</b>	<b>-\$1,682,200</b>	<b>-\$1,683,100</b>	<b>-\$1,683,100</b>	<b>-\$2,183,100</b>
<b>Net Budget</b>	<b>\$31,472,400</b>	<b>\$33,135,400</b>	<b>\$33,635,400</b>	<b>\$32,635,400</b>
<b>Net Difference Over 2018 Base Level Budget</b>		<b>\$1,663,000</b>	<b>\$2,163,000</b>	<b>\$1,163,000</b>

<sup>1</sup> Operating Expenditures includes internal shared costs, vehicle charges, and asset management system costs

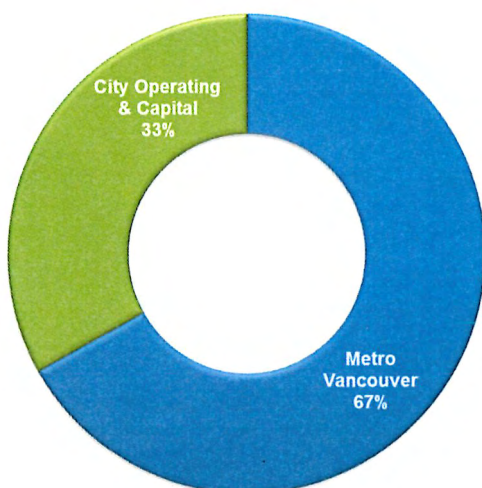
<sup>2</sup> See "Metro Vancouver GVS&DD Operating and Maintenance (O&M) Costs" on page 10

<sup>3</sup> See "Provision (OBI Adjustment)" on page 11

The following is an explanation of the budget reductions and increases outlined in Table 5.

### Metro Vancouver GVS&DD Operating and Maintenance (O&M) Costs

**Figure 2. 2019 Sewer Utility User Fee Breakdown**



Metro Vancouver's GVS&DD O&M cost is projected to increase by \$1,332,400 (6.4%) for Richmond in 2019. This increase accounts for 80% of the increase in the City's 2019 sewer utility budget for Option 1.

Richmond pays Metro Vancouver for bulk transmission and treatment of liquid waste on a flat rate basis. Metro Vancouver costs account for 67% of Richmond's sewer rate and is a primary budget driver (Figure 2). The City's 2019 sanitary sewer rates are based on Metro Vancouver's five-year projections approved in their 2018-2022 Financial Plan (Table 6). The Metro Vancouver Board will review Metro Vancouver sanitary sewer rates in late October and Staff anticipate that Metro Vancouver sanitary sewer rates will be approved at that time. Staff will report back to Council for further consideration if final approved rates are substantially different.

Metro Vancouver rate increases for the Lulu Island Sewerage Area are anticipated to be significant over the next four years and beyond.

Table 6. Metro Vancouver 5-Year Overall Sewer Cost Projections – Lulu Island Sewerage Area				
	2019	2020	2021	2022
Sewer Levy – LSA (\$ Millions)	\$21.2	\$22.4	\$24.7	\$26.9
% Change	6.4%	5.7%	10.0%	8.9%

### Operating Expenditures

The City's operating budget increases are below CPI. A number of operating expenditures have increased due to many factors beyond the City's control, including:

- Salary increases as per committed union agreements;
- New Employer Health Tax;
- Electricity and natural gas increases;
- Material and equipment cost increases; and
- Vehicle cost increases, including fuel and insurance increase.

A new Employer Health Tax has been introduced by the Province of BC starting January 2019. 38% of 2019's Option 1 salary budget increase is attributed to this new tax. The City's operating

expenditures are carefully managed and considerable measures have been taken to minimize cost increases where possible.

#### Provision (OBI Adjustment)

One-time transfers from the Sewer Levy Stabilization Provision are utilized each year to fund operating budget impacts (OBIs) for the current year's capital program. This amount is incorporated into the sanitary sewer utility in the following year to become part of the base level budget. In 2018, \$36,100 was transferred from the Sewer Rate Stabilization Provision to fund OBIs associated with the 2018 Capital Program and have been included in the 2019 base level budget.

#### Construction Period Revenues

The City receives construction period revenues from development customers for sewer use during construction. This revenue is not budgeted due to the long term variability in these revenues. Any actual revenue will be transferred to the Sewer Levy Stabilization Provision for future rate stabilization funding.

#### Capital Infrastructure Replacement Program (Sewer Rate Options)

The annual capital contribution for capital infrastructure replacement is currently \$5.25 million. The "Ageing Utility and Road Infrastructure Planning – 2017 Update" report identifies a long-term sustainable funding level of \$7.3 million for sanitary sewer infrastructure. As at July 31, 2018, the sanitary sewer replacement reserve balance is \$26.5 million. Options 1 and 3 maintain the annual contribution to the capital infrastructure replacement program at its current level of \$5.25 million, while Option 2 increases the program by \$500,000 to reduce the funding gap.

#### Sewer Rate Stabilization Provision (Sewer Rate Options)

The Sewer Levy Stabilization Provision was established by Council as a funding source for sewer rate stabilization. The Provision, which has a balance of \$7.3 million as of July 31, 2018 has been used to offset significant increases in regional sewer treatment and capacity costs. Options 1 and 2 maintain the current \$500,000 drawdown on the Sewer Rate Stabilization Provision to partially offset Metro Vancouver GVS&DD O&M increases; Option 3 includes an additional drawdown of \$500,000 to a total of \$1,000,000 to further offset rate increases.

Staff recommend maintaining the current drawdown of \$500,000. While the current balance in the Sewer Levy Stabilization Provision is adequate to maintain the current drawdown and stabilize 2019 rate increases, more significant Metro Vancouver rate increases are anticipated in 2021 and 2022 and further drawdown is not recommended at this time.

#### Impact on 2019 Sewer Rates

The impact of the three budget options on the sewer rates is shown in Tables 7 and 8. Table 7 identifies the impact of each option on metered customers; Table 8 identifies the impact on flat rate customers. Numbers in italics represent the difference between 2018 rates and 2019 optional rates.



Table 7. 2019 Metered Rate Sewer Options (net of discount)				
Customer Class	2018 Rates	Option 1 (Recommended)	Option 2	Option 3
Single-Family Dwelling (based on 315 m <sup>3</sup> average)	\$330.15	\$349.43 \$19.28	\$354.82 \$24.67	\$344.04 \$13.89
Townhouse (based on 210 m <sup>3</sup> average)	\$220.10	\$232.95 \$12.85	\$236.54 \$16.44	\$229.36 \$9.26
Apartment (based on 160 m <sup>3</sup> average)	\$167.70	\$177.49 \$9.79	\$180.22 \$12.52	\$174.75 \$7.05
Metered Rate (\$/m <sup>3</sup> )	\$1.0481	\$1.1093 \$0.0612	\$1.1264 \$0.0783	\$1.0922 \$0.0441

Table 8. 2019 Flat Rate Sewer Options (net of discount)				
Customer Class	2018 Rates	Option 1 (Recommended)	Option 2	Option 3
Single-Family Dwelling	\$429.74	\$454.81 \$25.07	\$461.82 \$32.08	\$447.79 \$18.05
Townhouse	\$393.20	\$416.13 \$22.93	\$422.55 \$29.35	\$409.72 \$16.52
Apartment	\$327.48	\$346.58 \$19.10	\$351.93 \$24.45	\$341.24 \$13.76

The rates outlined in Tables 7 and 8 are net rates. The bylaw provides a 10% discount for utility bills paid prior to a deadline. The rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery.

#### Advantages/Disadvantages of Various Options

##### Option 1 (Recommended)

- Represents the minimum increase necessary to maintain the current level of service.
- Maintains a \$5.25 million contribution to the Capital Infrastructure Replacement Program.
- Maintains a \$500,000 drawdown from the Sewer Levy Stabilization Provision to minimize the impact of regional increases on sewer rates.

##### Option 2

- Represents the minimum increase necessary to maintain the current level of service.
- Includes a \$500,000 increase to the capital infrastructure replacement program, in order to reduce the gap between the current funding level of approximately \$5.25 million and the long-term annual funding requirement of \$7.3 million, as recommended in the “Ageing Utility and Road Infrastructure Planning – 2017 Update” report.
- Maintains a \$500,000 drawdown from the Sewer Levy Stabilization Provision to minimize the impact of regional increases on sewer rates.

Option 3

- Represents the minimum increase necessary to maintain the current level of service.
- Maintains a \$5.25 million contribution to the Capital Infrastructure Replacement Program.
- Includes a contribution of \$1,000,000 from the Sewer Levy Stabilization Provision to further minimize the impact of regional increases on sewer rates.

Recommended Option

Staff recommends the budgets and rates identified in Option 1 for Sewer Services. Due to significant Metro Vancouver's O&M levy increases, Staff recommends maintaining the current \$5.25 million contribution to the Capital Infrastructure Replacement Program to limit increases to sewer rates. Current funding levels are adequate for short to medium-term sanitary infrastructure replacement needs; however, the funding shortfall defers the financial obligation to future years and bridging the funding gap will be an important consideration in future utility budgets.

Due to significant increases in Metro Vancouver rates over recent years, the base level budget includes a \$500,000 drawdown from the Sewer Levy Stabilization Provision to offset rate increases. Additional drawdown from this Provision in 2019 is not recommended as larger Metro Vancouver rate increases are anticipated in 2021 and 2022. Staff recommend maintaining the Sewer Levy Stabilization Provision in 2019 for utilization in the near future when larger Metro Vancouver water rate increases are anticipated.

## **Drainage and Diking Utility**

The drainage and diking utility was created to develop a reserve fund to operate, maintain and upgrade Richmond's flood protection infrastructure. The "Ageing Utilities and Roads Infrastructure Planning – 2017 Update" report identifies a capital funding target of \$12.8 million. As of 2018, the capital funding level has reached \$11.4 million and is within the target funding range. As at July 31, 2018, the drainage improvement reserve balance is \$23.7 million. In 2018, programs such as the Box Culvert Preventative Maintenance Program and the Dyke Repair Program have also been introduced to improve the maintenance of flood protection infrastructure.

### **Flood Protection Rate Equity (Rate Options)**

In 2003, Council adopted an initial net rate of \$10 per property for flood protection. Council approved a \$10 increase each year from 2004 to 2015. Since 2016, new rate classes have been introduced to enhance equity amongst users and that reflect varying demands users place on the City's drainage and diking systems. Over the last three years, the following five rate classes have been established:

- Multi-family residential;
- Single-family residential and agricultural;
- Stratified or small industrial, commercial and institutional ("ICI") properties;
- Medium non-stratified ICI properties; and
- Large non-stratified ICI properties.

Separate drainage and diking rates have previously been developed for each of these rate classes. Staff proposes to further improve equity by varying the rate increases for the different rate classes in 2019. Option 1 has no increase to individual rate payers, however, there is a budget increase due to population growth and increasing number of units (an estimated 1,263 additional residential units are anticipated 2019). Option 2 maintains current flood protection rates for multi-family properties, increases rates for single-family, agricultural and small or stratified ICI properties by 2%, and increases rates for medium and large, non-stratified ICI properties by 8%. Option 3 increases flood protection rates for medium and large ICI properties by 10%.

### **Impact on 2018 Flood Protection Rates**

Table 9 provides a summary of the proposed flood protection rates for each rate class and the impact on the net utility budget. The rates outlined in Table 9 are net rates. The bylaw provides a 10% discount for utility bills paid prior to a deadline. The net rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery. Numbers in italics represent the difference between 2018 rates and 2019 optional rates.

Table 9. 2019 Flood Protection Rate Options (Net of Discount)				
Rate Class	2018 Rates	Option 1 Non-discretionary increases	Option 2 (Recommended) 8% increase medium and large non-stratified ICI properties, 2% increase to single-family, agricultural and small or stratified ICI properties, no increase to multi-family properties	Option 3 10% increase medium and large non-stratified ICI properties, no increases to residential or small ICI properties
Multi-family Residential	\$140.31	\$140.31 \$0.00	\$140.31 \$0.00	\$140.31 \$0.00
Single-family and Agricultural	\$141.71	\$141.71 \$0.00	\$144.55 \$2.84	\$141.71 \$0.00
Small or Stratified ICI (less than 800 m <sup>2</sup> )	\$141.71	\$141.71 \$0.00	\$144.55 \$2.84	\$141.71 \$0.00
Medium Non-stratified ICI (between 800 m <sup>2</sup> and 10,000 m <sup>2</sup> )	\$301.60	\$301.60 \$0.00	\$325.73 \$24.13	\$331.76 \$30.16
Large Non-Stratified ICI (above 10,000 m <sup>2</sup> )	\$603.20	\$603.20 \$0.00	\$651.45 \$48.25	\$663.52 \$60.32
<b>Net Budget</b>	<b>\$11,920,000</b>	<b>\$11,982,900</b>	<b>\$12,106,800</b>	<b>\$12,027,200</b>
Capital Infrastructure Replacement Program	\$11,391,000	\$11,453,900	\$11,577,800	\$11,498,200
Box Culvert Preventative Maintenance Program	\$380,000	\$380,000	\$380,000	\$380,000
Dyke Repair Program	\$149,000	\$149,000	\$149,000	\$149,000
<b>Net Difference Over 2018 Base Level Budget</b>		<b>\$62,900</b>	<b>\$186,800</b>	<b>\$107,200</b>

### Advantages/Disadvantages of Various Options

#### Option 1

- Represents no increase to flood protection rates.
- Increases funding for the Capital Infrastructure Replacement Program to \$11,453,900.
- Maintains existing funding for the Box Culvert Preventative Maintenance program and the Dyke Repair Program.

#### Option 2 (Recommended)

- Improves equity by increasing the rate for all medium and large, non-stratified ICI properties by 8% and all single-family residential, agricultural and small or stratified ICI properties by 2%.
- Represents no rate increase for multi-family residential properties.
- Maintains existing funding for the Box Culvert Preventative Maintenance program and the Dyke Repair Program.
- Increases funding for the Capital Infrastructure Replacement Program to \$11,577,800.

Option 3

- Improves equity by increasing the rate for all medium and large non-stratified ICI properties by 10%.
- Represents no rate increase for residential, agricultural and small or stratified ICI properties.
- Maintains existing funding for the Box Culvert Preventative Maintenance program and the Dyke Repair Program.
- Increases funding for the Capital Infrastructure Replacement Program to \$11,498,200.

Recommended Option

Staff recommends the budgets and rates identified in Option 2 for flood protection services. This option continues the City's ongoing efforts to increase equity within the drainage and diking utility rates and supports an incremental increase to the Drainage and Diking capital program to address the funding gap identified in the "Ageing Utility and Road Infrastructure Planning – 2017 Update" report.

**Solid Waste and Recycling**

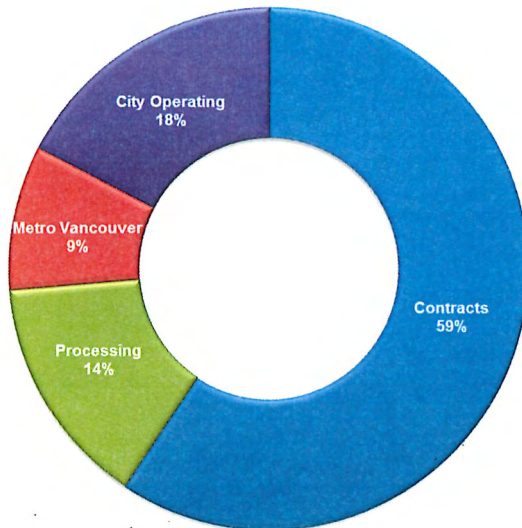
Table 10. 2019 Solid Waste & Recycling Budget				
Key Budget Areas	2018 Base Level Budget (Restated for Comparison)	Option 1 Non-Discretionary Increases	Option 2 Recycling Depot Open 6 Days per Week 6 Large Item Pick Up per Household	Option 3 (Recommended) Same as Option 2 Plus Enhanced Program for 80% Waste Diversion
<b><u>Expenditures</u></b>				
Salary	\$2,640,400	\$106,600	\$230,600	\$306,800
Contracts	\$8,851,800	-\$248,300	-\$146,100	-\$26,100
Equipment/Materials	\$650,600	\$224,100	\$246,600	\$326,600
Metro Vancouver Disposal Costs	\$1,283,500	\$75,100	\$120,100	\$84,100
Recycling Materials Processing	\$1,829,700	\$336,500	\$344,700	\$423,000
Container Rental/Collection	\$157,700	\$14,900	\$28,800	\$64,900
Operating Expenditures	\$312,700	\$4,400	\$4,400	\$25,600
Internal Shared Costs	\$340,500	-\$9,700	-\$9,700	-\$9,700
Agreements	\$188,100	\$4,800	\$4,800	\$4,800
Rate Stabilization	\$368,400	\$0	\$0	\$0
<b>Base Level Expenditure Budget</b>	<b>\$16,623,400</b>	<b>\$17,131,800</b>	<b>\$17,447,600</b>	<b>\$17,823,400</b>
<b><u>Revenues</u></b>				
Recycling Material	-\$176,800	\$600	\$600	\$600
Garbage Tags	-\$17,500	\$0	\$0	\$0
Revenue Sharing Grant	-\$3,100	\$0	\$0	\$0
Recycle BC Incentive	-\$1,831,700	\$21,000	\$21,000	\$21,000
<b>Base Level Revenue Budget</b>	<b>-\$2,029,100</b>	<b>-\$2,007,500</b>	<b>-\$2,007,500</b>	<b>-\$2,007,500</b>
<b>Net Budget</b>	<b>\$14,594,300</b>	<b>\$15,124,300</b>	<b>\$15,440,100</b>	<b>\$15,815,900</b>
<b>Net Difference Over 2018 Base Level Budget</b>		<b>\$530,000</b>	<b>\$845,800</b>	<b>\$1,221,600</b>



The following is an explanation of the budget reductions and increases outlined in Table 10.

### Metro Vancouver Disposal Costs

**Figure 3. 2019 Solid Waste and Recycling User Rate Breakdown**



The regional tipping fee for local governments has recently been projected by Metro Vancouver to increase by \$5 from \$103/tonne in 2018 to \$108/tonne for 2019. The \$5 per load transaction fee remains in effect and is unchanged. The projected 2019 tipping fee increase is expected to be 4.9%, which is higher than Metro Vancouver's previous 5-year projection of 3% (\$106/tonne).

The higher disposal cost in Option 2 includes estimated amounts for expanding the scope of the Large Item Pick Up Program from four to six items per household. The increase in Option 3 relates to a proposed education/outreach initiative to divert materials from garbage into recycling streams. These program options are discussed in more detail later in this report.

### City Operating Expenditures

A number of operating expenditures have increased due to many factors beyond the City's control, including:

- Salary increases per committed union agreements; and
- New Employer Health Tax introduced by the Province of BC (39% of Option 1 salary budget increase).

Increases to equipment and material costs are primarily associated with increasing costs for handling illegally dumped drywall. The total estimated cost of illegal dumping for 2018 is \$300,000. WorkSafe requirements for handling drywall relating to the potential presence of asbestos has led to increased illegal dumping of this material as well as added costs for handling and disposal. Increases in this category also relate to handling and storage costs for recycling equipment (i.e. carts) per pricing obtained in the procurement process for the new solid waste and recycling service contract.

Cost increases under Option 2 and 3 include more aggressive actions targeted at increased diversion of waste from garbage into recycling streams, as well as expanded recycling options at the Recycling Depot – discussed in more detail later in this report. The recommended approach

is designed with the objective of the final push toward the target of 80% waste diversion target by 2020. The City is currently diverting 78% of single-family residential waste.

Cost increases under Options 2 and 3 are associated with estimated costs to expand the type and volume of materials received at the Recycling Depot based on increased hours of operation as well as equipment and material costs for handling a broadened scope of recycling materials.

### Contracts

Contract costs are marginally reduced under Option 1 as a result of favourable unit pricing obtained in the procurement process for a new solid waste and recycling service contract, scheduled to commence in January 2019. Options 2 and 3 include contract costs to expand the large item collection service to six items per household annually (from the current allotment of four). Option 3 includes expanded contract costs for a targeted program to promote further diversion of garbage to recycling programs.

### Recycling Materials Processing

Recycling material processing costs increased slightly and are associated with increased volumes from commercial landscape drop off of yard and garden trimmings at Ecowaste.

The major component of increases relates to new rates obtained under a new organics material processing contract. Another contributing factor relates to increased fees for processing materials received at the Recycling Depot due to declining worldwide market conditions for recycling materials, coupled with more stringent material quality standards. Options 2 and 3 assume higher processing costs associated with handling increased volumes and types of materials at the Recycling Depot.

### Rate Stabilization

Rate stabilization costs remain unchanged. The Sanitation and Recycling provision has a current balance of \$2.3 million as of July 31, 2018.

### Service Level Enhancements Discussion – Options 2 and 3

#### *Large Item Pick Up Program*

Options 2 and 3 include a proposed expansion of the large item curbside pick up program from four to six items annually. This service is available to residents who receive City garbage collection and/or curbside Blue Box collection service. By expanding up to six items per year, this program enhancement is designed to help improve convenience for residents to dispose of additional household items. This program is particularly convenient for residents who do not have the ability to transport large items to the Recycling Depot and/or disposal facilities. Household items and furniture remain the highest percentage of items dumped illegally. It is also suggested to expand the scope of eligible items for large item pick up to include tires. Cost increases for this program expansion are reflected in additional contract costs (to collect the additional items) and disposal costs (estimated cost to dispose and/or process the additional items collected).

*Recycling Depot*

The Recycling Depot is conveniently located and is highly used by residents since a wide range of materials is accepted for recycling. There are approximately 160,000 visits per year, averaging over 13,000 visits per month, or 67 customers for every hour the Recycling Depot is open.

The Recycling Depot is currently open 5 days per week (Wednesday to Sunday), from 9:00 a.m. – 6:15 p.m. Options 2 and 3 include opening the facility an additional one day per week (from Tuesday to Sunday) with the same operating hours. Service level increases are reflected in additional salary, equipment/material and related estimated material handling and processing costs.

Option 3 also proposes to expand the range of materials accepted at the Recycling Depot to include: propane tanks, butane cylinders, electronics, and those furniture items for which recycling opportunities exist – upholstered furniture, etc. The expansion of these materials would help to further divert materials from garbage and provide further progress toward the 80% waste diversion target. Estimated costs are reflected in added equipment/materials and processing fees.

*Target 80% Waste Diversion*

In addition to the items proposed for expansion at the Recycling Depot, Option 3 also includes a targeted education program to promote further material diversion from garbage and into recycling streams. The most recent Metro Vancouver waste composition study indicates there remain considerable amounts of compostable organics (29%) and plastics (21%) in the waste stream. A program similar to the Gold Star program would be undertaken to further diversion efforts. Removing additional materials from garbage and into recycling streams is the most beneficial approach to achieving the remaining 2% of the City's 80% waste diversion target. This program will also assist in avoiding financial penalties related to contamination at facilities that receive the City's recyclables. Cost increases are reflected in salary and contracts to administer and deliver the program, along with estimates for lower disposal costs and higher recycling material handling and processing fees.

Base Level Expenditure Budget – General

The recommended Solid Waste & Recycling budget also includes regularizing two current waste and recycling coordinator positions from temporary and auxiliary staff to create two regular full-time positions. There is no financial impact to the 2019 utility budget as the applicable funding was approved as part of implementing related programs. Two Position Control Complements (PCCs) are included.

Construction Period Revenues

The City receives construction period revenues from development customers for solid waste and recycling during construction. This revenue is not budgeted due to the long term variability in these revenues. Any actual revenues will be transferred to the Sanitation and Recycling Provision for future rate stabilization funding.

## Revenues – General Solid Waste and Recycling Provision

### *Recycling Material Revenues*

Recycling material revenues are reduced slightly associated with the decline in commodity markets for materials received at the Recycling Depot.

### *Recycle BC (previously MMBC) Incentive*

The net Recycle BC revenue incentive is adjusted to offset inflationary cost increases in order to maintain no net impact in the Blue Box/Multi-Family Recycling Rate. Overall, the Recycle BC program is expected to generate net revenues of approximately \$630,500 for 2018 and can be deposited into the solid waste provision account subject to Council approval. This is in alignment with previous Council direction (November 25, 2013) when the decision to join Recycle BC was made.

### Impact on 2019 Rates

The impact of the budget options to ratepayers is provided in the tables which follow. The principal reason for the increase in 2019 relates to increased costs associated with organics processing requirements in accordance with costing obtained in new agreements. Other key contributing factors include costs for handling increasing amounts of illegally dumped asbestos containing drywall and the projected increase in the Metro Vancouver disposal tipping fee. Numbers in italics represent the difference between 2018 rates and 2019 optional rates.

Table 11 provides total costs based on standard garbage cart sizes for single-family (240L) and townhouse (120L). Table 12 provides a more detailed breakdown of Option 3 rates based on the four different garbage cart size options that are available to residents in single-family and townhouse units. The percentage of container sizes subscribed by each customer class is also presented for reference. Residents are able to reduce or increase the amount they pay based on the cart size they select for garbage collection services.

Table 11. 2019 Solid Waste and Recycling Rate Options (net of Discount)				
Customer Class	2018 Rates	Option 1	Option 2 Recycling Depot Open 6 Days per Week 6 Large Item Pick Up per Household	Option 3 (Recommended) Same as Option 2 Plus Enhanced Program for 80% Waste Diversion
Single-Family Dwelling (Standard 240L Cart)	\$313.10	\$318.25 <i>\$5.15</i>	\$323.90 <i>\$10.80</i>	\$334.15 <i>\$21.05</i>
Townhouse (Standard 120L Cart)	\$223.95	\$229.65 <i>\$5.70</i>	\$235.30 <i>\$11.35</i>	\$239.40 <i>\$15.45</i>
Apartment	\$99.80	\$101.95 <i>\$2.15</i>	\$104.10 <i>\$4.30</i>	\$106.20 <i>\$6.40</i>
Business Rate	\$32.29	\$34.12 <i>\$1.83</i>	\$34.55 <i>\$2.26</i>	\$34.97 <i>\$2.68</i>

Table 12. 2019 Single-Family and Townhome Net Rates by Garbage Cart Size				
	Single-Family		Townhomes	
Cart Size	Full Service Rate (Including Recycling, Organics, Other Services)	Approximate Percent - Subscribed Size	Full Service Rate (Including Recycling, Organics, Other Services)	Approximate Percent - Subscribed Size
80L	\$291.15	5%	\$217.40	12%
120L	\$313.15	12%	\$239.40	78%
240L	\$334.15	78%	\$260.40	9%
360L	\$436.15	5%	\$362.40	1%

The rates outlined in Tables 11 and 12 are net rates. The bylaw provides a 10% discount for utility bills paid prior to a deadline. The rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery.

### Regional Issues

For 2019, tipping fees are expected to increase by \$5 per tonne. Announced estimates are not yet available for Metro Vancouver's 5-Year financial plan for the 2019 – 2022 periods.

Key actions implemented in 2018 include the introduction of an expanded polystyrene disposal ban, the Coquitlam Transfer Station replacement, Surrey small vehicle drop-off facility, and reduction activities focused on food waste and construction and demolition waste. The expanded polystyrene disposal ban applies to polystyrene used for packaging and distributing products (excludes food and beverage packaging, packing peanuts, etc.) and attracts a 100% surcharge on threshold levels above 20% (by weight or volume). Staff anticipate that the recent announcement of Harvest Power's intention to close their organics processing facility in Richmond (in April, 2020) and increasing public sentiment about odours from composting facilities is likely to lead to the need for more fully enclosed facilities in order to better capture and treat odours. This will result in an overall increase in costs, in general, to manage the organics portion of the waste stream. Additional efforts at the regional level to encourage greater processing capacity investment are likely to be needed.

### Advantages/Disadvantages of Various Options

#### Option 1

- Represents full cost recovery via rates of all program costs, including substantial cost increases in organics processing and material handling for illegally dumped asbestos containing drywall.

#### Option 2

- Represents full cost recovery via rates of all program costs, including substantial cost increases in organics processing and material handling for illegally dumped asbestos containing drywall.
- Includes enhanced service levels through:

- Expanding the operating hours at the Recycling Depot from 5 to 6 days per week; and
- Expanding the annual allocation of items eligible for Large Item collection from four to six items per household.

#### Option 3 (Recommended)

- Includes a targeted program to reach the 80% waste diversion target by 2020.
- Represents full cost recovery via rates of all program costs, including substantial cost increases in organics processing and material handling for illegally dumped asbestos containing drywall.
- Includes enhanced service levels through:
  - Expanding the operating hours at the Recycling Depot from 5 to 6 days per week;
  - Expanding the annual allocation of items eligible for Large Item collection from four to six items per household; and
  - Combined initiatives designed toward diverting additional household waste into existing recycling services, plus the addition of a broader range of materials accepted at the Recycling Depot.

#### Recommended Option

Staff recommend the budget and rates identified in Option 3 for Solid Waste and Recycling. This option provides full funding for all existing programs in 2019. Additionally, this option allows for expansion of the City's successful Large Item Pick Up Program to six items per eligible household per year (increased from four). Option 3 also expands the Recycling Depot service to six days per week (currently five) and expands the range of materials collected at the Recycling Depot to include items most frequently requested by residents such as propane tanks, butane cylinders, electronics and upholstered furniture.

A targeted outreach program designed to promote further diversion of materials from garbage into recycling streams is also included in this option. Two waste/recycling coordinator positions are also converted to regular full time positions, with no budget impact, as the work is currently undertaken by temporary and auxiliary staff.



### Total Recommended 2019 Utility Rate Option

In light of the significant challenges associated with the impacts of regional costs and new programs in the City, Staff recommend the budget and rates options as follows:

- Option 1 is recommended for Water
- Option 1 is recommended for Sewer
- Option 2 is recommended for Drainage and Diking
- Option 3 is recommended for Solid Waste and Recycling

Table 13 summarizes the estimated total metered rate utility charge, based on average water and sewer consumption. Table 14 summarizes the total flat rate utility charge. Numbers in italics represent the difference between 2018 rates and 2019 proposed rates.

Table 13. 2019 Estimated Total Net Rates to Metered Customers		
Customer Class	2018 Estimated Net Metered Rates	2019 Estimated Net Metered Rates
		(Recommended)
Single-Family Dwelling (based on 315 m <sup>3</sup> average)	\$1,198.51	\$1,261.36 <i>\$62.85</i>
Townhouse (on City garbage service)	\$867.26	\$908.68 <i>\$41.42</i>
Townhouse (not on City garbage service)	\$777.76	\$814.68 <i>\$36.92</i>
Apartment (based on 160 m <sup>3</sup> average)	\$604.92	\$631.11 <i>\$26.19</i>
<b>Commercial/Industrial</b>		
Metered Water (\$/m <sup>3</sup> )	\$1.1757	\$1.2382 <i>\$0.0625</i>
Metered Sewer (\$/m <sup>3</sup> )	\$1.0481	\$1.1093 <i>\$0.0612</i>
Business: Garbage	\$32.29	\$34.97 <i>\$2.68</i>
Business: Drainage & Diking (800 m <sup>2</sup> to 10,000 m <sup>2</sup> )	\$301.60	\$325.73 <i>\$24.13</i>
Business: Drainage & Diking (above 10,000 m <sup>2</sup> )	\$603.20	\$651.45 <i>\$48.25</i>
Business: Drainage & Diking (Others)	\$141.71	\$144.55 <i>\$2.84</i>

Table 14. 2019 Total Net Rates to Flat Rate Customers		
Customer Class	2018 Net Flat Rates	2019 Net Flat Rates (Recommended)
Single-Family Dwelling	\$1,508.86	\$1,591.02 \$82.16
Townhouse (on City garbage service)	\$1,268.50	\$1,334.06 \$65.56
Townhouse (not on City garbage service)	\$1,179.00	\$1,240.06 \$61.06
Apartment	\$896.90	\$939.92 \$43.02

The rates outlined in Tables 13 and 14 are net rates. The bylaw provides a 10% discount for utility bills paid prior to a deadline. The rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery. The recommended rates outlined above result in gross rate charges to residents as outlined in Attachment 1. These rates would be reflected in the amending bylaws for each utility area, should they be approved by Council.

#### Flat Rate and Metered Customers

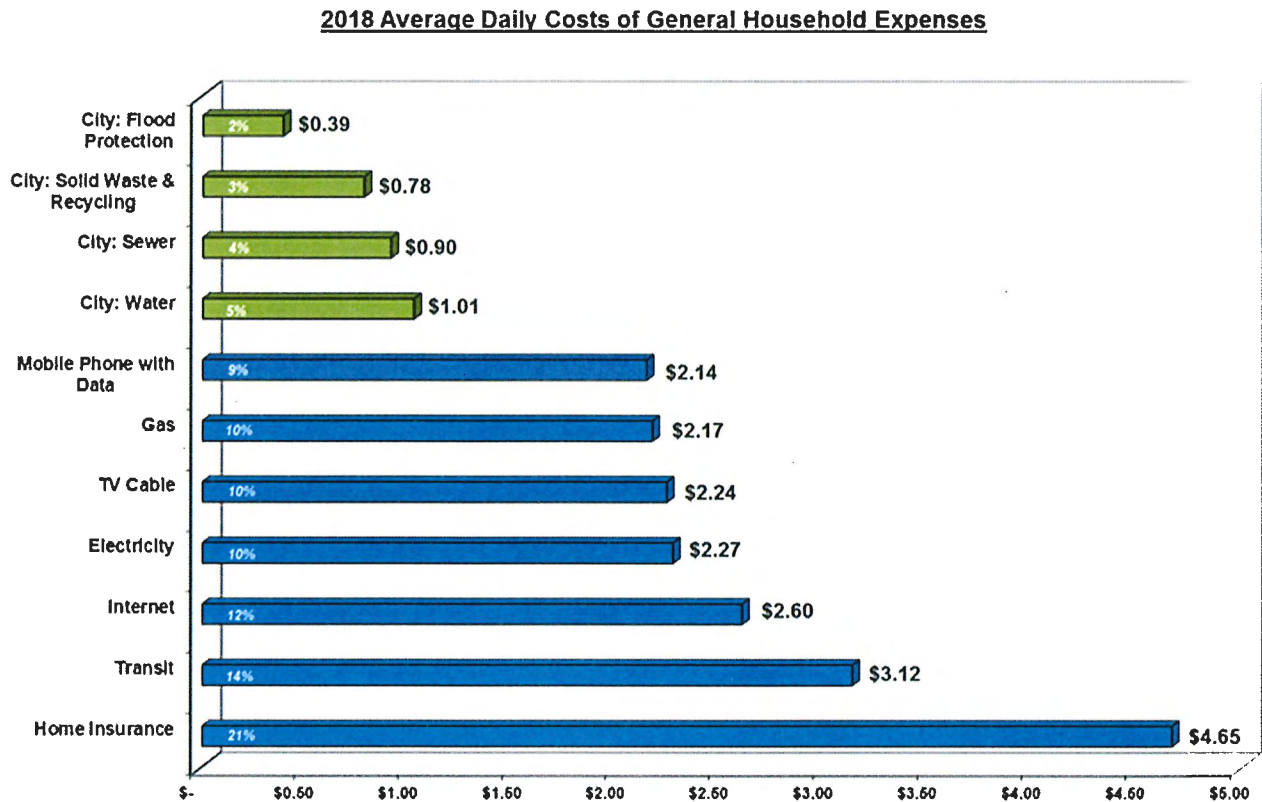
All ICI properties and single-family units in the City are metered. The single-family residential flat rate will continue to apply to duplex units that share one water service. These units require significant internal plumbing separation work to facilitate metering and were not included in the universal metering program. The majority of townhouses and apartments are still on flat rate utility services; however, the number with meters will continue to increase with the ongoing volunteer and mandatory water meter programs for multi-family dwellings. The number of units by customer class is identified in Table 15:

Table 15. Flat Rate and Metered Property Unit Counts				
	2018 Percentages (Mid-year)	2018 Counts (Mid-year)	2019 Counts (Mid-year Estimate)	Difference
Single-Family Residential	Flat Rate (3%)	853	853	0
	Metered (97%)	27,031	27,225	194
Townhouse	Flat Rate (68%)	11,647	11,633	-14
	Metered (32%)	5,581	5,819	238
Apartment	Flat Rate (46%)	14,946	14,826	-120
	Metered (54%)	17,238	18,203	965
Total Residential Units		77,296	78,559	1,263
Commercial Units	Metered	3,549	3,549	0
Farms	Metered	47	47	0

### Comparison of 2018 City Utility Rates to Other Major Household Expenses

City utility fees represent approximately 14% of total average daily household expenses and are of good value when compared with common household expenses. Water, sewer, solid waste and recycling, and flood protection services are fundamental to a quality of life for residents as well as necessary infrastructure to support the local economy. Figure 4 illustrates the value of these services when compared to other common daily household expenses.

Figure 4. Cost Comparison of Main Household Expenses for a Single-Family Dwelling



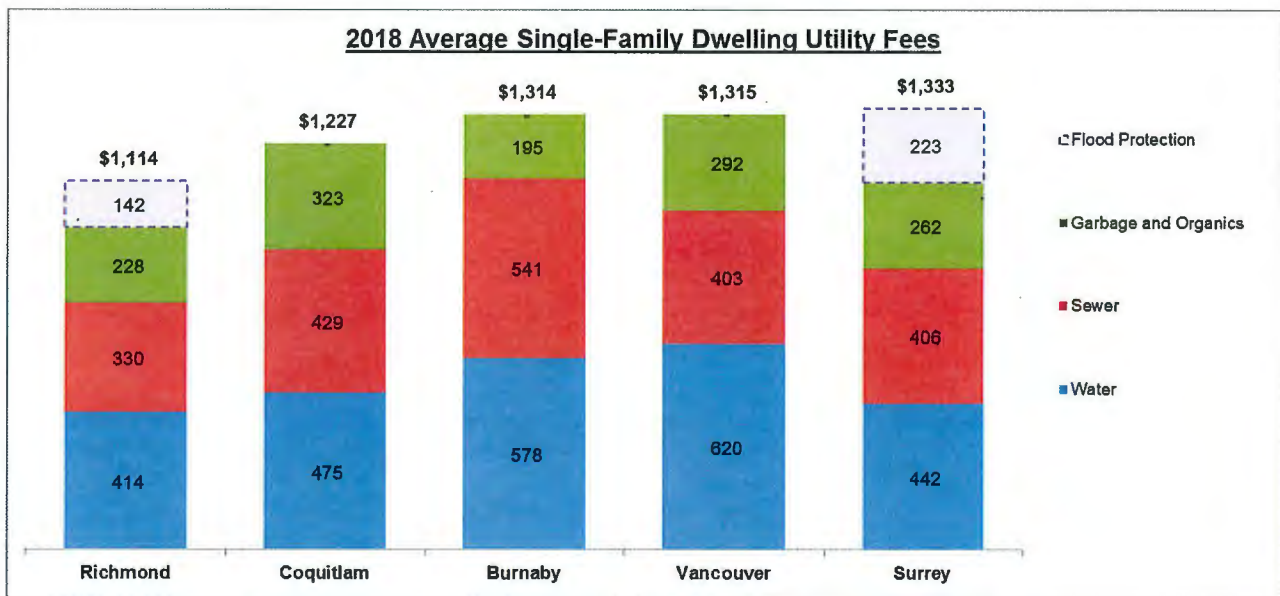
Source: BC Hydro, Fortis BC, Rogers, Shaw, TD Insurance, and Translink

Figure 4 Reference REDMS 5909777

### Comparison of 2018 Comparator Municipality Utility Fees

Figure 5 provides a comparison between the City's 2018 average single-family dwelling utility fees with comparator municipalities. All utility fees presented below are net of applicable discounts. Richmond and Surrey water and sewer rates includes applicable metering costs and are based on average annual consumptions of 315 m<sup>3</sup> and 375 m<sup>3</sup> respectively as single-family dwellings in these cities are 100% and 70% metered respectively; all other comparator municipalities are predominately charged a flat rate for water and sewer services. Large item pick up, blue box, general recycling and waste management fees have been excluded in the garbage and organics fee presented for comparison purposes as not all municipalities offer the same services. Coquitlam, Burnaby and Vancouver do not have applicable rates for drainage and flood protection services. The City of Richmond offers this additional and critical service while still maintaining the lowest combined fee for utility services.

