



City Council

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

**Tuesday November 12, 2024
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*

- | | |
|----------------|---|
| CNCL-16 | (1) <i>adopt the minutes of the Regular Council meeting held on October 21, 2024; and</i> |
| CNCL-26 | (2) <i>receive for information the Metro Vancouver 'Board in Brief' dated November 1, 2024.</i> |



AGENDA ADDITIONS & DELETIONS

**2. APPOINTMENT OF COUNCIL MEMBERS TO EXTERNAL
REGIONAL ORGANIZATIONS**

- (a)** Appointment of Council alternate to the **Translink – Mayors' Council** until November 10, 2025.



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- (b) Appointment of Council representative to the **Richmond Olympic Oval Corporation** until November 10, 2025.

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- (c) Appointment of Council representative and alternate to the **Steveston Harbour Authority Board (SHAB)**, until their next Annual General Meeting of the SHAB in 2025.

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3. NAMING OF STANDING COMMITTEES AND THEIR COMPOSITION BY THE MAYOR

4. APPOINTMENT OF MEMBERS OF COUNCIL (AND THEIR ALTERNATES) AS THE LIAISONS TO CITY ADVISORY COMMITTEES AND ORGANIZATIONS

Appointment of Council liaisons (and where applicable, their alternates) to City Advisory Committees and Organizations until November 10, 2025:

- (a) Accessibility Advisory Committee
- (b) Advisory Committee on the Environment;
- (c) Child Care Development Advisory Committee;
- (d) Council/School Board Liaison Committee;
- (e) Economic Advisory Committee;
- (f) First Nations Building Committee;
- (g) Food Security and Agricultural Advisory Committee;
- (h) Heritage Commission;
- (i) Minoru Centre for Active Living Program Committee;

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- (j) Richmond Centre for Disability;
- (k) Richmond Chamber of Commerce;
- (l) Richmond Community Services Advisory Committee;
- (m) Richmond Intercultural Advisory Committee;
- (n) Richmond Public Art Advisory Committee;
- (o) Richmond Sister City Advisory Committee;
- (p) Richmond Sports Council;
- (q) Richmond Sports Wall of Fame Nominating Committee;
- (r) Richmond Youth Committee;
- (s) Seniors Advisory Committee;
- (t) Steveston Historic Sites Building Committee; and
- (u) Vancouver Coastal Health/Richmond Health Services Local Governance Liaison Group.



5. APPOINTMENT OF MEMBERS OF COUNCIL AS LIAISONS TO COMMUNITY ASSOCIATIONS

Appointment of Council liaisons (and where applicable, their alternates) to Community Associations until November 10, 2025:

- (a) City Centre Community Association;
- (b) East Richmond Community Association;
- (c) Hamilton Community Association;
- (d) Richmond Arenas Community Association;
- (e) Richmond Art Gallery Association;
- (f) Richmond Fitness and Wellness Association;

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- (g) Sea Island Community Association;
- (h) South Arm Community Association;
- (i) Thompson Community Association; and
- (j) West Richmond Community Association.



6. APPOINTMENT OF MEMBERS OF COUNCIL AS THE LIAISONS TO VARIOUS CITY BOARDS

Appointment of Council liaisons (and where applicable, their alternates) to various Boards until November 10, 2025:

- (a) Aquatic Services Board;
- (b) Museum Society Board;
- (c) Richmond Gateway Theatre Society Board; and
- (d) Richmond Public Library Board.



7. APPOINTMENT OF MEMBERS OF COUNCIL AS LIAISONS TO VARIOUS SOCIETIES/COMPANIES

Appointment of Council liaisons (and where applicable, their alternates) to various Societies until November 10, 2025:

- (a) Britannia Heritage Shipyard Society;
- (b) Gulf of Georgia Cannery Society;
- (c) London Heritage Farm Society;
- (d) Lulu Island Energy Company;

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- (e) Minoru Seniors Society;
- (f) Richmond Nature Park Society;
- (g) Steveston Community Society; and
- (h) Steveston Historical Society.

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8. APPOINTMENT OF PARCEL TAX ROLL REVIEW PANEL FOR LOCAL AREA SERVICES

RECOMMENDATION

That the members of the Public Works & Transportation Committee be appointed as the Parcel Tax Roll Review Panel for Local Area Services until November 10, 2025.

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9. APPOINTMENT OF ACTING MAYORS FROM NOVEMBER 13, 2024 TO NOVEMBER 10, 2025

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COMMITTEE OF THE WHOLE

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

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11. 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.

12. *Motion to rise and report.*



RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

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

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Aspac River Green Lot 1 Public Artwork Terms of Reference
- Railway Greenway Lighting – Engagement Results And Next Steps
- Award of Contract 8337P - Database Encryption Project
- Award Of Contract 8350Q – Supply And Delivery of Microsoft Subscription Licensing
- Draft Community Wayfinding Strategy
- Proposed Updates to the Richmond Community Homelessness Table Terms of Reference
- Award of Contract 8300Q – On-Call Refrigeration Contractor Services
- Fee For Early Review Of Rezoning Applications Involving A Major Official Community Plan Amendment
- 2025 Utility Budgets And Rates
- 2025 District Energy Utility Rates
- Land use applications for first, second and third reading:

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- 8080, 8100, 8120, 8140, 8160, 8180 and 8200 No. 3 Road – Rezone from the “Small-Scale Multi-Unit Housing (RSM/L)” Zone to the “Town Housing (ZT106) – No. 3 Road (Broadmoor)” Zone (L-Squared Design Ltd. – applicant)
- Updating the Low-End Market Rental (LEMR) Program to Support the Delivery of Affordable Housing

13. *Motion to adopt Items No. 14 through No. 26 by general consent.*

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Consent
Agenda
Item

14. **COMMITTEE MINUTES**

That the minutes of:

- CNCL-43 (1) *the **Parks, Recreation and Cultural Services Committee** meeting held on October 22, 2024;*
- CNCL-48 (2) *the **Finance Committee** meeting held on November 4, 2024;*
- (3) *the **General Purposes Committee** meeting held on November 4, 2024; and (distributed separately)*
- CNCL-51 (4) *the **Planning Committee** meeting held on November 5, 2024; be received for information.*

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Consent
Agenda
Item

15. **ASPAC RIVER GREEN LOT 1 PUBLIC ARTWORK TERMS OF REFERENCE**

(File Ref. No. 11-7000-09-20-228) (REDMS No. 7808271)

CNCL-57

See Page CNCL-57 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

*That the **Aspac River Green Lot 1 Public Art Terms of Reference** for the public artwork at 6011 River Road, as presented in the report titled “**Aspac River Green Lot 1 Public Artwork Terms of Reference**”, from the Director, Arts, Culture and Heritage Services, dated September 23, 2024, be approved.*

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Consent
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Item

16. **RAILWAY GREENWAY LIGHTING – ENGAGEMENT RESULTS AND NEXT STEPS**

(File Ref. No. 06-2400-20-RAIL1) (REDMS No. 7786781)

CNCL-87

See Page CNCL-87 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1) *That Option 3 - Status Quo, Continue to Monitor Conditions and Community Need, as outlined in the staff report titled “Railway Greenway Lighting – Engagement Results and Next Steps”, dated September 26, 2024, from the Director, Parks Services, be endorsed; and*
- (2) *That staff examine the feasibility and cost implications of ambient lighting in dark areas along the Railway Greenway, and report back.*



Consent
Agenda
Item

17. **AWARD OF CONTRACT 8337P - DATABASE ENCRYPTION PROJECT**

(File Ref. No. 04-1370-01) (REDMS No. 7803709)

CNCL-109

See Page CNCL-109 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That Contract 8337P - Database Encryption Project be awarded to Eclipsys Solutions Inc., for a value of \$662,249.16, excluding taxes, for a contract term of five years as described in the report titled “Award of Contract 8337P - Database Encryption Project” dated October 3, 2024, from the Director, Information Technology; and*
- (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contracts and all related documentation with Eclipsys Solutions Inc.*



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18. **AWARD OF CONTRACT 8350Q – SUPPLY AND DELIVERY OF MICROSOFT SUBSCRIPTION LICENSING**

(File Ref. No. 04-1300-01) (REDMS No. 7793657)

CNCL-114

See Page CNCL-114 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That Contract 8350Q – Supply and Delivery of Microsoft Subscription Licensing be awarded to NetraClouds Inc. for a three-year term for an estimated value of \$2,180,995.50, excluding taxes as described in the report titled “Award of Contract 8350Q – Supply and Delivery of Microsoft Subscription Licensing” dated October 3, 2024, from the Director, Information Technology; and*
- (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contracts and all related documentation with NetraClouds Inc.*



Consent
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Item

19. **DRAFT COMMUNITY WAYFINDING STRATEGY**

(File Ref. No. 08-4150-04-06) (REDMS No. 7823529)

CNCL-118

See Page CNCL-118 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the draft Community Wayfinding Strategy, as detailed in the staff report titled “Draft Community Wayfinding Strategy”, dated October 11, 2024, from the Director, Business Services, be endorsed for public consultation.



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Consent
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20. **PROPOSED UPDATES TO THE RICHMOND COMMUNITY HOMELESSNESS TABLE TERMS OF REFERENCE**

(File Ref. No. 07-3000-00) (REDMS No. 7787794)

CNCL-221

See Page CNCL-221 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the amended Terms of Reference for the Richmond Community Homelessness Table as outlined in the staff report titled “Proposed Updates to the Richmond Community Homelessness Table Terms of Reference”, dated October 15, 2024, from the Director, Community Social Development, be endorsed.



Consent
Agenda
Item

21. **AWARD OF CONTRACT 8300Q – ON-CALL REFRIGERATION CONTRACTOR SERVICES**

(File Ref. No. 10-6000-01) (REDMS No. 7780627)

CNCL-233

See Page CNCL-233 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That Contract 8300Q – On-Call Refrigeration Contractor Services be awarded to Cimco Refrigeration, a Division of Toromont Industries Inc. (Cimco Refrigeration) for a three-year term for an aggregate value of \$750,000.00, excluding taxes, as described in the report titled "Award of Contract 8300Q – On-Call Refrigeration Contractor Services," dated October 7, 2024 from the Director, Facilities and Project Development;*
- (2) *That the Chief Administrative Officer and Deputy Chief Administrative Officer be authorized to extend the initial three-year term, up to a maximum of five years, for an additional value of \$506,250.00 excluding taxes; and*
- (3) *That the Chief Administrative Officer and Deputy Chief Administrative Officer be authorized to execute the contracts and all related documentation with Cimco Refrigeration over the maximum five-year term.*



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22. **FEE FOR EARLY REVIEW OF REZONING APPLICATIONS INVOLVING A MAJOR OFFICIAL COMMUNITY PLAN AMENDMENT**

(File Ref. No. 08-4105-01) (REDMS No. 7827247)

CNCL-237

See Page CNCL-237 for full report

FINANCE COMMITTEE RECOMMENDATION

- (1) *That Consolidated Fees Bylaw No. 8636, Amendment Bylaw 10615, be introduced and given first, second and third readings; and*
- (2) *That Development Application Fees Bylaw No. 8951, Amendment Bylaw 10617, be introduced and given first, second and third readings.*



Consent
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23. **2025 UTILITY BUDGETS AND RATES**

(File Ref. No. 10-6060-01) (REDMS No. 7790442)

CNCL-243

See Page CNCL-243 for full report

FINANCE COMMITTEE RECOMMENDATION

That the 2025 utility budgets presented in Option 2 for Water (page 7), Option 2 for Sewer (page 14), Option 2 for Flood Protection (page 22), and Option 2 for Solid Waste and Recycling (page 29), as detailed in the staff report titled, “2025 Utility Budgets and Rates”, dated October 2, 2024, from the General Manager of Engineering and Public Works and the General Manager of Finance and Corporate Services be approved as the foundation for establishing the 2025 utility rates and be included in the Consolidated 5 Year Financial Plan (2025-2029).



Consent
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24. **2025 DISTRICT ENERGY UTILITY RATES**

(File Ref. No. 01-0060-20-LIEC1) (REDMS No. 7757758)

CNCL-284

See Page CNCL-284 for full report

FINANCE COMMITTEE RECOMMENDATION

- (1) *That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10593 be introduced and given first, second and third readings;*
- (2) *That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10594 be introduced and given first, second and third readings; and*

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- (3) *That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10595 be introduced and given first, second and third readings.*
- (4) *That staff be directed to engage the province requesting that LIEC and other municipally owned district energy utilities are recognized as key contributors to the Province's climate change and electrification goals and, as such, receive financial support in the form of grants and incentives to help advance district energy initiatives.*



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

CNCL-303

See Page CNCL-303 for full report

PLANNING COMMITTEE RECOMMENDATION

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



Consent
Agenda
Item

26. **UPDATING THE LOW-END MARKET RENTAL (LEMR) PROGRAM TO SUPPORT THE DELIVERY OF AFFORDABLE HOUSING**

(File Ref. No. 08-4057-05) (REDMS No. 7783121)

CNCL-344

See Page CNCL-344 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That, as described in the report “Updating the Low-End Market Rental (LEMR) Program to Support the Delivery of Affordable Housing” dated October 16, 2024, from the Director, Housing Office, the proposed Low-End Market Rental Maximum Rent and Income Thresholds as outlined in Option 2 be endorsed;*

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- (2) *That staff bring forward amendments to the City of Richmond Affordable Housing Strategy, 2017 – 2027, to recognize the Low-End Market Rental Maximum Rent and Income Thresholds endorsed by Council;*
- (3) *That the Low-End Market Rental Maximum Rent and Income Thresholds be used in housing agreements for any conditionally approved rezoning applications, being those for which a zoning amendment bylaw has been given third reading and an associated housing agreement has yet to be executed as of November 12, 2024, notwithstanding the terms of any executed rezoning considerations letter; and*
- (4) *That the Low-End Market Rental Maximum Rent and Income Thresholds be used in any future housing agreement associated with a new or in-stream development application for which conditional approvals have yet to be granted.*



CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

FINANCE AND CORPORATE SERVICES AND ENGINEERING AND PUBLIC WORKS DIVISIONS

27. **2025 UTILITY RATE AMENDMENT BYLAWS**
(File Ref. No. 10-6060-01) (REDMS No. 7827495)

CNCL-356

See Page CNCL-356 for full report

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. 10611;*

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- (b) *Sanitary Sewer Bylaw No. 10427, Amendment Bylaw No. 10609;*
- (c) *Flood Protection Bylaw No. 10426, Amendment Bylaw No. 10608; and*
- (d) *Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10610.*

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PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

CNCL-374 Consolidated Fees Bylaw No. 8636, Amendment **Bylaw No. 10568**
Opposed at 1st/2nd/3rd Readings – None.

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CNCL-427 Inter-Municipal Business Licence **Bylaw No. 10583**
Opposed at 1st/2nd/3rd Readings – None.

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CNCL-431 Inter-Municipal Business Licence Agreement **Bylaw No. 10584**
Opposed at 1st/2nd/3rd Readings – None.

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CNCL-437 Traffic Bylaw No.5870, Amendment **Bylaw No. 10607**
Opposed at 1st/2nd/3rd Readings – None.

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PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

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Sheldon Starrett to delegate on accountable Government for Cities and Metro Vancouver.

29. *Motion to rise and report.*

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ADJOURNMENT

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Regular Council

Monday, October 21, 2024

Place: Council Chambers
Richmond City Hall

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

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

MINUTES

- R24/18-1 1. It was moved and seconded
That:
(1) the minutes of the Regular Council meeting held on October 7, 2024;
and
(2) the minutes of the Regular Council meeting for Public Hearings held
on October 15, 2024,
be adopted as circulated.

CARRIED

1.



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COMMITTEE OF THE WHOLE

- R24/18-2 2. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on agenda items (7:01 p.m.).

CARRIED

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

- R24/18-3 4. It was moved and seconded
That Committee rise and report (7:02 p.m.).

CARRIED

CONSENT AGENDA

- R24/18-4 5. It was moved and seconded
That Items No. 6, 7 and 9 through No. 15 be adopted by general consent.

CARRIED

6. **COMMITTEE MINUTES**

That the minutes of:

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

be received for information.

ADOPTED ON CONSENT



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

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

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

ADOPTED ON CONSENT

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

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

Please see page 8 for action on this item.

9. 2025 COUNCIL AND COMMITTEE MEETING SCHEDULE

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

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



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

ADOPTED ON CONSENT

10. JAPANESE CANADIAN LEGACIES COMMUNITY GRANT OPPORTUNITIES

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

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



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- (3) *That a capital budget up to \$1,500,000 for the Japanese Canadian Legacy Improvements be approved and be included in the Consolidated 5 Year Financial Plan (2025-2029).*

ADOPTED ON CONSENT

11. RECOMMENDED LONG-TERM STEVESTON STREETSCAPE VISION 2024

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

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

ADOPTED ON CONSENT

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

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

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

ADOPTED ON CONSENT



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

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

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

ADOPTED ON CONSENT

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

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

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

ADOPTED ON CONSENT



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

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

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

ADOPTED ON CONSENT

CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA



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GENERAL PURPOSES COMMITTEE –
Mayor Malcolm D. Brodie, Chair

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

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

R24/18-5

It was moved and seconded

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

The question on the motion was not called as discussion ensued regarding additional funding expenditure considerations to the City Events Program 2025. As a result of the discussion, the following **amendment motion** was introduced:

R24/18-6

It was moved and seconded

That:

- (1) *Item (2) be amended to include the addition of \$10,000 for Doors Open Richmond and addition for year 2025 of \$30,000 to the Supporting Food Security Through Community Driven Events Program; and*
- (2) *Item (3) be amended to update total expenditures to \$990,200 for the City Events Program 2025, and \$930,600 for the Rate Stabilization Account.*



Regular Council
Monday, October 21, 2024

The question on amendment Resolution R24/18-6 was not called as a brief discussion ensued with respect to liability insurance for farmers markets. Staff were given direction to speak to the organizers about what the options might be to mitigate the amount being paid for insurance.

The question on amendment Resolution R24/18-6 was then called and it was **CARRIED**.

Further discussion ensued with respect to funding availability for the Community Celebration Grant program.

In response to queries from Council, staff noted that the Community Celebration Grant applications not offered funding in 2024 had not met the eligibility criteria of the program.

Staff were asked to advise Council in the future should the number of eligible recipients for the Community Celebration Grant or Neighbourhood Block Party Program exceed the budgeted funds available.

The question on Resolution R24/18-5 as amended, which reads as follows:

- (1) *That the revised Guiding Principles for City Events as detailed in the report “City of Richmond Signature and Community Events Plan 2025–2029”, dated September 26, 2024, from the Director, Arts, Culture and Heritage be endorsed;*
- (2) *That the City of Richmond Signature and Community Events Plan 2025–2029 as detailed in the attached report, dated September 26, 2024, from the Director, Arts, Culture and Heritage be endorsed to guide the planning and delivery of City events for the next five years, with the addition of \$10,000 for Doors Open Richmond and addition for year 2025 of \$30,000 to the Supporting Food Security Through Community Driven Events Program; and*
- (3) *That the expenditures totaling \$990,200 for the City Events Program 2025 with funding of \$930,600 from the Rate Stabilization Account, \$31,000 estimated sponsorship and \$28,600 estimated grant revenue be considered in the 2025 budget process.*

was then called, and it was **CARRIED**.



Regular Council
Monday, October 21, 2024

BYLAWS FOR ADOPTION

- R24/18-7 It was moved and seconded
That the following bylaws be adopted:
Permissive Property Tax Exemption (2025) Bylaw No. 10566
Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515,
Amendment Bylaw No. 10604

CARRIED

DEVELOPMENT PERMIT PANEL

- R24/18-8 16. It was moved and seconded
That the minutes of the Development Permit Panel meeting held on
October 9, 2024, be received for information.

CARRIED

ADJOURNMENT

- R24/18-9 It was moved and seconded
That the meeting adjourn (7:41 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the Regular meeting of the
Council of the City of Richmond held on
Monday, October 21, 2024.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)

For Metro Vancouver meetings on Friday, November 1, 2024

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:

media@metrovancover.org.

Metro Vancouver Regional District

E1.1 Public Education about Residential Indoor Wood Burning Requirements

RECEIVED

Wood smoke from residential indoor wood burning is the most significant source of emissions of fine particulate matter (PM2.5) in the region, contributing more than a quarter of the total annual regional PM2.5 emissions, and is the second top source of toxic air pollutants. The *Metro Vancouver Regional District Residential Indoor Wood Burning Emission Regulation Bylaw No. 1303, 2020* (Bylaw 1303) is designed to reduce emissions of, and exposure to, PM2.5 and its known health impacts by promoting the use of cleaner wood-burning practices and technologies.

A recent survey indicated that most Metro Vancouver residents are unaware of the requirements of Bylaw 1303. To build greater awareness of the requirements of Bylaw 1303, a public education campaign is scheduled for October through December 2024. It will help residential indoor wood burning appliance owners and users understand the actions they need to take to continue using their wood burning stoves and fireplaces after the final phase of Bylaw 1303 comes into effect in September 2025.

The Board received the report for information.

E1.2 Tilbury Marine Jetty and Tilbury Phase 2 LNG Expansion Projects – Update

RECEIVED

Metro Vancouver, through staff, routinely participates in provincial and federal environmental assessment processes on projects that may impact Metro Vancouver's plans, assets, infrastructure, and legislated responsibilities. Staff also provide updates to Metro Vancouver Standing Committees and Boards at key process milestones, as this report does for the Tilbury Marine Jetty and Tilbury Phase 2 LNG Expansion Projects.

In July 2024, the Tilbury Marine Jetty Project, comprising new liquefied natural gas (LNG) berthing and loading facilities on Tilbury Island in the Fraser River in Delta, received its final environmental assessment approval from the federal government. This project had already received provincial approval in March 2024, so can now proceed subject to the conditions set out in both approvals, which include requirements to develop air quality and greenhouse gas management plans in consultation with Metro Vancouver.

FortisBC's Tilbury Phase 2 LNG Expansion Project, which entails adding more storage and vaporization capabilities to an existing facility on Tilbury Island, is going through a provincial environmental assessment process with federal involvement that if successful would grant it approvals from both levels of government. The Project is still in the application development and review phase of the assessment process, and FortisBC expects to submit an application for review in fall 2024, which will be reviewed by the BC Environmental Assessment Office and process participants, including Metro Vancouver.

The Board received the report for information.

E2.1 Walkability Index Update

RECEIVED

The Neighbourhood Built Environment and Walkability Surface analysis, including the Walkability Index, have been updated based on 2021 data. The Walkability Index supports the comparison of data from previous analyses from 2006, 2011, and 2016. This analysis enables Metro Vancouver and its members to better understand how the built environment and walkability currently varies across municipalities and neighbourhoods and how it is changing over time. This resource also supports land use and transportation decision-making. Greater walkability is associated with improved traffic flow, reduced air pollution and greenhouse gas emissions, improved physical and mental health outcomes, and greater community wellbeing. Monitoring walkability in the region supports *Metro 2050* goals and policies, specifically the federation's collective goals regarding the development of resilient, healthy, connected and complete communities.

The key findings of the 2021 Walkability Index are:

- The most walkable areas in the region are aligned with Metro Vancouver's Urban Centres and Frequent Transit Development Areas (FTDAs), as set out in *Metro 2050*.
- Greater walkability is attributed mostly to increased net residential density and/or land use mix in Vancouver, Burnaby, New Westminster, the North Shore, western parts of Coquitlam, and northwestern parts of Surrey. In other areas, greater walkability is associated with increased intersection and/or net residential density.
- Walkability improved across the majority of Metro Vancouver from 2016 to 2021 – with more pronounced improvements in Urban Centres and FTDAs.

The Board received the report for information and directed staff to share the findings and report with member jurisdictions, and to offer a staff presentation to Council upon request.

E2.2 Regional Context Statements – Submission Timelines

RECEIVED

Metro 2050 was adopted by the MVRD Board on February 24, 2023. The Local Government Act stipulates that member jurisdictions must prepare and submit a regional context statement within two years of the adoption of a regional growth strategy showing the relationship between their official community plan (OCP) and the regional growth strategy. Therefore, regional context statements are due by February 24, 2025. The MVRD Board considers acceptance of regional context statements, and these are one of the most important links connecting local and regional planning.

In November 2023, the Province passed several pieces of housing legislation with deadlines by which local governments are required to amend zoning bylaws, official community plans, and prepare housing needs reports. Member jurisdictions have indicated that they have had to adjust work plans and staff resources to comply with these provincial deadlines. The provincial deadlines do not align with the upcoming deadline for regional context statement submissions, as much of the work required for the provincial housing legislation will be needed to inform the development of regional context statements.

Recognizing the pressures faced by member jurisdictions, and the aim to receive regional context statements that are based on updated OCPs with policies that demonstrate alignment with *Metro 2050*, Metro Vancouver understands that member jurisdictions may choose to submit their regional context statement for consideration by the Metro Vancouver Board in late 2025.

The Board received the report for information.

E3.1 Metro Vancouver External Agency Activities Status Report – October 2024

RECEIVED

This report provided updates from representatives to the following Metro Vancouver external agencies:

- a) Delta Heritage Airpark Management Committee;
- b) Fraser Basin Council;
- c) Fraser Basin Council, Lower Mainland Flood Management Strategy Leadership Committee
- d) Fraser Valley Regional Library Board;
- e) Lower Mainland Local Government Association;
- f) Metro Vancouver Regional Parks Foundation;
- g) Municipal Finance Authority of BC;
- h) National Zero Waste Council;
- i) Ocean Watch Action Committee;
- j) ᑭᑭᑭᑭ (Katzie First Nation) Treaty Negotiation Table
- k) Sasamat Volunteer Fire Department Board of Trustees;
- l) Solid Waste and Recycling Industry Advisory Committee;
- m) Solid Waste Management Plan Public/Technical Advisory Committee;
- n) Union of BC Municipalities;
- o) UBCM Indigenous Relations Committee
- p) Western Transportation Advisory Council (WESTAC); and
- q) Zero Emissions Innovation Centre (ZEIC);.

The Board received the report for information.

G1.1 Metro 2050 Type 3 Proposed Amendment – City of Surrey (15238 - 64 Avenue)

APPROVED

The City of Surrey requested a Type 3 *Metro 2050* amendment for a 0.67 hectare parcel located at the southeast corner of 152 Street and 64 Avenue. The proposed amendment would extend the Urban Containment Boundary to include this parcel and amend its regional land use designation from Agricultural to Industrial to accommodate a multi-tenant industrial building with a restaurant and a volleyball facility. The proposed amendment had been assessed in relation to applicable Metro 2050 goals and policies. Staff recommended that, on balance, the proposed amendment is supportable.

The proposed amendment:

- reflects the fact that the subject property has been used for industrial purposes for many years and is not a viable site for agricultural uses; the parcel has been excluded from the Agricultural Land Reserve;
- would add 0.67 hectares of Industrial land to the region, making a contribution to the regional industrial land stock;
- could lead to pressure to expand urban uses onto nearby agricultural lands; and
- would result in higher trip generation, particularly for passenger vehicles. The site is served by several bus routes, although these services do not meet the criteria for the Frequent Transit Network.

The requested *Metro 2050* Type 3 amendment required adoption through an amendment bylaw passed by an affirmative 50% + 1 weighted vote of the MVRD Board. An updated Regional Context Statement (RCS) that reflects the proposed regional land use designation change is required from the City of Surrey prior to final adoption of the amendment bylaw. The amended RCS also needs to be approved by the MVRD Board.

The Board initiated the *Metro 2050* amendment process for this request, gave three readings to *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1396, 2024*, and directed staff to notify affected local governments as required by *Metro 2050*.

G2.1 MVRD Temporary Borrowing Bylaw No. 1397, 2024

ADOPTED

MVHC is seeking to borrow through MVRD an amount up to \$70 million over the next five years, to fund required building envelope repairs, and deep retrofits to reduce greenhouse gas emissions and improve energy efficiency at several of its housing complexes as contained in the endorsed budget and five-year financial plan.

Pursuant to Section 179 of the *Community Charter*, MVRD may lend to the MVHC. *Metro Vancouver Regional District Loan Authorization Bylaw No. 1381, 2024* ("Bylaw No. 1381") was adopted by the MVRD Board on July 26, 2024, allowing long-term borrowing by MVRD on behalf of MVHC from the Municipal Finance Authority. However, an additional bylaw is required to authorize MVRD to borrow from MFA on a temporary basis on behalf of MVHC, which will provide flexibility for cash management and allow the same borrowing methods used by municipalities. Adoption of the "*Metro Vancouver Regional District Temporary Loan Authorization Bylaw No. 1397, 2024*" will provide the authority for MVRD to temporary borrow from MFA on behalf of MVHC.

The Board gave consent to the temporary borrowing and adopted *Metro Vancouver Regional District Temporary Borrowing Bylaw No. 1397, 2024*, which will be forwarded to the Municipal Finance Authority of British Columbia as approval for anticipated temporary borrowing applications.

G3.1 MVRD 2025 Budget and 2025 - 2029 Financial Plan and Five Year Bylaw 1401

ADOPTED

The 2025 Budget and the 2025 - 2029 Metro Vancouver Financial Plan were prepared following direction from the Financial Plan Task Force and from the Board at the Board Budget Workshops in the Spring and on October 16, 2024. The 2025 Budget came under the household impact targets that were recommended by the Financial Plan Task Force and endorsed by the Board, which resulted in an overall consolidated household impact for 2025 of 9.9%, down from the 11.0% projected for 2025 in the prior financial planning cycle.

For all Metro Vancouver Regional District Services, the combined 2025 operating budget is \$152.2 million with a capital cash flow of \$44.4 million for Regional Parks.

In addition, a request was brought forward to authorize the application of 2025 reserve funds, which requires the approval of the MVRD Board pursuant to the Board's *Operating, Discretionary, and Statutory Reserves Policy*.

The Board approved the 2025 Annual Budget, endorsed the 2025-2029 Financial Plan, approved the 2025 Reserve Applications, and adopted *Metro Vancouver Regional District 2025 to 2029 Financial Plan Bylaw No. 1401, 2024*.

G3.2 MVRD Electoral Area A Zoning Amendment Bylaw 1399, 2024

APPROVED

This report brings before the MVRD Board the *Metro Vancouver Regional District Electoral Area A Zoning Amendment Bylaw No. 1399, 2024* at the conclusion of a public hearing not held process. Bylaw 1399, 2024 brings the *Greater Vancouver Regional District Electoral Area A Zoning Bylaw No. 1144, 2011* into alignment with the current provincial housing policy guidance. The report recommended that the Board give Bylaw 1399, 2024 three readings and direct staff to forward it to the Ministry of Transportation and Infrastructure for approval.

The Board gave three readings to *Metro Vancouver Regional District Electoral Area A Zoning Amendment Bylaw No. 1399, 2024* and directed staff to seek approval from the Ministry of Transportation and Infrastructure.

G3.3 Regional Growth Strategy Amendment Bylaw No. 1392, 2024 – City of Surrey (7880 128 St)

ADOPTED

In July 2024, the MVRD Board initiated a Type 3 amendment to *Metro 2050*, and gave first, second, and third readings to *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1392, 2024*. The amending bylaw would redesignate 7880 128 Street from Industrial to Employment to accommodate commercial uses, including retail, office space, and a childcare facility. As required by the *Local Government Act* and *Metro 2050*, Metro Vancouver notified affected local governments, local First Nations, and other regional agencies of the proposed amendment to provide an opportunity for comment. Nine responses were received, and a summary of the responses are provided below. Six of the nine responses indicate either support or no objection to the proposed amendment; however two member jurisdictions and the Port recommend against the amendment.

The Board received the comments from affected local governments and agencies, adopted *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1392, 2024*, and accepted the corresponding amended Regional Context Statement from the City of Surrey.

H1 Notice of Motion

The following Notice of Motion was submitted by Director Buchanan and Director Muri at the September 27, 2024 MVRD meeting:

Whereas the proposed 2025-2029 Metro Vancouver Financial Plan currently projects an 11% increase for 2025 and;

Whereas residents and businesses are facing significant affordability challenges;

Therefore be it resolved that the Metro Vancouver Board of Directors direct staff to:

- a) Revise the 2025 Budget to target a maximum 5-7% increase over 2024 levels.
- b) Implement zero-based budgeting for all departments for the 2026 budget cycle.
- c) Identify potential reductions for each department.
- d) Report back to the board with a revised Financial Plan reflecting these directives at the October 23rd Board Budget and Strategy Session for inclusion in the 2025 budget.

The Board considered the motion and directed staff to identify potential reductions for each department.

I 1 Committee Information Items and Delegation Summaries

The Board received information items and delegation summaries from standing committees as follows.

Climate Action Committee – October 3, 2024

Information Items:

E2 2025 - 2029 Financial Plan – Air Quality and Climate Action

At its October 3, 2024 meeting, the Climate Action Committee considered the report dated September 26, 2024, titled “2025 - 2029 Financial Plan – Air Quality and Climate Action”.

After discussing the 2025-2029 Financial Plan and forwarding it to the Board for consideration, the Committee subsequently passed the following recommendation:

That the Climate Action Committee recommend having the Board participate in a facilitated workshop in Q1 2025 on Metro Vancouver's Climate 2050 strategy in order to inform future policy work and the 2026 budget.

This recommendation was presented to the Board for information.

E3 Addressing Air Contaminant Emissions from Medium and Heavy Trucks

Medium and heavy trucks emit 10 per cent of diesel particulate matter emissions and 12 per cent of nitrogen oxides emissions in the region, according to Metro Vancouver’s emissions inventory. Diesel particulate matter and nitrogen dioxide (the primary component of nitrogen oxides) are two of the air contaminants with the largest health impacts in our region. Metro Vancouver’s Board adopted Clean Air Plan and Climate 2050 Transportation Roadmap include multiple actions that aim to reduce emissions from this sector. This report outlines current policies targeting these emissions, and identifies potential opportunities to further reduce emissions based on policies in other jurisdictions.

Current policies are already helping to reduce air contaminants from these vehicles, primarily by supporting vehicle owners to transition to cleaner vehicles and use renewable fuels. Additional effort is needed to sustain and accelerate these reductions to meet regional targets. Metro Vancouver is working with the BC Government, TransLink, and the Port of Vancouver to evaluate potential policies to further reduce emissions from medium and heavy trucks, focusing on minimizing tampering with emission controls. Metro Vancouver is also working on several projects to reduce corporate trucking-related emissions: converting fleet vehicles to electric vehicles, and exploring zero emission vehicles for waste hauling.

Regional Planning Committee – October 4, 2024

Delegation Summaries:

C1 Shawn Low, Director of Development Planning, City of Surrey

Subject: Background and Context on City of Surrey’s Metro 2050 Type 3 Proposed Amendment

Finance Committee – October 9, 2024

Information Items:

E4 Overview of Engagement on 2025 Budget and Five-Year Financial Plan

From July 31 to September 16, Metro Vancouver invited residents to provide feedback for consideration while finalizing the 2025 Budget. The opportunity was promoted through social media, a news release, media pitching, and paid digital media placements. Overall, we received 422 online responses and 79 hardcopy responses, engaged with 8,483 people through an installation at the PNE, had 1,453 visits to the budget webpage, and had 291,956 views of the budget video on YouTube.

Common themes included concerns of affordability and livability, support for affordable housing, and an interest in seeing Metro Vancouver help reduce financial pressures on households; ensuring that Metro Vancouver is investing in infrastructure while also ensuring major projects are being well managed with strong project oversight, transparency, and efficiency; interest in continued investment in greenspace and climate action, investing in the future, and prioritizing healthy people and a healthy environment; and comments on the North Shore Wastewater Treatment Plant Project and overall organizational fiscal responsibility.

E5 Semi-Annual Report on GVS&DD (Sewerage) and GVWD (Water) Development Cost Charges

Total GVS&DD (Sewer) and GVWD (Water) Development Cost Charges (Sewer DCC's) collected in the 1st half of 2024 were \$86.2 million (up from \$45.5 million for 2023 1st half.) This is primarily due to updated GVS&DD DCC rates coming into effect as instream protection ended in mid 2023 as well as GVWD DCC rates instream protection ended in April 2024.

Building permit activity in the Region has been relatively consistent over the last 18 months with the period of January 2024 to June 2024 permit values approaching \$7.3 billion compared to \$7.1 billion compared to the same time period in 2023. The bulk of this activity has been in the residential development sector (averaging close to 69% of building permit values over the period January to June 2024) with the balance being generated in industrial (2%), commercial (22%), and institutional/governmental (7%) development sectors over the same period.

The total GVS&DD DCC's that are currently held in reserve at December 31, 2023 are \$273.7 million.

Indigenous Relations Committee – October 11, 2024

Information Items:

E3 Solid Waste Management Plan Update Vision and Guiding Principles

At its June 28, 2024 meeting, the GVS&DD Board approved the recommendation in the attached Zero Waste Committee report dated June 6, 2024, titled "Solid Waste Management Plan Vision and Guiding Principles".

The report was provided to the Indigenous Relations Committee at its October 11, 2024 meeting, to highlight First Nations engagement on the solid waste management plan update across multiple phases. This work is still ongoing and Metro Vancouver is committed to providing opportunities for meaningful engagement during all project phases. Metro Vancouver recognizes that the solid waste management plan update presents an opportunity to advance collaboration and reconciliation, as well as strengthen relationships with First Nations.

In 2023, Metro Vancouver sent letters to local First Nations and First Nations located outside Metro Vancouver with interests in the region, as well as the Métis Nation of BC, describing engagement opportunities during the vision and guiding principles phase of engagement. Subsequently, Metro Vancouver met with representatives from seven local First Nations, and received feedback to help identify and understand their priorities related to waste management in their communities, and to explore opportunities to work together to advance waste reduction.

Metro Vancouver is currently engaging with First Nations on idea generation for the solid waste management plan update, and will continue to engage during subsequent phases.

E4 Quarterly Update Report on Reconciliation Activities

This update report provided a summary of reconciliation events and activities undertaken or planned by the Metro Vancouver Indigenous Relations Department for the third and fourth quarters up to the end of September 2024.

Special Mayors Committee – October 17, 2024

Delegation Summaries:

B1 Beau Jarvis, President, Wesgroup

Subject: Industry Input on the Implementation of Development Cost Charges

B2 Rob Bruno, Executive Vice President, Polygon Homes Ltd.

Subject: Industry Input on the Implementation of Development Cost Charges

B3 Rick Johal, President, Zentarra Developments

Subject: Industry Input on the Implementation of Development Cost Charges

B4 Rob Blackwell, Executive Vice President, Development, Anthem Properties Group Ltd.

Subject: Industry Input on the Implementation of Development Cost Charges

B5 Matthew McClenaghan, President, Edgar Development

Subject: Industry Input on the Implementation of Development Cost Charges

B6 Jonathan Cooper, Senior Vice President, Operations, Strand

Subject: Industry Input on the Implementation of Development Cost Charges

B7 Evan Allegreto, President, Intracorp Homes

Subject: Industry Input on the Implementation of Development Cost Charges

B8 Chris Gardner, Chief Executive Officer/President, Independent Contractors and Business Association

Subject: Industry Input on the Implementation of Development Cost Charges

B9 Hani Lammam, Executive Vice President, Cressey Development Group

Subject: Industry Input on the Implementation of Development Cost Charges

B10 David Major, AVP, Choice Properties REIT

Subject: Industry Input on the Implementation of Development Cost Charges

B11 Pedro Tavares, Senior Vice President, JLL Value and Risk Advisory

Subject: Industry Input on the Implementation of Development Cost Charges

B12 Ted Mildon, Vice President, Operations and Leasing, Oxford Properties Group

Subject: Industry Input on the Implementation of Development Cost Charges

B13 Dr. Mike P. Moffatt, Founding Director, Smart Prosperity Institute

Subject: Industry Input on the Implementation of Development Cost Charges

B14 Todd Yuen, President, Beedie

Subject: Industry Input on the Implementation of Development Cost Charges

B15 Rhiannon Mabberley, Director, Development, Westbank

Subject: Industry Input on the Implementation of Development Cost Charges

B16 Nick Belmar, Senior Vice President, Sales ONNI

Subject: Industry Input on the Implementation of Development Cost Charges

Metro Vancouver Housing

E1.1 Award of the Construction Contract Component of RFP 22-167 for Construction Management for Services and Construction (At-Risk) for The Steller Affordable Housing and Childcare Development

APPROVED

The Steller Affordable Housing and Childcare project is a 122-unit affordable rental development with an integrated commercial childcare facility, located in Burnaby.

This project uses a CCDC-5B contract type that involves hiring a Construction Manager At-Risk (CMAR) early on in the process. The RFP No. 22-167 for Pre-Construction and Construction Management At-Risk (CMAR) services was awarded to Kinetic Construction Ltd. (Kinetic). Kinetic's proposal ranked highest overall and demonstrated best value overall for Metro Vancouver. Kinetic supported the project pre-construction, and then sought pricing from qualified subcontractors which was reviewed with MVH. Now approaching the construction stage, Metro Vancouver Housing staff sought to award the construction contract component of RFP No. 22-167 to Kinetic for a stipulated price of up to \$69,781,556.

Following a value engineering process with the CMAR, MVH is able to deliver the total project for \$90.7M, 3.4% (\$3.2M) less than the Board approved budget of \$93.9M which was based on a Class C cost estimate. Additionally, given a more favourable funding context with additional grants and lower interest rates, MVH is able to reduce its equity input from the MVH Development Fund by \$10M from the previous estimate. This will allow MVH to further leverage its resources to support more affordable housing projects across the region.

The Board approved the award of contract.

G1.1 MVHC 2025 Budget and 2025 – 2029 Financial Plan

APPROVED

The 2025 Budget and the 2025 - 2029 Metro Vancouver Financial Plan were prepared following direction from the Financial Plan Task Force and from the Board at the Board Budget Workshops in the Spring and on October 16, 2024. The 2025 Budget came under the household impact targets that were recommended by the Financial Plan Task Force and endorsed by the Board, which has resulted in an overall consolidated household impact for 2025 of 9.9%, down from the 11.0% projected for 2025 in the prior financial planning cycle.

For Metro Vancouver Housing, the 2025 operating budget is \$60.7 million with a capital cash flow of \$186.2 million.

In addition, a request was brought forward to authorize the application of 2025 reserve funds, which requires the approval of the *MVHC Board pursuant to the Board's Operating, Discretionary, and Statutory Reserves Policy*.

The Board approved the 2025 Annual Budget, endorsed the 2025-2029 Financial Plan, and approved the 2025 Reserve Applications.

Greater Vancouver Water District

E1.1 Drinking Water Management Plan Update and Report on Phase 1 Engagement

RECEIVED

Metro Vancouver is updating the *Drinking Water Management Plan* (DWMP), the overarching guiding document for Metro Vancouver's water utility, establishing priorities and setting the strategic direction for drinking water initiatives over the next 10 years. Engagement on Phase 1, establishing draft guiding principles and goals, concluded in July 2024. Local First Nations, member jurisdictions, members of the public, and interest holders were invited to provide feedback.

Key themes that emerged during engagement with First Nations include: reconciliation, conservation, environmental resilience, and water quality. Key themes from interest holders and the public include managing water for future generations, conservation, planning and futureproofing infrastructure, collaboration, environment, water quality, and water security.

Phase 2, developing the plan's strategies and actions, is underway including ongoing engagement with the Regional Engineers Advisory Committee Water Sub-committee, and an internal working group. Planning for engagement with local First Nations on Phase 2 is also underway. Public engagement will follow in 2025.

The Board received the report for information.

E1.2 Award of RFP 24-006A Component 1 – Program Management Services for the Coquitlam Lake Water Supply Project (CLWSP) and Consulting Engineering Services for the Treatment Pilot Testing Program

APPROVED

Jacobs Consultancy Canada Inc.'s proposal ranked highest overall, provided the lowest cost, had the highest technical score, and demonstrated best value overall for Metro Vancouver.

Metro Vancouver requires Program Management and Consulting Engineering Services to deliver the next increment of regional water supply through the Coquitlam Lake Water Supply Project, which includes a new intake, tunnel and filtration treatment plant. The project will enable the doubling of capacity from the Coquitlam source, which will address growing regional water demand to the later part of the century, and also prepare for the anticipated impacts of climate change. The consultant will be integrated with the Metro Vancouver team to provide industry expertise to develop and execute work plans required to successfully deliver this critical infrastructure.

RFP 24-006A was issued on April 5, 2024 to the two prequalified respondents of RFQ No. 23-164 – Coquitlam Lake Water Supply Projects – Program Management Services. RFP 24-006A was executed in accordance with the terms and conditions of Metro Vancouver's Procurement Policy. The RFP 24-006A evaluation team considered the proposals received, and on that basis recommended that the GVWD Board award RFP 24-006A Component 1 – Program Management Services for the CLWSP and Consulting Engineering Services for the Treatment Pilot Testing Program to Jacobs Consultancy Canada Inc.

The Board approved the award of contract.

E1.3 Award of RFP 24-006B Component 2 – Program Management and Consulting Engineering Services for Coquitlam Main No. 4 Project

APPROVED

CIMA Canada Inc.'s proposal ranked highest overall, provided the lowest cost, did not have the highest technical score, and demonstrated best value overall for Metro Vancouver.

Metro Vancouver requires Program Management and Consulting Engineering Services to deliver the Coquitlam Main No. 4 Project, a critical upgrade of Metro Vancouver's Coquitlam water transmission system. The project is being built in four sections with some sections being constructed concurrently. Additional resources are required to manage and coordinate the four sections to ensure efficient and timely completion of this critical regional water main.

RFP 24-006B was issued on April 5, 2024 to the two prequalified respondents of RFQ No. 23-64 – Coquitlam Lake Water Supply Projects – Program Management Services. RFP 24-006B was executed in accordance with the terms and conditions of Metro Vancouver's Procurement Policy. The RFP 24-006B evaluation team considered the proposals received, and on that basis recommended that the GVWD Board award RFP 24-006B Component 2 – Program Management and Consulting Engineering Services for Coquitlam Main No. 4 Project to CIMA Canada Inc.

The Board approved the award of contract.

E2.1 Jericho Reservoir Phase 2 – Dissolution of Water Supply Agreements

APPROVED

Prior to the adoption of the *Greater Vancouver Water District Development Cost Charge Bylaw No 260, 2023*, there were separate agreements between the Greater Vancouver Water District (GVWD), Township of Langley, and City of Surrey for the pre-payment of the Jericho Reservoir Phase 2, a future growth project, planned to be paid for upfront.

At the April 17, 2024 Special Joint Board Meeting, staff were directed to bring a report to the Finance Committee on the dissolution of these agreements, now that the funds can be captured via growth/developer contributions through DCCs. Upon approval to dissolve the agreements, funds received in 2023 for Phase 2 of the Jericho Reservoir project will be refunded (\$4,091,573 to the Langley Township and \$2,081,591 to the City of Surrey). In addition, annual amounts for 2024 and 2025 of \$4,091,573 from the Township of Langley and \$2,081,591 from the City of Surrey will no longer be collected. The dissolution of these agreements will have no impact on the 2025 water rates or household impacts as this project will be funded through the Water DCCs and there is no plan to commence this project in the plan until a future date.

The Board approved the dissolution of the Water Supply Agreements.

G1.1 GVWD 2025 Budget and 2025 - 2029 Financial Plan

APPROVED

The 2025 Budget and the 2025 - 2029 Metro Vancouver Financial Plan were prepared following direction from the Financial Plan Task Force and from the Board at the Board Budget Workshops in the Spring and on October 16, 2024. The 2025 Budget came under the household impact targets that were recommended by the Financial Plan Task Force and endorsed by the Board, which resulted in an overall consolidated household impact for 2025 of 9.9%, down from the 11.0% projected for 2025 in the prior financial planning cycle.

For Water Services, the 2025 operating budget is \$408.9 million with a capital cash flow of \$484.5 million.

In addition, a request was brought forward to authorize the application of 2025 reserve funds, which requires the approval of the GVWD Board pursuant to the Board's *Operating, Discretionary, and Statutory Reserves Policy*.

The Board approved the 2025 Annual budget, endorsed the 2025-2029 Financial Plan, approved the 2025 Reserve Applications, and set the Water Rate for 2025.

Greater Vancouver Sewerage and Drainage District

E1.1 Award of RFP No. 23-404 for Supply and Delivery of Standby Diesel Generators for Iona Island Wastewater Treatment Plant Projects **APPROVED**

The proposal from Finning (Canada), a division of Finning International Inc. (Finning), ranked highest overall, had the highest technical score and demonstrated best value overall for Metro Vancouver. The Standby Diesel Generators (SDGs) are critical to ensure resiliency and safe operation of the existing plant while staff evaluate a prolonged use of the plant as directed by the GVS&DD Board in July 2024. Securing this contract with Finning allows Metro Vancouver to install the SDGs in 2026, before construction of the plant rehabilitation scope required to extend the plant's lifespan commences.

GVS&DD issued a Request for Expressions of Interest and Qualifications (RFEOI) 23-331 in September 2023. Eight responses were received and five proponents were invited to participate in Request for Proposal (RFP) No. 23-404. RFP No. 23-404 was issued on December 13, 2023. The procurement process was executed in accordance with the terms and conditions of Metro Vancouver's Procurement Policy. The RFP No. 23-404 evaluation team considered the proposals received, and on that basis recommended that the GVS&DD Board award RFP No. 23-404 to Finning.

The Board approved the award of contract.

E1.2 Annacis Island Wastewater Treatment Plant Digester No. 5 – Stage Gate 0 Approval **APPROVED**

To accommodate population growth, the Annacis Island Wastewater Treatment Plant is undergoing expansion works to increase treatment capacity to serve 1.5 million people. As part of the expansion works, a new Digester No. 5 is proposed to be constructed, to ensure sufficient regional digester capacity and redundancy to accommodate population growth.

The Long Range Capital Plan identified a total budget of \$456 million for design and construction of the Digester No. 5 project, which will be reviewed further in the Definition Stage. Staff recommended that the GVS&DD Board approve advancing to the Definition Stage (Stage Gate 0) to allow the project definition work to commence for the Annacis Island Wastewater Treatment Plant Digester No. 5.

The Board approved advancing the Annacis Island Wastewater Treatment Plant Digester No. 5 to the Definition Stage.

G1.1 GVS&DD Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 383, 2024 - Amends Bylaw 379, 2024

ADOPTED

The *Greater Vancouver Sewerage and Drainage District Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 379, 2024* (Tipping Fee Bylaw) sets rates and requirements at Metro Vancouver solid waste facilities.

This report proposed an increase to the 2024 garbage tipping fees of \$7 per tonne, or between a 4.2% and 5.8% increase depending on the load weight, and the generator levy by \$3 per tonne. The proposed 2025 garbage tipping fees increase of \$7 per tonne is equal to the projected tipping fee increase in the previous five-year financial plan. Other changes and proposed revisions are as described in the report.

The Board approved the tipping fees and adopted *Greater Vancouver Sewerage and Drainage District Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 379, 2024*.

G2.1 2025 - 2029 Financial Plan – Liquid Waste Services

ADOPTED

The 2025-2029 Metro Vancouver Financial Plan was prepared following direction from the Financial Plan Task Force and from the Board at the Board Budget Workshops. The 2025 Budget came under the household impact targets that were recommended by the Financial Plan Task Force and endorsed by the Board. The overall consolidated household impact for 2025 is 9.9%, down from the 11.0% projected for 2025 in the prior financial planning cycle.

In 2025, the operating budget for Liquid Waste Services is proposed to increase by \$194.0 million. \$121.2 million is related to the Board approved North Shore Wastewater Treatment Plant (NSWWTP) budget amendment on March 2024. The remaining proposed increase is \$72.8 million for a total of \$681.9 million.

The report also included a cost apportionment bylaw amendment as well as an establishment of reserve funds for the NSWWTP Program budget to reflect the direction received by the Board at the Board Budget Workshop on May 31, 2024, which reduces borrowing over the five years, and results in an estimated \$60 million savings in debt servicing.

The Board adopted *Greater Vancouver Sewerage and Drainage District Cost Apportionment Amendment Bylaw No. 384, 2024* and *Greater Vancouver Sewerage and Drainage District North Shore Wastewater Treatment Plant Reserve Funds Bylaw No. 385, 2024*.

G3.1 GVS&DD 2025 Budget and 2025 - 2029 Financial Plan

APPROVED

The 2025 Budget and the 2025 - 2029 Metro Vancouver Financial Plan was prepared following direction from the Financial Plan Task Force and from the Board at the Board Budget Workshops in the Spring and on October 16, 2024. The 2025 Budget came under the household impact targets that were recommended by the Financial Plan Task Force and endorsed by the Board, which resulted in an overall consolidated household impact for 2025 of 9.9%, down from the 11.0% projected for 2025 in the prior financial planning cycle.

For Liquid Waste Services, the 2025 operating budget is \$681.9 million with a capital cash flow of \$1.0 billion. For Solid Waste Services, the 2025 operating budget is \$160.0 million with a capital cash flow of \$42.7 million.

In addition, a request was brought forward to authorize the application of 2025 reserve funds, which requires the approval of the GVS&DD Board pursuant to the Board's *Operating, Discretionary, and Statutory Reserves Policy*.

The Board approved the 2025 Annual Budget, endorsed the 2025-2029 Financial Plan, and approved the 2025 Reserve Applications.

I 1 Committee Information Items and Delegation Summaries

The Board received information items from standing committees.

Zero Waste Committee – October 3, 2024

Information Items:

E4 2024 Single-Use Item Reduction "What's Your Superhabit?" Campaign Results

The 2024 "What's Your Superhabit?" campaign ran from June 3 to July 28, 2024. The objective was to reduce the use and disposal of single-use items among Metro Vancouver residents, particularly those aged 18-44 who are more likely to have received a single-use item. A regional paid media buy was complemented by a social media strategy to create and amplify moments of celebration. The campaign performed strongly with 37.2 million total impressions, nearly 500,000 videos views, and over 7,500 likes, comments, and shares on social media. The 2023 full-scale waste composition study showed that single-use item disposal decreased compared to 2022.

Liquid Waste Committee – October 10, 2024

Delegation Summaries:

C1 Mike Fillipof

Subject: 2025 - 2029 Financial Plan – Liquid Waste Services



Parks, Recreation and Cultural Services Committee

Date: Tuesday, October 22, 2024

Place: Anderson Room
Richmond City Hall

Present: Councillor Chak Au, Chair
Councillor Michael Wolfe
Councillor Laura Gillanders
Councillor Andy Hobbs
Councillor Bill McNulty

Also Present: Councillor Carol Day

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on September 24, 2024, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

November 26, 2024, (tentative date) at 4:00 p.m. in the Anderson Room.

AGENDA ADDITION

It was moved and seconded

That Expression of Interests for Rabbits be added to the agenda as Item No. 3A.

CARRIED

PARKS, RECREATION & CULTURE DIVISION

1. STREET BANNERS PROGRAM UPDATE

(File Ref. No. 11-7200-20-SBAN1) (REDMS No. 7786596)

Discussion took place on the cost and options for banners along the Highway to Heaven section of No. 5 Road, and in response to queries from Committee, staff advised that (i) the estimated cost noted in the report is for removal and replacement of new poles, and (ii) an engineering assessment for retrofitting would include reviewing the existing pole's load capacity and condition.

Discussion then ensued regarding (i) options to retrofit existing poles along the Highway to Heaven section of No. 5 Road, (ii) options to add street banners only on the north and south end of the Highway to Heaven section of No. 5 Road, (iii) developing a plan to expand of the Street Banner program in other areas of the city, (iv) reviewing potential federal and provincial grants available and funding from community partners for the Street Banner program, and (v) referencing a staff report related to street banners in Steveston.

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

It was moved and seconded

That the staff report, "Street Banners Program Update", dated September 26, 2024, from the Director, Parks Services, be referred back to staff to provide additional information on:

- (1) retrofitting options for existing poles along the Highway to Heaven section of No. 5 Road, including load capacities and estimated cost of retrofitting poles or replacing poles;*
- (2) various banner configuration options along the Highway to Heaven section of No. 5 Road, including installation of banners only on the north and south end of the section, only the east-side of the section or only in front of the religious institutions in the section;*
- (3) other potential sources of funding for the program, including grants and community partnerships; and*
- (4) expansion of the Street Banner Program in other areas of Richmond; and report back.*

CARRIED

2.

Parks, Recreation & Cultural Services Committee
Tuesday, October 22, 2024

2. ASPAC RIVER GREEN LOT 1 PUBLIC ARTWORK TERMS OF REFERENCE

(File Ref. No. 11-7000-09-20-228) (REDMS No. 7808271)

In response to queries from Committee, staff noted that (i) the theme of the artwork is based on the City Centre Public Art Plan, (ii) Aspac will be funding the public art project, and (iii) the artwork will be in one location.

It was moved and seconded

That the Aspac River Green Lot 1 Public Art Terms of Reference for the public artwork at 6011 River Road, as presented in the report titled “Aspac River Green Lot 1 Public Artwork Terms of Reference”, from the Director, Arts, Culture and Heritage Services, dated September 23, 2024, be approved.

CARRIED

3. RAILWAY GREENWAY LIGHTING – ENGAGEMENT RESULTS AND NEXT STEPS

(File Ref. No. 06-2400-20-RAIL1) (REDMS No. 7786781)

Discussion took place on (i) costs for lighting, (ii) necessity for lighting, and (iii) options to provide ambient lighting in specific darks areas along the path.

In response to queries from Committee, staff noted that (i) data can be obtained to determine how many people use the path at night, (ii) there have been few complaints regarding safety on the greenway, and (iii) speed bumps are not recommended as it may present as a barrier for individuals with mobility issues.

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

It was moved and seconded

- (1) That Option 3 - Status Quo, Continue to Monitor Conditions and Community Need, as outlined in the staff report titled “Railway Greenway Lighting – Engagement Results and Next Steps”, dated September 26, 2024, from the Director, Parks Services, be endorsed; and*
- (2) That staff examine the feasibility and cost implications of ambient lighting in dark areas along the Railway Greenway, and report back.*

CARRIED

Parks, Recreation & Cultural Services Committee
Tuesday, October 22, 2024

3A. EXPRESSION OF INTEREST FOR RABBITS

(File Ref. No.)

Discussion ensued with regard to the expression of interest (EOI) process for rabbit management, and in response to queries from Committee, staff advised that the expression of interest is an invitation for groups to communicate their interest to provide the service. Following this initial step, a formal bid would require interested groups submit background and costing analysis. Staff added that the EOI process was extended to November 1, 2024, and that historical rabbit pilot projects were successful.

As a result of the discussion, it was suggested for staff to report back on the expression of interest proposal process at the next Parks, Recreation and Cultural Services Committee meeting.

4. MANAGER'S REPORT

(i) *Bark Park Construction*

Staff noted that (i) a portion of the site base preparation has been completed, (ii) the remainder of the path will be completed by end of October 2024, and (iii) park fencing will be installed starting on November 2024.

(ii) *Steveston London Park Off-Leash Area*

Staff advised that the off-leash area in Steveston London Park was completed this summer and the City has not received any negative feedback from adjacent residents.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:55 p.m.).

CARRIED

Parks, Recreation & Cultural Services Committee
Tuesday, October 22, 2024

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, October 22, 2024.

Councillor Chak Au
Chair

Sarah Goddard
Legislative Services Associate



Finance Committee

Date: Monday, November 4, 2024

Place: Anderson Room
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 7:01 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Finance Committee held on October 1, 2024, be adopted as circulated.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

1. FEE FOR EARLY REVIEW OF REZONING APPLICATIONS INVOLVING A MAJOR OFFICIAL COMMUNITY PLAN AMENDMENT

(File Ref. No. 08-4105-01) (REDMS No. 7827247)

It was moved and seconded

- (1) That Consolidated Fees Bylaw No. 8636, Amendment Bylaw 10615, be introduced and given first, second and third readings; and*
- (2) That Development Application Fees Bylaw No. 8951, Amendment Bylaw 10617, be introduced and given first, second and third readings.*

CARRIED

FINANCE AND CORPORATE SERVICES AND ENGINEERING AND PUBLIC WORKS DIVISION

2. 2025 UTILITY BUDGETS AND RATES

(File Ref. No. 10-6060-01) (REDMS No. 7790442)

In response to queries from the Committee, staff noted (i) the City's water metering and water conservation programs have been very instrumental in keeping the City's costs very low, (ii) in comparison to neighbouring municipalities, the City's utility rates are very competitive, (iii) the City's 6.4% water rate increase includes a 4.2% increase as a result of the 2025 Metro Vancouver rate of 7.2%, and (iv) in addition to the accelerated flood protection capital infrastructure increases already endorsed by Council, option 2 includes an \$831,000 transfer for the dyke repair program (currently located in operating).

It was moved and seconded

That the 2025 utility budgets presented in Option 2 for Water (page 7), Option 2 for Sewer (page 14), Option 2 for Flood Protection (page 22), and Option 2 for Solid Waste and Recycling (page 29), as detailed in the staff report titled, "2025 Utility Budgets and Rates", dated October 2, 2024, from the General Manager of Engineering and Public Works and the General Manager of Finance and Corporate Services, be approved as the foundation for establishing the 2025 utility rates and be included in the Consolidated 5 Year Financial Plan (2025-2029).

CARRIED

Finance Committee
Monday, November 4, 2024

3. 2025 DISTRICT ENERGY UTILITY RATES

(File Ref. No. 01-0060-20-LIEC1) (REDMS No. 7757758)

It was moved and seconded

- (1) *That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10593 be introduced and given first, second and third readings;*
- (2) *That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10594 be introduced and given first, second and third readings; and*
- (3) *That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10595 be introduced and given first, second and third readings.*
- (4) *That staff be directed to engage the province requesting that LIEC and other municipally owned district energy utilities are recognized as key contributors to the Province's climate change and electrification goals and, as such, receive financial support in the form of grants and incentives to help advance district energy initiatives.*

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (7:16 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, November 4, 2024.

Mayor Malcolm D. Brodie
Chair

Lorraine Anderson
Legislative Services Associate



Planning Committee

Date: Tuesday, November 5, 2024

Place: Anderson Room
Richmond City Hall

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

Also Present: Councillor Michael Wolfe

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on October 16, 2024, be adopted as circulated.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

1. **APPLICATION BY FLAT ARCHITECTURE INC. FOR REZONING AT 5300 GRANVILLE AVENUE FROM “SMALL-SCALE MULTI-UNIT HOUSING (RSM/L)” ZONE TO “MEDIUM DENSITY TOWNHOUSES (RTM3)” ZONE AND “SCHOOL & INSTITUTIONAL USE (SI)” ZONE**

(File Ref. No. RZ 21-936275) (REDMS No. 7810614)

Planning Committee
Tuesday, November 5, 2024

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10614,

- (a) for the rezoning of a portion of 5300 Granville Avenue from “Small-Scale Multi-Unit Housing (RSM/L)” zone to “Medium Density Townhouses (RTM3)” zone; and*
- (b) for the rezoning of a portion of 5300 Granville Avenue from “Small-Scale Multi-Unit Housing (RSM/L)” zone to “School & Institutional Use (SI)” zone;*

be introduced and given first, second and third reading.

CARRIED

2. **APPLICATION BY PONDA DEVELOPMENT LTD. FOR REZONING AT 5120 AND 5140 WILLIAMS ROAD FROM THE “SMALL-SCALE MULTI-UNIT HOUSING (RSM/L)” ZONE TO A NEW SITE SPECIFIC “TWO-UNIT DWELLINGS (ZD9) – WILLIAMS ROAD (STEVESTON)” ZONE**

(File Ref. No. RZ 23-028712) (REDMS No. 7666516)

Discussion ensued with respect to tree removal and stratification of units.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10574, to create the “Two-Unit Dwellings (ZD9) – Williams Road (Steveston)” zone and to rezone 5120 and 5140 Williams Road from the “Small-Scale Multi-Unit Housing (RSM/L)” zone to “Two-Unit Dwellings (ZD9) – Williams Road (Steveston)” zone, be introduced and given first, second and third reading.

CARRIED

DEPUTY CAO'S OFFICE

3. **UPDATING THE LOW-END MARKET RENTAL (LEMR) PROGRAM TO SUPPORT THE DELIVERY OF AFFORDABLE HOUSING**

(File Ref. No. 08-4057-05) (REDMS No. 7783121)

In response to queries from Committee, staff advised that (i) the recommended option of 10% below Canada Mortgage and Housing Corporation (CMHC) average would index changes annually to CHMC market averages, allowing rent increases to be benchmarked against local rent changes and not those limited to any rate of increase in CPI, (ii) Bill 47 does not require parking minimums in transit oriented areas in City Centre,

Planning Committee

Tuesday, November 5, 2024

(iii) parking reductions outside of City Centre are being considered through the Official Community Plan (OCP) review, (iv) current LEMR rates were set in 2017 at 10 percent below 2016 CMHC average market rental rates, and (v) the proposed update would bring rental rates in closer alignment with current market conditions, offset operator costs and improve feasibility for future LEMR developments.

Dea Knight, spoke as Chair of the UDI Liaison Committee and on behalf of the Lansdowne Phase 1 Project, expressing her support for the staff recommendations on the LEMR policy, noting that LEMR rents are substantially below the original average and are misaligned with growing costs making LEMR units unfeasible to build or operate. She further noted that since the pandemic, the building sector has been experiencing unprecedented pressures including rising construction costs, escalated interest rates, increases in municipal fees and increases in operating costs which has hindered the ability to provide new housing and any forms of affordable housing.

Cynthia Chow, representing SUCCESS, spoke to SUCCESS being one of the largest social service agencies in Canada with an affordable housing portfolio comprising of over 1000 units operating in the Lower Mainland. She further spoke to the need for updating the LEMR rental rates and realigning them to CMHC average market rents to allow for annual increases to address inflationary and market conditions and to consider funds to address capital replacement reserve needs to address aging infrastructure. She noted that this will improve the financial viability of the developments that include LEMR units as well as the long term sustainability of maintaining such units

Correspondence from Az-Zahraa Housing Society, dated November 5, 2024 was distributed on table (attached to and forming part of these minutes as Schedule 1).

In response to further queries from Committee, staff advised that (i) any LEMR unit that is currently occupied would not have a rent adjustment, the existing tenants are protected under the residential tenancy act, this policy would only effect new occupants, (ii) the new housing legislation under Bill 16 requires a financial feasibility assessment to justify the percentage of affordable housing that the City requires, and (iii) staff will review data on available unit types in Richmond, and how they are owned, operated and occupied in the market place.

It was moved and seconded

- (1) *That, as described in the report “Updating the Low-End Market Rental (LEMR) Program to Support the Delivery of Affordable Housing” dated October 16, 2024, from the Director, Housing Office, the proposed Low-End Market Rental Maximum Rent and Income Thresholds as outlined in Option 2 be endorsed;*

Planning Committee
Tuesday, November 5, 2024

- (2) *That staff bring forward amendments to the City of Richmond Affordable Housing Strategy, 2017 – 2027, to recognize the Low-End Market Rental Maximum Rent and Income Thresholds endorsed by Council;*
- (3) *That the Low-End Market Rental Maximum Rent and Income Thresholds be used in housing agreements for any conditionally approved rezoning applications, being those for which a zoning amendment bylaw has been given third reading and an associated housing agreement has yet to be executed as of November 12, 2024, notwithstanding the terms of any executed rezoning considerations letter; and*
- (4) *That the Low-End Market Rental Maximum Rent and Income Thresholds be used in any future housing agreement associated with a new or in-stream development application for which conditional approvals have yet to be granted.*

CARRIED

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

It was moved and seconded

That staff look at the free parking provision for Low- End Market Rental (LEMR) units in transit oriented development areas and report back.

The question on the referral motion was not called as discussion ensued with respect to staff bringing forward options for a below market parking rate.

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

4. MANAGER’S REPORT

(i) BC Code Building Code Updates- Radon Gas

Staff advised that the BC Building Code is now requiring that all construction, particularly residential construction, take measures to mitigate the accumulation of radon within homes. The City enforces this code measure, however staff note that radon levels in Richmond soils are generally low. The building community has advised that mitigation measures are estimated to add approximately \$10,000-\$15,000 in additional costs in a typical residential construction.

Planning Committee
Tuesday, November 5, 2024

(ii) BC Code Building Code Updates- Ministerial Order

Staff advised that the Provincial government has introduced an exemption allowing residential projects that have been considered before March 8, 2024 to be grandfathered from the significant seismic and accessibility provisions to come into effect March 2025. The exemption applies to projects that have either a development permit, rezoning application, building permit or completed drawings submitted before March 8, 2024.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:45 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 November 5, 2024.

Councillor Bill McNulty
Chair

Raman Grewal
Legislative Services Associate



AZ-ZAHRAA HOUSING SOCIETY

3103-667 Howe Street, Vancouver BC V6C 0B5
www.azhousing.ca

Schedule 1 to the Minutes of the
Planning Committee meeting of
Richmond City Council held on
Tuesday, November 5, 2024.

November 5, 2024

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

Re: Updating the Low-End Market Rental (LEMR) Program to Support the Delivery of Affordable Housing

Dear Members of the Richmond City Planning Committee,

Az-Zahraa Housing Society is a non-profit organization dedicated to providing affordable, low-end market housing to members of our Richmond community. For years, our mission has been to ensure that every resident we serve has access to safe, stable, and affordable housing. Thanks to the generosity of our donors, we have upheld this commitment and provided an essential lifeline for families who would otherwise struggle to secure an affordable unit in Richmond's challenging housing market.

However, we are now facing significant financial challenges that threaten the sustainability of this mission. Our operating costs have surged by nearly 30%, driven by substantial increases in strata fees, insurance premiums (which have risen by 300% over the past five years), and an upcoming mortgage renewal at a significantly higher rate. Despite these cost pressures, rental increases regulated under the Residential Tenancy Act have been capped at only 7%, leaving us with limited ability to cover our expenses.

Currently, we are operating at a deficit of approximately \$500 per month per unit. This reliance on donor funding alone is not a sustainable model, and we are concerned about the potential impact if donor circumstances were to change. Without a model that allows us to balance our operating costs with rental income, our ability to provide affordable housing in the long term is at serious risk.

For these reasons, we respectfully request the City Council's support in approving a modest rental increase to help bridge the gap between our rising costs and limited rental income. This adjustment would allow us to better address the \$500 monthly deficit per unit while continuing to fulfill our mission of providing affordable housing to those who need it most. We are open to collaborating with the Council to explore solutions that uphold our shared commitment to Richmond's well-being.

Thank you for considering this request. Your support is essential in helping Az-Zahraa Housing Society continue its work in providing affordable homes for our community.

Sincerely,

Riyaz Devji
Director,
Az-Zahraa Housing Society





City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
From: Marie Fenwick
Director, Arts, Culture and Heritage Services
Date: September 23, 2024
File: 11-7000-09-20-228/Vol 01
Re: **Aspac River Green Lot 1 Public Artwork Terms of Reference**

Staff Recommendation

That the Aspac River Green Lot 1 Public Art Terms of Reference for the public artwork at 6011 River Road, as presented in the report titled "Aspac River Green Lot 1 Public Artwork Terms of Reference", from the Director, Arts, Culture and Heritage Services, dated September 23, 2024, be approved.

CM Fenwick

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Parks Services	<input checked="" type="checkbox"/>	<i>BAyers.</i>
Development Applications	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: <i>CF</i>	APPROVED BY CAO <i>Green.</i>

Staff Report

Origin

Richmond's Public Art Program Policy 8703, as amended in 2020, indicates that Council approval is required at the Terms of Reference stage for artworks that are to be sited on private property when the artwork project budget exceeds \$250,000. The budget is based on the total dollar value for the voluntary public art contribution as determined at the Development Permit Application stage.

This report presents Aspac River Green Lot 1 Public Art Terms of Reference (Aspac Terms of Reference) for the public artwork opportunity at 6011 River Road for Council's approval.

This report supports Council's Strategic Plan 2022-2026 Focus Area #6

A Vibrant, Resilient and Active Community:

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

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

6.2 Enhance the City's network of parks, trails and open spaces.

6.3 Foster intercultural harmony, community belonging, and social connections. 6.5 Enhance and preserve arts and heritage assets in the community.

Analysis

Background

Aspac's River Green Lot 1 at 6011 River Road consists of three 13-storey high-rise multi-family apartment buildings in the City Centre Oval Village. Council approved the development's Development Permit application (DP 22-013200) on April 22, 2024. As secured through the Development Permit application, the developer intends to install public art on site. The total Public Art budget is \$324,130.95.

City Centre Public Art Plan

Richmond's City Centre Public Art Plan provides a thematic framework and range of opportunities to create continuity throughout the neighbourhood and its individual villages. City Centre is a rapidly growing urban core that includes new businesses, housing, parks and pedestrian precincts as well as arts and entertainment hubs. Public art plays an important part in animating streetscapes to create a sense of place while providing geographic locators and wayfinding signals. The City Centre Public Art Plan's vision is to enrich Richmond's urban identity through inspirational and purposeful art in the public realm.

Aspac River Green Lot 1 Public Artwork Terms of Reference

The Aspac's Terms of Reference (Attachment 1) was developed in consultation with City staff. It describes the art opportunity, themes, site description, scope of work, budget, eligibility criteria, selection process, selection criteria, project schedule and submission requirements.

The Aspac Terms of Reference was presented to and endorsed by the Richmond Public Art Advisory Committee (RPAAC) on June 18, 2024.

Location

Following detailed site analysis in consultation with City staff, the public art location has been identified as the landscaped area fronting the East-West Promenade Greenway (River Road Frontage). This location offers maximum public visibility, accessibility and engagement opportunities.

Form

The Aspac Terms of Reference allows for a stand-alone sculpture or a series of related artworks and offers possibilities for a wide range of approaches, materials and forms. There is also potential for an integrated approach, incorporating the landscape and hardscape design which may include seating and lighting. This artwork is envisioned to be human-scaled, providing opportunities for engagement while supporting the pedestrian experience within the Oval Village neighbourhood. As always, long-term maintenance and public safety will be important considerations for this opportunity.

Themes, Aims and Objectives

As per the City Centre Public Art Plan, the public artwork will have a strong visual presence and respond to the theme "Honouring Yesterday, Celebrating Today, and Building Tomorrow". Shortlisted artists will be encouraged to explore contemporary forms of artistic expression and approaches to create an engaging and tranquil art experience for the area.

The project will join a growing number of artworks as part of the City's Public Art Collection in the Oval Village. The new public artwork will contribute to the City Centre's cultural identity and the Oval Village's significance within the downtown core.

Artist Selection Process

A two-stage invitational artist selection process will be implemented and will follow the Richmond Public Art Program Policy as outlined in the Public Art Program Administrative Procedures Manual. The selection panel will consist of five members and will include three arts professionals (one of which will be from the Lower Mainland and two of which will be Richmond-based community members) plus two members from the Aspac design team.

September 23, 2024

- 4 -

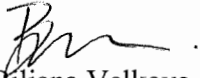
Financial Impact

None.

Any maintenance and repairs required to the artwork will be the responsibility of the future Strata of the development.

Conclusion

Council approval of the Aspac Terms of Reference will allow Aspac to move forward with the public artwork opportunity at 6011 River Road as part of the Aspac River Green Lot 1 development.



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

Att. 1: Aspac River Green Lot 1 Public Artwork Terms of Reference

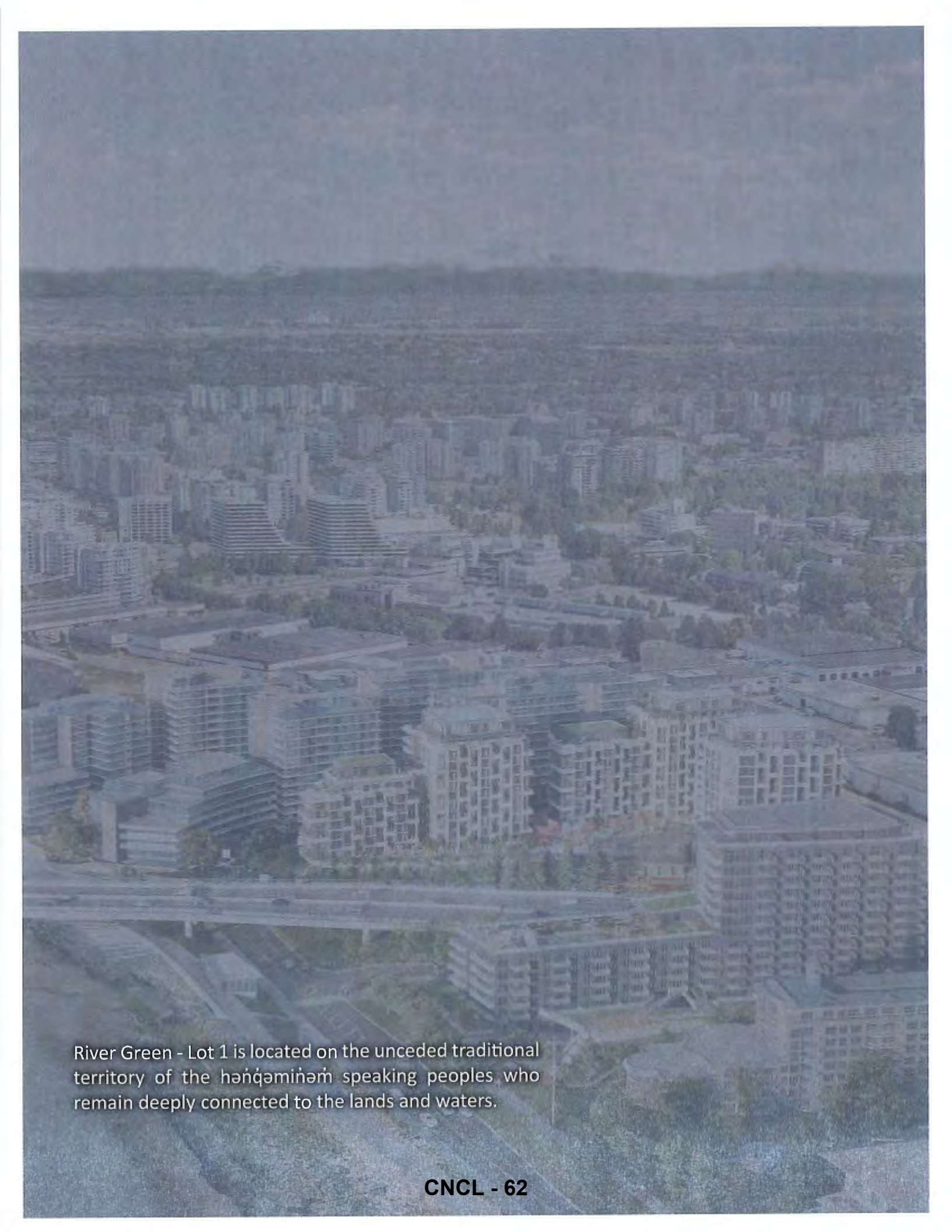


ASPAC DEVELOPMENTS

DETAILED PUBLIC ART PLAN - TERMS OF REFERENCE

RIVER GREEN - LOT 1, RICHMOND, BC

SEPTEMBER 24, 2024

An aerial photograph of a city, likely Vancouver, showing a dense urban landscape. In the foreground, there are several modern high-rise apartment buildings with glass facades. A multi-lane highway or bridge runs horizontally across the middle of the image. Beyond the highway, the city continues with a mix of residential buildings, some with green roofs, and more green spaces. In the background, a large, forested hill rises above the city. The sky is overcast and grey.

River Green - Lot 1 is located on the unceded traditional territory of the hənq̓əminəm speaking peoples who remain deeply connected to the lands and waters.

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PROJECT DETAILS

PROJECT ADDRESS	6011 River Road, Richmond, BC
PERMITTED FLOOR AREA	327,405 SF
PUBLIC ART BUDGET	\$324,130.95

PROJECT CONTACTS

PROJECT OWNER | OVAL 1 HOLDINGS LTD.
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jcolville@aspac.ca

PROJECT ARCHITECT | DIALOG ARCHITECTURE
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Vance Harris | Senior Architect
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LANDSCAPE ARCHITECT | PFS STUDIO
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Vancouver BC V6J 1K7
Chris Phillips | Principal
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PUBLIC ART CONSULTANT | BALLARD FINE ART LTD.
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Vancouver, BC V6B 1T3
604.922.6843
Jan Ballard | Principal
jan@ballardfineart.com

INTRODUCTION

Lot 1 of the landmark River Green development project, located in the heart of Richmond, presents a special opportunity for a signature public artwork that will contribute to the vitality of this significant waterfront community. Aspac is committed to providing an iconic public artwork that speaks to the spirit and character of River Green.

To ensure the highest quality and ingenuity of the public artwork, Aspac has chosen to engage the services of Ballard Fine Art Ltd. to provide public art consultation. The developer looks forward to working with the City of Richmond and the selected artist to facilitate a compelling public artwork that furthers Aspac's vision of creating neighbourhoods with a strong sense of place and a legacy of excellence. The artwork will strengthen and enrich River Green as an international destination, inspiring a unique cultural landscape for the city of Richmond.



Aerial context view of the site from the West

CONTEXT MAP



PROJECT DESCRIPTION



Aerial perspective of the site from the West

Lot 1 is the fifth phase of the River Green development, an unprecedented shoreline community surrounded by a multitude of amenities and serene natural landscapes in Richmond's downtown core. Sited along the Middle Arm of the Fraser River between the Dinsmore and No. 2 Road bridges, River Green is located adjacent to the Richmond Olympic Oval. With limitless sight-lines to the Gulf Islands, North Shore mountains, and Greater Vancouver, River Green is positioned to become one of Canada's most significant and refined waterfront destinations.

Lot 1 features three towers, Towers A, B, and C, alongside carefully considered and generous outdoor open public green spaces and pedestrian linkages. All measuring 13 stories in height, Towers A and B feature 9- and 10-storey mid-rise components, respectively, while Tower C features a Pool & Fitness Amenity Space on Level 2. Tower A features a Rooftop Amenity Pavilion, while Tower B features an additional Amenity Space. Building elements are slender and elegant, befitting this prime Gateway location. Outdoor living spaces are integrated with large indoor amenity spaces, most of which are oriented towards the water. Outdoor focal spaces feature maximized access to mid-day and afternoon sun, illuminating and reinforcing activity in common areas.



Pool and fitness pavilion



View from No. 2 Rd. Bridge

In keeping with the concept of “complete communities” as outlined in the City Centre Community Plan (CCAP) of Richmond, River Green strives for the inclusion of building typologies with a unique character and complexity, encompassing the best of urban living through the development of a contemporary, engaging and sustainable community. A distinctive place within the fabric of the City of Richmond, River Green has been envisioned in accordance with 4 key principles as outlined in the CCAP of Richmond:

- **Build a Complete Community**

Create an inclusive urban community designed to support the needs of a diverse and changing population.

- **Build Green**

Foster a culture that uniquely supports and celebrates Richmond as an island city by nature.

- **Build Economic Vitality**

Promote measures to attract, enhance and retain business, as well as achieve a superior competitive position in the region.

- **Build a Legacy**

Establish the City Centre as a premier urban waterfront community and international meeting place.



Rooftop amenities



Rooftop pavilion

Lot 1 is set to further contribute to the advancement of this neighbourhood as a sought-after centre of sustainable urban excellence. River Green is a feature development within the Oval Village, delivering a strong statement as a welcoming, livable, and community-driven development. In the same spirit, the public art at Lot 1 will be innovative and engaging, marking the site as a popular destination within the Oval Village.