Figure 5. Comparison of 2018 Average Single-Family Dwelling Utility Fee



**Sources:**

City of Richmond:

- Waterworks and Water Rates Bylaw No. 5637; amending by-law No. 9785
- Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551; amending by-law No. 9782
- Solid Waste & Recycling Regulation Bylaw No. 6803; amending by-law No. 9791

City of Coquitlam:

- Water Distribution Bylaw No. 4428; amending by-law No. 4825
- Sewer and Drainage Bylaw No. 4429; amending by-law No. 4826
- Solid Waste Management amending by-law No. 4827

City of Burnaby:

- Waterworks Regulation Bylaw No 1953 ; amending by-law No. 3325C
- Sewer Charge Bylaw No. 1961; amending by-law No. 4231C
- Solid Waste & Recycling Bylaw No. 2010; amending by-law No. 12875C
- <https://www.burnaby.ca/Assets/city+services/property+taxes/2018+Utility+Charges+and+Garbage+Disposal+Fees+Brochure.pdf>

City of Vancouver:

- Water Works By-law No. 4848; amending by-law No. 11980
- Sewer & Watercourse By-law No. 8093; amending by-law No. 11979
- Solid Waste By-law No. 8417; amending by-law No. 11981

City of Surrey:

- Waterworks Regulation and Charges Bylaw No 2007 ; amending by-law No. 16337
- Sanitary Sewer Regulation and Charges By-law No. 2008; amending by-law No. 16611
- Waste Management Regulations and Charges By-law No. 2015; amending by-law No. 18412

## Financial Impact

The budget and rate impacts associated with each option are outlined in detail in this report. In all options, the budgets and rates represent full cost recovery for each City service.

The key impacts to the recommended 2019 utility budgets and rates stem from Metro Vancouver's forecast increases for bulk water purchase and the sewer levy. Staff recommend the budget and rates options as follows:

- Option 1 is recommended for Water
- Option 1 is recommended for Sewer
- Option 2 is recommended for Drainage and Diking
- Option 3 is recommended for Solid Waste & Recycling

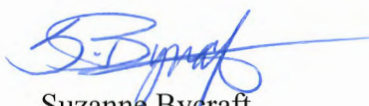
Considerable effort has been made to minimize City costs and other costs within our ability in order to minimize the impact to property owners.

## Conclusion

This report presents the 2019 proposed utility budgets and rates for City services relating to the provision of water, the connection of wastewater, drainage and flood protection, as well as the provision of solid waste and recycling services. Considerable measures are taken to reduce costs where possible in order to minimize rate increases. A significant portion of the City's costs relate to impacts from influences outside of the City's direct control, such as regional cost impacts, the new provincial Employer Health Tax, power and postage increases, etc. Regional costs are expected to continue increasing to meet demands for high quality drinking water and sewer treatment. Staff recommends that the budgets and rates as outlined in this report be approved and that the appropriate amending bylaws be brought forward to Council to bring these rates into effect.



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Cindy Szutu, CPA, CGA  
Manager, Utility & Tax  
Projects  
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Att. 1 2019 Annual Utility Charges – Recommended Gross Rates per Bylaw

## Attachment 1

**2019 Annual Utility Charges – Recommended Gross Rates per Bylaw (Estimated Metered and Actual Flat Rates)**

	Water	Sewer	Flood Protection	Solid Waste & Recycling	Total
<b>Metered (Based on Average Consumption)</b>					
Single-Family Dwelling	\$481.37	\$388.26	\$160.61	\$371.28	\$1,401.51
Townhouse (with City garbage)	\$328.91	\$258.83	\$155.90	\$266.00	\$1,009.64
Townhouse (no City garbage)	\$328.91	\$258.83	\$155.90	\$161.56	\$905.20
Apartment	\$230.12	\$197.21	\$155.90	\$118.00	\$701.23
<b>Flat Rate (Actual)</b>					
Single-Family Dwelling	\$730.57	\$505.34	\$160.61	\$371.28	\$1,767.80
Townhouse (with City garbage)	\$598.02	\$462.37	\$155.90	\$266.00	\$1,482.29
Townhouse (no City garbage)	\$598.02	\$462.37	\$155.90	\$161.56	\$1,377.85
Apartment	\$385.37	\$385.09	\$155.90	\$118.00	\$1,044.36
<b>General – Other/Business</b>					
Metered Water (\$/m <sup>3</sup> )	\$1.3758				
Metered Sewer (\$/m <sup>3</sup> )		\$1.2326			
Business: Garbage				\$38.86	
Flood Protection (Medium Non-stratified ICI)			\$361.92		
Flood Protection (Large Non-Stratified ICI)			\$723.83		
Flood Protection (Small or Stratified ICI)			\$160.61		





# City of Richmond

## Report to Council

**To:** Richmond City Council  
**From:** Robert Gonzalez, P.Eng.  
Deputy CAO and General Manager, Engineering  
and Public Works  
Andrew Nazareth  
General Manager, Finance & Corporate Services  
**Date:** October 5, 2018  
**File:** 03-0970-01/2018-Vol  
01  
**Re:** 2019 Utility Rate Amendment Bylaws

### Staff Recommendation

That each of the following bylaws be introduced and given first, second, and third readings:

- a) Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9942;
- b) Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 9943; and
- c) Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 9941.

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

Robert Gonzalez, P.Eng.  
Deputy CAO and General Manager,  
Engineering and Public Works  
(604-276-4150)

Att. 3

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

## Staff Report

### Origin

At the October 1, 2018 Finance Committee, the following recommendation was endorsed by Committee as part of their consideration of the 2019 Utility Budgets and Rates:

- 1. That the 2019 utility budgets, as outlined under Option 1 for Water, Option 1 for Sewer, Option 2 for Drainage and Diking, and Option 3 for Solid Waste and Recycling, as contained in the staff report dated September 17, 2018 from the General Manager of Finance & Corporate Services and General Manager of Engineering & Public Works, be approved as the basis for establishing the 2019 Utility Rates and preparing the 5 Year Financial Plan (2019-2023) Bylaw.*

Subject to Council's acceptance of the above Finance Committee recommendation, this report presents the amending bylaws required to bring the utility rates into effect for 2019.

### Analysis

The following is a summary of the proposed changes for Waterworks and Water Rates Bylaw No. 5637, Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, and Solid Waste and Recycling Bylaw No. 6803, as outlined in the "2019 Utility Budgets and Rates" report, dated September 17, 2018:

- 1. Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw 9942**
  - Changes to implement the 2019 water rates as outlined in Option 1 of the above-referenced report.
- 2. Drainage, Dyke, and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 9943**
  - Changes to implement the 2019 sanitary sewer rates as outlined in Option 1, and drainage and diking rates as outlined in Option 2 of the above-referenced report.
  - Housekeeping amendments to adjust customer category headings.
- 3. Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw 9941**
  - Changes to implement the 2019 solid waste and recycling rates as outlined in Option 3 of the above-referenced report.
  - Changes to the Large Item Pick-Up Service to expand up to six items per household per year and to remove the exclusion of tires from the definitions section. The intention is to accept light duty truck and passenger tires as part of the Large Item Pick-Up program.

## Financial Impact

The rates outlined in the proposed amending bylaws represent full cost recovery for each respective utility area. The impact to ratepayers is outlined in the "2019 Utility Budgets and Rates" report, dated September 17, 2018.

## Conclusion

The amending bylaws presented with this report require Council's approval to charge for the various utility services in 2019. These services include the provision of high-quality drinking water for all residents and businesses, sewage conveyance and treatment, flood protection, and solid waste and recycling services.

A strong fiscal management approach is applied towards ensuring that on-going replacement costs are also included in the City's rates, as part of ensuring sound capital investment for infrastructure. This ensures a high level of consistent services for the community.

The costs and rates strategy outlined manage these competing costs effectively while balancing the fiscal challenges presented by increases in regional costs.



Lloyd Bie, P.Eng.  
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Suzanne Bycraft  
Manager, Fleet & Environmental Programs  
(604-233-3338)

LB:al

- Att. 1: Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9942  
2: Drainage, Dyke, and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 9943  
3: Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 9941



**City of  
Richmond**

**Bylaw 9942**

**Waterworks and Water Rates Bylaw No. 5637,  
Amendment Bylaw No. 9942**

The Council of the City of Richmond enacts as follows:

1. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended:
  - a) By deleting Schedules A through G and substituting the Schedules attached to and forming part of this Bylaw.
2. This Bylaw comes into force and effect on January 1, 2019.
3. This Bylaw is cited as **"Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9942"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
MAYOR

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

**SCHEDULE TO BYLAW NO. 9942****SCHEDULE "A" to BYLAW NO. 5637****BYLAW YEAR - 2019****FLAT RATES FOR  
RESIDENTIAL, AGRICULTURAL, AND INSTITUTIONAL PROPERTIES**

	<b>Annual Fee</b>
A. Residential dwellings per unit	
One-Family Dwelling or Two-Family Dwelling	\$730.57
Townhouse	\$598.02
Apartment	\$385.37
B. Stable or Barn per unit	\$147.19
C. Field Supply – each trough or water receptacle or tap	\$92.02
D. Public Schools for each pupil based on registration January 1 <sup>st</sup>	\$8.72

**SCHEDULE "B" TO BYLAW NO. 5637****BYLAW YEAR 2019**

**METERED RATES FOR  
INDUSTRIAL, COMMERCIAL, INSTITUTIONAL, MULTI-FAMILY,  
STRATA-TITLED AND FARM PROPERTIES**

**1. RATES**

Consumption per cubic metre:	\$1.3758
Minimum charge in any 3-month period (not applicable to Farms)	\$114.00

**2. WATER METER FIXED CHARGE**

Fixed charge per **water meter** for each 3-month period:

<u>Meter Size</u>	<u>Fixed Charge</u>
16 mm to 25 mm (inclusive)	\$15
32 mm to 50 mm (inclusive)	\$30
75 mm	\$110
100 mm	\$150
150 mm	\$300
200 mm and larger	\$500



**SCHEDULE "C" TO BYLAW NO. 5637****BYLAW YEAR 2019****METERED RATES FOR  
ONE-FAMILY DWELLING AND TWO-FAMILY DWELLING****1. RATES**

Consumption per cubic metre: \$1.3758

**2. WATER METER FIXED CHARGE**

Fixed charge per **water meter** for each 3-month period:

<u>Meter Size</u>	<u>Fixed Charge</u>
16 mm to 25 mm (inclusive)	\$12
32 mm to 50 mm (inclusive)	\$14
75 mm	\$110
100 mm	\$150
150 mm	\$300
200 mm and larger	\$500

**SCHEDULE "D" to BYLAW 5637****BYLAW YEAR - 2019****1. WATER CONNECTION CHARGE**

<b>One-Family, Two-Family, Multi-Family, Industrial, Commercial Water Connection Size</b>	<b>Connection Charge</b>	
	<b>Tie In Charge</b>	<b>Price Per Metre of Service Pipe</b>
25 mm (1") diameter	\$2,550	\$175.00
40 mm (1 ½") diameter	\$3,500	\$175.00
50 mm (2") diameter	\$3,650	\$175.00
100 mm (4") diameter or larger	in accordance with Section 38	in accordance with Section 38

**2. DESIGN PLAN PREPARED BY CITY**

Design plan prepared by City for One-Family Dwelling or Two-Family Dwelling \$1,000 each

Design plan for all other buildings \$2,000

**3. WATER METER INSTALLATION FEE**

Install water meter [s. 3A(a)] \$1,000 each

**SCHEDULE “E” to BYLAW 5637****BYLAW YEAR - 2019****CONSTRUCTION PERIOD WATER CONSUMPTION RATES –  
RESIDENTIAL**

<b>MONTH (2019)</b>	<b>ONE-FAMILY DWELLINGS &amp; EACH UNIT IN A TWO-FAMILY DWELLING (rate per unit)</b>	<b>START BILL YEAR</b>	<b>MULTI- FAMILY LESS THAN 4 STOREYS (rate per unit)</b>	<b>START BILL YEAR</b>	<b>MULTI- FAMILY 4 STOREYS OR MORE (rate per unit)</b>	<b>START BILL YEAR</b>
January	\$731	2020	\$598	2020	\$790	2021
February	\$670	2020	\$1,176	2021	\$758	2021
March	\$609	2020	\$1,126	2021	\$726	2021
April	\$548	2020	\$1,076	2021	\$694	2021
May	\$487	2020	\$1,027	2021	\$661	2021
June	\$427	2020	\$976	2021	\$630	2021
July	\$365	2020	\$927	2021	\$597	2021
August	\$1,071	2021	\$877	2021	\$990	2022
September	\$1,011	2021	\$827	2021	\$958	2022
October	\$950	2021	\$777	2021	\$926	2022
November	\$889	2021	\$728	2021	\$894	2022
December	\$828	2021	\$678	2021	\$862	2022

**CONSTRUCTION PERIOD WATER CONSUMPTION RATES –  
COMMERCIAL AND INDUSTRIAL**

<b>Water Connection Size</b>	<b>Consumption Charge</b>
20mm (3/4”) diameter	\$140
25mm (1”) diameter	\$275
40mm (1 ½”) diameter	\$685
50mm (2”) diameter and larger	\$1,715

**SCHEDULE "F" to BYLAW 5637****BYLAW YEAR - 2019****MISCELLANEOUS CHARGES**

1.	For an inaccessible meter as set out in Section 7	\$183 per quarter
2.	For each turn on or turn off	\$100
3.	For each non-emergency service call outside regular hours	Actual Cost
4.	Fee for testing a water meter	\$345
5.	Water Service Disconnections:	
	(a) when the service pipe is temporarily disconnected at the property line for later use as service to a new building	\$165
	(b) when the service pipe is not needed for a future development and must be permanently disconnected at the watermain, up to and including 50mm	\$1,100
	(c) if the service pipe is larger than 50mm	Actual Cost
6.	Troubleshooting on private property	Actual Cost
7.	Fire flow tests of a watermain:	
	First test	\$250
	Subsequent test	\$150
8.	Locate or repair of curb stop service box or meter box	Actual Cost
9.	Toilet rebate per replacement	\$100
10.	Fee for water meter verification request	\$50
11.	Fee for use of City fire hydrants:	
	(a) Where the installation of a water meter is required:	
	Refundable deposit:	\$340
	Consumption fee: the greater of the rates set out in Item 1 of Schedule B or C, or	\$218

(b) Where the installation of a water meter is not required:		
	First day	\$218
	Each additional day of use beyond the first day	\$72
12. Fee for use of Private fire hydrants:		
(a) Where the installation of a water meter is required:		
	Refundable deposit:	\$360
	Consumption fee: the greater of the rates set out in Item 1 of Schedule B or C, or	\$210
(b) Where the installation of a water meter is not required:		
	First day	\$100
	Each additional day of use beyond the first day	\$65

**SCHEDULE “G” to BYLAW 5637****BYLAW YEAR - 2019****RATES FOR VANCOUVER INTERNATIONAL AIRPORT AUTHORITY (YVR)**

Applicable rate is \$0.8217 per cubic meter of water consumed, plus the following amounts:

- YVR’s share of future water infrastructure capital replacement calculated at \$0.3372 per m<sup>3</sup>
- 50% of the actual cost of operations and maintenance activities on water infrastructure shared by the **City** and YVR, as shown outlined in red on the plan attached as Schedule H
- 100% of the actual cost of operations and maintenance activities on water infrastructure serving only YVR, as shown outlined in red on the plan attached as Schedule H
- 100% of the actual cost of operations and maintenance activities on a section of 1064 m water main, as shown outlined in green on the plan attached as Schedule H from the date of completion of the Canada Line public transportation line for a period of 5 years. After the 5 year period has expired, costs for this section will be equally shared between the **City** and YVR
- 76 m<sup>3</sup> of water per annum at a rate of \$0.8217 per cubic meter for water used annually for testing and flushing of the tank cooling system at Storage Tank Farm TF2 (in lieu of metering the 200 mm diameter water connection to this facility)

(Note: water infrastructure includes water mains, pressure reducing valve stations, valves, hydrants, sponge vaults and appurtenances)





City of  
Richmond

Bylaw 9943

**Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551,  
Amendment Bylaw No. 9943**

The Council of the City of Richmond enacts as follows:

1. The **Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551**, as amended, is further amended:
  - a) by deleting Schedule B and Schedule C in their entirety and substituting the schedules attached to and forming part of this Bylaw.
2. This Bylaw comes into force and effect on January 1, 2019.
3. This Bylaw is cited as "**Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 9943**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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

**SCHEDULE to Bylaw 9943****SCHEDULE B to BYLAW NO. 7551****SANITARY SEWER USER FEES****1. FLAT RATES FOR NON-METERED PROPERTIES**

	<b>Annual Fee Per Unit</b>
(a) Residential Dwellings	
(i) One-Family Dwelling or Two-Family Dwelling	\$505.34
(ii) Townhouses	\$462.37
(iii) Apartments	\$385.09
(b) Public School (per classroom)	\$395.47
(c) Shops and Offices	\$468.29

**2. RATES FOR METERED PROPERTIES**

Regular rate per cubic metre of water delivered to the property: \$ 1.2326

**3. RATES FOR COMMERCIAL, INDUSTRIAL, INSTITUTIONAL AND AGRICULTURAL**

Minimum charge in any quarter of a year: \$ 86.00

**SCHEDULE B to BYLAW NO. 7551****SANITARY SEWER USER FEES****4. CONSTRUCTION PERIOD – PER DWELLING UNIT**

<b>Month (2019)</b>	<b>One-Family Dwellings &amp; Each Unit in a Two-Family Dwelling (rate per unit)</b>	<b>Start Bill Year</b>	<b>Multi-Family Dwelling Less than 4 Storeys (rate per unit)</b>	<b>Start Bill Year</b>	<b>Multi-Family Dwelling 4 Storeys or More (rate per unit)</b>	<b>Start Bill Year</b>
January	\$505	2020	\$462	2020	\$790	2021
February	\$464	2020	\$909	2021	\$758	2021
March	\$421	2020	\$871	2021	\$725	2021
April	\$379	2020	\$832	2021	\$693	2021
May	\$337	2020	\$794	2021	\$661	2021
June	\$295	2020	\$756	2021	\$629	2021
July	\$253	2020	\$716	2021	\$597	2021
August	\$741	2021	\$678	2021	\$990	2022
September	\$700	2021	\$639	2021	\$958	2022
October	\$657	2021	\$601	2021	\$925	2022
November	\$615	2021	\$563	2021	\$893	2022
December	\$573	2021	\$524	2021	\$861	2022

**SCHEDULE C to BYLAW NO. 7551****FLOOD PROTECTION SYSTEM FEES**

	<b>Annual Fee Per Unit</b>
<b>1. FLOOD PROTECTION SYSTEM FEES</b>	
(a) Residential Dwellings	
(i) One-Family Dwelling or Two-Family Dwelling	\$160.61
(ii) Multiple-Family Dwellings	\$155.90
(b) Agricultural properties	\$160.61
(c) Stratified industrial, commercial and institutional properties	\$160.61
(d) Non-stratified industrial, commercial and institutional properties with lot areas less than 800 m <sup>2</sup>	\$160.61
(e) Non-stratified industrial, commercial and institutional properties with lot areas between 800 m <sup>2</sup> and 10,000 m <sup>2</sup>	\$361.92
(f) Non-stratified industrial, commercial and institutional properties with lot areas greater than 10,000 m <sup>2</sup>	\$723.83



**Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment  
Bylaw No. 9941**

The Council of the City of Richmond enacts as follows:

1. The Solid Waste and Recycling Regulation Bylaw No. 6803, as amended, is further amended:

- (a) By deleting Schedules A through D and substituting Schedule A attached to and forming part of this Bylaw. For greater certainty, any reference to Schedule B, Schedule C or Schedule D in the bylaw shall be interpreted as a reference to Schedule A.

- (b) By deleting section 1.8.1 and substituting the following:

“The **City**, subject to subsections 1.8.2 to 1.8.5, will arrange for the pick-up of a maximum of six (6) **large items** per calendar year from:

- (a) a **single-family dwelling** or a unit in a **duplex dwelling** that receives **City garbage** collection service; and
    - (b) a unit in a **townhouse development** or **multi-family dwelling** that receives **City garbage** or **City blue box recycling** service,

and every **owner** of a property referred to in subsection 1.8.1(a) and (b) above must pay the **large item** pick-up fee specified in Schedule A, which is attached and forms a part of this bylaw.”

- (c) By deleting section 1.8.3 and substituting the following:

“The maximum of six (6) **large items** per calendar year per eligible **single-family dwelling** and unit in a **duplex dwelling, townhouse development** and **multi-family dwelling** may be disposed of at the same time or on different occasions. If in any calendar year, an eligible dwelling unit does not dispose of six (6) **large items**, that eligible dwelling unit may not carry forward the collection of the remaining item or items into a future calendar year.”

- (d) By deleting in section 15.1 the definition of **Large Item** and substituting the following:

**LARGE ITEM**

means furniture, appliances, small household goods (provided they are boxed or bundled in a reasonable size), barbeques (provided lava rock briquettes or equivalent,

and propane tanks are removed), outdoor furniture, weight training equipment, electric lawnmowers, mattresses, passenger and light-duty tires and similar items approved for pick-up by the **General Manager of Engineering & Public Works**, but does not include:

- (a) a vehicle or part of a vehicle;
- (b) tree stumps;
- (c) carpet or pieces of carpet;
- (d) lumber, demolition or home renovation materials;
- (e) hazardous waste;
- (f) propane tanks;
- (g) gas lawnmowers; or other items excluded by the **General Manager of Engineering & Public Works**.

2. This Bylaw is cited as **"Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 9941"** and is effective January 1, 2019.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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



**SCHEDULE A to BYLAW NO. 9941****BYLAW YEAR: 2019****SCHEDULE A to BYLAW NO. 6803**

<b>FEES FOR CITY GARBAGE COLLECTION SERVICE</b>	
Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 80L container	\$ 80.00
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 80L container	\$ 96.00
Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 120L container	\$ 104.44
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 120L container	\$ 125.33
Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 240L container	\$ 127.77
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 240L container	\$ 153.33
Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 360L container	\$ 241.11
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 360L container	\$ 289.33
Annual City garbage collection service fee for each unit in a multi-family dwelling	
- Weekly service	\$ 42.78
- Twice per week service	\$ 81.11
Optional Monthly City garbage collection service fee for Commercial customers	
- Weekly service	\$ 71.15
- Cost per additional cart	\$ 39.00
Optional Monthly City garbage collection service fee for Commercial customers	
- Twice weekly service	\$ 122.70
- Cost per additional cart	\$ 55.70
Fee for garbage cart replacement	\$ 25.00
Fee for each excess garbage container tag	\$ 2.00
Large Item Pick Up fee	\$ 13.61

**SCHEDULE B to BYLAW NO. 9941****SCHEDULE B to BYLAW NO. 6803**

<b>FEES FOR CITY RECYCLING SERVICE</b>	
Annual City recycling service fee:	
(a) For residential properties, which receive blue box service (per unit)	\$ 56.78
(b) For multi-family dwellings or townhouse developments which receive centralized collection service (per unit)	\$ 41.33
Annual City recycling service fee:	
(a) For yard and garden trimmings and food waste from single-family dwellings and from each unit in a duplex dwelling (per unit)	\$ 138.06
(b) For yard and garden trimmings and food waste from townhome dwellings that receive City garbage or blue box service (per unit)	\$ 56.11
(c) For yard and garden trimmings and food waste from multi-family dwellings	
- Weekly Service	\$ 41.61
- Twice per week service	\$ 61.39
Cardboard bin recycling service for multi-family dwellings, collected once every 2 weeks	\$ 50.00/bin/month
Cardboard bin recycling service for multi-family dwellings, collected weekly	\$ 60.00/bin/month
Fee for yard/food waste cart replacement	\$ 25.00
Annual City recycling service fee for non-residential properties	\$ 3.80
Optional Monthly City organics collection service fee for Commercial customers	
- Weekly service	\$ 66.67
- Cost per additional cart	\$ 29.45
Optional Monthly City organics collection service fee for Commercial customers	
- Twice weekly service	\$ 93.60
- Cost per additional cart	\$ 57.10
City recycling service fee for the Recycling Depot:	
	\$20.00 per cubic yard for the second and each subsequent cubic yard
(a) (i) for yard and garden trimmings from residential properties	
(ii) for recyclable material from residential properties	\$ 0.00
(b) For yard and garden trimmings from non-residential properties	\$20.00 per cubic yard
(c) For recycling materials from non-residential properties	\$ 0.00

**SCHEDULE C to BYLAW NO. 6803**

<b>FEES FOR CITY LITTER COLLECTION SERVICE</b>	
Annual City litter collection service fee for both residential properties and non-residential properties	\$ 35.06

## SCHEDULE D to BYLAW NO. 9941

## SCHEDULE D TO BYLAW 6803

NEW RESIDENTIAL PROPERTY PAYMENT FEE SCHEDULE									
Month in Current Year in which Building Permit is Issued		GARBAGE, RECYCLING & LITTER COLLECTION FEE				RECYCLING & LITTER COLLECTION FEE PER STRATA LOT			
		Single-Family Dwellings & Each Unit in a Duplex Dwelling		Townhouse Development		Townhouse Development		Multi-Family Development	
		Prorated Fee Per Unit	Year in which Annual Fee Commences	Prorated Fee Per Unit	Year in which Annual Fee Commences	Prorated Fee Per Unit	Year in which Annual Fee Commences	Prorated Fee Per Unit	Year in which Annual Fee Commences
January	2019	\$ 167	2020	\$ -	2020	\$ -	2020	\$ 54	2021
February	2019	\$ 139	2020	\$ 224	2021	\$ 124	2021	\$ 45	2021
March	2019	\$ 111	2020	\$ 203	2021	\$ 113	2021	\$ 36	2021
April	2019	\$ 84	2020	\$ 183	2021	\$ 102	2021	\$ 27	2021
May	2019	\$ 56	2020	\$ 163	2021	\$ 91	2021	\$ 18	2021
June	2019	\$ 28	2020	\$ 142	2021	\$ 79	2021	\$ 9	2021
July	2019	\$ -	2020	\$ 122	2021	\$ 68	2021	\$ -	2021
August	2019	\$ 312	2021	\$ 102	2021	\$ 57	2021	\$ 101	2022
September	2019	\$ 284	2021	\$ 81	2021	\$ 45	2021	\$ 92	2022
October	2019	\$ 256	2021	\$ 61	2021	\$ 34	2021	\$ 83	2022
November	2019	\$ 227	2021	\$ 41	2021	\$ 23	2021	\$ 74	2022
December	2019	\$ 199	2021	\$ 20	2021	\$ 11	2021	\$ 64	2022



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** September 14, 2018  
**From:** Kim Somerville  
Manager, Community Social Development **File:** 08-4057-05/2018-Vol  
01  
**Re:** **Housing Agreement Bylaw No. 9910 to Permit the City of Richmond to Secure Affordable Housing Units at 8091 Capstan Way (0892691 B.C. Ltd. – Minglian)**

### Staff Recommendation

That Housing Agreement (0892691 B.C. Ltd. – Minglian) Bylaw No. 9910 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 483 of the *Local Government Act*, to secure the Affordable Housing Units required by the Rezoning Application RZ 15-699647.

Kim Somerville  
Manager, Community Social Development  
(604-247-4671)

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Law Development Applications	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The purpose of this report is to recommend that Council adopt Housing Agreement Bylaw No. 9910 (Attachment 1) to secure 590 m<sup>2</sup> (6,349 ft<sup>2</sup>) or nine affordable rental housing units in the proposed development located at 8091 Capstan Way (Attachment 2).

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

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

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

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

This report also supports the Social Development Strategy Goal #1: Enhance Social Equity and Inclusion:

*Strategic Direction #1: Expand Housing Choices*

As well, this report and bylaw are consistent with the Richmond Affordable Housing Strategy 2017-2027, adopted on March 12, 2018, which specifies the creation of affordable rental housing units as a key housing priority for the City. As the rezoning application was received prior to July 24, 2017, it is subject to grandfathering of the five percent affordable housing contribution rate. This rezoning introduces the development of 136 residential units as well as commercial space (RZ 15-699647).

An agreement was reached where 0892691 BC Ltd - Minglian would register the City's standard Affordable Housing Agreement to secure nine affordable rental housing units, clustered within the residential building.

Rezoning Application RZ 15-699647 was given second and third readings at the Public Hearing on July 17, 2017 for the redevelopment of 8091 Capstan Way. The registration of a Housing Agreement and Housing Covenant are conditions of the Rezoning Application, which secures nine affordable rental housing units with maximum rental rates and tenant income as established by the City's Affordable Housing Strategy.

The proposed Housing Agreement Bylaw for the subject development (Bylaw No. 9910) is presented as attached. It is recommended that the Bylaw be introduced and given first, second

and third readings. Following adoption of the Bylaw, the City will be able to execute the Housing Agreement and arrange for notice of the agreement to be filed in the Land Title Office.

### Analysis

The subject development application involves a development consisting of approximately 136 residential units, including nine affordable rental housing units. The affordable rental housing units anticipated to be delivered are as follows:

	Affordable Housing Strategy Requirements			Project Targets (2)
	Min. Permitted Unit Area	Max. Monthly Unit Rent (1)	Total Max. Household Income (1)	# of Units
1-BR	50 m <sup>2</sup> (535 ft <sup>2</sup> )	\$975	\$38,250 or less	6
2-BR	80 m <sup>2</sup> (860 ft <sup>2</sup> )	\$1,162	\$46,850 or less	2
3-BR	91 m <sup>2</sup> (980 ft <sup>2</sup> )	\$1,480	\$58,050 or less	1
<b>TOTAL</b>	<b>590 m<sup>2</sup> (6,349 ft<sup>2</sup>)</b>	<b>N/A</b>	<b>N/A</b>	<b>9</b>

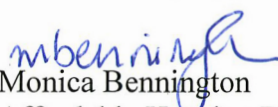
The Housing Agreement restricts the annual household incomes and maximum rents for eligible occupants and specifies that the units must be made available at affordable housing rates in perpetuity. The Agreement includes provisions for annual adjustment of the maximum annual housing incomes and rental rates in accordance with City requirements. The Agreement also specifies that occupants of the affordable rental housing units shall have unlimited access to all on-site indoor and outdoor amenity spaces (i.e., parking) and will not be charged additional costs (i.e., move in/move out fees), which the owner is required pursuant to the Development Permit or any agreement with the City to make available to the tenant or permitted occupant of the affordable housing unit. The applicant has agreed to the terms and conditions of the attached Housing Agreement, and to register notice of the Housing Agreement on title to secure the nine affordable rental housing units.

### Financial Impact

None.

### Conclusion

In accordance with the *Local Government Act* (Section 483), adoption of Bylaw No. 9910 is required to permit the City to enter into a Housing Agreement which together with the housing covenant will act to secure nine affordable rental housing units that are proposed in association with Rezoning Application RZ 15-699647.

  
 Monica Bennington  
 Affordable Housing Planner  
 (604-247-4946)

Att. 1: Bylaw No. 9910, Schedule A  
 2: Map of Subject Property





**Housing Agreement (0892691 B.C. Ltd. – Minglian) Bylaw No. 9910**

The Council of the City of Richmond enacts as follows:

1. The Mayor and City Clerk for the City of Richmond are authorized to execute and deliver a housing agreement, substantially in the form set out as Schedule A to this Bylaw, with the owner of the lands legally described as:

PID: 004-231-643      Lot 41 except: Parcel B (Bylaw Plan 73014), Section 28, Block 5  
North, Range 6 West, New Westminster District Plan 27115

This Bylaw is cited as “**Housing Agreement (0892691 B.C. Ltd. – Minglian) Bylaw No. 9910**”.

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 A

To Housing Agreement (0892691 B.C. Ltd. – Minglian) Bylaw No. 9910

HOUSING AGREEMENT BETWEEN MINGLIAN AND THE CITY OF RICHMOND

**HOUSING AGREEMENT**  
**(Section 483 *Local Government Act*)**

**THIS AGREEMENT** is dated for reference \_\_\_\_\_, 2018,

**BETWEEN:**

**0892691 B.C. LTD. (INC. NO. BC0892691)**, a corporation pursuant to the *Business Corporations Act* and having an address at 107-8898 Heather Street, Vancouver, British Columbia, V6P 3S8

(the “**Owner**”)

**AND:**

**CITY OF RICHMOND**, a municipal corporation pursuant to the *Local Government Act* and having its offices at 6911 No. 3 Road, Richmond, British Columbia, V6Y 2C1

(the “**City**”)

**WHEREAS:**

- A. Section 483 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units;
- B. The Owner is the registered owner of the Lands (as hereinafter defined); and
- C. The Owner and the City wish to enter into this Agreement (as herein defined) to provide for affordable housing on the terms and conditions set out in this Agreement.

In consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree as follows:

## ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 In this Agreement the following words have the following meanings:

- (a) **“Affordable Housing Strategy”** means the Richmond Affordable Housing Strategy approved by the City on May 28, 2007, and containing a number of recommendations, policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;
- (b) **“Affordable Housing Unit”** means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Units charged by this Agreement;
- (c) **“Agreement”** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (d) **“Building Permit”** means the building permit authorizing construction on the Lands, or any portion(s) thereof;
- (e) **“City”** means the City of Richmond;
- (f) **“Commercial Users”** means the owners, tenants and employees of, and visitors and guests to, businesses and non-residential spaces located on the Lands (including, without limitation, the hotel to be constructed on the Lands as part of the Development), including employees and/or contractors working for the benefit of the Affordable Housing Units, but excluding businesses carried out within a Dwelling Unit, and excluding residents or occupants of Dwelling Units or Affordable Housing Units;
- (g) **“CPI”** means the All-Items Consumer Price Index for Canada published from time to time by Statistics Canada, or its successor in function;
- (h) **“Daily Amount”** means \$100.00 per day as of January 1, 2009 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2009, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to section 6.1 of this

Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;

- (i) **“Development”** means the two-tower, high-density, mixed-use residential and commercial development to be constructed on the Lands;
- (j) **“Development Permit”** means the development permit authorizing development on the Lands, or any portion(s) thereof;
- (k) **“Director of Development”** means the individual appointed to be the chief administrator from time to time of the Development Applications Division of the City and his or her designate;
- (l) **“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;
- (m) **“Eligible Tenant”** means a Family having a cumulative annual income of:
  - (i) in respect to a bachelor unit, \$34,650 or less;
  - (ii) in respect to a one-bedroom unit, \$38,250 or less;
  - (iii) in respect to a two-bedroom unit, \$46,500 or less; or
  - (iv) in respect to a three or more bedroom unit, \$58,050 or less

provided that, commencing January 1, 2019, the annual incomes set-out above shall be adjusted annually on January 1<sup>st</sup> of each year this Agreement is in force and effect, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the annual incomes set-out above for the subsequent year shall remain unchanged from the previous year. 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;

- (n) **“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
- (o) **"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, dated for reference \_\_\_\_\_, 2018, and registered under number CA \_\_\_\_\_, as it may be amended or replaced from time to time;
- (p) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (q) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (r) **"Lands"** means Lot A Section 28 Block 5 North, Range 6 West New Westminster District Plan EPP \_\_\_\_\_;
- (s) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;
- (t) **"LTO"** means the New Westminster Land Title Office or its successor;
- (u) **"Manager, Community Social Development"** means the individual appointed to be the Manager, Community Social Development from time to time of the Community Services Department of the City and his or her designate;
- (v) **"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;
- (w) **"Permitted Rent"** means no greater than:
  - (i) \$811.00 a month for a bachelor unit;
  - (ii) \$975.00 a month for a one-bedroom unit;
  - (iii) \$1,162.00 a month for a two-bedroom unit; and
  - (iv) \$1,480.00 a month for a three (or more) bedroom unit,

provided that, commencing January 1, 2019, the rents set-out above shall be adjusted annually on January 1<sup>st</sup> of each year this Agreement is in force and effect, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year. 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*. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the permitted rents set-out above for the subsequent year shall remain unchanged from the previous year. 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;

- (x) **“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;
- (y) **“Residential Tenancy Act”** means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (z) **“Strata Property Act”** means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (aa) **“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*;
- (bb) **“Tenancy Agreement”** means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and
- (cc) **“Tenant”** means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement.

## 1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made

under the authority of that enactment;

- (e) any reference to any enactment is to the enactment in force on the date the Owner signs this Agreement, and to subsequent amendments to or replacements of the enactment;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a "party" also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided; and
- (k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".

## ARTICLE 2 USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS

- 2.1 The Owner agrees that each Affordable Housing Unit may only be used as a permanent residence occupied by one Eligible Tenant. An Affordable Housing Unit must not be occupied by the Owner, the Owner's family members (unless the Owner's family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant. For the purposes of this Article, "permanent residence" means that the Affordable Housing Unit is used as the usual, main, regular, habitual, principal residence, abode or home of the Eligible Tenant.
- 2.2 Within 30 days after receiving notice from the City, the Owner must, in respect of each Affordable Housing Unit, provide to the City a statutory declaration, substantially in the form (with, in the City Solicitor's discretion, such further amendments or additions as deemed necessary) attached as Appendix A, sworn by the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Affordable Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already

provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to an Affordable Housing Unit if, in the City's absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.

- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.
- 2.4 The Owner agrees that notwithstanding that the Owner may otherwise be entitled, the Owner will not:
- (a) be issued with a Development Permit (except for parking) unless the Development Permit includes the Affordable Housing Units;
  - (b) be issued with a Building Permit (except for parking) unless the Building Permit includes the Affordable Housing Units; and
  - (c) occupy, nor permit any person to occupy any Dwelling Unit or any portion of any building (except for parking), in part or in whole, constructed on the Lands and the City will not be obligated to permit occupancy of any Dwelling Unit or building (except for parking) constructed on the Lands until all of the following conditions are satisfied:
    - (i) the Affordable Housing Units and related uses and areas have been constructed to the satisfaction of the City;
    - (ii) the Affordable Housing Units have received final building permit inspection granting occupancy; and
    - (iii) the Owner is not otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Owner in connection with the development of the Lands.

### **ARTICLE 3**

#### **DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS**

- 3.1 The Owner may sub-contract the operation and management of the Affordable Housing Units to a qualified and reputable non-profit provider of affordable housing, provided that any such subcontract and non-profit affordable housing provider is pre-approved by the Manager, Community Social Development or other authorised City personnel, in their sole discretion.
- 3.2 The Owner will not permit an Affordable Housing Unit Tenancy Agreement to be

subleased or assigned, except where the Owner believes, acting reasonably, that refusing to consent to a sublease or assignment would be a breach of its obligations under the *Residential Tenancy Act* (British Columbia), and provided such sublease or assignment is to an Eligible Tenant.

- 3.3 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 nine (9) 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 nine (9) Affordable Housing Units.
- 3.4 If the Owner sells or transfers one (1) or more Affordable Housing Units, the Owner will notify the City Solicitor of the sale or transfer within 3 days of the effective date of sale or transfer.
- 3.5 The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:
  - (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
  - (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
  - (c) the Owner will allow the Tenant of an Affordable Housing Unit and any permitted occupant and visitor to have full access to and use and enjoy all on-site common indoor and outdoor amenity spaces that are available for use by, and on the same terms and conditions as, the owners, tenants or other permitted occupants of all strata lots which are not Affordable Housing Units and that are located in the strata plan for the Dwelling Units (which, for certainty, excludes all facilities and amenities reserved for the exclusive use of the Commercial Users), all in accordance with the bylaws and rules and regulations of the applicable strata corporation, provided that such bylaws and rules and regulations of the applicable strata corporation do not conflict with Article 5 of this Agreement;
  - (d) the Owner will not require the Tenant or any permitted occupant of an Affordable Housing Unit to pay any:
    - (i) move-in/move-out fees, strata fees, strata property contingency reserve fees; or
    - (ii) extra charges or fees for:
      - (A) use of any common property, limited common property, or other

common areas, facilities or amenities, including without limitation parking, bicycle storage, electric vehicle charging stations or related facilities, which the Owner is required pursuant to the Development Permit or any agreement with the City to make available to the Tenant or permitted occupants of an Affordable Housing Unit (for greater certainty, whether on an exclusive or shared basis); or

(B) sanitary sewer, storm sewer, water, other utilities, property or similar tax,

provided, however, that 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 cable television, telephone, other telecommunications, gas, or electricity fees, charges or rates;

- (e) the Owner will attach a copy of this Agreement to every Tenancy Agreement;
- (f) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement;
- (g) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
  - (i) an Affordable Housing Unit is occupied by a person or persons other than an Eligible Tenant;
  - (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in section 1.1(m) 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, without the prior written consent of the Owner,

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 3.5(g)(ii) of this Agreement [*Termination of Tenancy Agreement if Annual Income of Tenant rises*

*above amount prescribed in section 1.1(m) 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 3.5(g)(ii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant;

- (h) the Tenancy Agreement will identify all occupants of the Affordable Housing Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Affordable Housing Unit for more than 30 consecutive days or more than 45 days total in any calendar year; and
- (i) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.

3.6 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 Subject to discharge in accordance with Section 7.1(c), this Agreement will be binding upon all strata corporations created upon the strata title Subdivision of the Lands or any Subdivided parcel of the Lands.
- 5.2 Any strata corporation bylaw which prevents, restricts or abridges the right to use the Affordable Housing Units as rental accommodation will have no force and effect.
- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Affordable Housing Units as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit (and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units) paying any extra charges or fees for the use of any common property, limited common property or other common areas, facilities, or indoor or outdoor amenities of the strata corporation.
- 5.5 No strata corporation shall pass any bylaws or approve any levies, charges or fees which would result in the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit paying for the use of parking, bicycle storage, electric vehicle charging stations or related facilities, notwithstanding that the Strata Corporation may levy such parking, bicycle storage, electric vehicle charging stations or other related facilities charges or fees on all the other owners, tenants, any other permitted occupants or visitors of all the strata lots in the applicable strata plan which are not Affordable Housing Units; provided, however, that the electricity fees, charges or rates for use of electric vehicle charging stations are excluded from this provision.
- 5.6 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit from using and enjoying any common property, limited common property or other common areas, facilities or amenities of the strata corporation, including parking, bicycle storage, electric vehicle charging stations or related facilities, except, subject to section 5.5 of this Agreement, on the same basis that governs the use and enjoyment of any common property, limited common property and other common areas, facilities or amenities of the strata corporation, including parking, bicycle storage, electric vehicle charging stations and related facilities, by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units.

## **ARTICLE 6**

## DEFAULT AND REMEDIES

- 6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing 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 483 of the *Local Government Act*;
- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under section 483 of the *Local Government Act* prior to the Lands having been Subdivided, and it is the intention that this Agreement is, once separate legal parcels are created and/or the Lands are Subdivided (including, for greater certainty, by way of air space subdivision), to charge and secure only the legal parcels or Subdivided Lands which contain the Affordable Housing Units, then the City Solicitor shall be entitled, without further City Council approval, authorization or bylaw, to partially discharge this Agreement accordingly. The Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended. Further, the Owner acknowledges

and agrees that in the event that the Affordable Housing Unit is in a strata corporation, this Agreement shall remain noted on the strata corporation's common property sheet.

**7.2 No Compensation**

The Owner acknowledges and agrees that no compensation is payable, and the Owner is not entitled to and will not claim any compensation from the City, for any decrease in the market value of the Lands or for any obligations on the part of the Owner and its successors in title which at any time may result directly or indirectly from the operation of this Agreement.

**7.3 Modification**

Subject to section 7.1 of this Agreement, this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

**7.4 Management**

The Owner covenants and agrees that it will furnish good and efficient management of the Affordable Housing Units and will permit representatives of the City to inspect the Affordable Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Affordable Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands. Notwithstanding the foregoing, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Affordable Housing Units.

**7.5 Indemnity**

The Owner will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any building, or any portion thereof, constructed on the Lands;

- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; and/or
- (d) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

#### 7.6 Release

The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Affordable Housing Unit under this Agreement;
- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any building, or any portion thereof, constructed on the Lands; and/or
- (c) the exercise by the City of any of its rights under this Agreement or an enactment.

#### 7.7 Survival

The obligations of the Owner set out in this Agreement will survive termination or discharge of this Agreement, but only, for greater certainty, to the extent such obligations arose prior to such termination or discharge.

#### 7.8 Priority

The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against title to the Lands in priority to all financial charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City Solicitor or in favour of the City, and that a notice under section 483(5) of the *Local Government Act* will be filed on the title to the Lands.

#### 7.9 City's Powers Unaffected

This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the

Lands;

- (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

**7.10 Agreement for Benefit of City Only**

The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Affordable Housing Unit; and
- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

**7.11 No Public Law Duty**

Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

**7.12 Notice**

Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO and in the case of the City addressed:

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

And to: City Solicitor  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

**7.13 Enuring Effect**

This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

**7.14 Severability**

If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

**7.15 Waiver**

All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

**7.16 Sole Agreement**

This Agreement, and any documents signed by the Owners contemplated by this Agreement (including, without limitation, the Housing 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.

**7.17 Further Assurance**

Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.

**7.18 Covenant Runs with the Lands**

Subject to discharge in accordance with Section 7.1(c), this Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of



this Agreement, acquire an interest in the Lands.

**7.19 Equitable Remedies**

The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

**7.20 No Joint Venture**

Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.

**7.21 Applicable Law**

Unless the context otherwise requires, the laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

**7.22 Deed and Contract**

By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.

**7.23 Joint and Several**

If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.


**7.24 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.

**0892691 B.C. LTD. (INC. NO. BC0892691)**

by its authorized signatory(ies):

Per: 

Name: Frank Gu

Per: 

Name: Frank Gu

**CITY OF RICHMOND**

by its authorized signatory(ies):

Per: \_\_\_\_\_  
Malcolm D. Brodie, Mayor

Per: \_\_\_\_\_  
David Weber, Corporate Officer

<b>CITY OF RICHMOND</b>
APPROVED for content by originating dept.
APPROVED for legality by Solicitor
DATE OF COUNCIL APPROVAL

**Appendix A to Housing Agreement**

**STATUTORY DECLARATION**

<b>CANADA</b>	)	<b>IN THE MATTER OF A</b>
	)	<b>HOUSING AGREEMENT WITH</b>
<b>PROVINCE OF BRITISH COLUMBIA</b>	)	<b>THE CITY OF RICHMOND</b>
	)	<b>("Housing Agreement")</b>

TO WIT:

I, \_\_\_\_\_ of \_\_\_\_\_, British Columbia, do solemnly declare that:

1. I am the owner or authorized signatory of the owner of \_\_\_\_\_ (the "Affordable Housing Unit"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Affordable Housing Unit.
3. For the period from \_\_\_\_\_ to \_\_\_\_\_, the Affordable Housing Unit was occupied only by the Eligible Tenants (as defined in the Housing Agreement) whose names and current addresses and whose employer's names and current addresses appear below:

*[Names, addresses and phone numbers of Eligible Tenants and their employer(s)]*

4. The rent charged each month for the Affordable Housing Unit is as follows:
  - (a) the monthly rent on the date 365 days before this date of this statutory declaration: \$\_\_\_\_\_ per month;
  - (b) the rent on the date of this statutory declaration: \$\_\_\_\_\_; and
  - (c) the proposed or actual rent that will be payable on the date that is 90 days after the date of this statutory declaration: \$\_\_\_\_\_.
5. I acknowledge and agree to comply with the Owner's obligations under the Housing Agreement, and other charges in favour of the City noted or registered in the Land Title Office against the land on which the Affordable Housing Unit is situated and confirm that

the Owner has complied with the Owner's obligations under the Housing Agreement.

6. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at the City of \_\_\_\_\_ )  
\_\_\_\_\_, in the Province of British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_ )  
\_\_\_\_\_, 20\_\_\_\_. )

\_\_\_\_\_  
A Commissioner for Taking Affidavits in the Province of British Columbia )

\_\_\_\_\_  
DECLARANT

# **PRIORITY AGREEMENT**

INDUSTRIAL AND COMMERCIAL BANK OF CHINA (CANADA) (the "**Chargeholder**") is the holder of a Mortgage and Assignment of Rents (and any related extensions thereof):

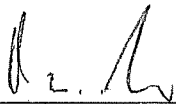
- (i) Mortgage CA3478462, and
- (ii) Assignment of Rents CA3478463

registered in the Land Title Office (together, the "**Bank Charges**") against title to the Lands (as further defined and legally described in the agreement to which this priority agreement is attached).

The Chargeholder, being the holder of the 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 rank in priority upon the Lands over the Charges as if the Housing Agreement had been signed, sealed and delivered and noted on title to the Lands prior to the Charges and prior to the advance of any monies pursuant to the Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

**INDUSTRIAL AND COMMERCIAL BANK OF CHINA (CANADA)**

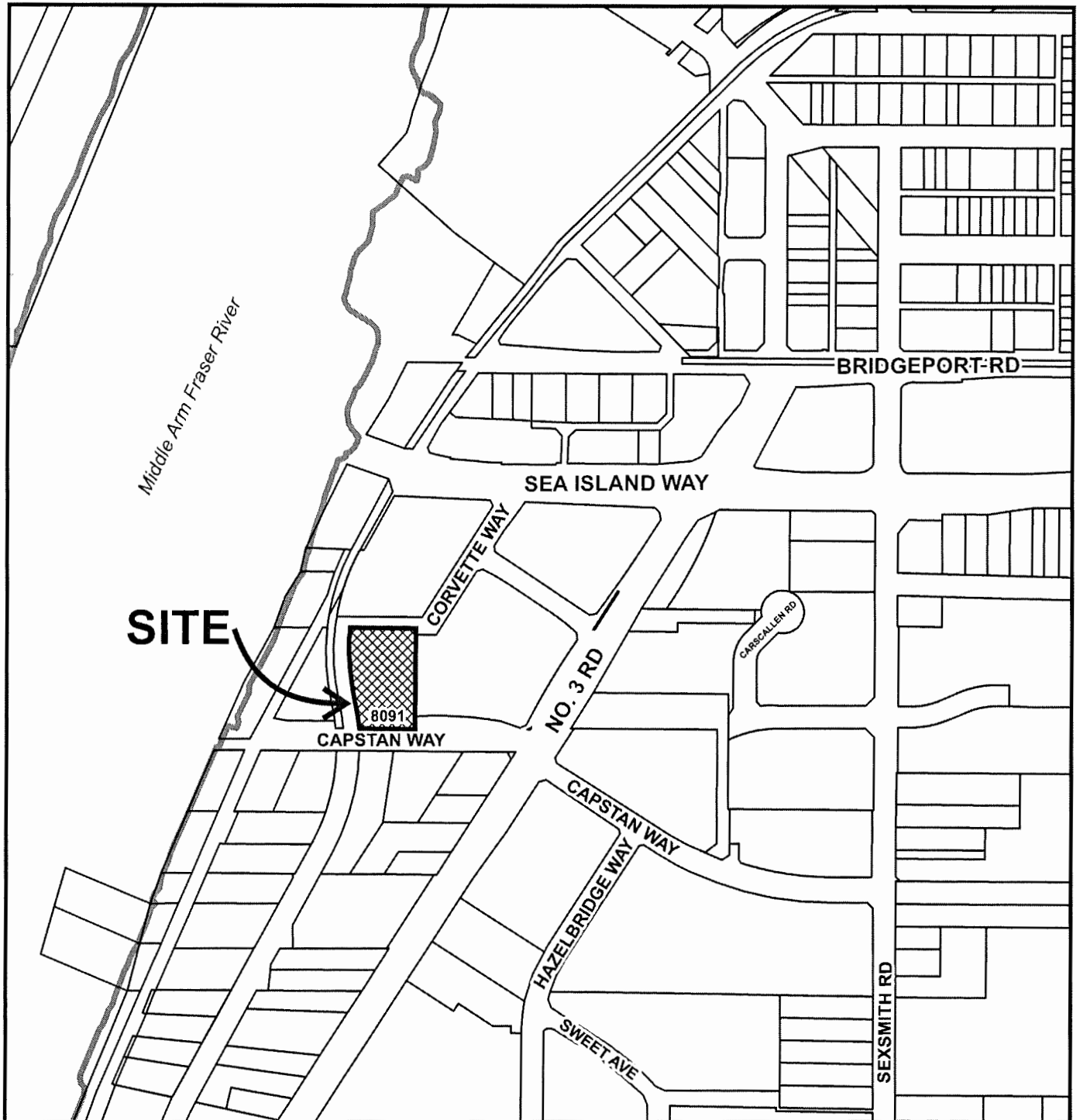
by its authorized signatory(ies):

Per:   
Name: Ping K. Chan

Per:   
Name: Grace Gao



City of  
Richmond



8091 Capstan Way

Original Date: 08/08/18

Revision Date:

Note: Dimensions are in METRES

CNCL - 424





# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** September 19, 2018  
**From:** Kim Somerville  
Manager, Community Social Development **File:** RZ 15-692485  
**Re:** Housing Agreement Bylaw No. 9933 to Permit the City of Richmond to Secure Affordable Housing Units located at 7960 Alderbridge Way and 5333 and 5411 No. 3 Road (0989705 B.C. Ltd.)

### Staff Recommendation

That Housing Agreement (7960 Alderbridge Way and 5333 and 5411 No. 3 Road) Bylaw No. 9933 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement with 0989705 B.C. Ltd. substantially in the form attached hereto, in accordance with the requirements of section 483 of the *Local Government Act*, to secure the Affordable Housing Units and Market Rental Units required by the Rezoning Application RZ 15-692485.

Kim Somerville  
Manager, Community Social Development  
(604-247-4671)

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Law Development Applications Policy Planning	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The purpose of this report is to recommend that Council adopt Housing Agreement Bylaw No. 9933 (Attachment 1) that secures 38 affordable housing units consisting of a minimum of 2,759 m<sup>2</sup> (29,701 ft<sup>2</sup>) and 115 market rental units consisting of a minimum of 8,670 m<sup>2</sup> (93,323 ft<sup>2</sup>) in the proposed development located at 7960 Alderbridge Way and 5333 & 5411 No. 3 Road (Attachment 2).

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

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

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

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

This report also supports the Social Development Strategy Goal #1: Enhance Social Equity and Inclusion:

*Strategic Direction #1: Expand Housing Choices*

As well, this report and bylaw are consistent with the Richmond Affordable Housing Strategy 2017-2027, adopted on March 12, 2018, which specifies the creation of affordable rental housing units as a key housing priority for the City. As the rezoning application was received prior to July 24, 2017, it is subject to grandfathering of the five percent affordable housing contribution rate.

On July 16, 2018, Council gave second and third reading to the Rezoning Application RZ 15-692485 for the redevelopment of 7960 Alderbridge Way and 5333 & 5411 No. 3 Road. The rezoning proposed the development of approximately 824 residential units of which 38 units, with a minimum total floor area of 2,698 m<sup>2</sup>, would be secured as affordable housing rental units and approximately 112 units, with a minimum of total floor area of approximately 8,488 m<sup>2</sup>, would be secured as market rental units. As a result of design development through the Development Permit Application process, the amount of area for the affordable housing units increased from 2,698 m<sup>2</sup> at rezoning to 2,759 m<sup>2</sup>, while the unit count stayed the same. The amount of area for market rental units increased from 8,488 m<sup>2</sup> at rezoning to 8,670 m<sup>2</sup> and the unit count increased from 112 to 115.

The registration of a Housing Agreement and Covenant are conditions of the Rezoning Application to secure the 38 affordable rental housing units and the 115 market rental units in perpetuity.

The proposed Housing Agreement Bylaw for the subject development (Bylaw No. 9933) is presented as attached. It is recommended that the Bylaw be introduced and given first, second and third readings. Following adoption of the Bylaw, the City will execute the Housing Agreement and arrange for notice of the agreement to be filed in the Land Title Office.

### **Analysis**

The subject development application involves a development consisting of approximately 822 residential units, including 38 affordable rental housing units and 115 market rental units.

#### **Affordable Rental Units**

The 38 affordable rental housing units anticipated to be delivered are as follows:

Unit Type	Affordable Housing Strategy Requirements			Unit Mix	
	Min. Permitted Unit Area	Max. Monthly Unit Rent*	Total Max. Household Income*	% of Units	# of Units
1-Bedroom	50 m <sup>2</sup> (535 ft <sup>2</sup> )	\$975	\$38,250 or less	42%	16
2-Bedroom	69 m <sup>2</sup> (741 ft <sup>2</sup> )	\$1,218	\$46,800 or less	29%	11
3-Bedroom	91 m <sup>2</sup> (980 ft <sup>2</sup> )	\$1,480	\$58,050 or less	29%	11
<b>TOTAL</b>	<b>2,759 m<sup>2</sup> (29,701 ft<sup>2</sup>)</b>	<b>Varies</b>	<b>Varies</b>	<b>100%</b>	<b>38</b>

\*Denotes the Council-approved rates as of July 24, 2017. Rates may be adjusted periodically, as per City policy.

The Housing Agreement restricts the annual household incomes and maximum rents, as established by the City's Affordable Housing Strategy, in perpetuity. The Agreement includes provisions for annual adjustment of the maximum annual housing incomes and rental rates in accordance with City requirements. The Agreement also specifies that occupants of the affordable rental housing units shall have unlimited access to all on-site indoor and outdoor amenity spaces (i.e. parking) and will not be charged additional costs (i.e. move in/move out fees).

#### **Market Rental Units**

The Housing Agreement also secures the tenure of 115 market rental units in perpetuity. Unlike the affordable rental housing units, the Housing Agreement does not restrict the annual household income or maximum rents of the market rental units. Occupants will have access to all on-site outdoor amenities and inside amenities located within their building for the exclusive use of the market rental tenants. Occupants may be charged for parking and additional fees (i.e. move in/move out fees). These units are anticipated to be delivered as follows:

Unit Type	Affordable Housing Strategy Requirements			Unit Mix	
	Min. Permitted Unit Area	Max. Monthly Unit Rent	Total Max. Household Income	% of Units	# of Units
1-Bedroom	N/A	N/A	N/A	42%	48
2-Bedroom	N/A	N/A	N/A	38%	44
3-Bedroom	N/A	N/A	N/A	20%	23
<b>TOTAL</b>	<b>8,670m<sup>2</sup> (93,323 ft<sup>2</sup>)</b>	<b>N/A</b>	<b>N/A</b>	<b>100%</b>	<b>115</b>

The applicant has agreed to the terms and conditions of the attached Housing Agreement, and to register notice of the Housing Agreement on title to secure the 38 affordable rental housing units and 115 market rental units in perpetuity.

### Financial Impact

None.

### Conclusion

In accordance with the *Local Government Act* (Section 483), adoption of Bylaw No. 9933 is required to permit the City to enter into a Housing Agreement, which together with a housing covenant will act to secure 38 affordable rental housing units and 115 market rental units that are proposed in association with Rezoning Application RZ 15-692485.



Cody Spencer  
Program Manager, Affordable Housing  
(604-247-4916)

Att. 1: Bylaw No. 9933, Schedule A

Att. 2: Map of Subject Property



**Housing Agreement (7960 Alderbridge Way and 5333 and 5411 No. 3  
Road) Bylaw No. 9933**

The Council of the City of Richmond enacts as follows:

1. The Mayor and City Clerk for the City of Richmond are authorized to execute and deliver a housing agreement, substantially in the form set out as Schedule A to this Bylaw, with the owner of the lands legally described as:

PID: 003-582-663      Lot 79 Section 5 Block 4 North Range 6 West New Westminster  
District Plan NWP37118

PID: 003-583-902      Lot 80 Section 5 Block 4 North Range 6 West New Westminster  
District Plan NWP 37118

PID: 003-587-100      Lot 46 Section 5 Block 4 North Range 6 West New Westminster  
District Plan NWP34468

This Bylaw is cited as **“Housing Agreement (7960 Alderbridge Way and 5333 and 5411 No.  
3 Road) Bylaw No. 9933**

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CITY OF RICHMOND
APPROVED for content by originating dept. CS
APPROVED for legality by Solicitor [Signature]

\_\_\_\_\_  
MAYOR

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

Schedule A

To Housing Agreement (7960 Alderbridge Way and 5333 and 5411 No. 3 Road) Bylaw No.  
9933

HOUSING AGREEMENT BETWEEN 0989705 B.C. LTD. AND THE CITY OF RICHMOND



**HOUSING AGREEMENT – AFFORDABLE AND MARKET RENTAL HOUSING**  
**(Section 483 Local Government Act)**

**THIS AGREEMENT** is dated for reference \_\_\_\_\_, 2018,

**AMONG:**

**ALDERBRIDGE WAY LIMITED PARTNERSHIP**, a limited partnership duly formed under the laws of the Province of British Columbia and having its registered office at 2000 – 250 Howe Street, Vancouver BC V6C 3R6, by its general partner **ALDERBRIDGE WAY GP LTD.**, a corporation duly incorporated under the laws of the Province of British Columbia and having its registered office at 2000 – 250 Howe Street, Vancouver BC V6C 3R6

(the “Beneficiary”)

**AND:**

**0989705 B.C. LTD. (INC. NO. BC0989705)**, a company duly incorporated under the laws of the Province of British Columbia and having its registered office at 1600 – 925 West Georgia Street, Vancouver British Columbia V6C 3L2

(the “Nominee”)

(the Beneficiary and the Nominee are, together, the “Owner” as more fully defined in section 1.1 of this Agreement)

**AND:**

**CITY OF RICHMOND**, a municipal corporation pursuant to the *Local Government Act* and having its offices at 6911 No. 3 Road, Richmond, British Columbia, V6Y 2C1

(the “City” as more fully defined in section 1.1 of this Agreement)

**WHEREAS:**

- A. Section 483 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units;

{00487794; 5 }

*Housing Agreement (Section 483 Local Government Act)*  
*Address: 7960 Alderbridge Way and 5333 and 5411 No. 3 Road*  
*Application No. RZ 15-692486*  
*Rezoning Considerations No. 20 and No. 21*

**SH**

- B. The Owner is the owner of the Lands; and
- C. The Owner and the City wish to enter into this Agreement to provide for affordable housing on the terms and conditions set out in this Agreement,

In consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree as follows:

## ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 In this Agreement the following words have the following meanings:

- (a) **"Affordable Housing Strategy"** means the Richmond Affordable Housing Strategy approved by the City on March 12, 2018, and containing a number of recommendations, policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;
- (b) **"Affordable Housing Unit"** means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Unit charged by this Agreement;
- (c) **"Agreement"** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (d) **"Building Permit"** means the building permit authorizing construction on the Lands, or any portion(s) thereof;
- (e) **"City"** means the City of Richmond;
- (f) **"City Solicitor"** means the individual appointed from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;
- (g) **"CPI"** means the All-Items Consumer Price Index for Vancouver, B.C. published from time to time by Statistics Canada, or its successor in function;
- (h) **"Daily Amount"** means \$100.00 per day as of January 1, 2019 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2019, 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;

{00487794; 5 }

*Housing Agreement (Section 483 Local Government Act)  
Address: 7960 Alderbridge Way and 5333 and 5411 No. 3 Road  
Application No. RZ 15-692485  
Rezoning Considerations No. 20 and No. 21*


**SH**

- (i) **“Development”** means the mixed-use residential, office and commercial development to be constructed on the Lands;
- (j) **“Development Permit”** means the development permit authorizing development on the Lands, or any portion(s) thereof;
- (k) **“Director of Development”** means the individual appointed to be the chief administrator from time to time of the Development Applications Division of the City and his or her designate;
- (l) **“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 and/or a Market Rental Housing Unit;
- (m) **“Eligible Tenant”** means a Family having a cumulative gross annual income of:
  - (i) in respect to a one-bedroom unit, \$38,250.00 or less;
  - (ii) in respect to a two-bedroom unit, \$46,800.00 or less; or
  - (iii) in respect to a three or more bedroom unit, \$58,050.00 or less

provided that, commencing January 1, 2019, the annual incomes set-out above shall be adjusted annually on January 1<sup>st</sup> of each year this Agreement is in force and effect, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the annual incomes set-out above for the subsequent year shall remain unchanged from the previous year. 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;

- (n) **“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
- (o) **“GST”** means the Goods and Services Tax levied pursuant to the *Excise Tax Act*, R.S.C., 1985, c. E-15, as may be replaced or amended from time to time;

{00487794; 5 }

  
 Housing Agreement (Section 483 Local Government Act)  
 Address: 7960 Alderbridge Way and 5333 and 5411 No. 3 Road  
 Application No. RZ 15-692485  
 Rezoning Considerations No. 20 and No. 21

**CNCL - 433**

- (p) **"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 from time to time, in respect to the use and transfer of the Affordable Housing Units;
- (q) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (r) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (s) **"Lands"** means the lands and premises legally described as follows:
  - (i) Parcel Identifier: 003-583-902, Lot 80 Section 5 Block 4 North Range 6 West New Westminster District Plan 37118;
  - (ii) Parcel Identifier: 003-587-100, Lot 46 Section 5 Block 4 North Range 6 West New Westminster District Plan 34468; and
  - (iii) Parcel Identifier: 003-582-663, Lot 79 Section 5 Block 4 North Range 6 West New Westminster District Plan 37118,
 including a building or a portion of a building, into which said lands are Subdivided;
- (t) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;
- (u) **"LTO"** means the New Westminster Land Title Office or its successor;
- (v) **"Manager, Community Social Development"** means the individual appointed to be the Manager, Community Social Development from time to time of the Community Services Department of the City and his or her designate;
- (w) **"Market Rent"** means the amount of rent that a willing tenant would pay to a willing landlord for the rental of a comparable dwelling unit in a comparable location for a comparable period of time;
- (x) **"Market Rental 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;
- (y) **"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

{00487794; 5 }

Housing Agreement (Section 483 Local Government Act)  
 Address: 7960 Alderbridge Way and 5333 and 5411 No. 3 Road  
 Application No. RZ 15-692485  
 Rezoning Considerations No. 20 and No. 21



Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;


(z) **“Permitted Rent”** means no greater than:

- (i) \$975.00 (exclusive of GST) a month for a one-bedroom unit;
- (ii) \$1,218.00 (exclusive of GST) a month for a two-bedroom unit; and
- (iii) \$1,480.00 (exclusive of GST) a month for a three (or more) bedroom unit,

provided that, commencing January 1, 2019, the rents set-out above shall be adjusted annually on January 1<sup>st</sup> of each year this Agreement is in force and effect, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year. 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*. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the permitted rents set-out above for the subsequent year shall remain unchanged from the previous year. 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;

- (aa) **“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;
- (bb) **“Rental Housing Units”** means, collectively, the Affordable Housing Units and the Market Rental Housing Units, or one or more of these Dwelling Units, as the context demands;
- (cc) **“Residential Tenancy Act”** means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (dd) **“Strata Property Act”** means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (ee) **“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*;

{00487794; 5 }

  
 Housing Agreement (Section 483 Local Government Act)  
 Address: 7960 Alderbridge Way and 5333 and 5411 No. 3 Road  
 Application No. RZ 15-692485  
 Rezoning Considerations No. 20 and No. 21

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- (ff) **“Tenancy Agreement”** means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit or a Market Rental Housing Unit; and
- (gg) **“Tenant”** means an occupant of an Affordable Housing Unit or a Market Rental Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) any reference to any enactment is to the enactment in force on the date the Owner signs this Agreement, and to subsequent amendments to or replacements of the enactment;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a “party” is a reference to a party to this Agreement and to that party’s respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a “party” also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a “day”, “month”, “quarter” or “year” is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided; and
- (k) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”.

SH

{00487794; 5 }

Housing Agreement (Section 483 Local Government Act)  
Address: 7960 Alderbridge Way and 5333 and 5411 No. 3 Road  
Application No. RZ 15-692485  
Rezoning Considerations No. 20 and No. 21

CNCL - 436



## ARTICLE 2 USE AND OCCUPANCY OF RENTAL HOUSING UNITS

### 2.1 The Owner agrees that:

- (a) each Affordable Housing Unit may only be used as a permanent residence occupied by one Eligible Tenant at Permitted Rent. An Affordable Housing Unit must not be occupied by the Owner, the Owner's family members (unless the Owner's family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant. For the purposes of this Article, "permanent residence" means that the Affordable Housing Unit is used as the usual, main, regular, habitual, principal residence, abode or home of the Eligible Tenant; and
- (b) each Market Rental Housing Unit may only be used as a permanent residence occupied by a Tenant at or below Market Rent. A Market Rental Housing Unit must not be occupied by the Owner, the Owner's family members (unless the Owner's family members qualify as Tenants), or any tenant or guest of the Owner, other than the Tenant. For the purposes of this Article, "permanent residence" means that the Market Rental Housing Unit is used as the usual, main, regular, habitual, principal residence, abode or home of the Tenant.

### 2.2 Within 30 days after receiving notice from the City, the Owner must:

- (a) 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; and
- (b) in respect of each Market Rental 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 B, 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 Market Rental 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 Market Rental Housing Unit if, in the City's

{00487794; 5 }

*Housing Agreement (Section 483 Local Government Act)*  
*Address: 7960 Alderbridge Way and 5333 and 5411 No. 3 Road*  
*Application No. RZ 15-692485*  
*Rezoning Considerations No. 20 and No. 21*

**SH**

absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement

- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.
- 2.4 The Owner agrees that notwithstanding that the Owner may otherwise be entitled, the Owner will not:
- (a) be issued with a Development Permit unless the Development Permit includes the Rental Housing Units;
  - (b) be issued with a Building Permit unless the Building Permit includes the Rental Housing Units; and
  - (c) occupy, nor permit any person to occupy any Dwelling Unit or any portion of any building, in part or in whole, constructed on the Lands and the City will not be obligated to permit occupancy of any Dwelling Unit or building constructed on the Lands until all of the following conditions are satisfied:
    - (i) the Rental Housing Units and related uses and areas have been constructed to the satisfaction of the City;
    - (ii) the Rental Housing Units have received final building permit inspection granting occupancy; and
    - (iii) the Owner is no otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Owner in connection with the development of the Lands.

### ARTICLE 3 DISPOSITION AND ACQUISITION OF RENTAL HOUSING UNITS

- 3.1 The Owner will not permit an Affordable Housing Unit Tenancy Agreement to be subleased or assigned, except as required under the *Residential Tenancy Act*.
- 3.2 Without limiting section 2.1, the Owner will not permit a Market Rental Unit or an Affordable Housing Unit to be used for short term rental purposes (being rentals for periods shorter than 30 days), or any other purposes that do not constitute a "permanent residence" of a Tenant or an Eligible Tenant (as contemplated in section 2.1).
- 3.3 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 nineteen (19) 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 nineteen (19) Affordable Housing Units.

{00487794; 5 }

Housing Agreement (Section 483 Local Government Act)  
Address: 7960 Alderbridge Way and 5333 and 5411 No. 3 Road  
Application No. RZ 15-692485  
Rezoning Considerations No. 20 and No. 21




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- 3.4 If this Housing Agreement encumbers more than one Market Rental Housing Unit, then the Owner may not, without the prior written consent of the City Solicitor, sell or transfer less than all of the Market Rental Housing Units in a single or related series of transactions with the result that when the purchaser or transferee of the Market Rental Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than all of the Market Rental Housing Units.
- 3.5 If the Owner sells or transfers any Rental Housing Units, the Owner will notify the City Solicitor of the sale or transfer within 3 days of the effective date of sale or transfer.
- 3.6 The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:
- (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
  - (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
  - (c) the Owner will allow the Tenant and any permitted occupant and visitor to have full access to and use and enjoy all on-site common indoor and outdoor amenity spaces that are available to the owners of the residential strata lots contained within the same building as the Affordable Housing Unit;
  - (d) the Owner will not require the Tenant or any permitted occupant to pay any of the following:
    - (i) move-in/move-out fees,
    - (ii) strata fees,
    - (iii) strata property contingency reserve fees;
    - (iv) extra charges or fees for use of any common property, limited common property, or other common areas, facilities or amenities, including without limitation parking, bicycle storage, electric vehicle charging stations or related facilities;
    - (v) extra charges or fees for the use of sanitary sewer, storm sewer, water; or
    - (vi) property or similar tax;

provided, however, that if the Affordable Housing Unit is a strata unit and the following costs are not part of strata or similar fees, the Owner may charge the Tenant the Owner's cost, if any, of:

{00487794; 5 }

  
*Housing Agreement (Section 483 Local Government Act)  
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- (vii) providing cable television, telephone, other telecommunications; or electricity fees (including electricity fees and charges associated with the Tenant's use of electrical vehicle charging infrastructure); and
  - (viii) installing electric vehicle charging infrastructure (in excess of that pre-installed by the Owner at the time of construction of the building), by or on behalf of the Tenant;
- (e) subject to any contrary provisions in the *Residential Tenancy Act*, 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(m) 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 paragraph (e)(ii), above [*Termination of Tenancy Agreement if Annual Income of Tenant rises above amount prescribed in section 1.1(m) 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 paragraph (e)(ii), above, 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;

- (f) 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
- (g) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.

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Housing Agreement (Section 483 Local Government Act)  
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- 3.7 The Owner must not rent, lease, license or otherwise permit occupancy of any Market Rental Housing Unit except to a Tenant and except in accordance with the following additional conditions:
- (a) the Market Rental Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
  - (b) the monthly rent payable for the Market Rental Housing Unit will be at or below Market Rent; and
  - (c) the Owner will allow the Tenant and any permitted occupant and visitor to have full access to and use and enjoy all on-site common indoor and outdoor amenity spaces that are available to the owners of the residential strata lots contained within the same building as the Market Rental Housing Unit.
- 3.8 The Owner shall not impose any age-based restrictions on Tenants of Rental Housing Units.
- 3.9 The Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Rental Housing Unit to comply with this Agreement.
- 3.10 The Owner will attach a copy of this Agreement to every Tenancy Agreement.
- 3.11 If the Owner has terminated the Tenancy Agreement, then the Owner shall use commercially reasonable efforts to cause the Tenant and all other persons that may be in occupation of the Rental Housing Unit, as applicable, to vacate the Rental Housing Unit, as applicable, or the on or before the effective date of termination.

#### ARTICLE 4 DEMOLITION OF RENTAL HOUSING UNIT

- 4.1 The Owner will not demolish a Rental 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 Rental Housing Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
  - (b) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that the Rental Housing Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations,

and, in each case, a demolition permit for the Rental Housing Unit, as applicable, has been issued by the City and the Rental Housing Unit, as applicable, has been demolished under that permit.



{00487794; 5 }

*Housing Agreement (Section 483 Local Government Act)  
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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 or the Market Rental Housing Unit, as applicable, 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 Rental Housing Units as rental accommodation, or imposes age-based restrictions on Tenants of Rental Housing Units, will have no force and effect.
- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Rental Housing Unit, as applicable, as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit (and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units) paying any extra charges or fees for the use of any common property, limited common property or other common areas, facilities, or indoor or outdoor amenities of the strata corporation contrary to section 3.6(d).
- 5.5 No strata corporation shall pass any bylaws or approve any levies, charges or fees which would result in the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit paying for the use of parking, bicycle storage, electric vehicle charging stations or related facilities contrary to section 3.6(d). Notwithstanding the foregoing, the strata corporation may levy parking, bicycle storage, electric vehicle charging stations or other related facilities charges or fees on all the other owners, tenants, any other permitted occupants or visitors of all the strata lots in the applicable strata plan which are not Affordable Housing Units.
- 5.6 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of a Rental Housing Unit from using and enjoying any common property, limited common property or other common areas, facilities or amenities of the strata corporation, including parking, bicycle storage, electric vehicle charging stations or related facilities, except on the same basis that governs the use and enjoyment of these facilities by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan.