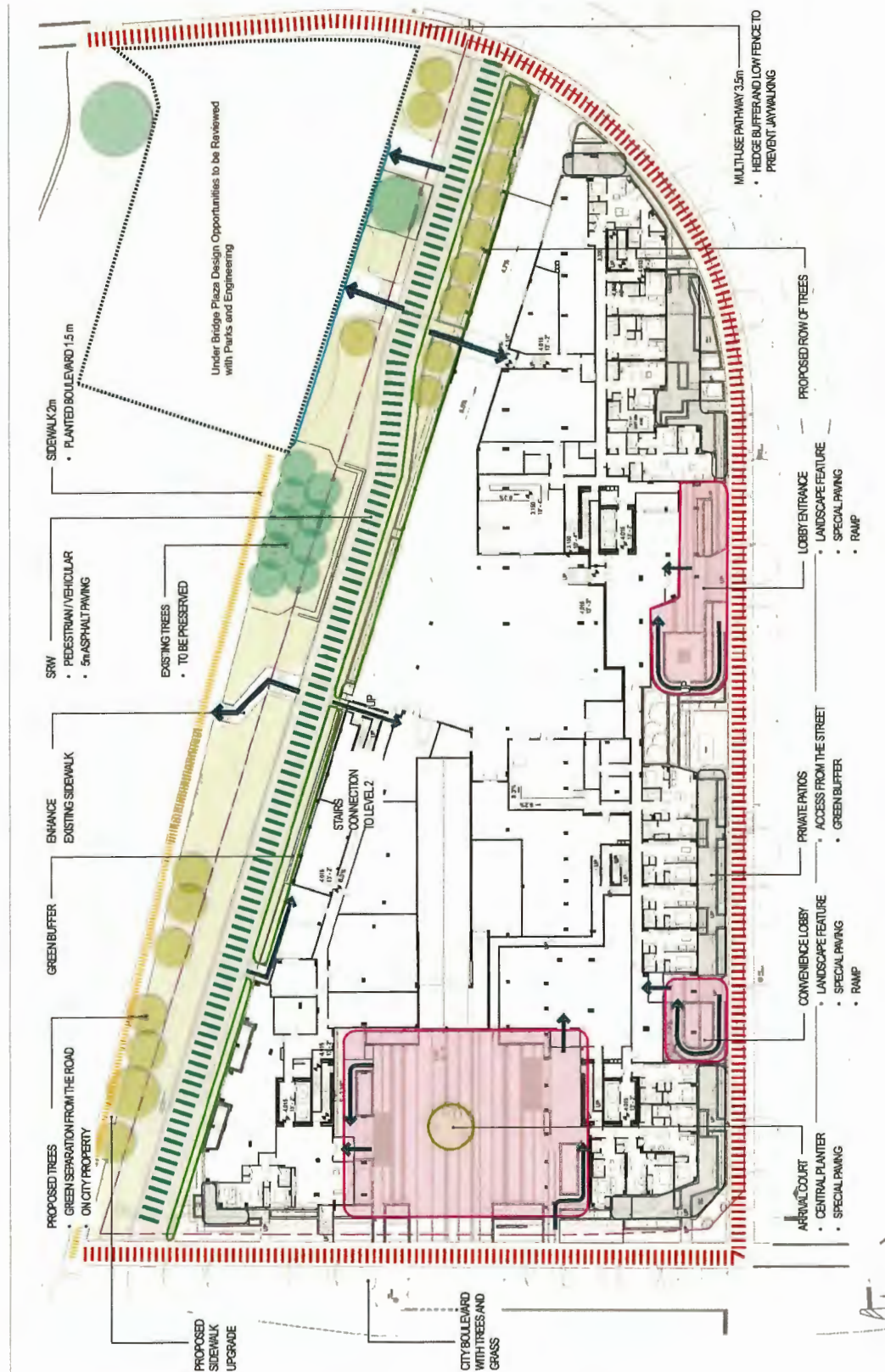


Aerial perspective of the site from the Southeast

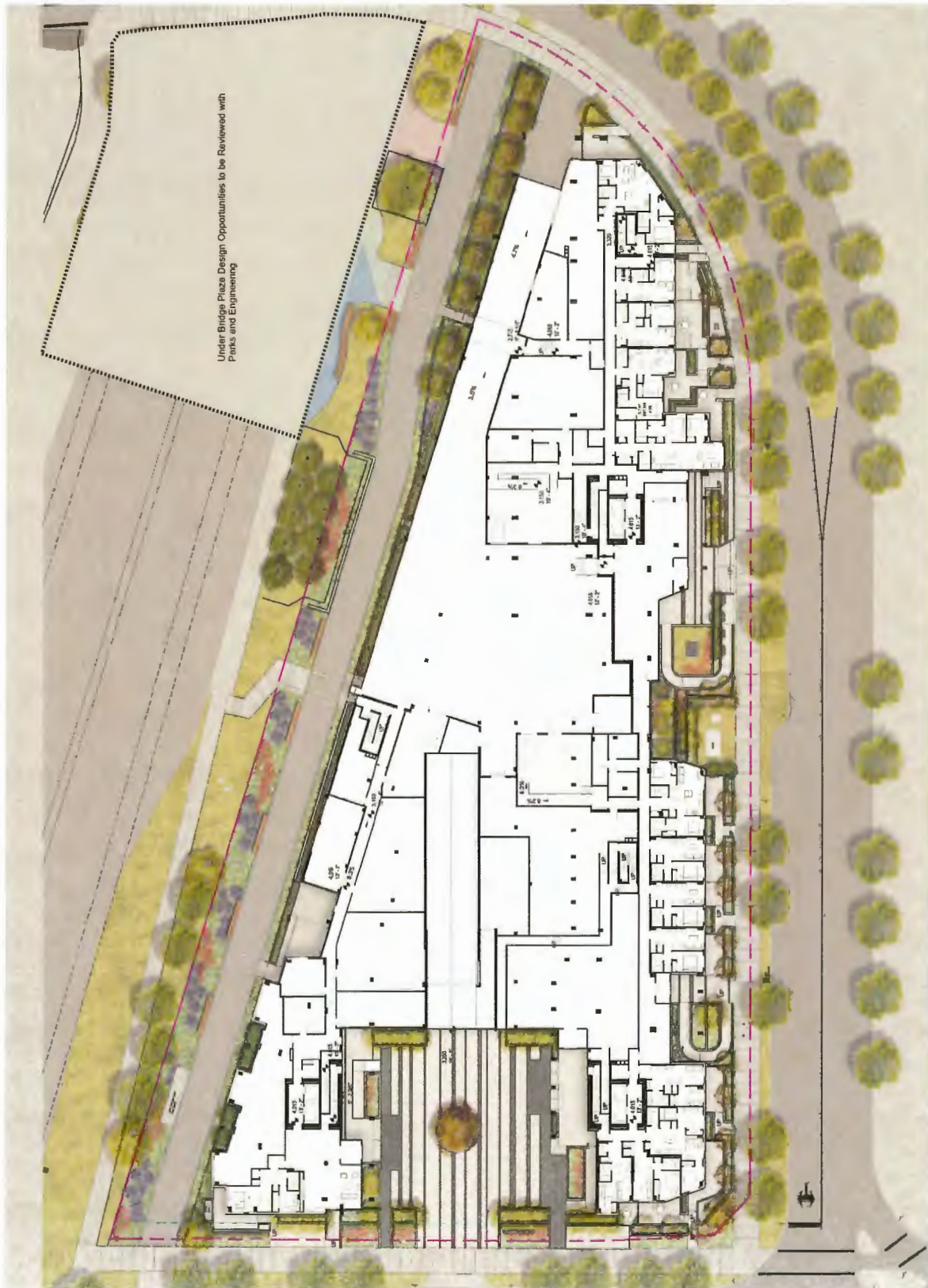


Aerial perspective of the site from the Southwest

SITE PLAN



LANDSCAPE PLAN



PUBLIC REALM



Street level view of the development facing Northwest

Ideally situated at the heart of Richmond, River Green is an unprecedented community within one of the City's most bustling and accessible centres. Featuring a multitude of green, open public spaces and pedestrian connections, River Green Lot 1, alongside previous phases, will create a cohesive, comprehensive platform for vibrant and active uses where residents and passersby can relax, congregate, celebrate, and enjoy all that this growing region has to offer. Surrounded by a wide network of amenities, including shops, cafés, entertainment centres, and gathering spaces set to enliven the re-imagined roadways, River Green's public realm will foster a variety of social activity, increasing community connectivity and enhancing the City of Richmond's livability for all residents and visitors.

In support of the City of Richmond's initiative towards the increase of pedestrian-friendly spaces, River Green will feature a number of new public plazas and gathering spaces, to be completed over the course of the development's multiple phases. Blending seamlessly with the sidewalks and pedestrian infrastructure, these public spaces will bring life to the development all year long. Lot 1 supports this concept, providing flexible and accessible areas for the community at large. Lot 1's Arrival Court will be a warm, welcoming area for residents and visitors to enter the development, leading into programmable open space featuring a seating terrace, children's play area, natural explore area for kids, and dining patio with BBQ, seating, and dining tables on level 2. Importantly, an Underbridge Plaza to the northeast of Lot 1, will offer a welcoming, multi-use area for the development. The Plaza will be edged with buffering plants, and will provide seating, dancing steps, an open-air area for Tai Chi/Yoga with a resilient workout surface, and lighting. The implementation of the Underbridge Plaza will greatly improve pedestrian and cyclist circulation, encouraging a multitude of active modalities within this lively urban community.



Street level view of the entry court facing North (top image), bridge level view of SRW from the West (bottom image)





River Green waterfront



Lansdowne SkyTrain Station

A defining feature of the site is its accessibility to the wider transit network. Envisioned as a vibrant centre of sustainable urban excellence, River Green boasts an idyllic, central, accessible location, with the Richmond Olympic Oval just steps away. In close proximity to the Canada Line, part of the Lower Mainland's Rapid Transit system, River Green works in accordance with the City of Richmond's pursuit of "Transit-Oriented Developments (TOD)" as outlined in the City Centre Area Plan (CCAP). The development has been designed in such a way that all residents are located within a 10-15 minute walk of quick, efficient public transit and can live, work, shop, learn and play in a pedestrian-friendly environment.

Alongside River Green's residential townhomes, mid-rises and high-rises, retail opportunities, coffee shops, restaurants and a daycare will create attraction to the development, enhancing public attention and adding activity to the area's street-level programming. With attractive, pedestrian-oriented streetscapes and accessible street frontages, these features will contribute to River Green's "village" feel and provide residents and visitors places to gather within the framework of the day-to-day. Aspac's River Green will realize the City of Richmond's priorities as identified in the CCAP of Building Community, Building Green, Building Economic Vitality and Building Legacy, providing a gateway to the city and establishing a new and desirable public environment, especially for pedestrians. The public artwork at Lot 1 will play an integral role in many of these priorities for residents and visitors of the neighbourhood alike, particularly the creation of a memorable and animated social space with a landmark artwork that sparks curiosity, dialogue and contributes to the enjoyment of this growing enclave.



Brighouse Elementary School



Richmond Olympic Oval

HISTORY & COMMUNITY CONTEXT



A Coast Salish fishing camp along Fraser River



Town Hall (left), Agricultural Hall (centre), and Richmond Methodist Church, now Minoru Chapel, at its original River Road at Cambie location

The City of Richmond is located on Lulu Island at the mouth of the Fraser River, on the unceded and traditional territories of the Musqueam, Tsawwassen, and Kwantlen peoples. Prior to Colonial occupation, these Indigenous Nations travelled and settled along the abundant waterways, gathering, sharing knowledge, and storytelling. Drawn to the richness of the land, they harvested berries and roots, hunted for deer and beaver, and fished for salmon and sturgeon at a place they called sp'ele k w'e k s (Spall-uk-wicks) — or “Bubbling Water”.

The marshy lands were transformed by pioneers, notably Samuel Brighthouse who purchased 697 acres on Lulu Island in 1864, for agriculture and industry. The Brighthouse homestead was located on the River Green site and included expansive tree plantings in distinct grid patterns, creating both woodlots and perimeter planting. Brighthouse used seedlings transported to Canada from Europe and the United Kingdom to fill his property, including willow, elm, cedar, oak, ash and pine. The ecological area along Gilbert Road has developed around a ditch and windrow dating back to the Brighthouse estate and is currently providing a habitat to diverse species of birds and animals.



Brighthouse aerial view, 1953



**22. The Dyke at London's, Lulu Island, B. C.
September, 1908.**

Lulu Island, 1908



Lunar New Year Festival, Richmond



Minoru Centre for Active Living

Today, Richmond has developed into a vibrant, urban, multi-cultural city that is distinctive for its agricultural and industrial roots. Characterized by its strong sense of community, with an ethnically diverse and growing population, Richmond celebrates its profile as a successful and commercial city within the boundaries of the island's natural beauty. Contributing to the rich cultural fabric of this growing city, much of Richmond's recent population growth has been comprised of Asian immigrants, with people of Chinese and South Asian ancestry representing more than 60% of the city's residents. Richmond's vibrant and diverse cultural and social profile is reflected in its commitment to improving quality of life for all of its citizens, by acknowledging the past and celebrating the present.

The Oval Village features many positive characteristics including its unique Fraser River waterfront access, spectacular views of the Vancouver cityscape and North Shore mountains, multicultural population, educational facilities, recreational amenities, a growing economic base and a variety of housing choices. The City Centre Public Art Plan outlines the vision of the Oval Village to build on its success of the Richmond Olympic Oval and redevelopment of this light industrial area into a desirable, high density mixed-use and thriving multi-family neighbourhood. The Oval Village is envisioned as an active recreational riverfront with a network of amenities such as shopping, dining and entertainment. Aspac seeks to underline these goals through the creation of socially sustainable connected environments, engaging audiences on a multitude of levels while transforming areas to live, work and play into thriving and enjoyable spaces.



Richmond Art Gallery



Olympic Oval, Oval Village

PUBLIC ART CONTEXT

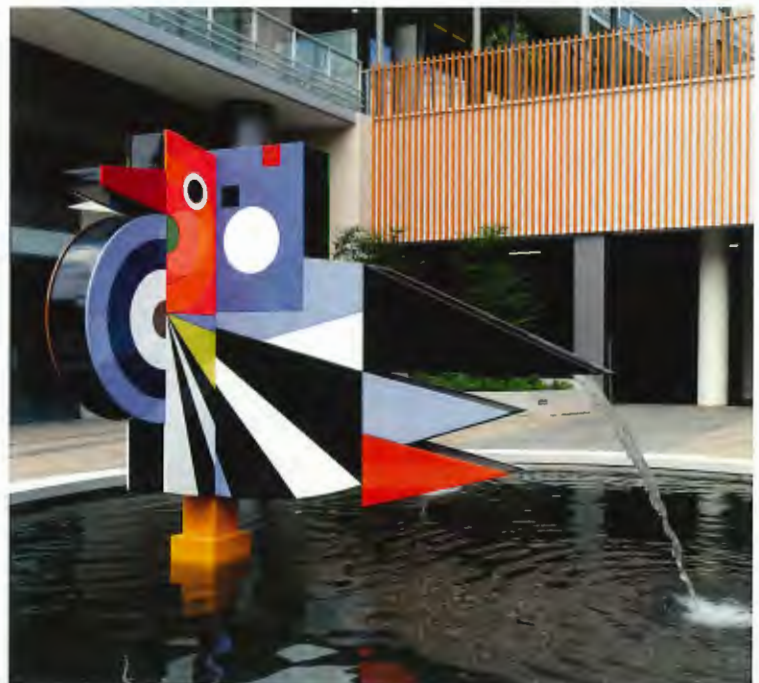
Public art plays a key role in energizing public space, inspiring thought and dialogue, and transforming sites of work, live and play into welcoming, engaging and enjoyable environments. The public artwork for Lot 1 seeks to underline these values, integrating seamlessly into the wider public art context of the Oval Village. Contributing in a meaningful way to the City of Richmond's public art collection, emerging themes for planned and installed public art within the Oval Village, as outlined in the City Centre Public Art Plan, are Richmond: Honouring Yesterday, Celebrating Today, and Building Tomorrow. Aspac will reiterate the City of Richmond's commitment to art in public spaces, which includes providing greater access to artistic expression, enhancing public awareness, and appreciation of the visual arts.

River Green will host exceptional public art to create a rich and dynamic visual environment. Two public artworks previously installed as part of the first phase of the River Green development are Fish Trap Way (2014) and Stillness & Motion (2013). Created by renowned Coast Salish artists Susan A. Point and her son Thomas Cannell, Fish Trap Way represents spawning salmon and their importance to Musqueam culture. Jacqueline Metz and Nancy Chew's Stillness & Motion is a striking artwork integrated into a pedestrian bridge that crosses River Green's East/West Promenade, providing a dynamic experience as the viewer moves through it. In addition, as part of River Green's Lot 12, senior Canadian artist Douglas Coupland created a bold and colourful 3-dimensional public artwork within the water feature at the plaza along River Road at Hollybridge Way, entitled Water Off a Duck's Back (2020).

An additional civic artwork, located at the "ceremonial stairs" in the new entrance plaza at the Waterfront Park, is Puya Khahili and Charlotte Wall's Typha (2023), a re-imagining of the typha plant composed of three abstract forms made of 316L Marine Grade Stainless Steel. To the east of Lot 1, the artist team Alyssa Schwann & Michael Seymour have installed Wind Flowers (2020) on the Gilbert Road Greenway. Immediately to the west of Lot 1 is Germaine Koh's No. 2 Road Drainage Pump Station (2018), an artwork incorporating the utility building with external interpretive elements.



Metz and Chew, *Stillness and Motion*, 2013. Richmond, BC



Douglas Coupland, *Water Off a Duck's Back*, 2020. Richmond, BC

The public artworks at the River Green development are part of a large network of existing artworks, located in the surrounding Oval Village and Richmond City Centre, varying in subject matter and acquisition dates. Several other potential artworks ranging in size and objective are set to be part of the Middle Arm Waterfront Art Walk, connecting the Richmond Arts District within Capstan Village and beyond.



Thomas Cannell and Susan Point, *Fish Trap Way*, 2014. Richmond, BC



Germaine Koh, *No. 2 Road North Drainage Pump Station*, 2018. Richmond, BC



Nathan Lee, *Fireside*, 2022. Richmond, BC



Puya Khalili and Charlotte Wall, *Typha*, 2023. Richmond, BC

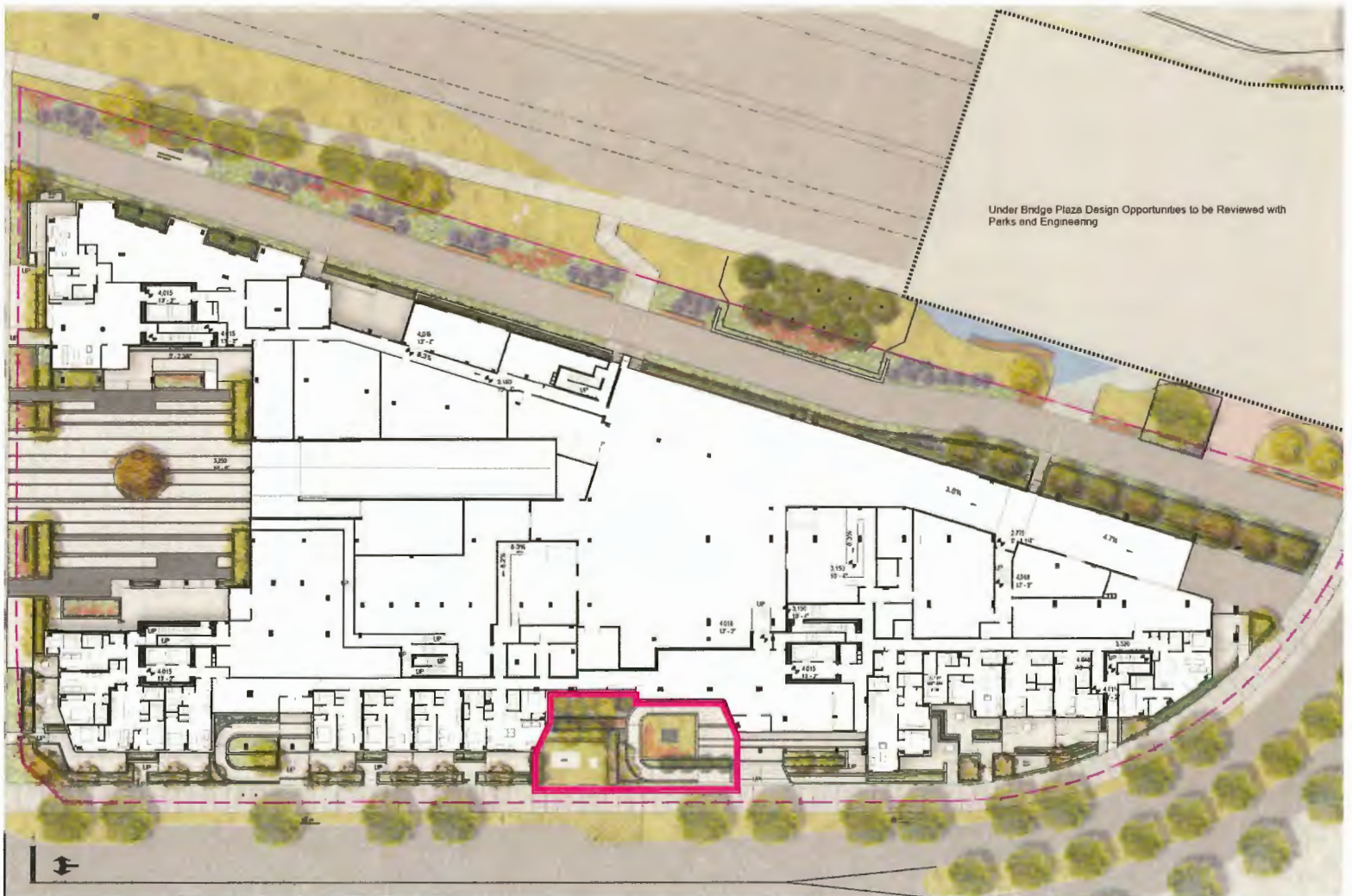


Alyssa Schwann and Mike Seymour, *Wind Flowers*, 2020. Richmond, BC

PUBLIC ART OPPORTUNITY

Following detailed site analysis with the Aspac design team and the City of Richmond, the primary public art location has been identified as the landscaped area between Tower A and B, fronting the East West Promenade Greenway. The proposed opportunity covers an expanse of approximately 170 square meters, and marks the entryway to Building A. The public art site location offers maximum public visibility, accessibility, and engagement opportunities.

The public art opportunity allows for a sculpture or sequence/series of related artworks with a wide range of possibilities in approach, media, and form. There is potential for an integrated approach, incorporating the landscape and hardscape design, which may also include seating and lighting. The selected artist may consider specific elements of the site or use the entire area. Long-term maintenance and public safety will be important considerations for an artist. The public art is envisioned as having an awareness of human scale, providing increased opportunities for engagement while supporting the pedestrian experience within the River Green neighbourhood. The public art opportunity welcomes pedestrian interaction and engagement, providing a sense of discovery and facilitating connection for a diverse array of audiences, including area residents, visitors, passers-by, and cyclists.



Public art opportunity outlined in pink.

The artist will be given as much creative license as possible to activate the identified site location with a public artwork that offers continued engagement in a meaningful and lasting way. The artist will be selected early in the development process with the opportunity to become an integral member of the design team. The public art will be carefully considered, in keeping with the vision of the development as well as the City of Richmond Public Art Program and its commitment and investment in visual art. Aspac proposes to host an enduring artwork that speaks to diverse audiences, inviting engagement and dialogue on a multitude of levels while celebrating and enhancing local culture throughout River Green and beyond.



Render of the general public art opportunity site.

PRECEDENT IMAGES



Peter Gazendam, *A Long Conversation (Far Oona)*, 2023. Richmond, BC, Canada



Cliff Garten, *Bright Waters*, 2021. Burnaby, BC, Canada



James Harry, *Xwemelch'stn (Fast Moving Water of Fish)*, 2019. West Vancouver, BC, Canada



Claudia Comte, *The Italian Bunnies*, 2016. New York, NY, USA



Thomas Cannell and Susan Point, *Fish Trap Way*, 2014. Richmond, BC, Canada



Pierre Poussin, *Variegation*, 2016. Toronto, ON, Canada

PUBLIC ART BUDGET

The total public art contribution for River Green- Lot 1 is calculated at **\$324,130.95**

The amount allocated for the public artwork is **\$265,000.00** and includes the artist fee, artwork materials and fabrication, detailed design drawings, engineering drawings and certificates, construction coordination and site preparation, lighting (specific to the artwork), artwork storage (if required), transportation, installation, any travel related expenditures, and insurance. All applicable taxes are in addition to the artwork budget. The artist selected will be responsible for a general public liability insurance policy and WCB insurance, if required. Premium for this coverage will be assumed as a cost of doing business and part of the studio overhead.

Administrative costs will include art consultant fees and the artist selection process, which includes artist and selection panel honorariums.

BUDGET ALLOCATION

Public Artwork	\$265,000.00
Public Art Administration	\$39,750.00
Public Art Consultation	\$30,000.00
Selection Process and Honoraria	\$9,750.00
Artist Honoraria (\$2,500 x 3)	\$7,500.00
Selection Panel Honorarium (\$750 x 3)	\$2,250.00
Photo Documentation License	\$2,000.00
Developer's Contingency	\$1,174.40
Public Art Program Administration (City 5%)	\$16,206.55
TOTAL Public Art Contribution	\$324,130.95

Note: All cost savings or unused funds remaining from the administration and developer's contingency portion of the budget will be put towards the artwork.

TIMELINE

TARGET PROJECT TIMELINE

Building Permit Application	Nov 2023
Construction Start.....	2025
Construction Completion.....	2028
Occupancy.....	2028

TARGET PUBLIC ART TIMELINE

Detailed Public Art Plan Presentation.....	May 2024
Terms of Reference Presentation	October 2024
Selection Panel Meeting- Review Long List of Artists	November 2024
Short-listed Artists’ Invitation	November 2024
Artists Orientation Meeting.....	December 2025
Selection Panel Meeting- Artist Presentations.....	February 2025
Artist Contract.....	March/April 2025
Art Installation.....	2028

* ABOVE DATES ARE BEST ESTIMATED TARGETS AND SUBJECT TO CHANGE

SELECTION PROCESS

All stages of the selection process will be facilitated by public art consultant Ballard Fine Art Ltd.

The selection process will be a two-stage invitational to BC based professional artists/artist teams with a voting selection panel and non-voting advisory. The selection panel will consist of five members and will include three Arts Professionals, one of which will be from the Lower Mainland and two of which will be Richmond-based community members, and two members from the Aspac design team. Members of the selection panel, excluding members from the Aspac design team, will be paid an honorarium of \$850.00 for their work.

PROPOSED SELECTION PANEL MEMBERS

Chris Phillips, Principal, PFS Studios
Jayme Colville, Director of Development, Aspac
Gordon Grant, Councillor, Musqueam Nation
Germaine Koh, Artist
Nathan Lee, Artist

ALTERNATES:

Marina Szijarto, Artist
Susan Stolberg, Vice President, Community Arts Council Richmond
Jeanette Lee, Artist

NON VOTING ADVISORS:

Biliana Velkova, City of Richmond, Public Art Planner
Kevin Fraser, Park Planner, City of Richmond

STAGE ONE

In stage one of the selection process, the selection panel will be oriented to the 6011 River Road development project, the public art opportunity, and the community context. Ballard Fine Art and the selection panel members will conduct in-depth research and nominate a long-list of suitable BC based artists or artist teams for consideration. The selection panel will collectively discuss the merits of the nominated artist's past work and potential fit with the respective public art opportunity. Upon review, the selection panel will determine a short-list of 3 artists to each develop a concept proposal.

STAGE TWO

In stage two, the short-listed artists will be invited to develop a concept proposal. The short-listed artists will be provided with in-depth orientation to the project and site, the public art opportunity, and the community contexts, with an opportunity to meet the developer and design team. The short-listed artists will be provided with an honorarium of \$2,500.00 for their work, paid upon receipt and presentation of their concept proposal.

Following the short-listed artist concept proposal presentations and the panel's review, a final artist and artwork will be recommended for selection. Prior to notifying the final artists nominated, Aspac will have an opportunity to review the nominated artist's concept. The final artist/artist team selected will enter a contract agreement with Aspac.

SHORTLISTED ARTISTS PUBLIC ART CONCEPT PROPOSALS ARE TO INCLUDE

- i. Written public art proposal (1-2 pages)
- ii. Visualization tools (renderings and/or models)
- iii. A detailed public art cost estimate
- iv. Project timeline (duration)
- v. Details of all materials, finishes, colours, dimensions, installation requirements, names of fabricators and maintenance requirements
- vi. Proposed project warranties
- vii. CV and examples of past projects

ARTIST SELECTION CRITERIA FOR STAGE TWO

- viii. High quality and innovative concept with a clear vision of the final artwork
- ix. Demonstrated understanding of the public space and the impact on the proposed site
- x. Demonstrated public art experience working with commensurate budgets
- xi. Understanding of the project architecture and landscape design, the site and its contexts
- xii. Demonstrated feasibility in terms of a detailed budget, timeline, implementation, safety, maintenance
- xiii. Artistic quality of artwork presented in the documentation of past work
- xiv. Consideration of proposed key elements: dynamic, vibrant, colourful and fun
- xv. Availability

Please note: If no submission warrants consideration, Aspac reserves the right not to award the commission. If the developer chooses not to award the commission, the jury process is re-started at the expense of the developer (additional fees would not be taken from the Public Art budget).

Please direct any questions to:

Ballard Fine Art Ltd.

604 922 6843 | info@ballardfineart.com



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
From: Todd Gross
Director, Parks Services
Date: September 26, 2024
File: 06-2400-20-RAIL1/Vol 01
Re: **Railway Greenway Lighting – Engagement Results and Next Steps**

Staff Recommendation

That Option 1, “Develop a Hybrid Lighting Implementation Plan”, as outlined in the staff report titled “Railway Greenway Lighting – Engagement Results and Next Steps”, dated September 26, 2024, from the Director, Parks Services, be endorsed.

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

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Environment and Climate	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the October 19, 2022, Public Works and Transportation Committee meeting, a Richmond resident presented concerns about user safety after dark along the Railway Greenway. A petition to “install lighting and integrate other safety enhancements that are consistent with Crime Prevention through Environmental Design (CPTED), pedestrian, and cyclist safety standards” with 56 signatures was also submitted. As a result, staff received the following referral:

Refer presentation and the petition on the railway greenway to staff for review of CPTED principles and other relevant City of Richmond strategies and report back to Committee with an implementation plan.

Following the referral, in early 2023 staff procured the services of a qualified electrical engineer to review lighting levels along the Railway Greenway. At the July 19, 2023, Parks, Recreation and Cultural Services Committee meeting, staff presented a report with the following recommendation that was endorsed by Council:

That a public consultation and engagement process be initiated to determine community preferences for lighting along the Railway Greenway, as outlined in the staff report titled "Potential Enhancements to the Railway Greenway," dated June 15, 2023, from the Director, Parks Services.

The purpose of this report is to present the results of the public engagement process and outline recommended next steps.

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

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

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

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

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

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

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

*6.2 Enhance the City's network of parks, trails and open spaces.***Background****2024 Public Engagement Process**

The Railway Greenway lighting public engagement process sought to understand resident preferences for lighting along the greenway between Westminster Highway and Garry Street. These boundaries were established as the extents of the study area to capture the sections of the Railway Greenway that are most heavily vegetated and separated from adjacent roadways, and which therefore receive the least amount of light from existing sources. Between May 28 and June 30, 2024, staff led a comprehensive public engagement process that consisted of two in-person open house events (hosted outside Branscombe House along the Railway Greenway) and a Let's Talk Richmond survey that was made available in both digital and hard copy formats. The engagement process was widely promoted on social media and via signage installed along the Railway Greenway. Display boards outlining the project background, key considerations, and potential lighting strategies were presented at open house events and made available on the Let's Talk Richmond survey page – refer to Attachment 1.

As part of the engagement process, four potential lighting strategies were outlined for consideration. They provided a range of distinct options that allowed respondents to express clear preferences for a general approach to lighting.

These strategies are visually depicted in Attachment 1; they are:

Strategy A: Functional, Continuous Lighting

This approach would consist of regularly spaced light poles, at approximately 30 metres on centre, along the entire Railway Greenway (between Westminster Highway and Garry Street).

Strategy B: Functional, Intermittent Lighting

This approach would establish lighting priority areas (i.e., those that are determined to be particularly dark and pose the greatest challenges from a safety/navigation standpoint) and consist of light poles spaced at approximately 30 metres on centre within these areas.

Strategy C: Ambient, Continuous Lighting

This approach would utilize alternative lighting elements (e.g., bollard lights) to provide ambient lighting at regular intervals along the entire Railway Greenway (between Westminster Highway and Garry Street).

Strategy D: Ambient, Intermittent Lighting

This approach would establish lighting priority areas (i.e., those that are determined to be particularly dark and pose the greatest challenges from a safety/navigation standpoint) and utilize alternative lighting elements (e.g., bollard lights) to provide ambient lighting within these areas.

Analysis

Public Engagement Results

The Railway Greenway lighting public engagement process successfully reached a large number of Richmond residents. By the end of the survey period, 529 individual responses were received, including both digital and hard copy submissions. Additional comments were received verbally at open house events and via emails to staff; these were recorded and consolidated along with survey responses.

A detailed summary of the community engagement results is provided in the Railway Greenway Lighting Engagement Survey Report (Attachment 2). Overall, 78.5 per cent of respondents indicated support for lighting along the greenway, 14.8 per cent indicated they did not support lighting along the greenway, and 6.7 per cent were undecided. Further, 84.5 per cent of respondents felt that installing lights along the greenway could be beneficial for improving accessibility, visibility and safety.

The following table outlines resident support for the lighting strategies that were presented.

Table 1: Resident Support for Lighting Strategies

Lighting Strategies	Resident Support
Strategy A: Functional, Continuous Lighting	31.7%
Strategy B: Functional, Intermittent Lighting	19.1%
Strategy C: Ambient, Continuous Lighting	25.6%
Strategy D: Ambient, Intermittent Lighting	23.5%
Continuous Lighting	57.3%
Intermittent Lighting	42.6%
Functional Lighting	50.8%
Ambient Lighting	49.1%

Respondents indicated strong support for lighting strategies that seek to reduce adverse impacts on both adjacent residents and wildlife.

The survey provided respondents with the opportunity to submit written comments. For those who expressed support for lighting, the following is a summary of the comments received:

- Lighting would increase safety and visibility.
- Lighting would increase use in the dark, before dawn and after dusk, and during fall and winter months.
- Lighting would increase usage by certain user groups, including women, children, seniors, and people with disabilities.
- Lighting would help motorists see cyclists and pedestrians more clearly.

- Lighting would expand recreational options, e.g., dog walking, running, cycling, etc.
- Lighting would deter human-wildlife conflict.

For those who expressed a lack of support for lighting, the following is a summary of comments received:

- Lighting is not necessary since there are currently no safety issues.
- Lighting is not necessary since there is enough light year-round.
- Lighting is not necessary, as there is an existing, well-lit option along Railway Avenue for cyclists and pedestrians.
- Lighting would disrupt nearby residents with increased light at night.
- Lighting is not a good use of money.
- Lighting is not necessary since there are few users outside of daylight hours.
- Lighting may increase the number of users at night, potentially encouraging behaviour that would disturb nearby residents.

Next Steps

Based on the feedback received through the public engagement process, staff have identified the following options for consideration by Council.

Option 1 – Develop a Hybrid Lighting Implementation Plan (Recommended)

Option 1 is to develop a hybrid lighting implementation plan that addresses the range of preferences expressed by residents through the Railway Greenway lighting public engagement process. The results of the engagement convey a clear preference for lighting, however respondents were divided in terms of preferences for continuous (57.3 per cent) vs. intermittent lighting (42.6 per cent), and functional (50.8 per cent) vs. ambient lighting (49.1 per cent). These results indicate that a hybrid approach is essential to best meet the range of preferences and needs of the community. While further cost estimating would be required to confirm expected costs following development of the implementation plan, an initial order of magnitude estimate for this hybrid lighting approach is \$1,255,000.

If Option 1 is endorsed, staff would develop a hybrid lighting implementation plan that is informed by the results of the Railway Greenway lighting public engagement process. It is expected that this plan would feature a range of lighting types, including both standard pedestrian light poles and alternative forms of lighting, e.g., bollard lights, and locations that employ continuous and intermittent lighting based on site-specific conditions. The lighting implementation plan would include assessment and mitigation of lighting impacts on both adjacent residents and wildlife within the greenway corridor. Mitigation measures are expected to include utilizing lights with appropriate colour temperature, luminaires with adequate house-side and up-light shielding, and lighting controls. The development of a hybrid lighting implementation plan will incorporate a review of industry best practices, and applicable City guidelines and policies, which will inform the proposed landscape lighting approach.

Following an internal process, staff will report to Council with the recommended lighting implementation plan and an updated cost estimate for consideration. With Council endorsement,

the services of a team of qualified professionals would be procured – funded by an existing Council-approved capital project, Parks Advance Planning and Design (2023) – in order to prepare detailed design drawings and a construction cost estimate. Should Council endorse Option 1, the Railway Greenway lighting implementation project will be included as a 2026 capital submission for Council consideration in the 5 Year Capital Plan (2025–2029) as part of the 2025 budget process. Upon receipt of a construction cost estimate in 2025, the capital submission will be resubmitted for Council consideration as part of the 2026 budget process.

Option 1 is recommended, as it will ensure that a future lighting plan best addresses the range of preferences expressed by residents through the Railway Greenway lighting public engagement process. A hybrid lighting implementation plan will be informed by a thorough review of site-specific conditions and best practices, and afford an opportunity to devise the most effective, economical approach for the City.

Option 2 – Proceed with Implementation of Functional, Continuous Lighting (Not recommended)

Option 2 is to proceed with implementation of functional, continuous lighting along the Railway Greenway between Westminster Highway and Garry Street. This lighting strategy would consist of regularly spaced light poles at approximately 30 metres on centre. It would also include assessment and mitigation of lighting impacts on both adjacent residents and wildlife within the greenway corridor. Mitigation measures are expected to include utilizing lights with appropriate colour temperature, luminaires with adequate house-side and up-light shielding, and lighting controls. It is estimated that the initial order of magnitude cost to implement this option would be approximately \$1,566,000. A detailed construction cost estimate would be required to confirm the estimated cost to the City.

If Option 2 is endorsed, the services of a team of qualified professionals would be procured — funded by an existing Council-approved capital project, Parks Advance Planning and Design (2023) — in order to prepare detailed design drawings and an updated construction cost estimate. Should Council endorse Option 2, the Railway Greenway lighting implementation project will be included as a 2026 capital submission for Council consideration in the 5 Year Capital Plan (2025–2029) as part of the 2025 budget process. Upon receipt of a construction cost estimate in 2025, the capital submission will be resubmitted for Council consideration as part of the 2026 budget process.

Option 2 is not recommended, as it would fail to address the range of preferences expressed by residents through the Railway Greenway lighting public engagement process, and restrict the opportunity for modifications based on a thorough review of site-specific conditions, as well as established and/or emerging best practices. While Strategy A: Functional, Continuous Lighting received the highest overall support (31.7 per cent of respondents), 68.3 per cent of respondents selected one of the three alternative lighting strategies. Option 2 would not address these preferences, and may fail to identify potential innovative approaches and cost savings that could be offered by a hybrid implementation plan.

Option 3 – Status Quo, Continue to Monitor Conditions and Community Need (Not recommended)

Option 3 is to maintain the status quo and continue to monitor conditions along the Railway Greenway as they relate to public health, safety, and welfare.

If Option 3 is endorsed, the City would continue to prioritize landscape maintenance to meet CPTED standards and mitigate safety concerns, e.g., tree and shrub pruning and mowing to preserve clear sightlines, but opportunities for future lighting would not be explored at this time. The 2026 capital submission for Railway Greenway lighting implementation would not be included in the 2025 budget process.

This option is not recommended, as it would fail to address a clear preference for lighting, as indicated by the broader Richmond community through the Railway Greenway lighting engagement process.

Financial Impact

Should Council endorse Option 1 or 2, staff would procure the services of a team of qualified professionals – funded by an existing Council-approved capital project Parks Advance Planning and Design (2023) – to prepare detailed design drawings and a construction cost estimate. The Railway Greenway lighting implementation project will be included with a high level cost estimate as a 2026 capital submission for Council consideration in the 5 Year Capital Plan (2025–2029) as part of the 2025 budget process. Upon receipt of a detailed construction cost estimate in 2025, the capital submission will be resubmitted for Council consideration as part of the 2026 budget process.

Operating Budget Impact

Upon receipt of the detailed design drawings and construction cost estimate, an OBI will be included in the capital submission for Council consideration as part of the 2026 budget process. Should Council endorse Option 3, there would be no financial impact at this time.

Conclusion

Between May 28 and June 30, 2024, staff conducted a comprehensive, citywide public engagement process to determine community preferences for lighting along the Railway Greenway. The engagement succeeded in reaching a significant number of Richmond residents, of which a clear majority (78.5 per cent) expressed support for lighting along the greenway.

Due to the lack of a clear preference for one of the four lighting strategies outlined, staff recommend proceeding with Option 1, to develop a hybrid lighting implementation plan. This process will strive to best meet the range of preferences expressed by the community, and devise a plan that is informed by a thorough review of site-specific conditions and best practices. Staff will target a report to Council in Q1 2025 outlining a recommended lighting implementation plan for consideration. With endorsement of the plan, the services of a team of qualified professionals would be procured – funded by an existing Council-approved capital project Parks Advance Planning and Design (2023) – to develop detailed design drawings and a construction cost

September 26, 2024

- 8 -

estimate. A 2026 capital submission for Railway Greenway lighting implementation would be brought forward for Council consideration as part of the 2025 budget process.

A handwritten signature in black ink, appearing to read 'Kevin Fraser', with a long horizontal stroke extending to the right.

Kevin Fraser
Research Planner 2
(604-233-3311)

Att.

- 1: Railway Greenway Lighting Engagement Boards
- 2: Railway Greenway Lighting Engagement Survey Report



Railway Greenway Lighting Engagement

Project Background

At the October 19, 2022, Public Works and Transportation Committee meeting, a delegation presented concerns about user safety after dark along the Railway Greenway. A petition to install lighting and explore opportunities for safety enhancements was also submitted. In 2023, Parks staff studied lighting options and their associated cost implications, and made a recommendation for a community engagement process to determine preferences for lighting along the Railway Greenway, which was endorsed by Council.

Currently, lighting in City parks is limited to sites where it is deemed necessary to ensure safe passage or access to amenities that operate after dark, such as sports fields and community facilities. In these cases, lights typically operate on a movement sensor or timer from dusk to dawn.

The Railway Greenway is unique in Richmond: it provides important ecosystem services as an ecological corridor while offering a multi-use path (MUP) for various modes of active transportation. The MUP serves as one of Richmond's busiest cycling routes. Data from 2020 and 2021 indicated average daily cycling trips ranging from approximately 700 to 1,000 for the months of April through August. Public amenities, such as community gardens, are also located along the Railway Greenway.



Current conditions along the Railway Greenway - view facing north



Current conditions along the Railway Greenway - view facing south

There is an existing on-road bicycle lane on each side of Railway Avenue that runs parallel to the Railway Greenway between Granville Avenue and Garry Street, along with a City sidewalk on the east side of the street. Both of these transportation facilities are illuminated by roadway lighting.

Railway Greenway Lighting Engagement



Ecological Impact

The Railway Greenway serves as an ecological corridor that provides ecosystem services including rainwater storage and filtration, cooling, and food sources and habitat for birds and insects. It is an important part of the City's Ecological Network. Some forms of lighting may have detrimental impacts on plants and animals within the Railway Greenway. Potential strategies to reduce these impacts include specifying lights that are movement sensor or timer-operated.



Railway Greenway ecological and active transportation corridor

Active Transportation

The Railway Greenway also serves as an important active transportation corridor in the City's network. A 4-metre wide multi-use path (MUP) accommodates mixed modes of transportation (e.g., walking and rolling) and is one of the busiest cycling routes in the City. While there are no lights within the greenway at present, some sections, especially those with proximity to intersections and Railway Avenue, receive light spillage from streetlights. The sidewalk and bike lanes along Railway Avenue are illuminated by existing streetlights, offering an alternative path of travel.

Impact on Adjacent Residences

As the City contemplates the prospect of lighting along the Railway Greenway, avoiding any negative impacts for adjacent residents is a top priority. Should the broader Richmond community indicate support for lighting, City staff would develop an implementation strategy that is sensitive to adjacent residences and employs measures to avoid increased late night activity and light trespass (e.g., by employing lights operated on movement sensors or timers and outfitted with shields).

Lighting Strategies and Cost Implications

In 2023, City staff procured the services of a qualified electrical engineer to complete a Railway Greenway lighting study. Since the City does not have established light standards for parks, the City's Engineering Design Specifications for Roadway Lighting were used. These specifications are based on Illuminating Engineering Society (IES) standards and can be applied to off-street pathways in addition to roadways. The findings of the lighting study demonstrated that the majority of the Railway Greenway MUP does not meet City standards, with the exception of areas in close proximity (less than 30 metres) to lit intersections.

Railway Greenway Lighting Engagement



A number of lighting strategies are possible:

Strategy A: Functional, Continuous Lighting

This approach would ensure that light levels along the entire Railway Greenway (between Westminster Highway and Garry Street) meet City standards, adopted accessibility guidelines and best practices, etc. This strategy would require pole lights spaced at approximately 30 metres on centre. Of the possible strategies, this approach is anticipated to have the second highest cost.



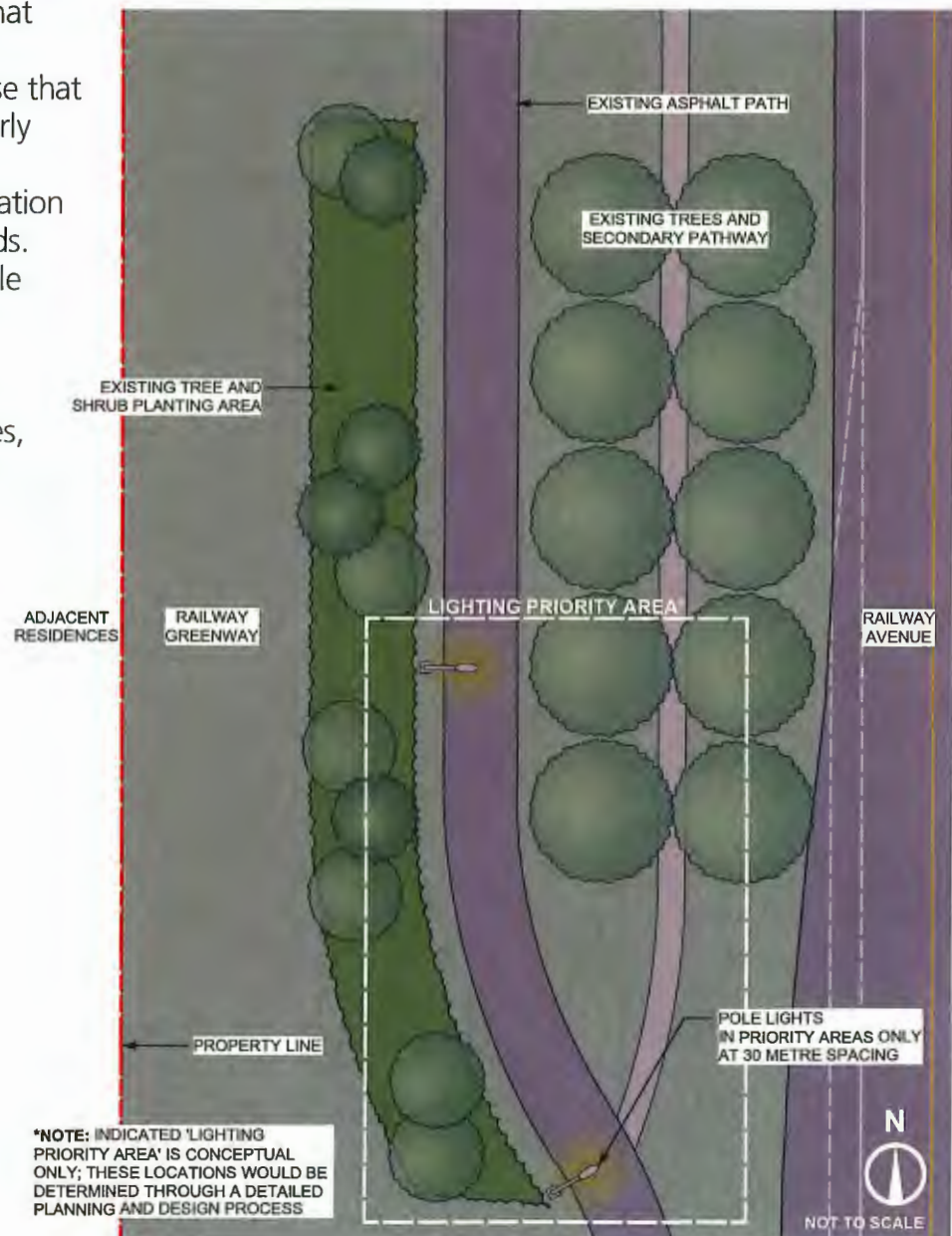
Note: The lighting strategy options indicated on these plans are schematic only. They are intended to visually communicate the approximate arrangement, quantity, and general style of light fixtures that corresponds to each strategy at a conceptual level. Pending the results of this community engagement process and direction from Council, any prospective lighting strategy would require a detailed planning and design process to determine next steps.

Railway Greenway Lighting Engagement



Strategy B: Functional, Intermittent Lighting

This approach would ensure that light levels within established lighting priority areas (i.e., those that are determined to be particularly dark and pose the greatest challenges from a safety/navigation standpoint) meet City standards. This strategy would require pole lights spaced at approximately 30 metres on centre within established lighting priority areas. Of the possible strategies, this approach is anticipated to have the lowest cost.



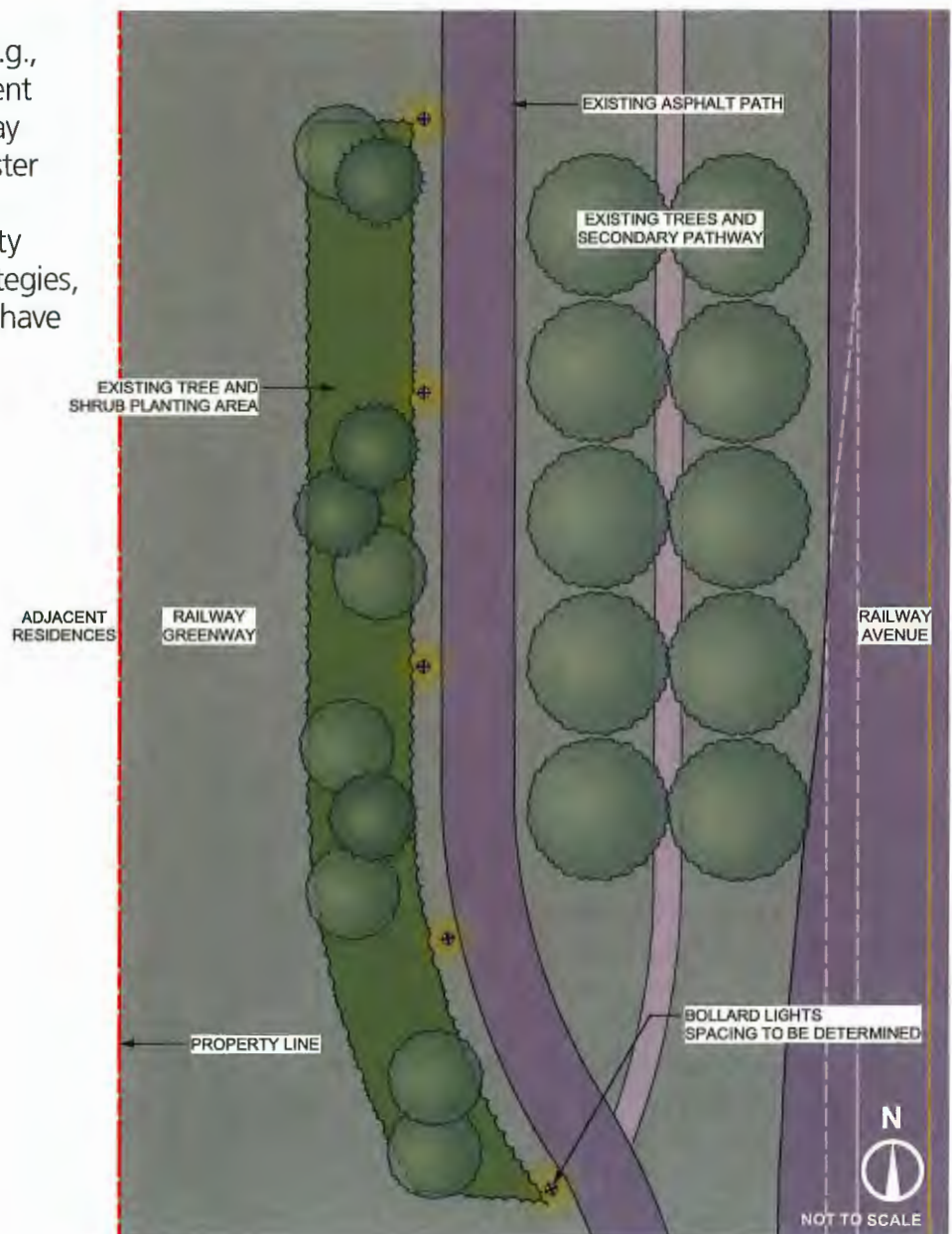
Note: The lighting strategy options indicated on these plans are schematic only. They are intended to visually communicate the approximate arrangement, quantity, and general style of light fixtures that corresponds to each strategy at a conceptual level. Pending the results of this community engagement process and direction from Council, any prospective lighting strategy would require a detailed planning and design process to determine next steps.

Railway Greenway Lighting Engagement



Strategy C: Ambient, Continuous Lighting

This approach would utilize alternative lighting elements (e.g., bollard lights) to provide ambient lighting along the entire Railway Greenway (between Westminster Highway and Garry Street). Light levels would not meet City standards. Of the possible strategies, this approach is anticipated to have the highest cost.



Note: The lighting strategy options indicated on these plans are schematic only. They are intended to visually communicate the approximate arrangement, quantity, and general style of light fixtures that corresponds to each strategy at a conceptual level. Pending the results of this community engagement process and direction from Council, any prospective lighting strategy would require a detailed planning and design process to determine next steps.

Railway Greenway Lighting Engagement



Strategy D: Ambient, Intermittent Lighting

This approach would strategically locate alternative lighting elements (e.g., bollard lights) to provide ambient lighting within established lighting priority areas (i.e., those that are determined to be particularly dark and pose the greatest challenges from a safety/navigation standpoint). Light levels within established lighting priority areas would not meet City standards. Of the possible strategies, this approach is anticipated to have the second lowest cost.



Note: The lighting strategy options indicated on these plans are schematic only. They are intended to visually communicate the approximate arrangement, quantity, and general style of light fixtures that corresponds to each strategy at a conceptual level. Pending the results of this community engagement process and direction from Council, any prospective lighting strategy would require a detailed planning and design process to determine next steps.

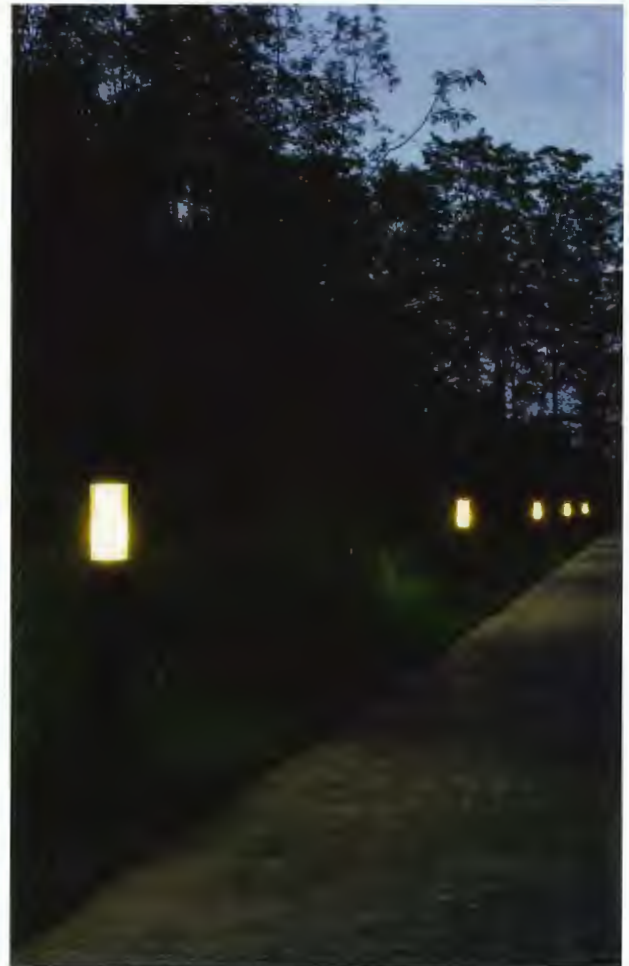
Railway Greenway Lighting Engagement



Potential Lighting Types



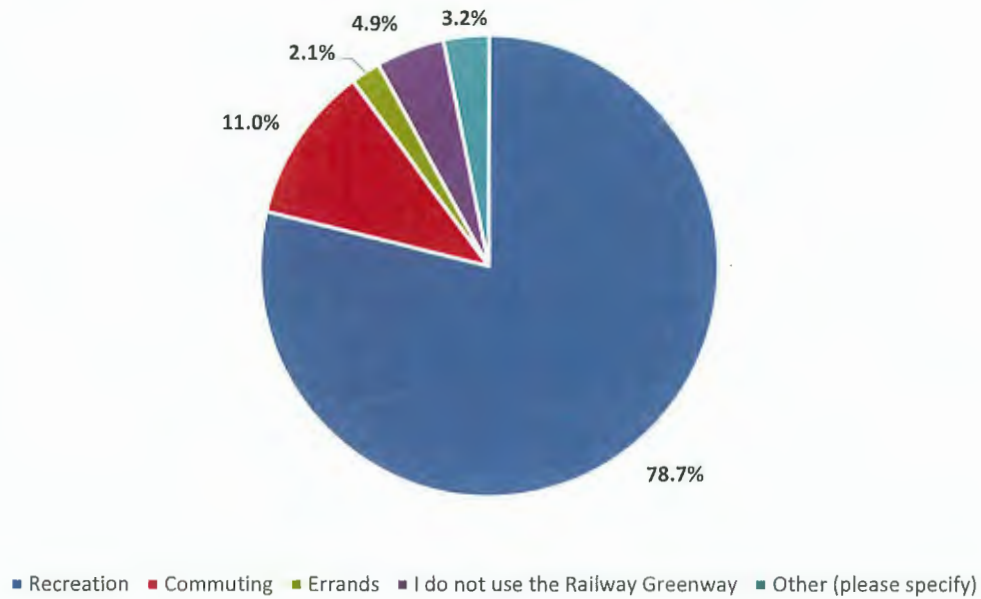
*Example of pedestrian scale pole lights along multi-use path on Sea Island
(photo credit: City of Richmond)*



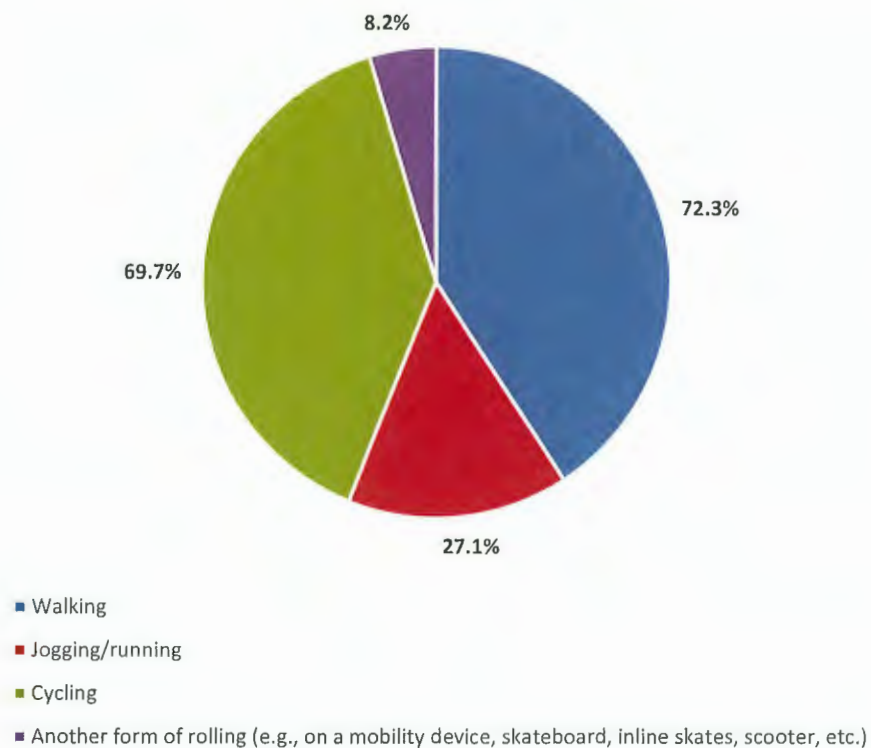
Example of bollard lights (photo credit: Albert Leuchten)

Note: The lighting styles shown in the above images are representative only. Specific fixtures, spacing, quantities, and locations would be determined through a future planning and design process.

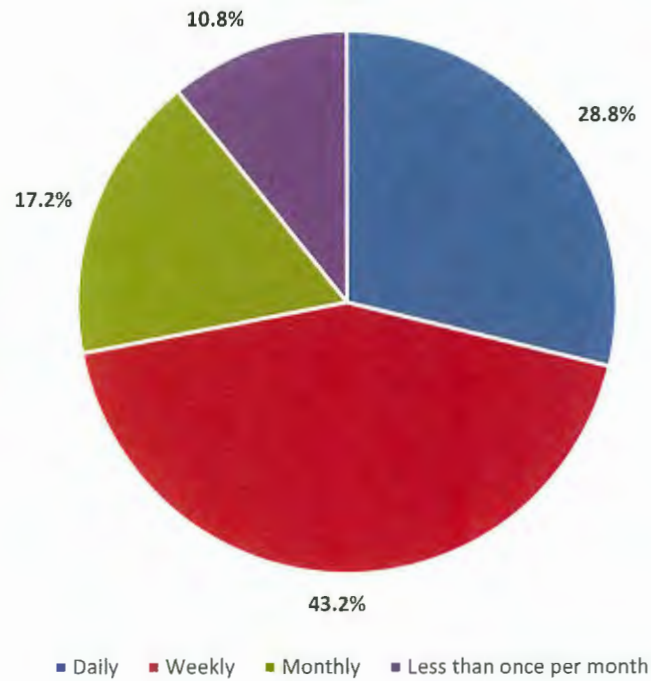
I primarily use the Railway Greenway for the following purpose:



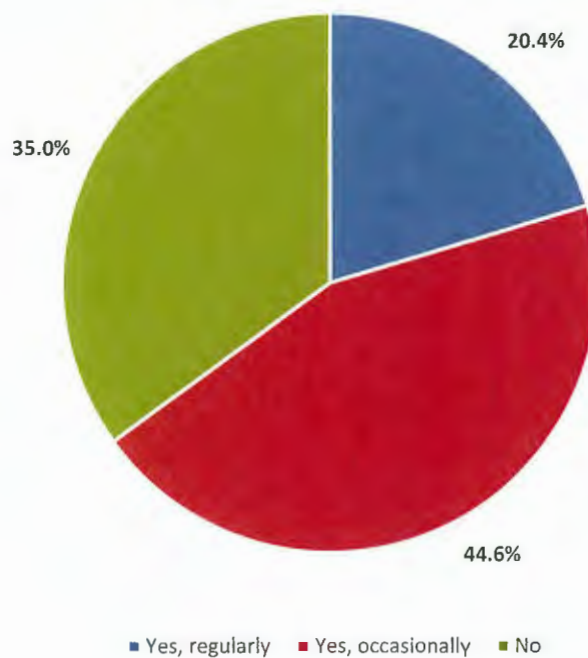
I typically use the Railway Greenway by (select all that apply):



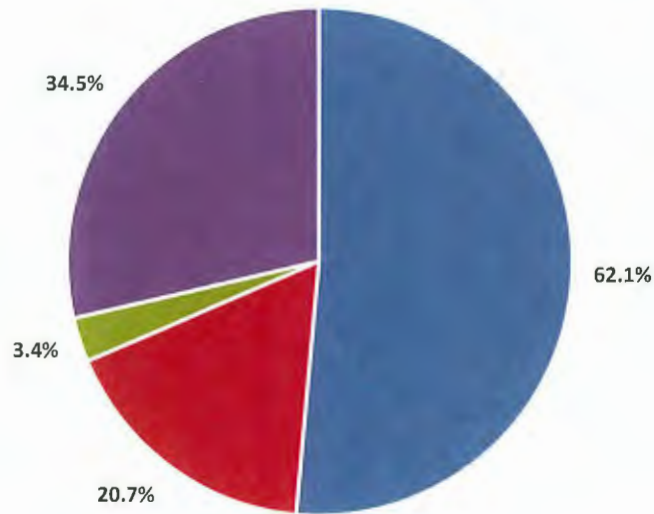
I typically use the Railway Greenway with the following frequency:



I use the Railway Greenway outside daylight hours:

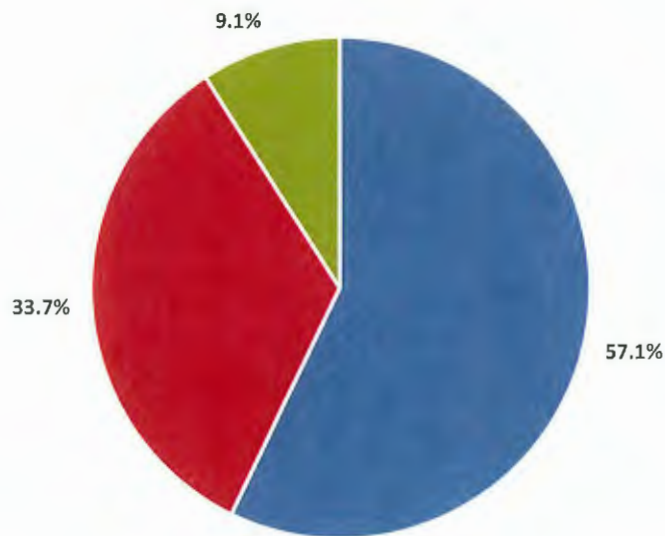


I do not use the Railway Greenway for the following reasons (select all that apply):



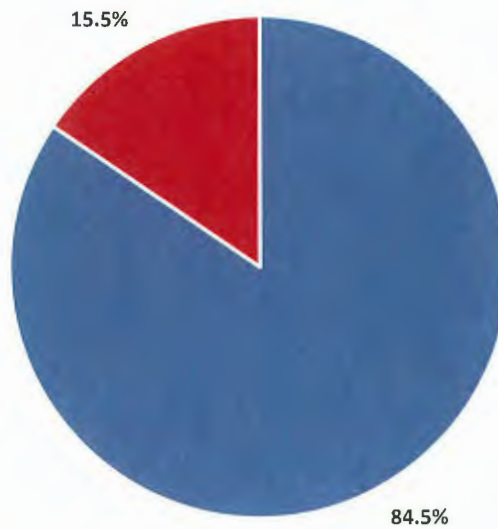
■ It is too far from my residence ■ I prefer to use other trails
■ Safety issues (please specify) ■ Other (please specify)

I do not use the Railway Greenway outside daylight hours because:



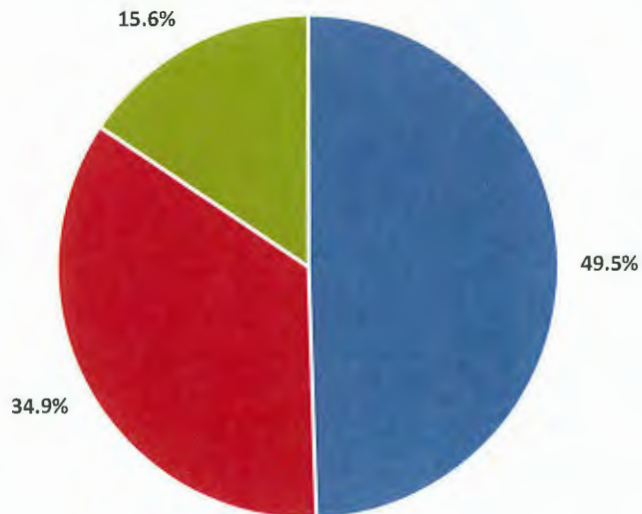
■ I don't need to ■ I perceive it to be unsafe ■ Other (please specify)

I feel the following way about the prospect of installing lighting along the Railway Greenway:



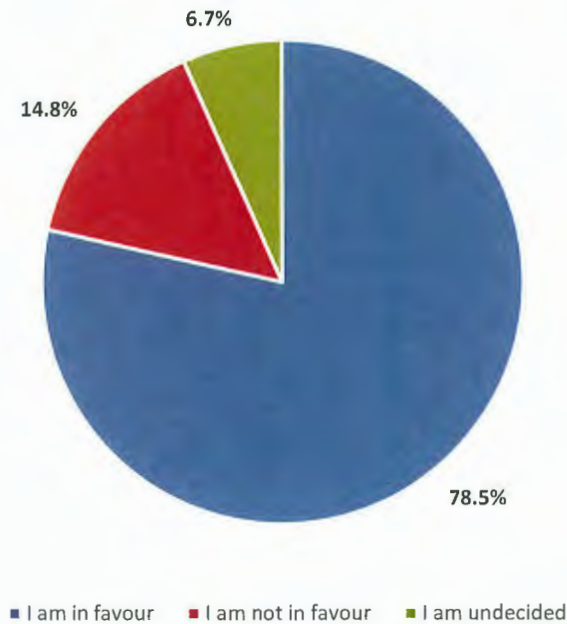
■ It could be beneficial for improving accessibility, visibility, safety, etc. ■ It would not be beneficial

If lighting were to be installed along the Railway Greenway, I feel the most attention should be directed toward (select one):

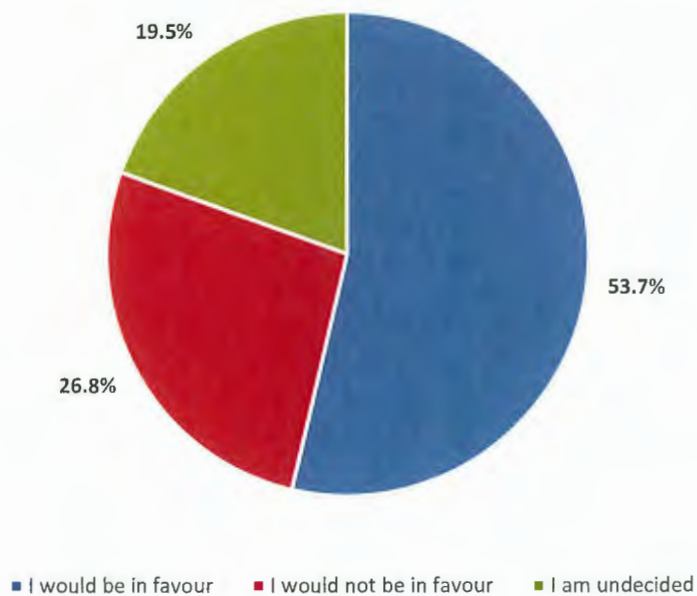


■ Minimizing impacts on adjacent residents ■ Minimizing impacts on wildlife ■ Other (please specify)

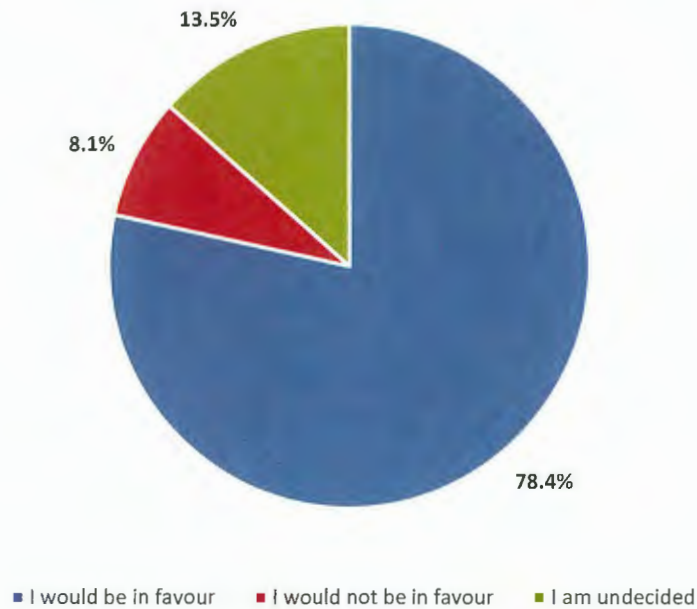
I feel the following way about the City exploring opportunities to introduce lighting along the Railway Greenway:



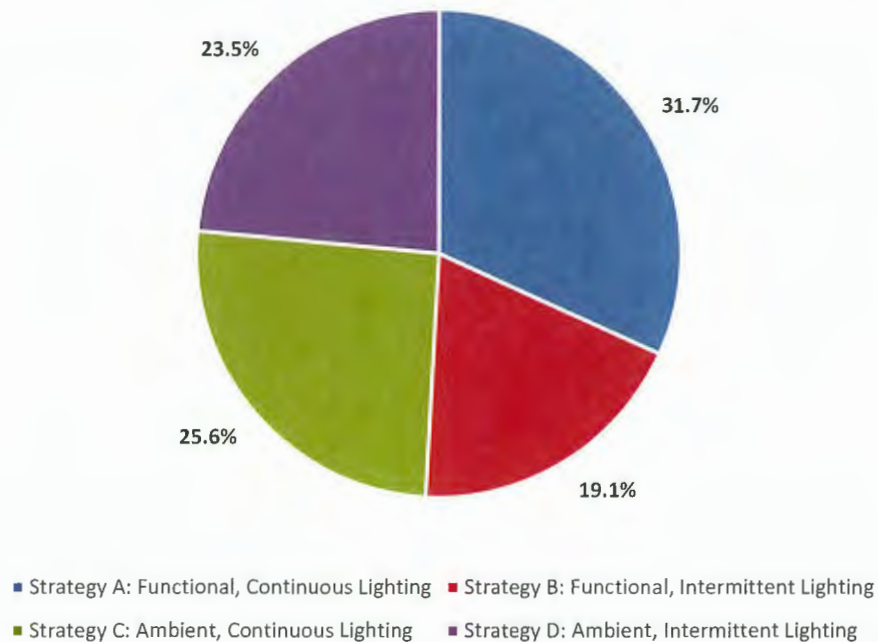
If lighting were to be installed along the Railway Greenway, I would feel the following way about lights operated with a movement sensor or timer:



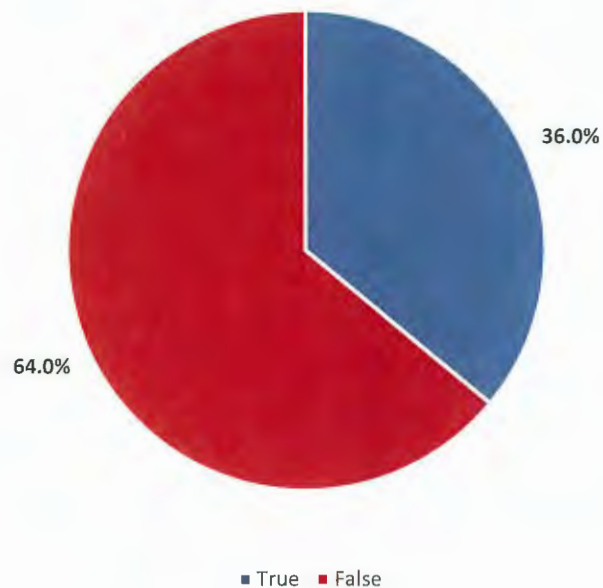
If lighting were to be installed along the Railway Greenway,
I would feel the following way about wildlife-friendly
lighting strategies:



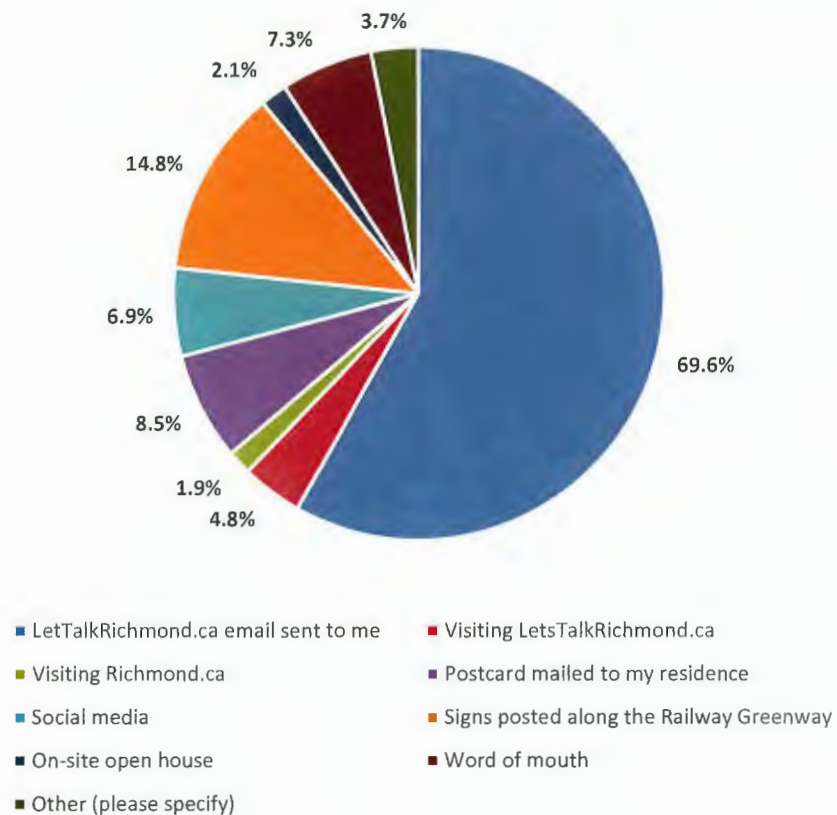
I have reviewed the "Lighting Strategies" info sheet and
support the following Railway Greenway lighting strategy:



I live adjacent to the Railway Greenway:



I heard about this engagement via (check all that apply):





City of Richmond

Report to Committee

To: General Purposes Committee
From: Grant Fengstad
Director, Information Technology
Date: October 3, 2024
File: 04-1370-01/2024-Vol
01
Re: Award of Contract 8337P - Database Encryption Project

Staff Recommendation

1. That Contract 8337P - Database Encryption Project be awarded to Eclipsys Solutions Inc., for a value of \$662,249.16, excluding taxes, for a contract term of five years as described in the report titled "Award of Contract 8337P - Database Encryption Project" dated October 3, 2024, from the Director, Information Technology; and
2. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contracts and all related documentation with Eclipsys Solutions Inc.

Grant Fengstad
Director, Information Technology
(604-276-4096)

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

Staff Report

Origin

The City of Richmond (“City”) operates and manages database technology provided by Oracle and Microsoft in support of many mission-critical enterprise applications and systems serving approximately 2,500 employees and over 170,000 registered MyRichmond customers.

While these databases are secured by physical data centre security, firewalls, and cybersecurity software, the actual information stored in the databases, including backup files, are not encrypted. This would potentially allow a malicious party to gain access to the unencrypted database and or backup files, which in turn, can be restored with the information easily viewed.

In response to the Cybersecurity event that occurred in June 2023, staff are recommending additional database safeguards to protect and secure City data against malicious parties. Staff are recommending that the City implement database encryption technology that secures the data on storage media whereby only authorized parties can decrypt it. Database encryption is an additionally licensed component of Oracle, which requires an Oracle Advanced Security license. Database encryption is included in our current Microsoft SQL Server license agreement.

Implementing database encryption protects data stored on media in the event that the storage media or data file is stolen. Failing to encrypt the databases would introduce potential risk should City data become compromised and accessible by malicious parties.

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

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

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

Analysis

Procurement Process

The City issued a Request for Proposal (RFP) 8337P – Database Encryption Project on BC Bid on May 7, 2024, which closed on June 4, 2024.

The RFP scope was for the:

1. Design, installation, and configuration of database encryption as it relates to the Oracle and SQL Server databases.
2. A recommendation for the supply of the required Oracle Advanced Security product to enable encryption.
3. An additional four (4) year license agreement for all Oracle database products currently in use at the City including Oracle Database Enterprise Edition, Oracle Real Application Clusters (“RAC”) and Oracle Advanced Security (beyond year one (1) project completion).

Review Process

The Proposals were evaluated by City staff and consisted of a two-phased evaluation process. The first phase involved independent reviews of each Proposal, which assessed the financial proposals, company information, past projects and team composition, as well as the ability to meet technical requirements.

Table 1 provides a summary of the financial proposals received, with scores awarded by the evaluation team based on the criteria listed above.

Table 1 – Phase 1 Evaluation Summary

Schedule / Specifications	Eclipsys Solutions Inc.	Syntronic R&D Canada
Software License Fees - Oracle Advanced Security Option	\$93,537.89	\$103,564.00
Software License Fees - Oracle Database Prod Environment	\$624,905.87	\$1,024,069.00
Software License Fees - Oracle Database Test Environment	\$312,456.84	\$583,913.00
Professional Services Fees	\$74,873.00	\$468,600.00
Financial Proposal (excluding taxes):	\$1,105,773.60	\$2,180,146.00
Total Evaluation Score (out of 100)	88.67	53.61

Phase 1 Evaluation Summary

The proposal submitted by Eclipsys Solutions (“Eclipsys”) received the highest overall score. Although Eclipsys’ financial proposal was initially over-budget, their proposal outlined a comprehensive methodology for the provisioning of the solution including qualified resources to implement database encryption on both Oracle and SQL Server environments, which met all the City’s technical requirements.

Syntronic R & D Canada Inc. (“Syntronic”) financial proposal was twice the amount of Eclipsys’ and the company did not demonstrate relevant experience with past engagements where Oracle and SQL Server database encryption solution was implemented.

Based on the review and scoring by staff, only the submission by Eclipsys progressed to the second evaluation phase.

Phase 2 Evaluation Summary

Phase 2 of the evaluation process included an interview and offered the proponent an opportunity to clarify elements of their proposal and allow staff to assess technical/business competencies relevant to the project as set out in the RFP.

Eclipsys was asked to leverage channels that entitle the City to government discounts on Oracle Database Licensing and limits to inflationary increases of Software Support and Licensing to a specific Consumer Price Index.

Eclipsys responded with a revised financials proposal on Table 2 which includes the following:

- A new five (5) year agreement that references the Eclipsys Standard Agreement with Oracle
- A discount of 35% and price hold for support increases which is in line with the current BC Government Oracle Master Agreement (35%)
- Inflationary Adjustment Rate (IAR) capped at 2% for support renewals years 2 to 4 on newly acquired Oracle Advanced Security Option
- Inflationary Adjustment Rate (IAR) capped at 2% for existing Oracle Enterprise Edition and Real-Application Cluster (RAC) licences renewal with Eclipsys Solutions

Table 2. Revised Financial Proposal

Schedule / Specifications	Eclipsys Solutions Inc.
Software License Fees - Oracle Advanced Security Option	\$93,537.89
Software License Fees - Oracle Database Prod Environment	\$325,907.32
Software License Fees - Oracle Database Test Environment	\$167,930.95
Professional Services Fees	\$74,873.00
Total Contract Amount (excluding taxes)	\$662,249.16

Financial Impact

Funding is available within the consolidated 5 Year Financial Plan (2024-2028). Table 3. outlines the professional services costs to implement database encryption on both Oracle and SQL Server, as well as Oracle software purchase costs for Advanced Security module to run database encryption. Table 4. outlines the Oracle annual term licensing costs to license all Oracle database products currently in use at the City including Oracle Database Enterprise Edition, Oracle Real Application Clusters ("RAC") and Oracle Advanced Security for four (4) additional years.