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## 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:

- (a) an Affordable Housing Unit is used or occupied in breach of this Agreement or rented at a rate in excess of the Permitted Rent;
- (b) a Market Rental Housing Unit is used or occupied in breach of this Agreement; or
- (c) the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant,

then the Owner will pay the Daily Amount to the City for every day that the breach continues after ten 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 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 483 of the *Local Government Act*;
- (b) where a Rental Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Rental Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under section 483 of the *Local Government Act* prior to the Lands having been Subdivided, and it is the intention that this Agreement is, once separate legal parcels are created and/or the Lands are subdivided, to charge and secure only the legal parcels or Subdivided Lands which contain the Rental Housing Units, then

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Housing Agreement (Section 483 Local Government Act)  
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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 Rental Housing Unit is in a strata corporation, this Agreement shall remain noted on the strata corporation's common property sheet.

## 7.2 No Compensation

The Owner acknowledges and agrees that no compensation is payable, and the Owner is not entitled to and will not claim any compensation from the City, for any decrease in the market value of the Lands or for any obligations on the part of the Owner and its successors in title which at any time may result directly or indirectly from the operation of this Agreement.

## 7.3 Modification

Subject to section 7.1 of this Agreement, this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

## 7.4 Management

The Owner covenants and agrees that it will furnish good and efficient management of the Rental Housing Units and will permit representatives of the City to inspect the Rental 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 Rental 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 Rental Housing Units.

## 7.5 Indemnity

The Owner will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;



{00487794; 5 }

Housing Agreement (Section 483 Local Government Act)  
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- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any building, or any portion thereof, constructed on the Lands;
- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Rental Housing Unit or the enforcement of any Tenancy Agreement; and/or
- (d) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

#### 7.6 Release

The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Rental Housing Unit under this Agreement;
- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any building, or any portion thereof, constructed on the Lands; and/or
- (c) the exercise by the City of any of its rights under this Agreement or an enactment.

#### 7.7 Survival

The obligations of the Owner set out in this Agreement will survive termination or discharge of this Agreement.

#### 7.8 Priority

The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against title to the Lands in priority to all financial charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City Solicitor or in favour of the City, and that a notice under section 483(5) of the *Local Government Act* will be filed on the title to the Lands.

#### 7.9 City's Powers Unaffected

This Agreement does not:



{00487794; 5 }

*Housing Agreement (Section 483 Local Government Act)*  
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- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

#### 7.10 Agreement for Benefit of City Only

The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Rental Housing Unit; and
- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

#### 7.11 No Public Law Duty

Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

#### 7.12 Notice

Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the City addressed:

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



{00487794; 5 }

*Housing Agreement (Section 483 Local Government Act)  
Address: 7960 Alderbridge Way and 5333 and 5411 No. 3 Road  
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And to: City Solicitor  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

**7.13 Enuring Effect**

This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

**7.14 Severability**

If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

**7.15 Waiver**

All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

**7.16 Sole Agreement**

This Agreement, and any documents signed by the Owners contemplated by this Agreement (including, without limitation, the Housing 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.

**7.17 Further Assurance**

Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.



{00487794; 5 }

*Housing Agreement (Section 483 Local Government Act)  
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**7.18 Covenant Runs with the Lands**

This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

**7.19 Equitable Remedies**

The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

**7.20 No Joint Venture**

Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.

**7.21 Applicable Law**

Unless the context otherwise requires, the laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

**7.22 Deed and Contract**

By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.

**7.23 Joint and Several**

If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.

**7.23 Limitation on Owner's Obligations**

The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

[Execution blocks follow]



{00487794; 5 }

Housing Agreement (Section 483 Local Government Act)  
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IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the  
day and year first above written.

**ALDERBRIDGE WAY LIMITED PARTNERSHIP,**

by its general partner

**ALDERBRIDGE WAY GP LTD.,**

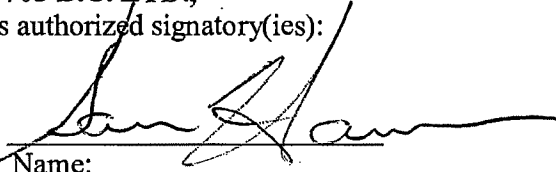
by its authorized signatory(ies):

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

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

**0989705 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

{00487794; 5 }

Housing Agreement (Section 483 Local Government Act)  
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**Appendix A to Housing Agreement**

**STATUTORY DECLARATION**

<b>CANADA</b>	)	<b>IN THE MATTER OF A</b>
	)	<b>HOUSING AGREEMENT WITH</b>
<b>PROVINCE OF BRITISH COLUMBIA</b>	)	<b>THE CITY OF RICHMOND</b>
	)	<b>("Housing Agreement")</b>

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.

{00487794; 5 }

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6. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at the City of \_\_\_\_\_  
\_\_\_\_\_, in the Province of British  
Columbia, this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A Commissioner for Taking Affidavits in the  
Province of British Columbia

\_\_\_\_\_  
DECLARANT



{00487794; 5 }

*Housing Agreement (Section 483 Local Government Act)*  
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*Application No. RZ 15-692485*  
*Rezoning Considerations No. 20 and No. 21*

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**Appendix B 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 "Market Rental 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 Market Rental Housing Unit.
3. For the period from \_\_\_\_\_ to \_\_\_\_\_, the Market Rental Housing Unit was used solely for the provision of rental housing for Tenants (as defined in the Housing Agreement) at or below Market Rent (as defined in the Housing Agreement).
4. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at the City of \_\_\_\_\_  
 \_\_\_\_\_, in the Province of British  
 Columbia, this \_\_\_\_\_ day of \_\_\_\_\_  
 \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 A Commissioner for Taking Affidavits in the  
 Province of British Columbia

\_\_\_\_\_  
 DECLARANT



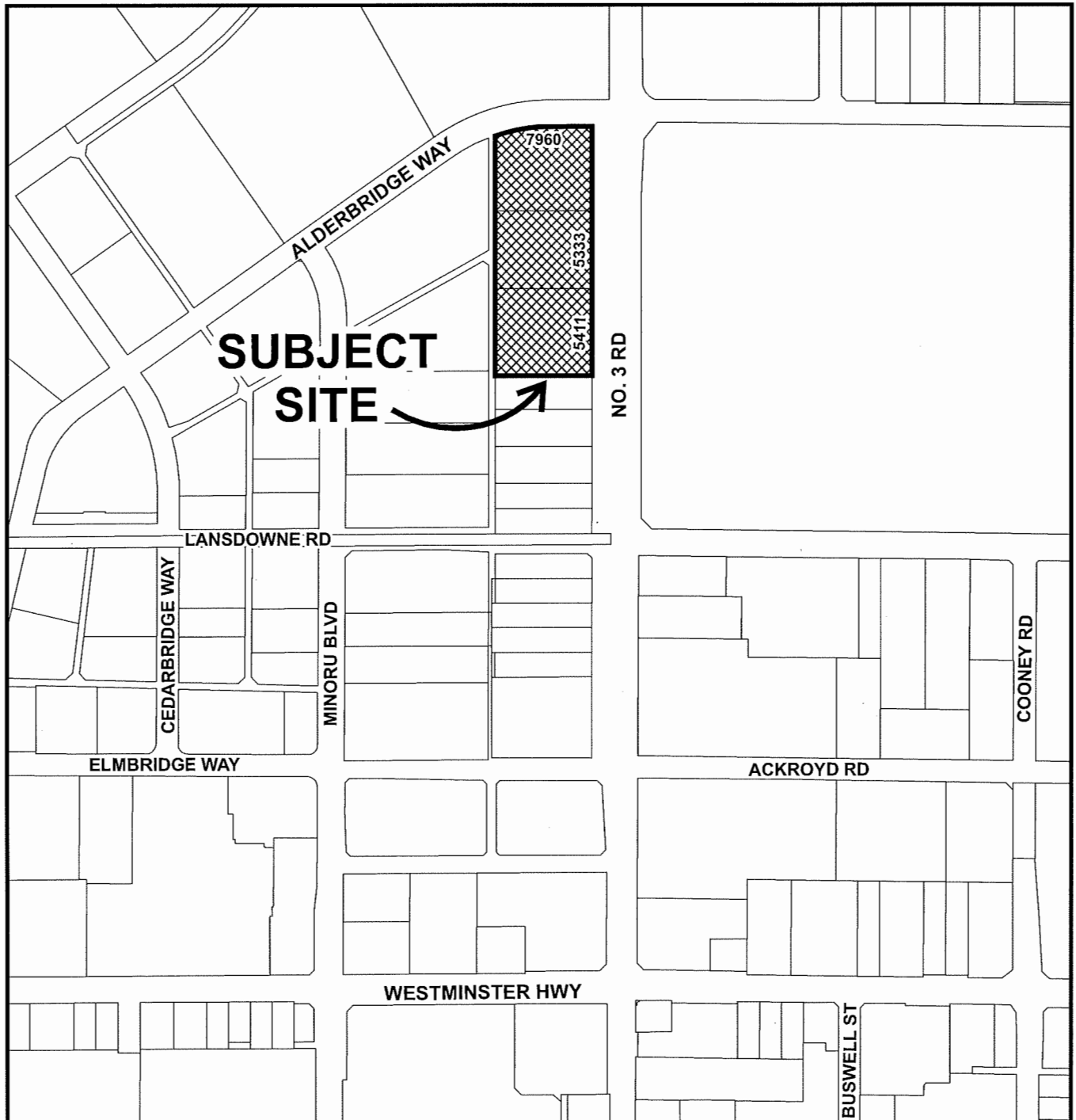
{00487794; 5 }

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City of  
Richmond



7960 Alderbridge Way and  
5333 and 5411 No. 3 Road

Original Date: 09/17/18

Revision Date:

Note: Dimensions are in METRES

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# City of Richmond

## Report to Committee

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

**Date:** September 26, 2018  
**File:** RZ 18-821823


**Re:** Application by Melissa Balback for Rezoning at 3440/3460 Blundell Road from Two-Unit Dwellings (RD1) to Single Detached (RS2/B)

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9930, for the rezoning of 3440/3460 Blundell Road from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/B)", be introduced and given first reading.

  
Wayne Craig  
Director, Development  
604-247-4625

WC:nc  
Att. 5

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



## **Staff Report**

### **Origin**

Melissa Balback has applied to the City of Richmond for permission to rezone 3440/3460 Blundell Road from the “Two-Unit Dwellings (RD1)” zone to the “Single Detached (RS2/B)” zone, to permit the property to be subdivided to create two single-family lots, each with a secondary suite and vehicle access from Blundell Road (Attachment 1). The proposed subdivision plan is shown in Attachment 2.

### **Findings of Fact**

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 3.

#### Subject Site Existing Housing Profile

There is an existing duplex on the subject property, which would be demolished. 3440 Blundell Road is currently tenanted. 3460 Blundell Road is owner-occupied. The applicant has confirmed that there are no existing secondary suites in either unit.

### **Surrounding Development**

Development immediately surrounding the subject property is as follows:

To the North: Single family dwellings on lots zoned “Single Detached (RS1/E),” fronting Blundell Road.

To the South: Single family dwellings on lots zoned “Single Detached (RS1/E),” fronting Bairdmore Crescent.

To the East: Duplexes on lots zoned “Two-Unit Dwellings (RD1),” fronting Blundell Road.

To the West: A duplex on a lot zoned “Two-Unit Dwellings (RD1),” fronting Blundell Road.

### **Related Policies & Studies**

#### Official Community Plan

The subject property is located in the Seafair planning area, and is designated “Neighbourhood Residential” in the Official Community Plan (OCP). The proposed rezoning and subdivision is consistent with this designation.

#### Richmond Zoning Bylaw 8500/Single-Family Lot Size Policy 5474

The subject property is located in an area governed by Single-Family Lot Size Policy 5474. The Policy permits lots with existing duplexes to rezone and subdivide into two equal-sized lots. The proposed rezoning and subdivision are consistent with this policy.

### Floodplain Management Implementation Strategy

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

### **Public Consultation**

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

Should the Planning Committee endorse this application and Council grant first reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

### **Analysis**

#### Existing Legal Encumbrances

There is an existing 3.0 m wide Statutory Right-of-Way (SRW) along the rear property line for municipal and private utilities, which will not be impacted by the proposed development. The applicant is aware that encroachment into the SRW area is not permitted.

There is an existing covenant on Title that restricts the lot to a maximum of two-dwelling units (ie. one dwelling per strata lot). Discharge of this covenant is required prior to final adoption of the rezoning bylaw.

The property is occupied by a stratified duplex. Cancellation of the existing strata plan (NWS114) is required prior to subdivision approval.

#### Transportation and Site Access

Vehicle access is proposed via separate driveways to each new lot from Blundell Road.

#### Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report, which identifies off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. There are no trees located on the subject property, but the report identifies five trees located on neighbouring properties proposed for protection (Attachment 4).

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

- Five trees (Tree # 1, 2, 3, 4, and 5) located on neighbouring properties are to be protected as per the staff comments in the Arborist's Report.

### *Tree Protection*

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

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

### *Tree Replacement*

There are no bylaw-sized trees on the property. The applicant has agreed to plant a minimum of two trees on each of the proposed new lots; for a total of four new trees. Prior to final adoption of the rezoning bylaw, the applicant is required to submit a Landscape Plan for both lots prepared by a Registered Landscape Architect, along with a Landscape Security based on 100% of the cost estimate provided by the Landscape Architect for the proposed works. A portion of the security will be released after construction and landscaping of the subject site is completed and a landscaping inspection by City staff has been passed. The City may retain the balance of the security for a one-year maintenance period to ensure that the landscaping survives. New trees must be minimum 6 cm caliper deciduous trees or 3.5 m high conifers, in accordance with Tree Protection Bylaw 8057.

### Affordable Housing Strategy

Consistent with the Affordable Housing Strategy, the applicant has proposed to provide a secondary suite in each of the dwellings to be constructed on the new lots, for a total of two suites. Prior to final adoption of the rezoning bylaw, the applicant must register a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on both of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

### Site Servicing and Frontage Improvements

Prior to final adoption of the rezoning bylaw, the applicant is required to enter into a Servicing Agreement for the design and construction of the required site servicing and frontage improvements, as described in Attachment 5. Frontage improvements include, but may not be limited to, the following:

- Construction of a minimum 1.5 m wide grass/treed boulevard along Blundell Road and a 1.5 m wide concrete sidewalk behind the boulevard. A second boulevard is to be provided between the sidewalk and the property line.
- Construction of driveways to the City's design standards. If the existing driveways need to be reconstructed or relocated, the finished frontage works must conform to the boulevard and sidewalk standards described above.

The applicant is also required to pay DCC's (City & Metro Vancouver), School Site Acquisition Charges, Address Assignment fees, and the costs associated with the completion of the required site servicing works as described in Attachment 5.

### **Financial Impact**

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

### **Conclusion**

The purpose of this application is to rezone 3440/3460 Blundell Road from the "Two-Unit Dwellings (RD1)" zone to the "Single Detached (RS2/B)" zone, to permit the property to be subdivided to create two single family lots, each with a secondary suite, with vehicle access from Blundell Road.

This rezoning application complies with the land use designations and applicable policies for the subject property contained in the OCP and Richmond Zoning Bylaw 8500.

The list of rezoning considerations is included in Attachment 5, which has been agreed to by the applicant (signed concurrence on file).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9930 be introduced and given first reading.



Natalie Cho  
Planning Technician – Design  
604-276-4193

NC:rg

Attachment 1: Location Map and Aerial Photo  
Attachment 2: Proposed Subdivision Plan  
Attachment 3: Development Application Data Sheet  
Attachment 4: Tree Retention Plan  
Attachment 5: Rezoning Considerations





City of  
Richmond



RZ 18-821823

Original Date: 06/06/18

Revision Date:

Note: Dimensions are in METRES

CNCL - 460



# TOPOGRAPHIC SITE PLAN FOR PROPOSED SUBDIVISION OVER LOT A SECTION 22 BLOCK 4 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT EPP81957

ATTACHMENT 2

## CIVIC ADDRESS:

3440/3460 Blundell Road, Richmond

SCALE 1 : 250

2.5 0 5 10

ALL DISTANCES ARE IN METRES

The intended plot size of this plan is 280mm in width and 432mm in height (B size) when plotted at a scale of 1:250.

MH-SANITARY
Rim Elev=1.32m
Inverts
South-east -0.78m
East -0.79m
West -0.84m

MH-SANITARY
Rim Elev=1.42m
Inverts
South -1.17m
East -1.10m
West -1.12m

MH-SANITARY
Rim Elev=1.28m
Inverts
South-east -0.52m
East -0.57m
West -0.57m

INSPECTION CHAMBER
Rim Elev=1.55m
Inverts
North -0.11m
South-west -0.09m
South-east -0.10m

## LEGEND

- m<sup>2</sup> DENOTES SQUARE METRES
- ⊙ DENOTES POWER POLE
- ⊙ DENOTES STREET LIGHT - DAVIT
- <sub>San.</sub> DENOTES SANITARY MANHOLE
- <sub>I/C</sub> DENOTES INSPECTION CHAMBER
- ⊙ DENOTES TREE AND CANOPY EXTENT
- ⊙ DENOTES GROUND ELEVATION
- Dec. DENOTES DECIDUOUS
- Conc. DENOTES CONCRETE
- PP DENOTES POSTING PLAN
- MH DENOTES MANHOLE
- DENOTES STANDARD IRON POST
- ⊙ DENOTES WATER METER
- ⊙ DENOTES CATCH BASIN - TOP ENTRY

## NOTES:

Lot dimensions are derived from Reference Plan EPP81957.

Measurements shown are to the exterior siding of building.

Elevations are Geodetic (CVD28 GVRD - IN METERS)

Derived from HPN Control Monument 77H4891

located at the centerline of Gibbons Dr. ELY from grass Island at junction with Gamba Dr. Elevation = 1.125m

Invert elevations and offsets of services from property lines are derived from municipal records and field survey.

Contractor to verify all service locations and inverts prior to construction.

Spot elevations along curb are taken in gutter

If this plan is used in digital form, Target Land Surveying (NW) Ltd. will only assume responsibility for information content shown on original unaltered drawing.

Tree diameters are taken at 1.4m above grade and are shown in cm. Tree and stump symbols are not to scale.

This Plan was prepared for architectural design and site servicing purposes, and is for the exclusive use of our client. The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of reproduction, transmission or alteration to this document without consent of the signatory.

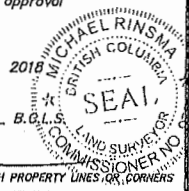
## RS-2/B ZONING

Frontyard: 6.0m  
Sideyard: 1.2m  
Rearyard: 7.3m (Shown)  
20% of the lot length

\*Setbacks are subject to approval by City of Richmond

CERTIFIED CORRECT  
DATED THIS 1ST DAY OF MAY, 2018

Michael Rinsma



THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED  
BUILDING OFFSETS SHOWN ON THIS PLAN ARE NOT TO BE USED TO RE-ESTABLISH PROPERTY LINES OR CORNERS

**TARGET**  
LAND SURVEYING

www.targetlandsurveying.ca

FILE: N3615-TOPO-PROP-SUB-R1

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CNCL - 461



**RZ 18-821823**

**Attachment 3**

Address: 3440/3460 Blundell Road

Applicant: Melissa Balback

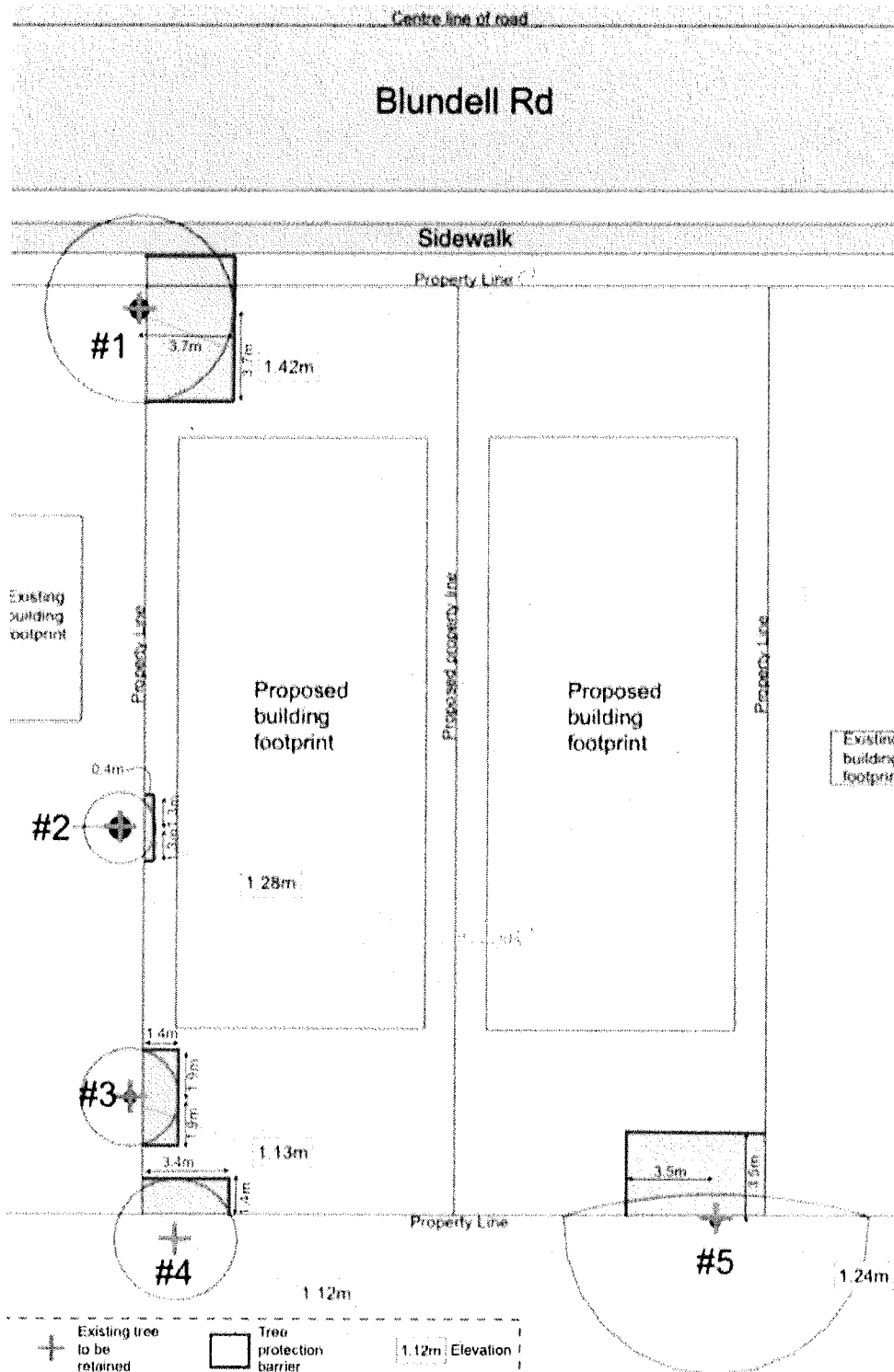
Planning Area(s): Seafair

	Existing	Proposed
<b>Owner(s)</b>	Melissa Balback Nathan Balback Logan Ligang Chen Yolanda Lei Wang	To be determined
<b>Site Size (m<sup>2</sup>)</b>	891.7 m <sup>2</sup> (9,598.2 ft <sup>2</sup> )	Two lots, 445.9 m <sup>2</sup> (4,799.6 ft <sup>2</sup> ) each
<b>Land Uses</b>	One duplex	Two single-family dwellings
<b>OCP Designation</b>	Neighbourhood Residential	No change
<b>Zoning</b>	Two-Unit Dwellings (RD1)	Single Detached (RS2/B)

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	none permitted
Buildable Floor Area (m <sup>2</sup> ):*	Max. 245 m <sup>2</sup> (2,640 ft <sup>2</sup> )	Max. 245 m <sup>2</sup> (2,640 ft <sup>2</sup> )	none permitted
Lot Coverage (% of lot area):	Building: Max. 45% Non-porous Surfaces: Max. 70% Landscaping: Min. 25%	Building: Max. 45% Non-porous Surfaces: Max. 70% Landscaping: Min. 25%	none
Lot Size:	Min. 360 m <sup>2</sup>	445.9 m <sup>2</sup>	none
Lot Dimensions (m):	Width: Min. 12.0 m Depth: Min. 24.0 m	Width: 12.2 m Depth: 36.6 m	none
Setbacks (m):	Front: Min. 6.0 m Side: Min. 1.2 m Rear: Min. 20% of lot depth for up to 60% of principal dwelling, 25% of lot depth for remainder, up to 10.7 m	Front: Min. 6.0 m Side: Min. 1.2 m Rear: Min. 7.3 m for up to 60% of principal dwelling, 9.1 m for remainder	none
Height (m):	Max. 9.0 m	Max. 9.0 m	none

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

# Appendix B: Tree Retention Plan



SUITABLE REPLACEMENT TREES	
Dawyck beech ( <i>Fagus sylvatica</i> 'Dawyck')	
Serbian spruce ( <i>Picea omorika</i> )	
Paperbark maple ( <i>Acer griseum</i> )	
Blue spruce ( <i>Picea pungens</i> )	

TABLE OF TREES			
Tree #	Species	DBH (cm)	Crown Spread (m)
1	European birch ( <i>Betula pendula</i> )	1	3.7
2	Japanese maple ( <i>Acer palmatum</i> )	2	1.6
3	Purple leaf plum ( <i>Prunus cerasifera</i> )	3	1.8
4	Privet ( <i>Ligustrum spp.</i> )	4	2.4
5	European birch ( <i>Betula pendula</i> )	5	1.0



**Address:** 3440/3460 Blundell Road

**File No.:** RZ 18-821823

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9930, the developer is required to complete the following:**

1. Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should:
  - comply with the guidelines of the OCP's Arterial Road Policy and should not include hedges along the front property line;
  - include a mix of coniferous and deciduous trees;
  - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report; and
  - include the four (4) required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
4	6 cm		3.5 m

If required replacement trees cannot be accommodated on-site, a cash-in-lieu contribution in the amount of \$500/tree to the City's Tree Compensation Fund for off-site planting is required.

2. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
3. Registration of a flood indemnity covenant on title.
4. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on each of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
5. Discharge of covenant BE58513 from title of the property at 3440 Blundell Road, which restricts the property to a one-family dwelling.
6. Discharge of covenant BE58514 from title of the property at 3460 Blundell Road, which restricts the property to a one-family dwelling.
7. Cancellation of the existing Strata Plan (NWS114).

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

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.

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

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated

fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

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

1. Payment of property taxes up to the current year, Development Cost Charges (City and GVSS & DD), School Site Acquisition Charge, Address Assignment Fees, and any other costs or fees identified at the time of Subdivision application, if applicable.
2. Enter into a Servicing Agreement\* for the design and construction of engineering infrastructure improvements. Works include, but may not be limited to, the following:

*Water Works:*

- Using the OCP Model, there is 106 L/s of water available at a 20 psi residual at the Blundell Rd frontage. Based on your proposed development, your site requires a minimum fire flow of 95.0 L/s.
- The Developer is required to:
  - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage Building designs.
  - Re-use the existing 25mm Dia. service connection near the common property line of the two lots along the Blundell Rd frontage.

*Storm Sewer Works:*

- The Developer is required to:
  - Renew portions of the AC mains that will be exposed from the installation of storm service connections. Details to be finalized in the service connection design.
- At the Developer's cost, the City is to:
  - Cut and cap the existing storm service connection at the northwest corner of the subdivision site.
  - Install 2 new storm service connections complete with inspection chamber at the driveway of the two lots along the Blundell Rd frontage.

*Sanitary Sewer Works:*

- At the Developer's cost, the City is to:
  - Cut and cap the existing sanitary service connection at the northeast corner of the subdivision site.
  - Install a new sanitary service connection complete with inspection chamber at the west lot driveway along the Blundell Rd frontage.
  - Install a new sanitary service connection complete with inspection chamber at manhole SMH856 with service connection at the east lot driveway along the Blundell Rd frontage.

*Frontage Improvements:*

- The Developer is required to:
  - Coordinate with BC Hydro, Telus and other private communication service providers:
    - o To underground proposed Hydro service lines.
    - o When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
    - o To determine if above ground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc.). These should be located on-site.
- Transportation's frontage improvement requirements include, but are not limited to:

- Construction of a minimum 1.5 m wide grass/treed boulevard along Blundell Road (width of the boulevard is exclusive of the 0.15 m wide top of curb); and a 1.5 m wide concrete sidewalk behind the boulevard. A second boulevard is to be provided between the sidewalk and the property line.
- Construction of driveways to City design standards (5.0 m driveway width at the property line, with 0.9 m flares at the curb and 45° offsets to meet existing grade of sidewalk/boulevard). If the existing driveways need to be reconstructed or relocated, the finished frontage works must conform to the boulevard and sidewalk standards described above.

*General Items:*

- The Developer is required to:
  - Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
  - Not encroach into the existing 3m BC Hydro SRW along the southern property line with proposed trees, non-removable fencing, or other non-removable structures.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

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Signed

---

Date





**Richmond Zoning Bylaw 8500  
Amendment Bylaw 9930 (RZ 18-821823)  
3440/3460 Blundell Road**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"SINGLE DETACHED (RS2/B)"**.

P.I.D. 001-124-099

Strata Lot 1 Section 22 Block 4 North Range 7 West New Westminster District Plan NW114 Together With an Interest in Common Property in Proportion to the Unit Entitlement of the Strata Lot as shown on Form 1

P.I.D. 001-124-102

Strata Lot 2 Section 22 Block 4 North Range 7 West New Westminster District Plan NW114 Together With an Interest in Common Property in Proportion to the Unit Entitlement of the Strata Lot as shown on Form 1

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9930"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

\_\_\_\_\_  
MAYOR

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

CITY OF RICHMOND
APPROVED by <i>NL</i>
APPROVED by Director or Solicitor <i>[Signature]</i>



City of  
Richmond



## Memorandum

Planning and Development Division  
Development Applications

**To:** Mayor and Councillors

**Date:** October 5, 2018

**From:** Wayne Craig  
Director, Development

**File:** CP 15-717017

**Re:** **Summary of Application Review Process and Public Benefits (Lansdowne Centre Proposed Official Community Plan and City Centre Area Plan Amendment)**

This memo provides a high-level summary of the anticipated public benefits that would be secured on the site during the rezoning process if the Lansdowne Centre shopping centre redevelops in accordance with current City Bylaws and policies.

### Background

The scope of the Official Community Plan (OCP)/City Centre Area Plan (CCAP) amendment review process is limited to an OCP/CCAP amendment application that includes:

- Changing the orientation and distribution of the 4 hectares (10 acres) of City Park that the CCAP identifies for the site;
- Reorganizing the on-site distribution of density and building heights;
- Developing new site specific Development Permit Guidelines; and
- An Implementation Strategy to outline a detailed strategy to manage the incremental redevelopment of the site.

No additional density is proposed. The overall on-site density that is supported by the existing CCAP remains unchanged and the amendments are consistent with fundamental CCAP objectives.

### Official Community Plan/City Centre Area Plan Amendment Review Process

The staff report summarizes the community consultation process, the feedback that was received from stakeholders and the community and presents a Concept Master Land Use Plan that reflects the refinements identified via the consultation process. Should Council endorse the Concept Master Land Use Plan, staff will proceed toward completing a Final Master Land Use Plan for the site. Once this work is complete, staff will bring forward a report for Council's consideration that includes all associated OCP/CCAP bylaw amendments. Council consideration of the OCP/CCAP amendment bylaws would follow the established statutory process including holding a Public Hearing in accordance with the *Local Government Act*.

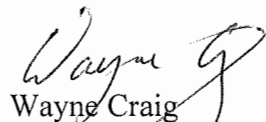
In order to realize the Final Master Land Use Plan, the applicant would be required to submit incremental rezoning and Development Permit applications and to comply with all amenities and contributions that are in place at the time of redevelopment. Each application would be subject to Council's discretionary approval. The applicant anticipates that the redevelopment process will occur over 15 years.

In addition, Council would receive a series of reports related to matters that are outside the scope of either the OCP/CCAP amendment review process or the standard rezoning and Development review process (e.g. park plans, determining the use of any community amenity building, public art plans, District Energy Utility service area bylaw, etc.).

Anticipated Public Benefits

Attachment 1 summarizes the anticipated amenities and contributions that would be secured on the site during the future rezoning process if the Lansdowne Centre shopping centre property redevelops in accordance with current City policy. Please note that should Council adopt any new amenity policies or bylaws, prior to their consideration of incremental rezoning applications for the subject site, the developer will be subject to any such requirements.

Should you have any questions or concerns regarding this information, please do not hesitate to contact me directly.



Wayne Craig  
Director, Development

DN:rg

Attachment 1: Anticipated Public Benefits Summary

pc: SMT

Elizabeth Ayers, Director, Recreation and Sport Services  
Milton Chan, Manager, Engineering Design and Construction  
Jamie Esko, Manager, Parks Planning, Design and Construction  
Todd Gross, Director, Parks Services Community Services  
Barry Konkin, Manager, Policy Planning  
Fred Lin, Senior Transportation Engineer  
Kim Somerville, Manager, Community Social Development  
Victor Wei, Director, Transportation

## Anticipated Public Benefits Summary

Public Benefit	
*Approximate values based on current amenity and contribution values and the Concept Master Land Use Plan	
City Amenity Space	53,500 ft <sup>2</sup> of on-site indoor City amenity space including required parking to support the facility. Use of the facility is to be determined via a separate Council approval process.
Affordable Housing	At 10% of estimated market housing: -400,000 ft <sup>2</sup> of Low End Market Rental (LEMR) units; and -610 AH units (60% of units are Family Friendly units).
Additional commercial floor area	145,000 ft <sup>2</sup> more commercial floor area than currently exists on the site including: -315,000 ft <sup>2</sup> office space including 2 designated office towers; and -430,000 ft <sup>2</sup> of retail space.
4 Hectares (10 Acres) Major Park	4 distinct and connected City park spaces with a civic focus: -Civic Plaza (1.6 acres); -Lansdowne Linear Park (2.4 acres); -Centre Park and Event Space (5.5 acres); and -Neighbourhood Plaza (0.5 acres).
1.5 Hectares (3.6 Acres) of Additional Public Open Space	Public realm enhancements that are in addition to those required by the site's designation in the CCAP including: -Enhancements along No. 3 Road; -North/south public open space connection between Centre Park and Event Space and Alderbridge Way; -Public realm connection between Civic Plaza and Hazelbridge Way; and -Public pedestrian network east of Cooney Road.
Supporting a distinct neighbourhood character	Skyline enhancements achieved through site specific design guidelines that may include stepped mid-rise building design, slim tower profiles, increased tower separation, etc.
Transportation connections and infrastructure	New/enhanced transportation infrastructure within the project including: -Designated off-street bike paths (along Lansdowne Road and Cooney Road); -New City roads (Hazelbridge Way and Cooney Road extension, new east/west road) and lanes; -Infrastructure improvements (new/improved signalized intersections, upgrades to all existing mall accesses, vehicle circulation improvements including upgrades to the No. 3 Road and Alderbridge Way intersection, new/improved vehicle turning lanes, cycling linkages, signalization, etc.); -Pedestrian connections and frontage improvements on all roads (public realm improvements, sidewalks, and road crossing improvements including auditory signalization and re-grading); -Transportation options ("Kiss and Ride", mobility hub(s), car share programs, etc.); -Short-term "Public Parking"; -Electric vehicle charging infrastructure (100% of all residential parking provided with an energized outlet, fast charge facilities for non-residential uses); and -Bicycle end of trip facilities and repair/maintenance stations.
Sustainability and District Energy Utility	District Energy Utility that includes provision of an energy plant with a low carbon energy source constructed by the developer and transferred to the City at no cost.
	Sustainable building practices supported through site specific design guidelines that may include solar panels, water conservation features, incorporation of retrofitting provisions with a car-less future in mind, etc.
	Alternative storm water management strategy.
	Compliance with the BC Energy Step Code.
Engineering	City utility improvements, including a new sanitary pump station.
Public Art	\$3.6 million equivalent Public Art Plan.



# City of Richmond

## Report to Committee

**To:** Planning Committee

**Date:** September 26, 2018

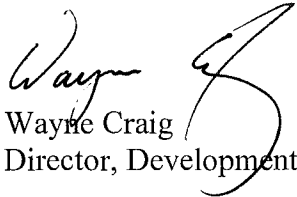
**From:** Wayne Craig  
Director, Development

**File:** CP 15-717017

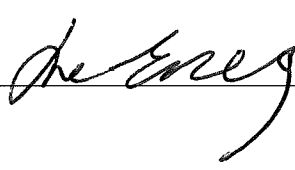
**Re:** **Proposed Official Community Plan/City Centre Area Plan Amendment,  
Lansdowne Shopping Centre Master Land Use Plan – Public Consultation  
Summary and Request to Endorse the Concept Master Land Use Plan**

### Staff Recommendation

That the Concept Master Land Use Plan be endorsed to proceed toward finalizing the Master Land Use Plan and Official Community Plan (OCP)/City Centre Area Plan (CCAP) amendments, and developing an Implementation Strategy.

  
Wayne Craig  
Director, Development

WC:dn  
Att.

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	

## Staff Report

### Origin

Vanprop Investments Ltd. has applied to the City of Richmond to amend Bylaw 9000, the City's Official Community Plan (OCP) and Bylaw 7100, Schedule 2.10 of the OCP, the City Centre Area Plan (CCAP), for the site at 5300 No. 3 Road. The site is approximately 20.2 hectares (50 acres) in area and is the location of the existing Lansdowne Shopping Centre (Attachment 1).

Based on the size and visual prominence of the site, and the applicant's proposed necessary phased redevelopment of the site, staff advised the applicant to prepare a Master Land Use Plan to guide future multi-phased redevelopment of the property. The process of developing a land use plan for the property identified proposed amendments to the OCP/CCAP that are refinements, rather than significant modifications, which remain consistent with OCP/CCAP objectives for this site.

The amendments include the proposal to change the orientation and distribution of the 4 hectares (10 acres) Major Park that the CCAP identifies for the site and to reorganize on-site density and building heights. No additional density is proposed over and above the approved CCAP density for the site. Similarly, the proposed ratio of residential to non-residential use is consistent with the existing CCAP and 74% of the total on-site density remains within the portion of the property that is within a 5 minute walking distance from the Canada Line station.

The application review process is being undertaken in three stages, each of which includes a series of phases and a report to Council. Each stage also updates the proposed land use plan for the site. Stage 1 introduced the first draft of the land use plan, the "Proposed Master Land Use Plan"; Stage 2, includes a second draft of the plan, the "Concept Master Land Use Plan"; and Stage 3 will include the final version of the plan, the "Final Master Land Use Plan".

This report and the attached Concept Master Land Use Plan (Attachment 2) mark the end of the Stage 2 review process serving to:

1. Provide a summary of the community consultation process that was supported by Council and the feedback that was received from stakeholders and the community.
2. Seek Council endorsement of the Concept Master Land Use Plan (Attachment 2).

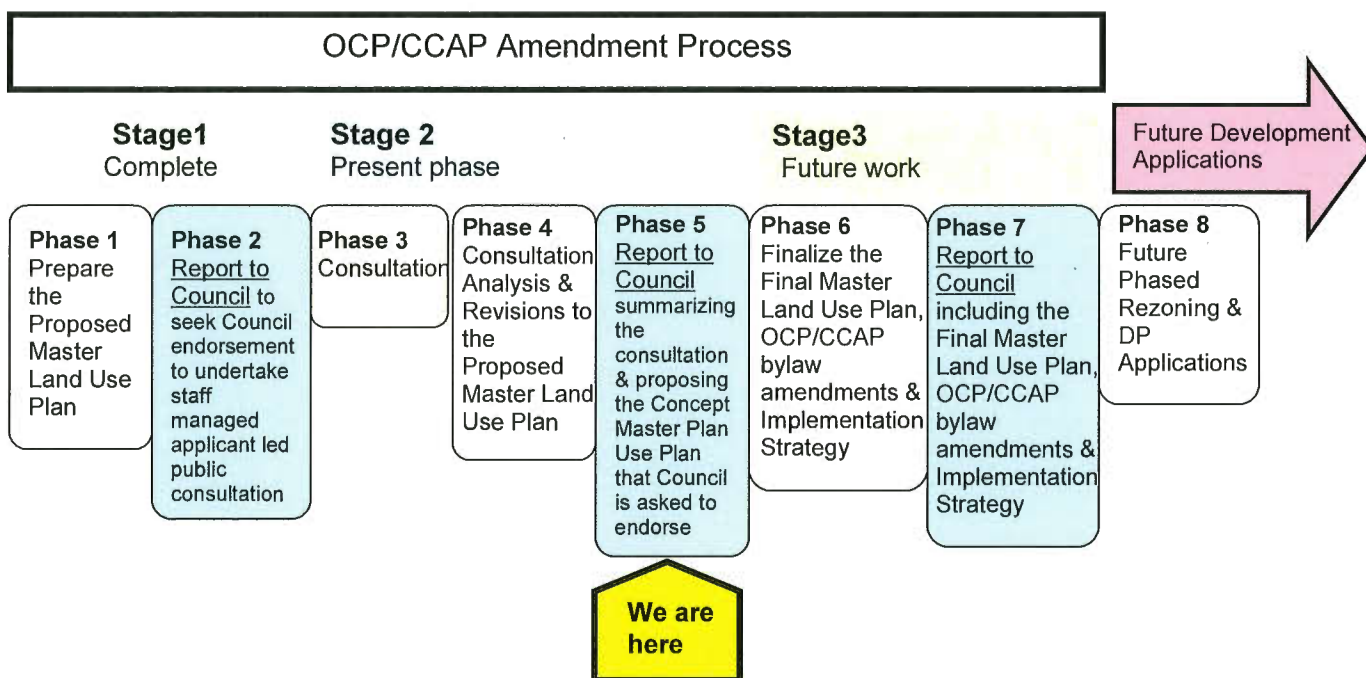
Conditional to Council endorsing the Concept Master Land Use Plan presented in this report, staff and the applicant would proceed with completing a Final Master Land Use Plan, associated OCP/CCAP amendments, site specific design guidelines, and a detailed Implementation Strategy to manage and guide the phased development of the site. Once this work is complete, Council would review the proposed OCP/CCAP amendments, proposed Final Master Land Use Plan, site specific design guidelines, and associated Implementation Strategy and if acceptable, would approve the Final Master Land Use Plan and associated OCP/CCAP amendments.

The Final Master Land Use Plan would serve as a detailed guide for future land uses supported by a defined Implementation Strategy. Although the site can develop in accordance with its existing zoning, prior to development as envisioned by the Concept Master Land Use Plan, the



applicant would be required to submit individual rezoning and Development Permit applications that are consistent with the plan for Council consideration.

This process ensures that Council would maintain its discretionary authority to secure amenities and contributions that are up to date at the time of redevelopment, as well as any new contributions, amenities and off-site works that are in place at the time of redevelopment, which can be significant (ex. Council amended the Affordable Housing (AH) Strategy in 2017 to secure 50% more AH, Council adopted a Market Rental Policy in fall 2018, future sustainability initiatives are under consideration).



### Stage 1 (Complete)

On December 11, 2017, Council authorized staff to manage an applicant undertaken community consultation process regarding the Proposed Master Land Use Plan for the Lansdowne Centre shopping centre site. The November 28, 2017 staff report included:

- An overview of the proposed OCP/CCAP amendments;
- A proposed process to advance the OCP/CCAP amendment application; and
- A recommended community consultation plan for Council's endorsement.

### Stage 2 (Present phase)

A Council supported community consultation process, which was undertaken by the applicant and overseen by staff, has concluded. The consultation referenced in the following table is discussed in detail in this report.

Table 1: Summary of Consultation

Consultation	Date	Engagement
Stakeholder meetings	January – May 2018	Key stakeholders: Kwantlen Polytechnic University (KPU), School District, TransLink, YVR
Information Centre	January 15 to	Approximately 1,900 people visited the Information Centre

Consultation	Date	Engagement
	March 2, 2018	while it was staffed.
Two Public Information Meetings	February 17, 2018, February 22, 2018	Approximately 500 people attended the public information meetings.
LetsTalkRichmond website and Feedback Form	February 6 to March 4, 2018	190 responses received. Overall, approximately 75% of those who completed a feedback form generally supported the proposed refinements to the CCAP.

This report provides an analysis of the feedback that was received during the community consultation process, as well as items that were identified through the standard review process, to develop the Concept Master Land Use Plan.

The Concept Master Land Use Plan (Attachment 2) that Council is being asked to endorse includes some refinements to the initial draft plan, the Proposed Master Land Use Plan (Attachment 3), which was introduced to Council on December 11, 2017 and considered by the public during the community consultation process. Updates to the first draft of the plan include:

- Decreasing the heights of some tall buildings by 1 to 2 storeys.
- Revising mid-rise building forms to maintain the concentration of building floor area within a 5 minute walking distance from the Canada Line station without introducing new tall buildings.
- Supporting non-residential uses throughout the site, which is consistent with the existing CCAP designation for the property. The Proposed Master Land Use Plan suggested limiting non-residential use to the area west of the proposed Hazelbridge Way extension, a defined area on the east side of the proposed Hazelbridge Way extension and a defined area adjacent to the proposed Neighbourhood Plaza.

The proposal to amend the OCP/CCAP to refine the distribution and orientation of the Major Park and to reorganize density and building heights on the site remain consistent with those suggested by the earlier draft of the land use plan.

Stakeholders and the community were generally supportive of the Proposed Master Land Use Plan, with approximately 71% of those who completed a feedback form either supporting or having a neutral opinion of the proposed refinements to the CCAP. Although the feedback was generally supportive, staff undertook a detailed analysis of the concerns that were expressed.

Table 2 summarizes and organizes, in alphabetical order, the feedback that was received during the community consultation process. The table also summarizes how the comments are incorporated in the Concept Master Land Use Plan that Council is being asked to endorse and/or suggested Stage 3 actions. Details are discussed in subsequent sections of this report.

Table 2: Summary of concerns/comments received during the community consultation process and the standard application review process and staff's recommended responses and suggested future actions

Feedback	Concept Master Land Use Plan response and suggested Stage 3 (future) actions
Density: Over-development, over- densification in the City	-The Concept Master Land Use Plan maintains the proposed overall on-site density and range of land uses, which are supported by the existing CCAP. -Develop design guidelines to encourage a vibrant City Centre community with a mix of land uses.

Feedback	Concept Master Land Use Plan response and suggested Stage 3 (future) actions
<b>Park Area:</b> -Excess/insufficient on-site park area - Park shape/orientation	-The Concept Master Land Use Plan maintains 4 hectares (10 acres) of Major Park area, which is consistent with CCAP objectives. (Detailed park programming and design would be undertaken by Parks Services staff and would include consultation with the public.) -Develop design guidelines to enhance frontages along public amenity space, parks, plazas and designated retail high-streets.
<b>School:</b> New City Centre school on-site	-School District staff will determine whether the feasibility of purchasing land and constructing an urban elementary school on the site will be pursued with the Board of Education. -City staff will maintain open communication with School District staff and will update Council accordingly.
<b>Tall buildings</b>	-The Concept Master Land Use Plan decreases the heights of some tall buildings by 1 to 2 storeys. -Develop design guidelines to encourage a diverse and appealing city scape.
<b>Traffic/Transit</b>	-Develop opportunities to improve transportation options (including Mobility Hub(s), "Kiss and Ride", etc.) and incentives that support alternative transportation. A Mobility Hub is a planned place where different modes of transportation (walking, rolling, cycling, car share, transit) seamlessly come together. -Develop design guidelines to support pedestrian comfort and bike friendly streets. -Review and advise how parking will be provided for the proposed Major Park.
<b>Use:</b> Unnecessary restriction of non-residential uses	-The Concept Master Land Use Plan retains the option of non-residential uses throughout the site, as currently supported by the CCAP.
<b>Other:</b> -Secure Affordable Housing. -Construct a school/hospital on-site. -Restrict ownership.	-Affordable Housing will be secured during future rezoning stages in accordance with the current Affordable Housing Strategy. -Local government does not secure land for construction of hospitals or schools and does not restrict property ownership rights.

### Stage 3 (Future work)

Conditional to Council endorsing the latest draft of the land use plan, the Concept Master Land Use Plan (Attachment 2), staff and the applicant would proceed with completing:

- A Final Master Land Use Plan;
- Associated OCP/CCAP amendments;
- New Development Permit Guidelines that are specific to the subject site; and
- A detailed Implementation Strategy.

The Implementation Strategy would provide a detailed "how to" guide to manage phased development of the site, which will occur through incremental applications to rezone and develop the property in phases. The strategy would include but is not limited to outlining details associated with the phasing, acquisition and development of:

- Park, public open space, and public realm;
- Roads, lanes, and associated infrastructure;
- Engineering services (i.e. utility upgrades and frontage improvements);
- District energy plant location(s) and alternative energy sources; and
- Sustainability measures that align with CCAP sustainability objectives (e.g. incentives that support transit and alternative modes of transportation, accommodations for the future impact of self-driving cars/car share programs, energy conservation features that may include solar panels, water conservation features, etc.).

## Findings of Fact

### Background

The subject site is the home of the Lansdowne Centre shopping centre and associated surface parking. The site is located at the centre of the Lansdowne Village in the City Centre, is immediately adjacent to the Lansdowne Canada Line station, and bound by No. 3 Road, Alderbridge Way, Kwantlen Street and Lansdowne Road (Attachment 1).

The site is designated for three different types of urban land uses in the City Centre Area Plan (Attachment 3):

- Urban Core T6 (Residential and Mixed Uses) and a Village Centre Bonus on the westerly 1/3 of the site. The permitted density is up to 3.0 Floor Area Ratio (FAR), with a provision for up to 1.0 FAR of additional non-residential bonus density provided the conditions of the Village Centre Bonus are addressed. The maximum building height is 47 m geodetic;
- Urban Centre T5 (Residential and Mixed Uses) on the eastern 2/3 of the site. The permitted density is 2.0 FAR and the maximum building height is 25 m; and
- A linear east/west oriented 4 hectares (10 acres) Major Park along the southern portion of the site abutting Lansdowne Road.

The subject property's Urban Core T6 and VCB land use designations facilitate the acquisition and delivery of approximately 4,975 m<sup>2</sup> (53,500 ft<sup>2</sup>) of on-site indoor city amenity space that would be secured in accordance with density bonusing provisions in the CCAP:

- The Urban Core Transect (T6 area) requires the equivalent of 1% of the total residential floor area to be provided as constructed community amenity.
- The Village Centre Bonus (VCB) supports 1.0 FAR of additional non-residential density conditional to providing the equivalent of 5% of the additional 1.0 FAR as constructed community amenity.

The scope of the proposed OCP/CCAP amendment process is limited to identifying a possible location for a City owned amenity building. The Concept Master Land Use Plan identifies a potential location for a City owned amenity at the prominent intersection of No. 3 Road and Lansdowne Road adjacent to the proposed Civic Plaza. The use and function of the community amenity building requires Council approval through a separate process that is discussed in a later section of this report. Acquisition of the community amenity space would be secured as a condition of a future rezoning application.

The applicant proposes amendments to the Official Community Plan (OCP)/City Centre Area Plan (CCAP), which include the proposal to change the distribution of the 4 hectares (10 acres) Major Park that the CCAP identifies for the site, and to reorganize on-site density and building heights. The proposed amendments are refinements to the plan, rather than significant modifications and are consistent with fundamental CCAP objectives to:

- Support Transit Oriented Development (TOD) and a strong Village Centre;
- Locate the majority of the Major Park within a 400 m radius or a 5 minute walking distance of a Village Centre;
- Support the greatest density and building height within 400 m radius or a 5 minute walking distance of a Village Centre; and
- Increase the network of connections and mobility options within the City Centre.



*City Centre Area Plan Amendments Presented for Community and Stakeholder Consideration*

The community and stakeholders were asked to consider the following proposed amendments to the Official Community Plan (OCP) and City Centre Area Plan (CCAP), which were reflected in the Proposed Master Land Use Plan that Council considered on December 11, 2017

(Attachment 4):

1. The Proposed Master Land Use Plan suggested redistributing the required Major Park that the CCAP identifies for this site in coordination with the overall development concept.

The CCAP shows a linear east/west oriented 4 hectares (10 acres) Major Park along the southern portion of the site abutting Lansdowne Road and supports mixed use development on the remainder of the site (Attachment 4). The intention of the designation in the plan is to establish a requirement to secure the required 4 hectares (10 acres) of Major Park area rather than to prescribe a specific location and shape of the park. The first step in developing a land use plan for the site was suggesting a distribution of Major Park area that is coordinated with the proposed density and land uses and is consistent with CCAP objectives including:

- a) Maximizing the amount of park within a 5 minute walking distance from the Canada Line station (i.e. Major Park area has been redistributed on the site to increase the amount of park area within a 5 minute walking distance from the Canada Line station by approximately 22%).
  - b) Contributing to a civic focus while establishing a series of distinct and well-connected civic spaces in visually and physically prominent locations that are owned and managed by the City and that will be designed to encourage public use and a range of active and passive park uses. Four distinct and connected spaces are proposed:
    - i) A Civic Central Plaza is proposed at the intersection of Lansdowne Road and No. 3 Road, which is the centre of the City Centre;
    - ii) Lansdowne Linear Park on the subject site is intended to become the signature central section of City's east/west civic spine;
    - iii) The Centre Park and Major Event Space would accommodate neighbourhood active and passive users as well as festivals and major events; and
    - iv) The Neighbourhood Plaza is intended to provide space for informal gathering and smaller community events.
2. Once the proposed Major Park distribution and orientation were established, the remaining developable portion of the site was considered. Consistent with the CCAP's objective to maximize building density, height and mix of uses within a 5 minute walking distance from a Canada Line station and/or Village Centre, the Proposed Master Land Use Plan suggested:
    - a) Redistributing on-site building density to extend high density development on the site to include the portion of the site that is within a 5 minute walking distance from the Canada Line station (Attachment 4).
      - i) The overall proposed on-site density suggested by the Proposed Master Land Use Plan (2.7 Floor Area Ratio [FAR]) is the same as the existing CCAP supported density blended over the 20.2 hectares (50 acres) property.
      - ii) Table 3 summarizes that the allocation of density on-site remains fundamentally unchanged. The CCAP designates 76% of the overall on-site density to be located

within a 5 minute walking distance from the Canada Line station; the Proposed Master Land Use Plan proposed to maintain 73% of the overall on-site density within the same area.

Table 3: Summary of proposed organization of density within and outside a 5 minute walking distance from the Canada Line station

% overall on-site density proposed <u>within a 5 minute walking distance from the Canada Line station</u>			% overall on-site density proposed <u>outside a 5 minute walking distance from the Canada Line station</u>		
CCAP	Proposed Master Land Use Plan	Concept Master Land Use Plan	CCAP	Proposed Master Land Use Plan	Concept Master Land Use Plan
76%	73%	74%	24%	27%	26%

- b) Redistributing on-site building heights to permit taller buildings in the portion of the site that is within a 5 minute walking distance from the Canada Line station (Attachment 4). The Proposed Master Land Use Plan suggested a strategic range of building heights that are consistent with CCAP objectives.
- With the exception of one proposed tower, the Proposed Master Land Use Plan suggested that towers are wholly or partially located within the portion of the site that is a 5 minute walking distance from the Canada Line station.
  - The plan suggested placing towers to strategically frame the park/public amenity area, to introduce density to support Hazelbridge Way's designation in the CCAP as a retail high-street, to increase separation between tall buildings, and to increase the variety of on-site building heights to encourage a varied skyline and a distinct village character.
- c) Restricting non-residential uses to the portion of the site located within a 5 minute walking distance from the Canada Line station and to an area that is within immediate proximity of the proposed Neighbourhood Plaza (Attachment 3). The proposed restriction was inconsistent with the site's existing designations in the CCAP, which support mixed uses throughout the site.

#### Community Consultation Process

On December 11, 2017, Council endorsed community consultation regarding the Proposed Master Land Use Plan for the Lansdowne Centre shopping centre site, which included:

- Meetings with key stakeholders;
- An on-site Information Centre that was visited by approximately 1,900 people;
- Two public information meetings that were attended by approximately 500 people; and
- Using the City's interactive discussion and community engagement website, LetsTalkRichmond.ca to both share information with the public about the Proposed Master Land Use Plan and to collect 190 feedback form responses. Paper copies of the feedback forms were available upon request and were distributed with a return addressed envelope.

### Official Community Plan and Stakeholder Consultation

Staff have reviewed the proposed OCP amendments, with respect to the Local Government Act and the City's OCP Consultation Policy No. 5043 requirements. The following tables summarize the OCP Consultation, regarding the Proposed Master Land Use Plan (Attachment 4).

Table 4: OCP Consultation (General)

Stakeholder	Referral Comment
BC Land Reserve Co.	No referral necessary, as they are not affected. No change in overall density or supported land uses are proposed
Metro Vancouver	
The Councils of adjacent Municipalities	
First Nations (e.g., Sto:lo, Tsawwassen, Musqueam)	
Port Authorities (Vancouver Port Authority and Steveston Harbour Authority)	
Richmond Coastal Health Authority	
All relevant Federal and Provincial Government Agencies	

The community consultation plan that was endorsed by Council identified key stakeholders. Staff and the applicant met with the key stakeholders on the dates referenced in Table 5 and communication between the groups remains ongoing. Attachment 5 includes comprehensive meeting summaries, which are also discussed in detail in a subsequent section of this report.

Table 5: Consultation with key stakeholders (Meetings attended by City staff and the applicant) (Attachment 5 includes meeting minutes)

Stakeholder	Stakeholder Meeting Date	Comments
Kwantlen Polytechnic University (KPU)	January 31, 2018	Discussed in detail in a subsequent section of this report
School District	January 11, 2018, June 18, 2018	
TransLink	March 20, 2018	
Vancouver Airport Authority (YVR)	May 24, 2018	

Table 6 summarizes supplementary consultation that the applicant initiated and is discussed in more detail in Attachment 6.

Table 6: Applicant initiated and undertaken consultation (not attended by City staff) (Attachment 6)

Stakeholder	Stakeholder Meeting Date	Comments (see Attachment 5 for details)
Mall Tenants	Information sharing hosted by applicant: November 21, 2017, February 20, 2018 Ongoing	Tenants are interested in the anticipated redevelopment timeframe and minimizing disruption to the operation of the existing mall during the redevelopment process. The applicant has committed to maintaining a transparent relationship with existing mall tenants.
Applicant identified interest groups	Ongoing discussions initiated in November 2017	Attachment 6 includes a complete list of groups that were consulted and topics that were discussed. The groups included but were not limited to: Richmond Chamber of Commerce Board, Tai Chi Clubs, Richmond Chinese Cultural Society, etc.
Adjacent strata corporations	Invitations to meet were sent in early 2018.	Attachment 6 includes a complete list of nearby strata corporations that were invited to meet with the applicant. Only one strata accepted the invitation.



### Information Centre

The Information Centre, which was hosted in the existing Lansdowne Centre shopping centre in a commercial space located adjacent to the food court was open daily between January 15 and March 2, 2018 during regular mall hours and staffed by the applicant between 10 AM and 4PM.

### Two Public Information Meetings

Public information meetings were hosted at the Lansdowne Centre shopping centre (Saturday, February 17, 2018 from 10 AM to 2 PM and Thursday, February 22, 2018 from 5 PM to 8 PM). The meetings were attended by approximately 500 people. Information boards and a large physical model were on display and City staff from different departments and the applicant's representatives were available for discussion. To encourage the public to complete the feedback forms available through LetsTalkRichmond.ca while at the meeting, iPads were available and technical support was provided when needed. Paper copies of the feedback form were available upon request. In total, over the course of the community consultation process, four paper copies of the feedback form were requested; no paper copies of the feedback form were returned to staff.

Notification regarding the Public Information Meetings included:

- Direct mail notification
  - 2,226 notification letters were distributed to addresses within a 100 m radius of the subject site.
- Newspaper advertisement
  - Richmond News on February 8, 2018.
  - Richmond Sentinel on February 14, 2018.
- Signage
  - On February 5, 2018, signage was posted at all entrances to the mall.
  - Vinyl glass storefront signage was installed at the vacant retail space in the mall where the public information meeting was hosted.
  - On February 5, 2018, sandwich board signage was placed near the Lansdowne Canada Line Station to notify transit users.
- City staff in Corporate Communications coordinated a Facebook and Twitter outreach campaign that included information regarding the proposal and a link to the feedback form. There were approximately 100 actions taken by Twitter users who saw the posts (including liking, commenting, sharing or clicking on the link). The campaign included 4 Facebook posts that reached an average of 888 Facebook users.

### LetsTalkRichmond.ca

The feedback form and information about the proposal was available online at [www.LetsTalkRichmond.ca](http://www.LetsTalkRichmond.ca) from Tuesday, February 6, 2018 to Sunday, March 4, 2018. Of 886 individuals who visited the LetsTalkRichmond.ca website, 682 reviewed the available material and 190 completed a feedback form. The responses indicate:

- Eighty four (84) individuals (44% of respondents) identified themselves as living within 5 km of the Lansdowne Centre shopping mall.
- Ninety six (96) individuals (50% of respondents) identified themselves as living within Richmond but farther than 5 km from the subject site.
- Only 3 individuals (1.5% of respondents) did not live in Richmond.

Staff received five phone calls from members of the public who were interested in discussing the Proposed Master Land Use Plan. Their comments are included in the feedback summary results (Attachment 6).

#### Additional Comments

OCP/CCAP amendment application signage has been installed on the subject site.

Should Council endorse the Concept Master Land Use Plan, staff and the applicant will proceed toward completing a Final Master Land Use Plan for the subject site and associated OCP/CCAP amendments and site specific design guidelines. The plan and associated OCP/CCAP amendment bylaw would return to Council for review and if Planning Committee endorses the bylaw amendments and Council grants first reading to the OCP/CCAP amendment bylaw, the bylaw would be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing would be provided in accordance with the *Local Government Act*.

#### **Analysis**

Staff have considered all of the feedback received regarding the proposed refinements to the CCAP that were suggested by the Proposed Master Land Use Plan. Attachments 5 to 7 provide a comprehensive summary of the feedback that was received.

#### Feedback from Key Stakeholders

This section of the report reviews the feedback that was received from key stakeholders, advises whether the comments are reflected in the Concept Master Land Use Plan that Council is asked to endorse, and suggests items to be undertaken during the next stage in the project review process. Table 7 summarizes the stakeholder comments.

Table 7: Consultation with key stakeholders (attended by City staff and the applicant) (Attachment 5 includes meeting minutes and supplementary correspondence)

Stakeholder	Stakeholder comments
Kwantlen Polytechnic University (KPU)	KPU supports the Proposed Master Land Use Plan and does not have any specific concerns. KPU encourages development of rental housing on the subject site that could potentially house KPU students.
School District	The School District has provisions in place to accommodate students residing in the City Centre by expanding existing schools but remains interested in exploring opportunities to secure one additional elementary school within the City Centre. School District staff will determine whether the feasibility of purchasing land and constructing an urban elementary school on the site will be pursued with the Board of Education.
TransLink	At the stakeholder meeting, TransLink staff did not express any specific concerns related to the Proposed Master Land Use Plan and expressed support for the provision of a "Kiss and Ride" area on the subject site.  Subsequent to the stakeholder meeting, staff received a letter from TransLink (Attachment 5). Although staff agree with some of the items listed in the letter, not all of the items are supportable. Staff's response to TransLink: a) Requests that TransLink demonstrate legislative authority to require municipalities to administer the Adjacent and Integrated Development (AID) process. Currently, the City does not have any formal agreement with TransLink regarding their AID requirements. Staff advise applicants to contact TransLink directly regarding the AID

Stakeholder	Stakeholder comments
	<p>process.</p> <p>b) Advises that consistent with OCP objectives to support use of alternative modes of transportation, staff do not support an on-site Park and Ride structure as it would encourage more single occupant driving to/from the City Centre and promote auto use as part of the commuting journey.</p> <p>c) Advises that TransLink's requirement for their approval on any new signals along No. 3 Road should be addressed by the applicant's consultant.</p> <p>Staff will continue to work with TransLink to cooperatively address these items.</p>
Vancouver Airport Authority (YVR)	<p>At the stakeholder meeting, YVR staff did not express any specific concerns related to the Proposed Master Land Use Plan but did refer staff to their letter (dated May 4, 2018) that references:</p> <p>a) The subject site's proximity to an existing flight path and the associated impacts resulting from exposure to aircraft noise.</p> <p>b) The Vancouver Airport Authority's (VVA) application to Transport Canada to create new Airport Zoning Regulations (AZR) to support a new third parallel runway, which would affect maximum permitted building heights on the subject site (Attachment 5).</p>

#### *Kwantlen Polytechnic University (KPU)*

Kwantlen Polytechnic University (KPU) staff support the Proposed Master Land Use Plan and do not have any specific concerns. They encourage development of rental housing on the subject site that could potentially house KPU students.

#### *Suggested Next Steps*

The scope of the subject application is limited to OCP/CCAP amendments associated with a land use concept for the subject property. Successful adoption of a Final Master Land Use Plan and associated OCP/CCAP amendments would be followed by incremental rezoning applications. Each rezoning application would be subject to Council approval and required to provide all up to date amenities and contributions, including the Affordable Housing (AH) Strategy, which currently secures a minimum of 10% of the residential floor area as Low End Market Rental (LEMR) units and defines an allocation of family friendly units that responds to City policy.

#### *School District*

School District staff have advised that, although they have provisions in place to accommodate students in the City Centre by expanding existing schools, the School District remains interested in exploring opportunities to secure one additional elementary school within the City Centre. Three possible locations and one preferred location for an elementary school on the subject site have been identified (Attachment 5).

Discussion regarding the feasibility of purchasing land and constructing a school on the subject site has included consideration and discussion of the following:

- School District staff will determine whether the feasibility of purchasing land and constructing an urban elementary school on the subject site will be pursued with the Board of Education.
- The elementary school curriculum requires access to playfield space that meets specified minimum size requirements. The City has a standing agreement with the School District that generally supports the non-exclusive use of City owned parks by Richmond schools. Community Services and Parks Planning staff met with School District staff to discuss this agreement and on-site opportunities.

- School Site Acquisition Charges, which are collected by local governments and assist in the recovery of costs associated with the future acquisition of land for new school sites, were introduced by provincial legislation in 2001.

#### *Suggested Next Steps*

Staff propose that during the next stage of the OCP/CCAP amendment review process, staff maintain open communication with School District staff regarding the School Board potentially purchasing land from the applicant to develop an urban elementary school on the subject site and to update Council regarding this topic during Stage 3 of the application review process or as information becomes available.

#### *TransLink*

At the stakeholder meeting, TransLink staff did not express any specific concerns related to the Proposed Master Land Use Plan and expressed support for a “Kiss and Ride” area being provided within proximity of the Canada Line station (Attachment 5).

Subsequent to the stakeholder meeting, staff received a letter from TransLink that includes reference to TransLink’s independent Adjacent and Integrated Developments (AID) process. Although the scope of the subject application is limited to finalizing a Master Land Use Plan for the site that would be followed by incremental applications to rezone and redevelop portions of the property, TransLink’s letter references active development stages and includes a City referral and obligation process that is not supported by a corresponding formal agreement between the City and TransLink nor has TransLink confirmed that it has the relevant legislative authority. Staff’s response to TransLink is summarized in Table 7 in this report.

#### *Suggested Next Steps*

Right of ways that secure TransLink interests are registered on portions of the site that abut No. 3 Road and may influence the location of a “Kiss and Ride” area, as well as design of the proposed enhanced public pedestrian right of way along No. 3 Road. During the next stage of the OCP/CCAP amendment review process, staff and the applicant will establish a process to work collaboratively with TransLink to identify a suitable location for a “Kiss and Ride” area on the site and to discuss possible amendments to the existing TransLink right of way areas on the site.

Transportation staff do not support construction of a designated Park and Ride structure, which would encourage more driving to/from the City Centre and promote auto use as part of the commuting journey. Instead, staff support a “Kiss and Ride” space on the site that is within proximity of the Canada Line station and is part of an integrated on-site mobility hub where different modes of transportation (walking, rolling, cycling, car share, transit) seamlessly come together.

During the next stage in the OCP/CCAP amendment review process, Transportation staff will evaluate whether a portion of required commercial parking should be secured during future rezoning applications for short term (hourly) “Public Parking” that is available for use by the general public.

*YVR and Proposed Changes to Existing Aeronautical Zoning*

The Proposed Master Land Use Plan suggested building heights that are permitted by the existing Airport Zoning Regulations (AZR) for Vancouver International Airport (YVR), and current OCP policies including the Aircraft Noise Sensitive Development (ANSND) Map.

During the course of the application review process, the Vancouver Airport Authority (VAA) initiated an application to Transport Canada for an AZR amendment application to protect airspace for a potential new third parallel runway.

*Concept Master Land Use Plan Response and Suggested Next Steps*

Through ongoing discussions with VAA, the City has been actively working with VAA staff to limit the impact of any potential building height reductions associated with the proposed AZR amendment. The Concept Master Land Use Plan references the buildings and the associated building height restrictions that are proposed by the VAA and that are consistent with ongoing discussions between YVR and City staff regarding the proposed new third parallel runway. The Concept Master Land Use Plan references the following decreases in building heights:

- Reducing the height of on-site buildings that abut No. 3 Road by 1 storey compared to the existing CCAP height designation; and
- Reducing building heights by up to 2 storeys on the central portion of the site that is bound by the proposed Hazelbridge Way extension and Cooney Road extension.

As a result of eleven proposed towers being affected by the proposed new height restrictions, approximately 9,740 m<sup>2</sup> (104,840 ft<sup>2</sup>) of office and residential floor area must be relocated on-site. Rather than introducing new tall buildings to recover the affected floor area, the Concept Master Land Use Plan proposes refinements to the mid-rise buildings, as well as limited increases to some tower floor plates (50 m<sup>2</sup> for residential buildings, up to 210 m<sup>2</sup> for office towers) while maintaining the on-site density allocation that was suggested by the Proposed Master Land Use Plan.

During the next stage in the OCP/CCAP amendment review process, staff will:

- Continue to monitor VAA's application to Transport Canada to ensure that the City's density and building height objectives around designated Village Centres is reflected in the new aeronautical zoning. Should there be any developments related to the VAA's application, staff will update Council as information becomes available.
- Develop new development permit guidelines that are specific to the subject site and that encourage a diverse and appealing city scape, which will include provisions for stepped mid-rise buildings, architectural enhancements to the skyline and quality landmark architecture.

**Feedback from the Public**

This section of the report reviews the feedback that was received from the community, advises whether the comments are reflected in the Concept Master Land Use Plan, and suggests items to be undertaken during the next stage in the project review process.

Staff asked the public to provide their feedback on four fundamental themes including:

- On-site park distribution and orientation;
- On-site distribution of density (noting that no additional density is proposed);



- On-site distribution of tall buildings (to increase separation between tall buildings and to encourage a range of building heights on-site); and
- On-site distribution of commercial and non-residential uses (Attachment 3).

Staff received 190 responses via feedback forms. Respondents were generally supportive of the refinements to the OCP/CCAP that were suggested in the Proposed Master Land Use Plan. Overall, approximately 71% of those who completed a feedback form either supported or had a neutral opinion of the proposed refinements to the CCAP.

Table 8: Feedback Form Responses Summary

	Support/Neutral	Do not support	Don't know/other
Park distribution/shape	76% (63% and 13%)	18%	6%
Density distribution	72% (63% and 9%)	22%	5%
Building height distribution	65% (52% and 13%)	28%	8%
Commercial/non-residential distribution	69% (57% and 12%)	23%	8%

Although the completed feedback forms indicate that the majority of respondents either supported or had a neutral opinion of the proposed refinements to the CCAP, staff have carefully reviewed the comments. Comments from respondents who indicated that they do not support elements of the Proposed Master Land Use Plan have been organized into six themes and are summarized below in an order that reflects the number of respondents who provided non-supportive comments regarding the issue. Supplementary information is included in Attachment 7.

**1. Perception that the City Centre transportation system and associated infrastructure is unable to manage current volumes and will be further stressed if the subject site redevelops**  
Thirty two (32) respondents (17%) expressed concerns that include the following: traffic congestion, insufficient parking, loss of free parking on the subject site, necessity of providing a free park and ride facility, insufficient Canada Line capacity (current and future), and dissatisfaction with transit and/or absence of an integrated transit system.

In response to these concerns, the proposal was reviewed with consideration of existing City transportation policies and objectives and was found to support Council approved objectives as summarized in the table below.

Table 9: Compliance with transportation policy/objectives summary

Policy/objective	Y/N	Concept Master Plan response
City Centre Transportation Plan	Y	The density and land uses proposed on-site are consistent with the existing supported CCAP and do not change the population and/or land use assumptions that were applied in the development of the City Centre Transportation Plan.
Transit Oriented Development (TOD)	Y	-The Concept Master Plan proposes to increase the network of connections and mobility options within the City Centre, which is consistent with the City Centre Transportation Plan. -Phased redevelopment of the site will be conditional to construction of transportation and infrastructure improvements (including but not limited to new roads [i.e. extension of Hazelbridge Way, Cooney Road, and new East/West street], improvements to existing roads and intersections, new off-street bicycle facilities along Cooney Road and Lansdowne Road, providing new/upgrading existing sidewalks along all streets, Mobility Hub(s) to support multi-modal transportation, including a "Kiss and Ride", etc.)



Policy/objective	Y/N	Concept Master Plan response
On-site parking	Y	<p>-Although the Lansdowne Centre shopping centre currently provides free parking to mall patrons and employees, the City's Zoning Bylaw and other parking related policies do not require a private property owner to provide free on-site "Public Parking".</p> <p>- During the next stage in the OCP/CCAP amendment review process, Transportation staff will evaluate whether a portion of required commercial parking should be secured during future rezoning applications for short term (hourly) "Public Parking".</p>

### *Suggested Next Steps*

Staff recommend that during the next stage of the OCP/CCAP amendment review process:

- A suitable location is identified for a "Kiss and Ride" space on the site that is part of an integrated on-site Mobility Hub(s), which is consistent with City Transportation staff objectives to support the use of alternative forms of transportation to arrive at the Canada Line station (walking, rolling, cycling, car share, transit) rather than construction of a designated Park and Ride structure, which would encourage more driving to/from the City Centre. A Mobility Hub is a planned place where different modes of transportation (walking, rolling, cycling, car share, transit) seamlessly come together and where there is an intensive concentration of working, living, shopping and/or playing.
- Staff develop design guidelines that are specific to the site to support more pedestrian and bike friendly streets and connections (i.e. alternative road standards, provisions for temporary road closures and special events, special landscape features, more and wider connections, attractive and functional commercial and residential streetscapes, etc.).
- Options for parking that would service the Major Park are considered.
- Building on the City's commitment to TOD and sustainability, incentives that support transit and alternative modes of transportation are developed including:
  - On-site Mobility Hub(s).
  - Parking reductions for residential and commercial/office uses along the No. 3 Road transit corridor.
  - Architectural design to accommodate the future impact of self-driving cars, the increasing popularity of car share programs, and inclusion of adaptable building design provisions for parking areas that consider a car-less future, etc.

### *2. Perception that the City Centre is currently overdeveloped/too dense*

Twenty six (26) respondents (14%) did not support redevelopment of the site generally and expressed concerns related to any development that would: change existing commercial services, affect the amount of available and free parking on the site, introduce residential development and/or more people in the City Centre, and/or affect community character and identity.

The Council adopted CCAP, which included significant community consultation, establishes the density and land uses that are supported within the City Centre and the subject site. The Concept Master Land Use Plan maintains the overall on-site density (2.7 FAR) and mix of land uses that are supported by the existing CCAP, as well as the on-site organization of density that was suggested by the Proposed Master Land Use Plan.

### *Suggested Next Steps*

Staff recommend that during the next stage of the OCP/CCAP amendment review process, staff develop design guidelines that are specific to the site to encourage a vibrant City Centre community with a mix of land uses, which may prioritize public realm spaces (physical and

visual), include purposeful development of family oriented housing, optimize the use of underground space (i.e. multiple levels of below ground parking), inclusion of time-mix provisions (day/night vibrancy).

### *3. General lack of support for tall buildings on the site*

Seventeen (17) respondents (9%) expressed concerns that include the following: tall buildings will impact existing views of the North Shore, too many tall buildings have already been constructed in the City Centre, building heights along park frontages should be decreased or increased, on-site dispersal of tall building should be increased or decreased, tall buildings are not a desirable form of development and result in over densification, and there is a general shortage of interesting building forms in the City.

Richmond's flat topography, high water table and building height restrictions resulting from existing and proposed new Airport Zoning Regulations affect the available building massing options. These limitations are considered in the CCAP design guidelines, which include provisions related to minimum tower separation, maximum tower floorplate size, skyline articulation and diversity of building form. The Concept Master Land Use Plan, which proposes lower building heights for some towers and strategic mid-rise building heights, is consistent with existing CCAP guidelines and additional proposed new aeronautical zoning regulations as summarized in a previous section of this report.

Table 10: Compliance with CCAP objectives for tall buildings and proposed new aeronautical zoning regulations summary

Policy/objective	Y/N	Concept Master Land Use Plan response
CCAP guidelines	Y	<ul style="list-style-type: none"> <li>-Tower building forms are concentrated within a 5 minute walking distance from a Canada Line station.</li> <li>-Tower building forms are proposed in strategic locations (to frame the park and public amenity area, to introduce density to support Hazelbridge Way's designation as a retail high-street, to increase separation between tall buildings, to reduce privacy and shadow impacts on adjacent development and at ground level, to support a varied skyline and distinct village character).</li> <li>-A variety of building heights are proposed.</li> </ul>
Proposed new Aeronautical Zoning Regulations	Y	The Concept Master Land Use Plan decreases building heights for some tall buildings by 1 to 2 storeys.