Table 3. Estimated Costs to Complete Project in Year 1 (excluding applicable taxes)

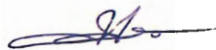
Description	Costs
Eclipsys Solutions Inc. – Professional Services Costs	\$74,873.00
Eclipsys Solutions Inc. – Oracle Initial Term Licensing Costs (Year 1)	\$93,537.89
Total Estimated Costs	\$168,410.89

Table 4. Estimated Costs to operate the system for 4 years after project completion (excluding applicable taxes)

Description	Costs
Eclipsys Solutions Inc. – Oracle Annual Software License Cost (Year 2)	\$111,061.06
Eclipsys Solutions Inc. – Oracle Annual Software License Cost (Year 3)	\$118,913.65
Eclipsys Solutions Inc. – Oracle Annual Software License Cost (Year 4)	\$127,373.82
Eclipsys Solutions Inc. – Oracle Annual Software License Cost (Year 5)	\$136,489.74
Total Operating Costs over 4 years	\$493,838.27

Conclusion

Staff recommend that Contract 8337P - Database Encryption Project be awarded to Eclipsys Solutions Inc. as it represents best value to the City for a five-year term in the amount of \$662,249.16 exclusive of taxes.



James Teo
Program Manager, Data Science
(604-204-8657)



City of Richmond

Report to Committee

To: General Purposes Committee
From: Grant Fengstad
Director, Information Technology
Date: October 3, 2024
File: 04-1300-01/2024-Vol
01
Re: **Award of Contract 8350Q – Supply and Delivery of Microsoft Subscription
Licensing**

Staff Recommendation

1. That Contract 8350Q – Supply and Delivery of Microsoft Subscription Licensing be awarded to NetraClouds Inc. for a three-year term for an estimated value of \$2,180,995.50, excluding taxes as described in the report titled “Award of Contract 8350Q – Supply and Delivery of Microsoft Subscription Licensing” dated October 3, 2024, from the Director, Information Technology; and
2. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contracts and all related documentation with NetraClouds Inc.

Grant Fengstad
Director, Information Technology
(604-276-4096)

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

Staff Report

Origin

The City has several key initiatives using Microsoft 365 services. By mid-2024, the City switched from Cisco Webex to Microsoft Teams for collaboration and meetings. This move aligns with local government best practices and enhances collaboration. The budget previously allocated for Cisco Webex was used to support this change.

The City is upgrading its corporate desktops and laptops to Microsoft Windows 11, as support for Windows 10 ends in 2025. To enhance security, a "passkey" approach using physical security keys or biometrics like fingerprint and facial ID will be implemented. Microsoft 365 is needed to enable these advanced authentication methods.

Users will need Microsoft 365 subscriptions for continued access to Microsoft Office and other productivity tools. The trend is moving from perpetual licenses to annual subscription models.

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

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

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

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

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

4.1 Ensure effective financial planning to support a sustainable future for the City.

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

4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.

Analysis

Procurement Process

To facilitate the adoption of Windows 11 workstations and the implementation of passkey-based authentication, as well as to enhance collaboration and productivity tools, organizations will need annual subscriptions for Microsoft 365.

Microsoft 365 services were previously procured through a designated vendor for Microsoft Licensing. This contract expired in 2024, requiring staff to initiate a formal procurement process to select a new vendor for a three-year term with the intention of awarding the contract based on the lowest price Bid that met specification. On July 31, 2024, the City posted a Request for Quotation (RFQ) 8350Q - Microsoft Subscription Licensing on BC Bid, which closed on August 29, 2024.

The RFQ set out specifications representing both base requirements (necessary for supporting the City's objectives), as well as subscription licensing requirements that will be required in the future but are still currently undefined. These licensing requirements offer potential benefit to the City, but incur additional annual per-user costs.

Staff are only recommending bids that reflect the City's immediate (base) subscription licensing requirements.

Review Process

Staff initially received fifteen (15) Bids in response to the RFQ and reviewed the submissions received against the specifications described in the RFQ and all proposed total costs. After further review, only ten (10) bids met the City's specifications.

Table 1 provides a summary of total costs proposed by the compliant bidders for base subscriptions.

Table 1 – Total Costs of Base Subscriptions by Bidder

Bidder	Microsoft 365 – F3 based for field workers (Three year term)	Microsoft 365 – E3 based for knowledge workers (Three year term)	Total Costs (Three year term)
NetraClouds Inc.	\$526,560.00	\$1,456,435.50	\$1,982,995.50
ITExpress Direct Inc.	\$539,600.00	\$1,460,387.50	\$1,999,987.50
IC 360 Solutions Inc.	\$531,107.20	\$1,469,691.80	\$2,000,799.00
Insight	\$533,376.00	\$1,469,916.00	\$2,003,292.00
GlobalDWS Corporation	\$569,776.00	\$1,497,542.00	\$2,067,318.00
Ansah Ventures Corp.	\$537,708.80	\$1,689,734.60	\$2,227,443.40
Kalsoft Inc.	\$600,400.00	\$1,661,350.50	\$2,261,750.50
Gravity Union Solutions Ltd	\$627,840.00	\$1,737,360.00	\$2,365,200.00
Connectit Telecommunications St. Laurent Inc.	\$881,568.00	\$1,590,129.00	\$2,471,697.00

Blueshift Computer Technology Inc.	\$1,089,504.00	\$1,965,835.95	\$3,055,339.95
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*Bids received from Softchoice Corporation and Long View Systems were determined to be non-compliant as neither bid met the City's stated specifications.

**Bids received from Bhofo Consulting Inc. and Appficiency (KWIZ) were set aside as neither bidder provided confirmation that their bid could meet the City's specifications despite Staff's attempts to obtain the required confirmation.

***The bid received from Solulan Global Inc, was set aside as the bidder was unable to provide fixed pricing for years 2 and 3.

Financial Impact

The cost to award the base subscriptions to NetraClouds Inc., for three years is \$1,982,995.50 plus \$198,000.00 contingency, for a total of \$ 2,180,995.50.

Funding is available within the City's operating budget and the consolidated 5-year financial plan (2024-2028).

Conclusion

Staff recommend awarding NetraClouds Inc., a three-year contract in the amount of \$2,180,995.50, exclusive of taxes including a 10 percent contingency for additional license subscriptions.



Grant Fengstad
Director, Information Technology
(604-276-4096)

GF:gf



City of Richmond

Report to Committee

To: General Purposes Committee
From: Katie Ferland
Director, Business Services
Re: Draft Community Wayfinding Strategy



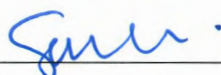
Date: October 11, 2024
File: 08-4150-04-06/2024-
Vol 01

Staff Recommendation

That the draft Community Wayfinding Strategy, as detailed in the staff report titled "Draft Community Wayfinding Strategy", dated October 11, 2024, from the Director, Business Services, be endorsed for public consultation.

K. Ferland

Katie Ferland
Director, Business Services
(604-247-4923)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Communications	<input checked="" type="checkbox"/>	
Information Technology	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

The draft Community Wayfinding Strategy (the Strategy), a tourism destination enhancement initiative developed using Municipal and Regional District Tax (MRDT) funding, has been developed through significant public engagement and with support from the City's MRDT Program partners, Tourism Richmond and the Richmond Hotel Association.

On October 10, 2023, Council was presented with a project update and the draft Guiding Principles, and adopted the following resolutions:

- (1) That the Guiding Principles, as detailed in the staff report titled "Community Wayfinding Strategy Guiding Principles," dated September 7, 2023, from the Director, Business Services, be endorsed; and*
- (2) That these Guiding Principles be used to inform the strategic direction and actions of the draft Community Wayfinding Strategy.*

The purpose of this report is to seek Council's endorsement of the draft Community Wayfinding Strategy for public consultation. During this next round of consultation, community feedback will be sought on the draft Strategy and input on potential initial implementation will also be welcomed. This feedback will then be addressed in the Final Community Wayfinding Strategy and Implementation Framework, which will be presented to Council for approval.

This report supports Council's Strategic Plan 2022-2026:

Focus Area #1. Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond's interests.

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

Focus Area #2. Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous city.

2.3 Ensure that both built and natural infrastructure supports sustainable development throughout the city.

Focus Area #3. Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

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

Focus Area #4. Responsible financial management and efficient use of public resources to meet the needs of the community.

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

Focus Area #6. Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

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

In addition, the draft Community Wayfinding Strategy aligns with and, if endorsed, would support the implementation of other key City strategies, including the Community Wellness Strategy 2018-2023 (Focus Area #4, Facilitate supportive, safe and healthy natural and built environments), Richmond Accessibility Plan 2023-2033 (Strategic Pillar #3, Accessibility in the Built Environment), Richmond Arts Strategy 2019-2024 (Strategic Directions #1, Ensure affordable and accessible arts for all, and #3, Invest in the arts) and the Official Community Plan.

Analysis

Background

Wayfinding refers to how people orient themselves in their surroundings, identify routes and navigate through their physical environment to destinations. It includes directional signage and visual landmarks, and it can be used to promote public attractions, places of special interest, and the best routes for moving through the city. In this context, the focus is on public wayfinding rather than wayfinding on private property or to specific private businesses.

The draft Strategy (Attachment 1) has been informed through a research and needs assessment phase, a robust public engagement process, and ongoing input from a project working group consisting of staff from multiple City departments as well as Tourism Richmond.

The Council-approved Guiding Principles, on which the draft Strategy is based, are the following:

1. Clear and intuitive
2. Inclusive and accessible for all backgrounds and abilities
3. Encourage discovery and exploration
4. Consider the role of technology in navigation and placemaking
5. Promote city and neighbourhood character and identity
6. Support local business and economy

It is anticipated that the Strategy will guide and coordinate future public wayfinding and signage investments in Richmond, ensuring that these are designed and implemented in a well-planned and resource efficient manner. Over time, as the Strategy is implemented, the wayfinding approach in Richmond will enhance the experience for both visitors and residents as they move through the city.

Public Engagement

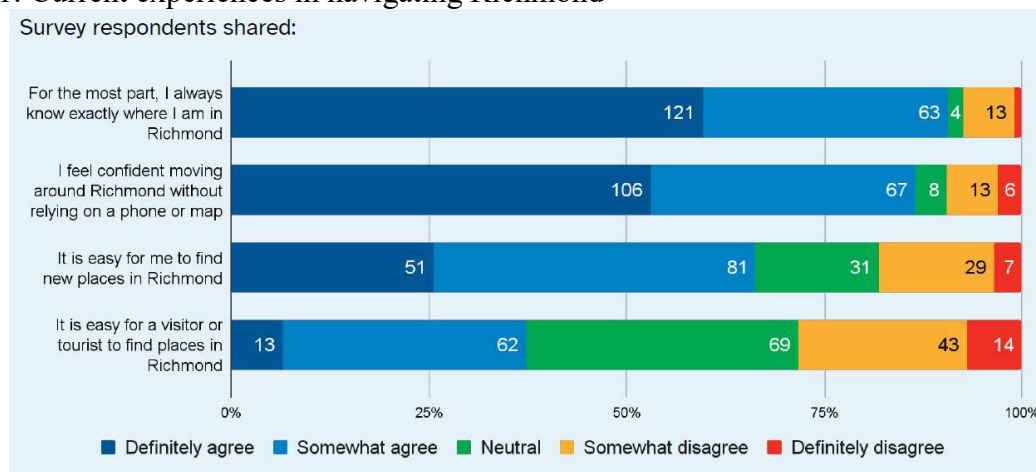
Public consultation¹ has been fundamental in developing the draft Strategy to meet the needs and enhance the experience of Richmond residents and visitors. As detailed in the “What We Heard” report included when the Guiding Principles were brought forward to Council in October 2023, public input was key in creating the Guiding Principles and identifying priorities for the Strategy, including those related to current wayfinding challenges and opportunities. Feedback from the consultation also directly shaped the proposed design concepts presented in the draft Strategy.

Participants in the consultation activities noted their top three priorities for wayfinding:

- It should be clear and intuitive.
- It should be inclusive and accessible for all backgrounds and abilities.
- It should encourage discovery and exploration.

Those surveyed used many different modes of travel, including walking, cycling, car/motorcycle, and public transit, underscoring the need for wayfinding to be multi-modal. They also noted that they were twice as comfortable navigating Richmond themselves as compared with a visiting friend and also found it more difficult to find new places in Richmond (see Figure 1 below). This feedback points to the need for a new way forward that addresses current experiences and stated priorities around clarity, accessibility, and exploration.

Figure 1: Current experiences in navigating Richmond



Participants in the public engagement activities were also asked to vote for and give comments about the wayfinding aesthetic that they thought best represents Richmond (see Figure 2 below). All aesthetic styles scored relatively high, with the exception of “heritage and historic,” which was noted as best applied in site specific contexts, such as in designated heritage areas, rather than the city as a whole. The “fun and playful” aesthetic received the most votes in support,

¹Public and interest-holder engagements conducted during Spring and Summer 2023 included a Let’s Talk Richmond¹ survey, pop-up events in Steveston and at Lansdowne Station, and a series of seven focus groups. There was strong engagement from the community, which included 160 participants at the pop-up events, 39 participants from 28 organizations at the seven focus groups, 999 visitors to the Let’s Talk Richmond page about the initiative, and 203 survey responses from the general public.

though also the most votes in opposition. Based on this public input, the design concepts presented in the draft Strategy include elements of multiple aesthetics, including “modern and fresh” and “natural and authentic,” for which there was strong support. These also consider wayfinding best practices including those related to legibility, accessibility, and ease of maintenance, as well as the Guiding Principles.

Figure 2: Ranked public input on design aesthetic styles



Those who participated in the public engagement also identified key destinations and attractions as well as wayfinding “pain points” across the city, which could help inform future implementation of the Strategy.

Draft Strategy Overview

The draft Strategy is a framework for a cohesive wayfinding system that is specific to Richmond. It is organized into five main sections, which are then followed by the Design Framework.

Part A

Section 1. Finding Your Way: What Is Wayfinding?

This first section introduces wayfinding, describes how people find their way, and identifies tools that help them find their way more easily, thus contributing to a more efficient and enjoyable journey.

Section 2. Where Are We Now: Opportunities for the Richmond Wayfinding Experience

This section identifies needs and challenges of the current wayfinding experience in Richmond, including input received during public consultation. It focuses on potential improvements to help people more easily find their way in the city.

Section 3. Wayfinding Guiding Principles

Based on public input and previously approved by Council, this section identifies six Guiding Principles for an effective wayfinding system in Richmond, including clarity, accessibility, and exploration opportunities.

Section 4. Wayfinding Strategic Recommendations

Drawing on the Guiding Principles, eight Strategic Recommendations form the core of the draft Strategy. It is anticipated that these Strategic Recommendations will provide key direction over a longer-term, phased implementation across Richmond’s multiple areas and neighbourhoods.

Section 5. Where We Want to Be: The Future Richmond Wayfinding Experience

The final section of the main Strategy presents a future vision for Richmond. It emphasizes the broad benefits of wayfinding, including enhanced accessibility, safety, support for tourism and local businesses, and enriching the overall Richmond experience for residents and visitors alike.

Part B

Design Framework

The Design Framework provides guidance on accessibility and best practices, wayfinding signage design and guidelines, and signage placement guidelines.

Sign Types

A family of sign types is proposed and would be deployed based on needs in a given area. These sign types include gateway entry signage, directional signage, and directory signage. Sign types designed for vehicles and pedestrians are both included to meet the needs of multi-modal transportation users.

The proposed gateway entry signage includes horizontal and vertical variations, both of which could be deployed during implementation depending on the characteristics of the given site. The vertical variation also includes additional, non-signage wayfinding elements in the form of light poles arranged at multiple heights. This design was inspired by Richmond's landscape, including the bullrushes, ocean waves, and the heron, and can contribute to both the welcome experience and to placemaking in Richmond.

Colour Options

There are two different colour options presented for the wayfinding visual language in Richmond, and the selected option would be deployed across the full family of sign types. Feedback on these options will be sought during upcoming consultation on the draft Strategy, if endorsed to move forward.

- Option 1 has been created with key attention to accessibility and best practices around legibility, clarity, and contrast. It incorporates feedback received through the first phase of public consultation and influences from the Richmond landscape, including its urban areas, farmlands, and waterfront.
- Option 2 reflects the City's corporate branding, however, due to contrast and clarity considerations and ongoing updates to accessibility best practices, it may not be as accessible as Option 1.

Both design options would contribute to a unified visual experience of Richmond and, at the same time, enable local neighbourhoods to communicate their own distinctive character.

Beyond Signage

In addition to wayfinding signage, it is anticipated that the implementation process for each area will consider and identify, where relevant, digital wayfinding opportunities as well as physical, non-signage elements, such as stamped pavement, that contribute to placemaking and also help people find their way. In all cases, these elements would be developed over time with community input and tested and refined through the implementation process.

It is also anticipated that in areas of Richmond with protected heritage buildings and features, such as Steveston, additional design and other work will be required through the implementation process to ensure that heritage values are preserved and celebrated.

Proposed Public Consultation

If endorsed, staff would undertake public and interest-holder consultation on the draft Strategy as a next step. Input would be sought during consultation on the wayfinding designs, preferences for colour options, and suggestions regarding potential locations for initial implementation of the Strategy.

The following consultation approach is proposed:

- Draft Strategy to be posted on Let's Talk Richmond, where the public can comment and/or participate in an associated short survey.
 - Awareness of the draft Strategy and survey will be raised through social media channels, partner organizations, and advisory committees.
 - All 28 organizations that participated in the previous consultation will be directly contacted and encouraged to complete the survey and/or provide their feedback. These organizations include the Richmond Chamber of Commerce, Richmond Arts Council, Richmond Arts Coalition, HUB Cycling, Richmond Centre for Disability, Steveston Heritage Sites, Steveston Harbour Authority, Richmond Public Library and Gateway Theatre, among others.
 - Additional direct outreach will be done to extend the reach of the consultation as broadly as possible, including to all Richmond community associations.
 - City-facilitated support will be offered to support individuals who may face language or digital barriers to completing the online survey.
- Presentations to City advisory committees and to Boards of key partner and community organizations.
 - Advisory Committees consulted will include the Economic Advisory Committee, Accessibility Advisory Committee, Intercultural Advisory Committee, Seniors Advisory Committee, and the Youth Advisory Committee.
 - A presentation will be given to Richmond Council of Communities (RCC) to ensure that all Richmond community associations are directly engaged for their feedback.
 - Participants will also be directed to the Let's Talk Richmond page to complete the survey and to spread the word to others in their networks/ organizations/ community.
- Roundtable session with 6-10 representatives from key organizations.
 - This session would include an overview of the draft Strategy, with input invited on design options and suggestions for initial implementation. Representatives will include those from organizations who may not have otherwise been able to participate and/or may be key partners in potential future implementation.
 - Participants will also be directed to the Let's Talk Richmond page to complete the survey and to spread the word to others in their networks/ organizations/ community.

Next Steps

Following this next round of public consultation, the feedback received will be used to inform the Final Strategy, which would include the preferred colour option for wayfinding in Richmond. Along with findings from the public consultation and the Final Strategy, an Implementation Framework will also be brought forward for Council's consideration and approval. It is anticipated that this Framework will include criteria for implementation project selection, initial wayfinding projects that could be undertaken, and a long-term, high-level phased implementation approach.

If approved, future implementation of the Strategy would include targeted public engagement directly related to the specific area and wayfinding project. This is anticipated to include public input on the localization elements that are part of the proposed sign types as well as non-signage wayfinding elements that could contribute to placemaking and celebrate local character and identity.

Financial Impact

None at this time. The development of the draft Strategy has been funded by the Municipal and Regional District Tax, including support from Tourism Richmond and the Richmond Hotel Association. Upon potential future adoption of the Final Strategy, capital budget requests related to implementation would be brought forward for Council's consideration. Funding sources for implementation may include the Municipal and Regional District Tax, among others.

Over the course of phased implementation, there is the potential to explore cost-savings opportunities, as it is anticipated that future wayfinding projects in Richmond would align with the Strategy, including those that would have otherwise been undertaken separately by City departments.

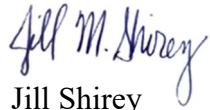
Conclusion

The draft Community Wayfinding Strategy is anticipated to deliver the following benefits in Richmond, if endorsed, and through implementation:

- Meet the needs of residents and visitors for wayfinding through increased accessibility and inclusivity, improved navigation, ease of mobility and an enhanced destination experience.
- Unify the city into one cohesive and vibrant destination, while distinguishing areas of special significance.
- Highlight points of interest, civic and cultural amenities, and support local business hubs, attractions and other destination assets.

If endorsed, staff would proceed with public consultation on the draft Community Wayfinding Strategy, inviting feedback on design options and input on opportunities for implementation. As the public engagement to date has informed the draft Strategy, so also would this next phase of consultation inform the Final Strategy and Implementation Framework, which would then be brought to Council for consideration and approval.

The final outcome expected is a Community Wayfinding Strategy that will guide and coordinate future wayfinding investments in Richmond and improve the experience of the city for residents and visitors alike.

A handwritten signature in blue ink, reading "Jill M. Shirey".

Jill Shirey
Manager, Economic Development
(604-247-4682)

- Att. 1: Draft Community Wayfinding Strategy
- Att. 2: Letter of Support from Tourism Richmond



City of Richmond Draft Community Wayfinding Strategy

The following strategy is currently a work in progress
and will be refined through further consultation.

October 02, 2024

Part A

Community Wayfinding Strategy

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2	Where Are We Now: Opportunities For The Richmond Wayfinding Experience	14
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5	Where We Want To Be: The Future Richmond Wayfinding Experience	32

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Design Framework

1	Accessibility & Best Practices	38
2	Wayfinding Signage Design & Guidelines	50
3	Signage Placement Guidelines	88

Part A

Community Wayfinding Strategy





Introduction

Richmond provides residents and visitors with a captivating blend of natural beauty, historic charm, and modern culture. With countless attractions, sights, and experiences to enjoy, navigating the city with ease is essential to fully appreciate all that Richmond has to offer.

Effective wayfinding can help people explore Richmond and find their way to desired locations. Wayfinding describes the range of methods and tools used to orient and find your way through a city. Although it is often considered synonymous with signage, signs are only one of the tools that contribute to a successful wayfinding experience. In addition to signage, wayfinding success is defined by architectural features and landmarks, verbal instructions, printed materials, electronic content, and interactive technologies.

The City of Richmond recognizes the importance of wayfinding in shaping the experience of Richmond for both residents and visitors. The development of a comprehensive community wayfinding strategy will guide future wayfinding investments that, when implemented, will enhance the Richmond landscape through the use of a common, visual language. This is accomplished by combining the integration of wayfinding principles and best practices with the unique opportunities and needs of Richmond, creating a tailor-made wayfinding strategy.

This wayfinding strategy is designed to provide a unified approach to navigation, simplifying movement through the city whether on foot, in a car, on a bike, or on public transport. This strategy is not just about direction; it's about creating a connected, vibrant community where people can live, work, and thrive. It's an investment in making the city a more intuitive and welcoming destination that considers the diverse needs of residents, visitors, local businesses, and the community.

The recommendations in this strategy are derived from a needs assessment and gap analysis report, best practices review, and extensive public engagement. The strategy is organized in sections, each building on the next, with a series of strategic wayfinding recommendations and future vision for wayfinding in Richmond.



Section 1

Finding Your Way: What Is Wayfinding?

Describes how people find their way through places, and the tools which can help them find their way more easily, to create a more efficient and enjoyable journey.



Section 2

Where Are We Now:

Opportunities For The Richmond Wayfinding Experience

Identifies the needs and challenges of Richmond's current wayfinding experience, focusing on areas where improvements would allow people to more easily find their way through the city.



Section 3

Wayfinding Guiding Principles

Identifies key principles needed to develop an effective wayfinding system in Richmond, including clarity, consistency, accessibility, and cultural relevance, to meet the diverse needs of the city's population.



Section 4

Wayfinding Strategic Recommendations

Provides strategic recommendations and a roadmap for the development and implementation of a comprehensive wayfinding strategy for Richmond.

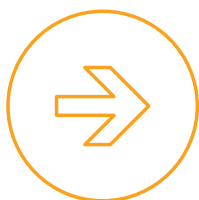


Section 5

Where We Want to Be:

The Future Richmond Wayfinding Experience

Presents a future vision for Richmond, transformed by an effective wayfinding system that makes it easier for people to navigate through the city. It emphasizes the broad benefits of wayfinding, including enhanced accessibility, safety, and a boost to local tourism, enriching the overall Richmond experience.



What is Wayfinding?

Wayfinding refers to how we orient ourselves, identify routes and navigate successfully to our destinations. It is the process of moving through a place and includes reaching a specific destination or exploring new areas. Our ability to find our way through a city, for example, shapes our experience of the city by allowing us to learn about and access attractions and areas of interest. While the needs of a resident might be different from those of a visitor, both share the common goals of reaching their destinations easily and understanding what the city has to offer.

Wayfinding can be broken down into three parts – each part allowing people to answer three questions that shape their ability to navigate.



Section 1 — What is Wayfinding?

As we move through a city, we often feel a sense of place — that the city, or places within the city, have an identity or character. This sense of place, is about telling the story of the place and is known as placemaking. Placemaking is about understanding the history, personality and character of the place and wayfinding is a key contributor to that experience. For example, wayfinding could help you navigate to City Centre and identify key destinations, while other placemaking elements could communicate the dynamic, urban vibe of the area.

One of the simplest ways to support both wayfinding and placemaking is through signage. Signage can direct people through a place, identify a place and tell the story of the place.



*Example of signage in support of wayfinding
(Roosevelt Island)*

Clear directional information allows people to orient themselves, directs and identifies key destinations.



*Example of signage in support of placemaking
(Canalside)*

While maps allow people to orient themselves to their surroundings, design elements drawn from the personality and character of the place support placemaking.

Signage and Beyond

Signage helps navigation by providing information on the three primary wayfinding needs: orientation, direction and destination, allowing individuals to find their way from a point of entry all the way to a specific location. In a city, signage not only aids in navigation but helps create a sense of place, in support of the city's story, and also by acting as a representation of the city's values, identity and character.

A comprehensive signage program includes a range of sign types including directories, directional signs, identification signs, maps, and trail signs. It considers various modes of transportation including pedestrian, vehicular, cycling and public transit.

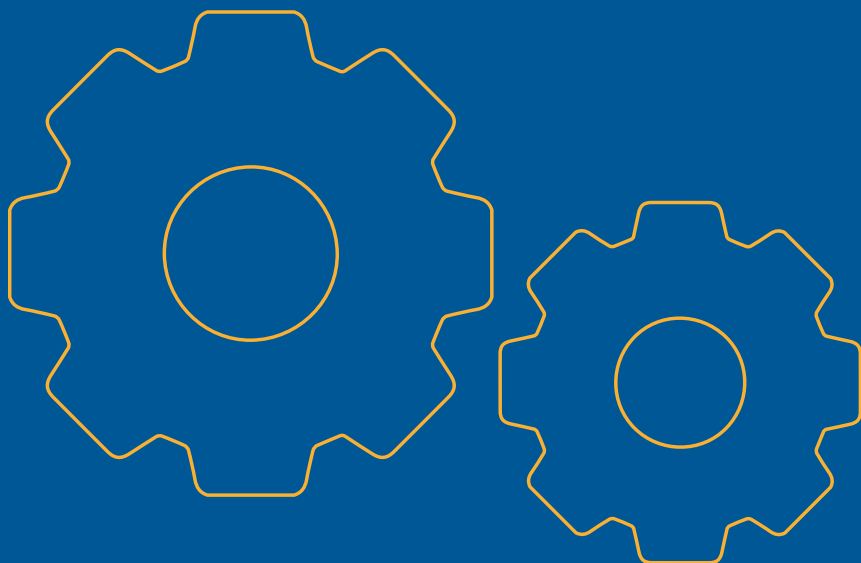
Wayfinding is not just about signs. It's a whole system that uses many different elements to help people find their way. These include noticeable buildings, landmarks or public art, spoken directions, maps and brochures, and digital tools and technology. All these parts work together to make navigation easier and provide identity and character to a city.

Digital content in particular, presents an opportunity to provide a personalized wayfinding experience, offering significant value. Whether through an online map, a mobile application, a digital kiosk or a QR code on a static sign, digital information creates an elevated experience through dynamic content, and presentation of multiple layers of information that may not be possible on static signage. The personalization provided by digital content also has the ability to create a more accessible and inclusive experience by allowing users to increase size or contrast of content or show information in multiple languages.

While the value of digital content is clear when you consider how many of us rely on Google Maps, Waze, and other apps for navigation, it is important to recognize that signage plays an additional and complementary role. Signage provides specific information, such as the exact entrance to a destination and allows the city to communicate directly with residents and visitors. It helps unify the city and serves as a physical representation of the city's character and identity. It is also worth noting that not everyone has access to smartphone and mobile data, so signage helps create a more equitable and inclusive city.



*Typha by Puya Khahili
and Charlotte Wall*



Tools Built from Strategy

Regardless of the wayfinding tool used, whether it be a sign, a landmark, or an app, it is important to have a wayfinding strategy applied across these tools. This strategy addresses how we communicate directions, what information needs to be provided, informational needs at different points in a person's journey, how areas are grouped and organized, and what language, nomenclature, and terminology we use. Such strategic decisions are realized and carried forward using a range of tools — both static and digital.

The strategy should focus on supporting the identity of the place by using signs and symbols that reflect the local culture and environment, ensuring that everyone can navigate easily, no matter what tool they prefer to use.

The wayfinding strategy serves as the foundation from which tools are applied to help people find their way. The strategy defines how we think and what we want to accomplish, while tools such as signage are how we will accomplish it.





Where Are We Now: Opportunities for the Richmond Wayfinding Experience

An effective wayfinding strategy responds to the particular needs and challenges of an environment while boosting existing opportunities. Key observations regarding the current Richmond experience have been developed from a public engagement process as well as from a needs assessment and gap analysis report.

1. **Opportunity: Enhance intuitive wayfinding and accessibility.**

The current wayfinding system can be improved for better ease of use and to ensure that signage across the city meets accessible and inclusive design best practices.

2. **Opportunity: Establish a unified Richmond character and identity.**

The character and identity of Richmond and its individual neighbourhoods can be communicated and supported by wayfinding and a signage program with visual language that is consistent from one location to another.

3. **Opportunity: Leverage existing road network.**

The existing grid-based road network provides support for an intuitive wayfinding experience.

4. **Opportunity: Implement clear destination hierarchy.**

A destination hierarchy is used on signage to present the appropriate information in order of importance and proximity. Key or primary destinations are presented first followed by secondary and then tertiary destinations. Implementation of a clear destination hierarchy in Richmond will ensure key destinations are identified and encourage people to discover them.

5. **Opportunity: Enhance Richmond's welcome experience.**

Enhancing Richmond's gateway signs could provide an elevated welcome experience and strong, positive first impression for visitors, while also supporting community pride.

6. **Opportunity: Improve wayfinding in key areas and to key destinations.**

City Centre and Steveston were identified during public and stakeholder engagement as example areas within Richmond where wayfinding to priority destinations and parking could be improved through consistent and well-designed wayfinding.

7. **Opportunity: Enhance the City Centre wayfinding experience using well-designed and positioned signage.**

City Centre is a complex area undergoing much planned or in-progress development. A well-planned and consistent wayfinding experience can strengthen the experience in the City Centre as a key urban area in Richmond.

8. **Opportunity: Support neighbourhood and area character and identity.**

Richmond consists of many distinct neighbourhoods and areas of interest with unique offerings. Wayfinding can support and strengthen these areas through signage and other wayfinding elements.

9. **Opportunity: Ensure that the signage and wayfinding information in Richmond caters to various modes of travel, accommodating the needs of pedestrians, cyclists, drivers, and public transit users alike.**

Richmond residents and visitors move through the city in multiple ways, including walking, cycling, on buses and trains, and in vehicles. Wayfinding can support all travel modes while also encouraging the use of active transportation such as walking and cycling to explore the city.



Wayfinding Guiding Principles

Informed by extensive community engagement, best practices and endorsed by City Council¹, the following six principles serve as the foundation for the design of an intuitive, accessible, and ultimately successful, wayfinding program in Richmond. The strategic recommendations outlined in Section 4 draw upon these foundational principles.

¹ City of Richmond (October 10, 2023) Community Wayfinding Strategy Guiding Principles
Retrieved from City of Richmond website
https://citycouncil.richmond.ca/agendas/archives/council/2023/101023_minutes.html

1. Clear and intuitive

- Easy-to-understand language, legible typefaces, and simple graphics should be used.
 - Establish consistent use of terminology, nomenclature and visual cues.
 - Position and locate signs appropriately to ensure good visibility and legibility.
-

2. Inclusive and accessible for all backgrounds and abilities

- Employ accessibility best practices regarding contrast, typeface size, and typeface, to ensure improved legibility.
 - Where appropriate, include braille or other tactile elements for those who are experiencing sight loss.
 - Employ pictograms to support an inclusive and accessible experience, as these display information quickly and universally, transcending language barriers and levels of ability.
-

3. Encourage discovery and exploration

- Wayfinding and signage can foster a sense of discovery by highlighting key destinations and making users aware of the wide range of attractions proximate to their current location.
 - Application of unique graphics or other design elements to create an inviting atmosphere and encourage people to explore the area.
-

4. Consider the role of technology in navigation and placemaking

- Explore and enhance the interface between physical and digital elements in helping people move through the city.
-

5. Promote city and neighbourhood character and identity

- Support city place-making with the development of an overarching “Richmond” character for the family of signs.
 - Explore opportunities that allow individual neighbourhoods to communicate their own identity (i.e. a sub-brand or differentiating feature).
-

6. Support local businesses and the economy

- Wayfinding and signage should highlight a range of destinations and attractions, in support of the local economy.



Wayfinding Strategic Recommendations

The following eight strategic recommendations are based on the wayfinding guiding principles and opportunities outlined in the previous sections. These recommendations address the specific needs and opportunities identified in the assessment of Richmond's current wayfinding experience. As these are implemented through future wayfinding initiatives over the long term, it is anticipated that the experience of Richmond will become more unified, easy to navigate, and welcoming for all.

Actionable items support each recommendation and are categorized into two groups: those that can be achieved during the design process (Design Framework Related recommendations) and those that can be achieved during implementation (Implementation Related recommendations). Design Framework Related recommendations describe ways in which the strategy is realized through the design of the signage and other tools, such as aesthetic choices, use of colour, typeface legibility etc., many of which are seen in the subsequent Design Framework. Implementation Related recommendations describe items

that relate to the way in which the strategy is rolled-out and applied to environmental conditions, including factors such as placement, identification of key destinations and exact messaging on signage.

The strategic recommendations are applicable across all wayfinding elements and tools, such as signage, printed materials, digital content, and landmark elements. Any items that are signage-specific are identified as such.





Image from Roosevelt Island

1. Welcoming Experience

Provide a sense of welcome for visitors to Richmond that not only orients people to their surroundings but also identifies amenities and attractions available to them. A city with a well-executed wayfinding program projects a positive image of an organized, welcoming, and accommodating place to visit.

Design Framework Related Recommendations

- a. Develop a gateway welcome sign, to be applied at identified points of entry, to ensure efficacy and impact.
- b. Develop a primary directory sign type to serve as a wayfinding hub positioned at key locations, allowing users to easily orient themselves at the first points of contact with Richmond.
- c. Design signage with both durability and ease of maintenance in mind to ensure it remains attractive and appears well cared for, thus presenting a positive first impression.

Implementation Related Recommendations

- d. Identify and establish clear entry points via both vehicular entry (such as bridge, tunnel and land access points) and public transit entry (SkyTrain stations).
- e. Identify opportunities for the integration of public art and placemaking elements as part of the wayfinding experience to create a sense of community and creative discovery.

2. Accessible and Human-Centred

A well-designed wayfinding program considers the needs of all users, including those with physical, cognitive and sensory disabilities. By putting a focus on human-centred design practices, the wayfinding experience will be intuitive, leading to increased user satisfaction and allowing users to more easily find their way through Richmond.

Design Framework Related Recommendations

- a. Meet all accessibility standards as outlined by Accessibility Standards Canada (ASC) and CSA/ASC B651:234, the Richmond Accessibility Plan 2023-2033 and the City of Richmond Enhanced Accessibility Design Guidelines and Technical Specifications.
- b. Use best practices and research-based guidelines for readability and legibility. These consider viewing distance, driving speed, text size and orientation, contrast, and typeface choices for those who are experiencing sight loss.
- c. Use international symbols, icons and plain language to improve overall clarity and ease of understanding.

Implementation Related Recommendations

- d. Where possible, leverage the existing grid-based street network, creating an intuitive method of orientation.
- e. Consider the use of an expanded digital experience to enhance accessibility, such as auditory information and digital access through complementary tactile tools and content that adapts to meet specific user accessibility needs.
- f. Develop a comprehensive nomenclature list, including destinations and amenities, and ensure consistency across static and digital channels, including Google Maps and other digital sources.

3. Multi-Modal Journeys

Whether walking, biking, using a mobility device, driving or using public transit, people experience Richmond using a range of transportation options. The wayfinding experience needs to allow residents and visitors to move efficiently and freely through Richmond, regardless of their method of travel. A multi-modal strategy supports the overall mobility, livability and environmental sustainability of Richmond.

Design Framework Related Recommendations

- a. Develop a clear and intuitive design that meets the wayfinding needs of various transportation modes, considering factors such as sign position, legibility, character sizing, and messaging.

Implementation Related Recommendations

- b. Study user journeys considering various modes of travel for both residents and visitors, identifying key decision points and the wayfinding information and tools required for a successful experience.
- c. Provide clear signage at transportation hubs and key decision points that show connections between different modes (i.e. the location of and distance to public transportation).



4. Visible and Appropriately Positioned

Careful placement of wayfinding tools ensures visibility, allowing people to easily and effectively find the information they need. Visibility and consistent placement of wayfinding elements enables people to confidently navigate through Richmond and encourages exploration, as they can rely on finding information when needed. Strategic placement also minimizes confusion and ensures that the most crucial information is available precisely when and where it is needed, avoiding information scarcity or overload.

Design Framework Related Recommendations
<ul style="list-style-type: none">a. Apply industry best practices and consider environmental conditions when locating signage, noting factors such as distance from the curb and existing civil infrastructure.b. Develop signage placement guidelines to ensure standardized and optimal positioning of signage in future implementations.
Implementation Related Recommendations
<ul style="list-style-type: none">c. Develop journey flow methodology based on placement guidelines to identify key intersections and finalize signage locations.d. Position signage at key points of connection to allow for ease of movement between neighbourhoods.

5. Hierarchy: City, Neighbourhoods, Destinations

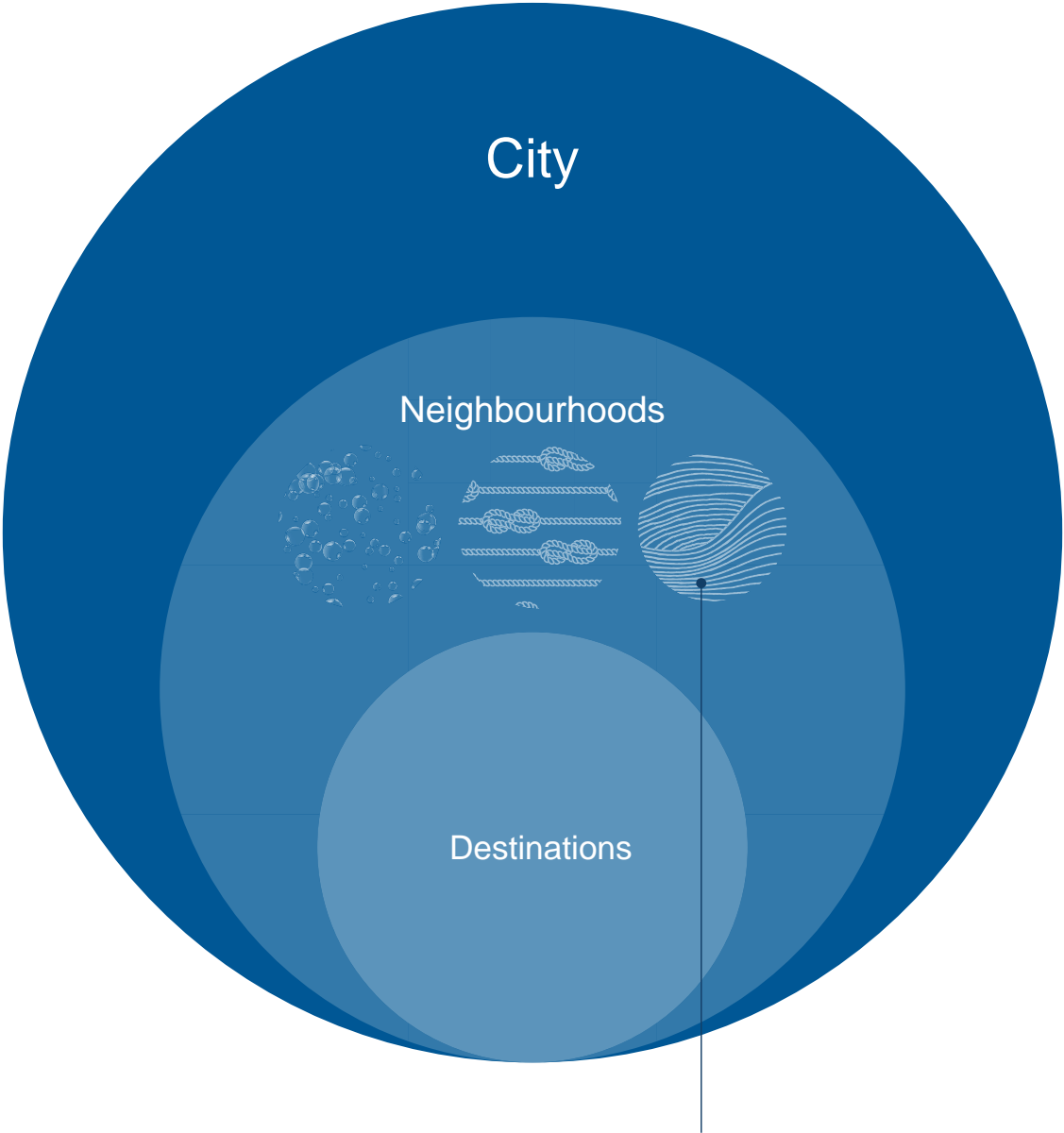
Provide clarity to the wayfinding experience by structuring and organizing wayfinding information into several hierarchical layers, derived from the existing layout and character of Richmond. Beginning at the level of the city, introduce the additional levels of neighbourhoods, followed by destinations. Where appropriate, establish graphic opportunities to express character of areas and points of interest within neighbourhoods. This allows wayfinding information to be grouped into more manageable chunks, simplifying the wayfinding experience, while also providing the opportunity for areas to express their unique character and identity.

Design Framework Related Recommendations

- a. Maintain a consistent design hierarchy throughout the wayfinding system. Use design elements such as typefaces, colours, and patterns to visually indicate the level of information (city, neighbourhood and destination) on each sign.
- b. Adjust the level of detail on signs according to their position in the hierarchy. Gateway or entry signage should be more general, while neighbourhood-level signs can offer more specific information.

Implementation Related Recommendations

- c. In neighbourhoods or districts, where appropriate, develop a clear information hierarchy and introduce the local area's name and any significant landmarks or attractions within that neighbourhood. An example of a local area could be the Richmond Arts District.



Patterns distinguish the character or a point of interest within the neighbourhoods.

6. Unify and Localize

Develop signage program that provides a unified and coherent visual identity throughout the city, while allowing individual areas and neighbourhoods to communicate their unique character, identity and offerings. By creating a consistent signage program, we will establish a sense of unity that helps users recognize and trust the wayfinding system. At the same time, allowing localized variations permits individual areas to maintain their distinctive character. This approach strikes a balance between cohesion and preserving the unique identity of neighbourhoods, enhancing the overall experience.

Design Framework Related Recommendations

- a. Develop a cohesive visual design that represents the entire city of Richmond. This design should include core elements like typeface, colours, and symbols that can be used for physical and digital wayfinding.
- b. Ensure that certain core design elements, such as the use of colour, materials, and layout structure, provide a consistent visual language for signage in Richmond.
- c. Create design guidelines that outline specific elements unique to each neighbourhood or area. This will add a personalized touch to signage while maintaining a unified structure.

Implementation Related Recommendations

- d. Identify areas and develop visual content that can be used in support of these areas, as outlined and allowed by the design framework.
- e. Engage local communities and interested parties in the design and selection process, allowing them to contribute ideas and preferences for signage that reflects the identity of their community.

7. Design: Clear, Identifiable and Timeless

Wayfinding elements should have a timeless design, so they do not become dated. A contemporary design that authentically reflects the identity of Richmond should be easily identifiable and eye-catching, without appearing out-of-place in its surroundings. The design should address both static and digital assets and create a unified experience across platforms and products.

Design Framework Related Recommendations

- a. Develop an aesthetic direction that is modern and fresh, and strategically introduces moments of fun and playfulness (as defined by previous engagement).
- b. Use a simple, clutter-free design that allows for the clear space necessary for legibility.
- c. Develop a visual hierarchy (type size and weight, colour, etc.), allowing for clarity of communication.
- d. Create a distinctive and recognizable design that sets signage apart from other urban elements, making it easy to identify while ensuring it is still perceived as an integrated part of the Richmond environment.

Implementation Related Recommendations

- e. Determine appropriate size and scale of information on signage and digital components based on content type and user requirements.
- f. Consider changeability for information such as directories (digital and static) and maps that may require updates from time to time. A panel system can be used, but the longevity of the signage must still be considered.

8. Versatile, Innovative and Adaptable Digital Wayfinding

A forward-looking wayfinding strategy embraces innovation and a holistic approach to enhancing accessibility, usability, and overall navigation. While the previously discussed recommendations may be realized through static signage, digital wayfinding provides a possible future direction. Digital solutions may include a range of technologies and implementations such as online maps, mobile applications, digital kiosks or QR code on a static sign. Wayfinding solutions should consider both practical wayfinding needs (helping users to find their way) as well as explore opportunities to innovate and position Richmond as a leader in the digital wayfinding experience. Digital wayfinding provides an opportunity to create a more accessible and inclusive experience through personalized information and multi-sensory wayfinding cues, such as auditory information, which can help create a more navigable built environment for everyone. Crucially, acknowledging that technology is always changing and advancing, new technologies should be carefully considered as they become available.

Digital Design Recommendations

- a. Explore the extent to which digital wayfinding can be supported through Google Maps, Apple Maps, and existing digital infrastructure.
- b. Prioritize an intuitive interface, personalized features, and real-time updates to enhance the user experience.
- c. Leverage QR codes at strategic locations and signage to provide quick access to local information, maps, and personalized navigation via a wayfinding app. Ensure that QR codes are easy to scan and offer valuable content.
- d. Leverage digital content in support of an accessible experience by considering features like screen readers, voice commands, auditory wayfinding cues, adjustable contrast and colour, keyboard navigation, and adjustable text sizes.
- e. Establish collaborative opportunities with tech startups and experts to stay at the forefront of wayfinding innovation.

Implementation Related Recommendations

- f. Ensure that the digital wayfinding system seamlessly integrates various modes of transportation, including public transit, cycling, rolling, walking, and vehicles.
- g. Encourage innovation in wayfinding by exploring cutting-edge technologies such as augmented reality (AR) overlays on mobile apps, interactive 3D mapping, kiosk-based wayfinding systems, or digital placemaking moments such as programmable illuminated elements within signage.

Making the Case for Digital and Static Wayfinding

The strategy developed here can be realized through static signage as well as through digital signage and digital content — indeed many of the points are relevant to both static and digital content. Due to cost considerations, clarity of communication, and simplicity of implementation, static signage and information should serve as the baseline solution, while digital signage and information should be considered when the following requirements are met:

1. Frequent updates are needed or real-time information is available

- This can include event information, public notices, traffic updates, transit information, weather updates or emergency alerts.

2. Additional and relevant secondary information is available

- There may be times when secondary, non-wayfinding information, such as hours of operation or admission details for a key destination, would be useful to communicate to individuals.

3. Clear ownership and source for data and information exists

- While many sources of information exist and many pieces of information could be communicated using digital content, there needs to be a clear understanding of content ownership and source of this information.

4. An elevated and memorable experience is desired

- Interactivity, personalization, and dynamic content have the potential to leave a strong positive impression, suggesting that digital content can elevate the experience in certain locations or instances.

Criteria and Strategy for Destination Inclusion on Signage

Since only a limited amount of information can be displayed on a sign, and to avoid overwhelming users, it is not feasible to include every destination or point of interest. By organizing and layering information based on its importance in a typical wayfinding journey, we can clarify what information is included and where it should appear. Primary destinations will appear more prominent on signage and will be on more signs overall, as compared to secondary and tertiary destinations. Tertiary destinations will be least common, and typically found on a small number of signs, usually located closer to their actual locations or at key decision points.

Examples of primary, secondary and tertiary destinations include:

Primary	Secondary	Tertiary
Signature Park National Historic Site Key Civic Building Canada Line Station	Community Park Trail or Greenway Shopping District	Washrooms Bike Share

During the process of implementing wayfinding in a given area of the city, community consultation and user journey mapping will assist in determining the appropriate primary, secondary, and tertiary destinations and sign locations.

Private Institutions and Businesses

While private institutions and businesses may prefer to be included on wayfinding signage, their inclusion presents several challenges:

- There are usually more private institutions and businesses than can reasonably fit on a sign while maintaining legibility and readability.
- Including one private institution or business often raises fairness and ethical concerns, as other businesses would expect to be represented as well.
- Private institutions and businesses sometimes close or re-brand, requiring signage updates, which leads to necessary upkeep and maintenance costs.

For these reasons, businesses are generally excluded from wayfinding signage. However, understanding that private institutions and businesses are key destinations, our hierarchy strategy allows businesses and private institutions to be represented under a broader district or area. A business might be categorized within a specific area, which in turn would be a primary or secondary destination. For example, while the name of a specific restaurant on Food Street would not be included on signage, it could be represented under the umbrella of “Food Street,” which itself could appear on signage.



Where We Want To Be: The Future Richmond Wayfinding Experience

A community wayfinding strategy will have a profound impact on how individuals experience Richmond in the future, transforming it into a more navigable and inclusive place. This strategy utilizes intuitive and well-placed wayfinding elements to help residents and visitors easily find their way to Richmond's many destinations. With a focus on accessible and intuitive information, the strategy will allow everyone to explore the city comfortably.

The wayfinding efforts in Richmond will also involve sharing the city's uniqueness and character. This will enhance the visual appeal of the city and weave a cohesive visual language that celebrates Richmond's identity, while allowing individual destinations and neighbourhoods to express their own identities.

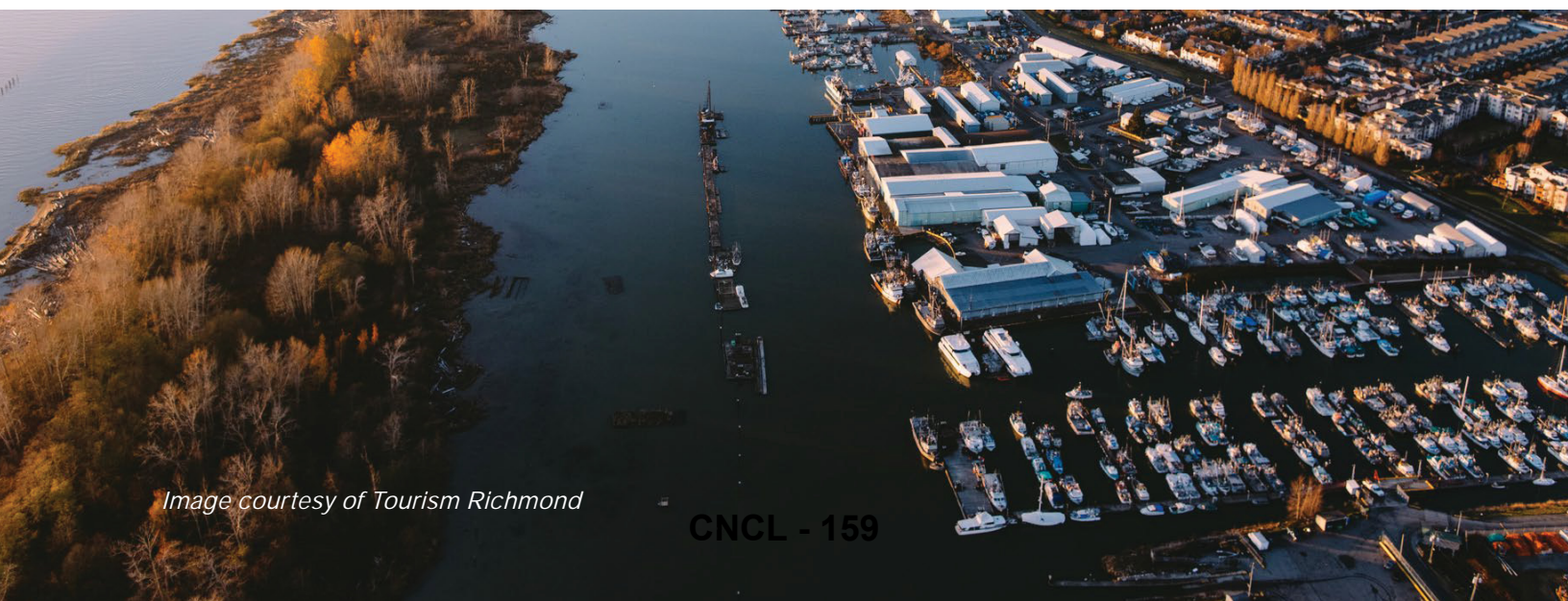
Section 5 – Where We Want To Be: The Future Richmond Wayfinding Experience

While signage will serve as a primary wayfinding tool, digital content such as interactive online maps, QR codes and digital kiosks will provide a deeper, interactive level of content and information. As the strategy is implemented over time, it is anticipated that additional wayfinding elements will be developed, beyond the family of signage outlined in the next section. These elements may include landmarks or public art that help those in Richmond orient themselves and connect to the city. Visitors and residents will have the freedom to choose how to engage with Richmond, whether it be through static signage, digital content, or other wayfinding elements, with the knowledge that their journey will be supported no matter what tools they select and prefer.

It is anticipated that this strategy will be implemented across the city over a period of years using a phased approach. As this occurs, additional work will be required to identify the appropriate wayfinding sign types, locations, and other wayfinding elements for a given area. In areas with protected heritage, such as Steveston, additional work will be required through the implementation process (and which may include separate permits/approvals) to ensure heritage values are preserved and celebrated.


While the aim of this strategy is to help visitors and residents find their way through the city, there is also an opportunity to leverage these design concepts for separate and future projects, such as those related to sharing information about the history or environment of a given area through interpretive signage or at city facilities, among others. Utilizing the strategy in this way can help further unify the experience of Richmond.

As future implementation proceeds, it is anticipated that key areas such as City Centre and Steveston will be further strengthened as vibrant cultural hubs, marked by a clear hierarchy of destinations, paths of travel, points of connection and orientation. The strategy will transform city entrances and introduce wayfinding tools and strategies that make the city more welcoming, help people discover key destinations and attractions, and support multi-modal traffic flow to unite different parts of the city. Overall, Richmond's wayfinding strategy will create an environment that is not only functional but also embodies a sense of cultural richness and pride.



A wayfinding strategy is expected to have several social, economic and cultural benefits:

Improved Wayfinding



Clear and effective wayfinding signage and systems help residents and visitors navigate the city with ease, reducing confusion and frustration.

User-Friendly Experience



A well-designed wayfinding program makes it easier for tourists and newcomers to explore the city, find attractions, and experience its offerings.

Accessibility & Inclusivity



A well-designed wayfinding program considers the needs of all users, including those with disabilities, ensuring a more inclusive and accessible experience.

A Welcoming Experience



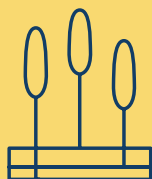
A city with a well-executed wayfinding program projects a positive image of being organized, welcoming, and accommodating, thus improving users' attitudes towards the city.

Economic Benefits



Improved wayfinding encourages people to explore different areas of the city, increasing traffic for local businesses, restaurants, and shops, thus supporting tourism and stimulating the local economy.

Local Culture & Landmarks



Wayfinding can highlight historical sites, cultural landmarks, and local attractions, promoting a sense of identity and pride among residents and visitors.

Multi-modal Transportation



Promoting pedestrian-friendly and alternative transportation, like cycling and public transit, reduces congestion and environmental impact. Wayfinding supports this with clear navigation for walking, cycling, and transit.

Part B

Design Framework





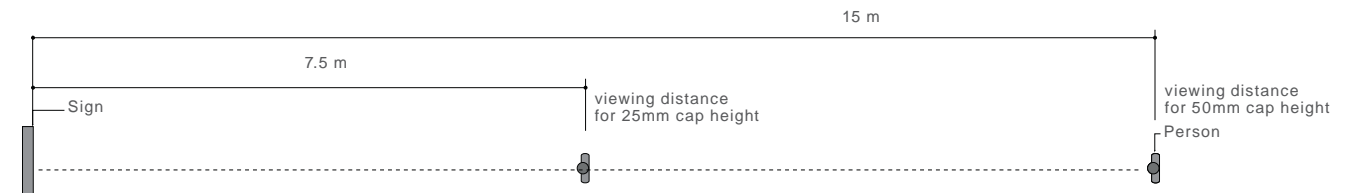
Accessibility & Best Practices

Viewing Distance and Best Practice

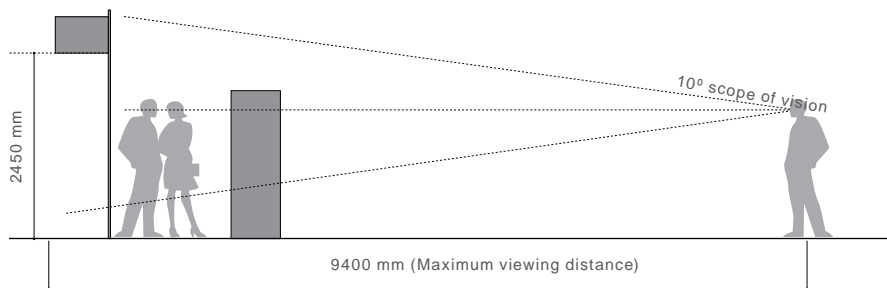
Size of visual messages should be based on targeted reading distance and mounting height to ensure readability and legibility. Information hierarchy should be provided through position, colour, and size to differentiate between various levels of message importance.

The suggested minimum cap heights for wayfinding signage should be based on the intended viewing distances of the signs. This may also be dependent on existing conditions and sightlines.

For example, from a viewing distance of 7.5m, the text on a sign should have a cap height of approximately 25mm.



Plan



Elevation

Field of Vision and Speed of Travel

When placing vehicular signs along the street, it's crucial to consider the field of vision of the human eye. Signs should be mounted within the natural angle of vision, which is about 30 degrees horizontally from the vertical centre line of the eyes.

To ensure optimal visibility, the letter height on vehicular signage should be adapted according to the vehicle's traveling speed and viewing distance. The visual character size chart provides suitable recommendations for letter height that align with particular traveling speeds and viewing distances.

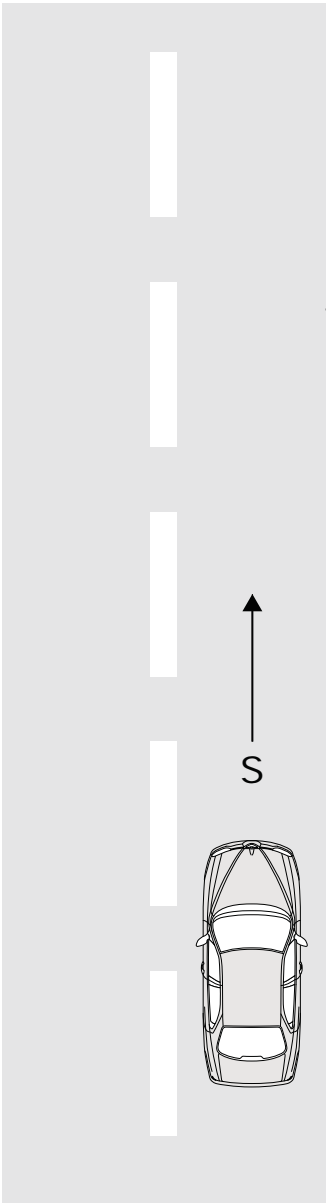
As a general rule of thumb text cap-height on roadway signage should be:

70km/h = 143mm – 190mm (5.6" – 7.5")

30km/h = 68mm – 82mm (2.7" – 3.25")

Note: Sign messaging and placement will be considered in the context of specific location conditions and other standard regulatory sign messaging during the phased implementation of the program. Wayfinding signage will be positioned with priority given to traffic signs.

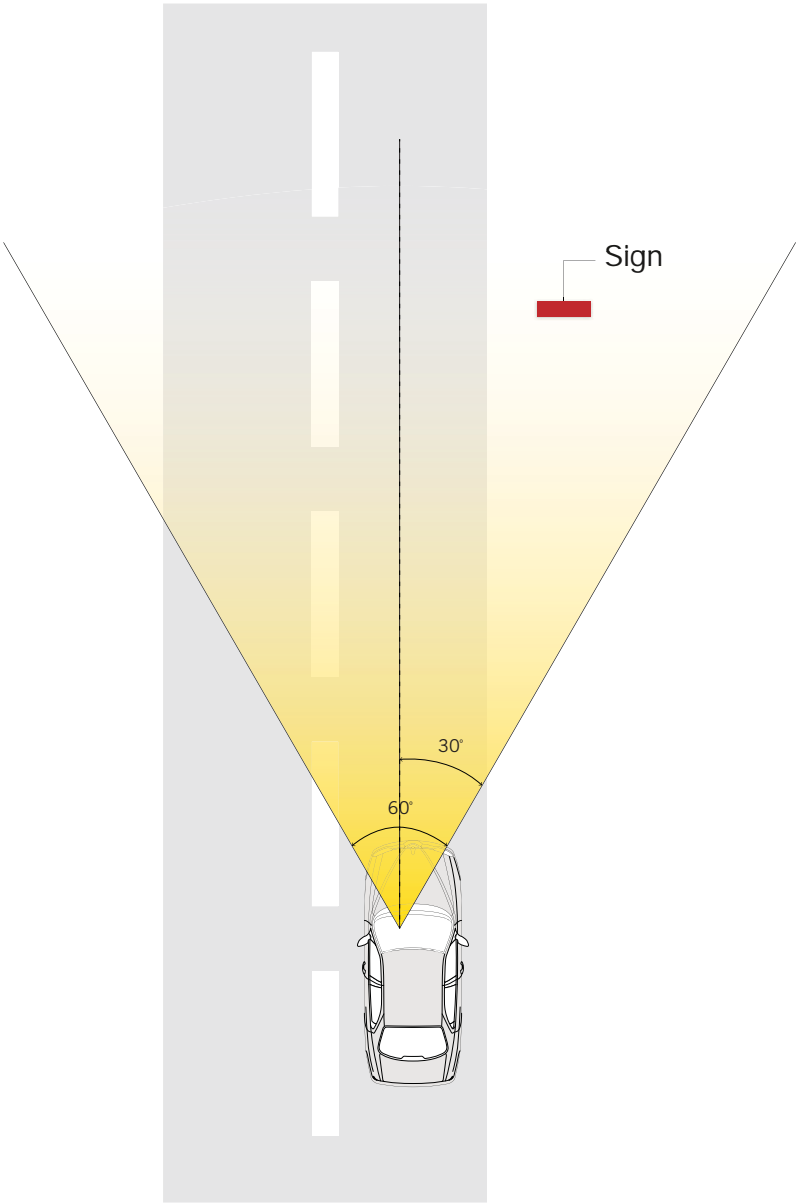
Character height for vehicular signs



$$\frac{(N+6)S}{100} + \frac{D}{10} = H$$

N: Number of Message
S: Speed Limit
D: Setback Distance
H: Height of Letters

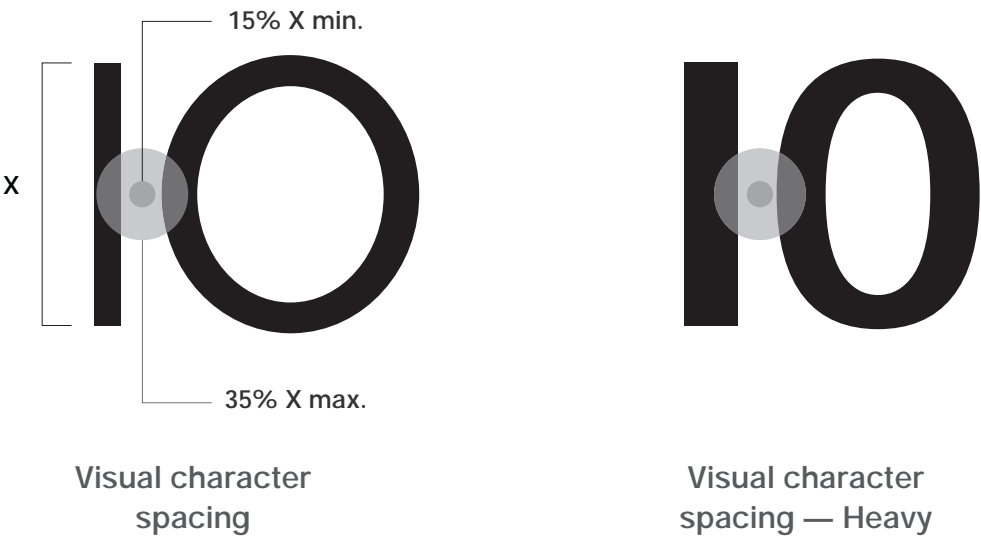
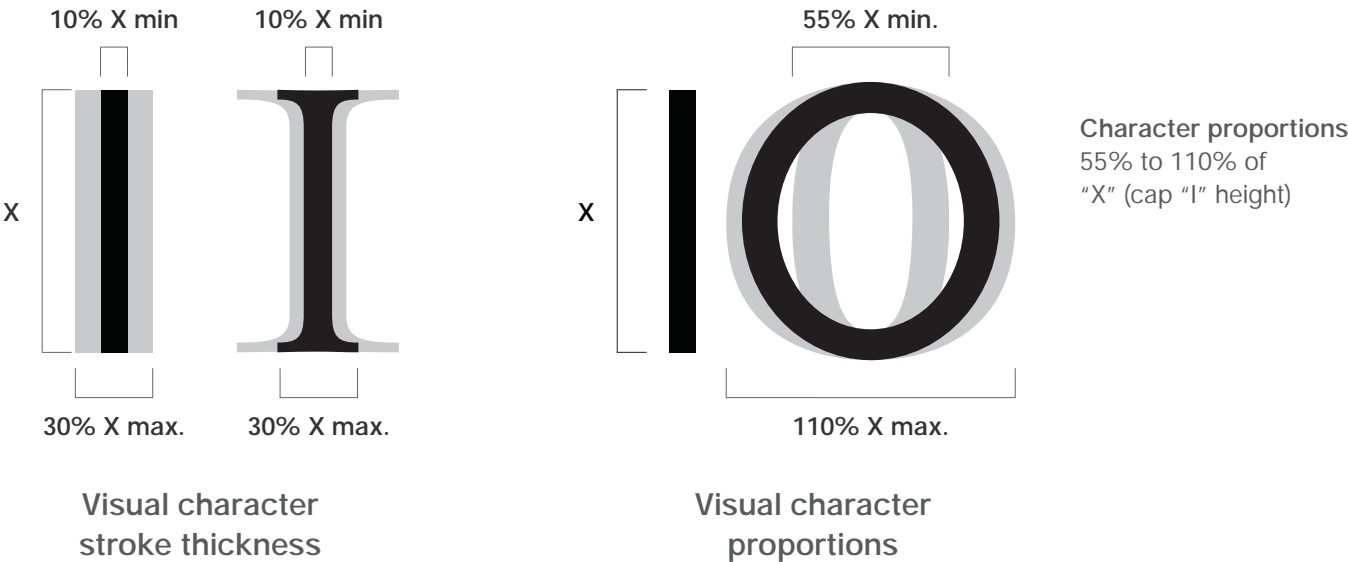
Sign placement and angle of vision



Note: Sign messaging and placement will be considered in the context of specific location conditions and other standard regulatory sign messaging during the phased implementation of the program. Wayfinding signage will be positioned with priority given to traffic signs.

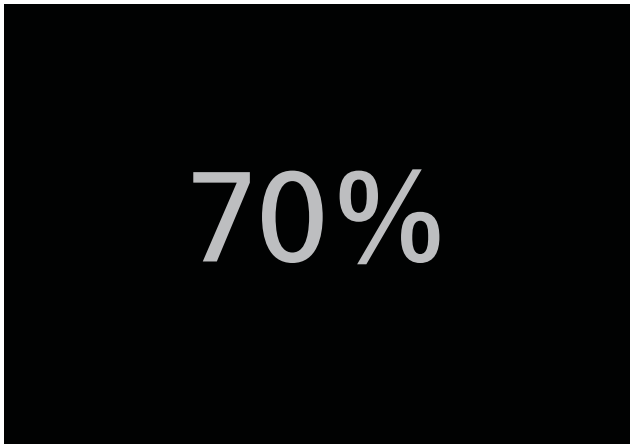
Typography, ADA and CSA Reference

Considering the stroke weight and character spacing for the typeface used in visual messages is essential to ensure readability, compliance with accessibility requirements, and inclusive for individuals with sight loss or reading difficulties. Appropriate stroke weight and visual spacing ensure clear and well-defined characters, promoting easy perception of the text on signage and making it visually impactful.

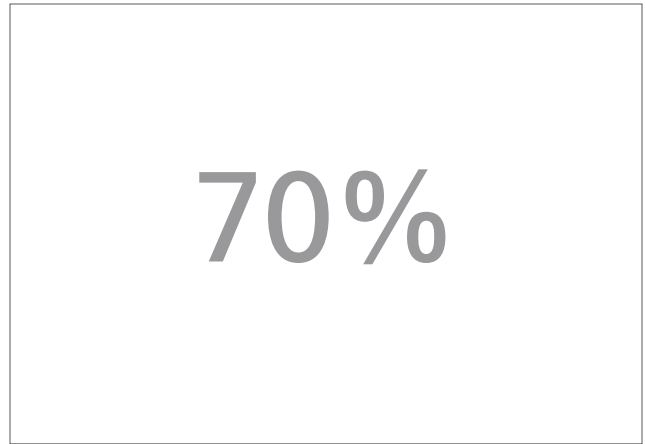


Readability and Legibility — Contrast

To ensure optimal visibility and legibility, it is recommended to display text on a dark background with light-coloured letters for critical wayfinding information, maintaining a foreground/background contrast of 70% for better readability. However, for neighbourhood or area identification, alternate colour schemes—such as dark text on a light background—may be used for distinction. Non-glare sign surfaces are recommended to minimize glare and reflections.



Light characters against
dark backgrounds



Dark characters against
light backgrounds

Readability and Legibility — Upper vs. Lowercase

Visual messages should be set in upper and lowercase. Mixed-case text on signage enhances readability by aiding word recognition and reducing eye strain, while also providing a more aesthetically pleasing appearance and effectively emphasizing important information.



Richmond Ice Centre

CSA Recommended



RICHMOND ICE CENTRE

CSA Not Recommended

Nomenclature

Effective wayfinding ensures clarity for users through message organization, hierarchy, and simplified nomenclature.

- To achieve this, terminology should be easily understandable and standardized, promoting consistency.
- Utilizing common language terms in a simple, clear, and consistent manner can reduce message ambiguity, enhance organization, and improve sign readability.
- When identifying destinations on wayfinding signage, it's essential to avoid unnecessary abbreviations.

Pictograms

Incorporate universally recognizable symbols and icons to convey information quickly, especially for multilingual and multicultural audiences. Icons can provide clear direction without relying solely on text. They also present an opportunity to include local charm into the wayfinding, creating a sense of place.



Accessible



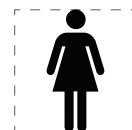
Inclusive Washroom



Inclusive Accessible
Washroom



Inclusive Accessible
Baby Change



Women



Men



Women
Baby Change



Men
Baby Change



Women Accessible
Baby Change



Men Accessible
Baby Change



Baby Changing
Station



Information



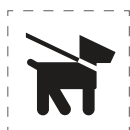
Off Leash Dog Park



Litter
Receptacle



Food
Services



Pet On Leash



Post Office



Picnic Area



Bicycle Route



Trail



Library



Hospital



Museum



Farmers’ Market



Shopping



Marina



Beach



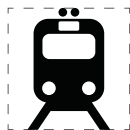
Swimming/Pool



Sailing



Fishing



Train



Bus



Boat Tour



Boat Launch



Airport



Basketball



Tennis



Parking



EV Charging Station



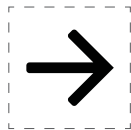
Rideshare

Arrows

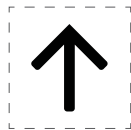
The following are the standard set of arrows used for directional signage.



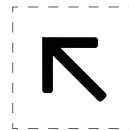
Left



Right



Up-ahead



Up-left



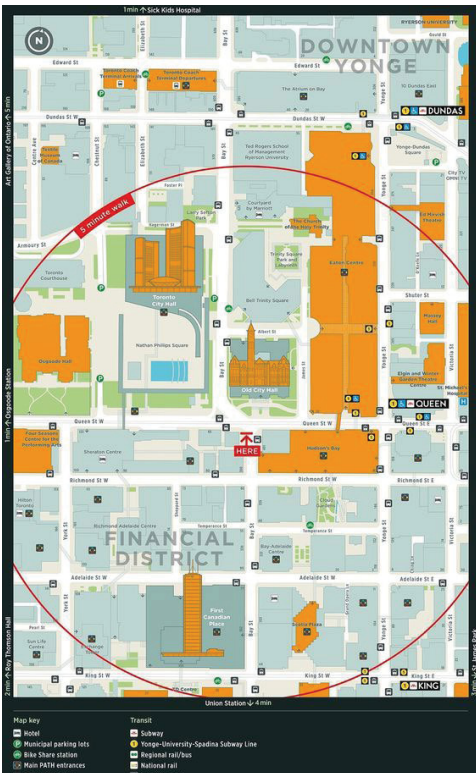
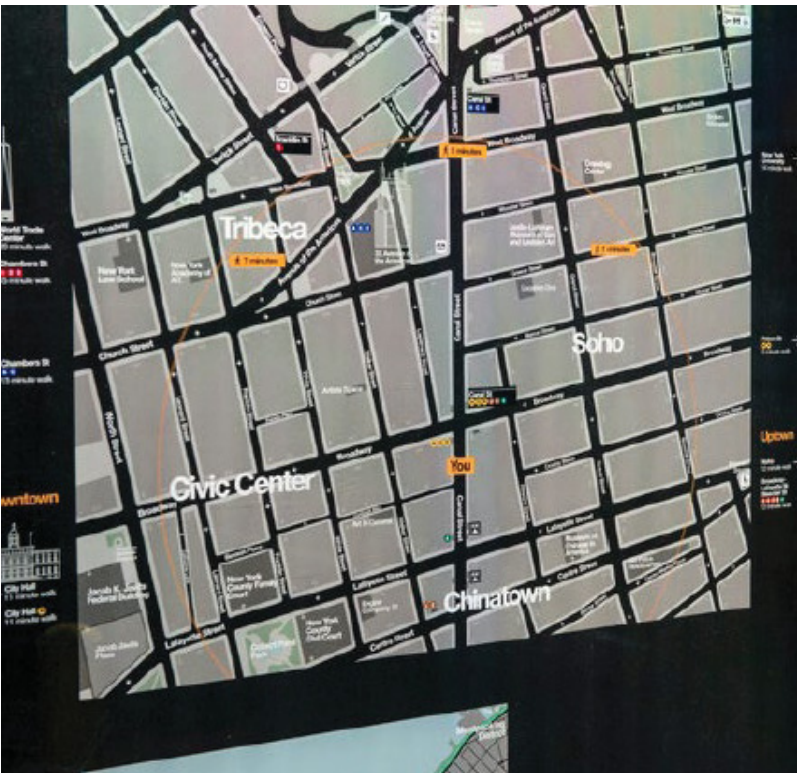
Up-right

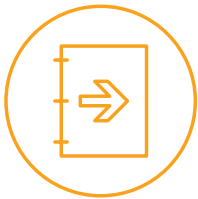
If multiple arrows are applied to a directional sign in a vertical stack, they are to be in the following order:

1. Left
2. Right
3. Up-ahead
4. Up-left
5. Up-right

Heads-Up Map

“Heads-up” orientation corresponds to the direction the user is facing (WalkNYC). Map is rotated to match the user’s viewpoint based on sign location.





Wayfinding Signage Design & Guidelines

Typography

The Frutiger typeface family has been selected for use on all wayfinding and signage applications. Frutiger is a sans serif typeface that is easy to read in both upper and lower case. It performs well on screen and is machine readable for language translation software and apps.

Frutiger Regular

Frutiger Regular is used for listing destinations on directional and directory signage.

Frutiger Bold

Frutiger Bold is used for identifying neighbourhoods on signage.

Typeface substitutions are not permitted.

It is the responsibility of the appointed fabricator to purchase the typefaces.

Regular and Bold weights are to be used on signage as indicated on each sign type design drawing. No additional typeface styles to be added.

Materials Index

Wood-Stamped Concrete

Combines the warm texture and appearance of wood with the durability and low maintenance of concrete, offering a long-lasting solution.

Anti-Graffiti Coating

Protects sign surfaces from vandalism, allowing graffiti to be easily removed without damage, maintaining the sign's appearance and reducing maintenance costs.

Painted Aluminum Sign Box and Changeable Panels

Aluminum is a sustainable building material known for its longevity and infinite recyclability. Its lightweight, durable, and corrosion-resistant properties make it an ideal choice for outdoor signage, while changeable panels offer the flexibility needed for easy updates.

White Translucent Acrylic Push-Through Logo for Welcome ID Signs

This integrated design has internally illuminated letters, providing a sleek, modern appearance with enhanced nighttime visibility and low maintenance.

Reflective Vinyl Text for Vehicular Directionals

Reflective vinyl ensures signage is visible to drivers in low-light conditions by reflecting vehicle headlights, improving legibility and safety.

Changeable Digitally Printed Vinyl for Localization Patterns

Allows for customizable designs, reflecting local artwork or seasonal updates without altering the structure of the sign.

Digitally Printed Text and Graphics for Pedestrian Signage

Provides high-quality, customizable images and text. This UV-resistant printing method keeps colours vibrant over time and is cost-effective for pedestrian signage.

Brand Identity

Where the Richmond logo is used in wayfinding, a reversed version is recommended.



City of Richmond logo in reverse



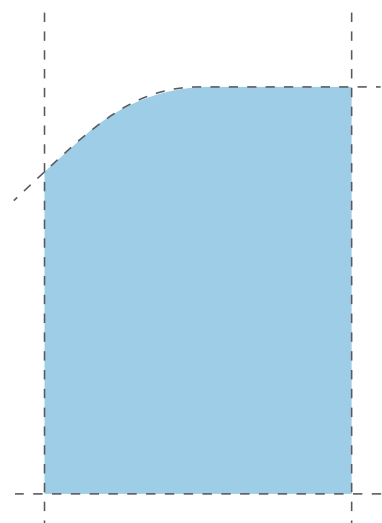
City of Richmond logo in reverse + slogan

Form Inspiration

The form and shape of the signage family is inspired by both the curve of the heron logo and ocean waves, as a nod to Richmond's coastal surroundings.



Heron form – City of Richmond logo



Wayfinding sign form inspiration

Family of Products – Colour Option 1

Family of Products – Colour Option 1

Design Approach:

- Brand colours from both the City of Richmond and Tourism Richmond are used in this option. The blue colour of the information panel has been darkened to improve legibility for the wayfinding program.
- Richmond’s brand yellow is chosen as an accent colour for signage, complementing the primary blue, drawing attention, and serving as a beacon for wayfinding. It provides a high level of contrast with the blue and aligns with Richmond’s core brand colours, ensuring consistency and legibility.
- Natural tones thoughtfully complement Richmond’s diverse landscapes (cityscapes, waterfronts, farmlands, and rural areas) creating a visually cohesive and inviting atmosphere. These tones enhance the city’s rich emphasis on art and heritage, integrating seamlessly with the environment. By minimizing visual clutter, the wayfinding system maintains a clear and unobtrusive presence, offering a subtle contrast that stands out without overpowering the surroundings.
- Natural tones are less prone to fading, which reduces the frequency of maintenance needs over time and ensures the wayfinding system remains in good condition longer.
- This option celebrates the elements and form of the heron logo while allowing flexibility and providing means to future-proof against potential brand evolutions.

Colour Option 1

The City of Richmond offers many stunning views, including lively cityscapes, tranquil waterfronts, beautiful farmlands, peaceful rural areas, and cascading mountains. The colours chosen for the wayfinding program are inspired by both the surrounding landscape, and the City of Richmond and Tourism Richmond brand colours.



Colours used for the wayfinding program



City of Richmond Brand Colours



RED
PMS 485C
CMYK 0,95,100,0



Yellow
PMS 137C
CMYK 0,35,90,0



Light Blue
PMS 3005C
CMYK 100,34,0,2



Green
PMS 355C
CMYK 94,0,100,0

Corporate Colour



Blue
PMS 647C
CMYK 100,56,0,23



Blue
PMS 485C
CMYK 0,95,100,0

Adjusted to be darker to improve legibility and display above the minimum required 70% contrast between message and background.

This achieves 80% contrast.

Tourism Richmond Brand Colours



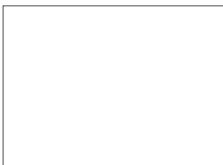
Golden Sunrise
PMS 124 C
CMYK 0,30,100,0



Deep Blue
PMS 316 C
CMYK 93,56,52,36



Orca Black
PMS Black C
CMYK 0,0,0,100



Spirit Bear White
PMS White C
CMYK 0,0,0,0

Secondary Colours



Beachfront Sand
PMS 2001 C
CMYK 0,3,48,0



Shore Blue
PMS 563 C
CMYK 50,10,29,10



Lichen Green
PMS 2276 C
CMYK 48,23,74,2



Salmon Red
PMS 7608 C
CMYK 20,80,75,20



Winter Night Grey
PMS 425 C
CMYK 0,0,0,85

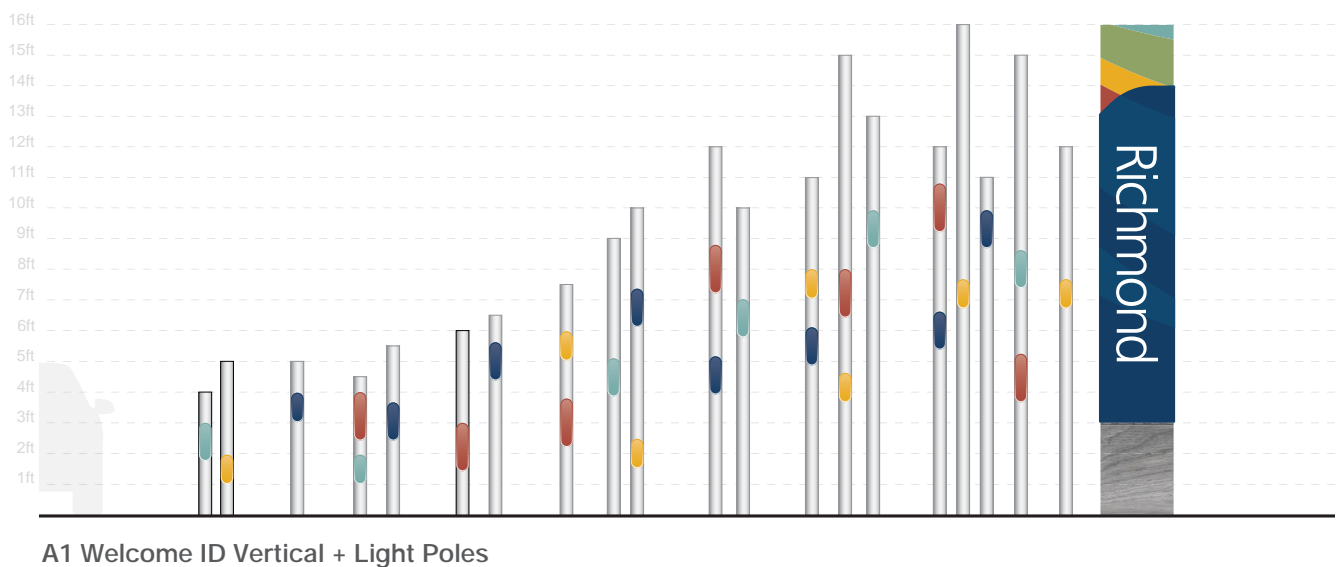
Family of Products – Colour Option 1

The following is an overview of the six sign types that form the wayfinding family of products for Richmond.