### *Suggested Next Steps*

Staff recommend that during the next stage of the OCP/CCAP amendment review process, site specific design guidelines are developed to encourage a diverse and appealing cityscape, which may include provisions for stepped mid-rise buildings, slim tower profiles, architectural enhancements to the skyline, high quality landmark architecture, increased separation between tall buildings, increased sunlight penetration to the public realm.

### *4. Perception that non-residential uses (commercial/office) should be permitted throughout the site*

Fifteen (15) respondents (8%) clarified that they do not support restricting non-residential use to designated areas of the subject site and instead prefer maintaining the existing CCAP's support for mixed used development throughout the entire subject site.

### *Suggested Next Steps*

The CCAP supports compatible land uses throughout the subject site to reduce non-work trips and travel outside the neighbourhood, and to encourage social interactions, community vibrancy and commercial viability. The entire site is within an approximately eight minute walking distance from the Canada Line station where mixed use development is generally supported. Based on these considerations and the feedback that was received, staff recommend that non-residential uses be permitted throughout the site.

### *5. Perception that:*

- a) The proposed Major Park shape/orientation does not respond to the community's needs.*
- b) There is an existing oversupply of City park or an undersupply of City park.*

Eleven (11) respondents (6%) expressed concerns that include the following related to the proposed distribution and orientation of the Major Park: active uses will not be accommodated within an urban park, Lansdowne Linear Park would be limited to a wide sidewalk, pedestrian connections need weather protection, and residents will be affected by park related noise/nuisance/crime. Eight (8) respondents (4%) expressed concern that on-site park area is being either over or under supplied.

The distribution and orientation of the proposed 4 hectares (10 acres) Major Park the in the Concept Master Land Use Plan is supported by Parks and Planning and Development staff and complies with CCAP objectives for the Major Park as summarized in the following table.

*Table 11: Compliance with Major Park objectives summary*

Policy/objective	Y/N	Concept Master Plan
CCAP guidelines	Y	Increases the amount of park area within a 5 minute walking distance from the Canada Line station.
	Y	Establishes a series of four distinct and well-connected spaces that encourage and accommodate a range of public use (active and passive) and contribute to a civic focus. Major Park is part of the larger, interconnected system of City park spaces that includes Middle Arm Waterfront Park, Aberdeen Park, and the Lansdowne Linear Park.
	Y	The OCP and the CCAP establish a quantity standard for the provision of City wide and City Centre specific parks and open space. Provision of 4 hectares (10 acres) of park at the 20.2 hectares (50 acres) site is included in the OCP as one of the new parks that will contribute to achieving the standard.

Conditional to Council adopting an OCP/CCAP amendment bylaw and a Final Master Land Use Plan for this property, a separate park planning process would be led by Parks Services staff and would begin with the development of a park concept, programming priorities and a phasing plan that will be used to guide future park development. Public consultation would be undertaken as part of the process. Detailed park design would be carried out in phases coinciding with the milestones identified in the phasing plan and coordinated with the phased development of the site.

### *Suggested Next Steps*

Staff recommend that during the next stage in the OCP/CCAP amendment review process:

- Staff develop site specific design guidelines to enhance the frontages along public amenity spaces, parks, plazas, and designated retail high-streets to encourage high quality public amenities that will encourage social connectedness, public gathering and accommodation of special events.

- The Implementation Strategy suggests how the Major Park would be secured in phases. The existing CCAP designates the Major Park's perimeter as a Park Frontage Enhancement Area. While the full 4 hectares (10 acres) Major Park area will be seamlessly developed and programmed, the Implementation Strategy would include a strategy to secure 0.49 hectare (1.23 acres) of the Major Park through public right of passage agreements and 3.5 hectares (8.77 acres) of park land acquisition as determined by the CCAP and the existing Parks Development Cost Charges (DCC) program. This administration detail does not change the total area of the Major Park. Similar to the accommodation of displaced floor area resulting from proposed changes to aeronautical zoning, adjustments to mid-rise building massing would accommodate the changes to building floor area.

#### 6. Other comments

The comments section of the feedback form provided an opportunity for respondents to provide general comments. The following is a summary of general comments that were provided by some members of the public, staff comments follow in italics. Staff do not recommend any further action in response to these comments.

- Encourage/require the applicant to provide Affordable Housing and/or family oriented housing on the site Affordable Housing.

*Consistent with standard practice, incremental redevelopment of the site will be required to comply with the Affordable Housing (AH) Strategy that applies at the time of redevelopment. The current AH Strategy requires that 10% of market residential floor is secured as AH and defines an appropriate ratio of family friendly units.*

*Staff will also work with the applicant to define an appropriate ratio of family friendly units in response to City policy that encourages development of family friendly units.*

- Support for the proposal conditional to construction of an on-site hospital and/or school.

*Existing and proposed land use designations on the site permit construction of a hospital and/or school. Construction of a hospital/school is subject to purchase of property from the property owner.*

*Following the public information meetings and closure of the LetsTalkRichmond.ca website on March 4, 2018, on March 29, 2018, the BC provincial government announced the renewal and expansion of the Richmond Hospital.*

*Staff will maintain open communication with School District staff as they assess the feasibility of purchasing a site on the subject property to construct an elementary school.*

- Reference to residential ownership restrictions (i.e. restrict foreign ownership).

*Existing legislation does not provide Local Government with tools to regulate tenancy of unsecured non-rental property.*

#### Associated Reports & Processes

If the Concept Master Land Use Plan is endorsed by Council and work continues toward the development of a Final Master Land Use Plan, Council would receive a series of reports regarding matters that are related to the future redevelopment of the site but that are outside the scope of the OCP/CCAP amendment review and reporting process. The following reports would be brought forward for consideration by Council either before or after successful adoption of the proposed OCP/CCAP amendment bylaw and Final Master Land Use Plan for the subject site.



- Park
  - a) Major Park Programming and Event Plan

In order to support a high level of civic use of the proposed Civic Plaza and Centre Park and Event Space, the programming and event plan will develop options for the development and operation of the facilities, infrastructure and parking. The options that will be presented to Council may include models for coordinating with the property owner.
  - b) Park Plan

The park would be acquired and developed in phases (to be considered in the Implementation Strategy). A park planning process to define the program priorities and conceptual design framework would be led by Parks Services staff and would be presented to Council in a future report. Subsequently, park development is expected to be undertaken in phases as portions of the Major Park are acquired through future phased rezoning applications.
- City Community Amenity Building

As part of the OCP/CCAP amendment process, a possible location for a City owned amenity building has been identified at the site's most prominent and desirable corner. The space will be secured through a future rezoning process as the scope of the OCP/CCAP amendment process is limited to identifying a location for a City owned amenity. Prior to securing the space through a rezoning process, the use and function of the building(s) will be decided by Council through a separate process.
- Public Art

The public art plan for this site will be undertaken through a separate process led by the Public Art Planner.
- District Energy

The district energy (energy plant with an alternative energy source) implementation plan for this site would be undertaken through a separate process led by Lulu Island Energy Company (LIEC) staff and include introduction of a service area bylaw and consultation with Council. A separate legal parcel would be negotiated for the plant and staff would work with the applicant to determine an appropriate size and location for the plant facility. Realization of the plant and on-site district energy would occur through individual rezoning and Development Permit applications.

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

There is no financial impact associated with endorsing the Concept Master Land Use Plan to proceed toward finalizing the Master Land Use Plan and Official Community Plan (OCP)/City Centre Area Plan (CCAP) amendments, as well as developing an Implementation Strategy.

### **Conclusion**

Vanprop Investments Ltd. has applied to the City of Richmond to amend the City's Official Community Plan (OCP) and the City Centre Area Plan (CCAP), for the site at 5300 No. 3 Road to permit refinements, rather than significant modifications, to the OCP/CCAP. The proposed amendments include changes to the distribution and orientation of the 4 hectares (10 acres) Major Park, and changes to the organization of density and building heights on the site. The proposed amendments would result in community benefits that include but are not limited to:

- Increasing the amount of Major Park area within a 5 minute walking distance from the Canada Line station while supporting the introduction of a series of distinct and well-connected civic spaces that encourage public use and a range of active and passive park uses;
- Gradually transitioning from very high density to medium density development on the site while supporting the City's commitment to Transit Oriented Development and sustainability by maintaining 74% of the overall on-site density within a 5 minute walking distance from the Canada Line station;
- Supporting skyline articulation and a diversity of building forms and heights by suggesting tower buildings in strategic locations, increasing separation between tall buildings, proposing a variety of building heights, and maintaining a maximum 25 m building height east of Cooney Road.
- Increasing the network of connections and mobility options on the site by proposing new streets, new multi-use pathways, smaller more pedestrian friendly blocks, and supporting sustainability and alternative transportation initiatives.

These amendments were considered and generally supported by stakeholders and the community. The results of the community consultation indicate that approximately 71% of those who completed a feedback form either supported or had a neutral opinion of the proposed refinements to the CCAP. Based on this feedback from stakeholders and the community, and on-going staff review, staff are seeking Council's endorsement of the Concept Master Land Use Plan (Attachment 2) for the Lansdowne Centre shopping centre property to support the next stage in the review process. This includes finalizing the following for Council consideration:

- A Final Master Land Use Plan;
- Official Community Plan (OCP)/City Centre Area Plan (CCAP) amendments;
- New Development Permit Guidelines that are specific to the subject site; and
- An Implementation Strategy.



Diana Nikolic, MCIP  
Senior Planner/Urban Design

DN:cas

Attachment 1: Location Map

Attachment 2: Concept Master Land Use Plan

-Simplified Plan View

-3D View (with reference to building impacted by proposed changes to existing aeronautical zoning)

Attachment 3: Specific Land Use Map: Lansdowne Village (2013)

Attachment 4: Proposed Master Land Use Plan and Sequential Rationale for Proposed OCP/CCAP Refinements

Attachment 5: Stakeholder Meeting Notes (reviewed by stakeholder and applicant) and Letters to the City from Stakeholders

Attachment 6: "Formal Community Consultation – Lansdowne Centre" (January – March 2018) prepared by applicant's consultant

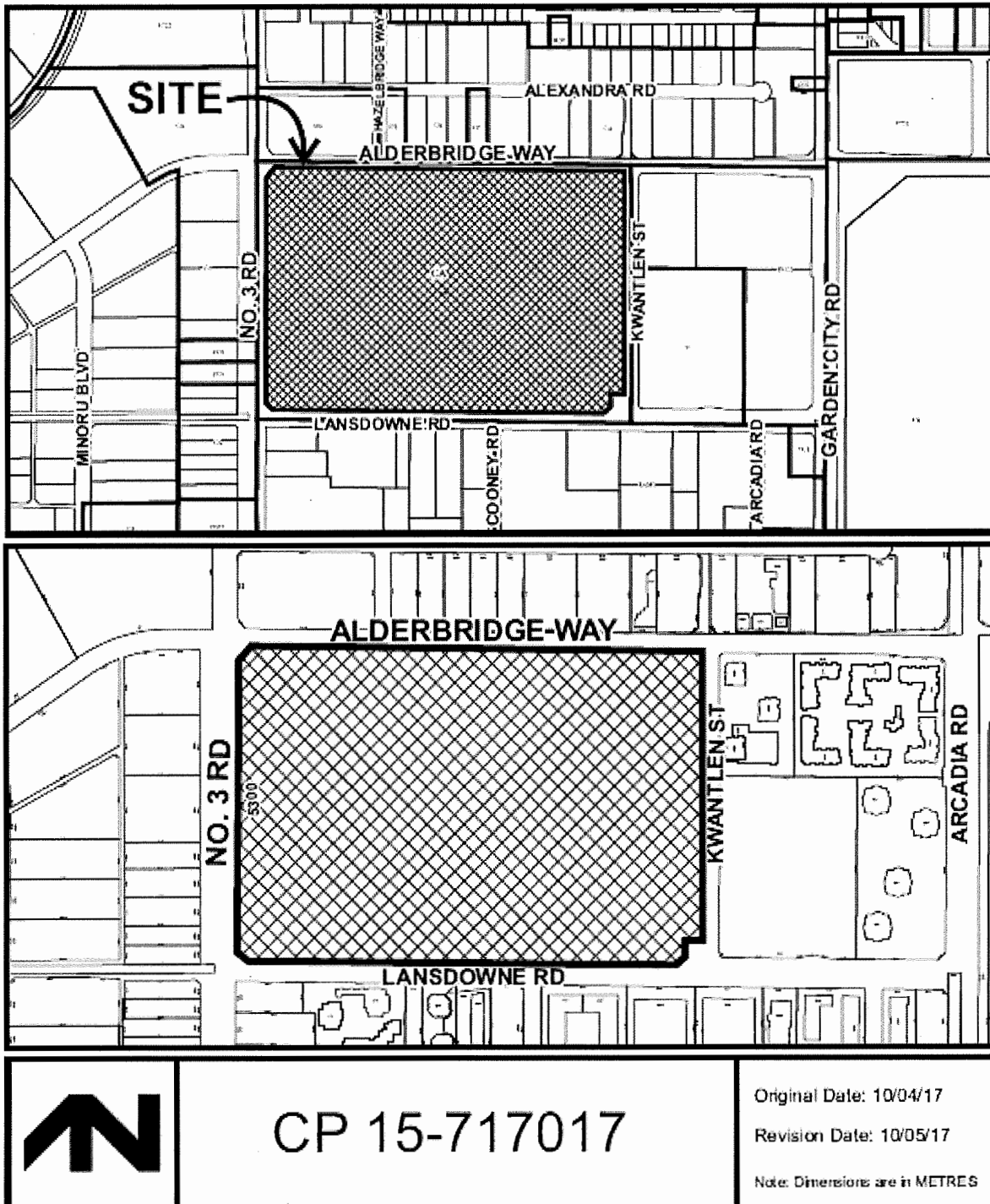
Attachment 7: Community Consultation Feedback Summary



Location Map



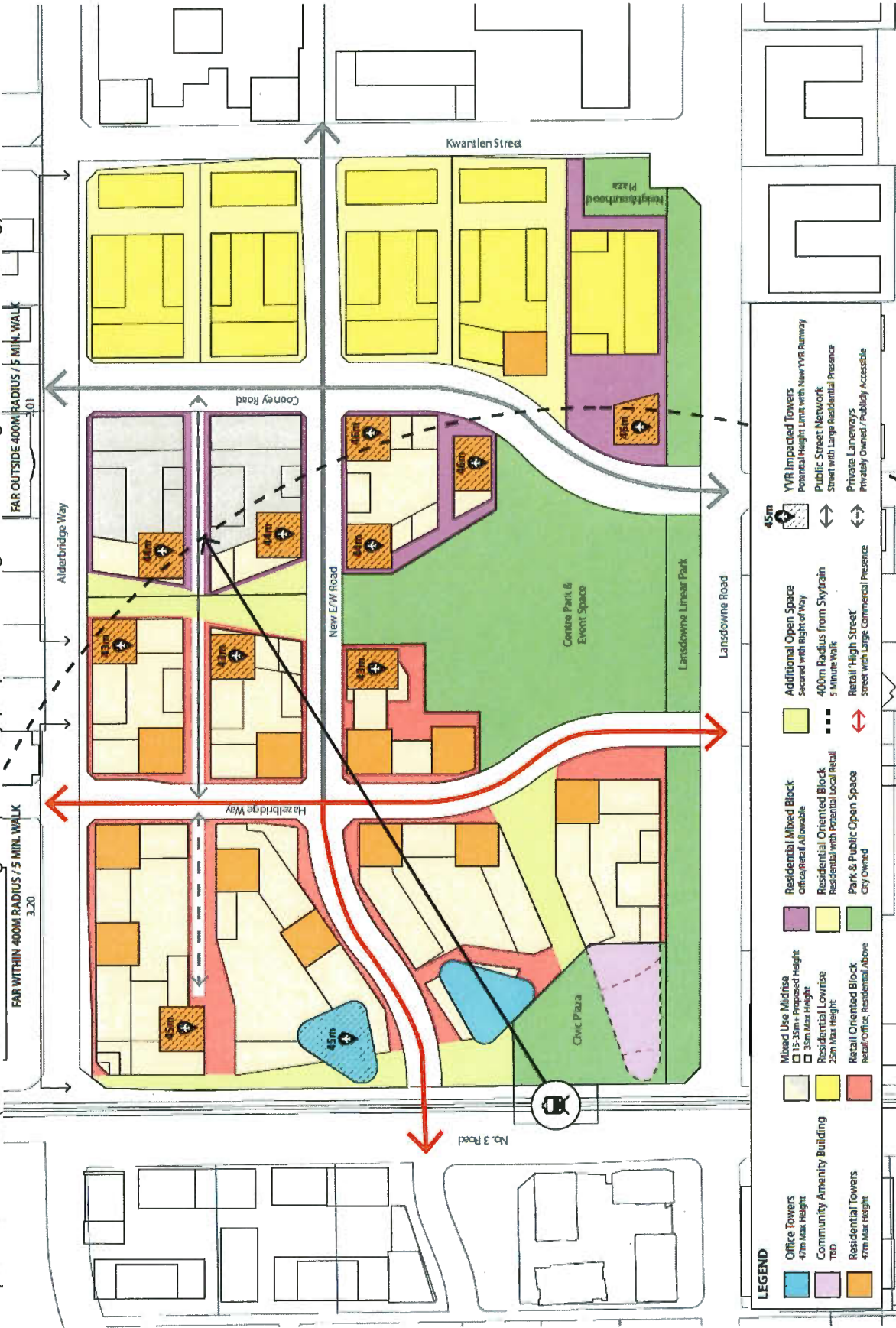
City of  
Richmond



# ATTACHMENT 2

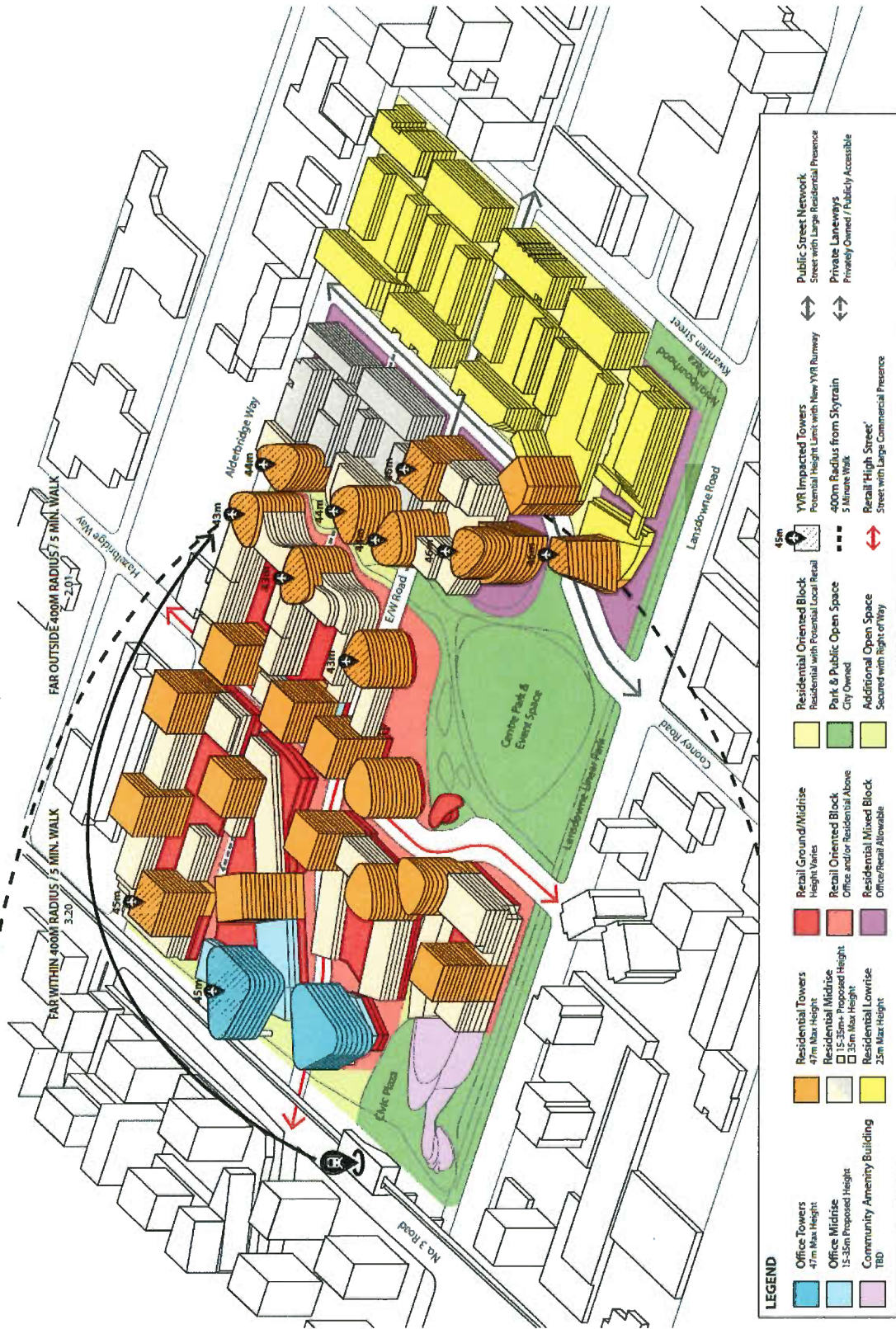
## Concept Master Land Use Plan

Simplified Plan View (with reference to buildings impacted by proposed changes to existing aeronautical zoning)

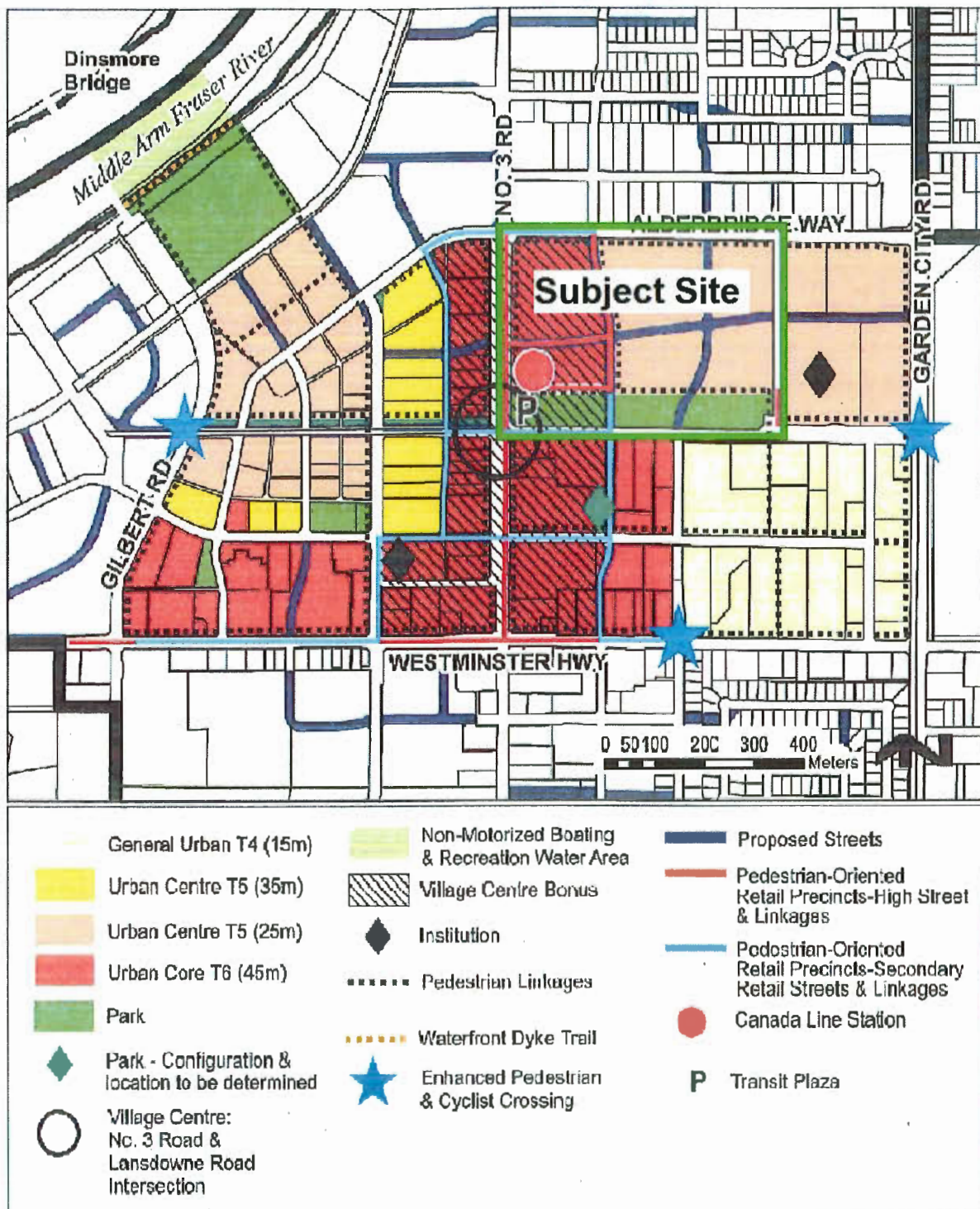




Concept Master Land Use Plan  
3D View (with reference to buildings impacted by proposed aeronautical zoning)



# Specific Land Use Map: Lansdowne Village (2031) Bylaws 8427 & 8516 2010/09/13





## Proposed Master Land Use Plan and Sequential Rationale for Proposed OCP/CCAP Refinements

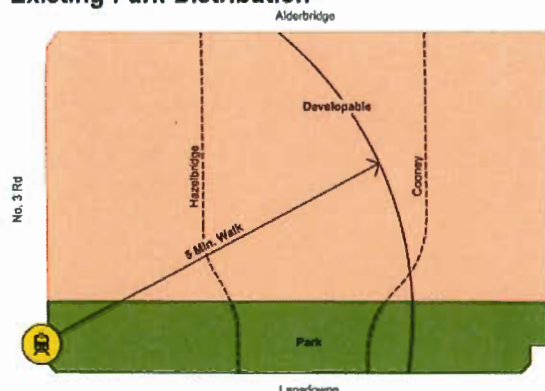
### Proposed Master Land Use Plan



The Proposed Master Land Use Plan suggested revising the distribution and orientation of the required Major Park that the CCAP identifies for this site

*Note: Detailed design of the park and associated public consultation will be undertaken through separate future planning processes.*

#### Existing Park Distribution



#### Summary:

- One park along Lansdowne Road

#### Proposed Park Distribution

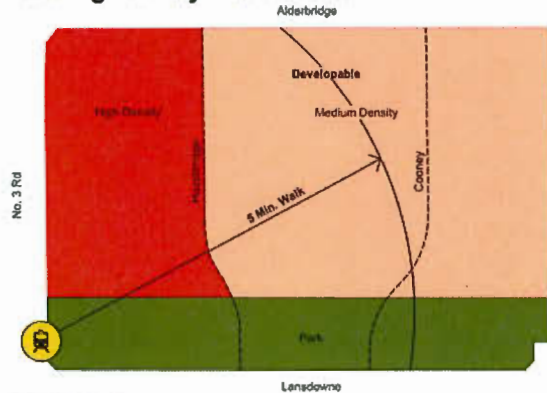


#### Summary:

- Four distinct & connected park areas
- Same amount of park but more park area within a 5 minute walking distance of the Canada Line

Once the Major Park distribution and orientation were established, the remaining developable portion of the site was considered.

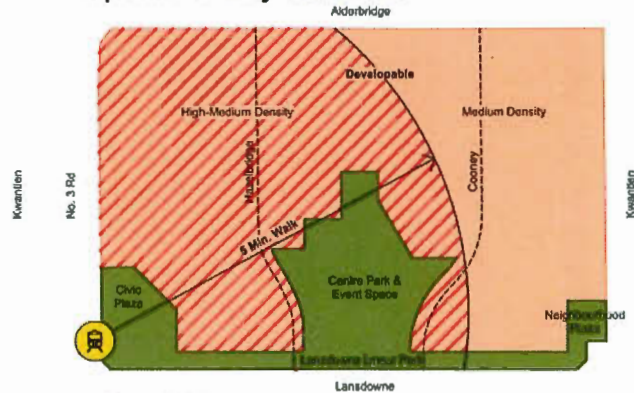
### Existing Density Distribution



#### Summary:

- Concentrated high density development
- Shadow and overlook impacts on streets & public spaces

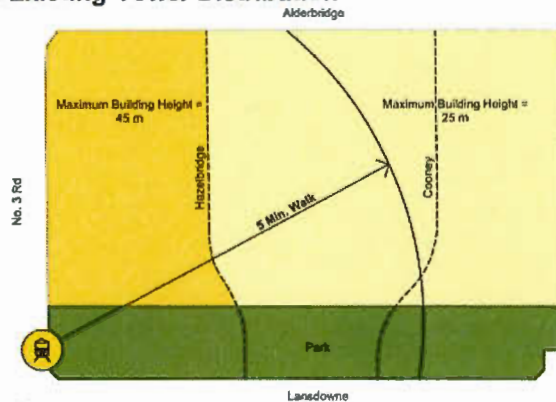
### Proposed Density Distribution



#### Summary:

- Blended high-medium density development
- Gradual density transition
- Same amount of park but more park area within a 5 minute walking distance from the Canada Line station
- More separation between buildings
- Sunnier streets & public spaces

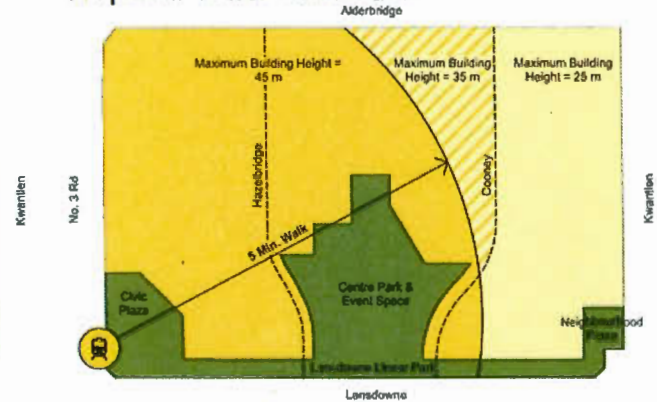
### Existing Tower Distribution



#### Summary:

- Concentration of high-rise towers
- Minimum separation between high-rise towers
- Shadow impacts on streets & public spaces
- Privacy & view corridor impacts

### Proposed Tower Distribution

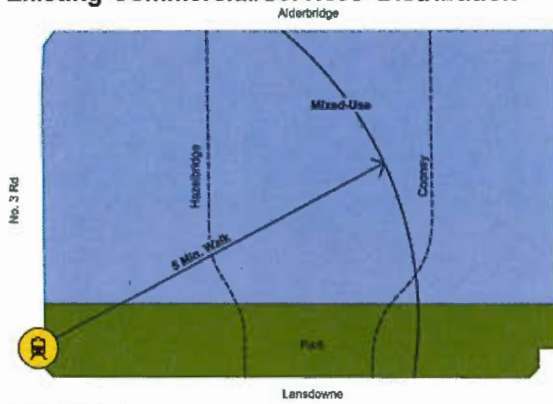


#### Summary:

- More separation between high-rise towers
- More variety of building heights
- Sunnier streets & open spaces
- Preservation of view corridors



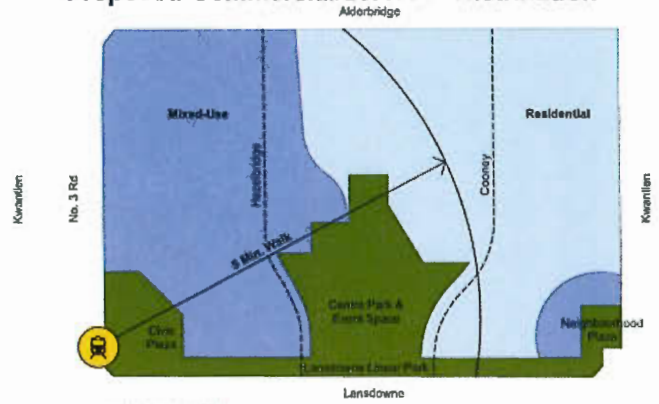
### Existing Commercial/Services Distribution



#### Summary:

- Mixed uses permitted on the site

### Proposed Commercial/Services Distribution



#### Summary:

- Strategic concentration of mixed land uses

## **Stakeholder Meeting Summary Kwantlen Polytechnic University (KPU)**

**Meeting Date**

31 January 2018

**Attendees:**

Alan Davis, President and Vice Chancellor, KPU  
Salvador Ferreras, Provost & Vice President, Academic, KPU  
Marlyn Graziano, Vice President, External Affairs, KPU  
Jon Harding, Vice-President Finance and Administration, KPU  
Jim Cox, Executive Vice President, Vanprop Investments Ltd.  
Jesse Galicz, Vice President, Development, Vanprop Investments Ltd.  
Diana Nikolic, Senior Planner, City of Richmond

**Meeting Purpose:**

On December 11, 2017, Council endorsed staff's recommendation to manage an applicant undertaken community consultation process regarding the Proposed Master Land Use Plan for the phased redevelopment of the Lansdowne Centre shopping mall site, which is located at 5300 No. 3 Road.

The consultation plan, which was endorsed by Richmond City Council, includes consultation with stakeholders, including Kwantlen Polytechnic University (KPU).

On January 31, 2018, Vanprop hosted a meeting that was attended by KPU representatives and City staff at the Vanprop office at Lansdowne Centre.

**Actions/Outcomes:**

- KPU and Vanprop will discuss opportunities for KPU to use vacant commercial retail units in the Lansdowne Centre shopping mall, for example, acupuncture/traditional Chinese medicine teaching clinic, music program off-site space, display/pop-up showcasing School of Design student work and projects.
- Notification of the scheduled public information meetings regarding the Proposed Master Land Use Plan for the Lansdowne Centre shopping mall to be forwarded to Marlyn Graziano.  
Complete: 9 February 2018

**Discussion:**Project Overview:

The applicant provided an overview of the proposal and the associated proposed amendments to the City's Official Community Plan (OCP) and City Centre Area Plan (CCAP), which are refinements rather than significant modifications to the existing plans. The applicant provided information about the consultation process, including the scheduled public information meetings (Saturday, February 17 and Thursday, February 22, 2018).

**Proposed Master Land Use Plan overview:**

- The proposed amendments to change the on-site distribution of building density and height, and land uses maintains the City Centre Area Plan's objective to concentrate the greatest building density, building heights, mix of land uses, and public amenities within a five minute walking distance from the Lansdowne Canada Line station.
- No additional density is proposed.
- The site is 20.2 hectares (50 acres). Ten acres would be secured as City owned park and supplementary open and public spaces would be provided.
- Lansdowne Road is a 'ceremonial street' and the location of the City's future parade route.
- Pedestrian/cycling/vehicle linkages are proposed throughout the site.
- The proposal includes:
  - Approximately 4.5 million ft<sup>2</sup> of development
  - Approximately 3.8 million ft<sup>2</sup> of residential development that would introduce approximately 4,000 units and 8,000 people.

Development process and timeframe:

- Anticipated development timeframe extends to 2025.
- Subject to Council approval of the Proposed Master Land Use Plan and associated Official Community Plan (OCP) and City Centre Area Plan (CCAP) policy amendments, rezoning and Development Permit applications would follow in the future. Ideally, the developer intends to commence the construction process in two to three years.
- Development is planned to start on the east side of the property abutting KPU. The second major phase of development would occur at the northwest corner of the site and would include pedestrian oriented retail development and larger format retail space above.

KPU interests/comments:

- KPU is generally supportive of redevelopment of Lansdowne Centre.
- KPU's Richmond campus population is approximately 11,000 students.
- KPU has a strong history of working with the City, for example, KPU Farm School and the Garden City Lands, and is interested to developing synergy with Vanprop/Lansdowne Centre.
- KPU has an interest in the inclusion of performance space in the future community amenity building, as well as interest in an outdoor bandstand/performance space being included in the proposed five acres Centre Park and Event Space.
- KPU supports City amenities at the Lansdowne site, including the introduction of the proposed section of Lansdowne Linear Park.

Student Housing

- All KPU campuses are currently 'commuter' campuses. On-site housing is not available.
- The Richmond KPU campus is one of five campuses and has the highest percentage of international students. As a result, the shortage of available rental housing for students is an even greater concern for this campus.
- KPU supports introduction of rental housing that could potentially house students.

Stakeholder Meeting Notes (reviewed by stakeholder and applicant) and Letters to the City from Stakeholders

- The upcoming budget may provide KPU with opportunities for expansion of the on-site programs offered at the campus and potentially the provision of student housing in the future. Proximity to the Canada Line station means that KPU's on-site parking is underutilized and this area could be used differently in the future.

### Proposed Master Land Use Plan

- The development may include purpose built rental housing at the western 1/3 of the site. This area is included in the second phase of development and would not commence for at least 5 years.
- The developer would be required to provide Affordable Housing in accordance with the City's Affordable Housing Strategy through the rezoning process. Development that includes more than 60 units is currently required to secure 10% of residential floor area as Affordable Housing unit floor area.

### **Proposed Master Land Use Plan**



## Stakeholder Meeting Summary School District 38

### Meeting Date

18 June 2018

### Attendees:

Frank Geyer, Executive Director, Planning and Development, School District 38  
Anne Lee, Planner, Planning and Development, School District 38  
Roy Uyeno, Secretary-Treasurer, School District 38  
Jesse Galicz, Vice President, Development, Vanprop Investments Ltd.  
Kim McInnes, CEO, Vanprop Investments Ltd.  
Diana Nikolic, Senior Planner, City of Richmond

### Meeting Purpose:

On December 11, 2017, Council endorsed staff's recommendation to manage an applicant undertaken community consultation process regarding the Proposed Master Land Use Plan for the phased redevelopment of the Lansdowne Centre shopping mall site.

The consultation plan, which was endorsed by Richmond City Council, includes consultation with stakeholders, including School District.

Link to report:

[https://www.richmond.ca/shared/assets/4\\_OCP\\_Lansdowne\\_Shopping\\_Centre\\_PLN\\_12051749019.pdf](https://www.richmond.ca/shared/assets/4_OCP_Lansdowne_Shopping_Centre_PLN_12051749019.pdf)

Link to Lansdowne Village Specific Land Use Map and Transect Descriptions:

[https://www.richmond.ca/shared/assets/specific\\_map\\_transect\\_lansdowne23857.pdf](https://www.richmond.ca/shared/assets/specific_map_transect_lansdowne23857.pdf)

Consultation with School District includes:

- Upon receipt of the application, City staff notified the School District with a first, early notification and opportunity to comment regarding the Proposed Master Land Use Plan for phased redevelopment of Lansdowne Centre.
- Meetings with individual School District employees – ongoing.
- January 11, 2018 stakeholder meeting hosted at the Vanprop office at Lansdowne Centre.
- June 18, 2018 stakeholder meeting hosted at the Vanprop office at Lansdowne Centre.