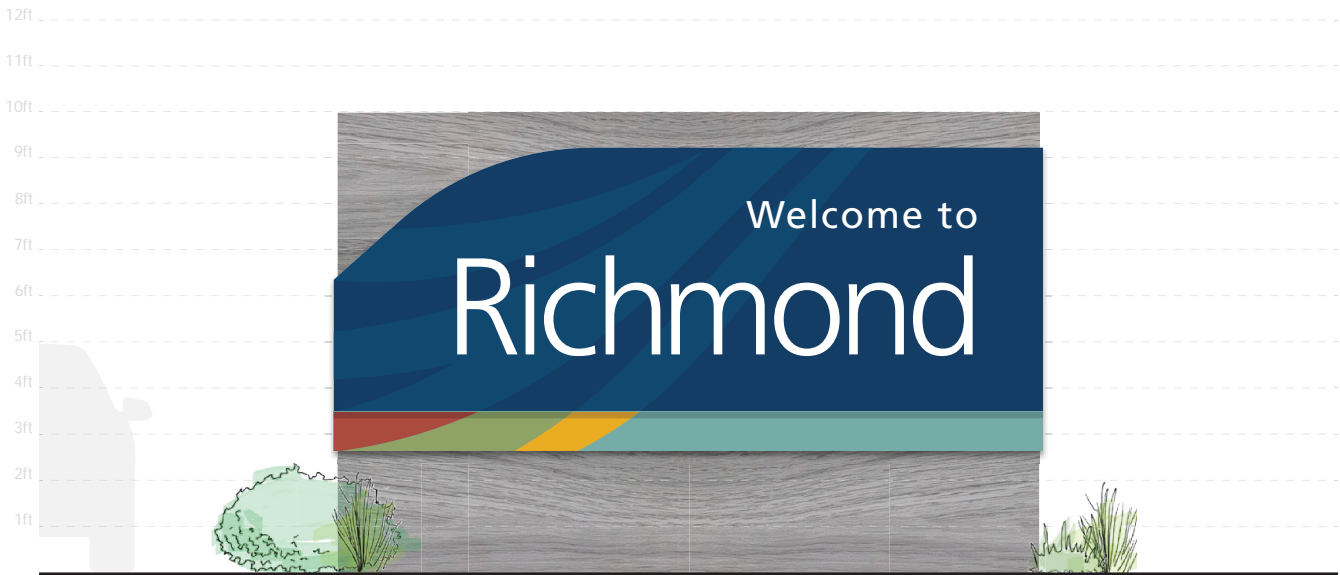
These have been categorized by function:

- “A” sign types for gateway entry signage
- “B” sign types for directional signage
- “C” sign types for directory signage

Note: Refer to the individual signage type description pages for additional details and recommended use of each sign type.



Family of Products
Scale 1:75



A2 Welcome ID Horizontal



B1 Vehicular
Directional

B2 Vehicular
Directional –
On Post

B3 Pedestrian
Directional

C1 Pedestrian
Directory

Family of Products
Scale 1:50

Localization Elements on Signage

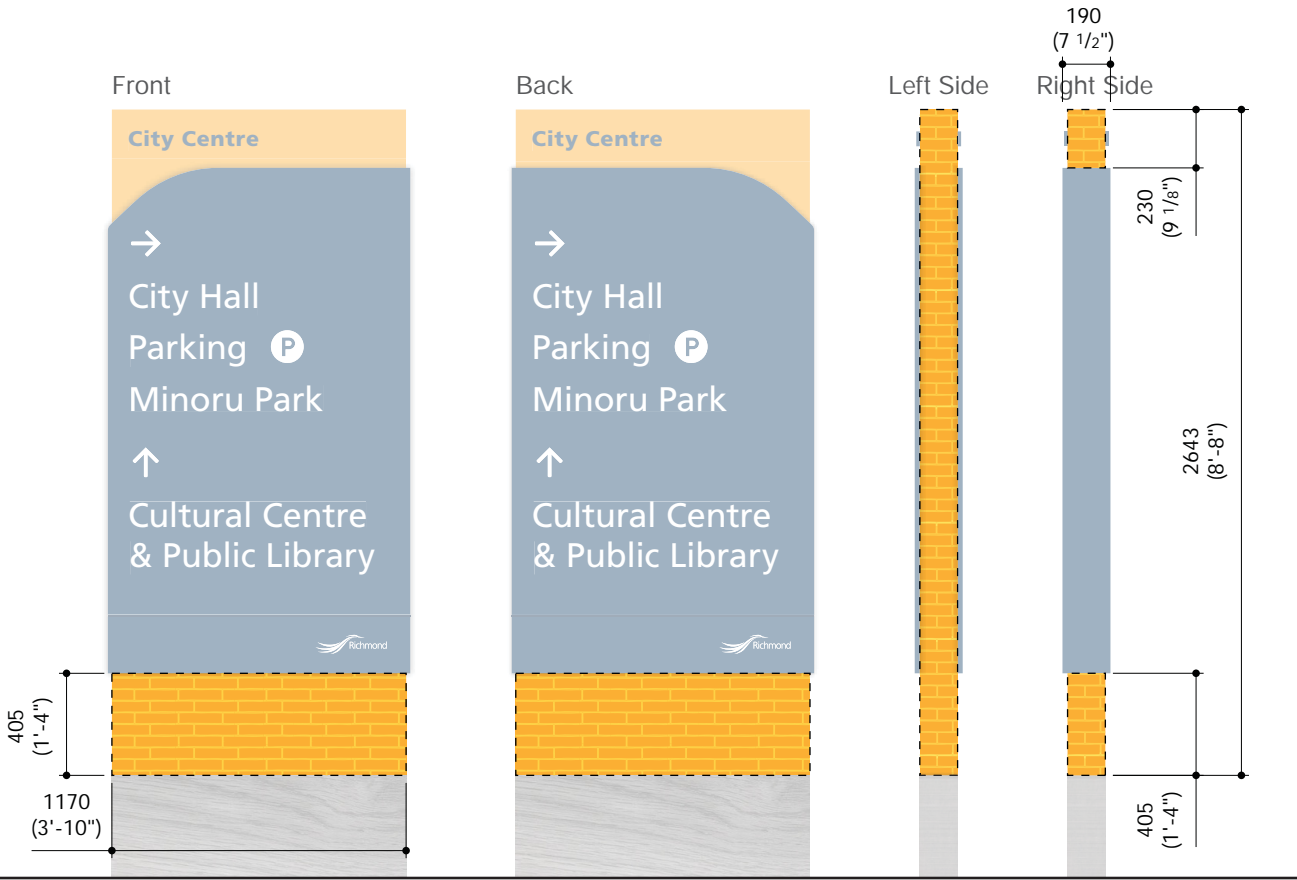
Localized design elements are crafted to capture the unique character of different areas, including landmarks and cultural features.

While the primary goal of the wayfinding program is to provide clear navigational guidance and maintain a consistent visual identity across the city, the tailored localization on signage highlights specific references relevant to each area, enhancing the connection between users and their surroundings.

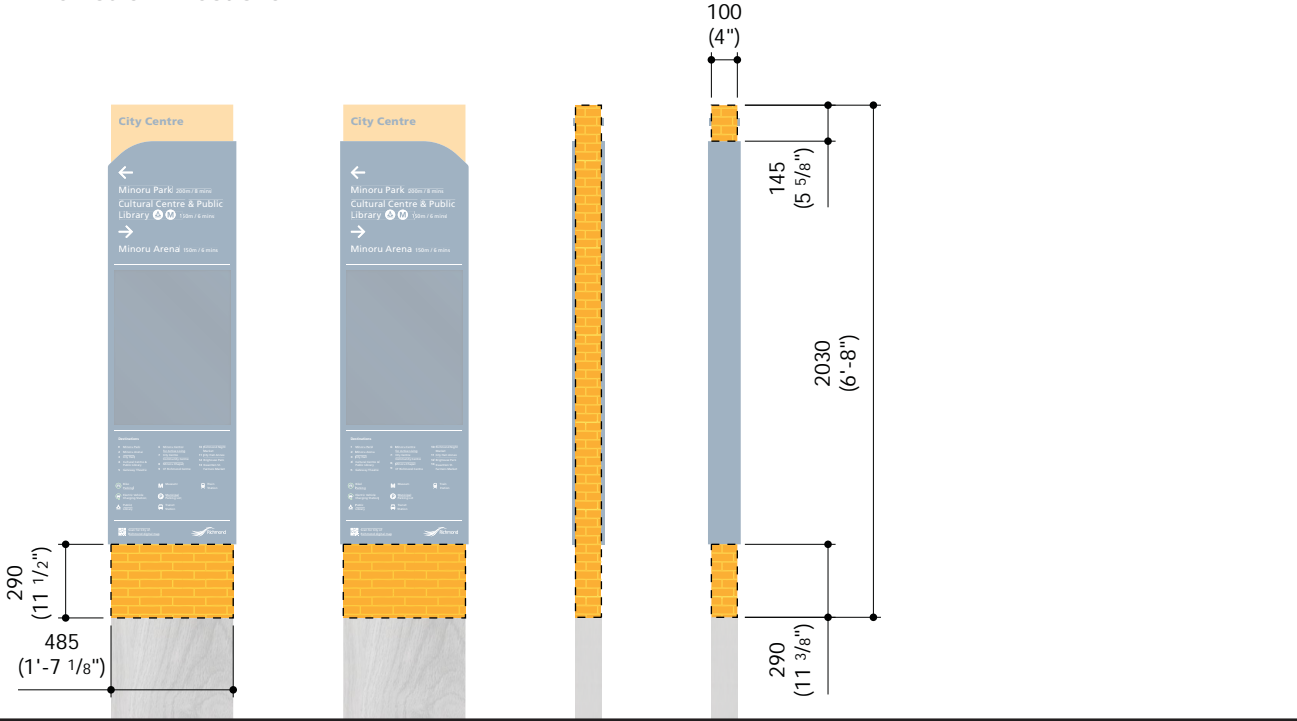
It is crucial that this element of localization does not detract from the functionality and clarity of the wayfinding signage program. The design and placement of localized elements should be balanced with the practical considerations needed to ensure the signage provides clear and easy-to-read guidance without overwhelming users.

This can be further enhanced through technology, such as QR codes on pedestrian signage, which can offer additional information or context about the localized elements without detracting from the primary navigation function.

By focusing on these aspects, signage can effectively reflect the unique character of different areas while remaining functional and helpful for navigation.



B1 Vehicular Directional



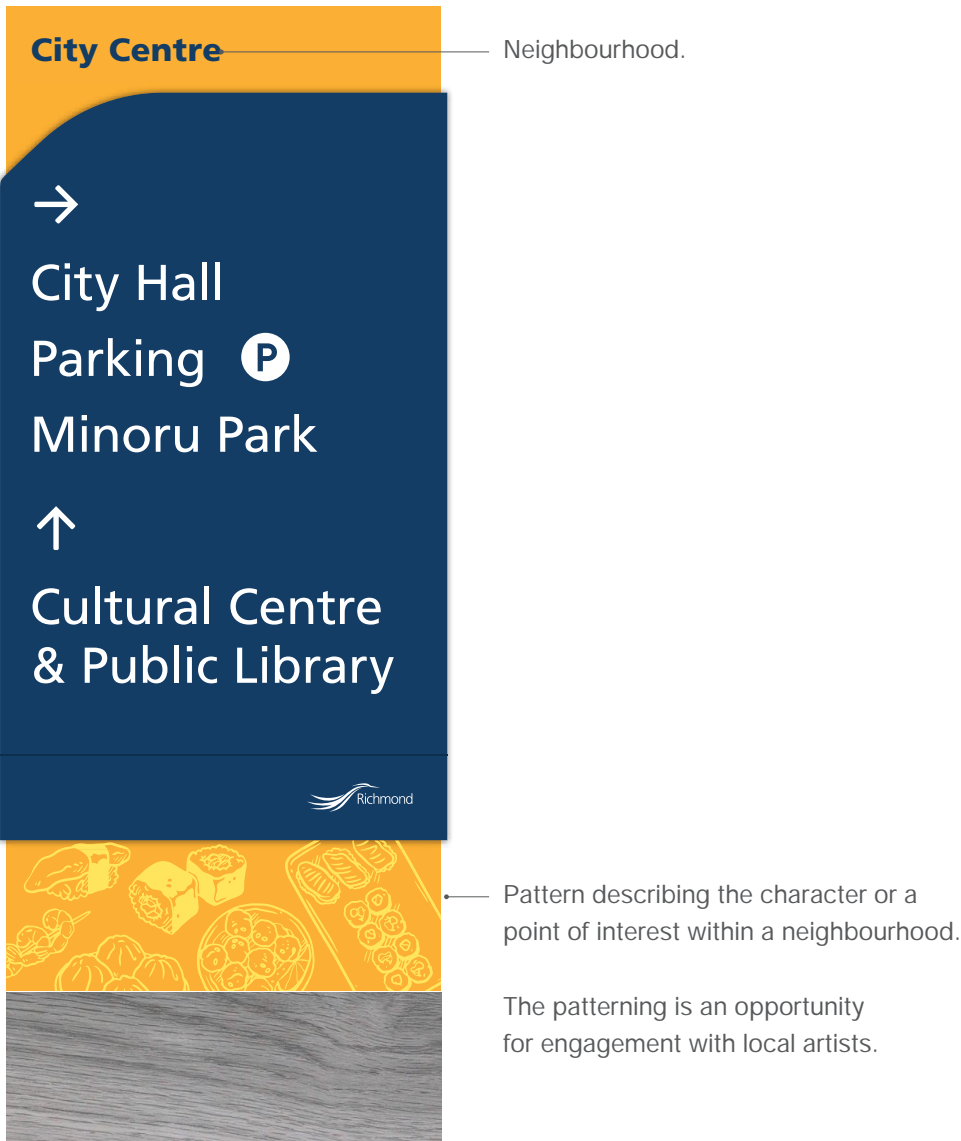
C1 Pedestrian Directory

Localization Surface Area on Signage
Scale 1:30

Localization Elements on Signage

These examples visually demonstrate how signage can effectively reflect the unique character of different areas while remaining functional and helpful for navigation.

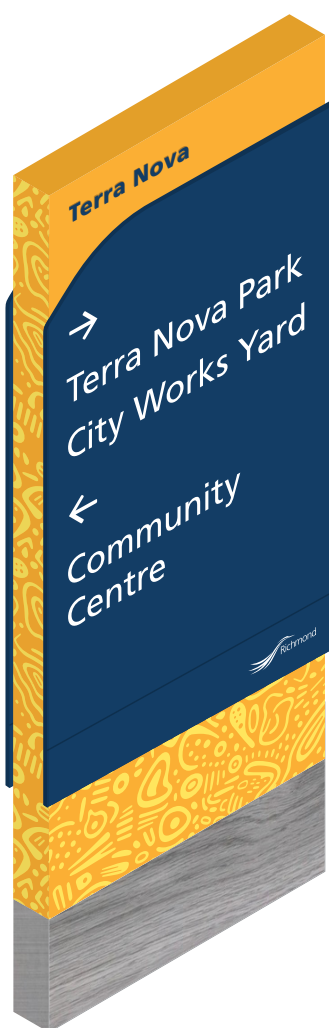
For example, a sign located in the City Center on Food Street might showcase imagery related to the cuisine found along that strip.



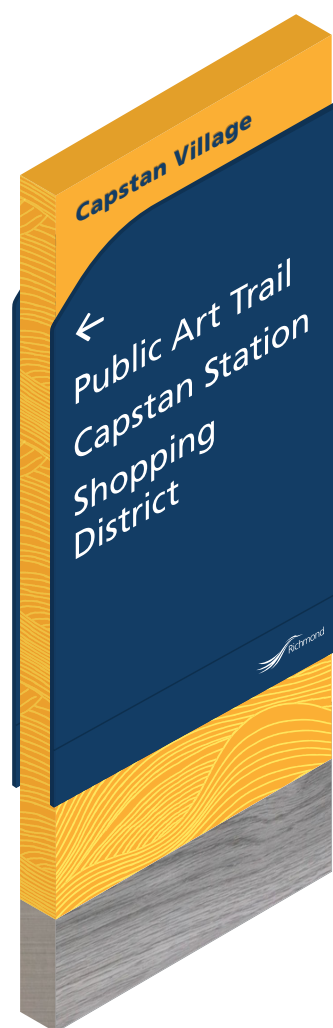
B1 Vehicular Directional
NTS



Example 1



Example 2



Example 3

B1 Vehicular Directional – Localization Element on Signage NTS

Note: Messaging and graphics are for representation only.

Draft Community Wayfinding Strategy

Expanding Localization Beyond Signage

To build a comprehensive placemaking program with localized signage elements, the focus should be on creating an environment that reflects each neighbourhood's unique character while strengthening overall community identity.

This can be achieved by weaving local design elements into various aspects of the public realm, including signage (as illustrated in previous page), street furniture, and public art, to craft a cohesive and engaging atmosphere.

By engaging residents, artists, and even local businesses in the design process ensures that the program resonates with the community's essence.

Example Case Study

Nicollet, Minneapolis

Identity and signage for Central Avenue and destinations in downtown Minneapolis.

A brand identity and comprehensive program of signage, wayfinding, and environmental graphics for Nicollet that capture the spirit of the street and its place in the city. The Nicollet logo is treated as a pattern and used in various applications, including ground graphics, street furniture design, and print and digital media.

Refer to project: <https://www.pentagram.com/work/nicollet/story>



Project by Pentagram

Family of Products – Colour Option 2: Brand Forward

Family of Products – Colour Option 2: Brand Forward

Design Approach:

- This design option is a brand-forward approach, prominently featuring the City's brand colours, the heron logo and slogan.
- These bright colours align with the Richmond brand. However, brightly coloured backgrounds have the potential to visually overwhelm and detract from the wayfinding content of the sign.
- The vibrant colours, when applied to large surface areas, may lose their appeal over time as they are more prone to fading and could require frequent maintenance.

Colour Option 2

City of Richmond Brand Colours



RED
PMS 485C
CMYK 0,95,100,0



Yellow
PMS 137C
CMYK 0,35,90,0



Light Blue
PMS 3005C
CMYK 100,34,0,2



Green
PMS 355C
CMYK 94,0,100,0

Corporate Colour



Blue
PMS 647C
CMYK 100,56,0,23

City of Richmond Logo



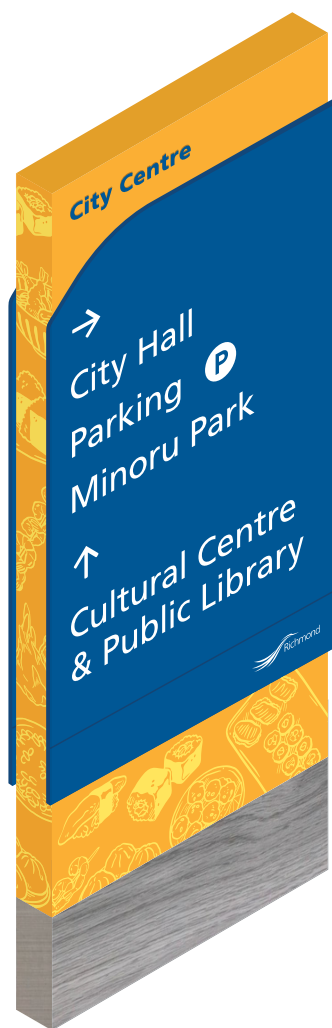
City of Richmond logo
+ slogan



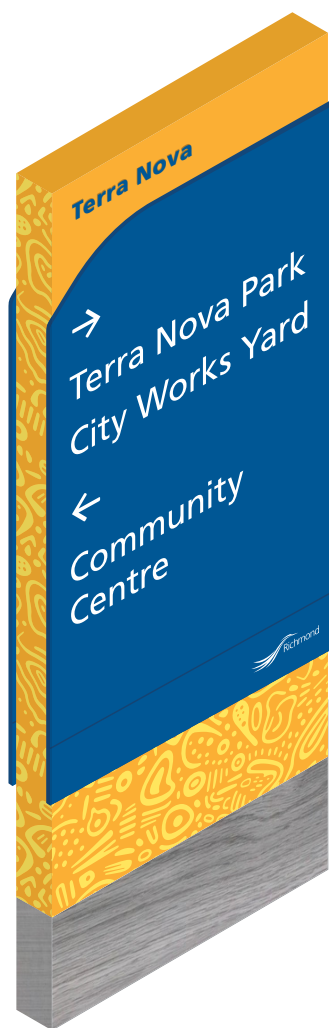
City of Richmond logo in
reverse + slogan

Localization Elements on Signage

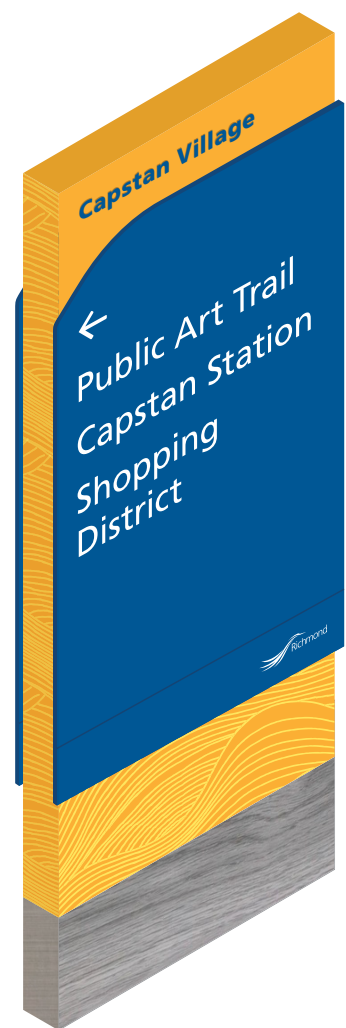
The approach to localization for this option will follow the same strategy as outlined in Colour Option 1.



Example 1



Example 2



Example 3

B1 Vehicular Directional – Localization Element on Signage NTS

Note: Messaging and graphics are for representation only.

Draft Community Wayfinding Strategy

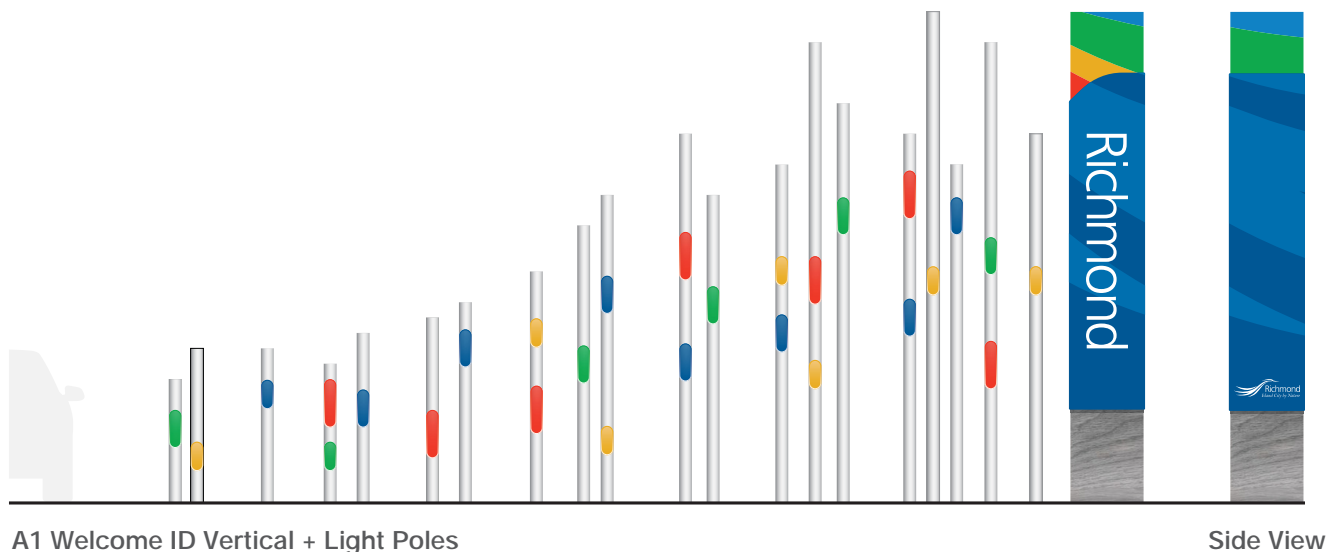
Family of Products – Colour Option 2

The following is an overview of the 6 sign types that form the wayfinding family of products for Richmond.

These have been categorized by function:

- “A” sign types for gateway entry signage
- “B” sign types for directional signage
- “C” sign types for directory signage

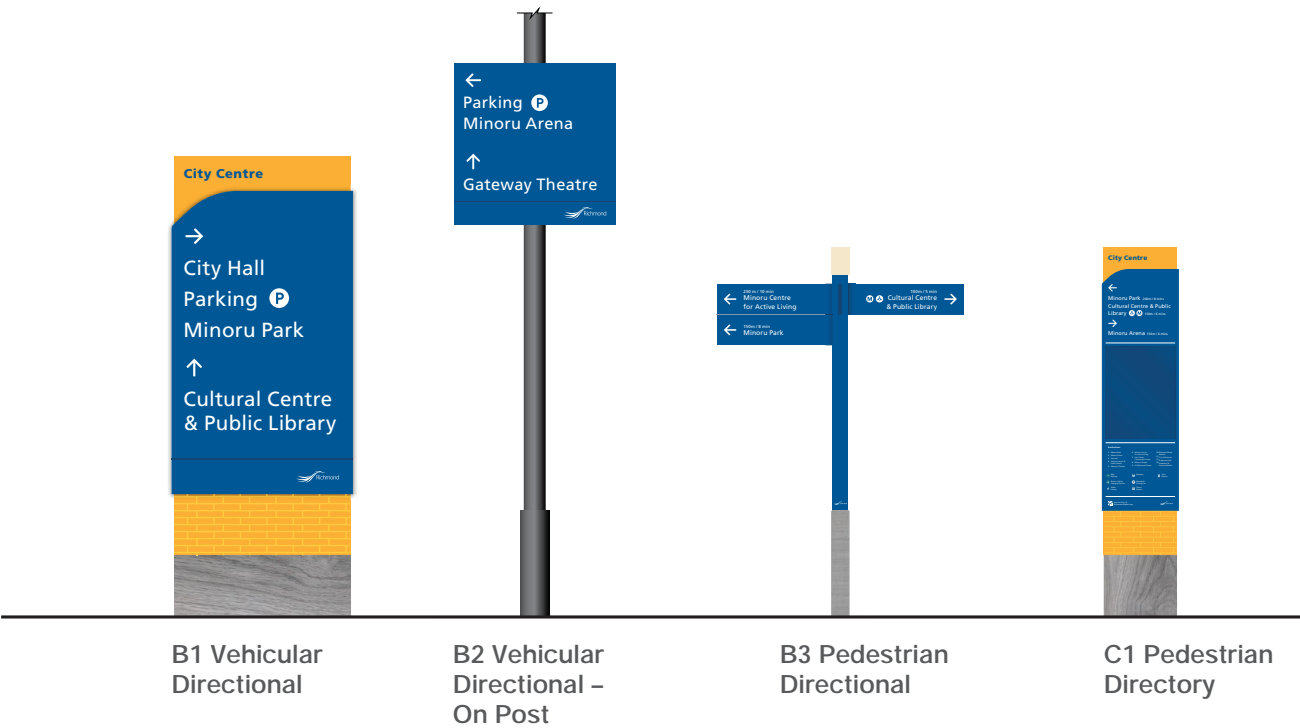
Note: Refer to the individual signage type description pages for additional details and recommended use each sign type.



Family of Products
Scale 1:75



A2 Welcome ID Horizontal



Family of Products
Scale 1:50

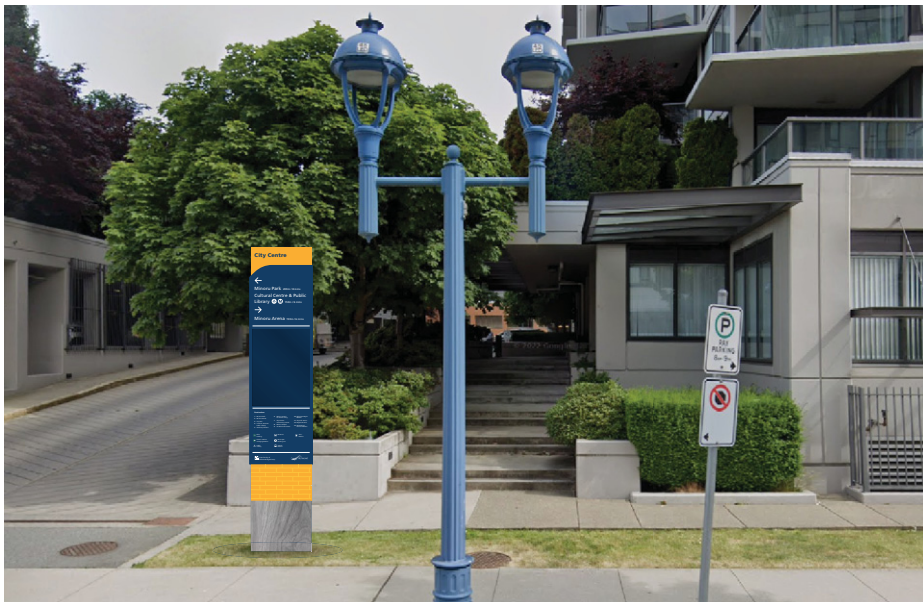
Comparing Colour Option 1 & Colour Option 2



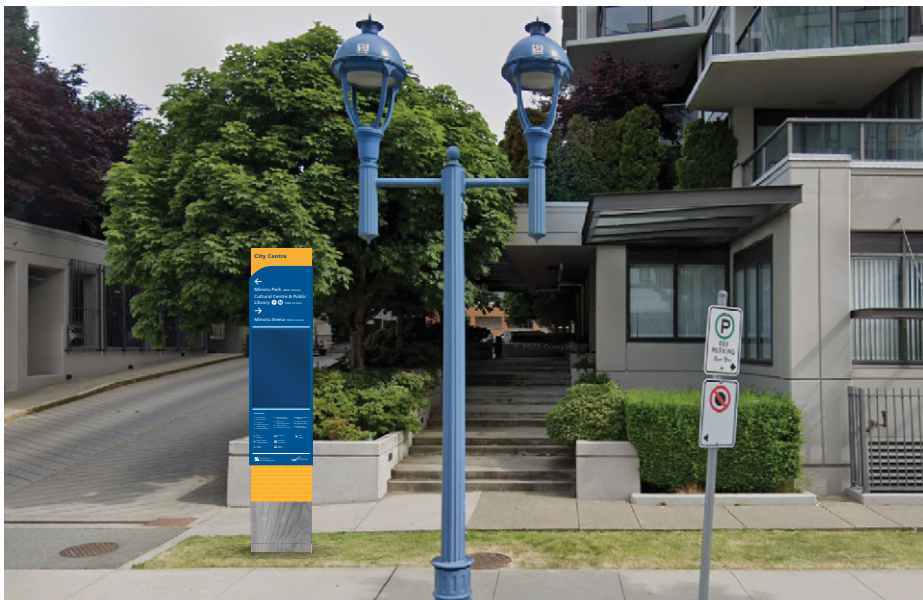
Comparing Colour Option 1 & Colour Option 2

Here we can see how the two colour options work in the Richmond streetscape, alongside the existing blue fixtures.

*Note: Locations are for illustrative, colour-study purposes only.
Actual locations and messages of signs TBD.*



Colour Option 1



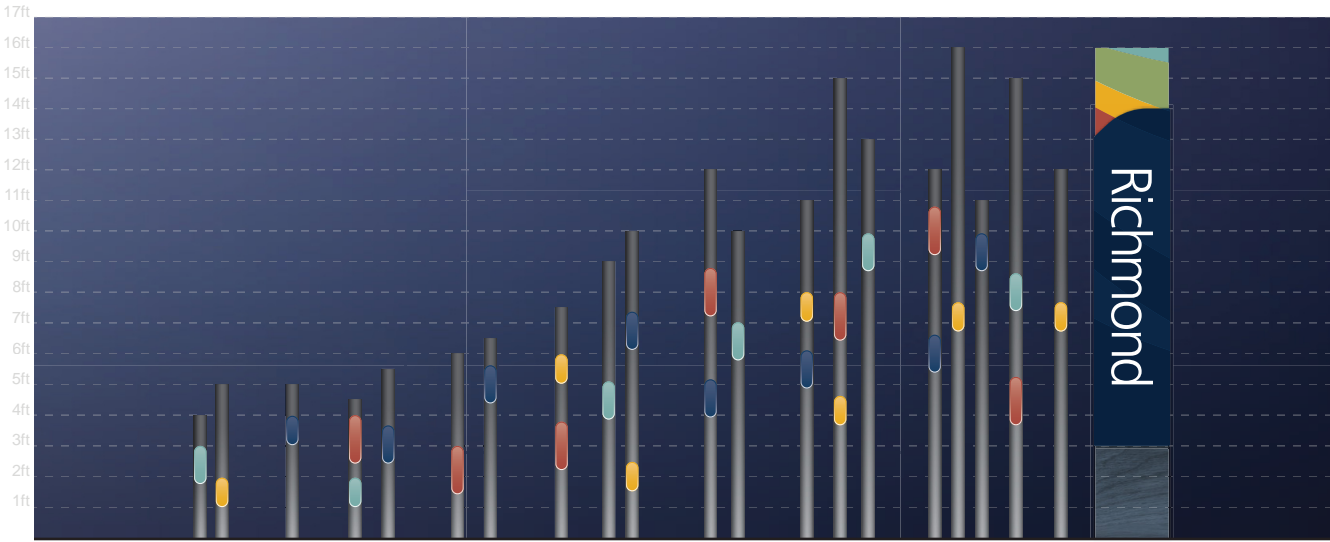
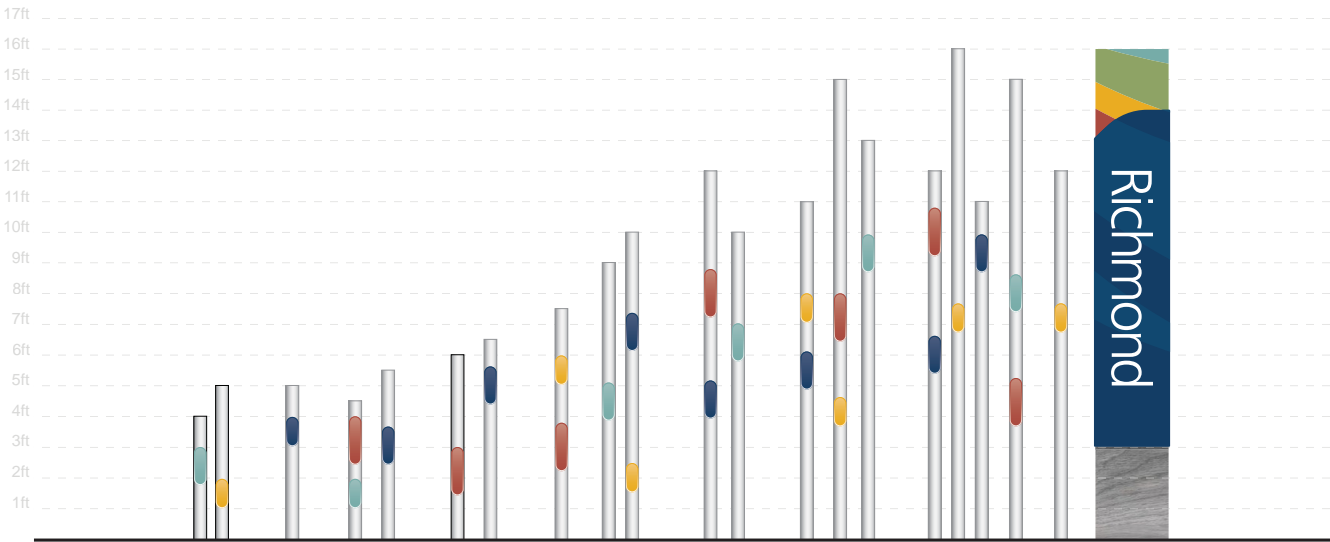
Colour Option 2

Detailed Signage Drawings

Colour Option 1 Shown in Detail Drawings

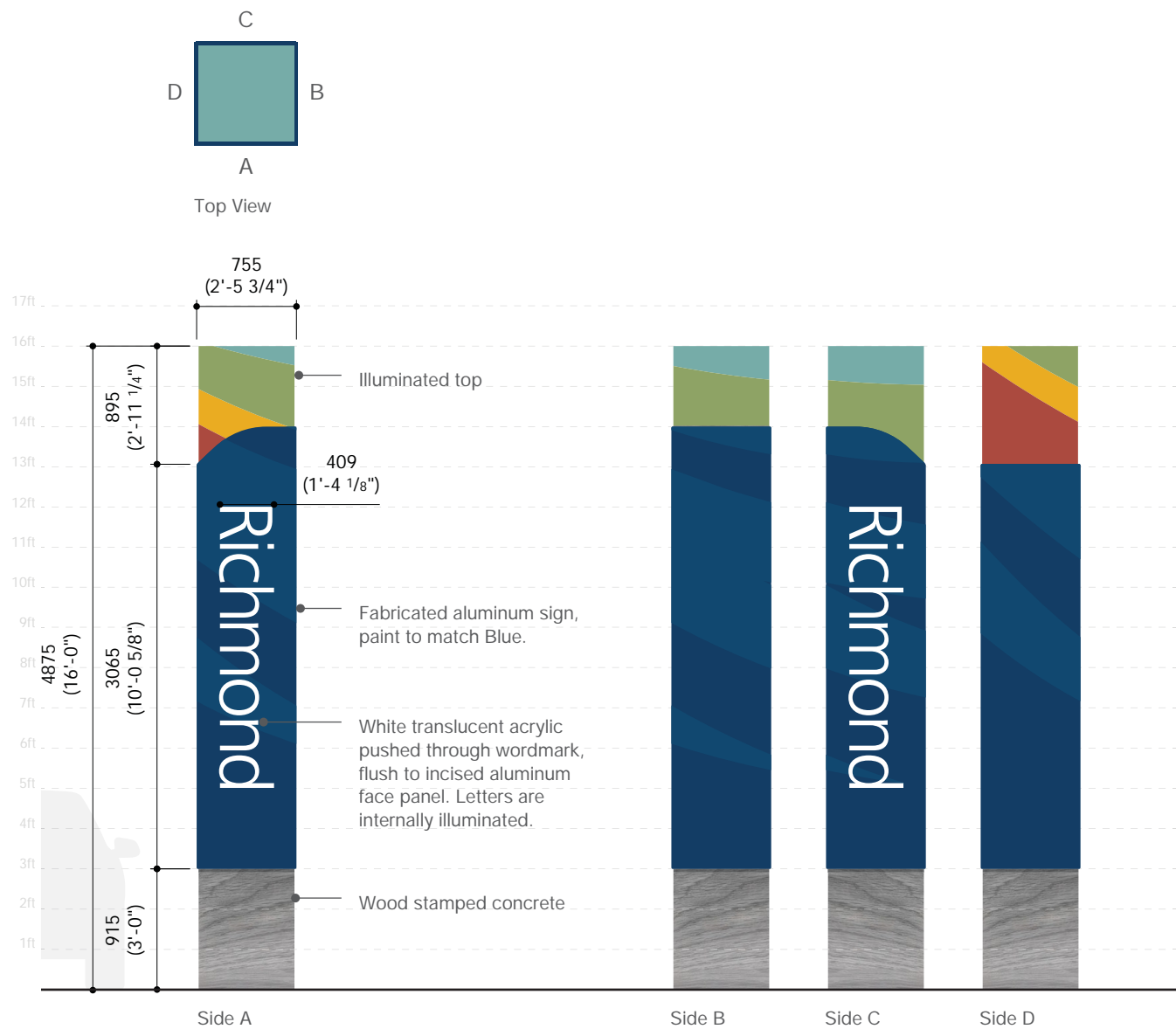
Gateway Entry Signage

Designed to provide a welcoming sense of arrival at primary access locations, these signs help define the boundaries of the City of Richmond. The A1 and A2 gateway entry sign types are developed for use at each entrance based on scale, importance, and available real estate.

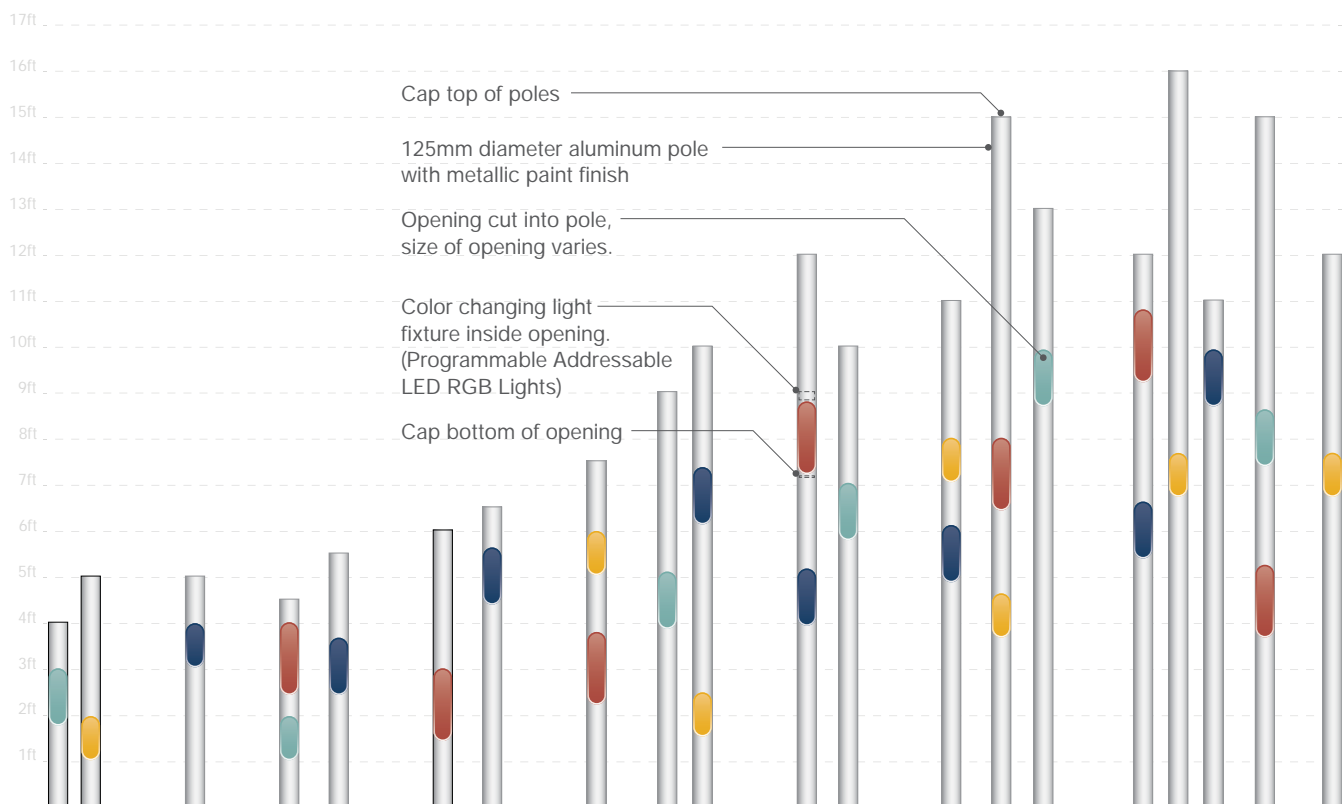


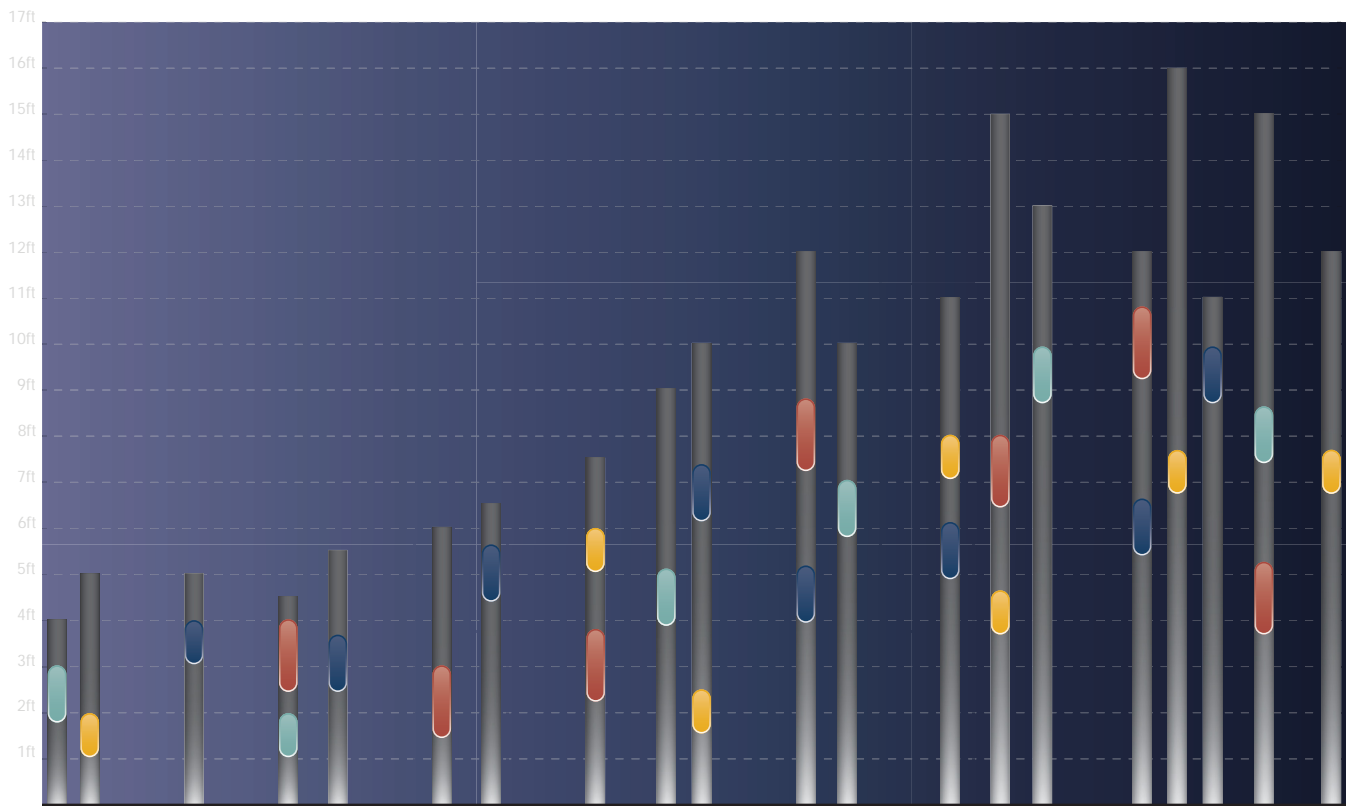
A1 Welcome ID Vertical + Light Poles
Scale 1:75

Displaying a city name vertically enhances visibility and recognition from a distance, much like book spines in a library. Unlike wayfinding information, which needs quick readability from various angles, a vertical orientation helps make the city name more prominent and memorable. Integrated illumination further enhances visibility at night and in inclement weather.



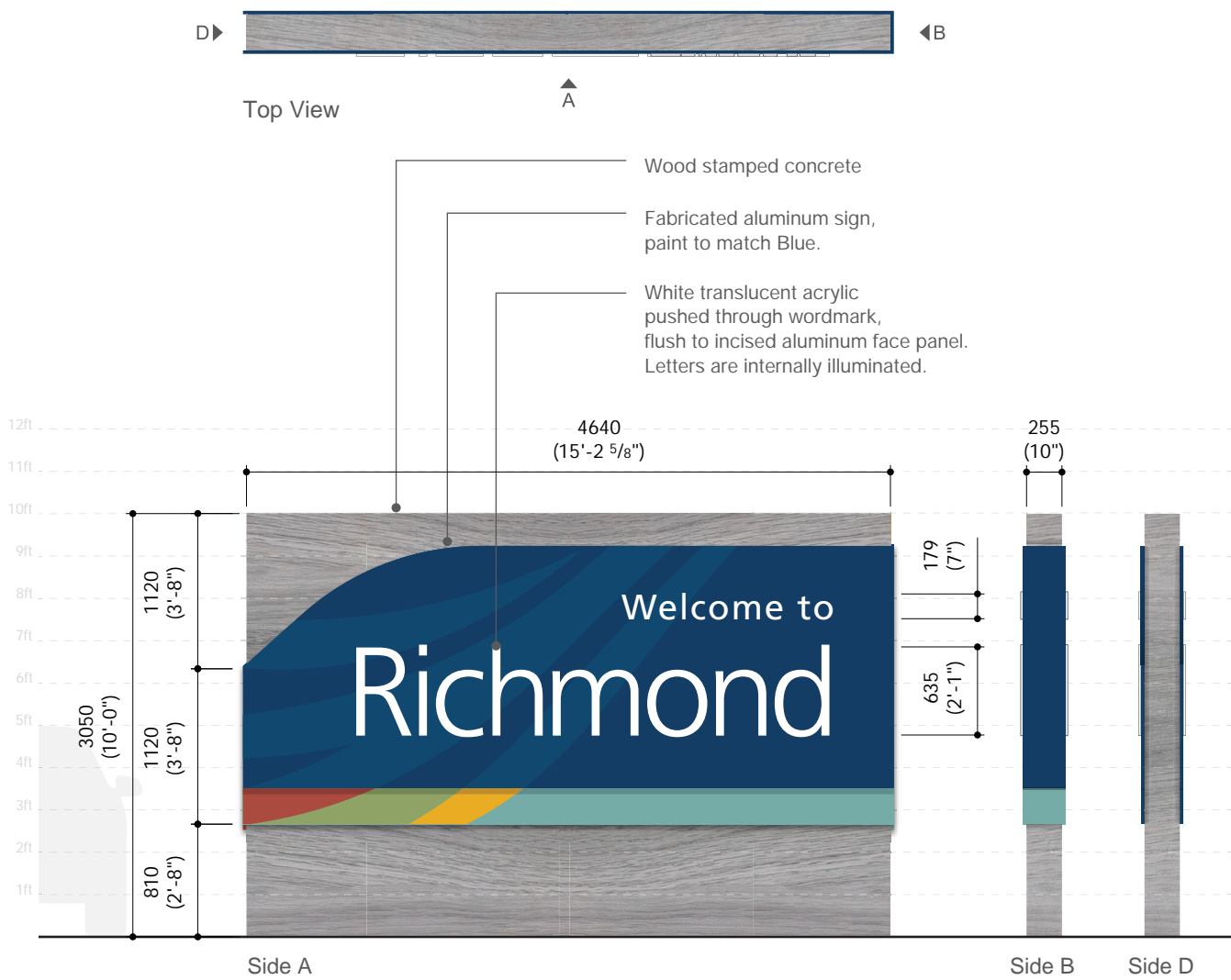
A1 Welcome ID Vertical
Scale 1:50





A1 Light Poles – Nighttime View
Scale 1:50

A smaller-scale sign designed for entrances that are less prominent or have limited space, where it is more suitable than the larger welcome sign variation.



A2 Welcome ID Horizontal
Scale 1:50

Illumination can be integrated into the signage design to enhance the welcome experience at night and during inclement weather.

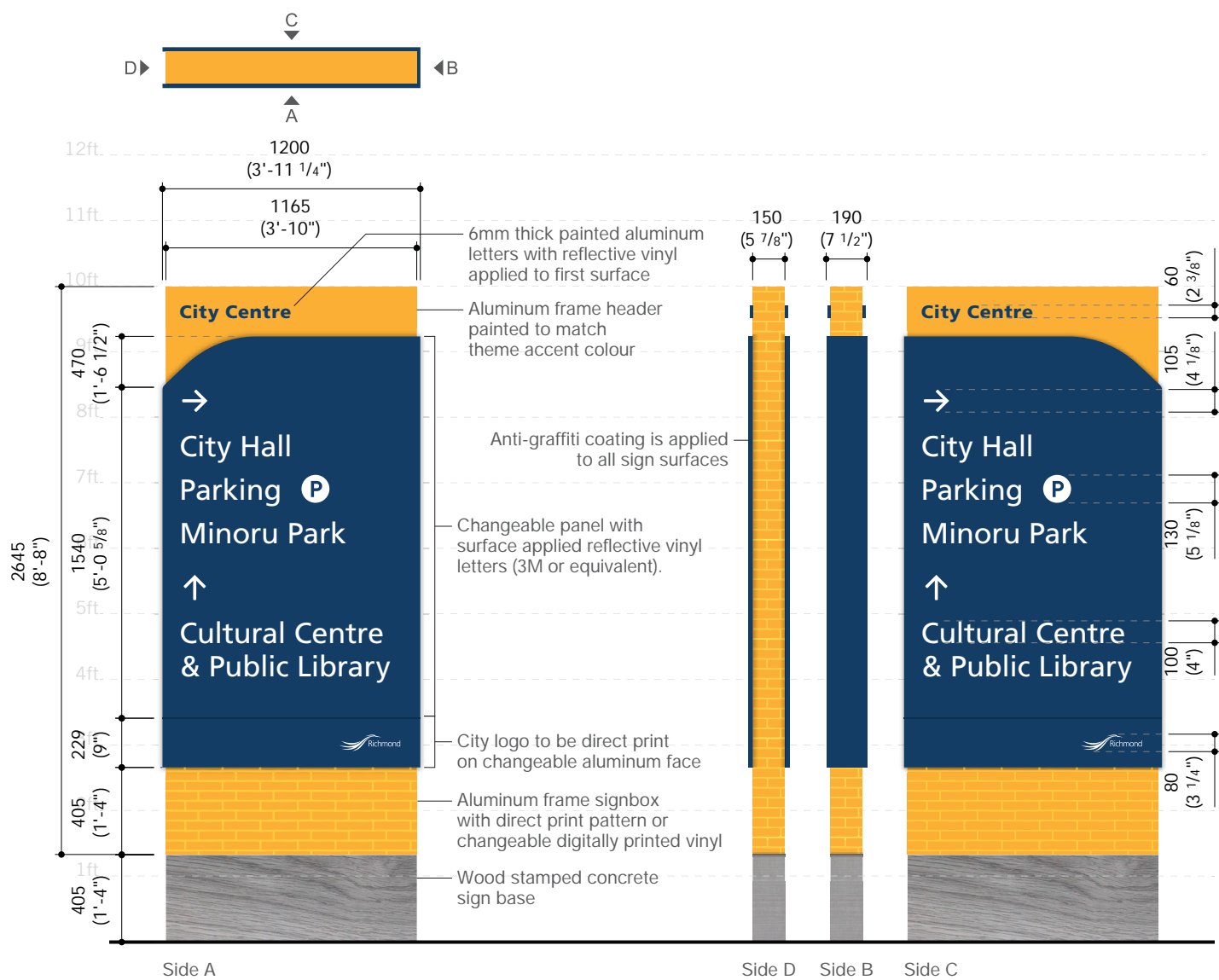


A2 Welcome ID Horizontal – Nighttime View
Scale 1:50

Vehicular Directional

B1 Vehicular Directional sign (double sided where necessary) directs public to primary and secondary destinations. This sign is primarily intended for streets where speed limit is 50km/hr more. This sign could also serve pedestrians and cyclists.

This sign type is placed before a decision node and should be clearly visible along roadways and pathways.

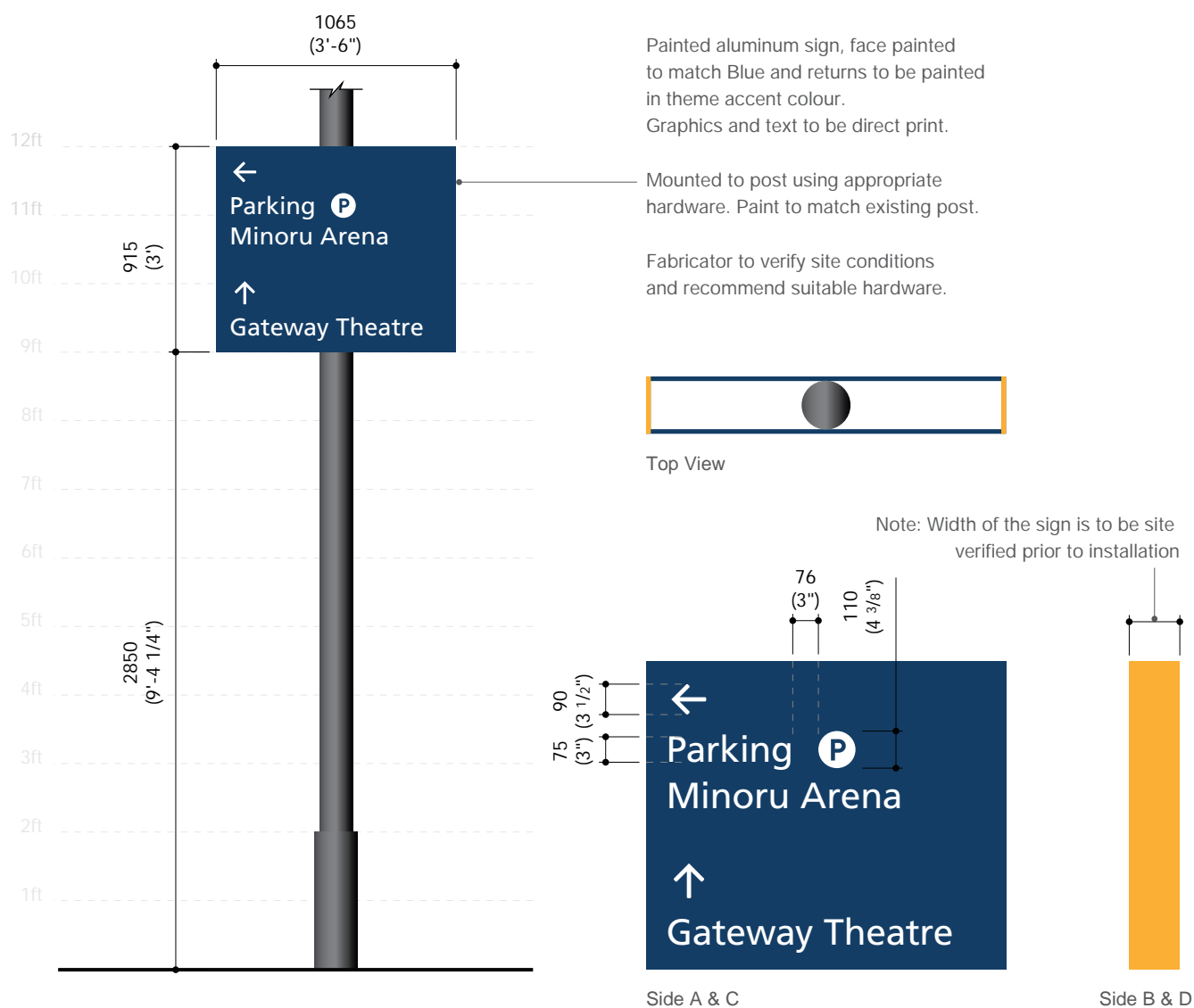


B1 Vehicular Directional
Scale 1:30

Post-Mounted Directional

Post-mounted directional sign (double sided where needed) is a combination of vehicular/pedestrian level sign designed to provide directional information to destinations. This sign is to be used in areas where the speed limit is 40km/hr. or below.

The B2 sign could also be used as an alternative to B1 on streets with a narrow surrounding space.



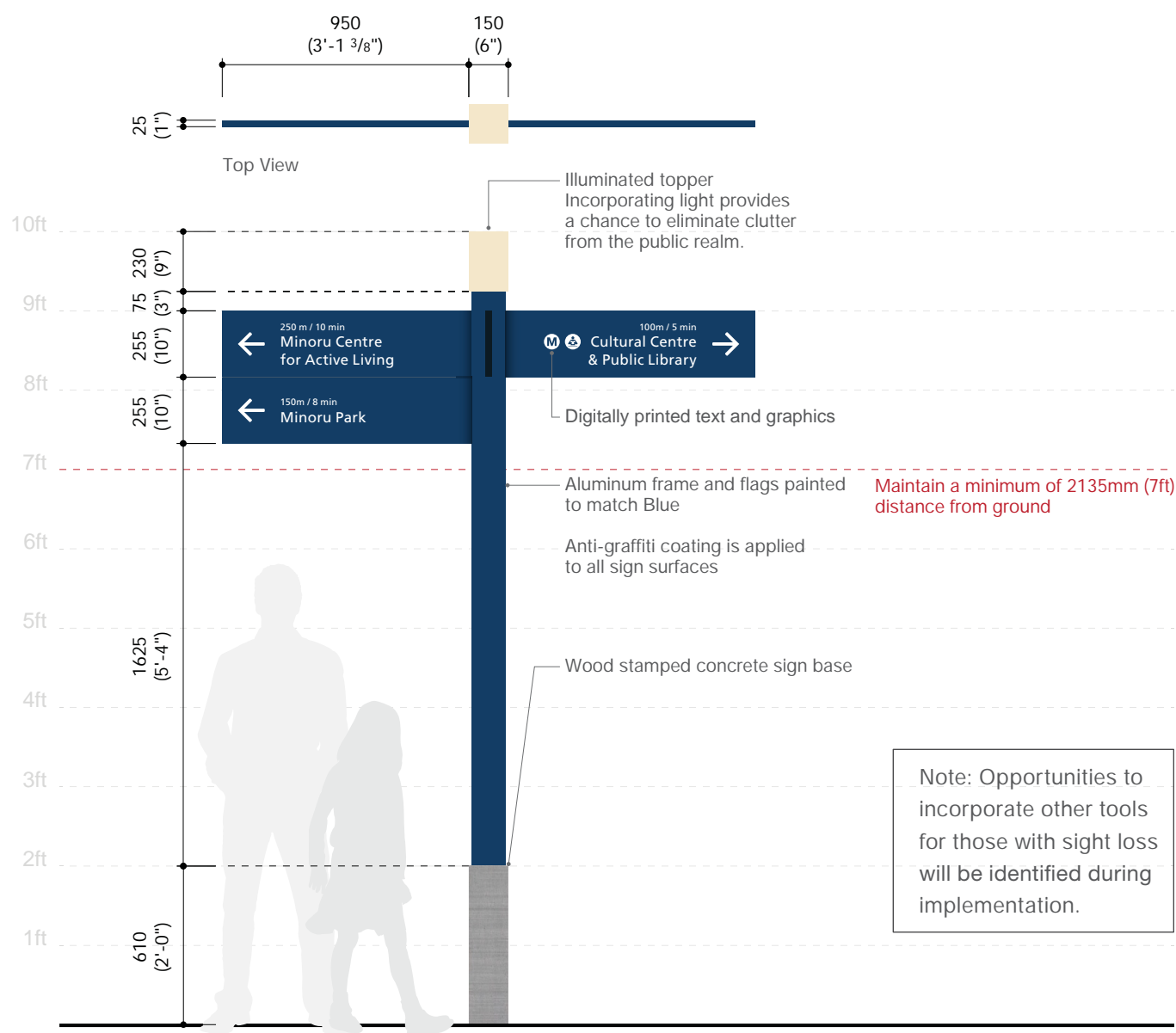
B2 Post-Mounted Directional

Scale 1:30

Detail
Scale 1:20

Pedestrian Directional

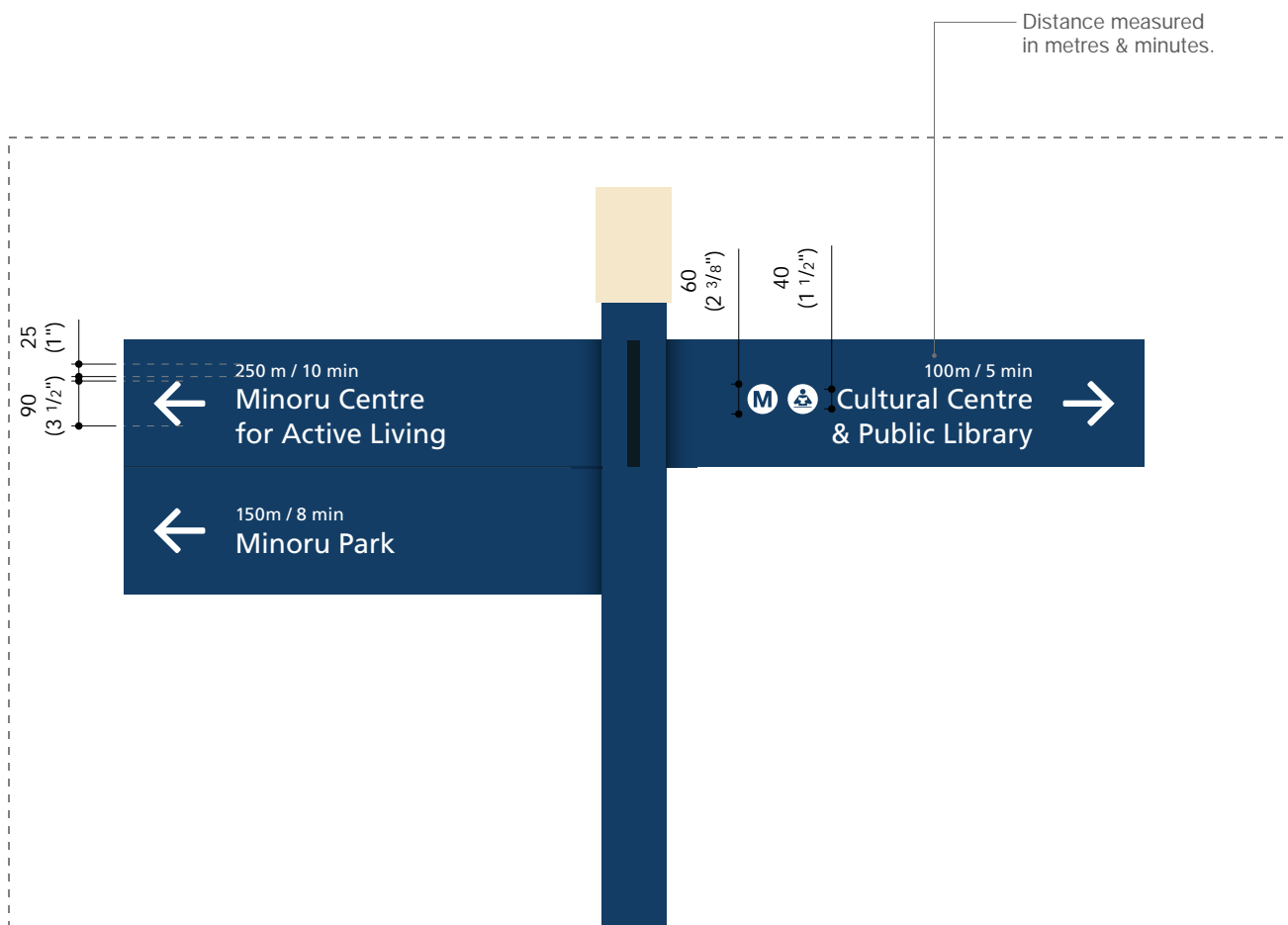
Pedestrian level sign to provide directional information to users for both primary and secondary destinations. This sign also serves other active modes of transport that users may engage in i.e. bicycles, in-line skates, etc. The addition of an illuminated topper ensures the sign is readable at all times and can replace the need for freestanding lighting in the immediate area, thus eliminating street clutter.



B3 Pedestrian Directional
Scale 1:25

Route planning becomes easier when users are presented with distance to their destination. This is also helpful encouraging users to visit a destination if they know that it is in proximity.

- Using minutes could be a more familiar way to assess proximity to destinations. Similar to how we navigate using Google/Apple maps.
- Using meters could be a more inclusive way identify proximity to destination as speed to travel is not a constant. Time of travel to the destination would be different for a person walking to a destination as opposed to someone using a wheelchair.

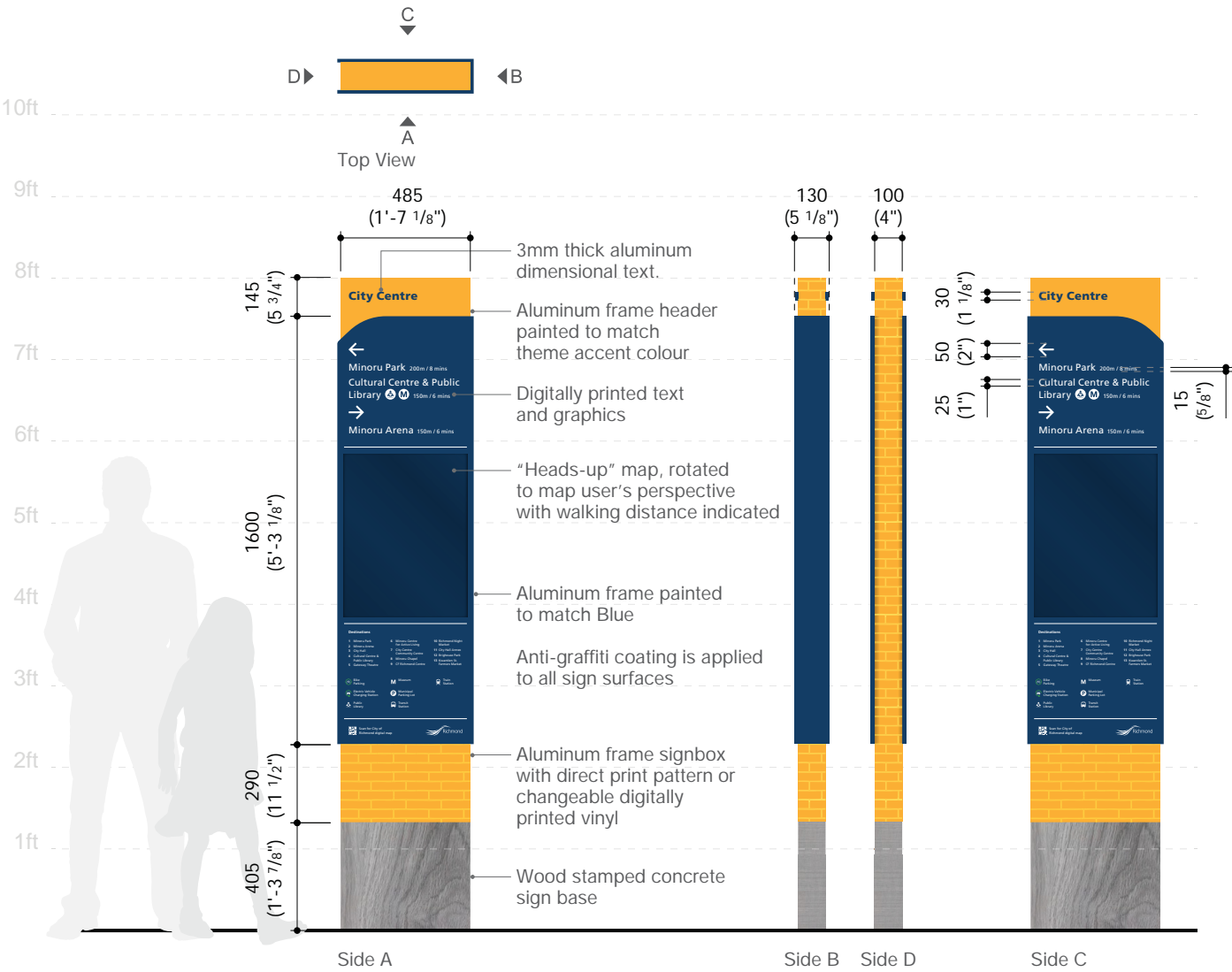


B3 Pedestrian Directional – Detail
Scale 1:15

Pedestrian Directory

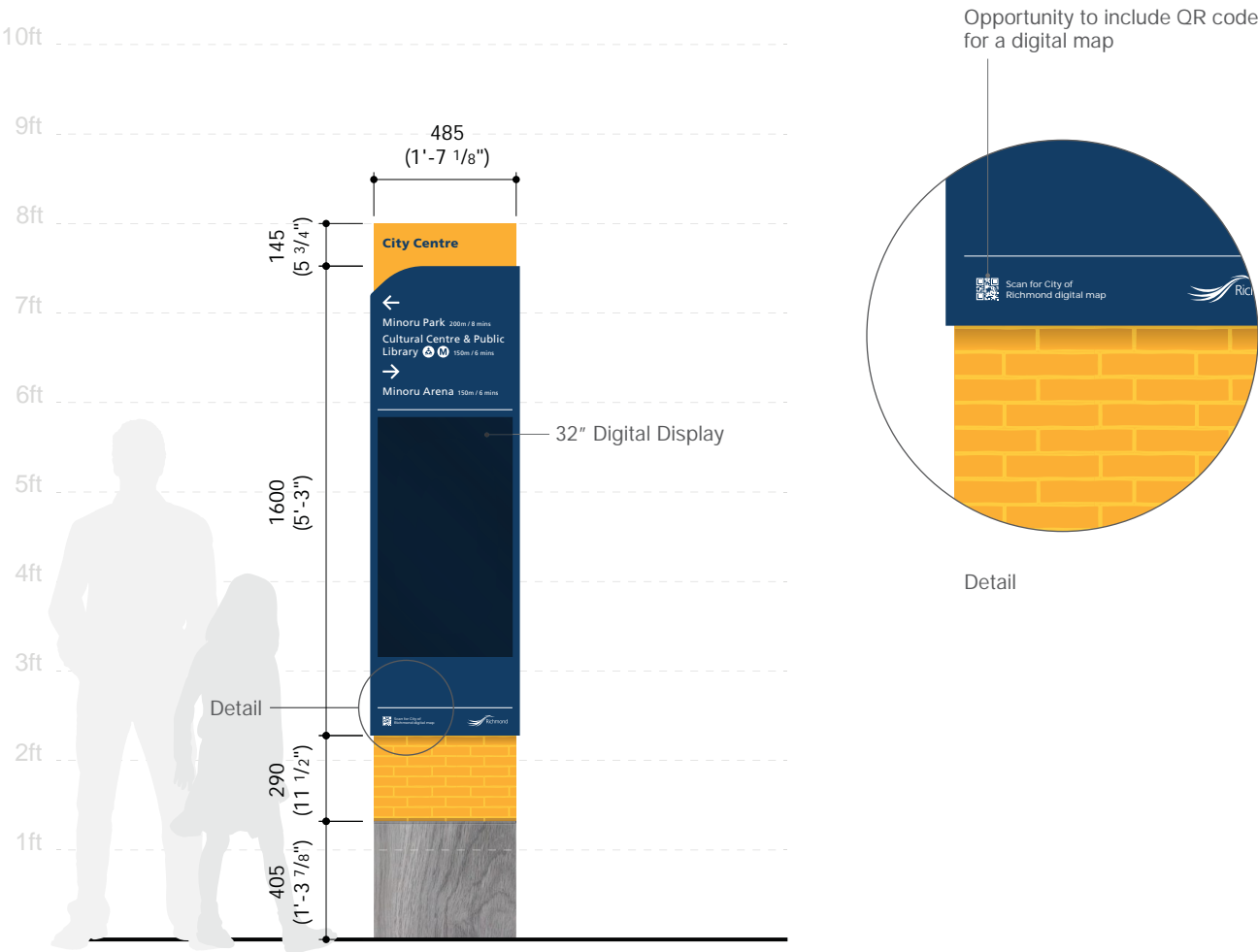
Pedestrian level information to help visitors orient themselves of their surroundings. The “Heads-up” map indicates the surrounding area with all primary and secondary destinations including public amenities.

Where appropriate, walking time and distance to destinations should also be indicated. The “Heads-up” map is always rotated/oriented to match the user’s perspective, and it varies based on the placement of this sign. Digital tools, such as QR codes, and tools for greater accessibility, will be considered.



C1 Pedestrian Directory
Scale 1:25

An alternative option is pedestrian directories that feature digital map displays to facilitate easy navigation. Strategically placed QR codes on signage allow for quick access to local information, maps, and personalized navigation through a wayfinding app. Auditory and other tools will also be explored during implementation to increase accessibility of pedestrian directories for all users.



C1 Pedestrian Directory – Digital Option
Scale 1:25



Signage Placement Guidelines

Signage Placement Guidelines – Overview

As a general rule of thumb, a minimum clearance of 1.5m from the curb should be maintained when placing signage. This ensures sidewalks and pathways remain clear for the unobstructed movement of mobility devices, sidewalk snowplows, and sweepers, which is critical for defining the proper position and placement of signs.

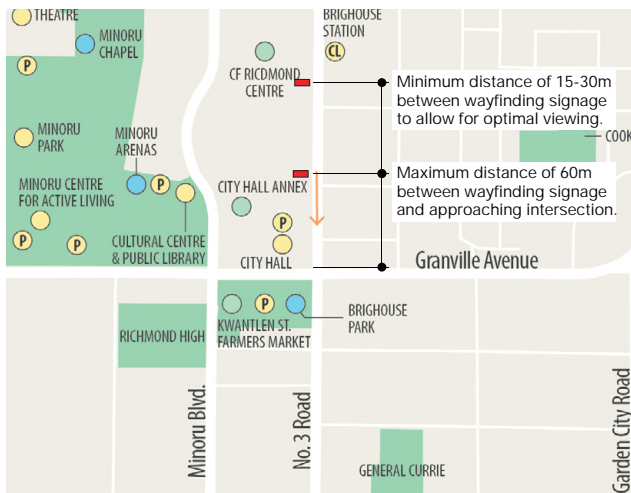
The following should be considered for signage placement:

- Paths and curbs
- Street furniture landscape
- Trees and visual obstruction of foliage are to be considered.
- Heritage places and assets
- Archaeology, if ground disturbance is required
- Maintaining minimum distances from curb
- Maintaining sight triangles and vehicular viewing angles
- Not obstructing existing vehicular or safety signage
- Not obstructing the existing circulation of spaces (e.g., do not block or intrude on bus stops, accessible pathways, etc.).
- Sign should be positioned to avoid visual obstructions such as tree canopies, awning, and existing signs and banners
- Unless otherwise instructed, signs should be placed on the passenger side of the road
- When traffic safety and regulatory signage is present, do not install wayfinding signs within 15m of sign locations
- Sign placement should not impede or reduce existing sidewalk space

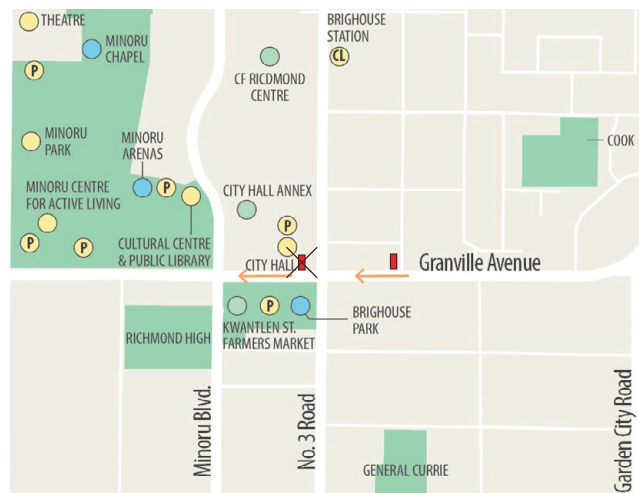
Note: Sign placement will be developed in consideration of other regulatory traffic and warning signs on a case-by-case basis. 15m minimum spacing is indicated but may need to be increased in some locations. This will be assessed as part of detailed technical reviews during implementation.

Signage Placement Guidelines – Overview

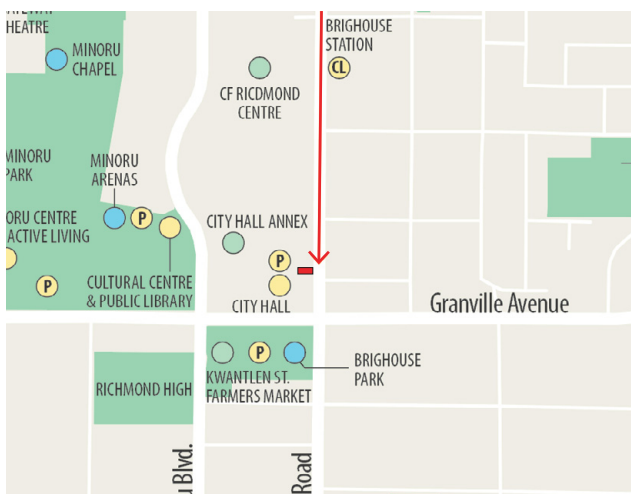
Signage must be positioned to avoid urban clutter while providing all road users—drivers, cyclists, and pedestrians—with adequate decision-making time. Consistent message placement helps all users quickly find the information they need.



Vehicular directional signs should be placed a maximum of 60m from an approaching intersection. For optimal viewing distance, directional signage should be positioned 15-30m from an intersection to give motorists sufficient time to make decisions and avoid conflicts with traffic signs.



Directional signs should be placed before intersections or decision nodes to allow drivers adequate time to maneuver and continue their appropriate path to their destination.

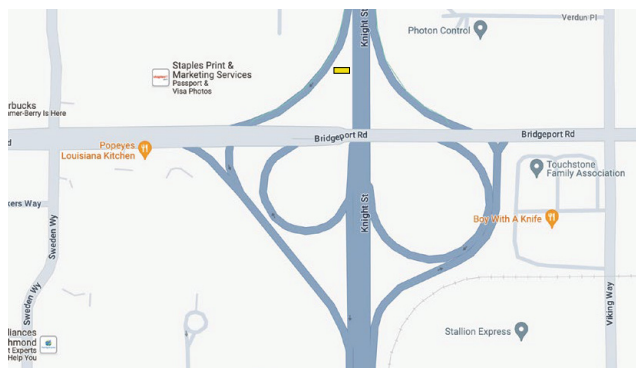
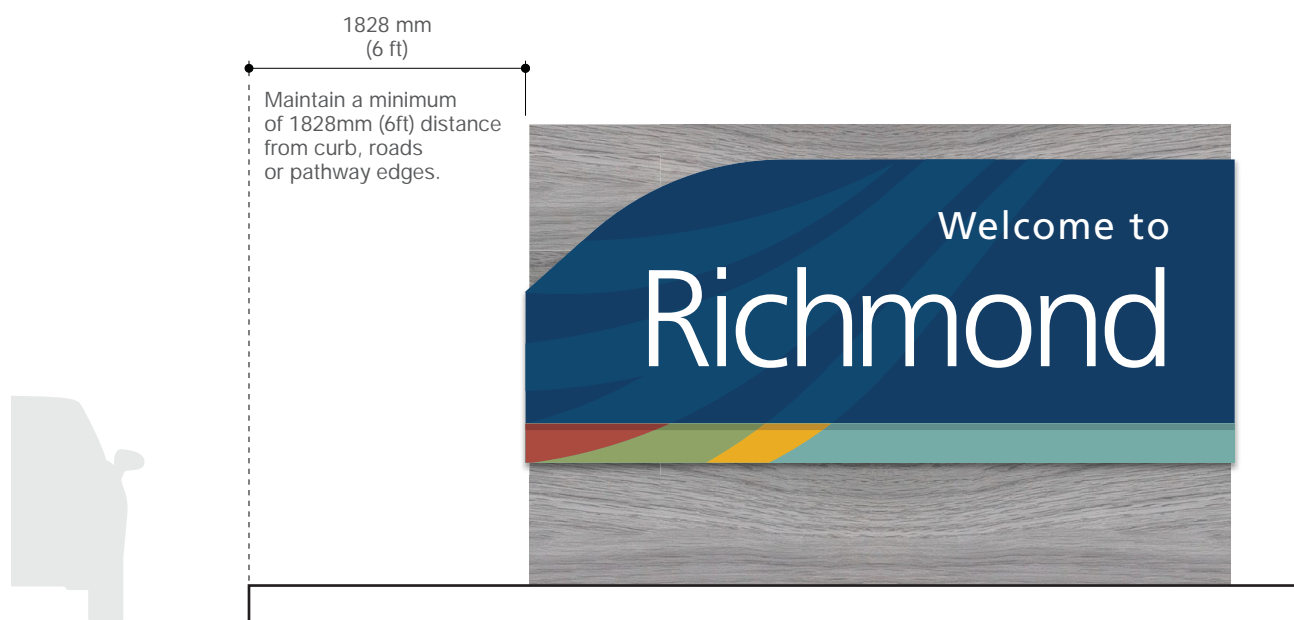


Signs should be placed perpendicular to the path of travel to enhance visibility for all users.

Signage Placement – Identification Signage

Identification signage should be placed perpendicular to the path of travel at the main entry points into the city. As a general rule, the sign should be the first thing users encounter upon arrival.

Signs along roadways and pathways should also be positioned perpendicular to the path of travel. The signage should display information on both sides, including a welcome message as users enter. It is recommended that signs maintain a minimum distance of 6 feet from the edge. Where possible, signage should have clear sightlines and be located consistently to create predictability and make it easy for users to find information to support their journey.



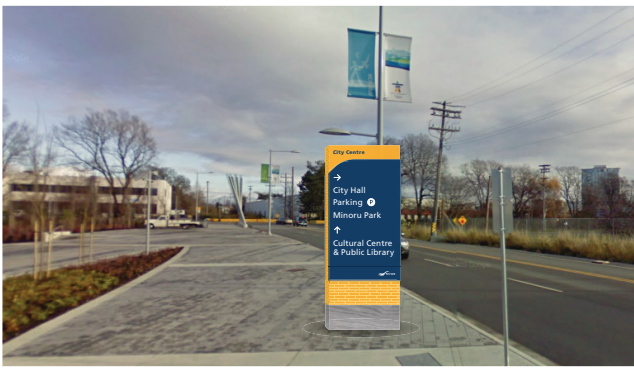
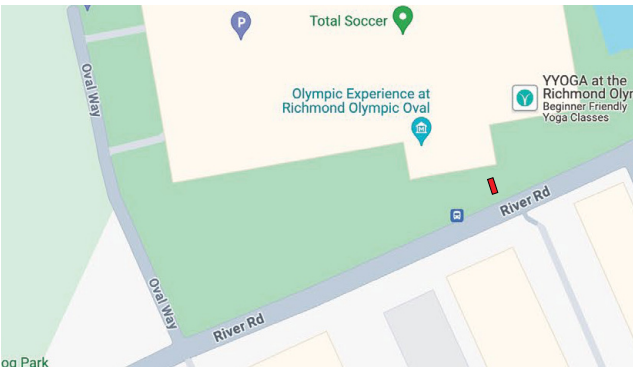
Note: For illustrative purposes only.
Actual placement and messaging of signage to be determined.

Signage Placement – Directional/Directory Signage

Directional signage must be positioned before decision nodes to give users sufficient time to navigate effectively. The signage should be oriented perpendicularly to the path of travel for all modes of transport, including pedestrians and cyclists.

Where necessary, signage should display information on both sides and must be clearly visible along roadways and pathways. It is recommended that signs maintain a minimum distance of 610mm from the edge.

Whenever possible, directional signage should have clear sightlines and be consistently located to create predictability, making it easier for all users—drivers, cyclists, and pedestrians—to find the information they need to support their journey.



Note: For illustrative purposes only.
Actual placement and messaging of signage to be determined.

October 2, 2024

Re: Community Wayfinding Strategy in Richmond

I am writing to express my enthusiastic support for the draft Strategy on wayfinding in Richmond. This project marks a pivotal moment for our community, highlighting the crucial role of effective navigation and an enhanced visitor experience in our city's development.

Wayfinding plays a fundamental role in creating a welcoming and accessible environment for residents and visitors alike. It not only facilitates ease of navigation but also enriches the overall experience of exploring Richmond's cultural, historical, and natural attractions. This Strategy represents a significant step forward in enhancing connectivity and promoting local landmarks, thereby fostering a greater sense of place and community pride.

I am particularly pleased to acknowledge the integral involvement of Tourism Richmond throughout the development of this Strategy. Our expertise and commitment have been valuable in shaping a comprehensive approach that aligns with our shared goals of promoting tourism, supporting local businesses, and enhancing visitor satisfaction.

I am confident that this Strategy will not only strengthen Richmond's position as a desirable destination but also contribute to our long-term economic vitality and cultural vibrancy. It is with great anticipation that I look forward to seeing the next steps.

Please do not hesitate to reach out if you require any further information or assistance.

A handwritten signature in black ink that reads "Nancy Small". The signature is fluid and cursive, with the first name "Nancy" being more prominent than the last name "Small".

Nancy Small

CEO, Tourism Richmond



City of Richmond

Report to Committee

To: General Purposes Committee
From: Kim Somerville
Director, Community Social Development
Date: October 15, 2024
File: 07-3000-00/Vol 01
Re: **Proposed Updates to the Richmond Community Homelessness Table Terms of Reference**

Staff Recommendation

That the amended Terms of Reference for the Richmond Community Homelessness Table as outlined in the staff report titled "Proposed Updates to the Richmond Community Homelessness Table Terms of Reference", dated October 15, 2024, from the Director, Community Social Development, be endorsed.

Kim Somerville
Director, Community Social Development
(604-247-4671)

Att. 2

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

Staff Report

Origin

At the General Purposes meeting held on October 16, 2023, City Council made the following referral:

That staff review what groups are involved in the Richmond Community Homelessness Table and report back.

The purpose of this report is to respond to the above referral and to propose minor amendments to the Richmond Community Homelessness Table Terms of Reference to reflect the current context of homelessness in Richmond. This is the final aspect of this referral requiring a response.

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

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

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

6.4 Support vulnerable populations through collaborative and sustainable programs and services.

This report also aligns with the Council adopted City of Richmond Homelessness Strategy 2019–2029, including the following action:

4.2 Develop a Community Homelessness Table for collaboration among agencies working to prevent or address homelessness.

Analysis

The Richmond Community Homelessness Table (the Table), established in 2019, provides advice related to monitoring and guiding the implementation of the City of Richmond Homelessness Strategy 2019–2029 (the Homelessness Strategy). The Table functions under the intent of the original Terms of Reference approved by Council on December 9, 2019 and continues to align with and operate under the parameters outlined in the original proposal to Council. However, the frequency of meetings have been adjusted from monthly to quarterly and some of the Table's activities have shifted to better reflect the current context of homelessness in the community.

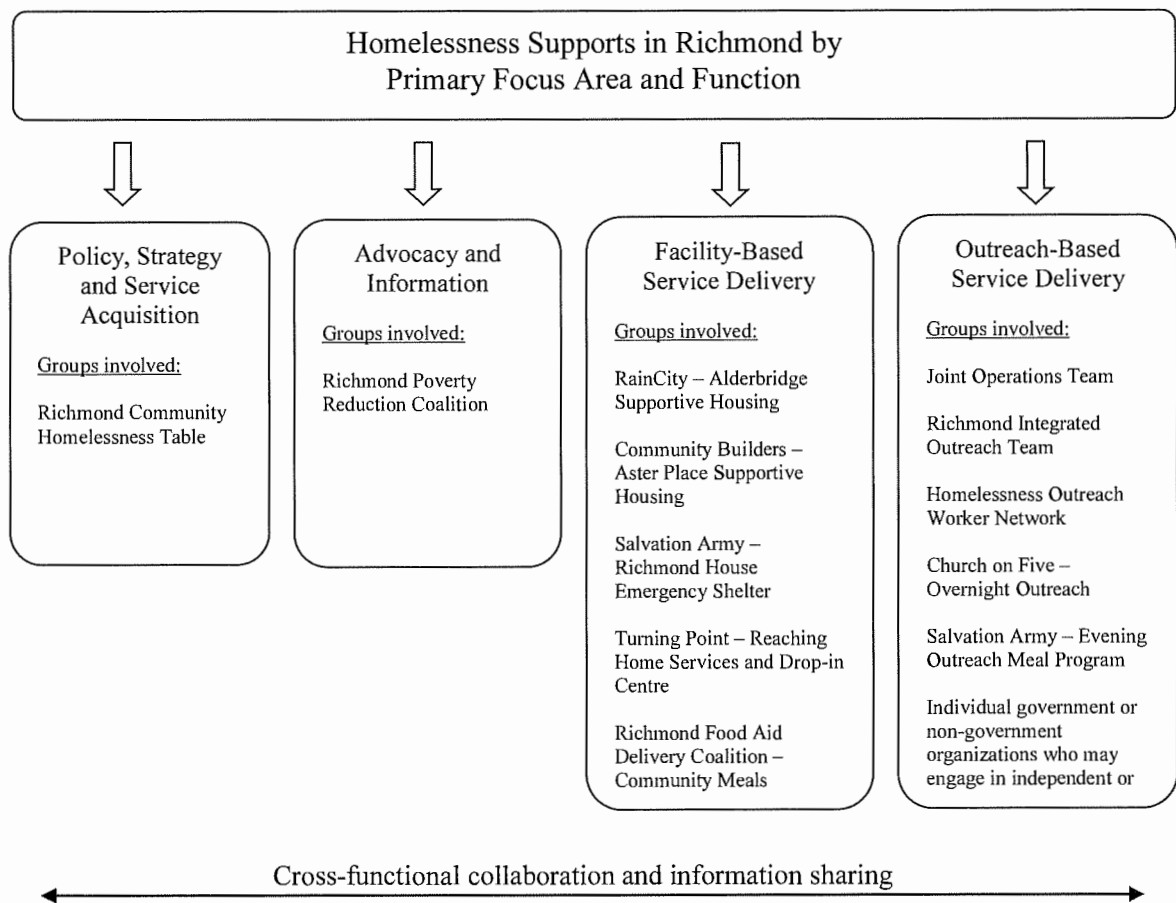
The Richmond Community Homelessness Terms of Reference dated December 3, 2020 outlines the Table's mandate, responsibilities, composition, governance and administration, and includes a Code of Conduct for participating members. The responsibility of the Table is to:

- Provide information and input to support and monitor the progress of the Homelessness Strategy;
- Identify emerging issues, trends and best practices regarding homelessness and discuss potential application to Richmond;
- Identify support service and housing gaps, and provide advice regarding the design of new initiatives that meet the needs of individuals experiencing homelessness in Richmond;
- Discuss relevant funding programs delivered by senior levels of government and other funding agencies; and
- Organize and host presentations from other groups in the community, including representation from people with lived experience, faith-based organizations, and advocacy groups to learn more about experiences of homelessness in Richmond.

The Table's primary role is to provide a strategic venue for collaboration amongst intergovernmental partners and government-funded service providers in order to advance cross-sectoral initiatives and policies. In addition, the Table monitors implementation of the Homelessness Strategy. The responsibilities are complementary to, but distinctly different in nature to, the work of other groups and networks in the community whose primary area of focus may be more advocacy based or operational in nature.

Information was collected about the other organized groups who are undertaking collaborative work to support individuals at risk of or experiencing homelessness in Richmond. There is currently a diverse range of individuals, groups and organizations focused on various aspects of Richmond's response to homelessness including advocacy, service delivery, food initiatives, direct outreach, referral and social supports. These individuals, groups and organizations all play a critical role in responding to the day-to-day needs of those experiencing homelessness in Richmond. Collaboration and information sharing by the many existing groups is ongoing and vital to delivering a comprehensive range of programs and supports while also avoiding duplication and focusing valuable organizational time where it can be most effective. Figure 1 outlines the primary functions of groups in Richmond that provide supports to individuals experiencing homelessness.

Figure 1: Homelessness Supports in Richmond



As illustrated, many organizations and individuals play a role in supporting people who are unsheltered or precariously housed in Richmond. The groups outlined above are composed of a broad spectrum of agencies who strive to work together, share information and collaborate within their different areas of focus towards this issue of common concern. The current structure of homelessness supports in Richmond provides a range of opportunities for individuals and organizations to share experiences, provide input and voice opinions. Table 1 outlines the purpose and member of some of these key groups. The members of these groups are adjusted as needed in response to changes in service provider mandates or programs.

Table 1: Current Members of Richmond Homelessness-related Groups

Name	Members
Richmond Integrated Outreach Team	<p>Agencies that are either non-profit operators or government agencies with a mandate to support homelessness. In addition, all member organizations must have privacy infrastructure and consent practices in place. All agencies are directly involved in homelessness services in Richmond. Current members include:</p> <ul style="list-style-type: none"> • Turning Point Recovery Society – Reaching Home Services and Drop-in Centre (Chair); • City of Richmond – Homelessness Outreach Team; • Ministry of Social Development and Poverty Reduction – Community Integration Team; • The Salvation Army – Richmond House Emergency Shelter; and • Vancouver Coastal Health – Substance Use Outreach, Assertive Community Treatment, Transitions Program and Housing Teams.
Homelessness Outreach Worker Network	<p>Participation is open to any individual, group, organization or government agency that is directly involved in the delivery of street outreach to individuals experiencing homelessness in Richmond. Current members include:</p> <ul style="list-style-type: none"> • City of Richmond – Homelessness Outreach Team (Co-chair); • Vancouver Coastal Health – Substance Use Outreach and Assertive Community Treatment Teams (Co-chair); • Church on Five – Overnight Outreach; • Individual Outreach Volunteers; • Ministry of Social Development and Poverty Reduction – Community Integration Team; • St. Albans – Outreach; • The Salvation Army – Richmond House Emergency Shelter and Evening Outreach Meal Program; • Turning Point Recovery Society – Reaching Home Services and Drop-in Centre; and • Union Gospel Mission – Outreach.
Richmond Food Aid Delivery Coalition	<p>Coalition of Richmond faith groups, food security agencies, social service agencies and individuals who volunteer their time and resources to prepare and deliver a daily meal to people in Richmond who are unhoused and street entrenched. Current members include:</p> <ul style="list-style-type: none"> • Church on Five; • Gilmore Park United Church; • Our Saviour Lutheran Church; • Richmond Food Bank; • Richmond Poverty Reduction Coalition; • Richmond Presbyterian Church;

	<ul style="list-style-type: none"> • St. Alban's Anglican Church; • The Kehila Society of Richmond; • The Salvation Army; and • Union Gospel Mission.
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Richmond Community Homelessness Table Membership Review

The membership of the Table is comprised of local government-funded, non-profit organizations that directly deliver support services and/or housing services to people experiencing homelessness in Richmond, and government and government agencies that directly support these programs. Organizational representatives are intended to be Executive Directors or a similar leadership, decision-making roles. Currently the Table is comprised of the following organizations:

- BC Housing;
- City of Richmond;
- Ministry of Social Development and Poverty Reduction;
- Vancouver Coastal Health;
- Chimo Community Services;
- Community Builders;
- RainCity;
- The Salvation Army; and
- Turning Point Recovery Society.

Members on the Table have varied and interrelated roles across the system of supports for individuals experiencing homelessness in Richmond. As such, information shared at the Table that is pertinent to member organizations or organized groups is relayed to the appropriate representatives within those organization without duplication.

In order to respond to the Council referral to review the groups involved in the Table, a municipal scan was completed and the current Terms of Reference and the membership composition were reviewed. Staff conducted a scan of similar tables and committees in eight other communities across BC including New Westminster, Burnaby, Langley, Nanaimo and Kelowna. This scan illustrated a range of group models that focused primarily on either service delivery, specific projects or initiatives, information sharing networks or broader policy and strategic planning and initiatives. Many municipalities have a table focused on specific response and case management (similar to the Richmond Integrated Outreach Team and the Richmond Joint Operations Team) and others have specific tables intended to guide development of implementation of a strategy related to homelessness (similar to the Richmond Community Homelessness Table). The current structure and organization of services in Richmond, with organizational membership directly related to the specific table or committee's function and responsibilities, achieves this. In Richmond, the members represented at the Table play critical leadership roles related to strategy, policy and decision-making within their organizations and in their collaborative work with the community. The level of decision-making authority of these members enables strategic and when necessary, policy-level decisions to be made in a timely and efficient manner. As the nature of discussions may also include cross-sectoral information that is not yet available to the broader public, such as government contracts, new or enhanced funding or programs, commitments to confidentiality are critical. The organizations represented are all

formal legal entities whose staff are bound by a range of organizational policies and procedures that ensure sensitive issues discussed remain confidential when necessary. The review of the membership of the Table confirmed that the current membership remains both relevant to the work and appropriate for the mandate of the Table, the responsibilities outlined in the Terms of Reference and the Table's primary functions related to policy, strategy and service provision. The structure outlined in Figure 1 and the City's involvement in each of these areas, ensures collaboration and coordination.

Proposed Updates to the Richmond Community Homelessness Table Terms of Reference

Coordinating tables, networks or committees by function area and level of accountability or decision making authority, when supported by a commitment to cross-organizational communication and information sharing, appears to be a consistent and aligned approach in other jurisdictions. This broad range of groups and tables, organized in this manner, aligns with the current structure of tables and groups in Richmond. Based on the review of the groups involved in the Table and, as outlined above, modifications to the membership of the Committee is not recommended.

Further to reviewing the composition of the Table, some minor revisions to the Terms of Reference were identified to clearly define the Table's role and more accurately reflect the Table's work in relation to homelessness in Richmond. The proposed updates to the Table's Terms of Reference include minor revisions to two responsibilities of the Table; the addition of two new activities and inclusion of a new statement related to collaboration. These include:

- Revised, additions underlined – Identify emerging issues, trends and best practices regarding homelessness and discuss potential opportunities, policy changes or application relevant to Richmond;
- Revised, additions underlined – Identify support service and housing gaps, and provide strategic advice and professional guidance regarding the design, funding, implementation viability and operational models for new initiatives that meet the needs of individuals experiencing homelessness in Richmond;
- New – Develop data-informed metrics to support the Table, government and the community to gauge successes and progress of initiatives, programs and services to support individuals experiencing homelessness and monitor the flow of homelessness in and out of Richmond; and
New – Develop and distribute information, data and research to the community as relevant and needed.

It is also recommended that a statement reflecting the importance of collaboration and partnerships in the delivery of homelessness services in Richmond be added to the Terms of Reference. The proposed additions include:

- New – The Table will compile and regularly review the list of partners involved in homelessness-related service delivery in Richmond;
- New – The Table will collaborate on policy, strategy level work and direct service planning within the Richmond homelessness sector; and
- New – The Table will implement processes for joint communication and information sharing to support consistent messaging to the public and others.

A redlined version highlighting the proposed amendments to the Richmond Community Homelessness Table Terms of Reference is provided in Attachment 1 and a clean version of the proposed amended Terms of Reference is provided in Attachment 2.

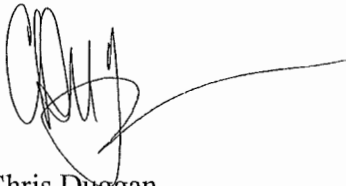
Should Council approve the proposed recommendations, the revised Terms of Reference for the Table will take effect immediately, be communicated to committee members and updated on the City's website.

Financial Impact

None.

Conclusion

The Richmond Community Homelessness Table acts in a leadership capacity and facilitates a number of strategic activities within the range of services that support individuals experiencing homelessness in Richmond. The Table is well-positioned to foster intergovernmental and community relationships and collaboration, leverage resources to inform policy, advance strategic initiatives and expand services. The Table membership provides strategic and diverse expertise and perspectives that support the implementation of the Homelessness Strategy.

A handwritten signature in black ink, appearing to read 'Chris Duggan', with a long horizontal line extending to the right.

Chris Duggan
Manager, Community Social Development
(604-204-8621)

- Att. 1: Richmond Community Homelessness Table – Terms of Reference (Redlined Version)
2: Proposed Richmond Community Homelessness Table – Terms of Reference,
DRAFT Revisions – October 2024

Richmond Community Homelessness Table - Terms of Reference (Redlined Version)

Mandate

The purpose of the Community Homelessness Table is to monitor and guide actions that relate to the implementation of the Richmond Homelessness Strategy.

Activities

The responsibility of the Richmond Community Homelessness Table is to:

- Provide information and input to support and monitor the progress of the Richmond Homelessness Strategy 2019–2029;
- Identify emerging issues, trends and best practices regarding homelessness and discuss potential opportunities, policy changes or application to Richmond;
- Identify support service and housing gaps, and provide strategic advice and professional guidance regarding the design, funding implementation viability and operational models for ~~of~~ new initiatives that meet the needs of individuals experiencing homelessness in Richmond;
- Discuss relevant funding programs delivered by seniors levels of government and other funding agencies; and
- Develop data-informed metrics to support the Table, government and community to gauge successes and progress of initiatives, programs and services to support individuals experiencing homelessness and monitor the flow of homelessness in and out of Richmond;
- Develop and distribute information, data and research to the community as relevant and needed; and
- Organize and host presentations from other groups in the community, including representation from people with lived experience, faith-based organizations, and advocacy groups to learn more about experiences of homelessness in Richmond.

Membership

The membership of the Richmond Community Homelessness Table is comprised of local non-profit organizations that directly deliver support services and/or housing services to people experiencing homelessness in Richmond, and government departments and agencies that directly support these programs. Committee members are intended to be Executive Directors or a similar role.

Governance and Administration

City of Richmond staff will support the administration of the Richmond Community Homelessness Table. Table meetings will be facilitated by a Chair who will be selected from the Table membership on an annual basis. The specific roles of the Chair are to:

- ~~F~~Facilitate meetings;
- ~~P~~Prepare meeting agendas with assistance from City staff;
- ~~E~~Ensure that all Table members act in a respectful manner; and
- ~~O~~Other related duties as needed.

Meeting Frequency

The Richmond Community Homelessness Table will meet ~~on a quarterly basis~~. Additional meetings may be scheduled at the discretion of the Chair.

Code of Conduct

Participating Committee members are expected to:

- Act in a manner that supports a positive and inclusive environment. Members will consistently demonstrate respect for each other, and foster a trusting environment that allows for an open sharing of ideas. All participating voices and organizations will be valued and encouraged to articulate ideas without judgement;
- Devote the necessary time and effort to prepare and attend meetings and provide feedback consistent with the Committee's mandate;
- Act in the best interest of individuals experiencing homelessness in Richmond; and
- Not disclose confidential information discussed at Committee meetings. ~~F~~—for example, personal information about individuals experiencing homelessness or confidential business matters pertaining to the Committee or any of the member organizations.

Members Role in Partnerships and Collaboration

- The Table will compile and regularly review the list of partners involved in homelessness-related service delivery;
- The Table will offer opportunities to collaborate on policy, strategy level work and direct service delivery within the Richmond Homelessness sector; and
- The Table will implement processes for joint communication and information sharing to support consistent messaging to the public and others.

Last updated: ~~December 3, 2020~~October 2024

Proposed Richmond Community Homelessness Table - Terms of Reference

DRAFT revisions – October 2024

Mandate

The purpose of the Community Homelessness Table is to monitor and guide actions that relate to the implementation of the Richmond Homelessness Strategy.

Activities

The responsibility of the Richmond Community Homelessness Table is to:

- Provide information and input to support and monitor the progress of the Richmond Homelessness Strategy 2019–2029;
- Identify emerging issues, trends and best practices regarding homelessness and discuss potential opportunities, policy changes or application to Richmond;
- Identify support service and housing gaps, and provide strategic advice and professional guidance regarding the design, funding implementation viability and operational models for new initiatives that meet the needs of individuals experiencing homelessness in Richmond;
- Discuss relevant funding programs delivered by senior levels of government and other funding agencies;
- Develop data-informed metrics to support the Table, government and community to gauge successes and progress of initiatives, programs and services to support individuals experiencing homelessness and monitor the flow of homelessness in and out of Richmond;
- Develop and distribute information, data and research to the community as relevant and needed; and
- Organize and host presentations from other groups in the community, including representation from people with lived experience, faith-based organizations, and advocacy groups to learn more about experiences of homelessness in Richmond.

Membership

The membership of the Richmond Community Homelessness Table is comprised of local non-profit organizations that directly deliver support services and/or housing services to people experiencing homelessness in Richmond, and government departments and agencies that directly support these programs. Committee members are intended to be Executive Directors or a similar role.

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- Facilitate meetings;
- Prepare meeting agendas with assistance from City staff;
- Ensure that all Table members act in a respectful manner; and
- Other related duties as needed.

Meeting Frequency

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- Devote the necessary time and effort to prepare and attend meetings and provide feedback consistent with the Committee's mandate;
- Act in the best interest of individuals experiencing homelessness in Richmond; and
- Not disclose confidential information discussed at Committee meetings. For example, personal information about individuals experiencing homelessness or confidential business matters pertaining to the Committee or any of the member organizations.

Members Role in Partnerships and Collaboration

- The Table will compile and regularly review the list of partners involved in homelessness-related service delivery;
- The Table will offer opportunities to collaborate on policy, strategy level work and direct service delivery within the Richmond Homelessness sector; and
- The Table will implement processes for joint communication and information sharing to support consistent messaging to the public and others.

Last updated: October 2024



City of Richmond

Report to Committee

To: General Purposes Committee

Date: October 7, 2024

From: Martin Younis, B. Eng., M. Eng.
Director, Facilities and Project Development

File: 10-6000-01/2024-Vol 01

Re: **Award of Contract 8300Q – On-Call Refrigeration Contractor Services**

Staff Recommendations

1. That Contract 8300Q – On-Call Refrigeration Contractor Services be awarded to Cimco Refrigeration, a Division of Toromont Industries Inc. (Cimco Refrigeration) for a three-year term for an aggregate value of \$750,000.00, excluding taxes, as described in the report titled "Award of Contract 8300Q – On-Call Refrigeration Contractor Services," dated October 7, 2024 from the Director, Facilities and Project Development;
2. That the Chief Administrative Officer and Deputy Chief Administrative Officer be authorized to extend the initial three-year term, up to a maximum of five years, for an additional value of \$506,250.00 excluding taxes; and
3. That the Chief Administrative Officer and Deputy Chief Administrative Officer be authorized to execute the contracts and all related documentation with Cimco Refrigeration over the maximum five-year term.

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

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF DEPUTY CAO
Finance Department	<input checked="" type="checkbox"/>	
Recreation and Sport Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO

Staff Report

Origin

The City is responsible for the maintenance in three buildings in which there are refrigeration plants: Richmond Ice Centre, Minoru Arenas, and Richmond Curling Club. Refrigeration systems require inspection, repair and preventative maintenance to be safe for visitors and staff, and remain compliant with Technical Safety BC regulations. City staff operate the systems, but require support from external certified refrigeration mechanic contractors to provide on-call repair, preventative maintenance and retrofitting services.

The City's current On-Call Refrigeration contract 6512Q expired on May 1, 2024. Emergency response and maintenance are essential to the safe and efficient operation of the City's ice facilities and contribute to ensuring the City's civic infrastructure, assets and resources are effectively maintained to meet the needs of the community. The City requires a qualified and capable contractor to be available for emergency response and day-to-day service requirements. Cimco Refrigeration, the current On-Call Refrigeration Contractor, agreed to provide service until a new contract is awarded.

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

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

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

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

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

4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.

Analysis

Procurement Process

The City posted a Request for Quotation (RFQ) 8300Q On-Call Refrigeration Contractor Services to BC Bid on June 21, 2024 which closed on July 19, 2024. The purpose of the public procurement process was to invite responses from qualified and capable refrigeration contractors in order to establish a long term contract with one service provider who would be able to respond to frequent service requests from the City at the most competitive billable rates. The contract term described in the RFQ was for a three-year initial term, with an option to renew for two additional one-year terms.

Bidders were requested to propose hourly rates for on-call emergency repairs, scheduled servicing and maintenance of various refrigeration systems as required.

Two submissions were received by the closing date from the following respondents:

- Cimco Refrigeration a Division of Toromont Industries Ltd. (Cimco Refrigeration)
- Fraser Valley Refrigeration Ltd.

Review Process

With the greatest emphasis on pricing, the RFQ clearly stated that quotations would be reviewed to determine the overall best value to the City. Staff therefore reviewed each contractor's proposed hourly rates, as well as their experience, capacity, systems, customer service, mark up on parts and sustainability.

Table 1 provides a summary of the estimated financial proposals over the initial three-year contract, based on each bidder's proposed hourly rates and the estimated total billable labour hours per annum based on historical data.

Table 1: Summary of Financial Proposals for the Initial Three-Year Contract

Contract	Company Bids	
	Cimco Refrigeration	Fraser Valley Refrigeration Ltd.
Year 1 (2024-2025)	\$200,000.00	\$250,000.00
Year 2 (2025-2026)	\$200,000.00	\$250,000.00
Year 3 (2026-2027)	\$200,000.00	\$250,000.00
Subtotal (3 Years)	\$600,000.00	\$750,000.00
Contingency (25%)	\$150,000.00	\$187,500.00
Total (Including Contingency)	\$750,000.00	\$937,500.00

Bidders were also required to propose hourly rates for Years 4 and 5 of the contract. Table 2 provides a summary of the labour and materials proposal received from the bidders for Years 4 and 5, should the City extend the contracts with the recommended respondent.

Table 2: Summary of Financial Proposals for Years 4 and 5

Contract	Company Bids	
	Cimco Refrigeration	Fraser Valley Refrigeration Ltd.
Year 4 (2027-2028)	\$200,000.00	\$260,000.00
Year 5 (2028-2029)	\$205,000.00	\$260,000.00
Subtotal (2 Years)	\$405,000.00	\$520,000.00
Contingency (25%)	\$101,250.00	\$130,000.00
Total (Including Contingency)	\$506,250.00	\$650,000.00

A contingency of 25 per cent has been included to account for anticipated cost escalation of material supplies and unplanned emergency repairs related to the City's ageing infrastructure.

Award Recommendation

Through the RFQ review process, Cimco Refrigeration (Cimco) described their ability to meet the City's operational requirements and provide the best value to the City at a competitive cost. Cimco has significant experience working in similar type facilities and provided strong, relevant references that validated their RFQ submission, and demonstrated their ability to respond to service requests in a timely manner. In addition, Cimco proposed the lowest hourly billable rates.

The proposed contract is for a three-year term. It is further proposed that the award provide for the ability to extend the contract for two additional one-year terms.

As a result of the review undertaken by staff, the submission received from Cimco Refrigeration was determined to offer best value to the City.

Financial Impact

The estimated cost to award Contract 8300Q to Cimco Refrigeration for the first three years is \$750,000.00. The estimated cost to extend the contracts for two additional one-year terms is an estimated total value of \$506,250.00.

Funding is available within the City's Operating Budget and the Consolidated 5 Year Financial Plan (2024-2028).

Conclusion

Bidders were required to outline their capabilities according to the City's desired sustainability practices and were evaluated on cost, capabilities, references for current and past contract and value-added opportunities for the two bids received. The evaluation processes determined the best value scenario for the City is to award a contract for an initial three-year term with the option to extend for two additional one-year terms for an estimated total value of \$1,256,250.00 for the maximum five-year contract.



Jeff Lee
Manager, Facility Services
(604-276-4027)

JL:cc



City of Richmond

Report to Committee

To: Finance Committee **Date:** October 15, 2024
From: Joshua Reis **File:** 08-4105-01/2024-Vol
Director, Development 01
Re: **Fee for Early Review of Rezoning Applications Involving a Major Official
Community Plan Amendment**

Staff Recommendations

1. That Consolidated Fees Bylaw No. 8636, Amendment Bylaw 10615, be introduced and given first, second and third readings; and
2. That Development Application Fees Bylaw No. 8951, Amendment Bylaw 10617, be introduced and given first, second and third readings.

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

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

Staff Report

Origin

On September 23, 2024, Council passed the following resolution:

(1) That staff bring forward all new rezoning applications involving a major amendment to the City's Official Community Plan for early review by Planning Committee and Council, as described in the report titled "Early Review of Rezoning Applications Involving a Major OCP Amendment", dated August 22, 2024 from the Director, Development;

(2) That staff provide a review of the "Early Review of Rezoning Applications Involving a Major OCP Amendment" process after one year of implementation; and

(3) That staff bring forward to the Finance Committee, amendments to the Consolidated Fees Bylaw, reflecting a nominal fee for applicants who pursue this option.

This report responds to the referral in item (3) above, providing bylaw amendments to implement a nominal fee. Amendments are proposed to the Consolidated Fees Bylaw No. 8636 and to the Development Application Fees Bylaw No. 8951 for a new incremental fee for Rezoning Applications involving a major Official Community Plan (OCP) amendment.

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

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

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

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

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

Analysis

New Preliminary Early Review Process

On September 23, 2024, Council directed that new rezoning applications that include a major OCP amendment be forwarded to Planning Committee and Council for early informal review as noted in the report titled "Early Review of Rezoning Applications Involving a Major OCP Amendment", dated August 22, 2024, from the Director, Development. Major OCP amendments are limited to those amendments that increase the permitted land use prescribed in the OCP or change the location of lands designated for park purposes. Examples include, but are not limited to requests to amend the OCP to:

- change land use designation from industrial to commercial or residential use;
- change the form of development from townhouses to apartments; or
- change the location of lands designated as Park (e.g., move lands designated as park from one location on a subject site to another).

The purpose of this new early review process is for City staff to receive, and the applicant to consider, preliminary comments provided by Planning Committee and Council pertaining to the request for a major OCP amendment.

These comments would then be used to help inform the technical and comprehensive review of the rezoning application, which would be brought to Planning Committee and Council for consideration as part of a future staff report together with bylaws for consideration.

In order to receive preliminary informal review of a request for a major OCP amendment, an applicant would be required to submit a full rezoning application package including completed application form, fee, Land Title Office title search, ownership and authorization confirmation, provincial site disclosure statement, existing housing profile, eligibility for house moving and salvage information, proposal letter, survey plan, arborist report and full set of plans.

Proposed Fee

This process is an additional step in the review process for rezoning applications involving a major OCP amendment, which will require additional staff time to complete. In response to the September 23, 2024, Council resolution, an incremental fee of \$5,000.00 in addition to the required base rezoning application fee, is recommended as a nominal fee to offset the cost of the additional staff time needed and to deter the submission of incomplete applications that are not serious and which could otherwise take up significant staff and Council time. The proposed fee amount is within the range of fees charged by other municipalities in the region that have a process for early review by Council of applications where there is a major or significant amendment to the OCP.

Rezoning application fees are required to be paid by applicants in accordance with Development Application Fees Bylaw No. 8951, and the Consolidated Fees Bylaw No. 8636. The Development Application Fees Bylaw No. 8951 also outlines eligibility for 50 per cent partial application fees refund for applications that are withdrawn before being advanced to a Public Hearing meeting.

Staff recommend that the proposed nominal fee requested by Council be inserted into the Consolidated Fees Bylaw No. 8636 Development Application Fees schedule as a new incremental fee for site specific zoning district and standard zoning district rezoning applications involving a major OCP amendment that are advanced to Council and/or Committee for early review.

As a matter of housekeeping, in order to reflect the current criteria for early review and the imposition of the Province's Bill 44 in prohibiting Council from holding a Public Hearing where a rezoning is consistent with the OCP, staff also recommend an amendment to the Development Application Fees Bylaw No. 8951.

The housekeeping amendment would allow for 50 per cent partial refund of the early informal review proposed fee for applications that are withdrawn before being advanced to Council and/or Committee for early informal review. The amendment allows a 50 per cent partial refund of the existing remaining application fees for applications that are withdrawn before being advanced with a staff report to Council and/or Committee for review. There would be no partial refund of the \$5,000.00 fee for early review where the application is withdrawn after early review. In response to Bill 44, this housekeeping amendment would also clarify that refunds are not available after bylaw third reading for rezoning applications where Public Hearings are now prohibited by the Province.

Financial Impact

The proposed additional incremental fee of \$5,000.00 would be collected by the City for the review of rezoning applications involving a major OCP amendment prior to advancing these applications to Council and/or Committee for early informal review. Based on staff's review of applications which have been considered by Council over the past five years, staff estimate that Council could see between zero and three applications involving early review in any given year. This could result in a range of \$0 to \$15,000.00 in application fees annually under this new process.

Conclusion

In response to the referral from Council, staff recommend collecting a new incremental rezoning application fee for the informal early review by Council and/or Committee of rezoning applications involving a major OCP amendment. Staff also recommend updating partial refund provisions for rezoning applications that are withdrawn to reflect the new early review process.

Staff recommend that Consolidated Fees Bylaw No. 8636, Amendment Bylaw 10615, and Development Application Fees Bylaw No. 8951, Amendment Bylaw 10617, be introduced and given first, second and third readings.



Sara Badyal
Planner 3
(604-276-4282)

SB:he



**Consolidated Fees Bylaw No. 8636
Amendment Bylaw 10615**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended within the SCHEDULE – DEVELOPMENT APPLICATION FEES, under the heading “Zoning Amendments No. 8951”, by adding the following additional incremental fee for the application types “Zoning Bylaw Designation Amendment for ‘site specific zones’” and “Zoning Bylaw Designation Amendment for all other zoning districts”:

“\$5,000.00 if advanced to Council and/or Committee for preliminary review”


2. This Bylaw may be cited as **“Consolidated Fees Bylaw No. 8636, Amendment Bylaw 10615”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by SB
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER



**Development Application Fees Bylaw No. 8951
Amendment Bylaw 10617**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Development Application Fees Bylaw No. 8951, as amended, is further amended within the Zoning Amendments section, by repealing and replacing subsection 1.2.4 with the following:

“1.2.4 Notwithstanding the provisions of subsection 1.2.1, an **applicant** is entitled to a refund of 50% of the application fee paid pursuant to subsection 1.2.1 if:

 - (a) for:
 - (i) the incremental fee for preliminary review, the application is withdrawn prior to being submitted to a meeting of **Council** or committee of **Council** for preliminary review; and
 - (ii) the remaining fees, the application is withdrawn prior to being submitted to a meeting of **Council** or committee of **Council**; and
 - (b) the **City** does not incur any costs associated with such meeting.”
2. This Bylaw may be cited as “**Development Applications Fees Bylaw No. 8951, Amendment Bylaw 10617**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by SB
APPROVED by Director or Solicitor

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: Finance Committee
From: Roeland Zwaag, P.Eng.
General Manager, Engineering and Public Works
Jerry Chong, CPA, CA
General Manager, Finance and Corporate Services
Date: October 2, 2024
File: 10-6060-01/2024-Vol 01
Re: 2025 Utility Budgets and Rates

Staff Recommendation

That the 2025 utility budgets presented in Option 2 for Water (page 7), Option 2 for Sewer (page 14), Option 2 for Flood Protection (page 22), and Option 2 for Solid Waste and Recycling (page 29), as detailed in the staff report titled, "2025 Utility Budgets and Rates", dated October 2, 2024, from the General Manager of Engineering and Public Works and the General Manager of Finance and Corporate Services be approved as the foundation for establishing the 2025 utility rates and be included in the Consolidated 5 Year Financial Plan (2025-2029).

Roeland Zwaag, P.Eng.
General Manager,
Engineering and Public Works

Jerry Chong, CPA, CA
General Manager,
Finance and Corporate Services

Att. 1

REPORT CONCURRENCE	
REVIEWED BY SMT	INITIALS: F34
APPROVED BY CAO 	

Staff Report

Executive Summary

Utility fees provide dedicated funding for the delivery of Water, Sewer, Flood Protection and Solid Waste and Recycling services within Richmond. This includes Council-endorsed programs and initiatives, and funding for the operation, maintenance and upgrade of the associated infrastructure and assets. Richmond's utilities include:

- **Water:** The Water Utility provides distribution of water to Richmond's residents and businesses. Bulk drinking water supply is purchased from Metro Vancouver and distributed through the City's pressure reducing valve stations and watermain network. This utility also supports programs to encourage water conservation within the City.
- **Sewer:** The Sewer Utility provides sewer service for properties within the regional sewerage boundaries. Sewage is collected through the City's sanitary infrastructure and conveyed to Metro Vancouver's trunk sewer system and wastewater treatment plants for treatment and discharge. Richmond pays Metro Vancouver for treatment and conveyance services each year.
- **Flood Protection:** The Flood Protection Utility provides flood protection services for Richmond, which includes a diking network to protect the City from coastal flooding, and drainage infrastructure to convey and discharge rainwater out of the City. This utility supports infrastructure upgrades to protect the City against climate change induced sea level rise and atmospheric events.
- **Solid Waste and Recycling:** The Solid Waste and Recycling Utility includes garbage and recycling collection services and programs designed to advance broader waste reduction and recycling objectives. The City's programs and initiatives have allowed the City to remain a leader in providing robust recycling programs, currently diverting 79% of single-family residential waste.

The Water, Sewer, Flood Protection and Solid Waste and Recycling utilities have dedicated reserve bylaws to secure funding for infrastructure upgrades and any related items that support the respective utilities.

Key Cost Drivers for the 2025 Utility Budgets and Rates

Metro Vancouver Cost Increases

Metro Vancouver's 2025 cost increases, as presented in their proposed 2025-2029 Financial Plan, are the primary drivers for the City's 2025 utility rates for the majority of these services. Metro Vancouver's proposed rate increases for 2025 are as follows:

- **Water:** Metro Vancouver's proposed 2025 water rate increase is 7.2%. Metro Vancouver water purchase cost represents 58% of the City's Water Utility user fee budget (Figure 1 on the following page).

- **Sewer:** Metro Vancouver's proposed 2025 sewer levy increase is 43.2%. This increase includes an average annual levy of \$11.9M over a 15 year period, totalling \$179M for Richmond's allocated debt servicing for the North Shore Wastewater Treatment Plant project. Metro Vancouver's sewer levy cost represents 76% of the City's Sewer Utility user fee budget (Figure 2).
- **Solid Waste:** The Metro Vancouver solid waste tipping fees are increasing by \$7, equating to a 5.2% increase, from \$134 to \$141 per tonne, plus an unchanged 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.

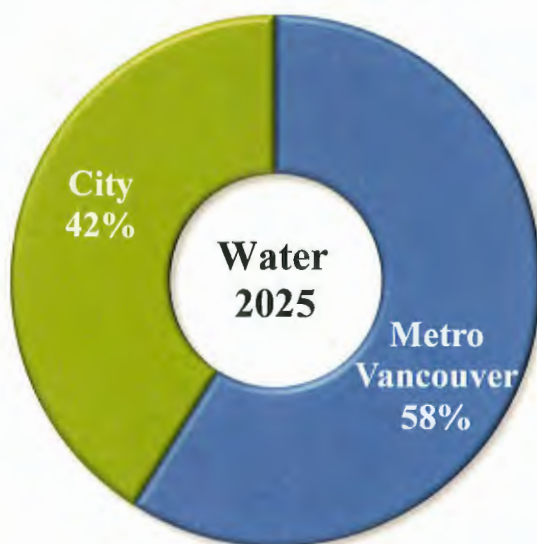


Figure 1: Proposed 2025 Water Utility Cost Breakdown

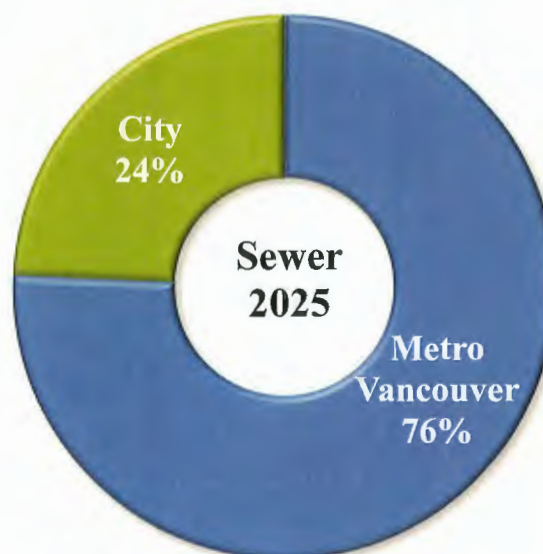


Figure 2: Proposed 2025 Sewer Utility Cost Breakdown

Accelerated Flood Protection Program (Flood Protection Utility)

Climate change scientists predict up to 1 metre of sea level rise and 0.2 metres of ground settlement by 2100. At the April 12, 2021 Regular Council Meeting, Council adopted a 50-year implementation period for an accelerated flood protection program with the objective of upgrading the City's dikes within 50 years. As outlined in the staff report titled "Accelerated Flood Protection Program Concept and Flood Protection Rate Structure Review", dated February 26, 2021, the program was estimated to require \$30M in annual capital funding within the Flood Protection Utility by 2032, which will allow the City to upgrade flood protection infrastructure well in advance of current anticipated climate change impacts. Implementation of the new rates began in 2023. The Flood Protection Utility presented in this report reflects the continuation of the program acceleration.

Ageing Infrastructure Replacement

Another component of the City's utility budget relates to the replacement of ageing municipal infrastructure. Annual funding levels required to maintain and replace the City's utility infrastructure are assessed in the report titled "Ageing Utility and Road Infrastructure Planning – 2022 Update", dated June 8, 2022 and was received for information at the July 25, 2022 Regular Council Meeting. This report identifies additional annual funding requirements that are currently at \$2.4M for water and \$5.4M for sanitary infrastructure. While this funding gap does not impact short term service levels, bridging the funding gap will be required to replace infrastructure that is nearing the end of its service life.

The 2025 utility budget includes recommendations to reduce the funding gap for water and sewer utilities.

Solid Waste and Recycling Service Agreements and Market Conditions

Key cost drivers for the Solid Waste and Recycling Utility include additional costs and resources that are required to meet the City's contractual obligations, including processing facility changes. This includes inflationary contract costs stipulated in existing contracts, disposal cost increases, cross-docking and hauling increases, and overall growth in the number of units to be serviced.

Utility Budgets and Rates Options

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 2025. This includes three different options for each of the City's utilities.

In accordance with Council's Budget & 5-Year Financial Plan Preparation Policy (Policy 3016), Option 1 presents a same level of service budget with non-discretionary increases specified in contractual agreements and rate regulated increases (e.g. regional or other government agency increases). Option 1 for Flood Protection also includes the continuation of the Council-approved Accelerated Flood Protection Program and the inclusion of having Flood Protection programs, such as the Dike Brushing and Repair program, paid for by the utility, and not from property taxes. Option 2 and Option 3 present actions the City can take to increase the rates and improve levels of service depending on the varying circumstances and needs within each budget area. The three options for each of the City utilities are presented in this report.

Staff recommend Option 2 for Water (page 7), Option 2 for Sewer (page 14), Option 2 for Flood Protection (page 22), and Option 2 for Solid Waste and Recycling (page 29). The proposed 2025 rates are summarized in Table 18 (page 36) and Table 19 (page 37).

Comparison of Utility Rates with Neighbouring Municipalities

The City's utility budgets are carefully managed to provide high levels of service to Richmond's residents, despite external increases that are outside of the City's control. Figure 3 on the next page compares Richmond's current utility rates with neighbouring municipalities. The 2024 rates are presented as 2025 rates have not been established yet for neighbouring municipalities.

2024 Rates for Richmond and Neighbouring Municipalities

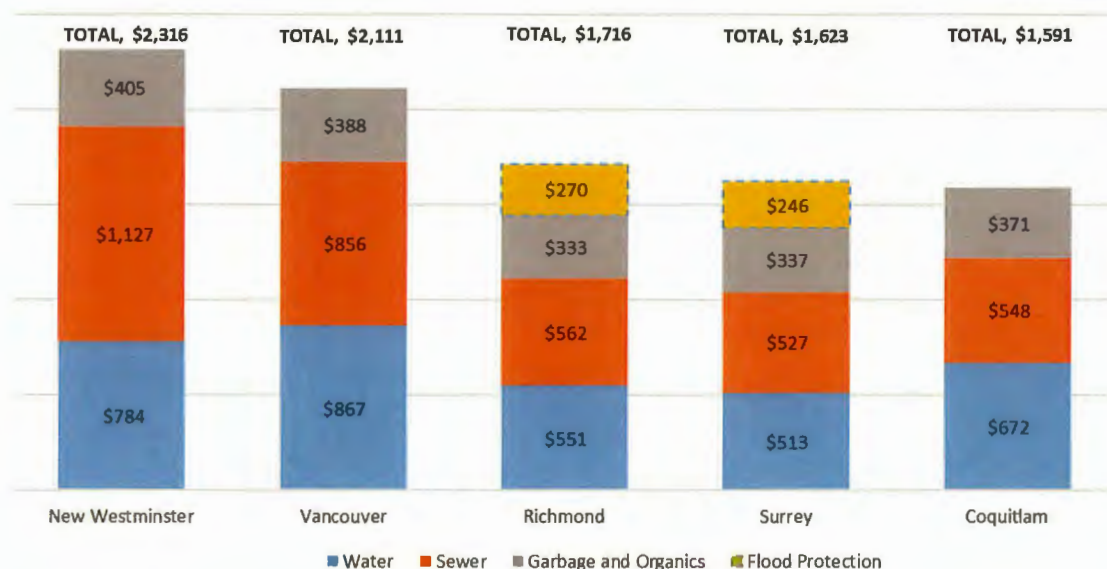


Figure 3: Comparison of Average Single Family Dwelling Utility Rates for Richmond with Neighbouring Municipalities (2024 Rates)

Unlike neighbouring municipalities, Richmond's flat topography, high water table and proximity to the water places unique challenges on the City's utility infrastructure, resulting in larger and deeper pipes, the need for 193 drainage and sanitary pump stations and the need for an extensive flood protection system that includes 49 kilometres of perimeter dikes. In addition, the City has made substantial investments to upgrade flood protection infrastructure in advance of anticipated climate change impacts through the ongoing accelerated flood protection program. This significantly increases demand for capital and operating costs. Despite these challenges and the additional infrastructure needs, the City of Richmond continues to offer a high level of service and maintain competitive fees for utility services.

Detailed budget and rate information for each utility, with options for Council's consideration, are presented in this report.

Origin

This report presents the recommended 2025 utility budgets and rates for Water, Sewer, Flood Protection, and Solid Waste and Recycling.

Should the utility budgets and rates presented in this report be endorsed by the Finance Committee, a subsequent report will be presented to Council to introduce amendment bylaws that reflect the approved utility rates. The report will be presented at subsequent Regular Council Meetings to give the amendment bylaws first, second, and third readings prior to adoption. The utility rates are required to be established by December 31, 2024 to take effect on January 1, 2025. Staff anticipate that the Metro Vancouver Board will review the Metro Vancouver rates in November, and staff will report back to Council for further consideration if the approved rates differ substantially from Metro Vancouver's projected rates.

This report supports the following strategies within Council's Strategic Plan 2022-2026:

Strategy #3 A Safe and Prepared Community:

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

3.1 Advance proactive, sustainable, and accelerated flood protection in collaboration with other governments and agencies.

3.2 Leverage strategic partnerships and community-based approaches for comprehensive safety services.

3.3 Ensure the community is collectively prepared for emergencies and potential disasters.

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

Strategy #4 Responsible Financial Management and Governance:

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

4.1 Ensure effective financial planning to support a sustainable future for the City.

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

4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.

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

Strategy #5 A Leader in Environmental Sustainability:

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

5.1 Continue to demonstrate leadership in proactive climate action and environmental sustainability.

5.2 Support the preservation and enhancement of Richmond's natural environment.

5.3 Encourage waste reduction and sustainable choices in the City and community.

Analysis

Water Utility

The three budget options for the Water Utility are shown in Table 1 below. Italicized values represent the difference between the 2024 rates and the 2025 rate options. The 2025 base budget for each option is equal to the sum of the 2024 base budget plus the changes in italics. Rows in green denote the key budget areas with options, which are further discussed in subsequent sub-sections of this report.

Table 1: 2025 Water Utility Budget

Key Budget Areas	2024 Base Level Budget (Restated for Comparison ¹)	Option 1 Non-discretionary increases	Option 2 (Recommended) Option 1 + \$0.5M increase to the capital infrastructure program	Option 3 Option 1 + \$1M increase to the capital infrastructure program
Expenditures				
Salary	\$7,344,900	\$474,800	\$474,800	\$474,800
Operating Expenditures	\$3,889,700	\$55,800	\$55,800	\$55,800
Water Meter Reading and Maintenance	\$182,400	\$0	\$0	\$0
Toilet Rebate Program	\$100,000	\$0	\$0	\$0
GVWD Water Purchases (Metro Vancouver) ²	\$31,881,100	\$2,007,600	\$2,007,600	\$2,007,600
Capital Infrastructure Replacement Program	\$8,000,000	\$0	\$500,000	\$1,000,000
Residential Water Metering Program	\$3,085,900	\$0	\$0	\$0
Construction Period Allocation	\$0	\$500,000	\$500,000	\$500,000
Firm Price/Receivable	\$2,971,100	\$218,400	\$218,400	\$218,400
Overhead Allocation	\$1,167,700	\$23,600	\$23,600	\$23,600
Total Base Level Expenditure Budget	\$58,622,800	\$61,903,000	\$62,403,000	\$62,903,000
Revenues				
Provision (Rate Stabilization)	\$0	\$0	\$0	\$0
Investment Income	-\$264,000	\$0	\$0	\$0
Firm Price/Receivable	-\$2,971,100	-\$218,400	-\$218,400	-\$218,400
Meter Rental	-\$2,047,700	\$0	\$0	\$0
YVR Maintenance	-\$30,000	\$0	\$0	\$0
Provision (Toilet Rebate/Flushing)	-\$308,000	\$9,400	\$9,400	\$9,400
Meter Re-Reads and Other Services	-\$233,300	\$0	\$0	\$0
Reserve (Residential Water Metering Program)	-\$450,000	\$0	\$0	\$0
Construction Period Revenues	\$0	-\$500,000	-\$500,000	-\$500,000
Total Base Level Revenue Budget	-\$6,304,100	-\$7,013,100	-\$7,013,100	-\$7,013,100
Net Budget	\$52,318,700	\$54,889,900	\$55,389,900	\$55,889,900
Net Difference Over 2024 Base Level Budget		\$2,571,200	\$3,071,200	\$3,571,200

¹ The 2024 Base Level budget has been restated to include approved operating budget impacts.

² Richmond's Water Purchases budget is based on a 3 year average of City-wide water consumption and differs from values found within Metro Vancouver's 2025 Summary of Annual Municipal Levies, Water Sales and Other Charges.

The expenditures and revenues for the Water Utility budget reductions and increases given in Table 1 are outlined below.

Expenditures

The key driver for the Water Utility is Metro Vancouver Water Purchases. Secondary drivers include Capital Infrastructure Replacement, Salary and Operating expenditures.

Metro Vancouver Water Purchases

Bulk water is purchased from Metro Vancouver on a volumetric basis. Metro Vancouver's water rate will increase by 7.2%. The City's 2025 Water Purchase budget is increasing by \$2.0M to \$33.9M based on Metro Vancouver's rate increase and adjusted for average usage in peak and off-peak months, which forms the basis of water purchase projections based on a 3 year average of City-wide water consumption. This is an overall increase of 6.3% from the City's 2024 Water Purchase budget and differs from Metro Vancouver's projected increase of 6.6% in total water sales for Richmond. Staff have reached out to Metro Vancouver to reconcile the differences between water purchase projections. Based on the City's detailed forecast and Council endorsed ongoing water conservation program, staff anticipate that the budgeted water purchases will be lower than Metro Vancouver calculations.

Metro Vancouver Water Purchases accounts for the majority of the 2025 non-discretionary expenditure increase. The City's 2025 water rates are based on Metro Vancouver's proposed 2025-2029 Financial Plan (Table 2).

Table 2: Metro Vancouver Water Rate Projection - Proposed 2025-2029 Financial Plan

	2025	2026	2027	2028	2029
Blended Rate (\$/m³)	\$1.0002	\$1.0655	\$1.0975	\$1.1233	\$1.1380
% Change	7.2%	6.5%	3.0%	2.4%	1.3%

Since 2006, the Metro Vancouver water rate has increased by 244%, or an average annual increase of 6.7%. These increases are notably higher than the City's water utility rates, which increased by 62%, or an average annual increase of 2.6%, over the same period.

Due to these increases, Metro Vancouver costs have increased from accounting for 44% of Richmond's water utility rate in 2006 to 58% in 2025 (Figure 4). The increases in Metro Vancouver costs are a primary budget driver for the Water Utility.

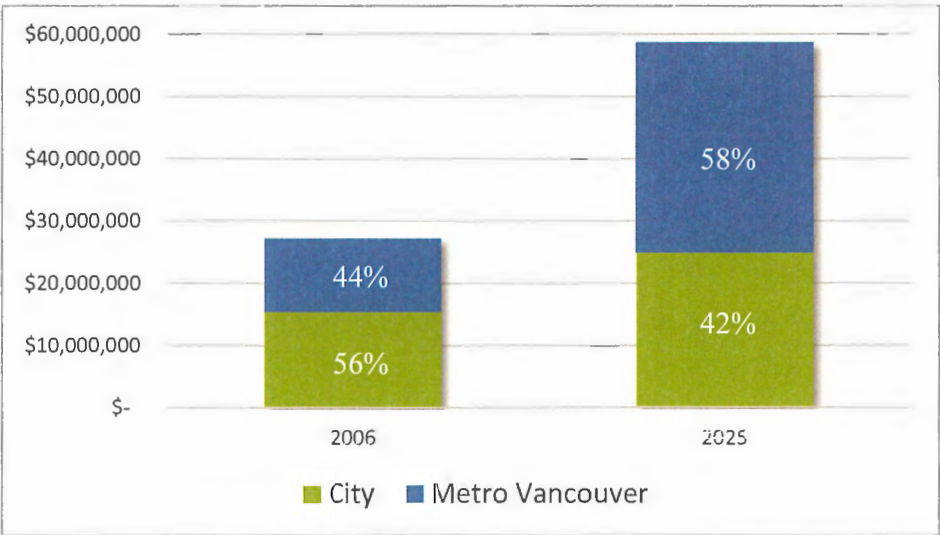


Figure 4: 2006 vs 2025 Water Utility User Fee Breakdown

Water Capital Infrastructure Replacement Program Contribution

The Water Capital Infrastructure Replacement Program facilitates proactive management of the City’s water assets, which allows the City to maintain a high level of service by minimizing watermain breaks and service disruptions. Through proactive management of ageing infrastructure and implementation of the City’s water pressure management program, the City has successfully reduced water losses due to pipe leakage in the water distribution system. This has resulted in additional cost savings from avoided Metro Vancouver water purchase costs as well as associated emergency response expenditures. Council’s proactive approach to infrastructure replacement is also a sound preventative maintenance strategy.

The annual capital contribution for water infrastructure replacement is currently \$8.0M, excluding the amount currently dedicated to the water metering program. The “Ageing Utility and Road Infrastructure Planning – 2022 Update” report identified a long-term annual funding requirement of \$10.4M. Option 2 and Option 3 include increases to the Water Capital Infrastructure Replacement Program in the amount of \$500,000 and \$1,000,000, respectively, at Council’s discretion to bridge the gap between current and targeted funding levels. Bridging the funding gap between current and targeted funding levels supports proactive infrastructure replacement, thereby offsetting financial obligations for future years. This will continue to be an important consideration in future utility budgets.

Water Metering (Avoided Water Purchase Costs)

Water metering plays an essential role in the City’s water demand management program, which improves equity to ratepayers by providing volume-based user fees and reduces bulk water purchase costs by promoting water conservation and reducing private-side leakage.

Since the inception of the program in 2003, the City's total water use has decreased by 15% despite an increase in population of 32%. The reduction in per capita water usage is estimated to result in annual savings of \$15M in avoided water purchase cost.

The City has made significant advances in water metering since the program was first introduced. Approximately 83% of the City's water use is currently metered. All single-family and Industrial, Commercial and Institutional (ICI) properties are metered and 60% of multi-family units are metered.

Water Salary and Operating Expenditures

The main cost drivers for the operating expenditure increase include the following:

- Salary and fringe benefit impacts per union agreements;
- Senior government increases such as changes to WorkSafeBC rates; and
- Material, vehicle replacements, contracts, and postage cost increases.

The City's operating expenditures are carefully managed and considerable measures have been taken to minimize cost increases where possible. The average annual increase to the City's non-discretionary operating expenditures since 2021 has been 2.7%.

Included in the 2024 budget was an estimate for salary and benefits which were under negotiation. The collective bargaining process for CUPE 394 and 718 concluded in May 2024. The 2025 budget includes a 4.0% rate increase for 2025, increased fringe benefits rates, and a 1.0% rate differential for 2024 relative to what was estimated in the 2024 budget.

Revenues

Water Levy Provision for Rate Stabilization

The Water Levy Provision was established by Council as a funding source for water rate stabilization. The Provision has a balance of \$14.2M as of September 30, 2024, and is intended to offset significant future increases in regional water purchase costs.

The annual funding from the Water Levy Provision was eliminated in the 2023 utility budget to preserve the Provision for the future, when larger Metro Vancouver water purchase rate increases are anticipated. None of the options for 2025 include a planned drawdown from the Water Levy Provision, and staff recommend that the Provision continue to be preserved in anticipation of future large Metro Vancouver rate increases.

Reserve (Residential Water Metering Program)

At the November 8, 2021 Regular Council Meeting, through the 2022 Utility Budgets and Rates report, Council endorsed increasing the annual funding level for the water metering program to \$3M to implement a Universal Multi-Family Water Metering Program. The increased funding was to be achieved through a phased annual 1% increase to the water rate over four years, along with utilization of the Watermain Replacement Reserve to make up the difference over that period.

Through the first few years of program implementation, staff and in-house construction crews have identified and realized significant efficiencies and cost savings. This has resulted in program costs to date being lower than previous estimations, which were based on historical external contractor pricing. As a result, the additional 1% annual rate increase (\$450,000) has been excluded in 2025, and staff will continue to monitor and review costs and update Council if any changes are required in future years.

Construction Period Revenues

The City receives construction period revenues from development for water use during construction. The revenue can vary significantly from year to year depending on construction activity. Due to the instability of this revenue source, it is not utilized as a funding source for operational activity. Any actual revenue received is transferred to the Water Levy Stabilization provision for future rate stabilization funding. An estimate is included in the budget based on the last three full years of activity with an offsetting transfer to provision for reference.

Impact on 2025 Water Rates

The impact of the three budget options on water rates is shown in Table 3 below and Table 5 on the next page. Table 3 shows the options for metered customers and Table 5 shows the options for flat rate customers. The rates presented include fixed costs for metering, such as meter reading, billing and maintenance. The italicized numbers represent the difference between 2024 rates and the rate options for 2025.

Option 1 represents non-discretionary increases that are required to maintain existing levels of services. Option 2 is the recommended option and includes everything in Option 1 and a \$500,000 increase to the Water Capital Infrastructure Replacement Program. Option 3 includes everything in Option 1 and a \$1,000,000 increase to the Water Capital Infrastructure Replacement Program.

Table 3: 2025 Metered Rate Water Options (Net of Discount)

Customer Class	2024 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-Family Dwelling (based on 325 m ³ average consumption)	\$550.85	\$578.02 <i>\$27.17</i>	\$583.12 <i>\$32.27</i>	\$588.23 <i>\$37.38</i>
Townhouse (based on 218 m ³ average consumption)	\$376.52	\$394.74 <i>\$18.22</i>	\$398.16 <i>\$21.64</i>	\$401.59 <i>\$25.07</i>
Apartment (based on 157 m ³ average consumption)	\$254.23	\$267.36 <i>\$13.13</i>	\$269.82 <i>\$15.59</i>	\$272.29 <i>\$18.06</i>
Metered Rate (\$/m ³)	\$1.5620	\$1.6456 <i>\$0.0836</i>	\$1.6613 <i>\$0.0993</i>	\$1.6770 <i>\$0.1150</i>
<i>Metro Vancouver % Change</i>		<i>4.2%</i>	<i>4.2%</i>	<i>4.2%</i>
<i>City % Change</i>		<i>1.2%</i>	<i>2.2%</i>	<i>3.2%</i>
<i>Total % Change</i>		<i>5.4%</i>	<i>6.4%</i>	<i>7.4%</i>

Note: The italicized numbers represent the difference between 2024 rates and the rate options for 2025.

Table 4 below shows the Metro Vancouver and City portion of the rate impacts for each of the metered rate options. The Metro Vancouver rate impacts are italicized on the left and the City rate impacts are italicized on the right.

Table 4: Cost Increase Broken Down by Metro Vancouver vs City Rate Impacts for 2025 Metered Rate Water Options (Net of Discount)

Customer Class	Option 1		Option 2 (Recommended)		Option 3	
	Total		Total		Total	
	<i>MV</i>	<i>City</i>	<i>MV</i>	<i>City</i>	<i>MV</i>	<i>City</i>
Single-Family Dwelling (based on 325 m ³ average consumption)	\$27.17 <i>\$21.21</i>	<i>\$5.96</i>	\$32.27 <i>\$21.21</i>	<i>\$11.06</i>	\$37.38 <i>\$21.21</i>	<i>\$16.17</i>
Townhouse (based on 218 m ³ average consumption)	\$18.22 <i>\$14.23</i>	<i>\$3.99</i>	\$21.64 <i>\$14.23</i>	<i>\$7.41</i>	\$25.07 <i>\$14.23</i>	<i>\$10.84</i>
Apartment (based on 157 m ³ average consumption)	\$13.13 <i>\$10.25</i>	<i>\$2.88</i>	\$15.59 <i>\$10.25</i>	<i>\$5.34</i>	\$18.06 <i>\$10.25</i>	<i>\$7.81</i>
Metered Rate (\$/m ³)	\$0.0836 <i>\$0.0653</i>	<i>\$0.0183</i>	\$0.0993 <i>\$0.0653</i>	<i>\$0.0340</i>	\$0.1150 <i>\$0.0653</i>	<i>\$0.0497</i>

Table 5: 2025 Flat Rate Water Options (Net of Discount)

Customer Class	2024 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-Family Dwelling	\$829.47	\$873.86 <i>\$44.39</i>	\$882.20 <i>\$52.73</i>	\$890.54 <i>\$61.07</i>
Townhouse	\$678.98	\$715.32 <i>\$36.34</i>	\$722.14 <i>\$43.16</i>	\$728.97 <i>\$49.99</i>
Apartment	\$437.54	\$460.96 <i>\$23.42</i>	\$465.35 <i>\$27.81</i>	\$469.75 <i>\$32.21</i>
<i>Metro Vancouver % Change</i>		<i>4.2%</i>	<i>4.2%</i>	<i>4.2%</i>
<i>City % Change</i>		<i>1.2%</i>	<i>2.2%</i>	<i>3.2%</i>
<i>Total % Change</i>		<i>5.4%</i>	<i>6.4%</i>	<i>7.4%</i>

Note: The italicized numbers represent the difference between 2024 rates and the rate options for 2025.

Table 6 on the following page shows the Metro Vancouver and City portion of the rate impacts for each of the flat rate options. The Metro Vancouver rate impacts are italicized on the left and the City rate impacts are italicized on the right.

Table 6: Cost Increase Broken Down by Metro Vancouver vs. City Rate Impacts for 2025 Flat Rate Water Options (Net of Discount)

Customer Class	Option 1		Option 2 (Recommended)		Option 3	
	Total MV	City	Total MV	City	Total MV	City
Single-Family Dwelling	\$44.39 \$34.32	\$10.07	\$52.73 \$34.32	\$18.41	\$61.07 \$34.32	\$26.75
Townhouse	\$36.34 \$28.10	\$8.24	\$43.16 \$28.10	\$15.06	\$49.99 \$28.10	\$21.89
Apartment	\$23.42 \$18.10	\$5.32	\$27.81 \$18.10	\$9.71	\$32.21 \$18.10	\$14.11

The City's Waterworks and Water Rates Bylaw No. 5637 provides a 10% discount for utility bills paid prior to the due date. To achieve full cost recovery, the rates shown in the bylaw will be before the 10% discount is applied. The rates outlined in Table 3 and Table 5 are net discounted rates.

Water Utility Options Summary

The following is a summary of the Water Utility budgets and rates for Option 1:

Option 1

- Represents the minimum increase necessary to maintain the current level of service.

The following is a summary of the Water Utility budgets and rates for Option 2:

Option 2 (Recommended)

- Includes everything in Option 1; and
- Increases the Water Capital Infrastructure Replacement Program by \$500,000.

The following is a summary of the Water Utility budgets and rates for Option 3:

Option 3

- Includes everything in Option 1; and
- Increases the Water Capital Infrastructure Replacement Program by \$1,000,000.

Water Utility Recommended Option

Staff recommend the budgets and rates identified in Option 2 for the Water Utility. This option includes an increase to the Water Capital Infrastructure Replacement Program to facilitate the proactive replacement of ageing infrastructure.

Sewer Utility

The three budget options for the Sewer Utility are shown in Table 7 below. Italicized values represent the difference between the 2024 rates and the 2025 rate options. The 2025 base budget for each option is equal to the sum of the 2024 base budget plus the changes in italics. Rows in green denote the key budget areas with options, which are further discussed in subsequent sub-sections of this report.

Table 7: 2025 Sewer Utility Budget

Key Budget Areas	2024 Base Level Budget (Restated for Comparison ¹)	Option 1 Non-Discretionary Increases	Option 2 (Recommended) Option 1 + \$0.5M increase to the capital infrastructure program + \$241,000 Increase for Pump Station Grease Management	Option 3 Option 1 + \$1M increase to the capital infrastructure program + \$241,000 Increase for Pump Station Grease Management
Expenditures				
Salary	\$4,130,400	\$264,900	\$292,400	\$292,400
Operating Expenditures	\$2,960,100	\$108,500	\$322,300	\$322,300
Metro Vancouver Sewer Levy (Debt Component)	\$5,602,900	\$1,842,500	\$1,842,500	\$1,842,500
Metro Vancouver Sewer Levy (O&M Component)	\$28,796,200	\$1,103,800	\$1,103,800	\$1,103,800
Metro Vancouver North Shore Wastewater Treatment Plant Levy	\$0	\$11,900,000	\$11,900,000	\$11,900,000
Capital Infrastructure Replacement Program	\$6,806,400	\$0	\$500,000	\$1,000,000
Construction Period Allocation	\$0	\$500,000	\$500,000	\$500,000
Firm Price/Receivable	\$708,600	\$76,900	\$76,900	\$76,900
Overhead Allocation	\$777,900	\$5,700	\$5,700	\$5,700
Total Base Level Expenditure Budget	\$49,782,500	\$65,584,800	\$66,326,100	\$66,826,100
Revenues				
Provision (Rate Stabilization)	\$0	\$0	\$0	\$0
Construction Period Revenue	\$0	-\$500,000	-\$500,000	-\$500,000
Investment Income	-\$102,000	\$0	\$0	\$0
Firm Price/Receivable	-\$708,600	-\$76,900	-\$76,900	-\$76,900
Total Base Level Revenue Budget	-\$810,600	-\$1,387,500	-\$1,387,500	-\$1,387,500
Net Budget	\$48,971,900	\$64,197,300	\$64,938,600	\$65,438,600
Net Difference Over 2023 Base Level Budget		\$15,225,400	\$15,966,700	\$16,466,700

¹ The 2024 Base Level budget has been restated to include approved budget reallocations.

The expenditures and revenues for the Sewer Utility budget reductions and increases given in Table 7 are outlined on the next page.

Expenditures

The key driver for the Sewer Utility is the Metro Vancouver Sewer Levy cost. Secondary drivers include Salary and Operating expenditures (including Pump Station Grease Management) and the Capital Infrastructure Replacement Program.

Metro Vancouver Sewer Levy

Richmond pays Metro Vancouver a Sewer Levy for bulk transmission and treatment of liquid waste on a flat rate basis. This levy is broken down into Operations & Maintenance and Debt components for the City's contribution of liquid waste to the following three Metro Vancouver sewerage areas:

- Lulu Island West Sewerage Area (LIWSA);
- Vancouver Sewerage Area (VSA) – for sewage from Mitchell Island; and
- Fraser Sewerage Area (FSA) – for sewage from Fraserwood Industrial and Hamilton.

In 2025, the Operations & Maintenance component is increasing by \$1.1M to \$29.9M and the Debt component is increasing by \$1.8M to \$7.4M.

North Shore Wastewater Treatment Plant (NSWWTP) Project

Metro Vancouver's NSWWTP Project is currently expected to be completed in 2030 at a total cost of \$3.9B. At the May 31, 2024 Metro Vancouver Board Budget Workshop, the Board provided direction for the funding model to cover the additional \$2.8B project cost.

Starting in 2025, as part of the Metro Vancouver Sewer Levy, an annual \$11.9M is now included as Richmond's allocated debt servicing for the NSWWTP upgrade. The annual \$11.9M debt servicing is Richmond's apportionment for a regional 15-year amortized payment plan to complete Metro Vancouver's NSWWTP project.

Total Metro Vancouver Sewer Costs

The overall levy is funded through utility rates and is increasing by \$15M (43.2%) to \$49.2M in 2025. In comparison, the 2024 Sewer Levy increased by \$3.2M (10.3%) to \$34.4M. Metro Vancouver's 2025 increase accounts for 98% of the non-discretionary expenditure increases proposed for the 2025 sewer rates. Richmond's 2025 sewer rates are based on Metro Vancouver's sewer levy from the proposed 2025-2029 Financial Plan (Table 8 on the next page).

Table 8: Metro Vancouver 5-Year Projected Total Sewer Levy Cost (from the Proposed 2025-2029 Financial Plan)

	2025	2026	2027	2028	2029
O&M and Debt	\$37.3M	\$43.5M	\$48.3M	\$50.6M	\$53.0M
Average Annual NSWWTP Debt Servicing	\$11.9M	\$11.9M	\$11.9M	\$11.9M	\$11.9M
Total Levy	\$49.2M	\$55.4M	\$60.2M	\$62.5M	\$64.9M
% Change	43.2%	12.6%	8.7%	3.8%	3.8%

Metro Vancouver rate increases for Richmond are significant, and are anticipated to continue rising in future years due to the Gilbert Trunk Sewer project and Iona Wastewater Treatment Plant Upgrade project for which some costs are shared by all sewerage areas. Since the projected costs for Metro Vancouver's major infrastructure projects throughout the region have increased by billions of dollars in recent years, the impact to Richmond's rates will be significant even with the majority of costs being allocated to other sewerage areas.

Metro Vancouver's Sewer Levy has increased by 270% since 2006, which is an average annual increase of 7.1%. This is notably higher than the City's sewer utility rate increases, which have increased by 105%, an average annual increase of 3.8%, over the same period.

Due to these increases, Metro Vancouver's Sewer Levy costs have increased from accounting for 63% of Richmond's sewer utility budget in 2006 to 76% in 2025 (Figure 5). The increases in Metro Vancouver costs are a primary budget driver for the Sewer Utility.

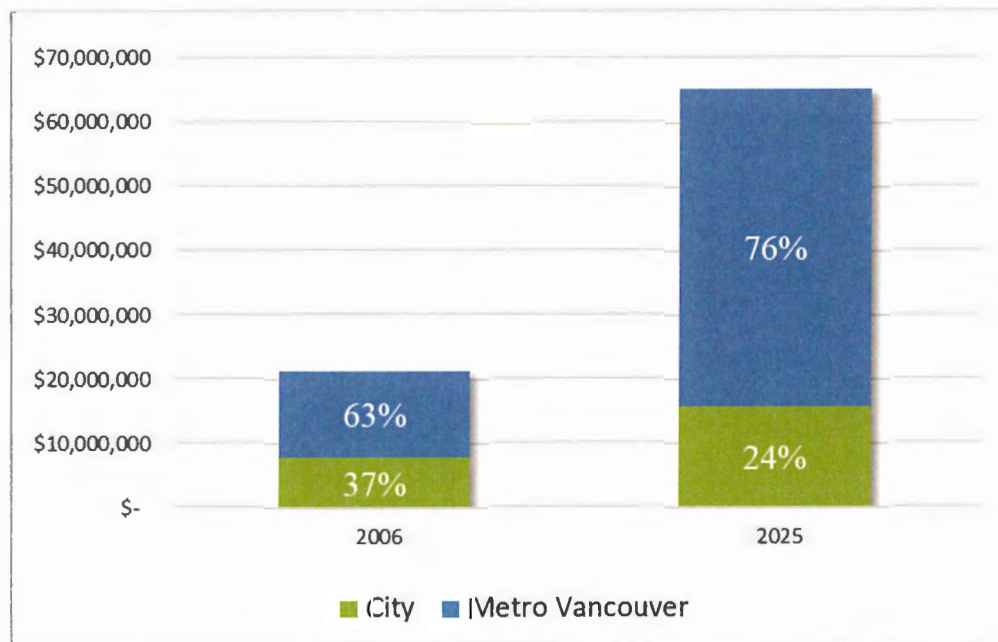


Figure 5: 2006 vs 2025 Sewer Utility User Fee Breakdown

Sewer Salary and Operating Expenditures

The main cost drivers for the operating expenditure increase include the following:

- Salary and fringe benefit impacts per union agreements;
- Senior government increases such as changes to WorkSafeBC rates;
- Electricity increases; and
- Equipment cost increases.

The City's operating expenditures are carefully managed and considerable measures have been taken to minimize cost increases where possible. The average increase to the City's operating expenditures (excluding Metro Vancouver costs and increases to the funding levels for the capital infrastructure program) since 2021 has been 5.4%.

Included in the 2024 budget was an estimate for salary and benefits which were under negotiation. The collective bargaining process for CUPE 394 and 718 concluded in May 2024. The 2025 budget includes a 4.0% rate increase for 2025, increased fringe benefits rates, and a 1.0% rate differential for 2024 relative to what was estimated in the 2024 budget.

Pump Station Grease Management

Option 2 and Option 3 include additional funding for pump station grease management resulting from growth in population and the commercial food industry. The objective of this program is to extend the service life of sewer infrastructure through preventative maintenance measures. As the City's growth rate increases, additional flushing is required to maintain service levels and avoid unplanned and costly repairs. In recent years, staff have identified sanitary pump stations within City Centre where regular flushing and cleaning is required to prevent blockages and grease buildup within the sewer system beyond the existing program budget. Without additional utility funding for pump station grease management, there is an increased risk of unplanned repair work and costly service disruptions.

Sewer Capital Infrastructure Replacement Program

The Sewer Capital Infrastructure Replacement Program facilitates proactive management of the City's sewer assets, which allows the City to maintain a high level of service by minimizing sewer breaks and service disruptions.

The annual capital contribution for sewer infrastructure replacement is currently \$6.8M. The "Ageing Utility and Road Infrastructure Planning – 2022 Update" report identified a long-term annual funding requirement of \$12.2M. Option 2 includes a \$500,000 increase to the Sewer Capital Infrastructure Replacement Program. Option 3 includes a \$1,000,000 increase to the Sewer Capital Infrastructure Replacement Program. These increases are for the replacement of ageing infrastructure to bridge the gap between current and targeted funding levels. Bridging the funding gap increases the level of proactive infrastructure replacement, thereby offsetting financial obligations for future years. This will continue to be an important consideration in future utility budgets.

Revenues

Sewer Levy Provision for Rate Stabilization

The Sewer Levy Provision was established by Council as a funding source for sewer rate stabilization. The Provision has a balance of \$9.0M as of September 30, 2024 and is intended to offset increases in regional sewer collection and treatment costs.

The drawdown from the Sewer Levy Provision is ideally suited to address short term rate fluctuations and was eliminated in the 2022 utility budget to preserve the Provision for the future. The current increases caused by Metro Vancouver's 15-year debt servicing plan for the NSWWTP are larger than the amount of funds available in the Provision. Utilizing rate stabilization this year would result in the majority of the Provision being spent this year and would restrict the ability to address short term rate fluctuations in the future. As such, staff do not recommend using rate stabilization options at this time. All options maintain a \$0 drawdown from the Sewer Levy Provision.

Construction Period Revenues

The City receives construction period revenues from development for sewer use during construction. The revenue can vary significantly from year to year depending on construction activity. Due to the instability of this revenue source, it is not utilized as a funding source for operational activity. Any actual revenue received is transferred to the Sewer Levy Stabilization provision for future rate stabilization funding. An estimate is included in the budget based on the last three full years of activity with an offsetting transfer to provision for reference.

Impact on 2025 Sewer Rates

The impact of the three budget options on sewer rates is shown in Table 9 on the next page and Table 11 on page 20. Table 9 shows the options for metered customers and Table 11 shows the options for flat rate customers. The italicized numbers represent the difference between 2024 and the rate options for 2025.

Option 1 represents non-discretionary increases that are required to meet demands placed on the City by factors outside of the City's direct control. Option 2 is the recommended option and includes everything in Option 1, a \$500,000 increase to the Sanitary Capital Infrastructure Replacement Program, and a \$241,000 increase for pump station grease management. Option 3 includes everything in Option 1, a \$1,000,000 increase to the Sanitary Capital Infrastructure Replacement Program, and a \$241,000 increase for pump station grease management.

Table 9: 2025 Metered Rate Sewer Options (Net of Discount)

Customer Class	2024 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-Family Dwelling (based on 325 m ³ average consumption)	\$562.12	\$740.38 <i>\$178.26</i>	\$749.03 <i>\$186.91</i>	\$754.88 <i>\$192.76</i>
Townhouse (based on 218 m ³ average consumption)	\$377.05	\$496.63 <i>\$119.58</i>	\$502.42 <i>\$125.37</i>	\$506.35 <i>\$129.30</i>
Apartment (based on 157 m ³ average consumption)	\$271.55	\$357.66 <i>\$86.11</i>	\$361.84 <i>\$90.29</i>	\$364.66 <i>\$93.11</i>
Metered Rate (\$/m ³)	\$1.7296	\$2.2781 <i>\$0.5485</i>	\$2.3047 <i>\$0.5751</i>	\$2.3227 <i>\$0.5931</i>
<i>Metro Vancouver % Change</i>		<i>30.9%</i>	<i>30.9%</i>	<i>30.9%</i>
<i>City % Change</i>		<i>0.8%</i>	<i>2.3%</i>	<i>3.4%</i>
<i>Total % Change</i>		<i>31.7%</i>	<i>33.2%</i>	<i>34.3%</i>

Note: The italicized numbers represent the difference between 2024 rates and the rate options for 2025.

Table 10 below shows the Metro Vancouver and City portion of the rate impacts for each of the metered rate options. The Metro Vancouver rate impacts are italicized on the left and the City rate impacts are italicized on the right.