### Actions/Outcomes:

#### School District

School District staff will bring forward the Draft Final Long Range Facilities Plan (LRFP) for consideration and receipt by the Board of Education at the end of June. The final LRFP is targeted for completion, once the new Board is elected and orientated in late Fall 2018 and following public consultation in late Winter/early Spring 2019, in Spring 2019. During that time, the Board of Education will be asked to consider:

- Whether to pursue a school at this site;
- Future school location (Option A/B or alternative option);

Stakeholder Meeting Notes (reviewed by stakeholder and applicant) and Letters to the City from Stakeholders

- Future school delivery time frame (Option A = +10 years, Option B = 5 years, Option C = +10 years;
  - Open space opportunities associated with proposed sites; and
  - Costs
    - (a) Purchasing an air space parcel
    - (b) Purchasing approximately 4,600m<sup>2</sup> (50,000 ft<sup>2</sup>) of constructed space compared to purchasing a site/air space parcel and constructing approximately 4,600 m<sup>2</sup> (50,000 ft<sup>2</sup>)
- Note: market costs apply.

#### School District Staff

City staff have requested that School District staff provide:

- a) A written response to the early notification dated November 23, 2016, which will be attached to staff's upcoming report to Council that will summarize the public consultation process and the associated outcomes; and
- b) A written update regarding the outcome of the School Board's consideration of a school at the subject site.

#### City Staff

City staff will coordinate a meeting date/time to facilitate discussion between City Parks staff and School District staff regarding park sharing opportunities.

#### **Discussion:**

##### Project Overview:

The applicant provided a general overview of the proposal and the associated proposed amendments to the City's Official Community Plan (OCP) and City Centre Area Plan (CCAP), which are refinements rather than significant modifications to the existing plans. No additional density is proposed, the proposed density is consistent with the CCAP supported density over the site. The applicant provided information about the consultation process, including the public information meetings that were hosted in February 2018.

It is estimated that approximately 9,000 people will live within the development once it is complete. At this time, it is difficult to confirm details related to the number of anticipated family friendly units. The applicant anticipates that phased redevelopment would start at the northeast portion of the site followed by development of the northwest portion of the site. The Centre Park and Event Space is anticipated to be developed during the final phases of development.

Neither the site's Urban Core (T6) or Village Centre Bonus (VCB) designation in the City Centre Area Plan (CCAP) include provisions to acquire land/building for the School District. The City of Richmond administers the collection of School Site Acquisition Charges (SSAC) on all residential development. The money that is collected is distributed to the School District.

In January 2018, the applicant and City staff met with School District staff as part of the stakeholder consultation process. On June 18, 2018, School District staff provided updates/clarification regarding information that was previously shared:

- The School District intends to secure 1 additional elementary school within the City Centre area (approximately 4,600m<sup>2</sup> [50,000 ft<sup>2</sup>] for capacity of 510 students). At the same time, the



Stakeholder Meeting Notes (reviewed by stakeholder and applicant) and Letters to the City from Stakeholders

School District has provisions in place to accommodate students by expanding existing schools in the case that a new school is not developed.

- Student access to a playfield is needed for delivery of the school curriculum. A typical playfield for a K- Gr 7 elementary school would be approximately the size of a U12 soccer field (55m x 75m), which is approximately 1 acre. In addition, outdoor play space in the form of playgrounds and paved play areas must be provided. A good rule of thumb is 1-2 acres for outdoor play and sports spaces.
- It would be anticipated that the travel mode for the majority of students would be by walking. A small student drop-off zone for passenger vehicles and school bus would be required for daily arrival and dismissal. Staff have clarified that pick-up/drop-off activities would be required to be accommodated on-site.

#### Potential On-Site School Location:

Following up on an understanding that the School District is interested in exploring the feasibility of introducing a new school site within the City Centre, and interest expressed by members of Council to consider the feasibility of accommodating a school on the site, Vanprop suggested two options for school site locations. With either option, arrangements could be made for the school to be constructed by the developer or by the School District independently. All 3 options would have access to designated rooftop space for school use.

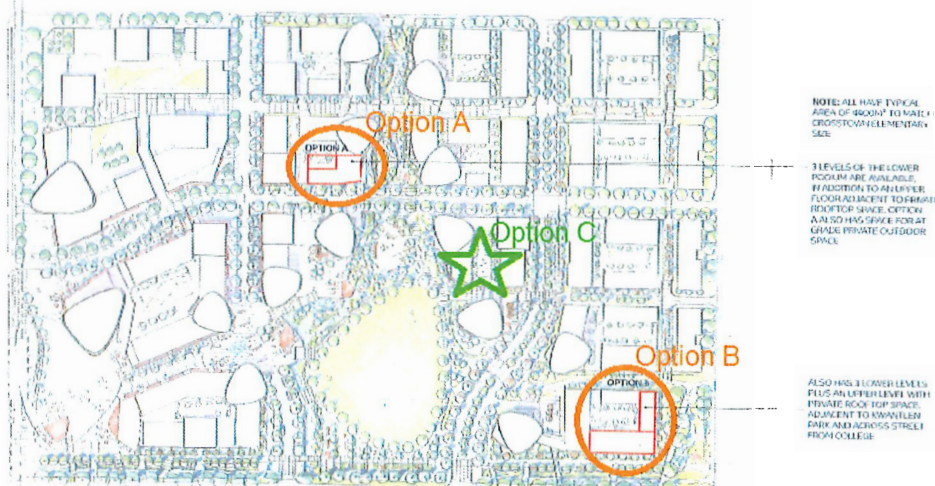
#### *Location A:*

- Abuts a north/south greenway that would be secured by a right of way (i.e. this area would not be owned by the City)
- Play space co-used by school and the public
- Delivery timeframe : Approximately +10 years (i.e. in the final phases of development)
- Site is located on the western half of the property

#### *Location B:*

- Abuts the Neighbourhood Plaza and Lansdowne Linear Park, which will both be owned by the City.
- Delivery timeframe: Approximately 5 years (i.e. within the first phases of development)

Image: School Site Options Prepared by Applicant



### Alternative location(s):

Option C: Proposed by City staff

- Site abuts Centre Park and Event Space.
- Development time frame is similar to Option A (+10 years)
- The feasibility of locating a school at this alternative location was not reviewed by the applicant as part of their preliminary analysis.

Other:

- Other possible locations may be explored subject to interest from the applicant and the School Board in considering options and articulation of School District needs including confirmation regarding outdoor play space requirements.
- Interest in co-locating before/after school care on-site or within immediate proximity of a new school. (The CCAP identifies this site as a child care priority location. The use and function of City owned amenity building(s) on-site will be a Council decision.

### Proposed Master Land Use Plan



## Stakeholder Meeting Summary TransLink

### Meeting Date

20 March 2018

### Attendees:

Allie Biggs, Planner, Partner Planning, TransLink  
 Wisdom Chan, Transportation Engineer, TransLink  
 Jane Pickering, Senior Manager, Development Services, TransLink  
 Jennifer Randall, Real Estate Development Manager, Development Services, TransLink  
 Olivia Zhuang, Project Management Specialist, Development Services, TransLink

Jim Cox, Executive Vice President, Vanprop Investments Ltd.  
 Jesse Galicz, Vice President, Development, Vanprop Investments Ltd.

Fred Lin, Senior Transportation Engineer  
 Diana Nikolic, Senior Planner, City of Richmond

### Meeting Purpose:

On December 11, 2017, Council endorsed staff's recommendation to manage an applicant undertaken community consultation process regarding the Proposed Master Land Use Plan for the phased redevelopment of the Lansdowne Centre shopping mall site.

The consultation plan, which was endorsed by Richmond City Council, includes consultation with stakeholders, including TransLink.

Link to report:

[https://www.richmond.ca/shared/assets/4\\_OCP\\_Lansdowne\\_Shopping\\_Centre\\_PLN\\_12051749019.pdf](https://www.richmond.ca/shared/assets/4_OCP_Lansdowne_Shopping_Centre_PLN_12051749019.pdf)

Link to existing Lansdowne Village Specific Land Use Map and Transect Descriptions:

[https://www.richmond.ca/shared/assets/specific\\_map\\_transect\\_lansdowne23857.pdf](https://www.richmond.ca/shared/assets/specific_map_transect_lansdowne23857.pdf)

To date, consultation with TransLink includes:

- Upon receipt of the application, City staff notified TransLink with a first, early notification and opportunity to comment regarding the Proposed Master Land Use Plan for phased redevelopment of Lansdowne Centre
- March 20, 2018 meeting hosted at the Vanprop office at Lansdowne Centre. The following is a summary of the March 20, 2018 meeting.

### Actions/Outcomes:

The scope of the current application includes only an Official Community Plan (OCP) and City Centre Area Plan (CCAP) amendment. The Proposed Master Land Use Plan proposes to reorganize on-site density, height and land uses, and to change the shape of the 4 hectares (10 acres) City park that the CCAP identifies for this site. No changes in land use or overall density are proposed.

Allie will coordinate and forward a written response to staff's early notification of the applicant's OCP/CCAP amendment application from TransLink's Partner Planning department. The Proposed Master Land Use Plan would not affect:

- The land uses and density supported by the existing CCAP. The comprehensive consultation process associated with the introduction and adoption of the CCAP included consultation with TransLink
- The Proposed Master Land Use Plan respects the existing right of ways that are registered on the property that secure TransLink's interests associated with the abutting guideway and Lansdowne Canada Line Station.

**Discussion:**

Project Overview:

The applicant provided a general overview of the proposal and the associated proposed amendments to the City's Official Community Plan (OCP) and City Centre Area Plan (CCAP), which are refinements rather than significant modifications to the existing plans. The applicant also provided information about the consultation process. Public Information meetings occurred at the mall on Saturday, February 17, 2018 and Thursday, February 22, 2018. The consultation process also includes individual meetings with stakeholders, including TransLink.

**Proposed Master Land Use Plan overview:**

- The proposed amendments to change the on-site distribution of building density and height, and land uses maintains the City Centre Area Plan's objective to concentrate the greatest building density, building heights, mix of land uses, and public amenities within a five minute walking distance from the Lansdowne Canada Line station.
- There is no intention to integrate the existing platforms directly into redevelopment of the site in the future. The existing platforms and at grade connection to the site work well.
- No additional density is proposed.
- The site is 20.2 hectares (50 acres). Ten acres would be secured as City owned park and supplementary open and public spaces would be provided.
- Pedestrian/cycling/vehicle linkages are proposed throughout the site.
- The proposal includes:
  - Approximately 4.5 million ft<sup>2</sup> of development
  - Approximately 3.8 million ft<sup>2</sup> of residential development that would introduce approximately 4,000 units and 8,000 people.

Development process and timeframe:

- Anticipated development timeframe extends to 2025.
- Subject to Council approval of the Proposed Master Land Use Plan and associated Official Community Plan (OCP) and City Centre Area Plan (CCAP) policy amendments, rezoning and Development Permit applications would follow in the future. Ideally, the developer intends to commence the construction process in two to three years.
- Development is planned to start on the east side of the property. The second major phase of development would occur at the northwest corner of the site and would include pedestrian oriented retail development and larger format retail space above.



Stakeholder Meeting Notes (reviewed by stakeholder and applicant) and Letters to the City from Stakeholders

- The applicant advised that on-site construction west of Hazelbridge Way, where development above two levels of below grade parking is proposed, is not anticipated to require preload.

TransLink interests/comments:

The City and applicant expressed interest in integrating a Kiss and Ride that includes taxi staging and drop off space into the future development. It is assumed that this space would be within the below grade parking area to minimize impact on at grade public spaces. The details would be determined at the rezoning stage, which would follow in the future. TransLink would require data related to current and future demand (with consideration of the proposed incremental phased redevelopment). The City's Transportation Engineer confirmed that this information would be requested from the applicant's consultant and would be shared with TransLink.

It was agreed that defining a referral process between the City and TransLink for development and other activities that are within proximity of the Canada Land and/or a Canada Line station is outside the scope of the stakeholder meeting.

**Proposed Master Land Use Plan**



Stakeholder Meeting Notes (reviewed by stakeholder and applicant) and Letters to the City from Stakeholders

Letter to staff from TransLink

**TransLink**

400 - 287 Nelson's Court  
New Westminster, BC V3L 0E7  
Canada  
Tel 778.375.7500  
translink.ca

South Coast British Columbia  
Transportation Authority

July 9, 2018

Diana Nikolic  
Senior Planner, Policy Planning Department  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

Dear Ms. Nikolic:

**Re: Proposed Official Community Plan Amendment at Lansdowne Centre (CP 15-717017)**

Thank you for the opportunity to provide feedback on the proposed redevelopment of Lansdowne Centre, and for taking the time to meet with TransLink staff on March 20, 2018.

Our comments are provided pursuant to TransLink's legislated mandate to review Official Community Plan (OCP) amendments for regional transportation implications, and based on our [Regional Transportation Strategy](#) (RTS) direction to work with partner agencies in supporting regional objectives and integrated land use and transportation planning. In reviewing such proposals, we also look closely to Metro Vancouver's [Regional Growth Strategy](#) (RGS), and to our [Transit-Oriented Communities Design Guidelines](#) (TOCDGs).

**Transit**

The proposed development is located adjacent to Lansdowne Station on No. 3 Road, which is part of the [Frequent Transit Network](#) (FTN) between Cambie Road and Granville Avenue. The FTN is comprised of a network of corridors where transit service runs at least every 15 minutes in both directions throughout the day and into the evening, every day of the week. As discussed in the RTS, TransLink supports the concentration of growth and development in regionally designated Urban Centres, Frequent Transit Development Areas (FTDAs), and along the FTN. The focus of growth at the proposed development's location in Richmond Centre and on the FTN will advance aligned land use and transportation and therefore shared regional goals.

Given existing bus services operating on No. 3 Road, Lansdowne Road and Kwantlen Street, we request the City contacts us as the development progresses, particularly during the construction phases, to minimize transit service disruptions and in particular to maintain bus access to Lansdowne Station. Should the introduction of new intersections have an impact on the permanent location of any bus stops, please consult with TransLink as early as possible.



Diana Nikolic

July 9, 2018

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During our meeting, the inclusion of a "Kiss and Ride" facility adjacent to Lansdowne Station was discussed. While TransLink currently has no policy on such facilities, we would be open to discussing further the potential provision of such a facility near the station.

#### Walking and Cycling

The Southwest Area Transport Plan (SWATP) recommends improving pedestrian access to Canada Line stations and buses that operate frequently throughout the day. Pedestrian access can be improved by integrating the station area and bus stops into the site design, thereby creating high quality pedestrian connections to transit and throughout the development.

Given that No. 3 Road is identified as part of TransLink's Major Bikeway Network (MBN), and Richmond Centre is identified as an important area for improved cycling, the proposed development represents an opportunity to provide cycling facilities that are comfortable for all people to use. Facilities that meet the needs of multiple cycling users could include off-street paths and on-street bike lanes that are physically separated from traffic.

#### Major Road Network and Regional Goods Movement

No. 3 Road and Alderbridge Way are part of the Major Road Network (MRN). The *South Coast British Columbia Transportation Authority Act* requires TransLink to approve any actions that would:

- Reduce the people moving capacity of the MRN; and/or
- Prohibit the movement of trucks on any road (except for provincial highways), regardless of whether or not that road is part of the MRN.

Should the proposed development introduce a new signalized access at Alderbridge Way and Cooney Road as shown in the Master Plan, TransLink approval is required. In order to further analyze the traffic impact of this proposed access, we kindly request the City provide us with the following at rezoning stage (or the stage most appropriate in the City's processes):

- Rationale for the proposed changes to the MRN;
- Supporting documents (e.g. traffic study or signal warrant analysis); and
- Mitigation measures to demonstrate how impacts on the MRN are to be minimized.

For existing signalized intersections, TransLink also requests the provision of the traffic impact assessment, and any applicable measures that will be taken to preserve MRN capacity.

Going forward, the above information can be provided directly to Patrick Coates, Project Manager for Infrastructure Program Management and Engineering, at [Patrick.Coates@translink.ca](mailto:Patrick.Coates@translink.ca) or 778-375-7583.

Diana Nikolic

July 9, 2018

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### Adjacent and Integrated Development & Real Estate

The location of the proposed development within 10 meters of the Canada Line guideway and 25 meters of the station requires TransLink's approval through the Adjacent and Integrated Development (AID) Project Review Consent Process. This process is required to ensure that associated design risks are addressed and public transit assets remain protected in the development's construction. Engagement in this process is required at the time that rezoning application is made to the City, or if zoning is already in place, at the time of application for development permit.

Key issues to be addressed as part of the AID process include:

- Making subject to TransLink approval all rezoning and/or development approvals for any parcel that (1) is located adjacent to the Canada Line guideway or (2) holds a statutory right of way (SRW) in favour of TransLink. This TransLink approval should be in writing, preferably before completion of rezoning or development permit, and definitely prior to building permit issuance.
- Any road dedications proposed for the property must not encroach on SRWs in favour of the BC Transportation Finance Authority (BCTFA) and/or TransLink for the operation of the transit infrastructure.
- Provision of a comprehensive soil works concept plan for comment and review by TransLink, in advance of Master Plan approval.
- The development of the Master Plan should, wherever possible, consider the timeline for any upgrades or modifications to Lansdowne Station. The property owner and proponent should engage with TransLink in advance of detailed design development within the parcel which abuts Lansdowne Station to address this issue.
- TransLink Real Estate may seek to incorporate and operate a TransLink owned retail unit in Lansdowne Station, should it be expanded and/or altered in the future.
- Potential consideration of a Park and Ride component as part of the redevelopment.

To initiate the AID process, the proponent should contact [AIDReview@Translink.ca](mailto:AIDReview@Translink.ca) in TransLink's Real Estate Division.

Thank you again for the opportunity to provide feedback on the proposed Lansdowne redevelopment. We look forward to remaining involved in project discussions and providing further input as noted above. If you have any questions regarding the above comments, please contact Holly Foxcroft, Senior Planner, at [Holly.Foxcroft@translink.ca](mailto:Holly.Foxcroft@translink.ca).

Sincerely,



Joanna Brownell  
Manager, Partner Planning

Stakeholder Meeting Notes (reviewed by stakeholder and applicant) and Letters to the City from Stakeholders

Diana Nikolic

July 9, 2018

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cc: Patrick Coates, Project Manager, Infrastructure Program Management and Engineering  
Jennifer Randall, Real Estate Development Manager, TransLink Real Estate Programs and Partnerships

## **Stakeholder Meeting Summary YVR**

**Meeting Date**  
24 May 2018

**Attendees:**

Mark Cheng, Supervisor Noise Abatement and Air Quality, YVR  
Peta Wolmarans, Manager, Engineering Planning, YVR  
Jesse Galicz, Vice President, Development, Vanprop Investments Ltd.  
Diana Nikolic, Senior Planner, City of Richmond

**Meeting Purpose:**

On December 11, 2017, Council endorsed staff's recommendation to manage an applicant undertaken community consultation process regarding the Proposed Master Land Use Plan for the phased redevelopment of the Lansdowne Centre shopping mall site.

The consultation plan, which was endorsed by Richmond City Council, includes consultation with stakeholders, including YVR.

Link to report:

[https://www.richmond.ca/\\_shared/assets/4\\_OCP\\_Lansdowne\\_Shopping\\_Centre\\_PLN\\_12051749019.pdf](https://www.richmond.ca/_shared/assets/4_OCP_Lansdowne_Shopping_Centre_PLN_12051749019.pdf)

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[https://www.richmond.ca/\\_shared/assets/specific\\_map\\_transect\\_lansdowne23857.pdf](https://www.richmond.ca/_shared/assets/specific_map_transect_lansdowne23857.pdf)

To date, consultation with YVR includes:

- Identification of YVR as a stakeholder in the consultation plan that was endorsed by Council;
- Provision of information to YVR including the Proposed Master Land Use Plan and the Council report;
- Notification of the date and time of drop-in style public information meetings hosted by the applicant;
- Invitation to meet as part of the stakeholder consultation outlined in staff's November 28, 2017 report.

In addition, the subject site is impacted by the potential future south parallel runway option identified in the YVR Master Plan and is exposed to noise and over-flights by aircraft using the airport's 24-hour south runway (08R/26L). The Proposed Master Land Use Plan has been shared and discussed within the context of other meetings and discussions related to the project to create new Airport Zoning Regulations, which restricts height in the vicinity of the airport, associated with protecting for potential future runway options in the YVR Master Plan..

**Actions/Outcomes:**

No specific comments/concerns were expressed at the meeting. YVR has expressed comments by way of their May 4, 2018 letter to City staff, which has been shared with the applicant (Attachment 1), and no change to the positions contained in the letter were stated at the meeting.



**Discussion:**

Project Overview:

The applicant provided a general overview of the proposal and the associated proposed amendments to the City's Official Community Plan (OCP) and City Centre Area Plan (CCAP), which are refinements rather than significant modifications to the existing plans. The applicant also provided information about the consultation process. Public Information meetings occurred at the mall on Saturday, February 17, 2018 and Thursday, February 22, 2018. The consultation process also includes individual meetings with stakeholders, including YVR.

**Proposed Master Land Use Plan overview:**

- The proposed amendments to change the on-site distribution of building density and height, and land uses maintains the City Centre Area Plan (CCAP) objectives to concentrate the greatest building density, building heights, mix of land uses, and public amenities within a five minute walking distance from the Lansdowne Canada Line station.
- Proposed on-site building heights are strategic and include consideration of:
  - CCAP guidelines and existing land use designations that support the greatest building heights along and within proximity of No. 3 Road;
  - The CCAP's support for the greatest building density and height within 400 m of the Canada Line Station and a designated Village Centre;
  - Site planning opportunities to frame park/public amenity spaces with tall buildings;
  - Opportunity to maximize separation between buildings to minimize overlook and privacy concerns, as well as minimize shadow and overlook impacts on public spaces;
  - Opportunity to maximize slim tower construction in accordance with CCAP guidelines (i.e. 650 m<sup>2</sup> tower floorplates).
  - Support high-street uses along Hazelbridge Way, which is designated a pedestrian-oriented retail high street; and
  - Existing Airport Zoning Regulations (AZR) for YVR, which permit buildings taller than 25 m east of Hazelbridge Way.
- No additional density is proposed. The overall total on-site density supported by the site's designations in the CCAP would be maintained.
- The site is 20.2 hectares (50 acres). Ten acres would be secured as City owned park and supplementary open and public spaces would be secured using private right of way agreements.
- Pedestrian/cycling/vehicle linkages are proposed throughout the site, including three new roads.
- The proposal includes:
  - Approximately 4.5 million ft<sup>2</sup> of development, including 2 designated office towers.
  - Approximately 3.8 million ft<sup>2</sup> of residential development that would introduce approximately 4,000 units and 8,000 people.
  - More than 50,000 ft<sup>2</sup> of community amenity space transferred to the City.
- Two levels of parking below grade on the portion of the site that is located west of Hazelbridge Way.

Development process and timeframe:

- Anticipated development timeframe extends to 2025.

- Subject to Council approval of the Proposed Master Land Use Plan and associated Official Community Plan (OCP) and City Centre Area Plan (CCAP) policy amendments, rezoning and Development Permit applications would follow in the future. Ideally, the developer intends to commence the construction process in two to three years.
- Development is planned to start on the east side of the property. The second major phase of development would occur at the northwest corner of the site and would include pedestrian oriented retail development and larger format retail space above.

#### YVR interests/comments:

YVR did not express specific comments/concerns about the design principles and concepts relating to the development. By way of their May 4, 2018 letter to City staff, which has been shared with the applicant (Attachment 1), YVR had already expressed concerns about:

- exposure of the development to aircraft noise,
- inconsistency between the proposed building heights with height restrictions in the new Airport Zoning Regulations; and
- the need to ensure that the development does not add to additional through- traffic or congestion on Sea Island roads and bridges,

#### Proposed Master Land Use Plan







4 May 2018

Ms. Diana Nikolic  
 Senior Planner (Urban Design)  
 Policy Planning Department  
 CITY OF RICHMOND  
 6911 No. 3 Road  
 Richmond, BC V6Y 2C1

*via email:* [dnikolic@richmond.ca](mailto:dnikolic@richmond.ca)

Dear Ms. Nikolic:

**RE: Proposed Master Land Use Plan for Lansdowne Centre Shopping Site**

This letter is in response to your request for comments on the proposed Master Land Use Plan for the Lansdowne Centre shopping site. We understand this includes proposed amendments to the City's Official Community Plan ("OCP") and City Centre Area Plan ("CCAP") to refine the on-site organization of building density and height, and land uses. We appreciate the invitation to provide comments.

For context, Vancouver International Airport ("YVR") currently has three operating runways and the approved YVR Master Plan identifies two possible locations for future runways to accommodate the forecasted growth in passengers and air traffic. The two location options include a runway to the west of Sea Island in the foreshore ("foreshore runway") or a runway located to the south of the main south runway ("close in south parallel runway"). The selection between these two locations for a future runway would be determined after extensive study and assessments by the Vancouver Airport Authority, which would be then be followed by an environmental assessment as part of the approval process.

The Lansdowne site is located in close proximity to the extended centreline and the flight path of the airport's currently operating 24-hour south runway, and would be under the extended centreline of the potential close in parallel runway. As such, this site is currently exposed to noise and low level over-flights by aircraft landing and taking off from the south runway and would be subject to increased aircraft activity should the close in south parallel runway be selected as the preferred option.

Due to this current level of exposure to aircraft noise, residential development on this site is not consistent with Transport Canada's recommendations on land use in the vicinity of airports. However, if the City wishes to proceed with permitting residential development on this site, the following land development practices are recommended:

- Applicable sound insulation requirements must be incorporated into building design;
- Land use planning for any outdoor spaces should account for aircraft noise exposure and low level aircraft operations;
- Notification provided to prospective home buyers should clearly identify current and future noise exposure for this area to set realistic expectations, and this should also be applied on land use registries and required for all points of sale/resale; and,
- Landscaping that is consistent with YVR's avian deterrent model.

P.O. BOX 23750  
 AIRPORT POSTAL OUTLET  
 RICHMOND, BC CANADA V7B 1Y7  
[WWW.YVR.CA](http://WWW.YVR.CA)  
 TELEPHONE 604.276.6500  
 FACSIMILE 604.276.6505

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As the City of Richmond is aware, the Vancouver Airport Authority has applied to Transport Canada to create new Airport Zoning Regulations ("AZRs") to include protection for the two future runway options. The AZR's are federal regulations that govern the heights of buildings and structures in the vicinity of the airport to ensure safe aircraft operations. The current AZR restricts height at the Lansdowne site to 47m above sea level, and will be lowered with the enactment of the new AZR.

The current CCAP for the site supports the tallest buildings (no higher than 47m above sea level) on the westerly 1/3 of the site and buildings that are no greater than 25m in height on the eastern 2/3 of the site. While the new AZR will affect the 47m height on the western 1/3 of the site, it will not affect heights on the eastern 2/3 of the site.

Given that the Master Plan Use Plan proposes to increase the allowable height in the eastern 2/3 of the site, much of this will conflict with the new AZR. Given the advanced notification that the City has of the eventual enactment of the new AZR, the Airport Authority's preference would be to not increase height in the eastern 2/3 of the site and keep heights in this area consistent with the current CCAP, and to lower the height in the westerly 1/3 of the site to levels that conform to the new AZR.

Recognizing the importance of this site to the City, the Vancouver Airport Authority intends to propose special specific provisions for a portion of this site in our AZR application to Transport Canada to accommodate building height slightly over the new AZR; however, the heights in the Master Land Use Plan are not entirely consistent with the proposed provisions. We must also caution the City that the proposed special provisions are subject to review and final approval by Transport Canada and there is a possibility that the Federal Government may not grant approval, resulting in the heights associated with the new AZR applying to this site.

With regards to ground transportation, Vancouver Airport Authority wishes to ensure that roads and bridges designed to provide access to the airport are available for that purpose. Given the increased densification of the City Centre area, the City should ensure that these airport access routes are not congested with commuters travelling between the City of Richmond and City of Vancouver.

Per your earlier outreach to us, we would be pleased to meet with the developer and City staff to better understand the design principles and concepts of the Master Land Use Plan for the area. Additional comments to those provided in the letter might be submitted following this meeting.

Thank you for the opportunity to comment. Please contact me at (604) 276-6657 should you require additional information.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Don Ehrenholz', written over a horizontal line.

Don Ehrenholz  
Vice President, Engineering and Environment

P.O. BOX 23750  
AIRPORT POSTAL OUTLET  
RICHMOND, BC CANADA V7B 1Y7  
WWW.YVR.CA  
TELEPHONE 604.276.6500  
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**Mall Tenants****Stakeholder Meeting Summary - Lansdowne Centre Tenants** (provided by the applicant)

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**Meeting Dates, Descriptions and Summaries****Tenant Preview of Information Centre**

Date: November, 21<sup>st</sup> 2017

Location: Lansdowne Centre

Attendees: Vanprop Staff and Mall Tenants

Attendance Numbers: 50 - 60 people (approximate)

Materials available: Informational Display Boards and Model of Masterplan

Format of discussion: Informal questions and answers

Items and Issues discussed:

- How long will the current mall will remain operational?
  - It is currently estimated that the mall will remain operational until 2025
- When will pre-sales start for the residential project?
  - Marketing and sales in the first residential project may start in 2019 or 2020
- When will residential construction start?
  - Construction of the first residential project may start in 2019 or 2020
- When will leasing of the new retail begin?
  - While there is currently no formal timeline in place for the leasing of new retail space that will be developed as part of the project, it is anticipated this work will start in advance of the mall closing.
- When will the new retail be completed?
  - While there is no formal timeline for when the new retail will be complete, it is anticipated this work will start in advance of the mall closing.
- What will be done to manage parking, traffic and noise during construction?
  - Though the various stages of construction, parking plans, traffic plans and construction management plans will be developed to ensure there are minimal impacts on ongoing mall operations.

**Tenant Preview of Public Information Meeting Room**

Date: February 20<sup>th</sup>, 2018

Location: Lansdowne Centre

Attendees: Vanprop Staff and Mall Tenants

Attendance Numbers: 30 - 40 people (approximate)

Materials available: Informational Display Boards and Model of Masterplan

Format of discussion: Informal questions and answers

Items and Issues discussed:

- How long will the current mall will remain operational?
  - It is currently estimated that the mall will remain operational until 2025
- When will pre-sales start for the residential project?
  - Marketing and sales in the first residential project may start in 2019 or 2020
- When will residential construction start?

- Construction of the first residential project may start in 2019 or 2020
- When will leasing of the new retail begin?
  - While there is currently no formal timeline in place for the leasing of new retail space that will be developed as part of the project, it is anticipated this work will start in advance of the mall closing.
- When will the new retail be completed?
  - While there is no formal timeline for when the new retail will be complete, it is anticipated this work will start in advance of the mall closing .
- What will be done to manage parking, traffic and noise during construction?
  - Though the various stages of construction, parking plans, traffic plans and construction management plans will be developed to ensure there are minimal impacts on ongoing mall operations.

"Formal Community Consultation – Lansdowne Centre" (January – March 2018)  
Prepared by Applicant's Consultant

## Formal Community Consultation – Lansdowne Centre

January - March 2018

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Formal Community Consultation – Lansdowne Centre

**PUBLIC INFORMATION MEETINGS**

1. Two Public information meetings (PIM) were held in a vacant retail space inside the Lansdowne Centre on February 17 and 22, 2018. A scale model and information boards depicting the approval process, the proposed Master Land Use Plan and required OCP amendments were on display.
2. Project team members and City of Richmond staff were on hand to answer questions about the required amendments to the City's CCAP/OCP, as well as the proposed Master Land Use Plan.
3. Approximately 500 people attended the two meetings, with around 300 people on Saturday, February 17<sup>th</sup> and about 200 people at the February 22<sup>nd</sup> evening meeting. All attendees were encouraged to sign in and to complete the online survey through Let's Talk Richmond. Several numbered hard copies of the survey were distributed to those who requested.

**INFORMATION CENTRE**

1. In addition to the two PIM's, Vanprop staffed an Information Centre in the mall between January 15<sup>th</sup> and March 2<sup>nd</sup>.
2. The Information Centre, located adjacent to the Food Court, contained a scale model of the project and a series of display boards.
3. The Information Centre was open throughout regular mall hours and staffed between 10AM-4PM most days.
4. During staffed hours, a knowledgeable Vanprop team member counted all participants making note of any particular interest, concerns and comments. 342 individuals who attended asked to be kept informed and approximately 1,900 people visited the Info Centre while it was staffed. Numerous additional visitors have been observed viewing the Info Centre while not staffed.
5. In addition to pointing all people to the Let's Talk Richmond site and upcoming PIM's, visitors who registered their interest were also sent an email encouraging their participation in the upcoming PIM's, as well as a direct link to the Let's Talk Richmond website.
6. After the formal PIM's, the Information Centre remained open unstaffed through March.
  - a. Let's Talk Richmond business cards were provided to indicate where residents could provide feedback.

**LANSDOWNE CENTRE CUSTOMER SERVICE CONCIERGE**

1. Since January 2018, Project Information Sheets with Lansdowne District's web-site address ([www.lansdownedistrict.com](http://www.lansdownedistrict.com)) have been available at the Lansdowne Centre Customer Service Concierge. Concierge staff were fully briefed to direct any interested parties to the Information Centre. Project Information Sheets have been replenished as required.

**PUBLICITY**

**Signs**

1. Signage was installed at all mall entrances on February 5<sup>th</sup>, 2018 to inform all interested parties of the PIM's.
2. Store front hoarding in the vacant retail space where the PIM's were held provided key information about the upcoming meeting dates and times from February 5<sup>th</sup>, 2018.
3. Signage was installed at the Lansdowne Canada Line station informing transit users about the upcoming PIM's from February 5<sup>th</sup>, 2018.



Formal Community Consultation – Lansdowne Centre

**Announcements**

1. There was a formal announcement made from the Lunar New Year's Festival stage at Lansdowne Centre on Saturday, Feb. 17<sup>th</sup> announcing the PIM and inviting participation. The Lunar New Year's Festival was attended by approximately 1,500 people with good representation from Richmond officials participating in the formal ceremonies.

**MEDIA ADVISORY**

The following media advisory was distributed by the City of Richmond to their comprehensive media directory.

**OFFICIAL STAKEHOLDER GROUPS**

The following meetings were attended by Vanprop staff and City of Richmond staff.

**Airport Authority**

To be scheduled for late March or early April

**Translink**

Scheduled for March 20<sup>th</sup>, 2018

**Richmond School District**

Attended by CoR staff and Vanprop team on January 11<sup>th</sup>. Summary of meeting provided by City staff.

**Kwantlen University**

Attended by CoR staff and Vanprop team on January 31<sup>st</sup>. Summary of meeting provided by City staff.

**ADDITIONAL SPECIAL INTEREST GROUPS**

**Lansdowne Centre Tenants**

1. Original Lansdowne tenant's letter (two years ago, attached)
2. Several informal meetings with tenants over the past two years
3. "Sneak preview" of Information Centre: November, 21<sup>st</sup> 2017
4. Vanprop has an "open door" policy and encourages tenants to stop by, email or meet on an ongoing basis as questions/comments arise.
5. Vanprop held an early morning opening of the PIM room on February 20<sup>th</sup>, 2018

**Richmond Chamber of Commerce Board**

1. Vanprop team members presented to project proposal to the Richmond Chamber of Commerce Board on February 6<sup>th</sup>, 2018

Formal Community Consultation – Lansdowne Centre

**Trinity Western University**

1. Vanprop team members gave an overview of the project to senior TWU staff on February 6, 2018.
2. They invited the university's engagement in the process, including the potential for students to participate now or as the plan evolves.
3. There was follow up interest expressed through two senior staff attending a PIM and in ongoing discussions.

**Tai Chi Clubs in Lansdowne**

1. On February 19, 2018 Vanprop team members gave an overview of the project to members of the Tai Chi Groups that use open space at Lansdowne Centre on a regular basis.
2. Vanprop held an early morning opening of the PIM room on February 19<sup>th</sup>, 2018.

**Richmond Chinese Cultural Society (RCCS )**

Vanprop is scheduled to present overview of the Lansdowne Master Plan to the RCCS board on March 28<sup>th</sup>, 2018.

**Richmond Orchestra and Chorus**

1. Bill Maranda, VP of the Richmond Orchestra and Chorus attended one of the PIM's and expressed interest in locating a performing arts' centre in the Civic Plaza.
2. Bill also met with Vanprop's Jim Cox individually prior to the PIM on February 7, 2018.

**Table 38 School Leadership Group**

1. Table 38 is a monthly event for the Richmond school district that brings together all the student councils from various high schools. They gather at the hosting school of the month to discuss ways to improve leadership.
2. Vanprop presented to Richmond School District secondary school student leaders Table 38 group at Richmond Secondary School on Oct 31, 2017.
3. The student group was invited to participate in the upcoming consultation process.
4. The team was prepared to meet with the student group specifically to give them insights into the role of consultation and community engagement as it pertains to long range municipal planning.
5. Vanprop has followed up but there has been no uptake to date.