Table 10: Cost Increase Broken Down by Metro Vancouver vs City Rate Impacts for 2025 Metered Rate Sewer Options (Net of Discount)

Customer Class	Option 1		Option 2 (Recommended)		Option 3	
	Total		Total		Total	
	<i>MV</i>	<i>City</i>	<i>MV</i>	<i>City</i>	<i>MV</i>	<i>City</i>
Single-Family Dwelling (based on 325 m ³ average consumption)	\$178.26 <i>\$173.83</i>	<i>\$4.43</i>	\$186.91 <i>\$173.83</i>	<i>\$13.08</i>	\$192.76 <i>\$173.83</i>	<i>\$18.93</i>
Townhouse (based on 218 m ³ average consumption)	\$119.58 <i>\$116.60</i>	<i>\$2.98</i>	\$125.37 <i>\$116.60</i>	<i>\$8.77</i>	\$129.30 <i>\$116.60</i>	<i>\$12.70</i>
Apartment (based on 157 m ³ average consumption)	\$86.11 <i>\$83.97</i>	<i>\$2.14</i>	\$90.29 <i>\$83.97</i>	<i>\$6.32</i>	\$93.11 <i>\$83.97</i>	<i>\$9.14</i>
Metered Rate (\$/m ³)	\$0.5485 <i>\$0.5348</i>	<i>\$0.0137</i>	\$0.5751 <i>\$0.5348</i>	<i>\$0.0403</i>	\$0.5931 <i>\$0.5348</i>	<i>\$0.0583</i>

Table 11: 2025 Flat Rate Sewer Options (Net of Discount)

Customer Class	2024 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-Family Dwelling	\$709.13	\$934.02 <i>\$224.89</i>	\$944.93 <i>\$235.80</i>	\$952.29 <i>\$243.16</i>
Townhouse	\$648.83	\$854.60 <i>\$205.77</i>	\$864.58 <i>\$215.75</i>	\$871.32 <i>\$222.49</i>
Apartment	\$540.38	\$711.75 <i>\$171.37</i>	\$720.07 <i>\$179.69</i>	\$725.68 <i>\$185.30</i>
<i>Metro Vancouver % Change</i>		<i>30.9%</i>	<i>30.9%</i>	<i>30.9%</i>
<i>City % Change</i>		<i>0.8%</i>	<i>2.3%</i>	<i>3.4%</i>
<i>Total % Change</i>		<i>31.7%</i>	<i>33.2%</i>	<i>34.3%</i>

Note: The italicized numbers represent the difference between 2024 rates and the rate options for 2025.

Table 12 below shows the Metro Vancouver and City portion of the rate impacts for each of the flat rate options. The Metro Vancouver rate impacts are italicized on the left and the City rate impacts are italicized on the right.

Table 12: Cost Increase Broken Down by Metro Vancouver vs City Rate Impacts for 2025 Flat Rate Sewer Options (Net of Discount)

Customer Class	Option 1		Option 2 (Recommended)		Option 3	
	Total <i>MV</i>	<i>City</i>	Total <i>MV</i>	<i>City</i>	Total <i>MV</i>	<i>City</i>
Single-Family Dwelling	\$224.89 <i>\$219.29</i>	<i>\$5.60</i>	\$235.80 <i>\$219.29</i>	<i>\$16.51</i>	\$243.16 <i>\$219.29</i>	<i>\$23.87</i>
Townhouse	\$205.77 <i>\$200.65</i>	<i>\$5.12</i>	\$215.75 <i>\$200.65</i>	<i>\$15.10</i>	\$222.49 <i>\$200.65</i>	<i>\$21.84</i>
Apartment	\$171.37 <i>\$167.10</i>	<i>\$4.27</i>	\$179.69 <i>\$167.10</i>	<i>\$12.59</i>	\$185.30 <i>\$167.10</i>	<i>\$18.20</i>

The City's Sanitary Sewer Bylaw No. 10427 provides a 10% discount for utility bills paid prior to the due date. To achieve full cost recovery, the rates shown in the bylaw will be before the 10% discount is applied. The rates outlined in Table 9 and Table 11 are net discounted rates.

Sewer Utility Options Summary

The following is a summary of the Sewer Utility budgets and rates for Option 1:

Option 1

- Represents the minimum increase necessary to maintain the current level of service.

The following is a summary of the Sewer Utility budgets and rates for Option 2:

Option 2 (Recommended)

- Includes everything in Option 1;
- Increases the Sewer Capital Infrastructure Replacement Program by \$500,000; and
- Includes a \$241,000 increase to enhance pump station grease management to maintain service levels as part of preventative maintenance programs.

The following is a summary of the Sewer Utility budgets and rates for Option 3:

Option 3

- Includes everything in Option 1;
- Increases the Sewer Capital Infrastructure Replacement Program by \$1,000,000; and
- Includes a \$241,000 increase to enhance pump station grease management to maintain service levels as part of preventative maintenance programs.

Sewer Utility Recommended Option

Staff recommend the budgets and rates identified in Option 2 for the Sewer Utility. With a significant increase to the utility fee due to Metro Vancouver's Sewer Levy, this option continues to support the City's preventative maintenance programs while minimizing the impact to sewer utility users.

Flood Protection Utility

The three budget options for the Flood Protection Utility are shown in Table 13 below. Italicized values represent the difference between the 2024 rates and the 2025 rate options. The 2025 base budget for each option is equal to the sum of the 2024 base budget plus the changes in italics. Rows in green denote the key budget areas with options, which are further discussed in subsequent sub-sections of this report.

Table 13: 2025 Flood Protection Utility Budget

	2024 Base Level Budget (Restated for Comparison ¹)	Option 1 Non-discretionary increases + Capital budget increases per the Council directed Accelerated Flood Protection Program + \$831,000 Transfer of the Dike Brushing & Repair Program to Flood Protection O&M	Option 2 (Recommended) Option 1 + \$118,000 Increase for Drainage Mainline Flushing + \$48,200 Increase for Level Sensors + \$52,000 Increase for Catch Basin Cleaning	Option 3 Option 2 + \$118,100 Increase for the Project Engagement Associate position + \$171,000 Increase for the Project Manager position + \$121,000 Increase for the Project Coordinator position
Key Budget Areas				
Expenditures				
Salary	\$5,006,600	\$271,400	\$382,700	\$500,800
Operating Expenditures	\$2,377,700	\$783,100	\$890,000	\$890,000
Capital Infrastructure Replacement Program	\$15,779,500	\$1,777,600	\$1,777,600	\$1,777,600
Firm Price/Receivable	\$528,900	\$144,800	\$144,800	\$144,800
Total Base Level Expenditure Budget	\$23,692,700	\$26,669,600	\$26,887,800	\$27,005,900
Revenues				
Firm Price/Receivable	-\$528,900	-\$144,800	-\$144,800	-\$144,800
Total Base Level Revenue Budget	-\$528,900	-\$673,700	-\$673,700	-\$673,700
Net Budget	\$23,163,800	\$25,995,900	\$26,214,100	\$26,332,200
Net Difference Over 2024 Base Level Budget		\$2,832,100	\$3,050,300	\$3,168,400

¹ The 2024 Base Level budget has been restated to include approved operating budget impacts.

The expenditures and revenues for the Flood Protection Utility budget reductions and increases given in Table 13 are outlined below.

Expenditures

The key driver for the Flood Protection Utility is the Capital Infrastructure Replacement Program increases as part of the Accelerated Flood Protection Program. Secondary drivers include Salary and Operating expenditures.

Accelerated Flood Protection Program

Climate change scientists predict up to 1 m of sea level rise and 0.2 m of ground settlement by 2100. The City’s Flood Protection Management Strategy identifies the need to raise the City’s dikes by approximately 1.2 m to protect the City against flooding. At the April 12, 2021 Regular Council Meeting, Council adopted a 50-year implementation period for an accelerated flood protection program with the objective of upgrading the City’s dikes within 50 years. As outlined in the staff report titled “Accelerated Flood Protection Program Concept and Flood Protection Rate Structure Review”, dated February 26, 2021, the program was estimated to require \$30M in annual capital funding within the Flood Protection Utility by 2032 (Figure 6), which will allow the City to upgrade flood protection infrastructure well in advance of current anticipated climate change impacts. Implementation of the new rates began in 2023. All utility options presented in the report include increasing the annual capital budget from \$15.8M to \$17.6M to support acceleration of this program as a component of the overall flood protection budget.

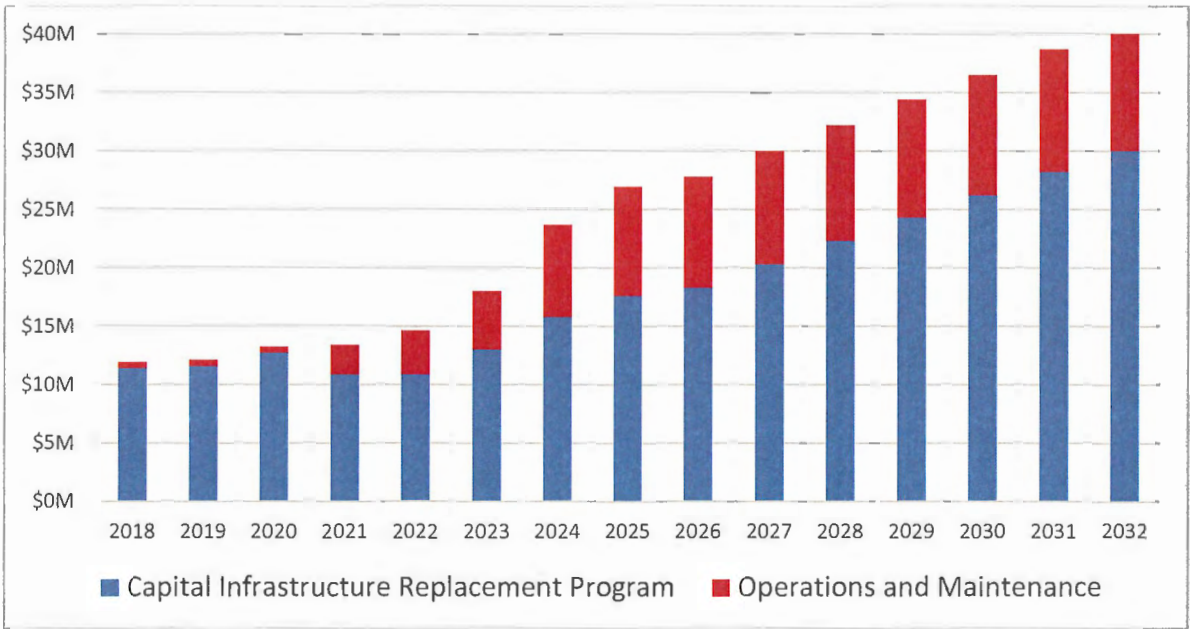


Figure 6: Flood Protection Utility Projections per Accelerated Flood Protection Program

Figure 6 includes the Flood Protection Utility funding for the Capital Infrastructure Replacement Program and Operations and Maintenance. Before 2021, the majority of the flood protection operations and maintenance costs were funded from the operating budget. Since 2021, these costs have been gradually re-allocated from the operating budget to the Flood Protection Utility as part of a multi-year phased approach.

Given the City’s proactive flood protection planning efforts, the City has been successful in obtaining approximately \$54.0M in senior government grants since 2010 to support the advancement of this work. A strong capital program allows the City to continue leveraging opportunities to secure grant funding, such that money collected from Richmond’s residents is multiplied and provides greater value for investments into Richmond’s flood protection infrastructure.

Resources for Implementation of the Accelerated Flood Protection Program

As outlined in the report titled “Accelerated Flood Protection Program Concept and Flood Protection Rate Structure Review” dated February 26, 2021 and endorsed at the April 12, 2021 Regular Council Meeting, implementation of the accelerated flood protection program requires additional regular full-time staff to manage the design, environmental permitting, compensation, and monitoring, regulatory permitting, property and legal negotiations, and project management for this program. Since 2023, nine positions have been created to support the program. Three additional positions have been identified as required to support flood protection infrastructure upgrades that are completed through the ongoing accelerated flood protection program.

The three positions listed below are included within the three options for the Flood Protection Utility options.

Project Engagement Associate: Successful project delivery requires ongoing community and stakeholder engagement. This position will lead project engagement efforts to engage stakeholders and support the planning and delivery of flood protection capital projects.

Project Manager: This position will lead project teams with the delivery of dike upgrade projects and managing regulatory approvals and permitting requirements. This position will ensure projects proceed and are completed according to the approved schedule.

Project Coordinator: This position will assist with the delivery of dike upgrade projects, including administration of grant funding and managing regulatory approvals and permitting requirements. Requirements from regulatory bodies such as the Ministry of Forests and the Department of Fisheries and Oceans have increased in recent years. Long lead times associated with these permit applications have significantly delayed the implementation of flood protection upgrade projects. This position will help ensure that permits are initiated early in the process and allow implementation of the program to proceed according to the approved schedule.

Funding for the Project Engagement Associate will be from the flood protection operations and maintenance budget, and is captured in Option 3. Funding for the Project Manager and Project Coordinator position will be through the capital budget and is captured within the capital budget increase in Option 3.

Additional positions required to support this program may be requested as part of future budget processes.

Flood Protection Salary and Operating Expenditures

The main cost drivers for the operating expenditure increase include the following:

- Salary and fringe benefit impacts per union agreements;
- Senior government increases such as changes to WorkSafeBC rates;
- Material, vehicle replacements, and contracts cost increases; and
- Electricity increases.

The City's operating expenditures are carefully managed and considerable measures have been taken to minimize cost increases where possible. Included in the 2024 budget was an estimate for salary and benefits which were under negotiation. The collective bargaining process for CUPE 394 and 718 concluded in May 2024. The 2025 budget includes a 4.0% rate increase for 2025, increased fringe benefits rates, and a 1.0% rate differential for 2024 relative to what was estimated in the 2024 budget.

Transfer of Operations and Maintenance Costs to the Flood Protection Utility

The City's operating expenditures are carefully managed and considerable measures have been taken to minimize cost increases where possible. As part of the 2024 budget, the total cost of flood protection operations and maintenance was transferred from the City's Operating Budget to the Flood Protection Utility.

The Dike Brushing and Repair Program is currently within Roads operations and maintenance expenditures within the Operating Budget. With program activities directly related to maintaining flood protection infrastructure, it is appropriate that this program is reorganized under the Flood Protection operations and maintenance budget.

All options include transferring \$831,000 for the Dike Brushing and Repair Program from the Roads Operations and Maintenance budget to the Flood Protection Operations and Maintenance budget, whereby funding is collected through the Flood Protection Utility instead of the Operating Budget. There will be a corresponding reduction of \$831,000 in the City's 2025 Operating Budget.

Operating Budget Increase for the Drainage Mainline Flushing, Level Sensor Maintenance and Catch Basin Maintenance Programs

Increasing rainfall intensity and duration, along with land development, has resulted in increased demands on the City's drainage system, impacting existing flood protection operating service levels. As a result, the following programs require additional budget in order to maintain current levels of service:

Drainage Mainline Flushing: Flushing removes sediment accumulated in drainage mains and improves flows within the City's drainage system. The current service level as part of the Drainage Mainline Flushing Program to maintain the City's drainage infrastructure is a 10-year maintenance cycle. With increasing frequency of intense rainfall events, the amount of sedimentation found in drainage mainlines have increased and the existing budget is not sufficient to achieve the 10-year maintenance schedule. To provide the level of service, a budget increase of \$118,000 is required and is included in Option 2 and Option 3.

Level Sensor Maintenance: To predict weather and flooding events and improve community safety by providing timely early warning alerts, 47 new sensors that capture rainfall totals, river levels, canal levels, box culvert levels and river salinity have been installed through various grant and capital funding. These level sensors allow staff to monitor and predict potential impacts to the City's flood protection system to ensure appropriate measures can be put in place associated with storm events. Maintenance costs

for these sensors vary significantly based on their install location and operating funding is required to maintain and complete minor repairs to ensure functionality. To ensure these new sensors are adequately maintained, a budget increase of \$96,400 is required. Option 2 and Option 3 include \$48,200 as a phased approach.

Catch Basin Maintenance: There are over 11,700 catch basins within the City serviced on a 10-year cycle. With increasing frequency of intense rainfall events, a service level review of the Catch Basin Maintenance Program has identified the need to accelerate the schedule to adequately service regular flood prone locations, like Mitchell Island. To ensure the program can maintain its annual service level and reduce the risk of road pooling in flood prone locations, a budget increase of \$52,000 is required and is included in Option 2 and Option 3.

Impact on 2025 Flood Protection Rates

Starting in 2016, Council has endorsed the creation of flood protection rate classes that differentiated between the various types of property in the City. Prior to this, all accounts paid the same rate regardless of parcel size or assessed value. Creating equity between these rate classes is an ongoing effort as property values, land use and construction costs continue to evolve. The proposed flood protection rates continue to improve the balance between the rate classes. In general, groups with higher value assets will be contributing more to flood protection and the rate increases reflect the different levels of demand that properties place on the City's flood protection system. Staff will continue to review the business rate classes to further improve balance and equity and will bring forward any resulting recommendations for Council's consideration.

The impact of the three budget options on flood protection rates is shown in Table 14 on the next page. The italicized numbers represent the difference between 2024 and the rate options for 2025.

Option 1 represents non-discretionary increases that are required to meet demands placed on the City by factors outside of the City's direct control, includes increases to the capital infrastructure replacement program per the Accelerated Flood Protection Program, and includes \$831,000 transfer from the Roads operating and maintenance budget to the Flood Protection operating and maintenance budget. Option 2 is the recommended option and includes everything in Option 1, and operating budget increases of \$118,000 for the Drainage Mainline Flushing Program, \$48,200 for the Level Sensor Maintenance Program, and \$52,000 for the Catch Basin Maintenance Program. Option 3 includes everything in Option 2, one regular full-time Project Engagement Associate, one regular full-time Project Manager, and one regular full-time Project Coordinator. The Project Engagement Associate position will be funded from flood protection operations and maintenance with a corresponding rate impact and the Project Manager and Project Coordinator position will be funded from the capital infrastructure program.

Table 14: 2025 Flood Protection Rate Options (Net of Discount)

Rate Class	2024 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-family Residential ¹	\$269.91	\$302.90 <i>\$32.99</i>	\$305.92 <i>\$36.01</i>	\$307.55 <i>\$37.64</i>
Agricultural	\$269.91	\$302.90 <i>\$32.99</i>	\$305.92 <i>\$36.01</i>	\$307.55 <i>\$37.64</i>
Multi-family Residential ¹	\$194.61	\$205.60 <i>\$10.99</i>	\$206.61 <i>\$12.00</i>	\$207.15 <i>\$12.54</i>
Small or Stratified ICI (less than 800m ²)	\$269.91	\$302.90 <i>\$32.99</i>	\$305.92 <i>\$36.01</i>	\$307.55 <i>\$37.64</i>
Non-Stratified ICI (between 800m ² and 2,000m ²)	\$540.68	\$546.18 <i>\$5.50</i>	\$546.68 <i>\$6.00</i>	\$546.95 <i>\$6.27</i>
Medium Non-Stratified ICI (between 2,000m ² and 10,000m ²)	\$991.55	\$1,145.51 <i>\$153.96</i>	\$1,159.60 <i>\$168.05</i>	\$1,167.23 <i>\$175.68</i>
Large Non-Stratified ICI (between 10,000m ² and 20,000m ²)	\$2,833.58	\$3,273.48 <i>\$439.90</i>	\$3,313.74 <i>\$480.16</i>	\$3,335.52 <i>\$501.94</i>
Large Non-Stratified ICI (between 20,000m ² and 50,000m ²)	\$6,028.76	\$7,304.47 <i>\$1,275.71</i>	\$7,421.23 <i>\$1,392.47</i>	\$7,484.40 <i>\$1,455.64</i>
Large Non-Stratified ICI (between 50,000m ² and 100,000m ²)	\$8,292.40	\$10,975.79 <i>\$2,683.39</i>	\$11,221.39 <i>\$2,928.99</i>	\$11,354.25 <i>\$3,061.85</i>
Large Non-Stratified ICI (between 100,000m ² and 500,000m ²)	\$12,140.94	\$16,880.86 <i>\$4,739.92</i>	\$17,314.68 <i>\$5,173.74</i>	\$17,549.38 <i>\$5,408.44</i>
Largest Non-Stratified ICI (above 500,000m ²)	\$18,105.10	\$26,529.18 <i>\$8,424.08</i>	\$27,300.19 <i>\$9,195.09</i>	\$27,717.31 <i>\$9,612.21</i>
Residential % Change ¹		8.9%	9.8%	10.2%

Note: The italicized numbers represent the difference between 2024 rates and the rate options for 2025.

¹ *The Residential % Change is the average increase to the rates for single-family dwelling, townhouse, and apartment only.*

The City's Flood Protection Bylaw No. 10426 provides a 10% discount for utility bills paid prior to the due date. To achieve full cost recovery, the rates shown in the bylaw will be before the 10% discount is applied. The rates outlined in Table 14 are net discounted rates.

Flood Protection Utility Options Summary

The following is a summary of the Flood Protection Utility budgets and rates for Option 1:

Option 1

- Represents the minimum increase necessary to maintain the current level of service;
- Increases the Flood Protection Capital Infrastructure Replacement Program by \$1.8M; and
- Includes an \$831,000 transfer of the Dike Brushing and Repair Program from the Roads Operations and Maintenance budget to the Flood Protection Operations and Maintenance budget. There will be a corresponding reduction of \$831,000 in the City's 2025 Operating Budget.

The following is a summary of the Flood Protection Utility budgets and rates for Option 2:

Option 2 (Recommended)

- Includes everything in Option 1; and
- Includes increases to the operating budget for the Drainage Mainline Flushing Program, Level Sensor Maintenance Program, and Catch Basin Maintenance Program.

The following is a summary of the Flood Protection Utility budgets and rates for Option 3:

Option 3

- Includes everything in Option 2;
- Includes one new regular full-time Project Engagement Associate position that is required to support the acceleration of the flood protection program. This position will be funded from the flood protection operations and maintenance budget; and
- Includes two new regular full-time Project Manager and Project Coordinator positions to help support the acceleration of the flood protection program. These positions will be funded from the Flood Protection Capital Infrastructure Program.

Recommended Option

Staff recommend the budgets and rates identified in Option 2 for the Flood Protection Utility. This option includes increased contributions to capital infrastructure in accordance with the Council-approved Accelerated Flood Protection Program and increases to the operating budget to enhance existing operating programs. Additional capital budget increases will be added in future years, which may require new positions to support the acceleration of the flood protection program.

Solid Waste and Recycling Utility

Table 15 below presents three budget options for the Solid Waste and Recycling Utility. Rows in green denote the key budget areas with options, which are further discussed in subsequent sub-sections.

Table 15: 2025 Solid Waste and Recycling Budget

Key Budget Areas	2024 Base Level Budget (Restated for Comparison ¹)	Option 1 Base Level Services	Option 2 (Recommended) Option 1 + \$250,000 additional contribution to reserve	Option 3 Option 2 + \$174,600 Increase for the Program Manager, Recycling & Waste Recovery
<u>Expenditures</u>				
Salaries	\$5,533,100	\$296,600	\$296,600	\$471,200
Contracts	\$11,239,900	\$512,000	\$512,000	\$512,000
Equipment/Materials	\$1,350,800	\$47,200	\$47,200	\$47,200
Disposal Costs	\$1,638,200	\$73,000	\$73,000	\$73,000
Recycling Materials Processing	\$4,800,200	-\$251,800	-\$251,800	-\$251,800
Container Rental/Collection	\$428,700	\$102,600	\$102,600	\$102,600
Operating Expenditures	\$483,400	-\$13,900	-\$13,900	-\$13,900
Agreements	\$95,000	\$0	\$0	\$0
Rate Stabilization	\$668,400	\$0	\$0	\$0
Construction Period Allocation	\$0	\$20,000	\$20,000	\$20,000
Transfer to Reserve	\$250,000	\$0	\$250,000	\$250,000
Total Base Level Expenditure Budget	\$26,487,700	\$27,273,400	\$27,523,400	\$27,698,000
<u>Revenues</u>				
General Application Fees	-\$112,600	\$0	\$0	\$0
Recycling Materials	-\$416,500	-\$99,500	-\$99,500	-\$99,500
Garbage Tags	-\$20,000	\$0	\$0	\$0
Unrealized Discounts	-\$110,000	\$0	\$0	\$0
Revenue Sharing Grant/Other	-\$102,600	-\$1,000	-\$1,000	-\$1,000
Recycling Commission	-\$300,900	-\$20,600	-\$20,600	-\$20,600
Recycle BC Incentive	-\$2,788,300	-\$169,100	-\$169,100	-\$169,100
Construction Period Revenue	\$0	-\$20,000	-\$20,000	-\$20,000
Provision (Pilot Initiatives)	-\$633,100	\$56,500	\$56,500	\$56,500
Base Level Revenue Budget	-\$4,484,000	-\$253,700	-\$253,700	-\$253,700
Net Budget	\$22,003,700	\$22,535,700	\$22,785,700	\$22,960,300
Net Difference Over 2024 Base Level Budget		\$532,000	\$782,000	\$956,600

¹ The 2024 Base Level budget has been restated to include approved budget reallocations.

An explanation of the budget reductions and increases outlined in Table 15 is below.

Expenditures

Salaries

Included in the 2024 budget was an estimate for salary and benefits which were under negotiation. The collective bargaining process for CUPE 394 and 718 concluded in May 2024. The 2025 budget includes a 4.0% rate increase for 2025, increased fringe benefits rates, and a 1.0% rate differential for 2024 relative to what was estimated in the 2024 budget.

Increases observed under Option 3 are associated with the addition of a new Program Manager position to administer the City's multiple existing programs, monitor the future state landscape to identify impacts and opportunities in support of circular waste management and recycling practices and ensure efficient management of staffing portfolios. The total cost for this position is \$174,600.

Contracts

Contract costs under Option 1 are increased in accordance with overall growth in the number of units serviced and escalation clauses as stipulated in the City's various solid waste and recycling service contracts. Additionally, at the Regular Council meeting held on July 22, 2024, the staff report titled, "8321NOITC – Mattress and Upholstered Furniture Recycling Services" was approved for the handling and recycling of mattresses and upholstered furniture. Increased costs are associated with the closure of a local recycling facility, which resulted in the need to cross-dock within the Works Yard and transport materials to the only remaining processing facility located in Hope, B.C.

Equipment and Material Costs

Equipment and material cost increases under all options are adjusted associated with inflationary cost factors to support items for litter collection, receptacles for residents and Recycling Depot operations.

Disposal Costs

The Metro Vancouver regional tipping fee for local governments is increased by \$7 per tonne, or from \$134 per tonne in 2024 to \$141 per tonne in 2025.

Recycling Materials Processing

Recycling materials processing costs increased due to higher amounts of organics tonnage dropped off at Ecowaste by residents and authorized commercial users under the City's contract coupled with increased loads of recyclables received at the Recycling Depot. These increases are offset by cost savings associated with successful staff negotiations for reduced rates through the City's curbside organics processing contract. Those negotiations resulted in considerable processing cost savings overall.

Container Collection Costs

Container collection costs have increased primarily due to costs associated with the hauling of mattresses and upholstered furniture to the new processing facility in Hope B.C.

Operating Expenditures

The decrease reflects a reduction in expenditures related to the Multi-Family Grease Collection Pilot program as actual tonnage collected and processed is lower than anticipated at the launch of the pilot.

In an effort to increase usage, staff expanded the scope of materials permitted in the pilot in 2024 by including fats such as yogurt, salad dressing, gravies and mayonnaise, etc. This has resulted in a 14% increase in material collected, year over year.

General Solid Waste & Recycling Rate Stabilization Provision (Rate Options)

The General Solid Waste and Recycling Provision was established by Council as a funding source for rate stabilization. The provision has a balance of \$9.9M as of September 30, 2024. Staff do not recommend utilizing rate stabilization beyond what is currently allocated for the key projects summarized below.

Transfer to Reserve

The creation of the Solid Waste and Recycling Reserve Fund Establishment Bylaw No. 10417 was approved at the November 14, 2022 Council meeting. Option 1 would maintain the contribution of \$250,000 to the reserve and Option 2 and 3 would increase that contribution to \$500,000 for future funding needs for Solid Waste and Recycling programs. The current annual reserve target is \$3.5 million and is required to ensure a funding source for facilities, equipment and infrastructure for City services including the Recycling Depot, litter operations and collection receptacles used by residents.

Revenues*Recycling Materials*

Recycling material revenue increased as the market has begun to stabilize for commodities collected at the Recycling Depot. The increased revenues are primarily related to an increase in revenue for scrap metal and cardboard, as well as, an increase in the amount of scrap metal received. Overall, revenue from recycling materials is used to offset program costs, helping to reduce the rates charged to residents.

Unrealized Discounts

Residents are entitled to a 10% utility bill discount if the amount owing is paid on or before the due date. Unrealized discounts are comprised of late payments wherein the owner did not receive the discount, therefore the discount amount is then considered a revenue for the City. These revenues are estimated by the Finance Department based on the trend of historic payments.

Other Revenues

This marginal increase is associated with the increased sale of Garbage Vouchers for Richmond residents to dispose of additional materials at the Vancouver Landfill.

Recycling Commission

Since 2022, the City has received funding from Metro Vancouver for allowing regional customers to drop off base recycling materials at the Recycling Depot. The increase for 2025 represents a CPI adjustment as outlined in the agreement.

Recycle BC Incentive

Revenue from the Recycle BC Incentive is applied 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 \$145,000 for 2025 and can be deposited into *General Solid Waste and Recycling* 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.

Construction Period Revenues

The City receives construction period revenues from development for solid waste and recycling during construction. The revenue can vary significantly from year to year depending on construction activity. Due to the instability of this revenue source, it is not utilized as a funding source for operational activity. Any actual revenue received is transferred to the General Solid Waste and Recycling provision for future rate stabilization funding. An estimate is included in the budget based on the last three full years of activity with an offsetting transfer to provision for reference.

Provision

The draw from Provision is reduced to correspond with offsetting reductions in costs for programs including the Multi-Family Grease Collection pilot costs and Collec'Thor.

Impact on 2025 Solid Waste and Recycling Rates

The impact of the budget options to ratepayers is provided in Table 16 and Table 17 on the next page. The principal reason for the increase in 2025 relates to salary increases per negotiated agreements, inflationary contract costs stipulated in existing contracts, an increase in the regional tipping fee, and the requirement for increased handling and hauling of mattresses and upholstered furniture. Numbers in italics represent the difference between 2024 rates and the various rate options for 2025.

Table 16 provides total costs based on standard garbage cart sizes for single-family (240L) and townhouse (120L). Table 17 provides a more detailed breakdown of recommended Option 2 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 16: 2025 Solid Waste and Recycling Rate Options (Net of Discount)

Customer Class	2024 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-Family Dwelling (Standard 240L Cart)	\$428.70	\$434.55 <i>\$5.85</i>	\$437.20 <i>\$8.50</i>	\$440.45 <i>\$11.75</i>
Townhouse (Standard 120L Cart)	\$302.75	\$308.60 <i>\$5.85</i>	\$311.25 <i>\$8.50</i>	\$312.50 <i>\$9.75</i>
Apartment	\$148.10	\$150.45 <i>\$2.35</i>	\$153.10 <i>\$5.00</i>	\$154.35 <i>\$6.25</i>
Business Rate	\$48.76	\$49.79 <i>\$1.03</i>	\$52.44 <i>\$3.68</i>	\$53.17 <i>\$4.41</i>
<i>Total % Change</i>		<i>1.8%</i>	<i>3.9%</i>	<i>4.8%</i>

Note: The italicized numbers represent the difference between 2024 rates and the rate options for 2025.

Table 17: 2025 Single-Family and Townhouse Net Rates by Garbage Cart Size (Per Recommended Option 2)

Cart Size	Single Family		Townhomes	
	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	\$379.70	4%	\$282.75	14%
120L	\$408.20	10%	\$311.25	75%
240L	\$437.20	78%	\$340.25	10%
360L	\$558.95	8%	\$462.00	1%

The rates outlined in Table 16 and Table 17 are net rates. The *Solid Waste & Recycling Regulation Bylaw* provides a 10% discount for utility bills paid prior to the due date. The rates shown in the bylaw will be before the 10% discount is applied, in order to achieve full cost recovery.

Regional Issues

In addition to standard operating programs, Metro Vancouver is continuing consultation on the preparation of an updated solid waste management plan, which is currently in the “Idea Generation” phase.

Staff have been involved throughout this process and will attend the November 15th idea generation workshop to provide input on actions and strategies for an updated plan. Next steps in this process include options analysis and development of a draft plan. Staff will provide information to Council along this process.

Metro Vancouver has continued to focus on reuse by expanding reuse services at the United Boulevard and Central Surrey Recycling and Waste Centres. In late fall 2024, Metro Vancouver will launch a 12-month pilot at the two facilities. Reuse service providers will be on-site to collect materials directly. This expansion will run on a pilot basis for 12 months. This is encouraging, as the City looks to further invite residents to rethink, repair and reuse items where possible. Regional campaigns remain focused on textiles, single-use items, food waste, illegal dumping, holiday waste, the annual Zero Waste Conference and related initiatives. Metro Vancouver continues to support the National Zero Waste Council in promoting waste reduction, reuse, and circularity both within the region and across Canada.

Impacts from the new provincial Small-Scale Multi-Unit Housing (SSMUH) program have remained of interest regionally, as municipalities work together to discern how best to service this new housing type.

Solid Waste and Recycling Options Summary

The following is a summary of the Solid Waste and Recycling Utility budgets and rates for Option 1:

Option 1

- Represents full recovery via rates of all program costs, including costs associated with managing increasing operating costs, disposal costs and recycling material processing fees;
- Meets the City's contractual obligations related to inflationary aspects of agreements and contracts; and
- Continues the work of Council approved pilot initiatives such as the Commercial Business Recycling Resources Program, textile recycling program, bike reuse pilot and grease collection pilot, offset by provision funding.

The following is a summary of the Solid Waste and Recycling Utility budgets and rates for Option 2:

Option 2 (Recommended)

- Includes everything in Option 1; and
- Includes an increased contribution to the Solid Waste and Recycling Reserve Fund from \$250,000 to \$500,000 for future solid waste and recycling programming inclusive of Recycling Depot improvement and replacement costs, facilities and equipment to support services to the community, and initiatives designed to further circular economy objectives.

The following is a summary of the Solid Waste and Recycling Utility budgets and rates for Option 3:

Option 3

- Includes everything in Option 2; and
- Includes a new exempt Program Manager position which will support effective management of existing programs, identify the future opportunities landscape for waste circularity, and ensure efficient management of existing waste and recycling portfolios.

Recommended Option

Staff recommend the budget and rates identified in Option 2 for Solid Waste and Recycling. This option provides full funding for all existing programs and ensures appropriate resources are in place to support these programs and future solid waste and recycling programming.

Total Recommended 2025 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 rate options as follows:

- Option 2 is recommended for Water
- Option 2 is recommended for Sewer
- Option 2 is recommended for Flood Protection
- Option 2 is recommended for Solid Waste and Recycling

Table 18 below summarizes the estimated total metered rate utility charge, based on average water and sewer consumption. Table 19 on the next page summarizes the total flat rate utility charge. Numbers in italics represent the difference between 2024 rates and 2025 proposed rates.

Table 18: 2025 Estimated Total Net Rates to Metered Customers

Customer Class	2024 Estimated Net Metered Rates	2025 Estimated Net Metered Rates	% Change
Single-Family Dwelling	\$1,811.58	\$2,075.27 <i>\$263.69</i>	14.6%
Townhouse (on City garbage service)	\$1,250.93	\$1,418.44 <i>\$167.51</i>	13.4%
Townhouse (not on City garbage service)	\$1,146.68	\$1,310.19 <i>\$163.51</i>	14.3%
Apartment	\$868.49	\$991.37 <i>\$122.88</i>	14.1%
Metered Water (\$/m ³)	\$1.5620	\$1.6613 <i>\$0.0993</i>	6.4%
Metered Sewer (\$/m ³)	\$1.7296	\$2.3047 <i>\$0.5751</i>	33.3%

Note: The italicized numbers represent the difference between 2024 rates and the rate options for 2025.

Table 19: 2025 Total Net Rates to Flat Rate Customers

Customer Class	2024 Net Flat Rates	2025 Net Flat Rates	% Change
Single-Family Dwelling	\$2,237.21	\$2,570.25 <i>\$333.04</i>	14.9%
Townhouse (on City garbage service)	\$1,825.17	\$2,104.58 <i>\$279.41</i>	15.3%
Townhouse (not on City garbage service)	\$1,720.92	\$1,996.33 <i>\$275.41</i>	16.0%
Apartment	\$1,320.63	\$1,545.13 <i>\$224.50</i>	17.0%

Note: The italicized numbers represent the difference between 2024 rates and the rate options for 2025.

The rates outlined in Table 18 and Table 19 are net rates. The bylaws provide a 10% discount for utility bills paid prior to the due date. To achieve full cost recovery, the rates shown in the bylaw will be before the 10% discount is applied. The gross rates charged to residents are 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

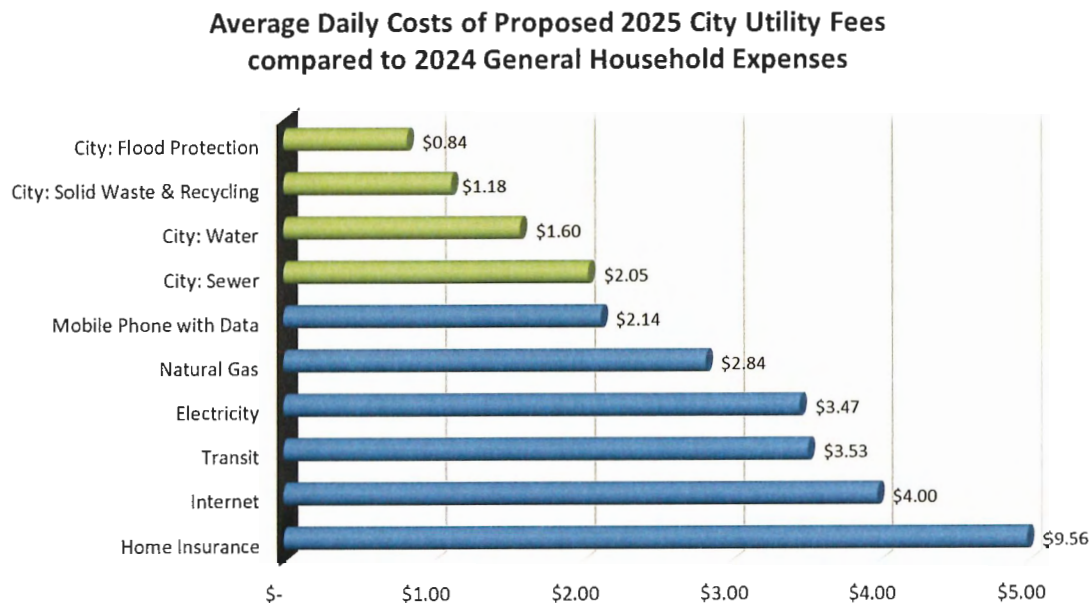
All single-family and ICI properties in the City are metered. The single-family residential flat rate will continue to apply to duplex units that share one water service. These units require significant internal plumbing separation work to facilitate metering and were not included in the universal metering program. 40% of townhouses and apartments are still on flat rate utility services. However, the number of units with meters will continue to increase with ongoing implementation of the universal multi-family water metering program. The number of units by customer class is presented in Table 20.

Table 20: Flat Rate and Metered Property Unit Counts

	2024 percentages (Mid-Year)	2024 Counts (Mid-Year)	2025 Counts (Mid-Year Estimated)	Difference
Single-Family Residential	Flat Rate (3%)	753	753	0
	Metered (97%)	28,038	28,038	0
Townhouse	Flat Rate (57%)	9,812	8,854	-958
	Metered (43%)	8,765	9,797	1,032
Apartment	Flat Rate (38%)	12,750	11,499	-1,251
	Metered (62%)	25,481	27,438	1,957
Total Residential Units		85,599	86,379	780
Commercial Units	Metered	3,545	3,555	10
Farms	Metered	51	51	0

Comparison of 2025 City Utility Rates to Other Major Household Expenses

The proposed 2025 City utility fees account for approximately 18% of total household expenses (2024 values) and represent good value. Water, sewer, solid waste and recycling, and flood protection services are fundamental to the quality of life for residents and necessary infrastructure to support the local economy. Figure 7 illustrates the value of these services based on the proposed 2025 rates when compared to 2024 costs for other common daily household expenses.



Sources: BC Hydro, Fortis BC, Rogers, Shaw, TD Insurance, and TransLink
Figure 7: Cost Comparison of Main Household Expenses for a Single-Family Dwelling

Comparison of City Utility Rates with Neighbouring Municipality Utility Fees

The City's utility budgets are carefully managed to provide high levels of service to Richmond's residents, despite external increases that are outside of the City's control. Figure 8 on the next page provides a comparison between the City's average single-family dwelling utility fees with fees for neighbouring municipalities in 2024.

All utility fees presented below are net of applicable discounts. Richmond and Surrey water and sewer rates include applicable metering costs and are based on average annual consumptions. All other neighbouring municipalities are predominately charging a flat rate for water and sewer services. Funding sources for Blue box, waste management, and Large Item Pick-up programs vary amongst neighbouring municipalities, these fees have been excluded for Richmond's garbage and organics fee for comparison purposes. Unlike neighbouring municipalities, Richmond's flat topography, high water table and proximity to the water places unique challenges on the City's utility infrastructure, resulting in larger and deeper pipes, the need for over 193 drainage and sanitary pump stations and the need for an extensive flood protection system that includes 49 kilometres of perimeter dikes.

In addition, the City has made substantial investments to upgrade flood protection infrastructure in advance of anticipated climate change impacts through the ongoing accelerated flood protection program. This significantly increases demand for capital and operating costs. Despite these challenges and the additional infrastructure needs, the City of Richmond continues to offer a high level of service with the proposed utility fees.

2024 Rates for Richmond and Neighbouring Municipalities



Figure 8: Comparison of Average Single Family Dwelling Utility Rates for Richmond with Neighbouring Municipalities (2024 Rates)

Sources:

City of Surrey - Based on metered rate

*Waterworks Regulation and Charges By-law 2007, No. 16337 ; Amendment Bylaw No. 21150
Sanitary Sewer Regulation and Charges By-law 2008, No. 16611; Amendment Bylaw No. 21147
Waste Management Regulations and Charges Bylaw 2015, No. 18412; Amendment Bylaw No. 21149
Drainage Parcel Tax By-law 2001, No. 14593; Amendment Bylaw No. 21146*

City of Coquitlam - Based on flat rate

*Water Distribution Bylaw No. 4428; Amendment Bylaw No. 5364
Sewer and Drainage Bylaw No. 4429; Amendment Bylaw No. 5363
Solid Waste Management Bylaw No. 4679; Amendment Bylaw No. 5358*

City of Burnaby - Based on metered rate

*Burnaby Consolidated Fees and Charges Bylaw Amendment Bylaw No. 14666
Waterworks Regulation Bylaw No. 1953 ; Amendment Bylaw No. 14642
Sewer Charge Bylaw No. 1961; Amendment Bylaw No. 14626
Solid Waste & Recycling Bylaw No. 2010; Amendment Bylaw No. 14630
Sewer Parcel Tax Bylaw No. 1994; Amendment Bylaw No. 14534*

City of Vancouver - Based on flat rate

*Water Works By-law No. 4848; Amendment Bylaw No. 13870
Sewer & Watercourse By-law No. 8093; Amendment Bylaw No. 13871
Solid Waste By-law No. 8417; Amendment Bylaw No. 13872*

City of New Westminster

*Fees Bylaw No. 6186, 1994
Water Works By-law No. 7631, 2013
Sewerage System User Charge By-law No. 4525, 1971
Solid Waste Regulation By-law No. 7634, 2014*

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.

Staff recommend the following budgets by utility:

- Option 2 is recommended for Water, for a net budget of \$55.4M;
- Option 2 is recommended for Sewer, for a net budget of \$64.9M;
- Option 2 is recommended for Flood Protection, for a net budget of \$26.2M;
- Option 2 is recommended for Solid Waste and Recycling, for a net budget of \$22.8M;
- and
- An overall net utility budget of \$169.3M.

Considerable effort has been made to minimize City costs and other costs within the City's control to minimize the impact to property owners.

Conclusion

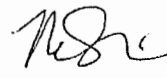
This report presents the 2025 proposed utility budgets and rates for City services relating to the provision of water, sewer, flood protection, as well as solid waste and recycling. Considerable measures have been taken to reduce costs where possible to minimize rate increases. A significant portion of the City's costs relate to impacts from influences outside of the City's direct control, such as regional and contract cost impacts. Regional costs are expected to continue increasing to meet demands for high quality drinking water and sewer treatment. Staff recommend 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.



Jason Ho, P.Eng.
Manager,
Engineering Planning



Kristina Grozdanich
Manager,
Recycling & Waste Recovery



Melissa Shiau, CPA, CA
Manager,
Financial Planning and
Analysis

Att. 1: 2025 Annual Utility Charges – Recommended Gross Rates per Bylaw

2025 Annual Utility Charges – Recommended Gross Rates per Bylaw (Estimated Metered and Actual Flat Rate)

<i>10% discount applied to gross rates for utility bills paid prior to due date</i>	Water	Sewer	Flood Protection	Garbage/ Recycling	Total
Metered (Based on Average Consumption)					
Single-Family Dwelling	\$647.91	\$832.26	\$339.91	\$485.79	\$2,305.87
Townhouse (with City garbage)	\$442.40	\$558.24	\$229.57	\$345.85	\$1,576.06
Townhouse (no City garbage)	\$442.40	\$558.24	\$229.57	\$225.57	\$1,455.78
Apartment	\$299.80	\$402.04	\$229.57	\$170.12	\$1,101.53
Flat Rate (Actual)					
Single-Family Dwelling	\$980.22	\$1,049.92	\$339.91	\$485.79	\$2,855.84
Townhouse (with City garbage)	\$802.38	\$960.64	\$229.57	\$345.85	\$2,338.44
Townhouse (no City garbage)	\$802.38	\$960.64	\$229.57	\$225.57	\$2,218.16
Apartment (no City garbage)	\$517.06	\$800.08	\$229.57	\$170.12	\$1,716.83
General – Other/Business					
Metered Water (\$/m ³)	\$1.8459				
Metered Sewer (\$/m ³)		\$2.5608			
Business: Garbage				\$58.27	
Small or Stratified ICI (less than 800m ²)			\$339.91		
Non-Stratified ICI (between 800m ² and 2,000m ²)*			\$607.42		
Medium Non-Stratified ICI (between 2,000m ² and 10,000m ²)*			\$1,288.44		
Large Non-Stratified ICI (between 10,000m ² and 20,000m ²)*			\$3,681.93		
Large Non-Stratified ICI (between 20,000m ² and 50,000m ²)*			\$8,245.81		
Large Non-Stratified ICI (between 50,000m ² and 100,000m ²)*			\$12,468.21		
Large Non-Stratified ICI (between 100,000m ² and 500,000m ²)*			\$19,238.53		
Largest Non-Stratified ICI (above 500,000m ²)*			\$30,333.54		
ICI: Flood Protection (Others)			\$339.91		



City of Richmond

Report to Committee

To: Finance Committee
From: Jerry Chong, CPA, CA
General Manager, Finance and
Corporate Services
Chief Financial Officer, Lulu Island Energy
Company

Date: October 10, 2024
File: 01-0060-20-
LIEC1/2024-Vol 01




Re: 2025 District Energy Utility Rates

Staff Recommendation

1. That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10593 be introduced and given first, second and third readings;
2. That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10594 be introduced and given first, second and third readings; and
3. That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10595 be introduced and given first, second and third readings.
4. That staff be directed to engage the province requesting that LIEC and other municipally owned district energy utilities are recognized as key contributors to the Province's climate change and electrification goals and, as such, receive financial support in the form of grants and incentives to help advance district energy initiatives.

Jerry Chong, CPA, CA
General Manager, Finance and Corporate Services
Chief Financial Officer, Lulu Island Energy Company
(604-276-4064)

Att. 8

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department Law	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
REVIEWED BY SMT	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

The purpose of this report is to recommend the 2025 Alexandra District Energy Utility (ADEU), Oval Village District Energy Utility (OVDEU), and City Centre District Energy Utility (CCDEU) district energy utility rates.

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

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

This report supports Council's Strategic Plan 2022-2026 Focus Area #5 A Leader in Environmental Sustainability:

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

5.1 Continue to demonstrate leadership in proactive climate action and environmental sustainability.

Lulu Island Energy Company Ltd. (LIEC), a corporation wholly-owned by the City of Richmond, was established to provide district energy services on behalf of the City. Information regarding LIEC's district energy utility (DEU) operations can be found in Attachment 1. All capital and operating costs are recovered through revenues from user fees, ensuring that the business is financially sustainable. City Council is the regulator and sets customer rates.

Analysis

LIEC staff have assessed the following factors when developing the 2025 rate recommendation:

- **Financially self-sustainable:** All LIEC service areas were established on the basis that all capital and operating costs would be recovered through revenues from user fees. 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 cost increases, rises in electricity and natural gas rates and general inflation. Additionally, as endorsed by Council in 2022, LIEC executed a Project Agreement (PA) with City Centre Energy Limited Partnership (Corix) to design, construct, finance, operate and maintain the CCDEU. As part of the annual planning process, Corix submits to LIEC a request for a rate increase for next year in line with the financial model regularly updated by LIEC and Corix. Following the rate increases as per the long term financial model is critical to ensure the utility's positive financial performance and avoid increasing the capital repayment deferral account balance and/or under-recovering LIEC's operating expenses.

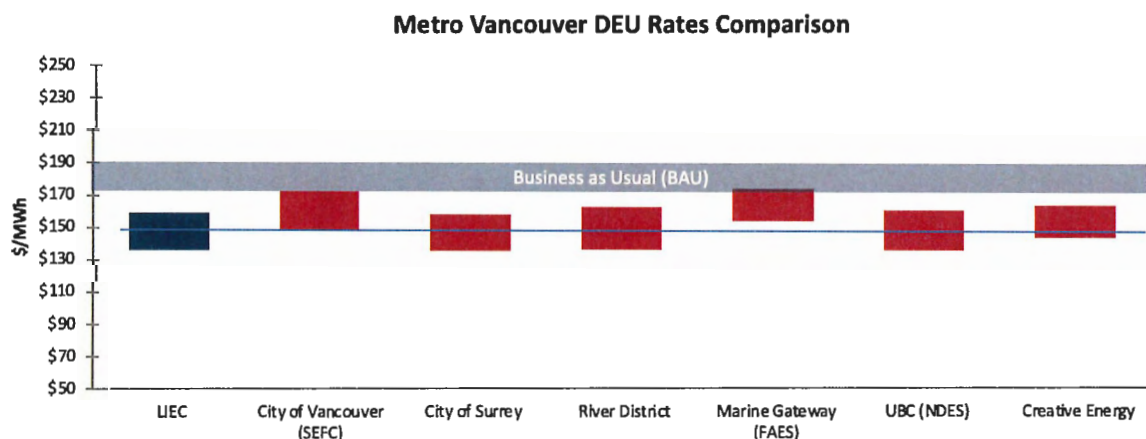
- Competitive Rate:** Council's objective is to provide end users with annual energy costs that are competitive to conventional system energy costs, based on the same level of service. To date, LIEC's district energy rates have been compared to a Business as Usual (BAU) scenario based on the increase of conventional utilities (i.e. Fortis BC and BC Hydro). Due to regulations, economics and current market conditions new developments using conventional energy systems are now being designed to be more energy efficient and produce less GHG emissions. Staff recently updated the BAU model to ensure the proposed district energy rates continue to be competitive with conventional energy systems that provide the same level of service and environmental performance.

Recommended 2025 Customer Rates

LIEC's systems are still early in their operational life and still require significant capital investments in distribution infrastructure and low carbon energy sources to connect more customers and ensure low carbon objectives are achieved. The construction market in the lower mainland has continued to experience cost escalation over the past year. Based on data from Statistics Canada, the non-residential construction index experienced a 5.1% increase over the past 12 months. Similarly, due to an increase in commodity costs and delivery charges, and the escalation of the Provincial carbon tax, natural gas costs are also expected to increase by at least 7% next year. Due to the projected rises in electricity and natural gas rates and general cost escalation, LIEC will experience an estimated 5.3% increase in its base operating costs next year. Due to these reasons, a 5.3% rate increase would ensure all capital and operating costs are sufficiently recovered.

The recommended rate increase also 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. If the recommended rate increase is approved, LIEC's customers would still be paying approximately 14% less than users using equivalent conventional energy systems in Richmond based on the same level of service. Staff also conducted a benchmarking analysis to compare LIEC rates with the rates of other district energy utilities in Metro Vancouver (see Graph 1 below).

Graph 1 - Metro Vancouver DEU Rates Comparison¹



¹ Based on reported rates and assuming an average EUI of 80 kWh/m² for heating and domestic hot water and 25 kWh/m² for cooling

The recommended rate increase would result in approximately \$5.10 per month increase in DEU fees for the average LIEC residential customer; this is less than what they would experience if serviced by a conventional energy system.

Financial Support

LIEC provides substantial environmental benefits and reduces electrical demand by using local energy sources and highly efficient heat pumps, resulting in a significant reduction in the amount of capital required by BC Hydro to service residential and commercial buildings in Richmond. Staff believes that engaging the province and federal agencies requesting that LIEC and other municipally owned district energy utilities are recognized as key contributors to the Province's climate change and electrification goals and, as such, receive financial support in the form of grants and incentives to help advance district energy initiatives is critical to ensure the long-term competitiveness of LIEC's rates.

Financial Impact

None.

Conclusion

The recommended 5.3% increase for ADEU, OVDEU and CCDEU 2025 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.



Constantino Retes, P. Eng.
Senior Project Manager, LIEC
(604-202-2807)



Helen Zhao, CPA
Controller, LIEC
(604-204-8699)

- Att. 1: District Energy in Richmond
- Att. 2: DEU Green House Gas (GHG) Emissions Reductions
- Att. 3: Alexandra Neighbourhood and ADEU Service Area
- Att. 4: Oval Village Neighbourhood and OVDEU Service Area
- Att. 5: City Centre and CCDEU Service Area
- Att. 6: ADEU Proposed 2025 Rates for Services
- Att. 7: OVDEU Proposed 2025 Rates for Services
- Att. 8: CCDEU Proposed 2025 Rates for Services

Attachment 1 – District Energy in Richmond

Richmond's 2041 Official Community Plan (OCP) establishes a target to reduce greenhouse gas (GHG) emissions 50 per cent below 2007 levels by 2030 and 100 per cent by 2050. The City identified district energy utilities (DEUs) as a leading strategy to achieve the City's GHG reduction goals and incorporated Lulu Island Energy Company Ltd. (LIEC) in 2013 for the purposes of carrying out the City's district energy initiatives on the basis of the following guiding principles:

1. The DEU will provide end users with energy costs that are competitive with conventional energy costs, based on the same level of service.
2. Council will retain the authority of setting customer rates, fees and charges for DEU services.
3. The DEU will provide a flexible platform for adopting low carbon energy technologies.

The City established three DEU service areas: ADEU, OVDEU, and CCDEU. Table 1 below provides a summary of the developments connected under the DEU service areas to-date.

Table 1 – DEU Service Areas - Current and Projected Connected Space

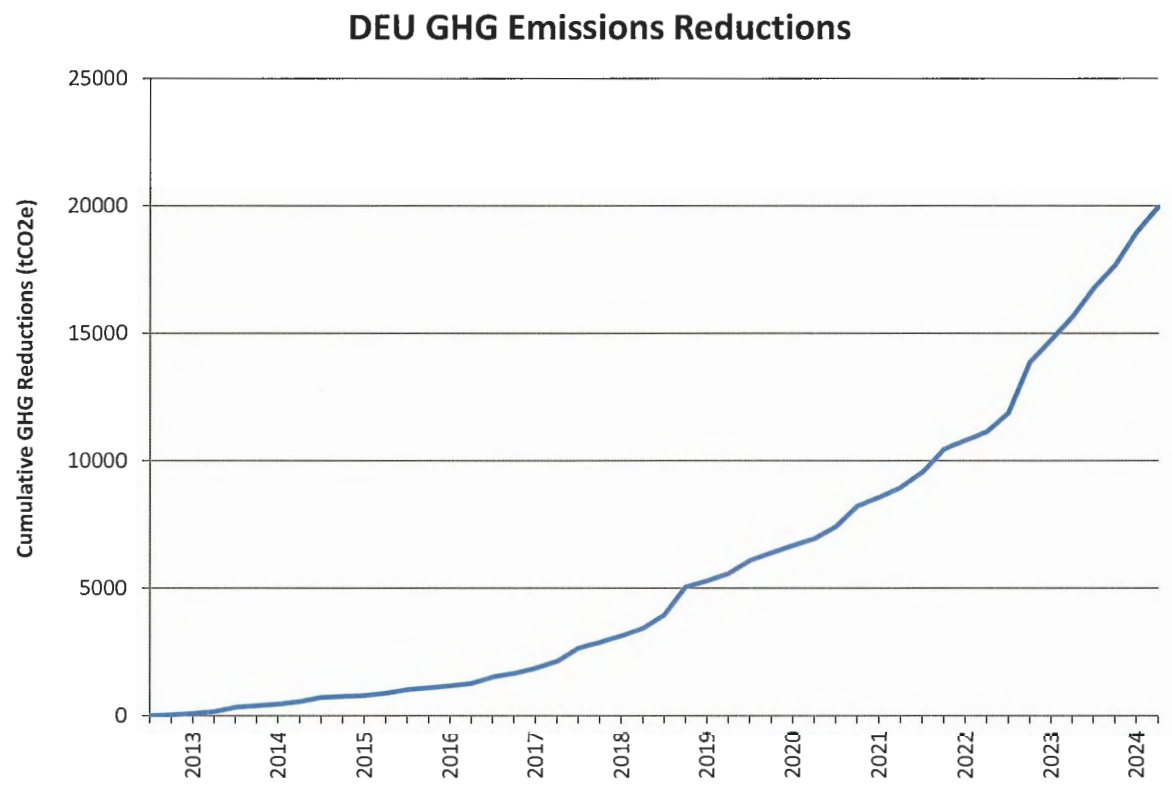
	Buildings To-Date	Residential Units To-Date	Floor Area	
			To-Date	Build-out
Alexandra DEU	13	2,200	2.4M ft ²	4.4M ft ²
Oval Village DEU	14	3,174	3.7M ft ²	6.4M ft ²
City Centre DEU	3	1,082	1.2M ft ²	48.0M ft ²
Total	30	6,456	7.3M ft²	58.8M ft²

The ADEU provides heating and cooling services to ten residential buildings, the large commercial development at "Central at Garden City", the Richmond Jamatkhana Temple and Fire Hall No. 3, comprising of 2,200 residential units and over 2.4 million square feet of floor area. While some electricity is consumed for pumping and equipment operations, most of this energy is currently produced locally from the geo-exchange fields in the greenway corridor and West Cambie Park, and highly efficient air source heat pumps.

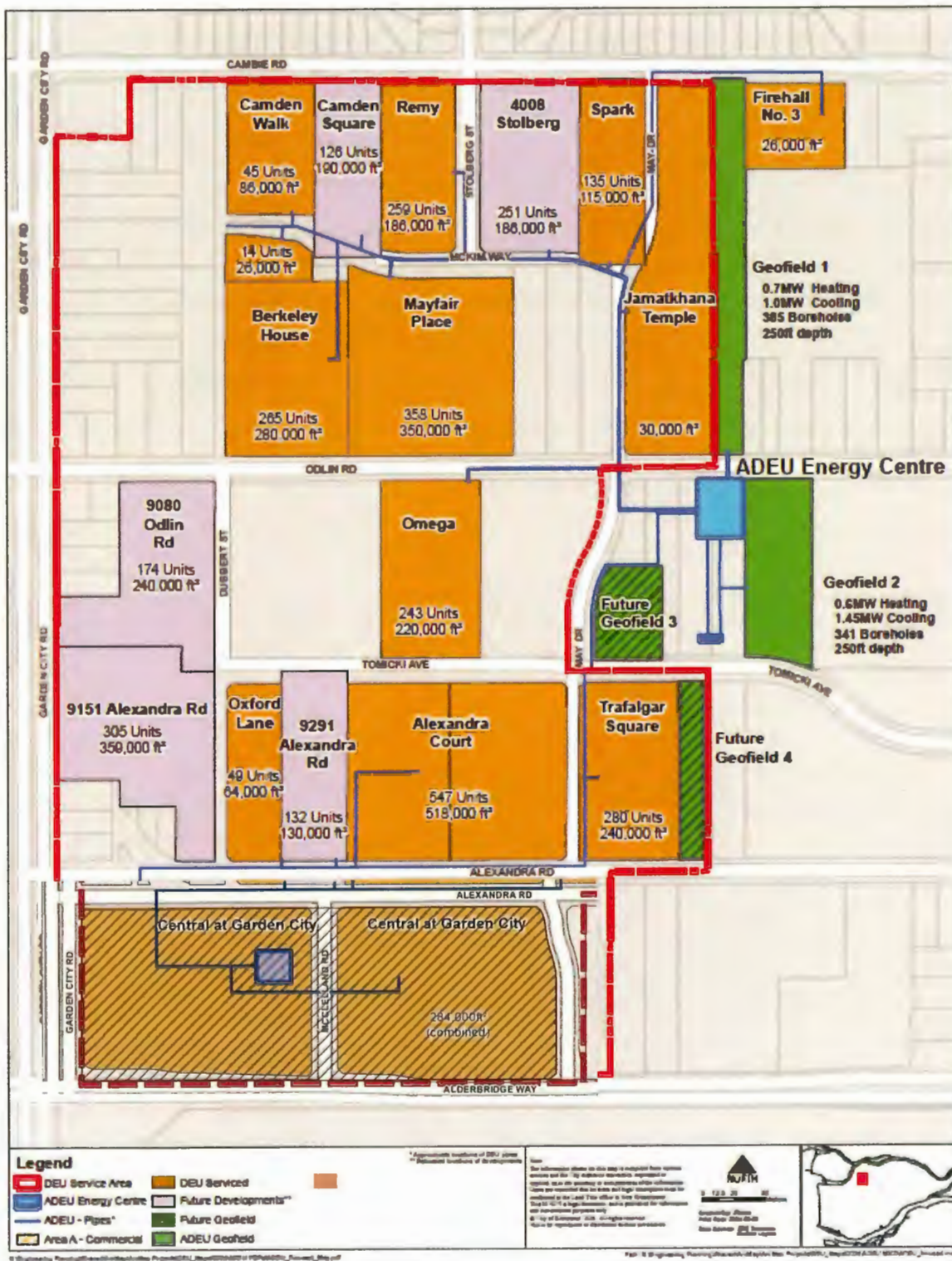
The OVDEU services 14 buildings, containing 3,174 residential units. Energy is currently supplied from the three interim energy centres with natural gas boilers which provide 16 MW of heating capacity. LIEC received a \$6.2 million grant from the CleanBC Communities Fund for the design and construction of the sewer heat recovery technology and a permanent energy centre for the area. This project is in the preliminary design stage and is expected to be completed in 2028. Once completed, the system will be able to produce up to 80% of low-carbon energy from the Gilbert Trunk sanitary force main sewer.

The CCDEU currently services three buildings, comprised of 1,082 residential units and approximately 1.2M ft² of floor area. While offsite energy centres progress through development, CCDEU utilizes on-site low carbon energy plants as a source of energy production. At full build-out, 176 developments, 28,000 residential units and approximately 48M ft² of floor space will be serviced by 5 permanent energy centres with over 130 MW of heating and 115 MW of cooling capacity. The built out system is estimated to reduce over one million tonnes of GHG emissions compared to conventional service.

Attachment 2 – DEU Green House Gas (GHG) Emissions Reductions



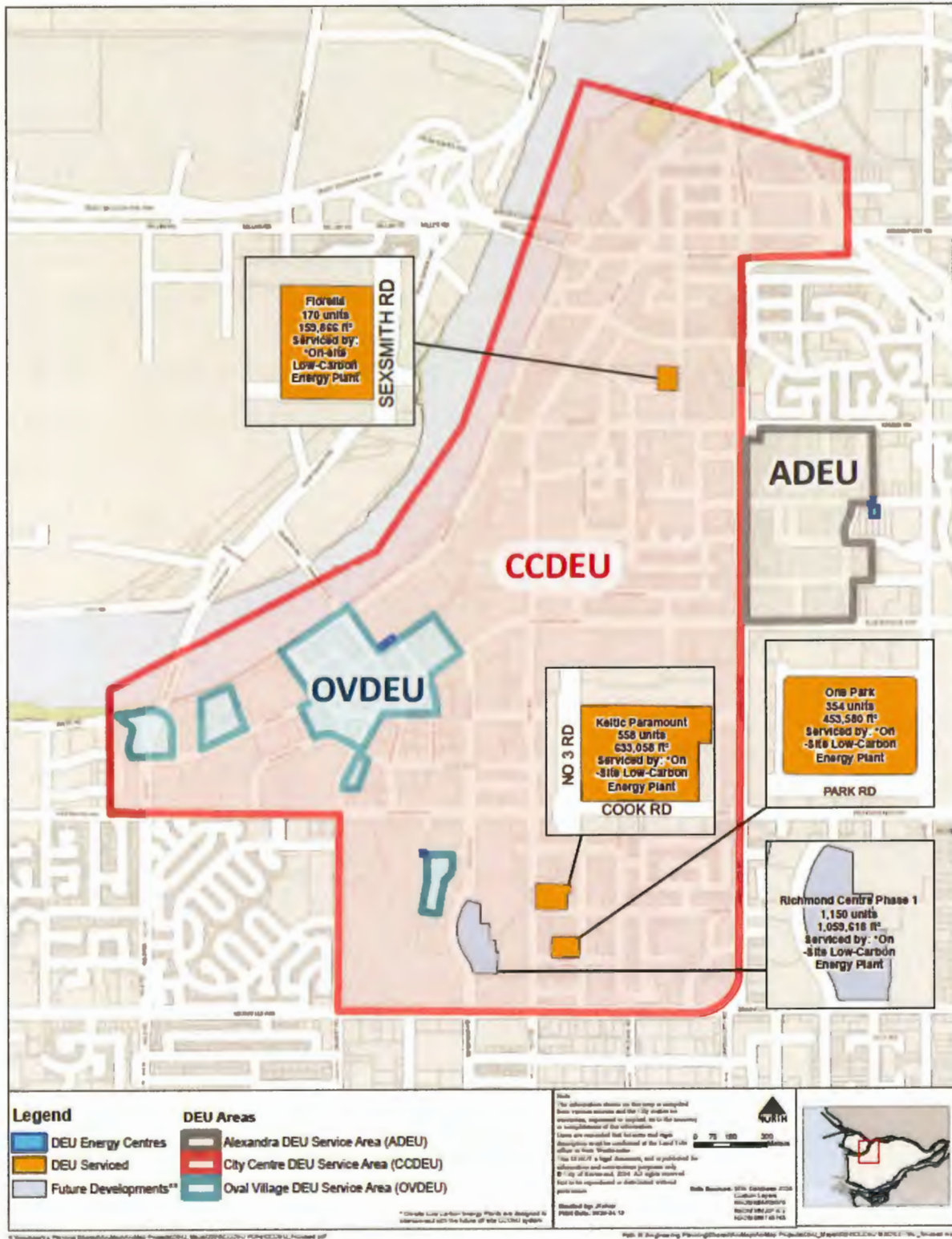
Attachment 3 – Alexandra Neighbourhood and ADEU Service Area



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Attachment 5 – City Centre and CCDEU Service Area



Attachment 6 – ADEU Proposed 2025 Rates for Services

Table 1: Proposed Rates for Services, excluding commercial area (Area A)

	ADEU	
	2024	2025
Capacity Charge One: Monthly charge per square foot of the building gross floor area	\$0.0966	\$0.1017
Volumetric Charge: Charge per megawatt hour of energy consumed by the building	\$24.432	\$25.727
Excess Demand Fee - for each watt per square foot of each of the estimated peak heat energy demand and the estimated peak cooling demand that exceeds 6 W/ft ²	\$0.1963	\$0.2067

Table 2: Proposed Rates for Services, commercial area (Area A)

	Area A	
	2024	2025
Volumetric Charge: Charge per megawatt hour of energy consumed	\$94.835	\$99.861

Attachment 7 – OVDEU Proposed 2025 Rates for Services

OVDEU		
	2024	2025
Capacity Charge One: Monthly charge per square foot of the building gross floor area	\$0.0675	\$0.0711
Volumetric Charge: Charge per megawatt hour of energy consumed by the building	\$41.562	\$43.765
Excess Demand Fee - for each watt per square foot of the aggregate of the estimated peak heat energy demand that exceeds 6 W/ft ²	\$0.1963	\$0.2067

Attachment 8 – CCDEU Proposed 2025 Rates for Services

CCDEU		
	2024	2025
Capacity Charge One: Monthly charge per square foot of the building gross floor area	\$0.0787	\$0.0829
Volumetric Charge: Charge per megawatt hour of energy consumed by the building	\$48.378	\$50.942
Excess Demand Fee - for each watt per square foot of each of the estimated peak heat energy demand and the estimated peak cooling demand that exceeds 6 W/ft2	\$0.1963	\$0.2067



**Alexandra District Energy Utility Bylaw No. 8641
Amendment Bylaw No. 10593**

The Council of the City of Richmond enacts as follows:

1. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting Schedule C (Rates and Charges) in its entirety and replacing it with a new Schedule C attached as Schedule A to this Bylaw.
2. This Bylaw is cited as **“Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10593”**

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

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

Schedule A to Bylaw No. 10593***SCHEDULE C to BYLAW NO. 8641******Rates and Charges*****PART 1 - RATES FOR SERVICES**

The following charges, as amended from time to time, 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 \$0.1017 per square foot of Gross Floor Area; and*
- (b) Volumetric charge – a charge of \$25.727 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property.*

PART 2 - EXCESS DEMAND FEE

Excess demand fee of \$0.2067 for each watt per square foot of each of the estimated peak heat energy demand and estimated cooling demand referred to in section 21.1(e)(i), 21.1(e)(ii), and 21.1(e)(iii) that exceeds 6 watts per square foot.

PART 3 - 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 \$99.861 per megawatt hour of Energy returned from the Energy Transfer Station 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. 10594**

The Council of the City of Richmond enacts as follows:

1. The Oval Village District Energy Utility Bylaw No. 9134, as amended, is further 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 Bylaw.
2. This Bylaw is cited as **“Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10594”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

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

Schedule A to Bylaw No. 10594

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 \$0.0711 per square foot of gross floor area; and
- (b) volumetric charge – a monthly charge of \$43.765 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property.

PART 2 - EXCESS DEMAND FEE

Excess demand fee of \$0.2067 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 Centre District Energy Utility Bylaw No. 9895
Amendment Bylaw No. 10595**

The Council of the City of Richmond enacts as follows:

1. City Centre District Energy Utility Bylaw No. 9895, as amended, is further amended by deleting Schedule D (Rates and Charges) in its entirety and replacing it with a new Schedule D as attached as Schedule A to this Bylaw.
2. This Bylaw is cited as **“City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10595”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

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

Schedule A to Bylaw No. 10595

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 \$0.0829 per square foot of gross floor area; and
- (b) volumetric charge – a monthly charge of \$50.942 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property.

PART 2 - EXCESS DEMAND FEE

Excess demand fee of \$0.2067 for each watt per square foot of each of the estimated peak heat energy demand and estimated cooling demand referred to in section 19.1(f) (i), 19.1(f) (ii) and 19.1(f) (iii) that exceeds 6 watts per square foot.



To: Planning Committee
From: Joshua Reis
Director, Development

Date: October 3, 2024
File: RZ 22-021743

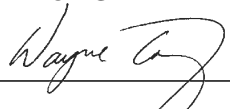
Re: **Application by L-Squared Design Ltd. for Rezoning at 8080, 8100, 8120, 8140, 8160, 8180 and 8200 No. 3 Road from the “Small-Scale Multi-Unit Housing (RSM/L)” Zone to the “Town Housing (ZT106) – No. 3 Road (Broadmoor)” Zone**

Staff Recommendation

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

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

JR:ta
Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Housing Office	<input checked="" type="checkbox"/>	

Staff Report

Origin

L-Squared Design Ltd. has applied on behalf of the owner, 1306125 B.C. LTD. (Director: Jacke K. Li), to the City of Richmond to rezone seven properties from the residential “Small-Scale Multi-Unit Housing (RSM/L)” zone to a new site-specific zone, “Town Housing (ZT106) – No. 3 Road (Broadmoor)”, to facilitate the development of a mixed-tenure development comprising of 40 townhouse units with vehicle access from No. 3 Road. The project consists of 30 strata townhouse units and ten stacked townhouse market rental units. A location map and aerial photograph are provided in Attachment 1.

A Development Permit application is required to further address the form and character of the proposed townhouse development. Conceptual development plans are provided for reference in Attachment 2.

A Servicing Agreement will be required for this development prior to rezoning bylaw adoption for frontage improvements along the site’s frontage and new service connections to the site.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

Subject Site Existing Housing Profile

The subject site consists of seven lots each containing single-family dwellings. All dwellings are currently tenanted. The applicant has indicated that there are two units at 8080 No. 3 Road which are both tenanted. The applicant is committed to providing notice in keeping with the Residential Tenancy Act. All existing dwellings are proposed to be demolished.

Surrounding Development

Development immediately surrounding the site is as follows:

To the North: An Apartment building on a property zoned “Medium Density Low Rise Apartments (RAM1)” with access from Blundell Road.

To the South: A single-family dwelling on a property zoned “Small-Scale Multi-Unit Housing (RSM/L)” with access from No. 3 Road.

To the East: Single-family dwellings on properties zoned “Small-Scale Multi-Unit Housing (RSM/L)” with access from Luton Road.

To the West: Across No. 3 Road and a lane, several single-family dwellings on properties zoned “Small-Scale Multi-Unit Housing (RSM/L)” and “Small-Scale Multi-Unit Housing (RSM/S)” with access via a rear lane.

Related Policies & Studies

Official Community Plan and Broadmoor Planning Area

The Official Community Plan (OCP) identifies that the subject site is located in the Broadmoor planning area and that the land use designation for the site is “Neighbourhood Residential” (Attachment 4). The “Neighbourhood Residential” designation accommodates single-family, two-unit and multiple-family housing (specifically townhouses). Additionally, the Broadmoor planning area envisions new townhouse development along No. 3 Road. The proposed redevelopment proposal is consistent with this designation and area plan.

Arterial Road Land Use Policy

Land Use Designation

The Arterial Road Land Use Policy designation for the subject property is “Arterial Road Townhouse”. This proposal to develop 40 townhouse units is consistent with this designation.

Lot Width and Residual Lots

The development criteria for townhouses in the Arterial Road Land Use Policy call for land assembly with a minimum 50.0 m lot frontage on a major arterial road, avoiding the creation of residual sites that have less than a 50.0 m lot frontage. The proposed development has a 146.0 m frontage along No. 3 Road, which exceeds the 50.0 m minimum development site frontage on major arterial roads, however, the proposal leaves a residual site at 8220 No. 3 Road with lot frontage less than 50.0 m on No. 3 Road (i.e., approximately 20.0 m frontage).

In certain circumstances, the Arterial Road Land Use Policy provides flexibility in the minimum frontage of the residual lot if it can be demonstrated that the guiding principles of the Arterial Road Policy could be achieved. Although the frontage of the residual site (8220 No. 3 Road) will be less than 50.0 m on No. 3 Road, Staff are supportive of the application for the following reasons:

- The applicant has submitted documentation (a copy of which is on file) indicating that efforts have been made to acquire the property at 8220 No. 3 Road and include it as part of the land assembly for the proposed development, however, the owner is not interested in redeveloping their property at this time.
- The applicant has submitted a preliminary concept plan (on file) to show how 8220 No. 3 Road could be redeveloped in the future with shared vehicle access through the subject site (Attachment 2).
- Prior to the final adoption of the rezoning bylaw, registration of a cross-access easement Statutory Right-of-Way (SRW) will be secured over the internal drive-aisle of the development in favour of 8220 No. 3 Road to provide access to this site should it redevelop in the future.

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. In response to the placement of the rezoning sign on the subject property, staff have received a phone call from a member of the public about the application. The enquirer identified themselves to be the owner of a property fronting Luton Road, adjacent to one of the subject properties. The enquirer declined to provide formal input but requested information on a number of topics which are summarized below along with the information provided by staff.

- Traffic and increased pedestrian activity:
Transportation staff have reviewed and support the Traffic Impact Assessment (TIA) provided by a registered Professional Transportation Engineer that demonstrates the proposed volumes, access, parking and operations are acceptable and in compliance with the City's standards and bylaw requirements.
- Status of a large tree on 8140 No. 3 Road that was “dried up” and cut off:
The applicant was requested to attend one of the lots on the subject site and provide images of the tree in question. The City's Tree Protection staff have also attended the site and confirmed that there does not appear to be any tree that has been cut.
- Opportunities for input:
The enquirer was informed that members of the public can provide comments regarding development applications if they choose to do so. No written submission has been received regarding this application.
- Privacy issues:
Design guidelines require the stepping-down of three-storey townhouses to two-storey developments that interface with adjacent single-family dwellings to minimize overlook. The units proposed at the rear of the subject site adjacent to the single-family dwellings fronting Luton Road are proposed to be two storeys. Likewise, the units proposed at the south of the subject site adjacent to the single-family dwellings fronting No. 3 Road are proposed to be two storeys. The form of the development will be further reviewed at the Development Permit stage.

The Province granted Royal Assent to Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023, which came into force on December 7, 2023. Bill 44 prohibits a Local Government from holding a Public Hearing on a residential rezoning bylaw that is consistent with the OCP. The proposed rezoning meets the conditions established in Bill 44 and is consistent with the OCP. Accordingly, Council may not hold a Public Hearing on the proposed rezoning.

Analysis

This application is to allow for the development of a mixed-tenure, 40-unit townhouse development with access from No. 3 Road. The project contains a mix of 30 market strata units and 10 market rental units. The applicant proposes to consolidate the seven existing properties into one development parcel with a total net site area of 6,087.0 m² after the required 0.89 m wide road dedication along No. 3 Road.

Built Form and Architectural Character

The proposed townhouse units are distributed in twelve buildings arranged in two, three, five and six-unit clusters along a central north-south drive aisle with driveway access from No. 3 Road on the west. The townhouse units fronting No. 3 Road are proposed to be three storeys in height, while the townhouse units proposed adjacent to the single-family dwelling to the south at 8220 No. 3 Road and in the rear portion of the site adjacent to the single-family dwelling lots fronting Luton Road, are proposed to be two storeys in height.

Buildings A to B and D to M will contain 30 strata-titled townhouse units in the traditional townhouse format. Building C is designed as a stacked townhouse containing ten market rental units.

Main pedestrian entries to Buildings A to D front onto No. 3 Road, while the pedestrian entries for Buildings E to M are from the north-south internal drive aisle.

Private outdoor spaces for units are proposed at grade in either the yards fronting No. 3 Road or the rear yards, and small secondary outdoor spaces are also proposed as balconies on the second levels overlooking either No. 3 Road and the drive-aisle. Further review of the balconies and private outdoor spaces will be reviewed at the Development Permit stage. Some of the units fronting No. 3 Road also have additional secondary outdoor spaces that are stepped back and located on the third level.

The common outdoor amenity space is provided in two separate areas across the site and specifically organized in a manner to facilitate the retention of existing trees. The provision of the outdoor amenity spaces in these two areas both supports the retention of trees on the site and provides better distribution of amenity space in the development. Both amenity spaces will be available for use by all residents in the development. A more detailed review will be conducted at the Development Permit stage.

Proposed Site-Specific Zone

The proposed site-specific zone is drafted based on the existing standard Medium Density Townhouse zones. To accommodate the site-specific conditions, the proposed “Town Housing (ZT106) – No. 3 Road (Broadmoor)” zone includes:

- Maximum density: 0.80 Floor Area Ratio (FAR), of which a 0.10 floor area ratio must be used exclusively for market rental units and 0.10 FAR density used exclusively for common indoor amenity space.

The proposal is to construct 0.70 FAR of residential uses on-site with 0.10 FAR available only if the applicant wishes to provide indoor amenity space on site. This would be reviewed at the Development Permit stage.

- Provision that a minimum of 10 units shall be used only for residential rental tenure.
- Maximum lot coverage and minimum setbacks which are generally consistent with other standard townhouse zones.
- Specific parking provisions based on the Traffic Impact Assessment accepted by the Transportation Department.

Staff support the proposed use, density, building height and setbacks of this new zone based on the following:

- The proposed density is in keeping with the policies of the OCP and Arterial Road Guidelines.
- A 0.89 m wide road dedication along No. 3 Road will be provided prior to rezoning adoption to facilitate frontage improvements to be secured through a Servicing Agreement.
- The SRW to secure access to 8220 No. 3 Road facilitates the future development of this remnant property.

Existing Legal Encumbrances

There is an existing City utilities SRW H127464 [Plan 42921] along both the north and the east property lines. Discharge of the existing city utilities SRW agreement is required and registration of a new city utilities SRW on Title for the sanitary sewer works will be required prior rezoning bylaw adoption.

Housing Type and Tenure

This proposal is for a mixed-tenure 40-unit townhouse development, of which 30 townhouse units are intended to be strata-titled and 10 townhouse units are to be market rental units.

For the 10 market rental townhouse units the applicant is required to enter into a Housing Agreement with the City and registration of a Restrictive Covenant on Title is required to secure the 10 market rental units, the combined habitable floor area which shall comprise of at least 10 per cent of the subject development's total residential building area. This includes ensuring the occupants of these units have unlimited access to any indoor and all proposed outdoor amenity spaces. Prior to rezoning bylaw adoption, the applicant shall enter into an agreement registered on Title prohibiting the stratification of individual market rental housing units.

Consistent with OCP policy respecting townhouse development projects, and in order to maximize potential rental and housing opportunities throughout the City, the applicant has agreed to register a Restrictive Covenant on Title prior to rezoning bylaw adoption, prohibiting (a) the imposition of any strata bylaw that would prohibit any residential dwelling unit from being rented; and (b) the imposition of any strata bylaw that would place age-based restrictions on occupants of any residential dwelling unit.

Amenity Space

The applicant proposes a voluntary contribution to the City's Recreation Facilities Reserve Fund in the amount of for a total contribution of \$128,090.0 in-lieu-of providing common indoor amenity space on-site.

If the contribution is not received within one year of the rezoning bylaw receiving third reading, the contribution shall be recalculated based on the rate in effect at the time of payment, as updated periodically.

A common outdoor amenity space is required on-site. Based on the preliminary design, the proposed common outdoor amenity space of 294.0 m² exceeds the minimum requirement (6.0 m² of outdoor space per unit for a total of 240.0 m²) of the OCP and is purposely structured to support the retention of trees on site. Staff will work with the applicant at the Development Permit stage to ensure the configurations and the design of the common outdoor amenity space meet the Development Permit Guidelines in the OCP.

Transportation and Site Access

A minimum 0.89 m wide road dedication for frontage improvement will be required along the entire No. 3 Road frontage. Frontage improvements will be provided through the Servicing Agreement for the project. The road functional plan will be further reviewed through the Service Agreement.

Access to the site will be from No. 3 Road. By providing one access point, this application complies with the Arterial Road Land Use Policy which encourages densification along major arterial roads that minimizes traffic disruption by eliminating driveways along arterial roads. The conceptual plans (Attachment 2) provide for 76 parking spaces (with six vehicle parking spaces reserved for visitors).

The applicant submitted a comprehensive Traffic Impact Assessment for the development prepared by a registered Professional Transportation Engineer which has been reviewed and supported by City Transportation staff.

Prior to rezoning bylaw adoption, registration of a legal agreement on Title will be required to secure the applicant's offer to voluntarily contribute towards various transportation related improvements and to secure parking for various uses in compliance with the zoning bylaw requirements and transportation demand management (TDM) parking reductions. Key transportation improvements to be provided by the applicant include:

- Transit Pass Program: Provision of monthly, two-zone transit passes (currently \$143.50 per month) for the five studio-sized market rental townhouse units for a period of two years. The availability of the transit pass program will be clearly identified in the tenancy agreement and any rental materials.
- Enhanced bicycle facilities: Provision of a bicycle maintenance station for resident use to include a bicycle repair stand (with repair tools) and a bicycle washing area.

- Additional Class 1 Bike Parking: 13 additional Class 1 bicycle parking spaces are to be provided onsite. They are to be located near the site entrance by the shared outdoor amenity area and adjacent to the second outdoor amenity area in the south portion of the site.
- Prior to rezoning bylaw adoption, a Letter of Credit (\$17,220.00) is to be provided to the City to secure 100 per cent of the transit pass program value for the 10 market rental townhouse units.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses 36 bylaw-sized trees on the subject property, one tree (tag# 231) located on a neighbouring property to the north and two hedges located off-site. The City shares ownership of one tree (tag#198) that is also located on the subject site.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- Two trees, specifically tag# 206 (Western red cedar - 71 cm DBH) and # 221(Cypress - 65 cm DBH) located on site adjacent to the west property line are proposed to be retained, and protected. Significant efforts were made by staff and the applicant early in the design development process to identify these assets and organize the site plan in a manner that incorporated the retained trees into the location and design of the on-site common outdoor amenity space. A Tree Survival Security of \$20,480.00 (\$10,240 for each tree) will be required for the retention and protection of the two on-site trees (tag# 206 and # 221). Tree protection is to be provided as per the City of Richmond Tree Protection Information Bulletin Tree-03.
- One tree, specifically tag# 231 (Mountain Ash - 35 cm DBH) located on 8040 Blundell Road, in fair condition is to be retained and protected.
- One shared ownership tree, specifically tag# 198 (Cypress - 78 cm DBH) located along the No. 3 Road frontage of the site is in good condition but cannot be retained due to frontage improvement requirements. The compensation amount for the removal of the City tree is \$1,536.00.
- Two trees, specifically tag# 202 (Cherry - 35 cm DBH) and # 227 (English oak - 60 cm DBH) located on site are in good condition but cannot be retained due to conflicts with the required frontage improvement requirements.
- One tree, specifically tag# 211 (Maple - 27 cm DBH) is in good condition but is located in the middle of the development site such that it cannot be retained.
- Six trees, located on site, specifically tag# 192 (Cherry – 50 cm DBH), # 193 (Pear – 23 cm DBH), #194 (Plum – 30 cm DBH), # 195 (Fig – 45 cm DBH), # 204 (Laurel – 47 cm DBH) and # 214 (Birch – 22 cm DBH) are of low value and not recommended for retention.
- 23 trees (tag# 196, 197, 199, 200, 201, 203, 207, 208, 209, 210, 212, 213, 215, 216, 217, 218, 219, 220, 222, 223, 224, 225 and 226) located on the development site are all in poor condition - either dying (sparse canopy foliage), have been historically topped and as a result

exhibit significant structural defects such as previous stem failure, narrow and weak secondary stem unions at the main branch union (below previous topping cuts) and co-dominant stems with inclusions. As a result, these trees are not good candidates for retention and should be replaced.

- 2 hedges (no tag) located off-site adjacent to the north and east property lines are to be removed as per Arborist report recommendation.
- Replacement trees should be specified at 2:1 ratio as per the OCP.

Tree Replacement

The applicant wishes to remove 33 on-site trees (tag # 192, 193, 194, 195, 196, 197, 199, 200, 201, 202, 203, 204, 205, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 222, 223, 224, 225, 226 and 227). The 2:1 replacement ratio would require a total of 66 replacement trees. The applicant has agreed to plant 38 trees on the proposed site. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	or	Minimum Height of Coniferous Replacement Tree
38	8.0 cm		4.0 m

To satisfy the 2:1 replacement ratio established in the OCP, the applicant will contribute \$21,504.00 (\$768/tree) to the City's Tree Compensation Fund in lieu of the remaining 28 trees that cannot be accommodated on the subject property after redevelopment. Tree planting will be further reviewed at the DP stage to seek additional opportunities to plant replacement trees on-site.

Prior to DP issuance, to ensure that the replacement trees are planted and the landscape plan is adhered to, the applicant is required to submit a Landscaping Security in the amount of 100 per cent of a cost estimate prepared by the Registered Landscape Architect (including installation and a 10 per cent contingency). A legal agreement is to accompany the Security, which is to set the terms for its use and release.

Tree Protection

Early design development was undertaken to ensure the retention of two on-site trees (tag# 206 and # 221) which have been incorporated into the proposed on-site common outdoor amenity spaces. These two on-site trees and one tree (tag #231) on a neighbouring property (8040 Blundell Road) are to be retained and protected. The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 5). 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 of a Tree Survival Security of \$20,480.00 for the retention and protection of the two on-site trees (tag# 206 and # 221).

- 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 are completed.

Public Art

Based on a maximum buildable floor area of approximately 3,652.20 m² (39,311.95 ft²) residential floor area for the strata-titled townhouse units, the recommended voluntary public art contribution based on Administrative Guidelines of \$1.02/ft² (2024 rate) is approximately \$40,098.19. As this project will generate a recommended public art contribution of less than or close to \$40,000.00 and there are limited opportunities for locating public art on the site, as per Policy it is recommended that the public art contribution be directed to the Public Art Reserve for City-wide projects on City lands.

Affordable Housing Strategy

The City's Affordable Housing Strategy seeks a voluntary Cash-In-Lieu (CIL) contributions to the City's Affordable Housing Reserve Fund when considering rezoning applications with 60 or fewer dwelling units; the contributions are sought in lieu of built low-end-of-market housing units. In this case, the rezoning application proposes a 40-unit townhouse development.

The applicant has agreed to voluntarily provide a CIL contribution to the Affordable Housing Reserve Fund in the amount of \$12.00 per buildable square foot consistent with the Affordable Housing Strategy and Section 5.15 of Richmond Zoning Bylaw 8500 for rezoning applications that propose the "Town Housing (ZT106) – No. 3 Road (Broadmoor)" zone outside the City Centre.

The lands subject to this application are 65,519.92 ft² in area. The site-specific (ZT106) zone establishes a floor area ratio of 0.60 for market ownership units, therefore the maximum floor area available to the property, if the rezoning is approved, is 39,311.95 ft². The affordable housing CIL requirement applicable to this application is \$471,743.42 and the applicant must provide this to the City prior to final adoption of the rezoning bylaw.

Market Rental Housing Policy

The City of Richmond's OCP establishes a policy framework for the acquisition of market rental housing. Smaller-scaled projects including townhome proposals with more than five units may provide purpose-built market rental or provide a CIL contribution which is deposited into the

City's Affordable Housing Reserve Fund. This project proposes ten market rental townhouse units.

In keeping with Section 3.3 (Diverse Range of Housing Types, Tenures and Affordability) of the OCP which encourages the development of new purpose-built market rental housing units, the application includes the following:

- On the proposed site, 0.10 FAR is to be exclusively used for market rental housing.
- 50 per cent (five townhouse units) of the market rental housing units in the development include units with two or more bedrooms that are suitable for families with children.
- 50 per cent (five townhouse units) of the market rental housing units are proposed to incorporate basic universal housing features.
- A covenant will be registered on Title prohibiting the stratification of individual market rental housing units.
- Parking rate reductions for the market rental housing units and exemptions from public art, community planning and affordable housing contributions.

The proposed site-specific "Town Housing (ZT106) – No. 3 Road (Broadmoor)" zone permits residential uses and provides a restriction requiring that market rental tenure be provided in ten units on the site as agreed to by the applicant. Prior to zoning bylaw adoption, a Housing Agreement will be registered on Title to secure the market rental units proposed on the lot in perpetuity.

Accessibility

Consistent with the OCP guidelines regarding accessible housing, the applicant proposes to provide aging-in-place features in all the units (e.g., stairwell handrails, lever-type handles for plumbing fixtures and door handles and solid blocking in washroom walls for future grab bar installation beside toilet, bathtub and shower). In addition, the applicant proposes two Convertible Units in Building D located in the southwest portion of the site. Further review of the Convertible Unit design will be undertaken as part of the Development Permit (DP) application review process.

Energy Efficiency

Consistent with the City's Energy Step Code requirements, the applicant has confirmed that the applicable Energy Step Code performance target has been considered in the proposed design. The proposal is anticipated to achieve Step 3 of the Energy Step Code with maximum Emission Level 4 which is in line with current requirements.

Further details on how the proposal will meet this commitment will be reviewed as part of the DP and Building Permit application review processes.

Development Permit Application

Submission and processing of a DP application, to a level deemed acceptable by the Director, Development, is required prior to final adoption of the rezoning bylaw.

At DP stage, additional design development will be reviewed with respect to the following items:

- Site plan: Refinement of the site plan to finalize the drive-aisle design, on-site parking (vehicle and bicycle) and pedestrian circulation.
- Landscape plan: Enhancement of the tree and plant schedule in the landscape plan to provide for a mix of deciduous and coniferous trees, as well as examination of additional planting opportunities to provide for visual interest and screening at key areas.
- Residential Interface: Refinement of the DP drawings to provide for appropriate edge conditions with the adjacent north apartment building and the single-family dwellings east and south of the subject site.
- Building Material: Reviewing and finalizing the proposed exterior building material and colour palette.
- Accessibility: Confirming that all aging-in-place, basic universal housing and convertible unit features have been incorporated into dwelling unit designs.
- Crime Prevention Through Environmental Design (CPTED): Reviewing the applicant's response to the principles of CPTED.
- Sustainability: Further review of the environmental sustainability features to be incorporated into the project and confirmation of compliance with the applicable Energy Step Code.

Additional items may be identified as part of the DP application review process.

Site Servicing and Frontage Improvements

Prior to Rezoning Bylaw adoption, the applicant is required to enter into a Servicing Agreement, secured with a Letter of Credit, for the design and construction of the following, including (but not limited to):

- Frontage improvement work on the site's No. 3 Road frontage, including a new sidewalk to be connected directly to the existing sidewalks to the north and south of the subject site.
- Relocation, modification, upgrade or installation of City-owned and third-party assets along the western frontage of the development site, including but not limited to bus stops, utility and light poles, pre-ducting, fire hydrants, railings and signage,
- A new water service connection off the existing watermain at No. 3 Road frontage, complete with meter and meter chamber,
- Storm service connections at the same alignment as the existing service connections,
- Upgrades to the existing sanitary line along the north property line and the east property line of the proposed site to 200 mm diameter as per the City's Engineering specifications
- Provide other public and private utility improvements as specified.

Detailed site servicing and frontage improvement requirements are identified in Attachment 6.

Financial Impact or Economic Impact

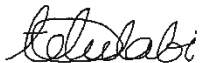
The rezoning application results in an insignificant Operational Budget Impact for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, streetlights, street trees and traffic signals).

Conclusion

L-Squared Design Ltd. has applied to the City of Richmond for permission to rezone seven properties at 8080, 8100, 8120, 8140, 8160, 8180 and 8200 No. 3 Road from the residential “Small-Scale Multi-Unit Housing (RSM/L)” zone to a new site-specific zone, “Town Housing (ZT106) – No. 3 Road (Broadmoor)”. This application is to facilitate the development of 40 townhouse units with vehicle access from No. 3 Road.

Frontage and engineering improvement works required with respect to the subject development will be secured through the City’s standard Servicing Agreement. The list of rezoning considerations is included in Attachment 6, which has been agreed to by the applicant (signed concurrence on file).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10613 be introduced and given first reading, second and third reading



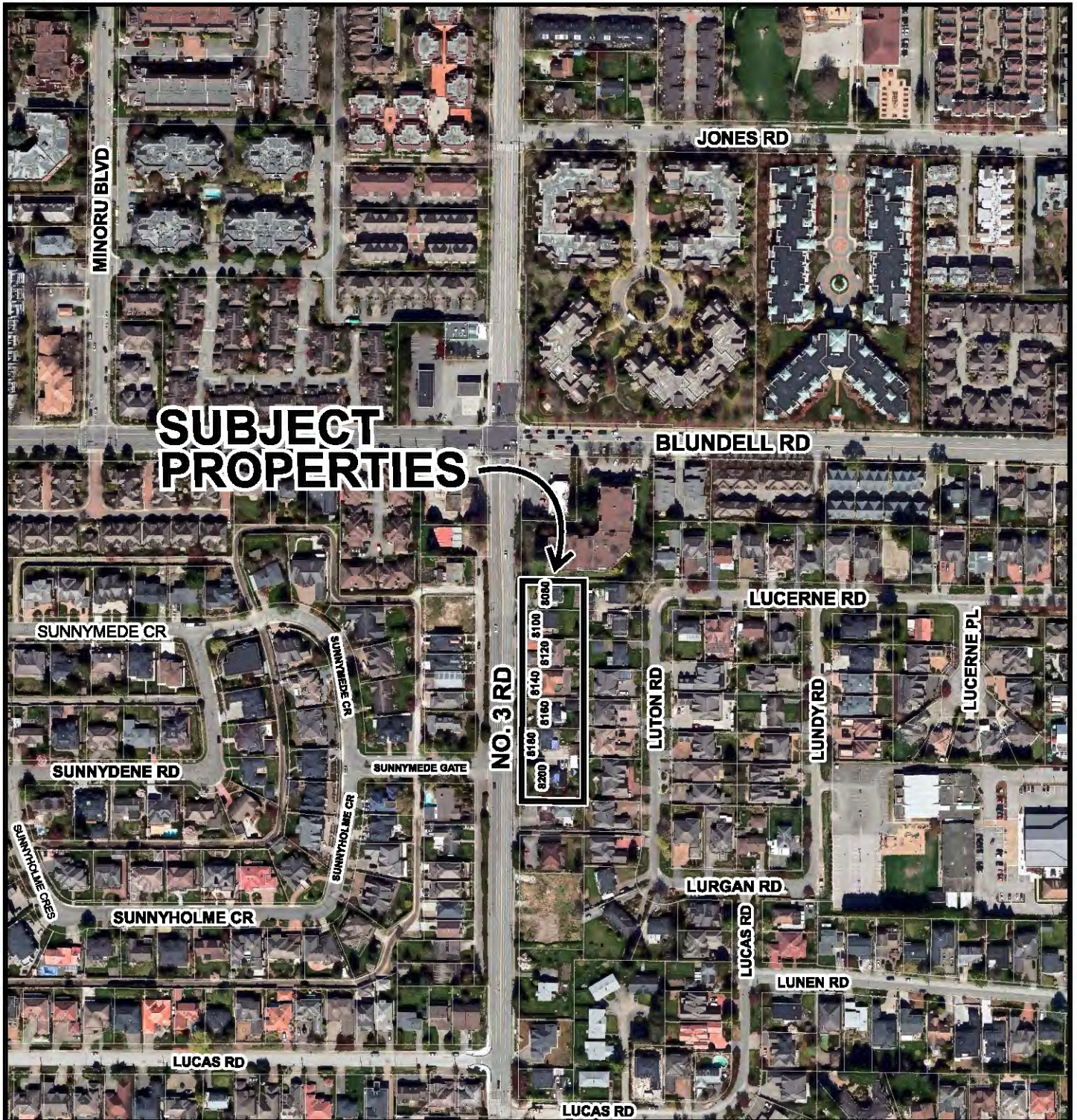
Tolu Alabi
Planner 2
(604-276-4092)

TA:js

- Att. 1: Location Map
 2: Conceptual Development Plans
 3: Development Application Data Sheet
 4: Broadmoor Area Plan
 5: Tree Management Plan
 6: Rezoning Considerations



City of Richmond



RZ 22-021743

Original Date:10/25/22

Revision Date:

Note: Dimensions are in METRES

CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE MARK AND REPORT ANY INCREASED TO THE CONSULTANT FOR CONSTRUCTION UNIT AUTHORIZED IN WRITING BY CONSULTANT.

REVISION

NO.	DATE	DESCRIPTION
1	2023.01.01	IN PROGRESS
2	2023.11.21	IN PROGRESS
3	2023.01.31	IN PROGRESS
4	2023.02.28	IN PROGRESS
5	2023.07.26	ISSUED FOR REVISION B
6	2024.10.01	ISSUED FOR REVISION B

B+H Architects
6011 Ambleside
Vancouver, BC V6P 1A6
Tel: 604.271.1111
Fax: 604.271.1112

Vector Engineering Services Ltd.
1000 West 10th Avenue
Vancouver, BC V6H 1T1
Tel: 604.271.1111
Fax: 604.271.1112

Burnt & Associates Engineering Ltd.
1000 West 10th Avenue
Vancouver, BC V6H 1T1
Tel: 604.271.1111
Fax: 604.271.1112

Forgers Creek The Consultants Ltd.
1000 West 10th Avenue
Vancouver, BC V6H 1T1
Tel: 604.271.1111
Fax: 604.271.1112

Protein Group
1000 West 10th Avenue
Vancouver, BC V6H 1T1
Tel: 604.271.1111
Fax: 604.271.1112

Target Land Surveying (NW) Ltd.
1000 West 10th Avenue
Vancouver, BC V6H 1T1
Tel: 604.271.1111
Fax: 604.271.1112

CSR Environmental
1000 West 10th Avenue
Vancouver, BC V6H 1T1
Tel: 604.271.1111
Fax: 604.271.1112

OWNER:

1306125 BC Ltd.

NO. 3 ROAD TOWNHOUSES

8000 - 8000 NO. 3 ROAD,

RICHMOND, B.C.

SITE STATISTIC

DRAWN BY: W.S. DATE: 01.10.2024

SHEET NO.: A00-01

VEHICULAR PARKING COUNT

LAND	PARKING TYPE	LOT COVERAGE (SQ. FT.)	COUNT
MARKET	RICHMOND SMALL STALL BY WALL 6000 x 2000mm	1,401.00	50
MARKET	RICHMOND TYPICAL STALL BY WALL 6000 x 2000mm	1,477.00	50
RENTAL	RICHMOND SMALL STALL BY WALL 6000 x 2000mm	1,401.00	5
RENTAL	RICHMOND TYPICAL STALL BY WALL 6000 x 2000mm	1,477.00	5
PROVIDED TOTAL:			100

REQUIRED RESIDENTIAL PARKING
FOR MARKET UNIT: 1 RESIDENTIAL UNIT: 70
BY UNIT FOR PARKING RELATION

PARKING TYPE	COUNT
RICHMOND ACCESSIBLE STALL 6000 x 2000mm	1
RICHMOND ACCESSIBLE STALL 6000 x 2000mm	1
RICHMOND TYPICAL STALL 6000 x 2000mm	2
RICHMOND TYPICAL STALL 6000 x 2000mm	2
PROVIDED TOTAL:	6

REQUIRED VEHICULAR PARKING
FOR MARKET UNIT: 1 RESIDENTIAL UNIT: 70
BY UNIT FOR PARKING RELATION

BIKE TYPE	COUNT
BIKE HORIZONTAL STALL 1000 x 600	24
BIKE HORIZONTAL STALL 1000 x 600	17
PROVIDED TOTAL:	41

BIKE TYPE	COUNT
BIKE HORIZONTAL STALL 1000 x 600	24
BIKE HORIZONTAL STALL 1000 x 600	17
PROVIDED TOTAL:	41

VEHICULAR PARKING COUNT

UNIT NUMBER	UNIT TYPE	AREA (SQ. FT.)	AREA (SQ. FT.)
1	TYPE 1	1,401.00	1,401.00
2	TYPE 2	1,477.00	1,477.00
3	TYPE 3	1,401.00	1,401.00
4	TYPE 4	1,477.00	1,477.00
5	TYPE 5	1,401.00	1,401.00
6	TYPE 6	1,477.00	1,477.00
7	TYPE 7	1,401.00	1,401.00
8	TYPE 8	1,477.00	1,477.00
9	TYPE 9	1,401.00	1,401.00
10	TYPE 10	1,477.00	1,477.00
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UNIT TYPE	LOT COVERAGE (SQ. FT.)	LOT COVERAGE (SQ. FT.)
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TYPE 96	1,477.00	1,477.00
TYPE 97	1,401.00	1,401.00
TYPE 98	1,477.00	1,477.00
TYPE 99	1,401.00	1,401.00
TYPE 100	1,477.00	1,477.00

TOTAL GFA			
UNIT TYPE	LEVEL	AREA (SQ. FT.)	AREA (SQ. FT.)
TYPE 1	LEVEL 01	130.7 sq'f	1,481 sq'f
	LEVEL 02	138.5 sq'f	1,502 sq'f
TYPE 2	LEVEL 01	1,307.3 sq'f	14,717 sq'f
	LEVEL 02	1,491.3 sq'f	19,059 sq'f

CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE WORK AND REPORT ANY DISCREPANCY TO THE CONSULTANT FOR CONSTRUCTION UNITS AUTHORIZED IN WRITING BY CONSULTANT.



KEY PLAN	
NO.	REVISION
1	2023.08.13 ISSUED FOR REZONING
2	2023.08.08 IN PROGRESS
3	2023.11.22 IN PROGRESS
4	2023.11.22 IN PROGRESS
5	2024.07.25 ISSUED FOR REZONING R2
6	2024.07.25 ISSUED FOR REZONING R2
7	2024.10.01 ISSUED FOR REZONING R4

B+H
B+H Architects
2011 West 10th Avenue
Vancouver, BC V6J 1G8
Tel: 604.681.1111
Fax: 604.681.1112

Vector Engineering Services Ltd.
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Tel: 604.681.1111
Fax: 604.681.1112

Burnt & Associates Engineering Ltd.
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Vancouver, BC V6J 1G8
Tel: 604.681.1111
Fax: 604.681.1112

Pro-Crete Creek Tree Consultants Ltd.
1000 West 10th Avenue
Vancouver, BC V6J 1G8
Tel: 604.681.1111
Fax: 604.681.1112

Land Surveying (NW) Ltd.
1000 West 10th Avenue
Vancouver, BC V6J 1G8
Tel: 604.681.1111
Fax: 604.681.1112

CSB Environmental
1000 West 10th Avenue
Vancouver, BC V6J 1G8
Tel: 604.681.1111
Fax: 604.681.1112

OWNER:

1306125 BC Ltd.

PROJECT:

NO. 3 ROAD TOWNHOUSES

5000 - 5300 NO. 3 ROAD,
RICHMOND, B.C.

SURVEY PLAN

PROJECT NUMBER:
2214042

NOT TO SCALE

DATE:
25.09.2024

Y.M.
W.S.

A00-02

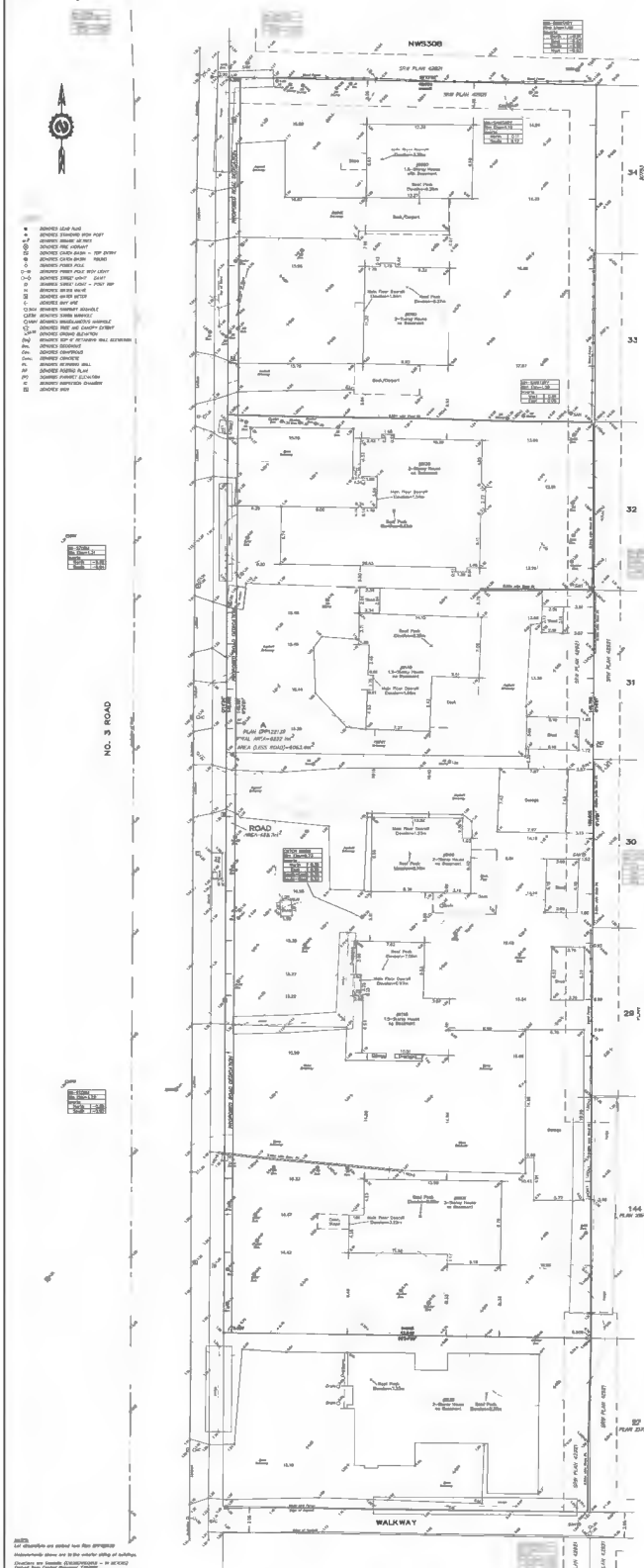
TOPOGRAPHIC SITE PLAN OVER LOT A SECTION 21 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT

REVISIONS:
1. 2023.08.13 ISSUED FOR REZONING
2. 2023.08.08 IN PROGRESS
3. 2023.11.22 IN PROGRESS
4. 2023.11.22 IN PROGRESS
5. 2024.07.25 ISSUED FOR REZONING R2
6. 2024.07.25 ISSUED FOR REZONING R2
7. 2024.10.01 ISSUED FOR REZONING R4

SCALE: 1 : 150

The Engineer and owner warrant that the plan is a true and correct copy of the original plan as shown on the site.

NO. 3 ROAD



NO. 3 ROAD

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CNCL - 320

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CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE WORK AND REPORT ANY DISCREPANCY TO THE CONSULTANT FOR CONSTRUCTION UNIT AUTHORIZED IN WRITING BY CONSULTANT.

KEY PLAN

NO.	DATE	REVISION
1	2024.06.12	ISSUED FOR REZONING
2	2024.06.06	IN PROGRESS
3	2024.07.26	ISSUED FOR REZONING R3
4	2024.10.01	ISSUED FOR REZONING R4

B+H Architects

Burnaby Office

10000 48th Avenue, Suite 100

Burnaby, BC V5N 1M1

TEL: 604.296.5333

WWW.BHARCHITECTS.COM

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Vector Engineering Services Ltd.
10000 48th Avenue, Suite 100
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TEL: 604.296.5333

REGISTERED PROFESSIONAL ENGINEER
Burnt & Associates Engineering Ltd.
307, 1000 81st Avenue #150
Burnaby, BC V5C 2G6
TEL: 604.295.8423

REGISTERED PROFESSIONAL ENGINEER
Froese Creek Tree Consultants Ltd.
7700 Bedford Avenue
Burnaby, BC V5C 2G6
TEL: 604.751.0002

REGISTERED PROFESSIONAL ENGINEER
Target Land Surveying (NW) Ltd.
10000 48th Avenue, Suite 100
Burnaby, BC V5N 1M1
TEL: 604.296.5333

REGISTERED PROFESSIONAL ENGINEER
CSR Environmental
10000 48th Avenue, Suite 100
Burnaby, BC V5N 1M1
TEL: 604.296.5333

OWNER:

1306125 BC Ltd.

Client Address
PROJECT:
NO. 3 ROAD TOWNHOUSES

8000 - 8200 NO. 3 ROAD,
RICHMOND, B.C.

SHEET CONTENTS:
RENDERINGS

PROJECT NUMBER:
2214042
DRAWING SCALE:

DRAWN BY: Y.M.
CHECKED BY: W.S.
DATE: 25.09.2024
REVISION:

A00-03
4



2/ VIEW FROM NO.3 ROAD LOOKING AT AMENITY SPACE AND VEHICULAR DRIVEWAY TO SITE



4/ VIEW FROM NO.3 ROAD LOOKING NORTH



1/ VIEW FROM NO.3 ROAD LOOKING SOUTH



3/ VIEW FROM DRIVEWAY ENTRANCE LOOKING SOUTH

CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE WORK AND REPORT ANY DISCREPANCY TO THE CONSULTANT IMMEDIATELY. THE CONSULTANT SHALL BE RESPONSIBLE FOR CONSTRUCTION UNIT AUTHORIZED IN WRITING BY CONSULTANT.

REVISION

NO.	DATE	DESCRIPTION
1	2023.05.12	ISSUED FOR PERMITTING
2	2023.06.06	IN PROGRESS
3	2024.07.26	ISSUED FOR PERMITTING R3
4	2024.10.01	ISSUED FOR PERMITTING R4

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SCALE:

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7700 Belpheur Avenue
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Fax: 604.273.1111
www.csr-environmental.com

OWNER:

1306125 BC Ltd.

Client Address:
PROJECT:

NO. 3 ROAD TOWNHOUSES

8000 - 5200 NO. 3 ROAD,
RICHMOND, B.C.

PROJECT CONTENTS:

RENDERINGS

PROJECT NUMBER:
2214042

DRAWING SCALE:

DRAWN BY: Y.M.
CHECKED BY: W.S.
DATE: 25.09.2024

PROJECT NO.: A00-04

REVISION: 4



VIEW FROM DRIVEWAY ENTRANCE LOOKING AT AMENITY SPACE AND INTERNAL ROAD



VIEW FROM INTERNAL ROAD LOOKING NORTH

CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AND PROVINCIAL AUTHORITIES PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.



REVISION	
NO.	DATE
1	2023.05.19
2	2023.06.01
3	2023.06.01
4	2023.06.01
5	2023.06.01
6	2023.06.01
7	2023.06.01
8	2023.06.01
9	2023.06.01

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TEL: 604.681.1111
WWW.VECTORENG.COM

Bent & Associates Engineering Ltd.
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TEL: 604.681.1111
WWW.BENTANDASSOCIATES.COM

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WWW.GEOTECHNICAL.COM

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1306125 BC Ltd.

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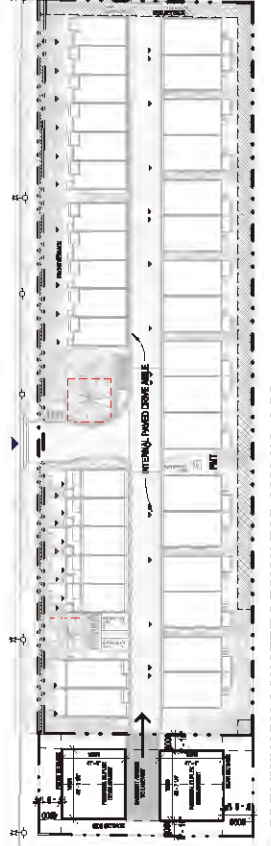
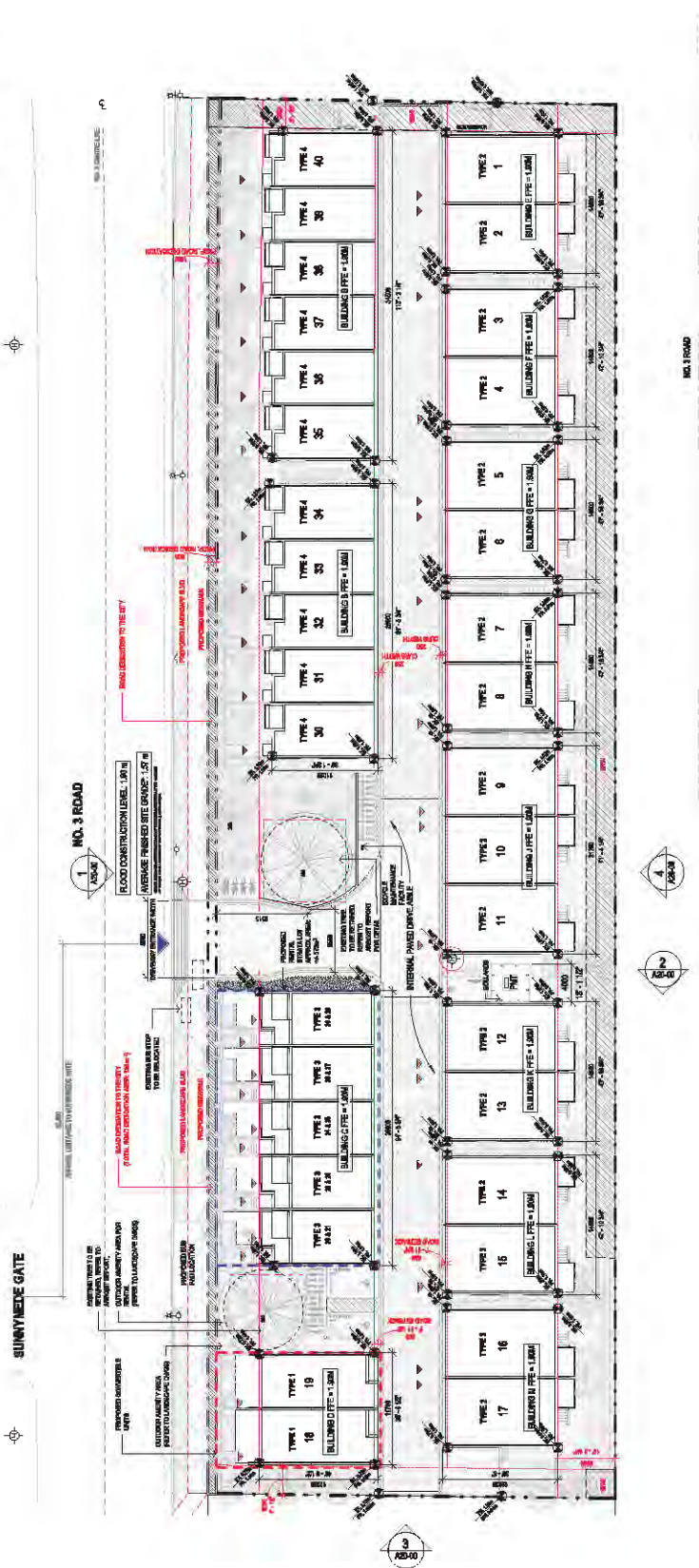
1306125 BC Ltd.

1306125 BC Ltd.

1306125 BC Ltd.

1306125 BC Ltd.

- LEGEND**
- THESE CHANGES REFER TO THE PRELIMINARY REPORT
 - HOUSEHOLD ZONE MAP
 - PROTECTION FENCE
 - VEHICULAR ENTRANCE
 - RESIDENTIAL ENTRANCE
 - LANDSCAPE AREA
 - PRIVATE YARD AREA
 - AMBIENT AREA
 - EXISTING LIGHT AND POWER POLE
 - EXISTING POWER POLE
 - MAIN CEMENT LINE
 - EXISTING FIRE HYDRANT



VEHICLE PARKING SCHEDULE	
PARKING TYPE	QUANTITY
RESERVED ACCESSIBLE STALL 1800 x 2400mm	1
RESERVED ACCESSIBLE STALL 1800 x 1800mm	1
RESERVED TYPICAL STALL 1800 x 2400mm	2
RESERVED TYPICAL STALL 1800 x 1800mm	1
PROVIDED TOTAL	5

BIKE PARKING SCHEDULE - CLASS 2	
PARKING TYPE	QUANTITY
BIKE RACK	1
PROVIDED TOTAL	1

RESIDENTIAL PARKING SCHEDULE	
PARKING TYPE	QUANTITY
RESERVED SMALL STALL BY WALL 1800 x 2000mm	10
RESERVED TYPICAL STALL BY WALL 1800 x 2000mm	10
RESERVED TYPICAL STALL BY WALL 1800 x 2000mm	10
RESERVED TYPICAL STALL BY WALL 1800 x 2000mm	10
PROVIDED TOTAL	40

BIKE PARKING SCHEDULE - CLASS 1	
PARKING TYPE	QUANTITY
BIKE RACK	10
PROVIDED TOTAL	10

2 PRELIMINARY CONCEPT DESIGN FOR 8220 NO. 3 RD

CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AND STATE AUTHORITIES PRIOR TO THE COMMENCEMENT OF THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AND STATE AUTHORITIES PRIOR TO THE COMMENCEMENT OF THE PROJECT.

KEY PLAN

NO.	DATE	REVISION
1	2023.01.19	ISSUED FOR PERMITTING
2	2023.03.05	IN PROGRESS
3	2023.11.22	IN PROGRESS
4	2024.01.07	ISSUED FOR PERMITTING R2
5	2024.07.26	ISSUED FOR PERMITTING R3
7	2024.10.01	ISSUED FOR PERMITTING R4

B+H
B+H Architects
10000 104th Avenue, Suite 100
Richmond, BC V6V 1K9
Tel: 604.273.1111
Fax: 604.273.1112
www.bharchitects.com

PROJECT: 1306125 BC Ltd.
NO. 3 ROAD TOWNHOUSES
LEVEL 2 AND LEVEL 3

DESIGNER: Vector Engineering Services Ltd.
10000 104th Avenue, Suite 100
Richmond, BC V6V 1K9
Tel: 604.273.1111
Fax: 604.273.1112
www.vector-engineering.com

ENGINEER: Burt & Associates Engineering Ltd.
10000 104th Avenue, Suite 100
Richmond, BC V6V 1K9
Tel: 604.273.1111
Fax: 604.273.1112
www.burtandassociates.com

PROJECT: Project Chuck Yee Consultants Ltd.
10000 104th Avenue, Suite 100
Richmond, BC V6V 1K9
Tel: 604.273.1111
Fax: 604.273.1112
www.projectchuck.com

CLIENT: 1306125 BC Ltd.
10000 104th Avenue, Suite 100
Richmond, BC V6V 1K9
Tel: 604.273.1111
Fax: 604.273.1112
www.1306125bc.com

DATE: 2024.10.01

PROJECT: 1306125 BC Ltd.
NO. 3 ROAD TOWNHOUSES
LEVEL 2 AND LEVEL 3

DESIGNER: Vector Engineering Services Ltd.
10000 104th Avenue, Suite 100
Richmond, BC V6V 1K9
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DATE: 2024.10.01

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DATE: 2024.10.01

PROJECT: 1306125 BC Ltd.
NO. 3 ROAD TOWNHOUSES
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DATE: 2024.10.01

PROJECT: 1306125 BC Ltd.
NO. 3 ROAD TOWNHOUSES
LEVEL 2 AND LEVEL 3

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Fax: 604.273.1112
www.1306125bc.com

DATE: 2024.10.01

PROJECT: 1306125 BC Ltd.
NO. 3 ROAD TOWNHOUSES
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www.burtandassociates.com

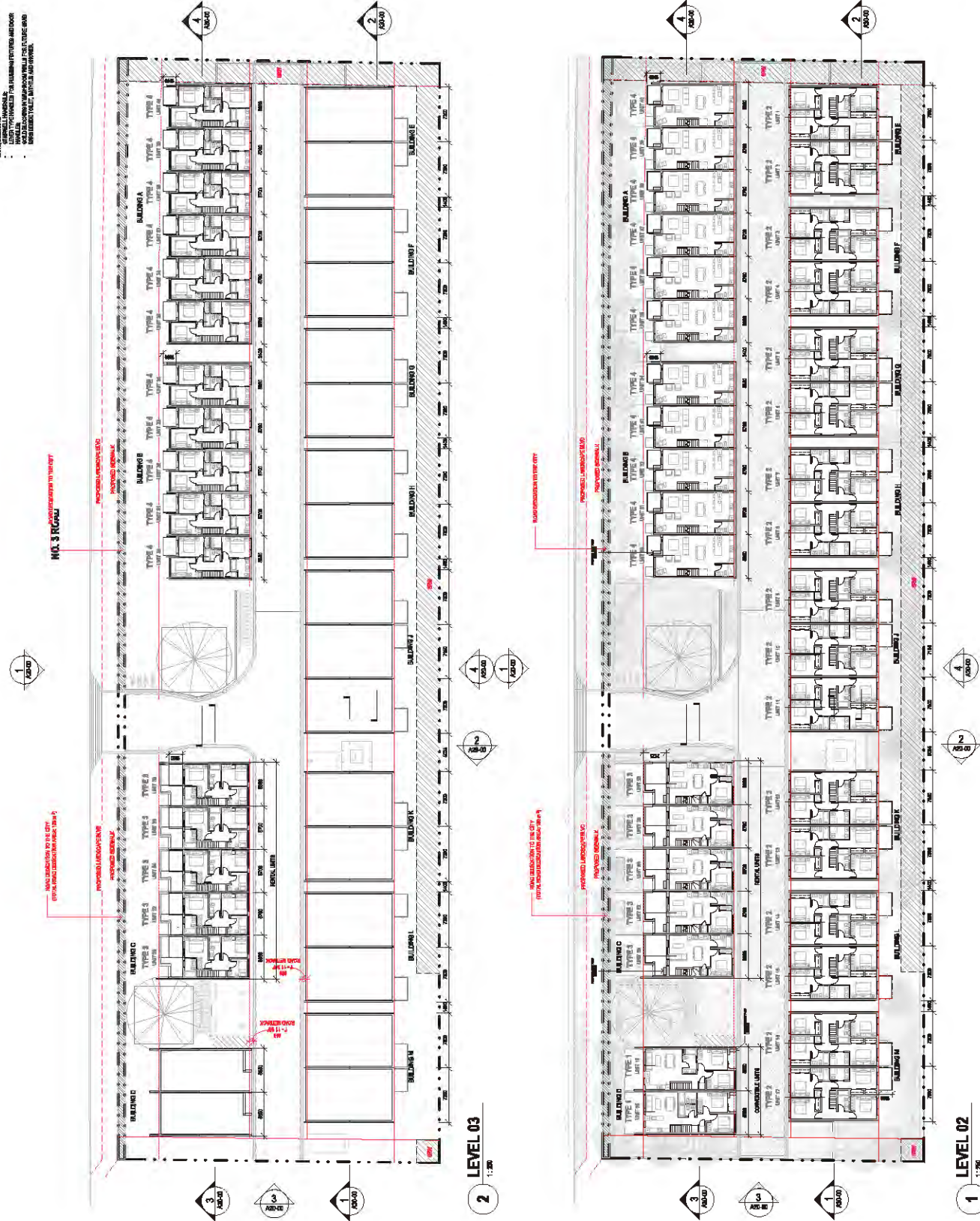
PROJECT: Project Chuck Yee Consultants Ltd.
10000 104th Avenue, Suite 100
Richmond, BC V6V 1K9
Tel: 604.273.1111
Fax: 604.273.1112
www.projectchuck.com

CLIENT: 1306125 BC Ltd.
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Richmond, BC V6V 1K9
Tel: 604.273.1111
Fax: 604.273.1112
www.1306125bc.com

DATE: 2024.10.01

PROJECT: 1306125 BC Ltd.
NO. 3 ROAD TOWNHOUSES
LEVEL 2 AND LEVEL 3

DESIGNER: Vector Engineering Services Ltd.
10000 104th Avenue, Suite 100
Richmond, BC V6V 1K9
Tel: 604.273.1111
Fax: 604.273.1112
www.vector-engineering.com



REVISION		
NO.	DATE	DESCRIPTION
1	2004.07.28	ISSUED FOR REZONING RS
2	2004.10.01	ISSUED FOR REZONING RA

B+H
B+H Architects
400-17th Street NW, Suite 100
Vancouver, BC, Canada, V6J 0C4
7604.485.5615 F.604.485.0844

[illegible]

1006125 BC Ltd.

Client Address
PROJECT :

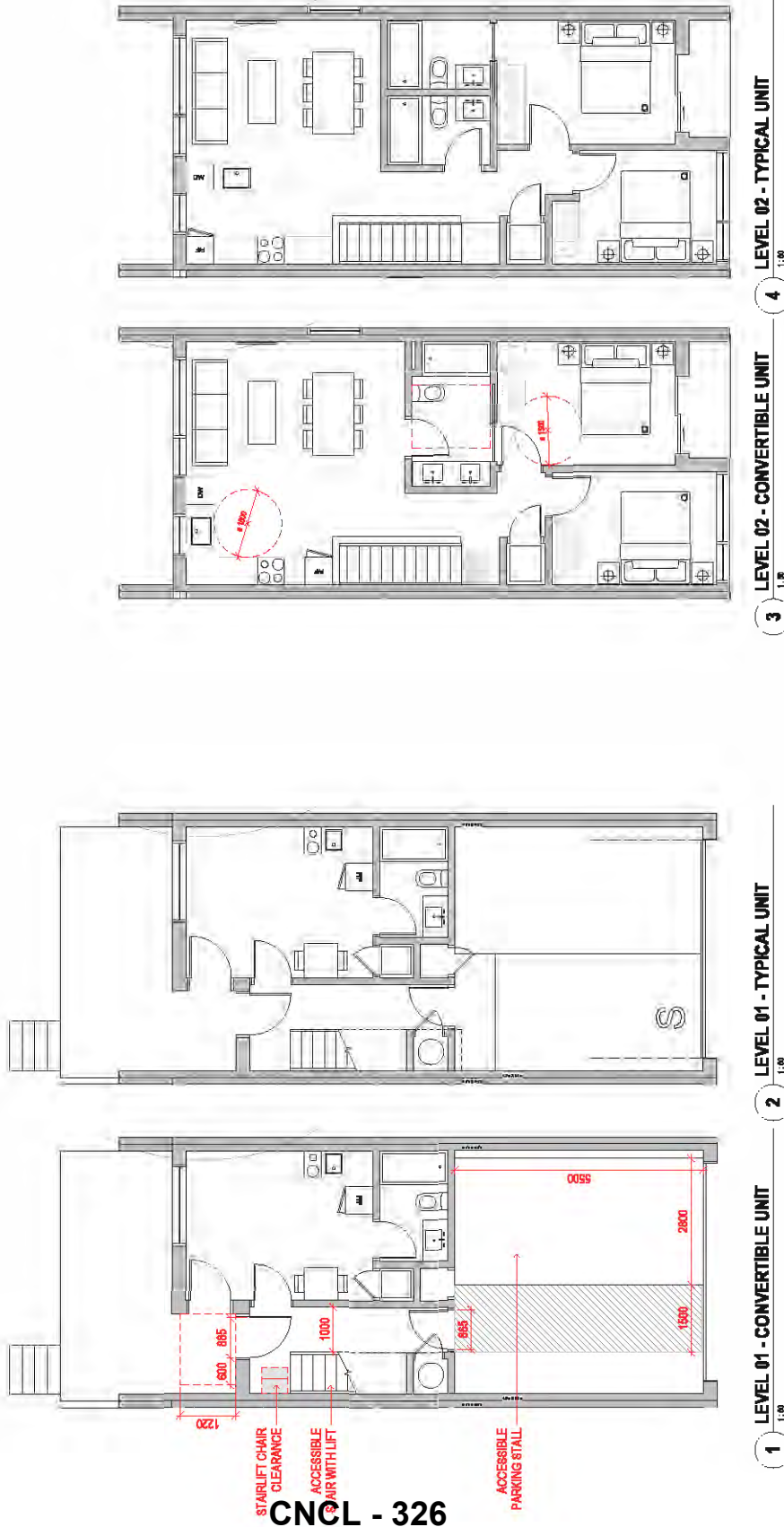
NO. 3 ROAD TOWNHOUSES

6050 - 1211 NO. 3 ROAD,
RICHMOND, B.C.

CONVERTIBLE UNIT PLAN

PRECEDENCE NUMBER:	2214042	EXPANDED SCALE:	1:50	DESIGNED BY:	W.S.	DATE:	25.09.2024
				DRAWN BY:	Y.M.		

FILE NO: **A10-07**
PAGE: **2**



CNCL - 326

CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE WORK AND REPORT ANY DISCREPANCY TO THE CONSULTANT FOR CONSTRUCTION UNTIL AUTHORIZED IN WRITING BY CONSULTANT.

KEY PLAN	
NO.	REVISION
1	DATE: 2024.08.12 DESCRIPTION: ISSUED FOR PERMITTING
2	2024.08.06 IN PROGRESS
3	2024.02.07 ISSUED FOR PERMITTING R2
4	2024.02.07 ISSUED FOR PERMITTING R3
5	2024.11.01 ISSUED FOR PERMITTING R4

B+H Architects

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- Vector Engineering Services Ltd.
1000 West 4th Avenue
Vancouver, BC V6L 2K6
Tel: 604.681.1111
- Burnt & Associates Engineering Ltd.
3000 West 4th Avenue
Vancouver, BC V6L 2K6
Tel: 604.681.1111
- Proton Creek Tree Consultants Ltd.
7700 Keele Street
Vancouver, BC V6L 2K6
Tel: 604.681.1111
- Target Land Surveying (NW) Ltd.
1000 West 4th Avenue
Vancouver, BC V6L 2K6
Tel: 604.681.1111
- Environmental Engineering
3000 West 4th Avenue
Vancouver, BC V6L 2K6
Tel: 604.681.1111

1306125 BC Ltd.

NO. 3 ROAD TOWNHOUSES

8000 - 8000 NO. 3 ROAD,
RICHMOND, B.C.

2214042

1:250

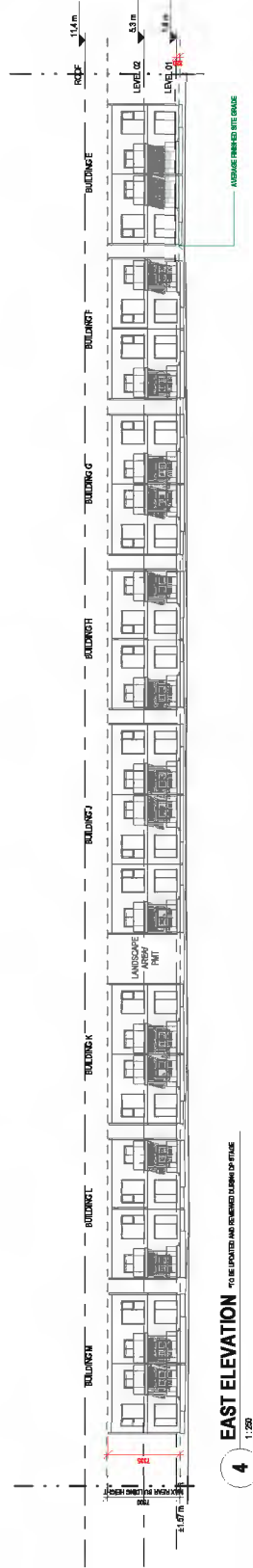
25.09.2024

A20-00

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CNCL - 327





RZ 22-021743

Attachment 3

Address: 8080, 8100, 8120, 8140, 8160, 8180 and 8200 No. 3 Road

Applicant: David Lin

Planning Area(s): Broadmoor Area Plan

	Existing	Proposed
Owner	1306125 BC Ltd	No change
Site Size	6,222.1 m ²	6,087.0 m ²
Land Uses	Single Family Residential	Multiple-family residential
OCP Designation	Neighbourhood Residential	No change
Zoning	Small-Scale Multi-Unit Housing (RSM/L)	Town Housing (ZT106) – No. 3 Road (Broadmoor)
Number of Units	7	30 Market Units + 10 Rental Units

	OCP Requirement	Proposed
Indoor Amenity Space	Min. 70.0 m ² / Cash-in-lieu	Cash-in-lieu
Outdoor Amenity Space	Min. 6.0 m ² /unit Total: 240.0 m ²	294.0 m ²

On Future Lot		Bylaw Requirement	Proposed	Variance
Floor Area Ratio	Town Housing Units	Max. 0.60	0.60	None permitted
	Market Rental Units	Max. 0.10	0.10	
	Amenity Space*	Max. 0.10	0.00	
Buildable Floor Area**		Max. 4,260.9 m ²	4,260.0 m ²	None permitted
Lot Coverage – Building		Max. 40.0 %	40 %	None
Lot Coverage – Buildings, Structures and Non-porous Surfaces		Max. 65.0 %	65 %	None
Lot Coverage – Live Landscaping		Max. 20.0 %	24.65 %	None
Setback – Front Yard (No. 3 Road)		Min. 4.5 m	4.5 m	None
Setback – North Side Yard		Min. 3.0 m	3.0 m	None
Setback – South Side Yard		Min. 3.0 m	3.0 m	None

On Future Lot	Bylaw Requirement		Proposed		Variance
Setback – Rear Yard	Min. 3.0 m		6.0 m		None
Building Height	3 storeys at Max. 12.0 m		Street-fronting (A - C): 10.5 m Rear (E - H, J-M) & D: 7.4 m		None
Parking	With TDMs		With TDMs		None
	Resident	Min. 70	Resident	70	
	Visitor	Min. 6	Visitor	6	
Parking Spaces - Total	Min. 76		76		None
Parking Spaces – Accessible	Min. 2.0 % (2 spaces)		2		None
Small Car Parking Spaces	Max. of 50% (38 spaces)		37		None
Bicycle Parking	With TDMs		With TDMs		None
	Class 1	Min. 63	Class 1	Min. 63	
	Class 2	Min. 8	Class 2	Min. 8	

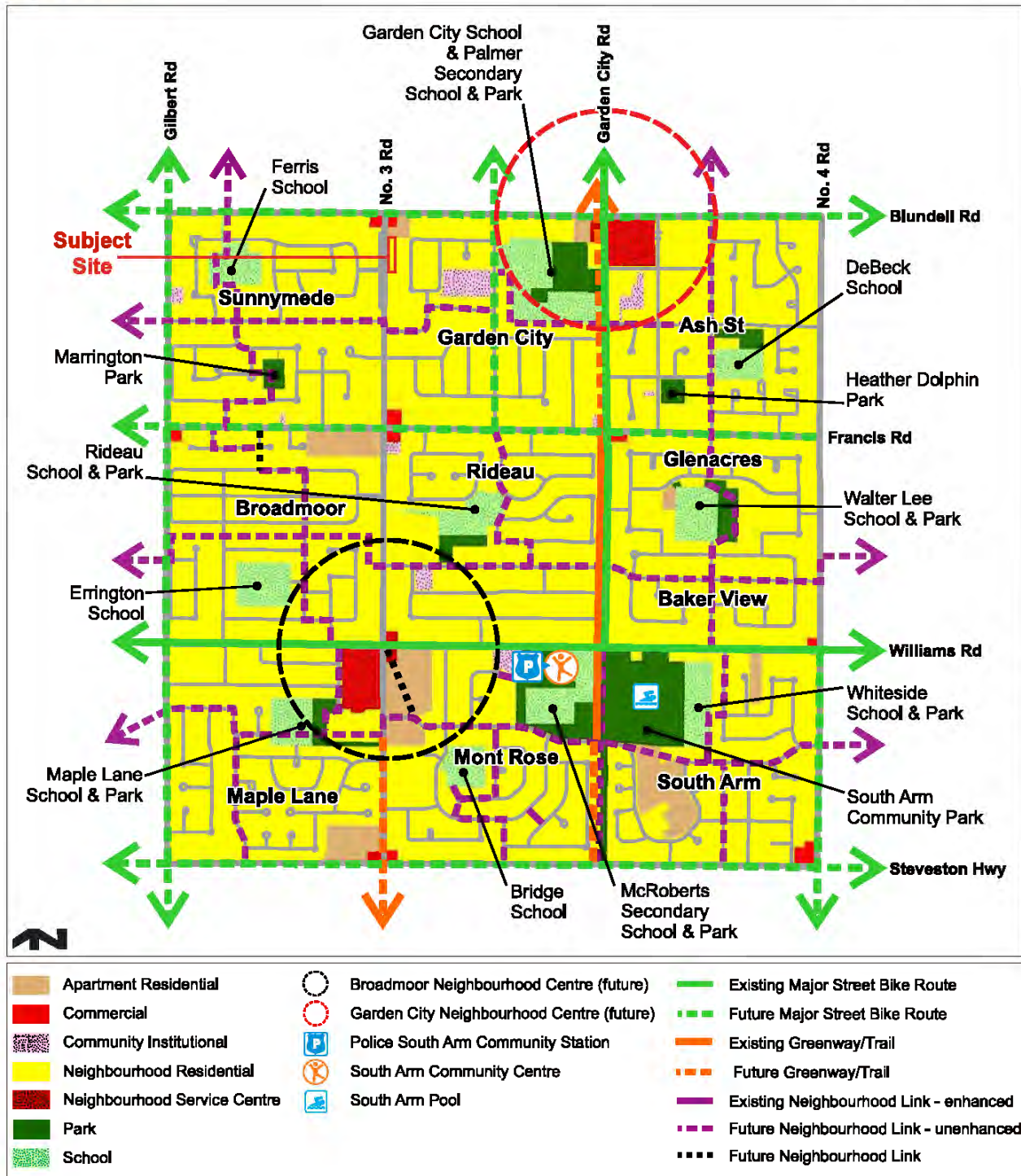
* To be reviewed further at the Development Permit stage.

** Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.



6. Broadmoor

Attachment 4



SCALED TO FIT
2.5 0 5 10
ALL DISTANCES ARE IN METRES

TREE INVENTORY

#	Type	Action	DBH	MPZ
192	Cherry	Remove	25/25cm	2.0m
193	Pear	Remove	23cm	1.4m
194	Plum	Remove	18/12cm	1.8m
195	Fig	Remove	15/15/15cm	2.0m
196	Plum	Remove	21cm	1.3m
197	Mountain ash	Remove	15/15/15cm	2.0m
198	Cypress	Remove	28/25/25cm	3.0m
199	Weeping birch	Remove	25cm	1.5m
200	Fig	Remove	30cm	1.8m
201	Fig	Remove	30cm	1.8m
202	Cherry	Remove	35cm	2.1m
203	Plum	Remove	10/9/8cm	1.6m
204	European Laurel	Remove	29/18cm	2.4m
205	Western Redcedar	Remove	87cm	5.2m
206	Western Redcedar	Retain	71cm	4.3m
207	Western Redcedar	Remove	25/25/25cm	3.7m
208	Western Redcedar	Remove	27/25/25cm	3.7m
209	Western Redcedar	Remove	27/25/25cm	3.7m
210	Hawthorn	Remove	35/33cm	3.2m
211	Norway maple	Remove	27cm	1.6m
212	Holly	Remove	20cm	1.2m
213	Plum	Remove	20/18/10cm	2.0m
214	Birch	Remove	12/10cm	1.3m
215	Plum	Remove	25/20/20cm	2.2m
216	Plum	Remove	25cm	1.5m
217	Bay laurel	Remove	8/7/5cm	1.2m
218	Plum	Remove	20/20/15cm	2.0m
219	Cypress	Remove	53cm	3.2m
220	Cypress	Remove	49cm	2.9m
221	Cypress	Retain	65cm	3.9m
222	English Oak	Remove	65cm	3.9m
223	Holly	Remove	18/16cm	2.0m
224	Plum	Remove	20/18/18cm	2.4m
225	Holly	Remove	16/16/8cm	2.0m
226	English Oak	Remove	45cm	2.7m
227	English Oak	Remove	60cm	3.6m
	East Cedar hedge	Remove	20-30cm	1.8m
	North Cedar hedge	Remove	20-25cm	1.2m
231	Mountain ash	Retain	14/13/8cm	1.6m

DBH-diameter, MPZ- protection zone

TREE PROTECTION FENCING

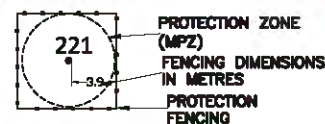
Minimum Radial Distance from trunk

#	Type	DBH	Metres	Feet
206	Western Redcedar	71cm	4.3m	14.0ft
221	Cypress	65cm	3.9m	12.8ft
231	Mountain ash	14/13/8cm	1.6m	5.2ft

LEGEND

TREE PROPOSED
FOR RETENTION

TREE PROPOSED
FOR REMOVAL



NOTES:
1. SITE LAYOUT INFORMATION AND TREE SURVEY DATA PER SUPPLIED DRAWING

2. REFER TO ATTACHED TREE PROTECTION REPORT FOR INFORMATION CONCERNING TREE SPECIES, STEM DIAMETER, HEIGHT, CANOPY SPREAD AND CONDITION.

3. ALL MEASUREMENTS ARE METRIC

Froggers Creek
Tree Consultants Ltd

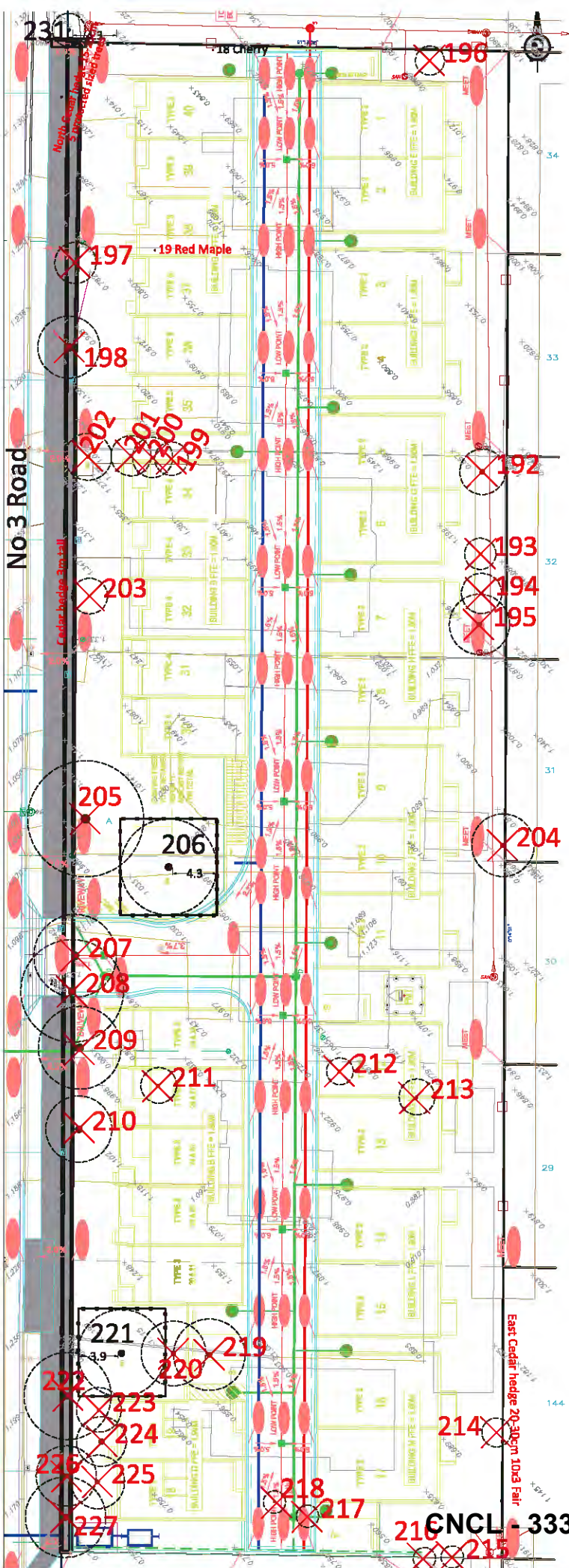
7763 McGregor Avenue Burnaby BC V5J 4H4
Telephone: 604-721-5002 Fax: 604-437-0970

8080-5200 No. 3 Rd, Richmond BC

TREE PROTECTION DRAWING

THE DRAWING PLOTS ALL TREES, PROPOSED FOR RETENTION, REMOVAL, THEIR CANOPIES, PROTECTION ZONES AND PROTECTION FENCING IN RELATION TO PROPOSED LAYOUT

October 2, 2024





Address: 8080, 8100, 8120, 8140, 8160, 8180 and 8200 No. 3 Road

File No.: RZ 22-021743

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10613, the developer is required to complete the following:

1. **(Lot Consolidation)** Consolidation of all the lots into one development parcel (which will require the demolition of the existing dwellings).
2. **(Road Dedication)** A minimum 0.89 m wide road dedication along the entire No. 3 Road frontage. Note: this may require an overlay of the proposed functional plan with the dedication plan to confirm that the required improvements can be accommodated within the dedication area. Additional road may be required as a statutory right-of way (SRW) based on finalization of the design at the Servicing Agreement (SA) stage.
3. **(Arborists Contract)** Submission of a Contract entered into between the Developer 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.
4. **(Tree Survival Security - Onsite)** Submission of a Tree Survival Security to the City in the amount of \$20,480.0 for the two trees (tag# 206 and 221) to be retained.
5. **(Voluntary Tree Contribution - Onsite)** City acceptance of the developer's offer to voluntarily contribute \$21,504.0 (\$768/tree) to the City's Tree Compensation Fund for the planting of replacement trees within the City in lieu of planting the balance (28 trees) of required replacement trees on-site.
6. **(Voluntary Tree Contribution - City)** City acceptance of the developer's offer to voluntarily contribute \$1,536.0 to the City's Tree Compensation Fund for the planting of replacement trees within the City in lieu of replacing a city-owned tree (tag# 198) removed by the developer from the existing or proposed dedicated road.
7. **(Tree Protection Fencing)** Installation of appropriate tree protection fencing around all three trees [two on-site trees (tag# 206 and 221) and one tree (tag#231) located on a neighbouring property] to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
8. **(Flood Indemnity Covenant)** Registration of a flood indemnity covenant on title (2.9 m GSC - Area A).
9. **(Housing Tenure and Age Restrictions)** Registration of a restrictive covenant prohibiting (a) the imposition of any strata bylaw that would prohibit any residential dwelling unit from being rented; and (b) the imposition of any strata bylaw that would place age-based restrictions on occupants of any residential dwelling unit.
10. **(Housing Agreement)** Enter into a Housing Agreement with the City and registration of a restrictive covenant to secure the 10 market rental units, the combined habitable floor area of which shall comprise at least 10% of the subject development's total residential building area. To the satisfaction of the City, the terms shall indicate that they apply in perpetuity and provide for, but will not be limited to, the following requirements:
 - (a) Occupants of the market rental housing units subject to the Housing Agreement shall enjoy full and unlimited access to and use of all on-site indoor and outdoor amenity spaces provided on the lot as per OCP and Development Permit* requirements, at no additional charge (i.e. no monthly rents or other fees shall apply for the casual, shared, or exclusive use of any amenities).
 - (b) The terms of the housing agreement shall indicate that it applies in perpetuity and provides for the following Unit Types and Basic Universal Housing (BUH) standard compliance or as otherwise determined to the satisfaction of the Director of Development through an approved Development Permit*.

Unit Type	Market Rental (number of units) ⁽¹⁾
Studio	5 (50 %)
2-Bedroom +	5 (50 %)
Total	10

⁽¹⁾ Min. 50% of market rental units shall meet City of Richmond Basic Universal Housing (BUH) standards outlined in the zoning bylaw.

11. **(Market Rental Units)** Registration on title of a restrictive covenant and/or alternative legal agreement prohibiting the subdivision of individual market rental units by way of stratification or air space parcel.
12. **(Parking Reduction Strategy)** Registration of a legal agreement on title securing the applicant's offer to voluntarily contribute towards various transportation related improvements and secure parking for various uses in compliance with the zoning bylaw requirements and transportation demand management (TDM) parking reductions, to the satisfaction of the Director of Transportation, including, but not limited to, the following:
 - a) Providing 76 vehicle parking spaces (with six vehicle parking spaces reserved for visitors).
 - b) Provide 63 Class-1 bicycle parking spaces and 8 Class-2 bicycle parking spaces.
 - c) Transit Pass Program: Execution and completion of a transit pass program, including the following method of administration and terms:
 - (i) Provide 120 two-zone monthly transit passes (equivalent to one year supply of two-zone monthly transit passes for the five studio-sized market rental townhouse units at a rate of \$143.50 per pass) for the residents of the five studio-sized market rental townhouse units for a period of two-years until the passes are exhausted. The approximate value is \$17,220.0.
 - (ii) Letter of Credit (\$17,220.0) provided to the City for 100% of the transit pass program value.
 - (iii) Provide a Letter of Commitment from the Owner/Property Manager committing to provide 120 two-zone monthly passes (equivalent to a two-year supply of the two-zone monthly transit passes for the five studio-sized market rental townhouse units) to the residents until the passes are exhausted.
 - (iv) The Owner/Property Manager is to advise the City when all the passes are exhausted and provide documentation on unit types provided with passes.
 - (v) If the transit pass program is not fully subscribed within one years, the program is to be extended until the equivalence of the cost of the full one-year transit pass program has been exhausted. Should not all transit passes be utilized by the end of the second year, the remaining funds equivalent to the value of the unsubscribed transit passes are to be transferred to the City of Richmond for alternate transportation initiatives at the City's discretion.
 - (vi) The availability and method of accessing the two-zone transit passes are to be clearly explained in the tenancy agreements and any rental materials.
 - d) Enhanced Bicycle Facilities: The applicant shall, at its sole cost, design, install, and maintain on the lot, to the satisfaction of the City as determined via the Development Permit*:
 - (i) Bicycle maintenance and repair station: one station for the shared use of all the residents, including bicycle repair stand (with repair tools); bicycle pump, wrenches/spoke wrenches, a chain tool, lubricants, tire levers, hex keys/allen wrenches, torx keys, and screwdrivers and drain for bicycle washing. A note is required on the Development Permit* and Building Permit*. Appropriate signage is required.
 - (ii) "No development" shall be permitted, restricting Development Permit* issuance for any building on the lot, until the applicant provides for the required enhanced bicycle facilities.
 - (iii) No Building Permit* shall be issued for a building on the lot, in whole or in part, until the applicant provides for the required enhanced bicycle facilities and a letter of confirmation is submitted by the architect assuring that the facilities satisfy all applicable City's requirements.
 - (iv) "No occupancy" shall be permitted, restricting final Building Permit inspection granting occupancy for any building on the lot, in whole or in part, until the required enhanced bicycle facilities are completed and have received final Building Permit inspection granting occupancy.
13. **(Contribution – Affordable Housing)** City acceptance of the developer's offer to voluntarily contribute \$12.00 per buildable square foot (e.g. \$471,743.42) to the City's affordable housing fund.
14. **(Contribution – Indoor Amenity Space)** Contribution of \$128,090.00 in-lieu of on-site indoor amenity space.
15. **(Public Art – Cash Contribution)** City acceptance of the developer's offer to make a voluntary cash contribution towards the City's Public Art Fund, the terms of which shall include the following:
 - a) The value of the developer's voluntary public art contribution shall be based on the Council-approved rates for residential and non-residential uses and the maximum buildable floor area permitted under the subject site's proposed zoning, excluding floor area associated with affordable housing and market rental, as indicated in the table below.

Building Type	Rate/ft ²	Maximum Permitted Floor Area (after exemptions)	Minimum Voluntary Cash Contribution
Residential	\$1.02	39,311.95 ft ²	\$40,098.19

- b) In the event that the contribution is not provided within one year of the application receiving third reading of Council (i.e. Public Hearing), the contribution rate (as indicated in the table in item a) above) shall be increased annually thereafter based on the Statistics Canada Consumer Price Index (All Items) – Vancouver yearly quarter-to-quarter change, where the change is positive.

16. **(Access to Future Development Site)** Registration of a cross-access easement, statutory right-of-way, and/or other legal agreements or measures, as determined to the satisfaction of the Director of Development, over the internal drive-aisle in favour of 8220 No. 3 Road including the installation of way-finding and other appropriate signage on the subject property, and requiring a covenant that the owner provide written notification of this through the disclosure statement to all initial purchasers, provide an acknowledgement of the same in all purchase and sale agreements, and erect signage in the initial sales centre advising purchasers of the potential for these impacts.
17. **(SRW – City Utilities)** Discharge of the existing city utilities statutory right-of-way agreement [H127464 - Plan 42921] from Title and the registration of a new statutory right-of-way agreement on Title for city utilities.
18. **(Development Permit)** The submission and processing of a Development Permit* completed to a level deemed acceptable by the Director of Development.
19. **(Fees - Notices)** Payment of all fees in full for the cost associated with the Public Hearing Notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.
20. **(Servicing Agreement)** Enter into a Servicing Agreement* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to,

I. Water Works

- (a) Using the OCP Model, there is 993 L/s of water available at a 20 psi residual at the No. 3 Road frontage. Based on your proposed development, your site requires a minimum fire flow of 220 L/s.
- (b) At Developer's costs, the Developer is required to:
- Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
 - Provide a fire hydrant at the frontage at the east side of No. 3 Road to meet the City's hydrant spacing requirements for multi-family land use. Consultation with the City's Fire department is required to confirm location/positioning of required fire hydrant.
 - Provide a right-of-way for the water meter. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2o-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized via the Servicing Agreement process.
- (c) At Developer's cost, the City is to:
- Cut, cap at main and remove the existing water service meters and connections to the development site.
 - Install a new water service connection off the existing watermain at No. 3 Road frontage, complete with meter and meter chamber. Meter to be located onsite in a right of way. The details of the water service connection shall be finalized via the Servicing Agreement review.

II. Storm Sewer Works

- (a) At the Developer's costs, the Developer is required to:
- Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the Servicing Agreement design.
 - Minimize impact of the required gravity storm service connection to the existing 400 mm diameter AC watermain that conflicts with the required storm connection to service the proposed site. To minimize the impact, the City requires the Developer to install the required storm service connections at the same alignment as the existing service connections via trenchless methods. The City will allow two drainage

service connections for this project to avoid undermining the existing 400 mm diameter AC watermain and also to avoid new holes to the existing box culvert. The Developer is required to video inspect the existing connections and confirm its diameter and inverts for their civil consultant's use in designing the onsite drainage system and the offsite drainage connections. The Developer's consultant shall investigate and propose the appropriate trenchless method and provide details via the Servicing Agreement review.

- (iii) Provide a right-of-way for the proposed inspection chamber. Exact right of way dimensions to be finalized in the Servicing Agreement review process.
- (b) At Developer's cost, the City is to:
 - (i) Cut, cap, and remove the existing storm service connections that are not going to be re-used.

III. Sanitary Sewer Works

- (a) At the Developer's costs, the Developer is required to:
 - (i) Not start on-site excavation or building construction prior to completion of rear-yard sanitary works by City crews.
 - (ii) Not encroach into the City's sanitary sewer right-of-way with proposed trees, retaining walls, non-removable fences, or other non-removable structures.
 - (iii) Upgrade the existing 150 mm diameter sanitary line along the north property line of 8080 No. 3 Road to 200 mm diameter as per the City's Engineering specifications.
 - (iv) Upgrade the existing 150 mm diameter sanitary sewer along the east property line of the proposed site to 200 mm diameter as per City Engineering specifications. The following servicing strategies are acceptable to the City.
 - (1) Connect the proposed development to the existing 150 mm diameter sanitary lines along the east property line of the proposed site. The City requires the existing 150 mm sanitary pipes along the east property lines of 8080, 8100, 8120, 8140, 8160 and 8180 No. 3 Road to be upgraded to 200 mm diameter if the proposed site will connect to this system. Additionally, capacity analyses will be required to confirm whether the downstream 150 mm diameter sanitary main along the south property line of 8040 Blundell Road are adequate. Additional downstream upgrades may be required along Luton Rd subject to the capacity analyses results in the servicing agreement. The Developer shall provide written notifications and obtain written consent from the affected downstream owners for the proposed works in private rear yards (if downstream upgrade is required) prior to entering into the preliminary Servicing Agreement.
 - (2) Connect the proposed development to the existing sanitary system located at the southeast corner of 8200 No. 3 Road. This servicing strategy will require replacement of the existing sanitary lateral system along the common property line of 8220 No. 3 Road and 8251 Luton Road to a 200 mm sanitary gravity main and the upgrade of the existing 150 mm diameter sanitary sewer in the walkway along the south property line of 8251 Luton Road to a 200 mm diameter sanitary sewer, approximately 50 m long, from manhole SMH2398 to manhole SMH2396. The Developer shall provide written notifications and obtain written consent from the owners of 8220 No. 3 Road and 8251 Luton Road for the proposed works in private property prior to entering into the preliminary Servicing Agreement.
 - (v) The Developer is required to confirm the sanitary servicing strategy they prefer and obtain written consent from the adjacent property owners for any required sanitary works that may impact access to their site, landscaping features, fences and other private improvements. Each property must be sent a letter via registered mail that includes the scope of work, the potentially effected items (i.e. landscaping, driveways, fences, private trees, etc.), and the proposed impact mitigation strategy. Prior to sending the letters to the property owners, each letter must be submitted to the City for review and approval. Once the letters are received by the property owners and they have been given sufficient time for review (at least one week), the Developer is required to obtain signed consent from each property owner and submit to the City prior to entering into a preliminary servicing agreement with the City. Confirmation of the preferred strategy is required early in the process because the sanitary servicing works need to be included in the SA security bond.
 - (vi) Retaining walls and tie backs to facilitate site raising at the existing rights of ways that contains the existing sanitary lines in the rear yards are not permitted because these will obstruct maintenance access to the sanitary lines. An encroachment agreement may be required to facilitate removal of any obstruction

to City's access to the rear yard sanitary system (at the developer's or future Strata's cost) if the development chooses to connect to the City's rear yard sanitary.

- (vii) Discharge the existing right of way at the southeast corner of 8200 No. 3 Road, if required via the servicing agreement design review process.
- (b) At Developer's cost, the City is to:
 - (i) Cut and cap all existing service connections to the development site and remove inspection chambers.
 - (ii) Complete all tie-ins for the proposed works to existing City infrastructure including re-connections of existing services to the new mains.

IV. Frontage Improvements (General)

- (a) The Developer is required to:
 - (i) Coordinate with BC Hydro, Telus and other private communication service providers:
 - (1) Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - (2) To underground overhead service lines.
 - (3) To locate/relocate all above ground utility cabinets and kiosks required to service the proposed development, and all above ground utility cabinets and kiosks located along the development's frontages, within the development's site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development design review process. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of statutory rights-of-way that shall be shown on the architectural plans/functional plan, the Servicing Agreement drawings, and registered prior to Servicing Agreement design approval:
 - BC Hydro PMT – 4.0 x 5.0 m
 - BC Hydro LPT – 3.5 x 3.5 m
 - Street light kiosk – 1.5 x 1.5 m
 - Traffic signal kiosk – 2.0 x 1.5 m
 - Traffic signal UPS – 1.0 x 1.0 m
 - Shaw cable kiosk – 1.0 x 1.0 m
 - Telus FDH cabinet – 1.1 x 1.0 m
 - (ii) Review street lighting levels along the No. 3 Road frontage and upgrade as required.

V. Frontage Improvements (No. 3 Road)

Frontage improvements to be completed to the discretion and satisfaction of the Director of Transportation. No. 3 Road frontage improvements generally to be completed as identified below:

- (a) From east to west, at the western frontage, the Developer will be responsible for:
 - (i) A 3.0 m wide concrete sidewalk along the frontage that ties into the existing sidewalk to the north and south of the proposed development site.
 - (ii) A minimum 1.5 m wide landscaped boulevard with street trees extending to the existing east curb along No. 3 Road.
 - (iii) 0.15 m wide concrete curb and gutter.
 - (iv) Relocation, modification, upgrade, or installation of City-owned and third-party assets along the western frontage of the development site, including but not limited to bus stops, utility and light poles, pre-ducting, fire hydrants, railings and signage, to accommodate the frontage works outlined above.
- (b) The Developer will upgrade the existing 403 bus stop on the western frontage to a universally accessible 3.0 m by 9.0 m bus pad with pre-ducting to allow for future bus shelter construction. The Developer will consult and receive permission from Coast Mountain Bus Company ("CMBC") prior to commencing work.
- (c) Should the development footprint extend to include the south property, currently 8220 No. 3 Road, upgrades to the pedestrian footpath along the south frontage may be required by the Developer.

Note:

- A 0.89 m road dedication along the entire No. 3 frontage is to be provided to support the required frontage improvements. The exact dimensions of the above frontage improvements are to be determined as part of the road functional design process and legal surveys at SA stage.
- Additional road may be required as a statutory right-of way (SRW) based on finalization of the design at the SA stage.

VI. General Items

- (a) The Developer is required to:
 - (i) Not encroach into City rights-of-ways with proposed trees, retaining walls, non-removable fences, or other non-removable structures.
 - (ii) Provide, prior to start of site preparation works or within the first servicing agreement submission, whichever comes first, a preload plan and geotechnical assessment of preload, dewatering, and soil preparation impacts on the existing utilities (i.e., sanitary lines in the rear yards) fronting the development site and provide mitigation recommendations.
 - (iii) Provide a video inspection report of the existing sanitary sewer along the east property line prior to start of site preparation works or within the first Servicing Agreement submission, whichever comes first. A follow-up video inspection, complete with a civil engineer's signed and sealed recommendation letter, is required after site preparation works are complete (i.e. pre-load removal, completion of dewatering, etc.) to assess the condition of the existing utilities and provide recommendations to retain, replace, or repair. Any utilities damaged by the pre-load, de-watering, or other ground preparation shall be replaced or repaired at the Developer's cost.
 - (iv) Monitor the settlement at the adjacent utilities and structures during pre-loading, dewatering, and soil preparation works per a geotechnical engineer's recommendations, and report the settlement amounts to the City for approval.
 - (v) 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, shoring, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

Prior to a Development Permit* being forwarded to the Development Permit Panel for consideration, the developer is required to:

1. **(Landscape Plan and Security)** 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 and 10% contingency. If the required replacement trees cannot be accommodated on-site, a cash-in-lieu contribution in the amount of \$768/tree to the City's Tree Compensation Fund for off-site planting is required.
2. **(Acoustical and Thermal Report)** Complete an acoustical and thermal a report and recommendations prepared by an appropriate registered professional, which demonstrates that the interior noise levels and noise mitigation standards comply with the City's Official Community Plan and Noise Bylaw requirements. The standard required for air conditioning systems and their alternatives (e.g. ground source heat pumps, heat exchangers and acoustic ducting) is the ASHRAE 55-2004 "Thermal Environmental Conditions for Human Occupancy" standard and subsequent updates as they may occur. Maximum interior noise levels (decibels) within the dwelling units must achieve CMHC standards follows:

Portions of Dwelling Units	Noise Levels (decibels)
Bedrooms	35 decibels
Living, dining, recreation rooms	40 decibels
Kitchen, bathrooms, hallways, and utility rooms	45 decibels

3. **(Energy Efficiency Report)** Complete a proposed townhouse energy efficiency report and recommendations prepared by a Certified Energy Advisor which demonstrates how the proposed construction will meet or exceed the required BC Energy Step Code and/or Zero Carbon Code, in compliance with the City's Official Community Plan and Building Regulation Bylaw No. 7230.

Prior to Building Permit Issuance, the developer must complete the following requirements:

1. **(Construction Parking and Traffic Management Plan)** 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. **(Accessibility Measures)** Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
3. **(Construction Hoarding)** Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- If the development will be constructed in phases and stratified, a [Phased Strata Subdivision Application](#) is required. Each phase of a phased strata plan should be treated as a separate parcel, each phase to comply with the Richmond Zoning Bylaw 8500 in terms of minimum lot area, building setback and parking requirements. Please arrange to have the City's Approving Officer review the proposed phased boundaries in the early DP stages. To allow sufficient time for staff review and preparation of legal agreements, the application should be submitted at least 12 months prior to the expected occupancy of development.
- If the development intends to create one or more air space parcels, an [Air Space Parcel Subdivision Application](#) is required. To allow sufficient time for staff review and preparation of legal agreements, the application should be submitted at least 12 months prior to the expected occupancy of development.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 10613 (RZ 22-021743)
8080, 8100, 8120, 8140, 8160, 8180 and 8200 No. 3 Road**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended by inserting into Section 17 Site Specific Residential (Town Housing) Zones in numerical order:

“17.106 Town Housing (ZT106) – No. 3 Road (Broadmoor)

17.106.1 Purpose

The **zone** provides for **town housing**, along with other compatible **uses**.