Formal Community Consultation – Lansdowne Centre

**Adjacent Strata Corporations**

1. An invitation to meet was sent to the management of each of the follow adjacent strata groups.

	Address	Plan	Building Name	Management	Contacted
1	8120 Lansdowne Rd CDT1	BCS 3614	Prado	First Service Residential	✓
2	8248 Lansdowne Rd CDT1	LMS1798	Richmond Towers	First Service Residential	✓
3	8280 Lansdowne Rd CDT1	BCS3043	Versante	Pacific Quorum Properties	✓
4	5599 Cooney Road				
5	8460 Lansdowne Rd RAM1	NWS1799	Lexington Square	First Service Residential	✓
6	8500 Lansdowne Rd RAM1	NWS1781	Lansdowne Manor	Aa Property Management Ltd	✓
7	8600 Lansdowne Rd RAM1	NWS2821	Tiffany Gardens	Bower Property Management	✓
8	8680 Lansdowne Rd RAM1	NWS2880	Marquise Estates	Bayside Property Services	✓
9	8720 Lansdowne Rd RAM1	NWS1684	Steeplechase	Confidential	
10	8871 Lansdowne Rd RCL1	NWS3459	Centre Pointe	Dorset Realty	✓
11	5500 Arcadia Rd RAM1	NWS3058	Regency Villa	Dorset Realty	✓
12	5131 Garden City Rd RCL1	BCS721	Lions Park	First Service Residential	✓
13	5028 Kwantlen St RCL1	BCS1861	Seasons	Rancho Management Services	✓

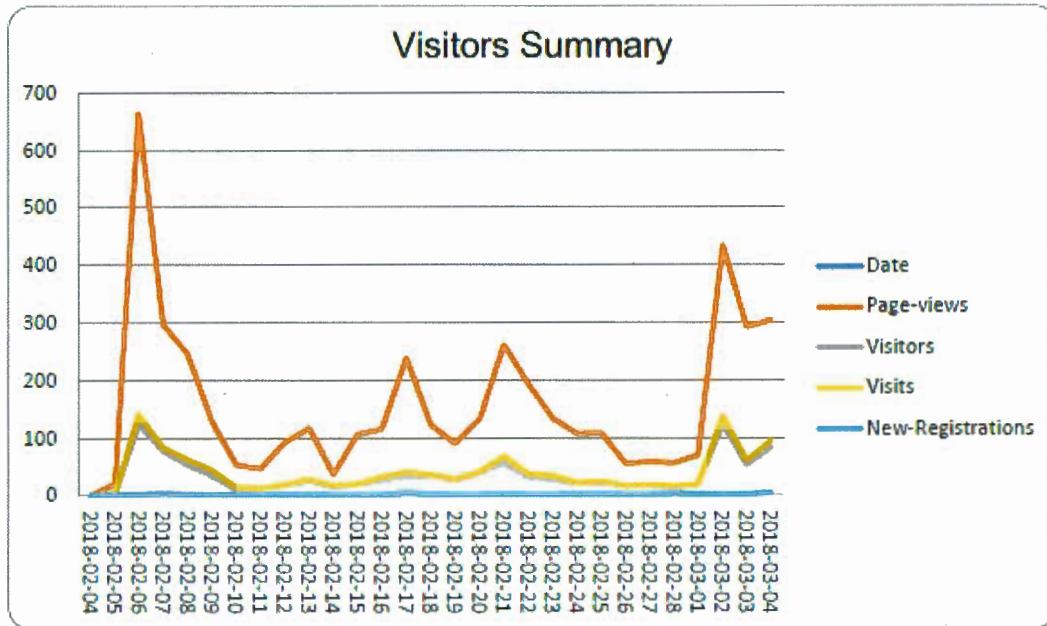
2. To date, only one strata council has responded to an invitation to meet with its individual strata. The meeting was originally scheduled for February 21<sup>st</sup>, but has been postponed until March, 21<sup>st</sup>.
3. It appears from the sign in sheets at the February 17<sup>th</sup> and 22<sup>nd</sup> PIM's that a number of adjacent residents attended.

**KEY FINDINGS FROM CONSULTATION**

**Specific to Let's Talk Richmond Feedback**

1. 190 surveys were completed, which is proportionatly representative of 10% of the 1900 people who visited the Info Centre (or 40% of the 500 people who attended an PIM).
  - a. Of those who completed a survey, between 25 – 40 (13-22%) responded negatively to one or more questions.
  - b. This seems like a fairly small number in light of the overall participation.
2. A majority of respondents were supportive of all four changes to the OCP. Looking at the survey results in more detail, of those who responded in either Support of, or Do Not Support the proposed amendments:
  - a. Parks: 78% Support vs. 22% Do Not Support
  - b. Density: 74% Support vs. 26% Do Not Support
  - c. Height: 65% Support vs. 35% Do Not Support
  - d. Commercial Concentration: 71% Support vs. 29% Do Not Support
3. A large number of the negative responses were generalized about growth and development overall in Richmond and not specific to the Lansdowne Project.
4. It would be interesting to compare those living <5km from Lansdowne with those living in greater Richmond with reference to these negative responses.
  - a. Spikes in LTR visits correspond to LTR push emails suggesting wider Richmond
  - b. Smaller spikes correspond to PIM's (higher localized interest?).

Formal Community Consultation – Lansdowne Centre



5. Some participants self-identifying as adjacent neighbours expressed concern about loss of views and/or loss of tress/green space.
  - a. Note: Better education about the OCP and the Lansdowne plan could address how the reallocation of the park space and building heights could improve these factors for some adjacent residents.
6. There was some good input with regard to ideas beyond the scope of the four-question format of the survey:
  - a. The need for covered space for activity and for pedestrian movement across the site.
  - b. Interest in more commercial outside the 5-minute walk zone (nearer to Kwantlen).
  - c. Concern about parking on site including felt need for a Park & Ride or Kiss and Ride.



Formal Community Consultation – Lansdowne Centre

Statistical Analysis of Survey Responses and Synopsis of Comments

**Parks**

	Responses	%	S/DNS Only %
<b>Support</b>	118	63%	78%
<b>Neutral</b>	35	13%	
<b>Do Not Support</b>	33	18%	22%
<b>I Don't Know</b>	4	2%	
<b>Other</b>	9	5%	
<b>Total</b>	188		
<b>Undecided</b>	37, of which 8 made positive comments		

Do Not Support – 33, of which 15 did not respond to the question but were making a specific suggestion or were actually positive:

Fully accessible  
Too much parks already  
Free park and ride  
Increase in density and traffic  
Increase the amount of park space  
Increase the amount of parks  
Keep mall  
Put park on top of buildings

Park should be 50% of area  
The proposal does ...benefit  
There is no park north of Lansdowne  
More green space  
I am in support ....  
Don't need another park  
It should all be park.

Synopsis of Comments

Favors developer not the community  
Too divided up/odd shapes  
Needs to accommodate events  
Not enough park  
Needs to be accessible  
Needs to be safe for pedestrians  
Too much park  
More park area  
More park space  
Likes one green belt  
More green space  
More green space throughout the development  
50% of area for park  
Likes more continuous park shape  
More park space

Likes long strip park  
Two smaller parks are too small/plazas look small  
Shading?  
Brings buildings too close to Lansdowne  
Don't need more parks  
Concentrate parks around plaza  
Benefits residents more than general public  
Connection to north side  
Smaller parks throughout project  
Accessible by all not just the developer  
More park area  
Covered walkway along Lansdowne

Formal Community Consultation – Lansdowne Centre

**Redistributing Density**

	Responses	%	S/DNS Only %
<b>Support</b>	119	63%	74%
<b>Neutral</b>	17	9%	
<b>Do Not Support</b>	42	22%	26%
<b>I Don't Know</b>	2	1%	
<b>Other</b>	8	4%	
<b>Total</b>	188		
<b>Undecided</b>	27, of which 10 made somewhat positive comments		

Do Not Support – 33, of which about 1/3 were opposed to density period.

Synopsis of Comments

Maintain high density on No. 3 Road  
 Medium density north of centre park  
 Prefer low rise – maybe high rise at Kwantlen  
 Don't support more density – traffic  
 Density means more traffic  
 Too much density – traffic  
 Too much high density  
 No to density increase – traffic  
 High density means overcrowding  
 High buildings will block views  
 Concentrate highest density area  
 Keep existing mall  
 Density ok if 25% is affordable housing  
 Don't need more condos  
 Distribute density throughout site  
 Less density  
 No more development

Concentrate towers at No. 3 to preserve views from Lansdowne buildings  
 Too much density  
 Keep and expand mall  
 Should be more density  
 Too dense and too high  
 Keep density close to Canada Line  
 Transition density from west to east  
 Too dense  
 No high buildings  
 Too much density in Richmond already  
 Why increase in density  
 Already too much development in Richmond  
 Don't need more buildings  
 Too much development already  
 Consider people living across Lansdowne  
 Will it shade park?



Formal Community Consultation – Lansdowne Centre

**Expanding Area of Higher Buildings**

	Responses	%	S/DNS Only %
<b>Support</b>	97	51%	65%
<b>Neutral</b>	24	13%	
<b>Do Not Support</b>	53	28%	35%
<b>I Don't Know</b>	5	3%	
<b>Other</b>	9	5%	
<b>Total</b>	188		
<b>Undecided</b>	38, of which 10 wanted more information and/or made somewhat positive comments		

Do Not Support – 53, of which about 1/2 were opposed to high rises in general.

Synopsis of Comments

Do not support densification  
 Keep 45 on No. 3 Road and 25 in park  
 Helps developer – no additional density  
 Already too many condos  
 Concentrate high buildings  
 Too large an area of high buildings  
 No more towers  
 Don't concentrate towers  
 No high rises  
 Too many high rises  
 Towers too concentrated  
 Prefer 25 m throughout  
 Too many condos already  
 Reduce density  
 25 m around park  
 Fewer high buildings  
 Shadows park  
 More tall buildings around park  
 Nothing over 8 stories  
 Keep the mall

Don't increase density  
 45 m area too large  
 Don't increase 45 m area  
 Reduce overall density and transition height  
 from west to east  
 Go higher than 45  
 Ok except east of Cooney  
 10 storey max  
 5 storey max  
 25 m is enough  
 25 m only  
 Will shadow park  
 Already too many condo towers  
 Lower around park and then higher away from  
 it  
 Should have variation in heights and densities  
 More separation between buildings  
 Too many towers already  
 Spread towers throughout site.

Formal Community Consultation – Lansdowne Centre

**Concentrating Area of Mixed Use**

	Responses	%	S/DNS Only %
<b>Support</b>	107	57%	71%
<b>Neutral</b>	22	12%	
<b>Do Not Support</b>	44	23%	29%
<b>I Don't Know</b>	6	3%	
<b>Other</b>	9	5%	
<b>Total</b>	188		
<b>Undecided</b>	37, of which 5 made positive comments		

Do Not Support – 44, of which many supported allowing commercial throughout the site.

Synopsis of Comments

Prefer less residential	Allow retail east of Cooney
Allow retail everywhere	Too much development already
Keep current amount of commercial space	Retail spread throughout area
Keep mixed use everywhere	Mixed use throughout area
Already too much development in Richmond	Don't like mix of retail and residential
More mixed use areas	Prefer more mixed use area
Retail too far from northeast segment	Allow retail around park frontages
No more residential development	Mixed use throughout area
Too congested to allow more development	Mixed use throughout area
More mixed use areas	Less commercial zoning
More retail area	Mixed use wrapping around park
Allow mixed use east of Cooney	Keep Lansdowne as it is
Allow mixed use everywhere	

**General findings from overall Consultation**

1. A large portion of individuals and groups engaged outside of the LTR survey are excited to see change at Lansdowne (e.g., comments like, "It's been a long time coming").
2. Many expressed interest in eventually purchasing housing on the site.
3. Many tenants and a number of residents/user groups are encouraged that the existing mall will remain open for a number of years.
4. There is interest in how the new public spaces (parks, civic plaza, community space building) will replace or supplement the large amount of community activity that currently takes place inside and outdoors at Lansdowne Centre.
5. There was a high degree of interaction with City of Richmond staff and Vanprop Project Team members at the two PIM's.

**APPENDIX**

1. City of Richmond Media Advisory 2018



City of  
Richmond

**News Release**

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

February 6, 2018

For Immediate Release

## **Richmond invites feedback on Proposed Master Land Use Plan for Lansdowne Centre shopping mall site**

**Richmond, BC** – The City of Richmond invites the public to learn about and provide comments on the proposed phased redevelopment of the Lansdowne Centre shopping mall site located at 5300 No. 3 Road. Over the coming weeks, the property owner will host two drop-in style public information meetings. The information and feedback form will also be available on [Let'sTalkRichmond.ca](http://Let'sTalkRichmond.ca).

The property owner has approached the City regarding redeveloping the site. Based on the size and prominence of the property, and the necessity of redeveloping in phases, City staff advised the owner to draft a Proposed Master Land Use Plan to guide future redevelopment of the site. The applicant's Proposed Master Land Use Plan includes proposed amendments to the City's Official Community Plan (OCP) and City Centre Area Plan (CCAP) to refine the on-site organization of building density and height, and land uses. No additional density is proposed.

The applicant will host two drop-in style public information meetings at the Lansdowne Centre shopping mall in Unit #210, which is located west of the Food Court in the North Mall. Residents and interested parties are invited to attend to review display boards that provide information about the Proposed Master Land Use Plan for the property, to complete a feedback form, and to talk with the applicant's representatives and City staff about the proposal. The public information meetings are scheduled for:

- Saturday, February 17 from 10 a.m. to 2 p.m.
- Thursday, February 22 from 5 p.m. to 8 p.m.

The feedback form and information about the proposal will also be available online at [www.Let'sTalkRichmond.ca](http://www.Let'sTalkRichmond.ca) from Tuesday, February 6, 2018 to Sunday, March 4, 2018.

All public feedback that is received from the public information meetings and [Let'sTalkRichmond.ca](http://Let'sTalkRichmond.ca) will be compiled and presented for Council's consideration.

- 30 -

**Media Contact:**  
Kim Decker  
Corporate Communications Officer  
Phone: 604-276-4371  
Email: [KDecker@richmond.ca](mailto:KDecker@richmond.ca)

5736864

## 2. Original Lansdowne Tenants Letter 2015

Formal Community Consultation – Lansdowne Centre



December 14, 2015

Tenant Name  
Tenant Address  
Richmond, BC Postal Code

Via hand delivery/mailed security/courier to head office for international/national chains

Dear Name of tenant(s),

As a valued tenant of Lansdowne Centre, I want you to be among the first to know that the mall's owner (Vanprop Investments Ltd) has recently submitted an application to the City of Richmond to amend that portion of the Official Community Plan (OCP) that relates to the Lansdowne Centre site.

While this is an important step, it is only the first step in what will be a multi-year planning process that will eventually enable development in phases that will be designed to allow Lansdowne Centre Mall to continue to operate for many years.

We will work closely with the Vanprop Investments Ltd. management team so that we have the most current information and I invite you to drop by our office to discuss any specific questions you may have.

Next year, we will be in touch with you regarding a "tenant preview" of Vanprop's development ideas.

Yours sincerely,

Gail Spurgeon

如果您希望索閱本信件的中文版本，請聯絡 Lansdowne 中心行政部。

Formal Community Consultation – Lansdowne Centre

3. Original Lansdowne Tenants Letter Translation 2015

2015 年 12 月 18 日

Piccini Jewelers  
902 – 5300 No. 3 Road  
Richmond, BC V6X 2X9

透過專人送交/商場保安/快遞送抵國際總公司/國內連鎖店

致：租戶名稱

閣下作為 Lansdowne 中心的重要租戶，我們希望首先通知您這項消息：本中心業主 (Vanprop Investments Ltd.) 最近已向列治文市政府提交申請，以修改部分有關 Lansdowne 中心地段的官方社區規劃 (Official Community Plan，簡稱 OCP)。

雖然這是重要的一步，不過只是多年規劃過程的第一步，規劃的結果將是分階段進行發展計劃，讓 Lansdowne 中心商場可以按照設計規劃繼續經營下去。

我們將與 Vanprop Investments Ltd. 的管理團隊緊密合作，確保我們得到最新的資料，閣下如有任何問題，歡迎蒞臨我們的辦事處商討。

我們將於明年與您聯絡，就 Vanprop Investments Ltd. 的發展概念安排「租戶預覽」。

Gail Spurgeon 謹啟



Formal Community Consultation – Lansdowne Centre

4. Recent Lansdowne Tenants Letter 2018

VANPROP

February 4, 2018

**RE: Lansdowne Redevelopment**

Dear Tenants,

Lansdowne is beginning an official community consultation process for the renewal of Lansdowne Centre in the coming years. We cordially invite you to a special preview of our plans. You will be able to ask any questions of the project team.

Please stop by Suite 210 (the old Shoe Warehouse space) after on Tuesday February 20, at 9:00 AM. We will have coffee/tea and light refreshments available. The room will have a lot of information about the proposed Master Plan for Lansdowne Centre and ideas about how it could unfold in the coming years. Your input is welcome and can be submitted in writing or electronically.

Date: Tuesday February 20, 2018

Time: 9:00AM - 10:00AM

Place: Suite 210 (the Old Shoe Warehouse space)

With appreciation,

Bronwyn Bailey  
Marketing Manager  
Lansdowne Centre

On behalf of:

Vanprop Investments Ltd  
[hello@lansdownedistrict.com](mailto:hello@lansdownedistrict.com)

Vanprop Investments Ltd  
106 - 3400 Ma. 2 Road  
Richmond, BC V6X 2B9



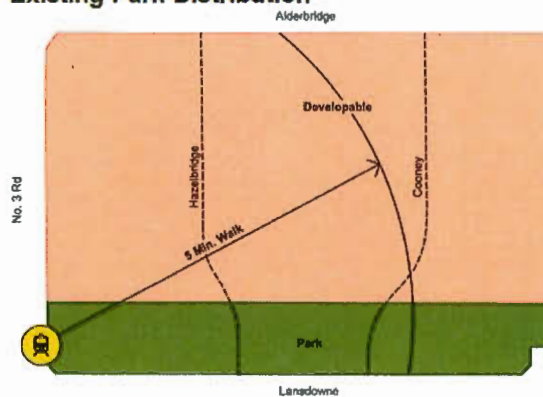
Community Consultation  
Summary of Feedback Responses and Comments

**Question 1: Park Distribution/Shape**

While the Proposed Master Land Use Plan does not propose to change the overall total park area identified on the site by the CCAP, it does suggest changes to the shape and location of the park, that are supported by Parks and Planning and Development Department staff, to create four distinct and connected areas and to increase the amount of park area on the site that is within a five minute walking distance from the Lansdowne Canada Line station. The question notes that the scope of the OCP/CCAP amendment application review process is limited to considering the location and orientation of the park and that the use and design details related to the park would be undertaken through separate planning processes that would be led by Parks Services staff and subject to Council review and approval.

*Note: Detailed design of the park and associated public consultation will be undertaken through separate future planning processes.*

**Existing Park Distribution**



**Summary:**

- One park along Lansdowne Road

**Proposed Park Distribution**

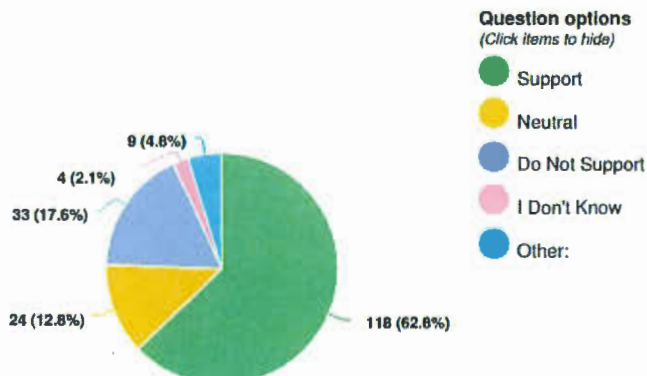


**Summary:**

- Four distinct & connected park areas
- Same amount of park but more park area within a 5 minute walking distance of the Canada Line station

76% of those who responded support or have a neutral opinion about the proposed refinement of the park distribution/shape.

1. Here is how I feel about the proposal to change the shape and location of the park:



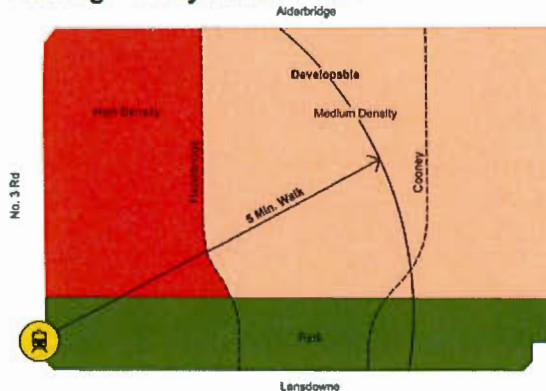
The primary concerns related to the proposed park shape include perceptions that:

- There is sufficient and/or too much park area within the neighbourhood.
- Lack of support for distinction between park areas.
- Perception that the shape of the park does not support active recreations (ex. jogging).
- The proposed Lansdowne Linear Park is limited to being a wide sidewalk.
- There is no need for a space to accommodate large events in the City.
- Park space within proximity of the Canada Line station will attract people that are experiences. homelessness and crime rates will increase.
- Designated park area should be provided along No. 3 Road.
- Required building setbacks will be included in park area.
- More than 4 hectares (10 acres)s of the 20.2 hectares (50 acre) site should be secured as park.
- Park space should be concentrated on building rooftops to maximize developable area and to provide more and affordable housing.
- Residents will be affected by noise from park users.
- Support is conditional to:
  - Provision of free parking for park users.
  - Development of an elementary school on the site.
  - Inclusion of children's play equipment.
  - Inclusion of a covered walkway that connects the Canada Line station to Kwantlen Polytechnic University.

### **Question 2: Density Distribution**

Based on the property's existing land use designations, the existing CCAP supported density blended over the 50 acre property is 2.77 Floor Area Ratio (FAR). While the Proposed Master Land Use Plan does not propose any additional density, it does suggest redistributing building density, particularly within the portion of the site that is within a five minute walking distance from the Lansdowne Canada Line station.

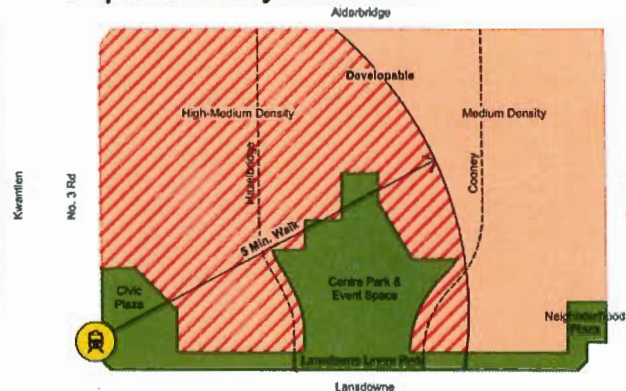
#### **Existing Density Distribution**



#### **Summary:**

- Concentrated high density development
- Shadow and overlook impacts on streets & public spaces

#### **Proposed Density Distribution**

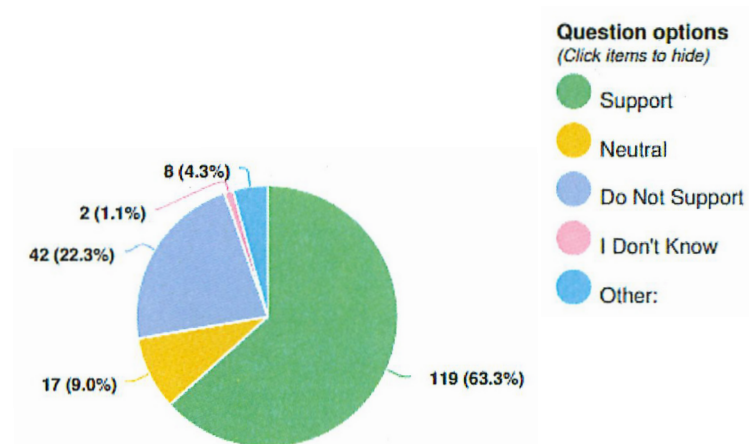


#### **Summary:**

- Blended high-medium density development
- Gradual density transition
- Same amount of park but more park area within a 5 minute walking distance from the Canada Line station
- More separation between buildings
- Summer streets & public spaces

72% of those who responded support or have a neutral opinion about the suggestion to redistribute building density on the subject site.

**2. Here is how I feel about the suggestion to redistribute on-site building density:**



The primary concerns related to the suggestion to redistribute on-site building density include perceptions that:

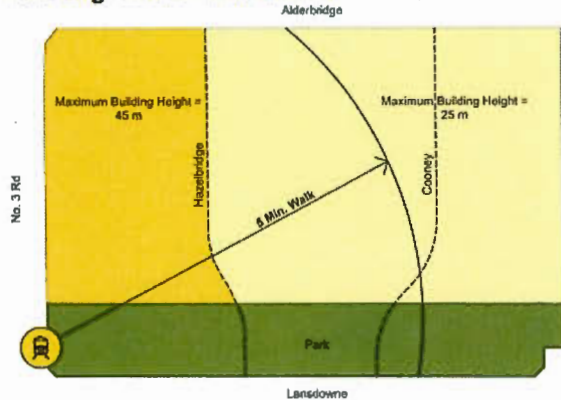
- No support for high-density development on the site.
- The City is already over developed.
- The pace of redevelopment in Richmond needs to be reduced.
- Density within proximity of park areas should be reduced.
- The site should remain a shopping centre with associated surface parking.
- High-density development should be concentrated at the northeast corner of the site (at Alderbridge Way and Kwantlen Street).
- The subject site is impacted by traffic and aircraft noise and is not suitable for high-density residential development.
- The site is best suited for townhouse development.
- Insufficient on-site parking will be provided.
- Support is conditional to:
  - Addressing existing traffic congestion in the subject area and the City generally.
  - Increasing transportation infrastructure generally, and road space within the City specifically increasing the number of vehicle travel lanes along Alderbridge Way, No. 3 Road and Lansdowne Road.
  - Development of Affordable Housing.
  - Stepping building heights.
  - Development of multiple free park and ride parking facilities on the subject site.
  - Prohibition of residential units being purchased as investment properties.
  - Development of a hospital on the subject site.



### Question 3: Tower Distribution

The Proposed Master Land Use Plan suggests expanding the area where high-rise buildings are supported to include the portion of the site that is within a five minute walking distance from the Lansdowne Canada Line Station to increase separation between tall buildings without increasing on-site building density.

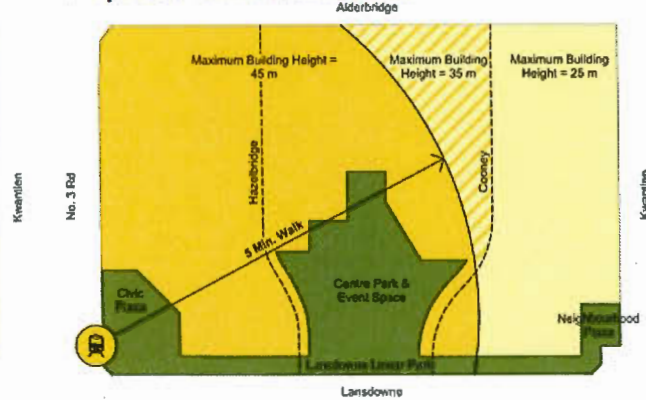
#### Existing Tower Distribution



#### Summary:

- Concentration of high-rise towers
- Minimum separation between high-rise towers
- Shadow impacts on streets & public spaces
- Privacy & view corridor impacts

#### Proposed Tower Distribution

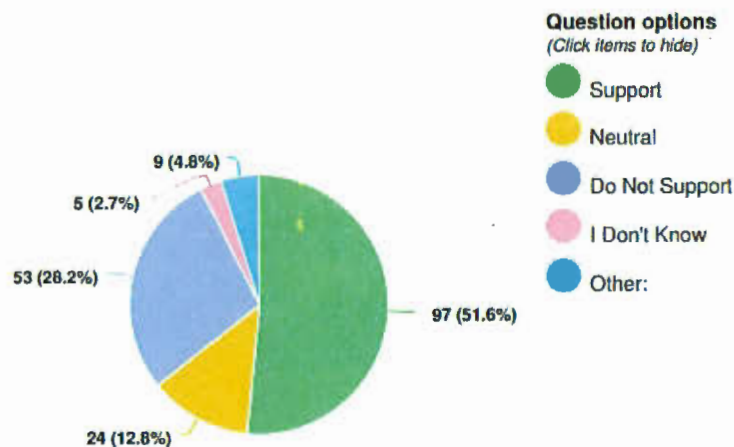


#### Summary:

- More separation between high-rise towers
- More variety of building heights
- Sunnier streets & open spaces
- Preservation of view corridors

65% of those who responded support or have a neutral opinion about the suggestion to expand the area where the maximum permitted building height is 45 m and to gradually transition building heights.

3. Here is how I feel about the suggestion to expand the area where the maximum permitted building height is 45 metres and to gradually transition building heights:



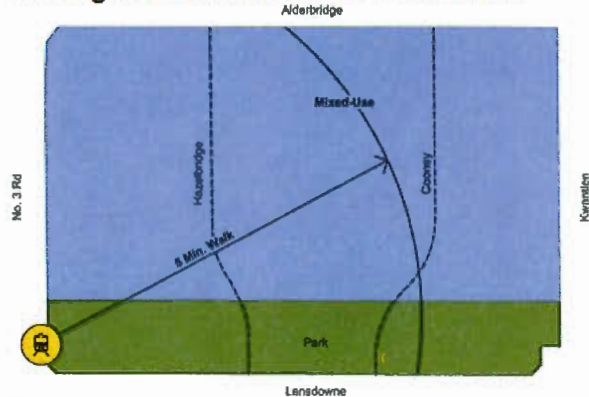
The primary concerns associated with increasing separation between tall buildings and supporting a variety of building heights on the site included perceptions that:

- Building height is associated with density and densification is not supported.
- Tall buildings result in development that feels claustrophobic and causes residents to feel disoriented.
- The maximum building height within the City Centre should be limited to 8 storeys.
- Redevelopment will affect existing nearby residents' views of the north shore mountains.
- It is not possible to design a tall building to be aesthetically pleasing.
- Too many towers have been constructed along No. 3 Road already.
- The level of design detail is insufficient to evaluate the appropriateness of the proposal.
- Tower development blocks sunlight and views.
- Building heights should be restricted to 25 m throughout the site.
- Building heights around the Centre Park and Event Space should be limited to 25 m.
- The Richmond skyline is unappealing.
- Support is conditional to addressing existing traffic congestion in the subject area and the City generally.

#### **Question 4: Commercial/Services Distribution**

The Proposed Master Land Use Plan suggests concentrating mixed land uses within a five minute walking distance from the Lansdowne Canada Line station and areas where pedestrian oriented retail uses are actively encouraged by the CCAP and limiting the remainder of the site to residential development. The existing CCAP permits mixed uses throughout the site.

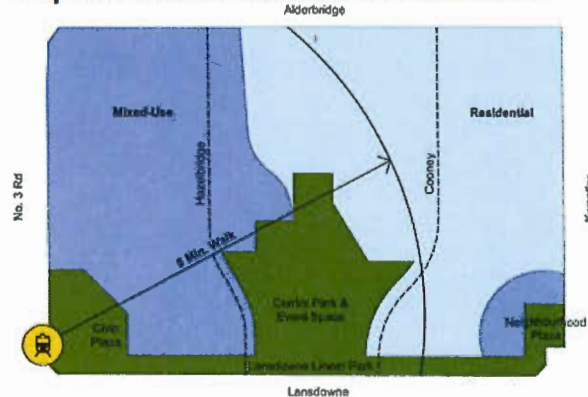
##### **Existing Commercial/Services Distribution**



##### **Summary:**

- Mixed uses permitted on the site

##### **Proposed Commercial/Services Distribution**

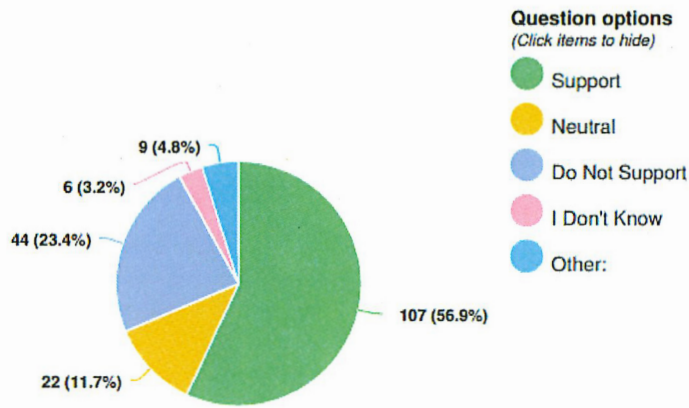


##### **Summary:**

- Strategic concentration of mixed land uses

69% of those who responded support or have a neutral opinion about the suggestion to limit the area where non-residential uses are supported.

4. Here is how I feel about the suggestion to concentrate mixed land uses in strategic locations on the site:



The primary concerns associated with limiting areas where non-residential uses are supported include perceptions that:

- Commercial uses at ground level should be supported throughout the neighbourhood.
- Residential redevelopment is overrepresented within the City Centre.
- Restricting non-residential uses will result in pedestrian and vehicle congestion.
- No residential uses should be supported on the site.





**Bylaw Enforcement Officer Bylaw No. 9742,  
Amendment Bylaw No. 9846**

**WHEREAS** Council has, by bylaw, established the position of Bylaw Enforcement Officer, and assigned certain powers, duties, and functions to that position;

**AND WHEREAS** Council deems it appropriate to confirm that the powers, duties, and functions of a Bylaw Enforcement Officer include the authority to do all things necessary to commence and prosecute long-form bylaw enforcement proceedings;

**NOW THEREFORE**, the Council of the City of Richmond enacts as follows:

1.1 The **Bylaw Enforcement Officer Bylaw No. 9742** is amended as follows:

- (a) by deleting the word “and” from the end of Section 1.2(d);
- (b) by adding a semi-colon to the end of Section 1.2(e);
- (c) by adding new Sections 1.2(f) and (g), as follows:
  - “(f) for certainty, prosecution of bylaw contraventions under the *Community Charter* or the *Offence Act* in the Provincial Court of British Columbia by swearing an information and, with the approval of the City Solicitor, the General Manager of Community Safety, or the Chief License Inspector, retainer of legal counsel to prosecute the bylaw contravention and settlement of the proceedings; and
  - (g) for certainty, with the approval of the City Solicitor, the General Manager of Community Safety, or the Chief License Inspector, defense or commencement and prosecution of an appeal from a decision in a bylaw enforcement proceeding, including the retainer of legal counsel to defend or commence and prosecute the appeal and settlement of the appeal.”

1.2 This Bylaw is cited as “**Bylaw Enforcement Officer Bylaw No. 9742, Amendment Bylaw No. 9846**”.

FIRST READING

SECOND READING

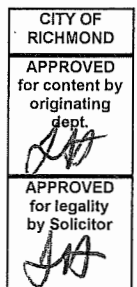
THIRD READING

ADOPTED

SEP 24 2018

SEP 24 2018

SEP 24 2018



MAYOR

CNCL - 540

CORPORATE OFFICER



**City Centre District Energy Utility Bylaw No. 9895  
Amendment Bylaw No. 9921**

The Council of the City of Richmond enacts as follows:

1. The **City Centre District Energy Utility Bylaw No. 9895** is further amended:
  - (a) by deleting Schedule A (Boundaries of Service Area) in its entirety and replacing with a new Schedule A attached as Schedule A to this Amendment Bylaw; and
  - (b) by deleting Schedule E (Energy Generation Plant Designated Properties) in its entirety and replacing with a new Schedule E attached as Schedule B to this Amendment Bylaw.
2. This Bylaw is cited as “**City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9921**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

SEP 24 2018

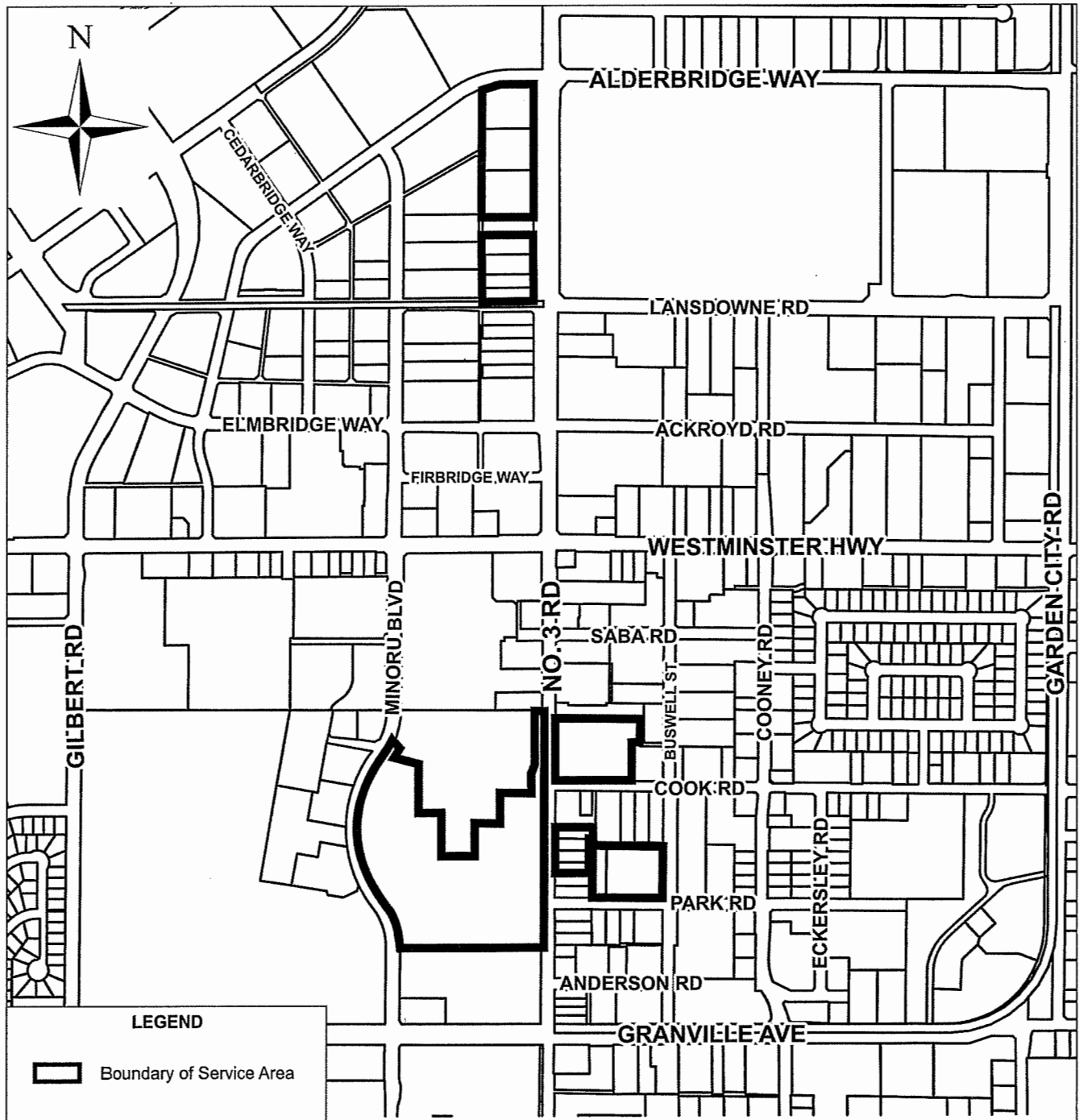
SEP 24 2018

SEP 24 2018

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

\_\_\_\_\_  
MAYOR

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

Schedule A to Amendment Bylaw No. 9921*SCHEDULE A to BYLAW NO. 9895**Boundaries of Service Area*

Schedule B to Amendment Bylaw No. 9921*SCHEDULE E to BYLAW NO. 9895**Energy Generation Plant Designated Properties*