17.106.2 Permitted Uses

- **child care**
- **housing, town**

17.106.3 Secondary Uses

- **boarding and lodging**
- **home business**
- **community care facility, minor**

17.106.4 Permitted Density

1. The maximum **floor area ratio** (FAR) is 0.80, of which:
 - a) 0.10 **floor area ratio** must be used exclusively for **market rental units**; and
 - b) all **floor area ratio** between 0.70 and 0.80 must be used exclusively to accommodate **amenity space**.

17.106.5 Residential Rental Tenure

1. A minimum of 10 **dwelling units** shall be used only for **residential rental tenure**.

17.106.6 Permitted Lot Coverage

1. The maximum **lot coverage** is 40% for **buildings**.
2. No more than 65% of the **lot** may be occupied by **buildings, structures and non-porous surfaces**.
3. 20% of the **lot area** is restricted to **landscaping** with live plant material.

17.106.7 Yards & Setbacks

1. The minimum **setback** from a public **road** is 4.5 m.
2. The minimum **side yard** and **rear yard** is 3.0 m.
3. **Porches, balconies, bay windows**, entry stairs and **cantilevered roofs** forming parts of the **principal building** may project into the any **yard** or **setbacks** for a distance of not more than 1.2 m.

17.106.8 Permitted Heights

1. The maximum **height** for **buildings** is 12.0 m but containing no more than 3 **storeys**.
2. The maximum **height** for **accessory buildings** is 5.0 m.
3. The maximum **height** for **accessory structures** is 9.0 m.

17.106.9 Subdivision Provisions/Minimum Lot Size

1. There are no minimum **lot width** or **lot depth** requirements.
2. The minimum **lot area** is 6,000 m².

17.106.10 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0.

17.106.11 On-Site Parking and Loading

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0, except that subject to the provision of Transportation Demand Management measures to the satisfaction of the Director of Transportation, the minimum requirements are to be as follows:
 - a) Basic requirement of 70 **vehicle parking spaces**;
 - b) Visitor parking requirement of 6 **vehicle parking spaces**; and
 - c) 63 **Class 1** bicycle parking spaces and 8 **Class 2** bicycle parking spaces

17.106.12 Other Regulations

1. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and the Specific Use Regulations in Section 5.0 apply."
2. 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 as "**TOWN HOUSING (ZT106) – NO. 3 ROAD (BROADMOOR)**".

P.I.D. 004-175-930

Lot 83 Section 21 Block 4 North Range 6 West New Westminster District Plan 21078

P.I.D. 010-249-133

Lot 84 Section 21 Block 4 North Range 6 West New Westminster District Plan 21078

P.I.D. 004-694-538

North Half Lot 12 Except: Part Subdivided By Plan 20753; Section 21 Block 4 North Range 6 West New Westminster District Plan 3238

P.I.D. 010-900-578

South Half Lot 12 Except: Part Subdivided By Plan 20753; Section 21 Block 4 North Range 6 West New Westminster District Plan 3238

P.I.D. 003-580-067

North Half Lot 13 Except: Part Subdivided By Plan 20753; Section 21 Block 4 North Range 6 West New Westminster District Plan 3238

P.I.D. 001-959-107

South Half Lot 13 Except: Part Subdivided By Plan 20753; Section 21 Block 4 North Range 6 West New Westminster District Plan 3238

P.I.D. 001-959-093

Lot 143 Section 21 Block 4 North Range 6 West New Westminster District Plan 28603

3. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10613”**.

FIRST, SECOND AND THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

MAYOR

CORPORATE OFFICER





City of Richmond

Report to Committee

To:	Planning Committee	Date:	October 16, 2024
From:	Peter Russell Director, Housing Office	File:	08-4057-05/2023-Vol 01
Re:	Updating the Low-End Market Rental (LEMR) Program to Support the Delivery of Affordable Housing		

Staff Recommendations

1. That, as described in the report “Updating the Low-End Market Rental (LEMR) Program to Support the Delivery of Affordable Housing” dated October 16, 2024, from the Director, Housing Office, the proposed Low-End Market Rental Maximum Rent and Income Thresholds as outlined in Option 2 be endorsed;
2. That staff bring forward amendments to the City of Richmond Affordable Housing Strategy, 2017 – 2027, to recognize the Low-End Market Rental Maximum Rent and Income Thresholds endorsed by Council;
3. That the Low-End Market Rental Maximum Rent and Income Thresholds be used in housing agreements for any conditionally approved rezoning applications, being those for which a zoning amendment bylaw has been given third reading and an associated housing agreement has yet to be executed as of November 12, 2024, notwithstanding the terms of any executed rezoning considerations letter; and
4. That the Low-End Market Rental Maximum Rent and Income Thresholds be used in any future housing agreement associated with a new or in-stream development application for which conditional approvals have yet to be granted.

Peter Russell
Director, Housing Office
(604-276-4130)

REPORT CONCURRENCE		
ROUTED TO: Community Social Development Development Applications Policy Planning Law	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF DEPUTY CAO _____
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO _____

Staff Report

Origin

This report offers a further response to the referrals listed below and the commitment made in a report titled “Low-End Market Rental (LEMR) Program and LEMR Unit Management” dated March 8, 2024, and presented at the March 19, 2024 Planning Committee meeting, to review LEMR maximum rent rates and income thresholds. The first of the two referrals was passed by Council on July 10, 2023, and the second was passed on December 11, 2023:

- (1) That staff explore options for management of all Low End Market Rental (LEMR) units, past, present and future, and report back with possibilities and recommendations.*
- (2) That the Richmond Poverty Reduction Coalition presentation be referred to staff to further analyse and report back on the LEMR housing program.*

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

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

2.2 Develop and implement innovative and proactive solutions that encourage a range of housing options and prioritize affordability.

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

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

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

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

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

6.4 Support vulnerable populations through collaborative and sustainable programs and services.

In 2007, Council adopted the Richmond Affordable Housing Strategy which recognized the need for local initiatives to incent the delivery of rental housing for low-income households. The Strategy established the LEMR Program with maximum rents set at 10 to 15 per cent below market rents. Housing agreements used to secure LEMR units under the 2007 Strategy used BC Housing’s Household Income Limits (HILs) to define tenant eligibility. Maximum rents were set at 30 per cent of these HILs, divided by twelve (months), upholding affordability for low and moderate-income households.

In 2017, Council amended the framework of its LEMR Program. Maximum rents were set at 10 per cent below 2016 CMHC average market rents for the City of Richmond and income thresholds were set at 10 per cent below BC Housing's 2016 HILs applicable to the Vancouver Planning Area. Save for modest inflationary adjustments based on Consumer Price Index (CPI) rate increases, LEMR income thresholds and rents have remained fixed. The lack of any change in these rates has the potential to hinder LEMR unit development as discussed in this report.

Analysis

The City has been active in supporting developments that will enhance housing supply along the housing continuum. These efforts have benefited from the City's working relationships with senior levels of government and local non-profit organizations (NPOs). The following projects provide non-market and below-market affordable rental housing for which, in most cases, the City has contributed land, investments in capital improvements, and funding from its Affordable Housing Reserve to offset development cost charges, permit fees, and site servicing costs:

- 296 units for independent seniors at 7378/7388 Gollner Ave, owned and operated by Kiwanis Richmond;
- 129 units of below-market rental housing at 8080 Anderson Road ("Storeys"), operated by a consortium of non-profit organizations;
- 80 units of supportive housing on two sites providing housing for people who are at risk of experiencing homelessness, operated by RainCity Housing and Community Builders;
- 80 units of non-market and affordable market rental housing at 5491 No. 2 Road, to be operated by Pathways Clubhouse Society of Richmond;
- 25 units of affordable rental housing for women and women with children at 4731 Steveston Hwy, to be operated by Turning Point Housing Society; and
- 55 shelter beds at 12040 Horseshoe Way, operated by The Salvation Army

The City's direct role in delivering non-market housing is complemented by its efforts to secure below-market rental housing through private sector development. The LEMR program has allowed the City to secure hundreds of affordable homes (Attachment 1). In smaller-scaled developments, cash-in-lieu of built LEMR units is providing funding for future housing initiatives. The number of LEMR units that can be secured through private sector development is contingent on the amount of affordable housing and the depth of affordability sought by the City.

Changes in Legislation for How Affordable Housing is Secured

Effective June 2025, the Province requires that a financial feasibility analysis be undertaken to demonstrate the ability of a developer to supply the proportion of affordable housing at the depth of affordability prescribed or enabled within a municipal zoning bylaw. In line with previous updates to the Affordable Housing Strategy and market rental policy, staff have conducted a financial feasibility analysis to determine whether updates to LEMR rent rates, income thresholds and unit sizes are warranted. This work recognizes that changes in market conditions may be limiting the ability of for-profit homebuilders and NPOs to deliver and maintain LEMR units. Options are provided to adjust the LEMR Program framework to ensure the delivery and operation of LEMR units remains financially sustainable.

Cost of Residential Development and Changing Housing Policy

Since 2017, development costs have increased above CPI increases, being the index used to define the extent of any permitted annual LEMR rent rate increase. Statistics Canada’s Building Construction Price Index has shown an annual average increase of 10.4 per cent over the last three years while CPI increases have averaged 4.6 per cent. Financing and operating costs have also increased challenging the long-term financial viability of the LEMR Program and the ability to bring affordable housing to the community.

There have been policy changes that have allowed the City to secure much-needed rental housing although, when coupled with other cost factors, may be hindering the delivery of LEMR units. These include:

- **Changes to LEMR Unit Threshold Requirements:** Lowering the threshold beyond which a development must include built LEMR units from 80 to 60 units and increasing the LEMR built unit requirement, from 5 per cent to 10 per cent, implemented in 2017;
- **LEMR Ratio Changes:** Increasing the LEMR built unit requirement in the City Centre from 10 to 15 per cent, implemented in 2021.
- **Market Rental Requirements:** Introducing the Market Rental Housing Policy, which requires a 15 per cent set aside for market rental units, implemented in 2022.

Comparing Richmond’s Affordable Housing Program to Related Programs in the Region

Table 1 offers a snapshot of the varying proportions of affordable housing, and the related depths of affordability, sought by several municipalities in the region.

Table 1: Inclusionary Zoning Framework in Other Lower Mainland Municipalities

	City of Richmond	City of Burnaby	City of Vancouver	City of North Vancouver	City of New Westminister	City of Port Coquitlam
Affordability (% below CMHC)	~30%	20% ¹	10%	10%	10%	0%
Built Proportion Requirement	15%	15%	20%	10%	10%	5%

Last set at 10 per cent below the 2016 CMHC average market rents, LEMR maximum rents now fall approximately 30 per cent below the CMHC market average for Richmond.

¹ On October 7, 2024, Burnaby City Council provided that staff are to achieve a minimum 15 per cent inclusionary housing contribution with 10 per cent of the affordable housing secured at 20 per cent below CMHC median market rents and 5 per cent secured at the CMHC median market rent.

Metro Vancouver's Regional Model Policy Framework for Inclusionary Zoning

In February 2024, Metro Vancouver released a study titled “A Regional Model for Inclusionary Zoning: Metro Vancouver Regional District”. The Study was informed by a review of current inclusionary housing policies, consultation with key housing stakeholders, case studies from other jurisdictions, and economic feasibility analyses. The Study recognizes the two components having the greatest impact on project viability as, the amount of affordable housing to be secured and the depth of affordability required. The Metro Vancouver Study recommends that between 10 and 20 per cent of a development be comprised of, or “set aside” as, built affordable housing for which maximum rent rates are set at 10 per cent below CMHC average market rents.

Understanding CMHC Average Market Rents

The data presented by CMHC is captured through its annual Market Rental Survey, which targets purpose-built rental buildings with at least three rental units that have been on the market for at least three months. Rents reported by CMHC are commonly lower than those advertised in the private market as they capture new and long-time tenancies, the latter of which may be tied to lower rents because of rent controls stipulated within the *Residential Tenancies Act*.

Comparing Current LEMR Maximum Rents to CMHC Average Market Rents for Richmond

Between 2017 and 2023, CMHC average market rents for Richmond increased by 44 per cent, whereas LEMR rents, adjusted by CPI only, increased by 19 per cent. The result has been a widening gap between LEMR maximum rents and CMHC average market rents (see Table 2).

Table 2: Comparison of CMHC Market Average Rents to LEMR Maximum Rents

	2024 CMCH Average Market Rent²	LEMR Maximum Rent Rates³	Difference (\$ %)
Studio	\$1,566	\$983	\$583 37%
1 Bdrm	\$1,788	\$1,182	\$606 34%
2 Bdrm	\$2,115	\$1,477	\$683 30%
3 Bdrm +	\$2,449	\$1,795	\$654 27%

Comparing CMHC Average Rents and LEMR Maximum Rents to Market Rents in Richmond

CMHC average market rents reflect what current rental households are paying and not what the market might otherwise command for a rental unit. Table 3 compares market rents to CMHC average market rents and LEMR rents. Market rents are based on 72 rental listings in Richmond advertised on rentals.ca in May 2024. CMHC market averages are between 11 per cent and 38 per cent below asking market rents. Further, LEMR rents are now roughly half of market rents, falling between 44 per cent and 55 per cent below these rents.

² At the time of preparing this report, the 2024 CMHC market averages had not been published. Staff have applied the 2023 CPI rate increase, being 4.3 per cent, to the 2023 CMHC average market rents for Richmond.

³ LEMR rents have been adjusted for CPI increases reflecting those charged for new tenancies in 2024.

Table 3: Comparison of Market Rents, CMHC Average Rents, and LEMR Rents

	2024 Market Rents	2024 CMHC Average Market Rent		2024 LEMR Maximum Rent Rates	
		Rent	% Below Market	Rent	% Below Market
Studio	\$1,750	\$1,566	11%	\$983	44%
1 Bdrm	\$2,423	\$1,788	26%	\$1,182	51%
2 Bdrm	\$3,026	\$2,115	30%	\$1,477	51%
3 Bdrm +	\$3,950	\$2,449	38%	\$1,795	55%

Testing the Financial Viability of the Current LEMR Program Framework

A proforma was created to evaluate the financial feasibility of maintaining the framework of the LEMR Program under a hypothetical City Centre development scenario. The scenario assumed:

- a floor area ratio (FAR) of 3.55 and concrete construction;
- 15 per cent built LEMR contribution, secured with current maximum rents;
- 15 per cent built market rental contribution; and
- a developer's profit of 15 per cent, applied to the strata portion of the project⁴.

The results provided that the development scenario would not be financially viable. When LEMR rents were set to 10 per cent below CMHC market averages, the economics improved such that revenues were sufficient to overcome market land values and development costs.

Maintaining Sustainable Operations

In July 2024, City staff held a roundtable event with 27 LEMR operators, developers and housing advocates to discuss LEMR Program management. Most of the operators present were NPOs, who highlighted that the current LEMR rents are financially unsustainable with some operators noting that they have to rely on external donations to support operations. This issue is pronounced for units tied to housing agreements that do not allow for annual adjustments to any industry benchmark such as HILs or CMHC market averages. Operators are facing the noted revenue limitations coupled with the following cost increases:

- **Maintenance costs:** Landlord and tenant-occupied maintenance expenditures increased 56 per cent between 2017 and 2022 (Statistics Canada);
- **Insurance and strata costs:** The cost of home insurance increased 7.63 per cent in 2023 (Statistics Canada) and with rising maintenance costs is leading to increased strata costs; and
- **Debt servicing:** Bank of Canada interest rates increased by 3.75 per cent between 2017 and 2024.

⁴ This is a standard development proforma assumption and generally necessary to obtain development financing.

Affordability: Continuing to Serve Low and Moderate-Income Households

Statistics Canada defines income groups considering how the gross income of the household compares with the median household income for the jurisdiction. The LEMR Program was designed to help address the housing needs of low and moderate-income households. Table 4 presents the maximum rents and income thresholds per the current LEMR Program, adjusted by CPI, and those generated using the rent rates set at 10 per cent below 2024 CMHC market averages. Income thresholds were defined by multiplying rent by 12 (months) and then dividing the sum by 0.30. If LEMR rents were to return to 10 per cent below CMHC market averages they would continue to serve low and moderate-income households.

Table 4 - Maximum income thresholds and household income group by size of household

	2024 LEMR Program Framework			10% below 2024 CMHC average rent		
	Maximum Rent	Income Threshold ⁵	Income Group	Maximum Rent	Income Threshold	Income Group
Studio	\$983	\$42,019	Low	\$1,409	\$56,360	Low
1 Bdrm	\$1,182	\$46,384	Low	\$1,609	\$64,357	Moderate
2 Bdrm	\$1,477	\$56,753	Low	\$1,904	\$76,147	Moderate
3 Bdrm+	\$1,795	\$70,395	Moderate	\$2,204	\$88,163	Moderate

Evaluating Minimum Unit Sizes

In tandem with evaluating LEMR maximum rent rates, staff explored potential adjustments to minimum LEMR unit sizes. Alternative unit size data was drawn from Altus RealNet, an analytics tool that collects and organizes data about upcoming and marketed projects in Metro Vancouver. Information regarding 21 actively marketed condominium buildings in the City of Richmond was reviewed. All of the projects were mid-to-high-rise developments. Only one of the projects, with two buildings, included studio units. Table 5 below summarizes the minimum unit sizes observed in the data review; minimum LEMR unit sizes are offered for reference.

Table 5: Minimum Market and LEMR Unit Sizes

	Altus RealNet Data	Current LEMR Program	Difference Between Market and LEMR Min Unit Sizes
	Minimum Unit Size	Minimum Unit Size	
Studio	377 ft ²	400 ft ²	-23
1 Bdrm	580 ft ²	535 ft ²	+45
2 Bdrm	799 ft ²	741 ft ²	+58
3 Bdrm	1,054 ft ²	980 ft ²	+74

Further financial assessment found that by providing larger LEMR unit sizes there was a slight increase in the overall financial feasibility of a development. This is partly due to improved

⁵ LEMR income thresholds are set at 10 per cent below BC Housing's 2016 Household Income Limits (HILs) and are adjusted by CPI

building efficiencies, for example, replicating the floor plan capturing LEMR units with that of strata or market rental units located on adjacent floors in the same building.

As the LEMR Program establishes a minimum unit size, developers can build larger units as warranted. Staff note, however, that because the LEMR program is tied to a minimum 15 per cent “set aside” requirement, any increase in the minimum size of a unit has the real potential of reducing the overall number of units in a development.

Options for Adjustments to LEMR Maximum Rent and Income Thresholds

The City uses housing agreements to define tenant eligibility, most commonly based on gross household income, and to set maximum rents, amongst establishing other terms and conditions. Housing agreements are implemented by bylaw and can only be amended by a Council approved bylaw amendment. Any changes to the LEMR Program by default only applies to new housing agreements. Regardless of any changes to new or existing housing agreements, none of the proposed changes to the LEMR Program would impact the rents for existing tenants as the *Residential Tenancies Act* restricts the amount of any rent increase for existing tenants.

The following three options are offered as they relate to implementing amendments to the maximum rent rates and income thresholds set out in the LEMR Program:

- **Option 1: Maintain the Status Quo** (Not Recommended): No change to the maximum rent rates or income thresholds. This option would maintain a higher level of housing affordability but may render developments requiring LEMR unit supply financially unviable. The increase in operating costs reported by for-profit developers and NPOs would also remain unchanged.
- **Option 2: 10% Below CMHC Average** (Recommended): Return rents to 10 per cent below CMHC average market rents for Richmond with income thresholds set so annual rent is 30 per cent of annual household income. The approach would index changes annually to CMHC market averages allowing rent increases to be benchmarked against local rent changes and not those limited to any rate of increase in CPI. This option aligns rent rates with those recognized in the 2017 Affordable Housing Strategy as well as those recommended through Metro Vancouver’s inclusionary zoning study. Further, the recommendation is supported by a financial feasibility assessment, being a requisite component of any inclusionary zoning and any new density bonus zoning as required by recently enacted changes to the *Local Government Act*.
- **Option 3: 15% Below CMHC Average** (Not Recommended): Set rents at 15 per cent below CMHC average market rents for Richmond with income thresholds set so annual rent is 30 per cent of annual household income. The approach would allow for indexing against an annually adjusted benchmark and would support greater housing affordability when compared with Option 2. The economic viability of this option may be challenging for builders and non-profit operators given the market and cost factors noted above.

Applying Updated Maximum Rent Rates to Built and Approved LEMR Developments

Should Council choose to change the rent structure of the LEMR Program, staff anticipate receiving requests to amend housing agreement bylaws accordingly. At present, there are 546 built LEMR units of which 421 units are tied to housing agreements that rely on BC Housing's HILs. HILs are published annually so rents are generally more closely aligned with current market conditions. There would be limited financial benefit to amending any HILs-based housing agreement bylaw.

Housing agreements secured after 2017 are largely tied to the current LEMR Program framework, with rates set at 10 per cent below 2016 CMHC average market rents for Richmond. These rates apply to approximately 30 developments, capturing 793 LEMR units⁶. Increases to maximum LEMR rents would provide for increased rent revenue prompting interest in pursuing housing agreement bylaw amendments. If permitted by Council, such amendments would allow for rent increases with any new tenancy but existing tenants would be protected by rent increase limits established under the *Residential Tenancy Act*. Based on an estimated LEMR turnover rate of 5 per cent per year, it could be 10 or more years before the majority of LEMR units become subject to any newly adopted rents following bylaw amendment.

Applying Updated Maximum Rent Rates to Instream Applications

At present, there are 205 LEMR units across four developments which have been granted conditional approval (i.e., 3rd reading of a zoning amendment bylaw), but for which a housing agreement has yet to be executed. The signed rezoning considerations for these developments reflect the maximum rent and income thresholds set out in the current LEMR Program framework. If Council were to approve of changes to the LEMR Program framework, staff suggest that Council direct that these developments be subject to any adjusted maximum rent rate and income threshold.

Future Work / Next Steps

The recent establishment of the Housing Office, reporting to the Deputy Chief Administrative Officer, brings additional resources to grow the scope and scale of affordable housing in the community. A number of forthcoming related initiatives include:

- **CMHC Housing Accelerator Funded (HAF) Projects:** With funding received through CMHC's HAF program, the Housing Office will present Council with new affordable housing programs for consideration in the coming months and through to 2025 and 2026. Initiatives will include: a housing grant program; technology solutions to expedite the processing of permits; relaxed parking supply requirements; and enhanced opportunities to establish working partnerships with non-profit housing operators, housing cooperatives and other agencies engaged in delivering affordable housing;
- **Municipal Housing Authority:** As directed, staff will present a report to Council in December 2024 that provides initial analysis on the propriety of establishing a Richmond Housing Authority;

⁶ This figure includes 668 LEMR units secured by way of a housing agreement bylaw but for which building construction is ongoing or has yet to commence plus 125 of the 546 built and occupied LEMR units.

- **Advancing Built Projects:** Staff are supporting the delivery of two new affordable housing projects including an 80-unit affordable housing development on City-owned lands at 5491 No. 2 Road, and the development of 25 units of affordable rental housing for women and women with children at 4831 Steveston Highway. Staff are awaiting direction from BC Housing regarding a potential 90-unit supportive housing project at the intersection of Sexsmith Road and Cambie Road;
- **LEMR Unit Management:** Staff have engaged the owners of LEMR units, both for-profit and not-for-profit, to better-understand the opportunity to create a centralized waitlist and registry to manage and facilitate access to LEMR units. The results of this work will be presented to Council in the upcoming months; and
- **Statutory Declaration:** Staff commenced a statutory declaration process in July, 2024 to confirm compliance with the terms and conditions of housing agreements used to secure LEMR units. This work is anticipated to be completed before the end of the year with a summary report to be presented to Council in early 2025.

Coupled with these initiatives, work is ongoing to advance work that will deliver housing in accordance with recent legislative reform. This work includes:

- **Small-Scale Multi-Unit Housing (SSMUH):** the rezoning of lands previously zoned for single family dwellings and duplex use for three to five dwelling units, with the ability add a sixth, affordable housing unit, or to provide cash-in-lieu thereof;
- **Transit-Oriented Areas (TOA):** the designation of TOAs in the Official Community Plan to recognize minimum allowable height and density permissions and to waive parking requirements within prescribed distances of a TOA;
- **Interim Housing Needs Report (HNR):** receipt of housing needs forecasts provided to local governments by the Province to address housing demands over the next 5 and 20 years;
- **Official Community Plan Update:** targeted updates to land use designations and policy to support housing needs consistent with the forthcoming the interim HNR;
- **Inclusionary Zoning (IZ) & Density Bonusing (DB):** creation of an IZ framework to mandate the supply of affordable housing within TOAs, in addition to the creation of a DB framework to allow for additional density in exchange for affordable housing. The work would include consultation with those affected by the zoning bylaw, a financial feasibility assessment, alignment with long range planning, and reporting as required;
- **Density Bonusing (DB) Zoning Update:** amendment to existing zones which include DB provisions to comply Provincial requirements. As above, consultation, feasibility assessment, and related work would be undertaken to support this opportunity;
- **Amenity Cost Charge (ACC) Bylaw and Development Cost Charge (DCC) Bylaw:** implementation of financing tools to support the delivery of community amenities and infrastructure prompted by population growth arising from development. Assessment of needs and cost forecasts are ongoing to allow the use of the tools;
- **Tenant Protection Bylaw:** the exploration of opportunities to develop a tenant protection bylaw to require a developer to provide additional support for tenants facing displacement as a result of redevelopment (deadline: none | status: ongoing); and

- **Ongoing Advocacy:** the City has been consistent with its messaging to senior levels of government that more funding is needed for affordable housing. Staff have also approached senior levels of government for the use of crown lands for affordable housing projects.

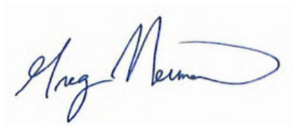
Work on the above-listed items is ongoing and staff will provide reports with options for Council consideration and direction to staff as major milestones are realized and decisions required.

Financial Impact

None to the City's budgets. The financial implications in this report pertain to creating a sustainable LEMR Program for developers and operators. If endorsed, any new rents in new or revised agreements would only apply to new tenancies; existing tenants would not be impacted.

Conclusion

The maximum rent rates and income thresholds established within the LEMR Program have not been adjusted since 2017. Realigning LEMR rents to 10 per cent below CMHC average market rents has been shown to improve the financial viability of developments that include LEMR units as well as the long-term sustainability of maintaining such units. The recommended option presented in this report, if supported, would help ensure the continued supply of LEMR housing in light of changing economic conditions and the ultimate goal of complementing the delivery of a mix of housing options along the housing continuum.



Greg Newman
Manager, Affordable Housing
(604-204-8648)



Cade Bedford
Planner 2, Housing Office
(604-247-4916)

Att. 1: City of Richmond Housing Initiatives Summary (September 2024)

City of Richmond Rental Housing Initiatives Summary (September 2024)

Housing Type	# of Units (2006 to 2024)		Comments
	Built/ Occupied	Approved / Under Development	
SHORT TERM ACCOMMODATION			
Emergency Shelter Spaces Temporary accommodation and services for residents experiencing homelessness (e.g. Richmond House Emergency Shelter).	55 beds	N/A	City land for the emergency shelter developed in partnership with BC Housing and operated by The Salvation Army.
AFFORDABLE RENTAL HOUSING			
Supportive Housing Self-contained units with on-site supports for people who have experienced homelessness	118	0	40 units of supportive housing at Alderbridge Supportive Housing, operated by RainCity Housing, 40 units of supportive housing at Aster Place, operated by Community Builders, and 38 units of supportive housing at Storeys, operated by Coast Mental Health.
Non-Market Housing Rental units for households with annual incomes less than \$60,000 (e.g., Kiwanis Towers, Storeys).	522	105	The City continues to explore opportunities to partner with senior levels of government and NPOs to built non-market housing.
Modest Market Rental Below market rental units for households with an average income range between \$40,000 and \$60,000 (e.g. West Cambie).	0	14	Located along Garden City Road, these units are the result of innovative mixed-use, mixed-income policy established in the West Cambie Area Plan.
Low-End Market Rental (LEMR) Below market rental units for households with an average income range between \$40,000 and \$90,000 (e.g. Rivermark Apartments).	546	895	This "made in Richmond" program secures LEMR units and cash-in-lieu contributions to the Affordable Housing Reserve Fund from developments throughout the city.
Moderate Income Housing A rent geared to income approach that calculates the rent contribution based on BC Housing's Housing Income Limits (HILs), with an average income range generally between \$44,000 to \$81,500	0	246	HILs income for eligibility are established by Canada Mortgage and Housing Corporation and calculated based on the BC Rent Scale. Secured rental units that apply HILs rates are proposed within three separate 100% rental developments.
SUB-TOTAL	1,186	1,260	
MARKET RENTAL HOUSING			
Secondary Suites & Coach Houses Legal self-contained rental units located in a single-detached house or townhome, and separate rental units in the back yard of a single-detached house.	1,958	134	The City requires that all new single family rezonings to have a secondary suite or contribute to the Affordable Housing Reserve Fund. Secondary suites are also encouraged in duplexes and townhouses.
Purpose Built Market Rental Units secured in perpetuity as rental units based on market rental rates.	448	1,294	Since the adoption of the Market Rental Housing Policy in 2018, there has been a high level of interest in 100% market rental projects.
SUB-TOTAL	2,406	1,428	
GRAND TOTAL	3,637	2,688	



City of Richmond

Report to Council

To: Richmond City Council

From: Roeland Zwaag, P.Eng.
General Manager, Engineering and Public Works

Jerry Chong, CPA, CA
General Manager, Finance and Corporate Services

Re: 2025 Utility Rate Amendment Bylaws

Date: November 4, 2024

File: 10-6060-01/2024-Vol 01

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. 10611;
- b) Sanitary Sewer Bylaw No. 10427, Amendment Bylaw No. 10609;
- c) Flood Protection Bylaw No. 10426, Amendment Bylaw No. 10608; and
- d) Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10610.

Roeland Zwaag, P.Eng.
General Manager,
Engineering and Public Works

Jerry Chong, CPA, CA
General Manager,
Finance and Corporate Services

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	
Law	<input checked="" type="checkbox"/>	
REVIEWED BY SMT	INITIALS:	APPROVED BY CAO

Staff Report

Origin

At the November 4, 2024 Finance Committee, the following resolutions were endorsed by Committee as part of their consideration of the 2025 Utility Budgets and Rates:

That the 2025 utility budgets, as presented in Option 2 for Water (page 7), Option 2 for Sewer (page 14), Option 2 for Flood Protection (page 22), and Option 2 for Solid Waste and Recycling (page 29), as outlined in the staff report titled, "2025 Utility Budgets and Rates", dated October 2, 2024, from the General Manager, Engineering and Public Works and the General Manager, Finance and Corporate Services, be approved as the basis for establishing the 2025 utility rates and included in the Consolidated 5 Year Financial Plan (2025-2029).

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 2025.

This report supports the following strategies within Council's Strategic Plan 2022-2026:

Strategy #3 A Safe and Prepared Community:

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

3.1 Advance proactive, sustainable, and accelerated flood protection in collaboration with other governments and agencies.

3.2 Leverage strategic partnerships and community-based approaches for comprehensive safety services.

3.3 Ensure the community is collectively prepared for emergencies and potential disasters.

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

Strategy #4 Responsible Financial Management and Governance:

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

4.1 Ensure effective financial planning to support a sustainable future for the City.

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

4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.

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

Strategy #5 A Leader in Environmental Sustainability:

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

5.1 Continue to demonstrate leadership in proactive climate action and environmental sustainability.

5.2 Support the preservation and enhancement of Richmond's natural environment.

5.3 Encourage waste reduction and sustainable choices in the City and community.

Analysis

The following is a summary of the amendment bylaws proposed to reflect the utility rates for 2025 for each of the Water, Sanitary Sewer, Flood Protection, and Solid Waste and Recycling utilities endorsed by Committee at the November 4, 2024 Finance Committee Meeting, as outlined in the "2025 Utility Budgets and Rates" report, dated October 2, 2024, from the General Manager, Engineering and Public Works and the General Manager, Finance and Corporate Services:

1. Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10611:

- a. Changes to implement the 2025 water rates as outlined in Option 2 of the "2025 Utility Budgets and Rates" report.

2. Sanitary Sewer Bylaw No. 10427, Amendment Bylaw No. 10609:

- a. Changes to implement the 2025 sanitary sewer rates as outlined in Option 2 of the "2025 Utility Budgets and Rates" report.

3. Flood Protection Bylaw No. 10426, Amendment Bylaw No. 10608:

- a. Changes to implement the 2025 flood protection rates as outlined in Option 2 of the "2025 Utility Budgets and Rates" report.

4. Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10610:

- a. Changes to implement the 2025 solid waste and recycling rates as outlined in Option 2 of the "2025 Utility Budgets and Rates" report.

Financial Impact

The rates outlined in the proposed amending bylaws represent full cost recovery for each respective utility area including infrastructure utility-related Metro Vancouver imposed costs and City operating costs. The impact to ratepayers is outlined in the “2025 Utility Budgets and Rates” report, dated October 2, 2024.

Conclusion

The amending bylaws presented with this report require Council’s approval to charge for the various utility services in 2025. 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 has been developed to manage these competing costs effectively, while balancing the fiscal challenges presented by increases in regional service rates, contract and other non-discretionary cost increases.



Jason Ho, P.Eng.
Manager, Engineering Planning



Kristina Grozdanich
Manager, Recycling & Waste Recovery



City of Richmond

Bylaw 10611

Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10611

The Council of the City of Richmond enacts as follows:



1. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting Schedules A, B, C, E and G and replacing them with the corresponding schedules attached as Schedule A to this bylaw and forming part thereof.
2. This Bylaw is cited as **“Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10611”**, and is effective January 1, 2025.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER

SCHEDULE A TO BYLAW NO. 10611**SCHEDULE "A" to BYLAW NO. 5637****FLAT RATES FOR
RESIDENTIAL, AGRICULTURAL, AND INSTITUTIONAL PROPERTIES**

	Annual Fee
A. Residential dwellings per unit	
One-Family Dwelling or Two-Family Dwelling	\$980.22
Townhouse	\$802.38
Apartment	\$517.06
B. Stable or Barn per unit	\$197.50
C. Field Supply – each trough, water receptacle, or tap	\$123.46
D. Public Schools for each pupil based on registration January 1 st	\$11.70

SCHEDULE "B" TO BYLAW NO. 5637

**METERED RATES FOR
INDUSTRIAL, COMMERCIAL, INSTITUTIONAL, MULTI-FAMILY,
STRATA-TITLED AND FARM PROPERTIES**

1. RATES

Consumption per cubic metre:	\$1.8459
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

3. FEE FOR AN INACCESSIBLE METER AS SET OUT IN SECTION 7

Per quarter that the meter is inaccessible (not to be pro-rated)	\$215
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SCHEDULE "C" TO BYLAW NO. 5637

**METERED RATES FOR
ONE-FAMILY DWELLING AND TWO-FAMILY DWELLING**

1. RATES

Consumption per cubic metre: \$1.8459

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

3. FEE FOR AN INACCESSIBLE METER AS SET OUT IN SECTION 7

Per quarter that the meter is inaccessible (not to be pro-rated) \$215

SCHEDULE “E” to BYLAW 5637**CONSTRUCTION PERIOD WATER CONSUMPTION RATES –
RESIDENTIAL**

MONTH (2025)	ONE-FAMILY DWELLINGS & EACH UNIT IN A TWO-FAMILY DWELLING (rate per unit)	START BILL YEAR	MULTI- FAMILY LESS THAN 4 STOREYS (rate per unit)	START BILL YEAR	MULTI- FAMILY 4 STOREYS OR MORE (rate per unit)	START BILL YEAR
January	\$980	2026	\$802	2026	\$1,067	2027
February	\$899	2026	\$1,589	2027	\$1,024	2027
March	\$817	2026	\$1,522	2027	\$981	2027
April	\$735	2026	\$1,455	2027	\$938	2027
May	\$653	2026	\$1,388	2027	\$895	2027
June	\$572	2026	\$1,321	2027	\$852	2027
July	\$490	2026	\$1,255	2027	\$808	2027
August	\$1,451	2027	\$1,188	2027	\$1,350	2028
September	\$1,369	2027	\$1,121	2027	\$1,307	2028
October	\$1,288	2027	\$1,054	2027	\$1,264	2028
November	\$1,206	2027	\$987	2027	\$1,221	2028
December	\$1,124	2027	\$920	2027	\$1,178	2028

**CONSTRUCTION PERIOD WATER CONSUMPTION RATES –
COMMERCIAL AND INDUSTRIAL**

Water Connection Size	Consumption Charge
20mm (3/4”) diameter	\$170
25mm (1”) diameter	\$325
40mm (1 ½”) diameter	\$805
50mm (2”) diameter and larger	\$1,990

SCHEDULE “G” to BYLAW 5637

RATES FOR VANCOUVER INTERNATIONAL AIRPORT AUTHORITY (YVR)

Applicable rate is \$1.4485 per cubic meter of water consumed, plus the following amounts:

- YVR’s share of future water infrastructure capital replacement calculated at \$0.3372 per m³;
- 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; and
- 76 m³ of water per annum at a rate of \$1.4485 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 No. 10609

Sanitary Sewer Bylaw No. 10427, Amendment Bylaw No. 10609

The Council of the City of Richmond enacts as follows:

1. The **Sanitary Sewer Bylaw No. 10427**, as amended, is further amended by deleting Schedule B and replacing it with the schedule attached as Schedule A to this bylaw and forming part thereof.
2. This Bylaw is cited as “**Sanitary Sewer Bylaw No. 10427, Amendment Bylaw No. 10609**”, and is effective January 1, 2025.

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 BYLAW NO. 10609**SCHEDULE B to BYLAW NO. 10427
SANITARY SEWER USER FEES****1. FLAT RATES FOR NON-METERED PROPERTIES****Annual User Fee**

(a) Residential Dwellings (per dwelling unit)	
(i) One-Family Dwelling or Two-Family Dwelling	\$1,049.92
(ii) Townhouses	\$960.64
(iii) Apartments	\$800.08
(b) Public School (per classroom)	\$721.99
(c) Shops and Offices (per unit)	\$854.95

2. RATES FOR METERED PROPERTIES**User Rate**

Calculated as rate per cubic metre (m³) of water delivered to the property: \$ 2.5608

3. MINIMUM USER FEE FOR COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, AND AGRICULTURAL

Minimum charge in any quarter of a year: \$ 86.00

4. CONSTRUCTION PERIOD USER FEE (per dwelling unit per month)

Month (2024)	One-Family Dwellings & Each Unit in a Two- Family Dwelling (fee per dwelling unit)	Start Bill Year	Multi-Family Dwelling Less than 4 Storeys (fee per dwelling unit)	Start Bill Year	Multi-Family Dwelling 4 Storeys or More (fee per dwelling unit)	Start Bill Year
January	\$1,050	2026	\$961	2026	\$1,866	2027
February	\$962	2026	\$2,160	2027	\$1,799	2027
March	\$875	2026	\$2,080	2027	\$1,732	2027
April	\$787	2026	\$2,000	2027	\$1,666	2027
May	\$700	2026	\$1,920	2027	\$1,599	2027
June	\$612	2026	\$1,840	2027	\$1,532	2027
July	\$525	2026	\$1,760	2027	\$1,466	2027
August	\$1,836	2027	\$1,680	2027	\$2,819	2028
September	\$1,748	2027	\$1,600	2027	\$2,752	2028
October	\$1,661	2027	\$1,520	2027	\$2,685	2028
November	\$1,573	2027	\$1,440	2027	\$2,619	2028
December	\$1,486	2027	\$1,360	2027	\$2,552	2028



City of Richmond

Bylaw No. 10608

Flood Protection Bylaw No. 10426, Amendment Bylaw No. 10608

The Council of the City of Richmond enacts as follows:

1. The **Flood Protection Bylaw No. 10426**, as amended, is further amended by deleting Schedule B and replacing it with the schedule attached as Schedule A to this bylaw and forming part thereof.
2. This Bylaw is cited as “**Flood Protection Bylaw No. 10426, Amendment Bylaw No. 10608**”, and is effective January 1, 2025.

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 BYLAW NO. 10608**SCHEDULE B to BYLAW NO. 10426****FLOOD PROTECTION USER FEES**

	Annual Fee
(a) Residential Dwellings (per dwelling unit)	
(i) One-Family Dwelling or Two-Family Dwelling	\$339.91
(ii) Multiple-Family Dwellings	\$229.57
(b) Agricultural properties	\$339.91
(c) Stratified industrial, commercial and institutional properties (per strata lot)	\$339.91
(d) Non-stratified industrial, commercial and institutional properties with lot areas less than 800 m ²	\$339.91
(e) Non-stratified industrial, commercial and institutional properties with lot areas between 800 m ² and 2,000 m ²	\$607.42
(f) Non-stratified industrial, commercial and institutional properties with lot areas between 2,000 m ² and 10,000 m ²	\$1,288.44
(g) Non-stratified industrial, commercial and institutional properties with lot areas between 10,000 m ² and 20,000 m ²	\$3,681.93
(h) Non-stratified industrial, commercial and institutional properties with lot areas between 20,000 m ² and 50,000 m ²	\$8,245.81
(i) Non-stratified industrial, commercial and institutional properties with lot areas between 50,000 m ² and 100,000 m ²	\$12,468.21
(j) Non-stratified industrial, commercial and institutional properties with lot areas between 100,00 m ² and 500,000 m ²	\$19,238.53
(k) Non-stratified industrial, commercial and institutional properties with lot areas greater than 500,000 m ²	\$30,333.55



**Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment
Bylaw No. 10610**

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 by deleting Schedules A through D and replacing them with the corresponding schedules attached as Schedule A to this bylaw and forming part thereof.
2. This Bylaw is cited as “**Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10610**”, and is effective January 1, 2025.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER

SCHEDULE A TO BYLAW NO. 10610**BYLAW YEAR: 2025****SCHEDULE A to BYLAW NO. 6803**

FEES FOR CITY GARBAGE COLLECTION SERVICE	
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	\$ 88.61
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 80L container	\$ 106.33
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: 120L container	\$ 120.28
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 120L container	\$ 144.34
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	\$ 152.50
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 240L container	\$ 183.00
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: 360L container	\$ 287.78
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 360L container	\$ 345.34
Annual City garbage collection service fee for each unit in a multi-family dwelling	
- Weekly service	\$ 55.00
- Twice per week service	\$ 96.67
Fee for garbage cart replacement	\$ 25.00
Fee for each excess garbage container tag	\$ 2.00
Large Item Pick Up fee	\$ 23.61
Non-compliant large item collection fee	\$ 75.00

SCHEDULE B to BYLAW NO. 6803

FEES FOR CITY RECYCLING SERVICE	
Annual City recycling service fee:	
(a) For residential properties, which receive blue box service (per unit)	\$ 78.84
(b) For multi-family dwellings or townhouse developments which receive centralized collection service (per unit)	\$ 63.39
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)	\$ 180.78
(b) For yard and garden trimmings and food waste from townhome dwellings that receive City garbage or blue box service (per unit)	\$ 73.06
(c) For yard and garden trimmings and food waste from multi-family dwellings	
- Weekly Service	\$ 56.67
- Twice per week service	\$ 76.94
Cardboard bin recycling service for multi-family dwellings, collected once every 2 weeks	\$ 80.00/bin/month
Cardboard bin recycling service for multi-family dwellings, collected weekly	\$ 90.00/bin/month
Fee for yard/food waste cart replacement	\$ 25.00
Annual City recycling service fee for non-residential properties	\$ 8.21
City recycling service fee for the Recycling Depot:	\$25.00 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	\$25.00 per cubic yard
(c) For recycling materials from non-residential properties	\$ 0.00
(d) For upholstered furniture from residential properties	
(i) office/dining chair, ottoman, bench	\$ 0.00
(ii) arm chair, loveseat, couch, recliner, chaise	\$ 0.00
(iii) sectional, sofabed, reclining loveseat/couch, massage chair	\$ 0.00
(e) For upholstered furniture from non-residential properties	
(i) office/dining chair, ottoman, bench	\$ 20.00
(ii) arm chair, loveseat, couch, recliner, chaise	\$ 35.00
(iii) sectional, sofabed, reclining loveseat/couch, massage chair	\$ 50.00

SCHEDULE C to BYLAW NO. 6803

FEES FOR CITY LITTER COLLECTION SERVICE	
Annual City litter collection service fee for both residential properties and non-residential properties	
	\$ 50.06



Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10568

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended:
 - a) by deleting, in their entirety, the schedules attached to Bylaw No. 8636, as amended, and substituting the schedules attached to and forming part of this Bylaw.
2. This Bylaw comes into force and effect on January 1, 2025.
3. This Bylaw is cited as **“Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10568”**.

FIRST READING

OCT 07 2024

SECOND READING

OCT 07 2024

THIRD READING

OCT 07 2024

ADOPTED

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

MAYOR

CORPORATE OFFICER

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

Section 2.2

Description	Fee
Cat breeding permit for three years	\$48.25

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

Section 8

Description	Fee
1st time in any calendar year	
Neutered male or spayed female dog	\$55.25
Non-neutered male or unspayed female dog	\$166.00
Dangerous Dog*	\$676.00
2nd time in any calendar year	
Neutered male or spayed female dog	\$110.00
Non-neutered male or unspayed female dog	\$343.00
Dangerous Dog*	\$1,321.00
3rd time and subsequent times in any calendar year	
Neutered male or spayed female dog	\$343.00
Non-neutered male or unspayed female dog	\$676.00
Dangerous Dog*	\$1,321.00
Bird	\$8.50
Domestic farm animal	\$82.00
<i>Impoundment fee also subject to transportation costs</i>	
Other animal	\$41.50
<i>Impoundment fee also subject to transportation costs</i>	

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

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

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

Description	Fee
Dog	\$18.00
Cat	\$18.00
Bird	\$5.50
Domestic farm animal	\$41.50
Other animal	\$14.75

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

SCHEDULE – ARCHIVES AND RECORDS**Archives and Records****Image Reproduction Fees**

Description	Fee	Units
<u>Copying Records</u> <i>Note: careful consideration will be given to requests for copying of fragile archival records. The City will not copy records if there is the possibility that an original record could be damaged during the copying process.</i>		
	\$0.35	per b+w page
Photocopying and printing (First 4 pages free)	\$0.50	per colour page
Scanned electronic copy of a paper record	\$0.50	per b+w or colour page
Digitization of audio recording	(actual cost)	per audio file
<u>Photograph Reproductions</u>		
Scanned image (each)	\$21.25	

Archives**Research Service Fee**

Description	Fee	Unit
Commercial Research Service Fee	\$54.25	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.

Archives**Tax Search Fees**

Description	Fee
<u>Tax Searches and Printing of Tax Records</u>	
Searches ranging from 1 to 5 years	\$35.50
Each year greater than 5 years	\$8.50

Archives and Records**Preliminary Site Investigation**

Description	Fee
Active Records Check Survey (per civic address searched)	\$274.00

Records**Building Records Request Fees**

Description	Fee	Units
Administration Fee	\$20.00	per request
Each Copy Requested (Printed)	\$5.25	per page
Each File Requested (Electronic)	\$5.25	per file
Large File Charge	\$12.00	per request

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

Description	Fee
Administrative charges for cost recovery billings undertaken for arm's length third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	\$41.00

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

Section 3.1.2(c), 3.2.3

Description	Fee
Application for order under section 540 of <i>Local Government Act</i> [Variance or exemption to relieve hardship]	\$776.00
Application for order under section 543 of <i>Local Government Act</i> [Exemption to relieve hardship from early termination of land use contract]	\$776.00
Application for order under section 544 of <i>Local Government Act</i> [Extent of damage preventing reconstruction as non-conforming use]	\$776.00
Fee for notice of new hearing due to adjournment by applicant	\$184.00
Board of Variance Meeting Notices- Board of Variance Applications (Section 3.1.6(a))	\$2.00 per address identified

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

Section 12 (b), 14

Description	Fee
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m ² in size; In-ground Swimming Pools & Demolitions	\$207.00
Move-Offs; Single or Two Family Dwelling Construction	\$207.00
Combined Demolition & Single or Two Family Dwelling Construction	\$207.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	\$274.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	\$274.00
Each Additional Inspection as Required	\$104.00

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

Section 5.4

Description	Fee
For a new one family dwelling	\$744.00
For other than a new one family dwelling (a)	\$85.75
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	
-whichever is greater of (a) or (b)	
For a sewage holding tank	\$176.00

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

Sections 5.2, 5.5, 5.6, 7.2

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$96.25
Exceeding \$1,000.00 up to \$100,000.00	\$96.25
*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00 *Plus	\$15.75
Exceeding \$100,000.00 to \$300,000.00	\$1,655.50
**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00 **Plus	\$13.50
Exceeding \$300,000.00	\$4,355.50
***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00 ***Plus	\$10.50

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

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

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

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$96.25
Exceeding \$1,000.00 up to \$100,000.00	\$96.25
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i> *Plus	\$16.25
Exceeding \$100,000.00 up to \$300,000.00	\$1,705.00
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i> **Plus	\$13.75
Exceeding \$300,000.00	\$4,455.00
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i> ***Plus	\$10.75

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

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

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

Description	Construction Value	Units
(i) new construction of first storey	\$1,419.00	per m ²
(ii) new construction of second storey	\$1,309.00	per m ²
(iii) garage	\$728.00	per m ²
(iv) decks or porches	\$601.00	per m ²
(v) interior finishing on existing buildings	\$673.00	per m ²
(vi) additions	\$1,419.00	per m ²

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

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

Description	Fee
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$151.00
Building Permit Fee for Temporary Building for Occupancy	\$660.00
<u>Modifications or Changes to Instream Building Permit Application</u>	
Plan Review (per hour or portion thereof)	\$151.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$100.00
(b) for the fourth inspection	\$138.00
(c) for the fifth inspection	\$267.00
<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	\$151.00
(b) outside the City's normal business hours	\$580.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus</i> \$151.00
Building Permit Transfer or Assignment Fee (a)	\$83.50
<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>	
Building Permit Extension Fee (a)	\$83.50
<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>	
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$151.00
(b) outside the City boundaries when travel is by City vehicle	\$151.00
<i>** per km travelled</i>	<i>**Plus</i> \$4.25

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

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

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

Description	Fee
Provisional Occupancy Inspection Fee (per building permit inspection visit)	\$343.00
Provisional Occupancy Notice Extension Fee	\$542.00
Building Demolition Inspection Fee for each building over 50 m ² in floor area	\$533.00
Sewage Holding Tank Permit Fee	\$343.00
<u>Use of Equivalents Fees:</u>	
(a) each report containing a maximum of two separate equivalents	\$741.00
(b) for each equivalent greater than two contained in the same report	\$307.00
(c) for an amendment to an original report after the acceptance or rejection of the report	\$155.00
(d) for Air Space Parcels (treating buildings as one building)	\$2,634.00

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

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

Description	Fee	Units
Domestic Installation – one family dwelling (a)	\$83.50	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$31.50	
Domestic/Commercial/Industrial Installations – two family dwellings , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$83.50	
(b) appliance input exceeding 29 kW	\$138.00	
<u>Special Inspection Fees:</u>		
(a) during the City's normal business hours	\$151.00	
(b) outside the City's normal business hours	\$580.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$151.00	
<u>Design Modification Fees</u>		
Plan Review	\$151.00	per hour
<u>Modifications or Changes to Instream Building Permit Application</u>		
Plan Review	\$151.00	per hour

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

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

Description	Fee
<u>Re-Inspection Fee:</u>	
(a) for the third inspection	\$104.00
(b) for the fourth inspection	\$142.00
(c) for the fifth inspection	\$274.00
<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)	\$85.75
<u>Piping alteration – for existing appliances</u>	
First 30 metres of piping	\$85.75
Each additional 30 metres or part thereof	\$32.25
Gas permit transfer or assignment fee (a)	\$85.75
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	
Gas permit extension fee (a)	\$85.75
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	

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

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

Description	Fee	Units
<u>Plumbing</u>		
(a) installation of each plumbing fixture	\$32.25	
(b) minimum plumbing fee	\$85.75	
(c) connection of City water supply to any hydraulic equipment	\$85.75	
<u>Sprinkler & Standpipes</u>		
(a) installation of any sprinkler system	\$85.75	
<i>*per additional head</i>	\$5.00	
(b) installation of each hydrant, standpipe, hose station, hose valve, or hose cabinet used for fire fighting	\$85.75	
<i>-whichever is greater of (c) or (d)</i>	\$32.25	per item

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

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

Description	Fee	Units
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$83.50	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$31.50	
<u>Sanitary & Storm Sewers: Building Drains & Water Distribution</u>		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$83.50	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$31.50	
(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	\$83.50	
(d) for each additional 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$31.50	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	(f) \$83.50 (g) \$31.50	per item
- whichever is greater of (f) or (g)		
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$151.00	
(b) outside the City's normal business hours or each hour	\$580.00	
*for part thereof exceeding the first four hours	*Plus \$151.00	
<u>Design Modification Fees</u>		
Plan review	\$151.00	per hour
<i>Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions</i>		
<u>Modifications or Changes to Instream Building Permit Application</u>		
Plan Review	\$151.00	per hour

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

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

Description	Fee
<u>Plumbing Re-Inspection Fee</u> (a) for the third inspection (b) for the fourth inspection (c) for the fifth inspection <i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	\$104.00 \$142.00 \$274.00
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>	\$85.75
Plumbing Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$85.75
Provisional Plumbing Compliance Inspection Fee (per permit visit) Provisional Plumbing Compliance Notice Extension Fee Potable Water Backflow Preventer Test Report Decal	\$176.00 \$274.00 \$28.25

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

Group 1 – Business Licence Fee Assessed by Total Floor Area <i>Except Food Caterers which are assessed a fee in accordance with Group 3</i>		
Square Metres (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1,000)	\$200.00
93.1 to 232.5	(1,001 to 2,500)	\$301.00
232.6 to 465.0	(2,501 to 5,000)	\$516.00
465.1 to 930.0	(5,001 to 10,000)	\$819.00
930.1 to 1,860.1	(10,001 to 20,000)	\$1,448.00
1,860.2 to 2,790.1	(20,001 to 30,000)	\$2,071.00
2,790.2 to 3,720.2	(30,001 to 40,000)	\$2,700.00
3,720.3 to 4,650.2	(40,001 to 50,000)	\$3,320.00
4,650.3 to 5,580.3	(50,001 to 60,000)	\$3,949.00
5,580.4 and over	(60,001 and over)	\$4,476.00
Food Primary Liquor Licence Fee		\$412.00
Mobile Vendors (Food) Fee (per vehicle)		\$95.75

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

Group 2 – Business Licence Fee Assessed by Number of Seats	
Seats	Fee
0 to 30	\$620.00
31 to 60	\$1,229.00
61 to 90	\$1,841.00
91 to 120	\$2,456.00
121 to 150	\$3,060.00
151 to 180	\$3,673.00
181 to 210	\$4,280.00
211 and over	\$4,476.00

Business Licence Bylaw No. 7360
Assembly Use Group 3

Group 3 – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$162.00
6 to 10	\$268.00
11 to 15	\$383.00
16 to 25	\$568.00
26 to 50	\$819.00
51 to 100	\$1,182.00
101 to 200	\$1,664.00
201 to 500	\$2,400.00
501 to 1,000	\$3,623.00
1,001 and over	\$4,476.00

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

Business Licence Bylaw No. 7360
Adult Orientated Uses

Description	Fee
Adult entertainment establishment licence	\$4,476.00
Casino	\$7,076.00
<u>Body-Painting Studio</u>	
Studio licence	\$4,476.00
Each body-painting employee	\$162.00
<u>Body-Rub Studio</u>	
Studio licence	\$4,476.00
Each body-rub employee	\$162.00
<u>Escort Service</u>	
Escort service licence	\$4,471.00
Each escort employee	\$162.00

Business Licence Bylaw No. 7360
Bed & Breakfast Use

Description	Fee
Bed & Breakfast Business License	\$423.00

Business Licence Bylaw No. 7360
Farmer's Market

Description	Fee
Farmer's market licence	\$162.00

Business Licence Bylaw No. 7360
Industrial/Manufacturing Use

Industrial/Manufacturing Use – Business Licence Fee assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$193.00
6 to 10	\$316.00
11 to 15	\$439.00
16 to 25	\$620.00
26 to 50	\$869.00
51 to 100	\$1,229.00
101 to 200	\$1,719.00
201 to 500	\$2,448.00
501 to 1,000	\$3,667.00
1,001 and over	\$4,476.00

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

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

Description	Fee
Requests for comfort letters (per address/business)	\$87.00
Transferring a licence from one person to another, or for issuing a new licence because of a change in information on the face of such licence, except a change between licence categories or subcategories	\$55.50
Changing the category or subcategory of a licence (a) or (b) the difference between the existing licence fee and the fee for the proposed category or subcategory - whichever is greater of (a) or (b)	\$55.50
Licence reprint	\$14.50

Business Licence Bylaw No. 7360
Mercantile Use

Mercantile Use – Business Licence Fee Assessed by Total Floor Area		
Square Metres (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1,000)	\$162.00
93.1 to 232.5	(1,001 to 2,500)	\$254.00
232.6 to 465.0	(2,501 to 5,000)	\$463.00
465.1 to 930.0	(5,001 to 10,000)	\$774.00
930.1 to 1,860.1	(10,001 to 20,000)	\$1,398.00
1,860.2 to 2,790.1	(20,001 to 30,000)	\$2,028.00
2,790.2 to 3,720.2	(30,001 to 40,000)	\$2,646.00
3,720.3 to 4,650.2	(40,001 to 50,000)	\$3,269.00
4,650.3 to 5,580.3	(50,001 to 60,000)	\$3,385.00
5,580.4 and over	(60,001 and over)	\$4,476.00

Business Licence Bylaw No. 7360
Off-Leash Permits

Description	Fee
Annual permit	\$139.00

Business Licence Bylaw No. 7360
Residential Use

Residential Use – Business Licence Fee Assessed by Number of Rental Units	
Units	Fee
0 to 5	\$193.00
6 to 10	\$296.00
11 to 25	\$499.00
26 to 50	\$808.00
51 to 100	\$1,418.00
101 to 200	\$2,027.00
201 to 300	\$2,638.00
301 to 400	\$3,244.00
401 to 500	\$3,847.00
501 and over	\$4,476.00

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

Service Use – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$162.00
6 to 10	\$275.00
11 to 15	\$401.00
16 to 25	\$588.00
26 to 50	\$838.00
51 to 100	\$1,213.00
101 to 200	\$1,701.00
201 to 500	\$2,462.00
501 to 1,000	\$3,703.00
1,001 and over	\$4,476.00

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

Business Licence Bylaw No. 7360**Short Term Boarding and Lodging Use**

Description	Fee
Short Term Boarding and Lodging Business Licence	\$423.00

Description	Fee
<u>Vehicle for Hire Business Fee</u>	
Each vehicle for hire applicant must pay (1) and (2)*:	
(1) Vehicle for hire office fee	\$162.00
(2) Per vehicle licence fee*	
<i>based on the number of vehicles</i>	
CLASS "A" Taxicab	\$151.00
CLASS "B" Limousine	\$95.75
CLASS "C" Sightseeing Taxicab	\$151.00
CLASS "D" Airport Taxicab	\$151.00
CLASS "E" Private Bus	\$151.00
CLASS "T" Charter Minibus	\$151.00
CLASS "J" Rental Vehicle	
Group 1	\$19.50
Group 2	\$95.75
CLASS "K" Driver Training Vehicle	\$72.00
CLASS "M" Tow-Truck	\$151.00
CLASS "N" Taxicab for Persons with Disabilities	\$151.00
CLASS "P" Pedicab	\$151.00
<i>*Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business</i>	\$4,476.00
Transferring a vehicle for hire licence within any calendar year	\$55.50
Replacing a vehicle for hire licence plate or decal	\$23.25

Description	Fee
<u>Vending Machine Business Licence Fee</u>	
Group 1 (per machine)	\$36.75
Group 2 (per machine)	\$50.50
Group 3 (per machine)	\$11.75
Banking machine licence fee (per machine)	\$156.00
Amusement machine licence fee (per machine)	\$36.75

SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEES**Community Bylaws Documentation Fees**

Description	Fee
Requests for Comfort Letters (per civic address & per unit)	\$87.00

SCHEDULE – DEMOLITION WASTE AND RECYCLABLE MATERIALS**Demolition Waste and Recyclable Materials Bylaw No. 9516****Section 4.1**

Description	Fee
Application Fee	\$302.00 per waste disposal and recycling services plan submission
Waste Disposal and Recycling Service Fee	\$3.75 per square feet of structure to be demolished

SCHEDULE – DEVELOPMENT APPLICATION FEES**Zoning Amendments No. 8951**

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	\$2,075.00	Not Applicable
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS)	\$2,638.00	Not Applicable
	No lot size policy applicable Requiring a new or amended lot size policy *plus all associated public notification costs	\$3,293.00	Not Applicable
Section 1.2.1	Zoning Bylaw Designation Amendment for 'site specific zones'	\$3,950.00	For residential portion of development: - \$51.00 per dwelling unit for first 20 dwelling units and \$26.00 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$32.75 per 100 m ² of building area for the first 1,000 m ² and \$20.50 per 100 m ² thereafter
	Zoning Bylaw Designation Amendment for all other zoning districts	\$2,638.00	For residential portion of development: - \$26.50 per dwelling unit for first 20 dwelling units and \$14.25 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$20.50 per 100 m ² of building area for the first 1,000 m ² and \$8.25 per 100 m ² thereafter
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	\$996.00	\$996.00 for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	\$1,324.00	Not Applicable
Section 1.2.6	Early Public Notices – Zoning Amendments	\$2.00 per address identified	Not Applicable

Section 1.2.7	Public Hearing Notices – Zoning Amendments	\$2.00 per address identified	Not Applicable
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Official Community Plan Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	\$3,950.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment <i>for second public hearing</i>	\$996.00	\$996.00 for each subsequent Public Hearing required
Section 1.3.3	Early Public Notices – Official Community Plan Amendments	\$2.00 per address identified	Not Applicable
Section 1.3.4	Public Hearing Notices – Official Community Plan Amendments	\$2.00 per address identified	Not Applicable

Development Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.4.1	Development Permit for other than a Development Permit referred to in Sections 1.4.2 and 1.4.3 of the Development Application Fees No. 8951	\$1,980.00	\$660.00 for the first 464.5 m ² of gross floor area plus: - \$139.00 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area up to 9,290 m ² , plus - \$27.50 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area over 9,290 m ²
Section 1.4.2	Development Permit for Coach House or Granny Flat	\$1,268.00	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)	\$1,980.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	\$667.00	Not Applicable

Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	\$1,324.00	Not Applicable
Section 1.4.6	Early Public Notices – Development Permits	\$2.00 per address identified	Not Applicable
Section 1.4.7	Development Permit Panel Meeting Notices – Development Permits	\$2.00 per address identified	Not Applicable

Development Variance Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.5.1	Development Variance Permit	\$1,980.00	Not Applicable
Section 1.5.2	Early Public Notices – Development Variance Permits	\$2.00 per address identified	Not Applicable
Section 1.5.3	Development Permit Panel Meeting Notices – Development Variance Permits	\$2.00 per address identified	Not Applicable

Temporary Use Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.6.1	Temporary Use Permit	\$2,638.00	Not Applicable
	Temporary Use Permit Renewal	\$1,324.00	Not Applicable
	Temporary Use Permits for Seasonal Outdoor Patio	\$307.00	Not Applicable
	Temporary Use Permit Renewal for Seasonal Outdoor Patio	\$307.00	Not Applicable
	Temporary Use Permit for Mobile Food Vendor	\$109.00	Not Applicable
	Temporary Use Permit Renewal for Mobile Food Vendor	\$109.00	Not Applicable

Land Use Contract Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.7.1	Land Use Contract Amendment	\$1,268.00	Not Applicable

Liquor-Related Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.8.2 (a)	Licence to serve liquor under the Liquor Control and Licensing Act and Regulations; or change to existing license to serve liquor	\$667.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	\$355.00	Not Applicable

Subdivision and Consolidation of Property No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.9.1	Subdivision of property that does not include an air space subdivision or the consolidation of property	\$996.00	\$139.00 for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	\$342.00	\$342.00 for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	\$996.00	(In addition to the application fee for the subdivision)
Section 1.9.4	Air space subdivision	\$7,735.00	\$194.00 for each additional air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	\$139.00	Not Applicable

Strata Title Conversion of Existing Building No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	\$2,638.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings	\$3,950.00	Not Applicable

Phased Strata Title Subdivisions No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.11.1	Phased Strata Title	\$667.00 for first phase	\$667.00 for each additional phase

Servicing Agreements and Latecomer Fees No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.12.1	Servicing Agreement	Processing fee of \$1,324.00	Subject to Section 1.12.2 of Development Application Fees Bylaw No.8951, an inspection fee of 4% of the approved off-site works and services
Section 1.12.3	Latecomer Agreement	\$6,314.00	Not Applicable

Civic Address Changes No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	\$342.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	\$342.00	Not Applicable
	Civic Address change due to personal preference	\$1,324.00	Not Applicable

Telecommunication Antenna Consultation and Siting Protocol No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.14.1	Telecommunication Antenna Consultation and Siting	\$2,638.00	Not Applicable

Heritage Applications No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.15.1(a)	Heritage Alteration Permit with a variance to the Zoning Bylaw or additional floor area	\$1,980.00	<p>\$660.00 for the first 464.5 m² of gross floor area plus:</p> <ul style="list-style-type: none"> - \$139.00 for each additional 92.9 m² or portion of 92.9 m² of gross floor area up to 9,290 m², plus - \$27.50 for each additional 92.9 m² or portion of 92.9 m² of gross floor area over 9,290 m²

Section 1.15.1(b)	Heritage Alteration Permit without a variance of additional floor area	\$293.00	Not Applicable
Section 1.15.1(c)	Heritage Alteration Permit (issued by delegated authority referred to in Section 7.1.2 of the <i>Heritage Procedures Bylaw No. 8400</i>)	\$293.00	Not Applicable
Section 1.15.1(d)	Heritage Alteration Permit For patios to be considered by the Director of Development with the City of Richmond Patio Permit Application	No Fee	Not Applicable
Section 1.15.2(a)	Heritage Revitalization Agreement where use or density is varied	\$2,638.00	For residential portion of development: - \$26.25 per dwelling unit for first 20 dwelling units and \$14.25 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$20.50 per 100 m ² of building area for the first 1,000 m ² and \$8.25 per 100 m ² thereafter
Section 1.15.2(b)	Heritage Revitalization Agreement where use or density is not varied	\$1,980.00	\$660.00 for the first 464.5 m ² of gross floor area plus: - \$139.00 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area up to 9,290 m ² , plus - \$27.50 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area over 9,290 m ²
Section 1.15.3	Early Public Notices - Heritage Alteration Permit that cannot be delegated to the Director of Development for issuance, or Heritage Revitalization Agreement	\$2.00 per address identified	Not Applicable
Section 1.15.4	Public Hearing Notices - Heritage Revitalization Agreement (where use or density is varied)	\$2.00 per address identified	Not Applicable

Section 1.15.5	Meeting Notices for Heritage Alteration Permit that involves a variance to the Zoning Bylaw or additional floor area, or Heritage Revitalization Agreement that is not subject to the Public Hearing requirement	\$2.00 per address identified	Not Applicable
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Administrative Fees No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.16.1	Change in property ownership or authorized agent	\$342.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	\$64.25	Not Applicable
Section 1.16.3	Submission of new information that results in any of the following changes: (a) increase in proposed density; or (b) addition or deletion of any property associated with the application	\$342.00	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	\$71.25 per legal Plan	Not Applicable
Section 1.16.5	Site Disclosure Statement submission	\$71.25 per Site Disclosure Statement	Not Applicable
Section 1.16.6	Amendment to or discharge of legal agreement that does not require City Council approval	\$342.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment to or discharge of legal agreement that requires City Council approval	\$1,324.00 per legal agreement	Not Applicable
Section 1.16.8	Additional landscape inspection because of failure to comply with City requirements	\$147.00 for second inspection	\$146.00 for each additional inspection required
Section 1.16.9	Preparation of information letter (comfort letter) for general land use	\$87.00 per property	Not Applicable
Section 1.16.10	Preparation of information letter (comfort letter) for building issues	\$87.00 per property	Not Applicable

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

Sections 2.1, 2.3

Description	Fee
<u>Dog – Not neutered or spayed</u>	
Normal Fee	\$93.50
Prior to March 1 st of the year for which the application is made	\$67.25
<u>Dog – Neutered or spayed</u>	
Normal Fee	\$41.00
Prior to March 1 st of the year for which the application is made	\$27.75
For seniors who are 65 years of age or older that have paid prior to March 1 st of the year for which the application is made	\$14.50
<u>Dangerous Dog – Not neutered or spayed</u>	
Normal Fee	\$333.00
Prior to March 1 st of the year for which the application is made	\$269.00
<u>Dangerous Dog – Neutered or spayed</u>	
Normal Fee	\$269.00
Prior to March 1 st of the year for which the application is made	\$204.00
For seniors who are 65 years of age or older that have paid prior to March 1 st of the year for which the application is made	\$102.00
Replacement tag*	
<i>*Fee for a replacement tag for each dog tag lost or stolen; or for each dog licence to replace a valid dog licence from another jurisdiction</i>	\$8.25

SCHEDULE – DONATION BIN REGULATION**Donation Bin Regulation Bylaw No. 9502**

Section 2.1.3

Description	Fee
Annual Permit Fee	\$124.00 per donation Bin
Damage Deposit Fee	\$1,168.00 per donation bin location to a maximum of \$3,000 per permittee

Donation Bin Regulation Bylaw No. 9502

Section 2.2.7

Description	Fee
Clean-up Fee	Actual Cost

Donation Bin Regulation Bylaw No. 9502

Section 2.4

Description	Fee
Bin Removal Fee	\$124.00 per donation bin
Bin Retrieval Fee	\$243.00 per donation bin
Storage Fee	\$19.00 per day per donation bin
Disposal Fee	\$96.00 per donation bin disposal

SCHEDULE – EMPLOYMENT AND PAYROLL RECORDS

Description	Fee
Fee per request	\$124.00
Photocopying fees additional	\$2.25 per page \$2.50 per page (double sided)

SCHEDULE – FILMING APPLICATION AND FEES**Filming Application and Fees Bylaw No. 8708****Administration Fees**

Section 2.1.1 and 2.1.2

Description	Fee
Application for Filming Agreement	\$232.00
Film Production Business Licence	\$162.00
Street Use Fee (100 feet/day)	\$64.00

Filming Application and Fees Bylaw No. 8708**City Parks & Heritage Sites**

Section 2.1.1 and 2.1.2

Description	Fee	Units
Major Park		
<i>Per day</i>	\$951.00	
<i>Per ½ day</i>	\$637.00	
Neighbourhood Park		
<i>Per day</i>	\$637.00	
<i>Per ½ day</i>	\$381.00	
<u>Britannia Shipyard</u>		
Filming	\$2,521.00	per day
Preparation & Wrap	\$1,265.00	per day
Per Holding Day	\$637.00	per day
City Employee		
<i>Per regular working hour</i>	\$46.00	
<i>Per hour after 8 hours</i>	\$67.25	
<u>Minoru Chapel</u>		
Filming		
<i>October through June</i>	\$3,149.00	per day
<i>July through September</i>	\$3,779.00	per day
Preparation & Wrap	\$1,265.00	per day
Per Holding Day	\$637.00	per day
City Employee		
<i>Per regular working hour</i>	\$46.00	
<i>Per hour after 8 hours</i>	\$67.25	

Filming Application and Fees Bylaw No. 8708
City Parks & Heritage Sites (cont.)
 Section 2.1.1 and 2.1.2

Description	Fee	Units
<u>Nature Park</u>		
Filming	\$1,264.00	per day
Preparation & Wrap	\$637.00	per day
City Employee		
<i>Per regular working hour</i>	\$46.00	
<i>Per hour after 8 hours</i>	\$67.25	
<u>City Hall</u>		
Filming on regular business days	\$2,521.00	per day
Filming on weekends or statutory holidays	\$1,265.00	per day
Preparation & Wrap	\$1,265.00	per day
City Employee		
<i>Per regular working hour</i>	\$46.00	
<i>Per hour after 8 hours</i>	\$67.25	

Filming Application and Fees Bylaw No. 8708
Other Fees
 Section 2.1.1 and 2.1.2

Description	Fee	Units
<u>RCMP (4-hour minimum)</u>		
Per person	\$134.00	per hour
<u>Fire Rescue (4-hour minimum)</u>		
Fire Engine	\$165.00	per hour
Fire Captain	\$116.00	per hour
Firefighter (minimum 3 firefighters)	\$93.00	per hour, per person

SCHEDULE – FIRE PROTECTION AND LIFE SAFETY**Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery**

Description	Section	Fee	Units
Permit	4.3	\$28.25	
Permit Inspection, first hour	4.3	\$111.00	
Permit Inspection, subsequent hours or part thereof	4.3	\$68.50	
Attendance – open air burning without permit <i>first hour</i>	4.5.1	\$565.00	per vehicle
Attendance – open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$288.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$565.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$288.00	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)	\$565.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Vacant premises – Richmond Fire- Rescue response	9.7.5 (a)	\$565.00	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	\$142.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Fire Extinguisher Training	15.1.1 (h)	\$31.75	per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1 (i)	\$81.75	per address

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

Description	Section	Fee
Review – Fire Safety Plan any building	15.1.1 (b)	
Any building < 600 m ² area		\$142.00
Any building > 600 m ² area		\$207.00
High building, institutional		\$274.00
Revisions (per occurrence)		\$68.50
Inspection	15.2.1 (a)	
4 stories or less and less than 914 m ² per floor		\$274.00
4 stories or less and between 914 and 1,524 m ² per floor		\$410.00
5 stories or more and between 914 and 1,524 m ² per floor		\$676.00
5 stories or more and over 1,524 m ² per floor		\$941.00
Inspection or follow-up to an order <i>first hour</i>	15.2.1 (b)	\$111.00
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1 (b)	\$68.50
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, second or each subsequent false alarm occurring in any calendar year	15.5.1	\$410.00
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	\$139.00
Caused by security alarm system	15.6.1	\$274.00
Monitoring agency not notified	15.7.1	\$274.00
Alternate solution report or application review	General	\$207.00

SCHEDULE – FLOOD PROTECTION**Flood Protection Bylaw No. 10426**

Description	Fee
<u>Design Plan Prepared by City [s.1.2.1(d)]</u> a) Design plan prepared by City for One-Family Dwelling or Two- Family Dwelling	\$1,071.00 each
<u>Service Requests [s.2.4.1]</u> For responses by the City in connection with a request for maintenance or emergency services	\$323.00 each

SCHEDULE – GARDEN CITY LANDS SOILS DEPOSIT FEES**Garden City Lands Soils Deposits Fees Bylaw No. 9900**

Sections 2.1

Dump Truck Type	Approximate Volume per Load	Fee
Tandem	7m ³	\$112.00
Tri-Tandem	9m ³	\$139.00
Truck + Transfer	12m ³	\$177.00

SCHEDULE – NEWSPAPER DISTRIBUTION REGULATION**Newspaper Distribution Regulation Bylaw No. 7954**

Section	Application Type	Fee
Section 2.1.3	Each compartment within a multiple publication news rack (MPN) for paid or free newspaper	\$196.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	\$95.75, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	\$131.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspaper	\$321.00, plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	\$131.00, plus applicable taxes, per year

SCHEDULE – PARKING (OFF-STREET) REGULATION**PARKING (OFF-STREET) REGULATION Bylaw No. 7403****EV Charging – City EV Parking Stall User Fees****Section 3.5.3**

Description	Fee
<u>Charging Level of EV Supply Equipment</u>	<i>Per minute</i>
Level 2 – 3.1kW to 9.6kW Charging Session Parking Rate	Initial 2 hrs: \$0.0375/min (\$2.25/hr) After 2 hrs: \$0.0875/min (\$5.25/hr)
Level 3 – 25kW Charging Session Parking Rate	\$0.1375/min (\$8.25/hr)
Level 3 – 50kW Charging Session Parking Rate	\$0.275/min (\$16.50/hr)

PARKING (OFF-STREET) REGULATION Bylaw No. 7403

Section 5.1.3, 6.1.2

Description	Fee
<p><i>Pay Parking Fees:</i></p> <p>All Off-Street City Property Locations, other than those set out below</p> <p>6131 Bowling Green Road</p> <p>6500 Gilbert Road</p> <p>7840 Granville Avenue</p> <p>5540 Hollybridge Way</p> <p>3500 McDonald Road</p>	<p>All rates include applicable taxes.</p> <p>\$3.50 per hour – 7:00 am to 9:00 pm</p> <p>\$3.50 per hour – 7:00 am to 9:00 pm</p> <p>\$3.50 per hour – 7:00 am to 9:00 pm</p> <p>Gateway Theater Productions - \$6.50 for maximum stay</p> <p>\$3.00 per hour – 7:00 am to 4:00 pm</p> <p>\$3.00 per hour – 7:00 am to 9:00 pm</p> <p>\$9.75 per day</p> <p>\$25.50 first day (vehicle towing watercraft trailer only) Plus \$12.50 per additional day (to a maximum of 5 days)</p>
<p><i>Parking Permit / Decal Fees:</i></p> <p>All Off-Street City Property Locations, other than those set out below.</p> <p>Gateway Theater Staff Parking (6500 Gilbert Road)</p> <p>Richmond Lawn Bowling Club Members Parking (6131 Bowling Green Road)</p> <p>Richmond Seniors' Centre Members Parking (Minoru Park)</p> <p>Richmond Tennis Club Members Parking (Minoru Park)</p> <p>Richmond Winter Club Members Parking (5540 Hollybridge Way)</p> <p>McDonald Beach – Watercraft Trailer Parking (3500 McDonald Road)</p>	<p>\$55.25 per calendar month plus applicable taxes, subject to discounts of:</p> <p>- 10% for groups of 11 or more permit decals</p> <p>\$6.25 per calendar year, plus applicable taxes</p> <p>\$6.25 per calendar year, plus applicable taxes</p> <p>\$9.25 per calendar year, plus applicable taxes</p> <p>\$6.25 per calendar year, plus applicable taxes</p> <p>\$6.25 per calendar year, plus applicable taxes</p> <p>\$110.00 Richmond Residents, per calendar year, plus applicable taxes</p> <p>\$165.00 Non-Richmond Residents, per calendar year, plus applicable taxes</p>

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

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$45.50	per hour
<i>Mini field</i>	\$23.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$37.00	per hour
<i>Mini field</i>	\$19.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$13.50	per hour
<i>Mini field</i>	\$7.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$27.50	per hour
<i>Mini field</i>	\$14.50	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$32.75	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$26.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$9.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$20.50	per hour
<u>Soil Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$11.75	per hour
<i>Mini field</i>	\$6.75	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$9.50	per hour
<i>Mini field</i>	\$6.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$5.00	per hour
<i>Mini field</i>	\$3.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$7.50	per hour
<i>Mini field</i>	\$5.00	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.

Playing Field User Fees (cont.)
Artificial Turf Fees

Description	Fee	Units
Richmond Youth Groups*		
<i>Full size</i>	\$27.75	per hour
<i>Mini field</i>	\$14.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$46.25	per hour
<i>Mini field</i>	\$23.75	per hour
Commercial/Non-residents (all ages)		
<i>Full size</i>	\$67.00	per hour
<i>Mini field</i>	\$34.50	per hour

*As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.

Playing Field User Fees
Ball Diamonds

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$29.50	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$23.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$8.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$18.50	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$26.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$21.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$8.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$17.25	per hour

Playing Field User Fees
Ball Diamonds (cont.)

Description	Fee	Units
<u>Soil Turf (No Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$8.50	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$7.25	per hour
Richmond Youth Groups* <i>Full size</i>	\$4.25	per hour
Richmond Adult Groups* <i>Full size</i>	\$6.25	per hour
<u>Artificial Turf (With Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$71.50	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$71.50	per hour
Richmond Youth Groups* <i>Full size</i>	\$29.50	per hour
Richmond Adult Groups* <i>Full size</i>	\$49.25	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)

Description	Fee	Units
Training Fee – all ages Track and Field Club	\$925.00	per year
Richmond Youth Meets*	\$176.00	per meet
Richmond Adult Meets*	\$272.00	per meet
Private Group Track Meets or Special Events	\$675.00	per day
Private Group Track Meets or Special Events	\$57.75	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.*

SCHEDULE – POLLUTION PREVENTION AND CLEAN-UP**Permit Application Fees**

Section 6.1.2

Description	Fee
Application Fee	\$3,350.00
Request for comfort letters per civic address and per unit	\$93.50

SCHEDULE – PROPERTY TAX FEES**Property Tax Billing Information**

Description	Fee
Additional tax and/or utility bill reprints – per folio/account	\$7.50
Digital roll data report	\$1,010.00
Tax apportionment – per child folio	\$39.00
Mortgage company tax information request – per folio	\$13.00

Property Tax Certificate Fees

Description	Fee
Requested in person at City Hall	\$74.00
Requested through APIC	\$42.00

Property Tax Sale

Description	Fee
Tax Sale Registration Fee	\$184.00

SCHEDULE – PUBLIC SPACE PATIO FEES**Public Space Patio Regulation Bylaw No. 10350****Section 2.3(c)**

Public Space Patio Permit Application Fee	Fee
Permit	\$307.00
Renewal	\$307.00
Small Sidewalk Patio Permit Application Fee	Fee
Permit	\$103.00
Renewal	\$103.00

SCHEDULE – PUBLICATION FEES**Publication Fees**

Description	Fee
<u>As-Builts Drawings</u>	
A-1 Size, 24" x 36"	\$8.00
B Size, 18" x 24"	\$6.25
<u>Computer Sections Maps, 24" x 24"</u>	
Individual	\$8.00
Digital Download	\$99.75
<u>Custom Services</u>	
Custom Mapping (per hour)	\$80.25
<u>Engineering Manuals</u>	
Design Specifications (contents only)	\$128.00
Supplemental Specifications and Detail Drawings (contents only)	\$128.00
<u>GIS Data Requests</u>	
Non-refundable Data Request Fee	\$128.00
First Layer*	\$200.00
Each Additional Layer*	\$68.50
Digital download of GIS layers of Municipal Works of City of Richmond	\$8,003.00
<u>Street Maps</u>	
Large, 36" x 57"	\$10.75
Small, 22" x 34"	\$8.00
<u>Traffic Camera Video Recording Search Fee</u>	
Per Site (minimum charge)	\$403.00
Per hour additional for large requests	\$64.50
<u>Utility Section Maps, 15" x 24"</u>	
Individual	\$6.25
Digital Download	\$99.75

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

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

Description	Fee
Criminal Record Checks	\$74.50
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)	\$74.50
Fingerprints	\$74.50
Record of Suspension / Local Records Checks	\$74.50
Name Change Applications	\$74.50
Collision Analyst Report	\$685.00
Field Drawing Reproduction	\$50.50
Scale Drawing	\$147.00
Mechanical Inspection Report	\$298.00
Police Report and Passport Letter	\$74.50
Insurance Claim Letter	\$74.50
Court Ordered File Disclosure	\$74.50
* per page	*Plus \$3.75
**Shipping cost	**Plus \$10.25
Photos 4" x 6" (per photo)	\$5.25
***Shipping cost	***Plus \$10.25
Photos (each laser)	\$4.25
Digital Photo Reproduction	\$24.00
Video Reproduction (first hour)	\$74.50
- per additional half-hour of staff time	\$37.75
Audio Tape Reproduction (first hour)	\$74.50
- per additional half-hour of staff time	\$37.75
Information transfer/storage to USB	\$10.00

SCHEDULE - REGULATION OF MATERIAL ON HIGHWAYS**Regulation of Material on Highways Bylaw No. 10226**

Section 1.2.5

Description	Fee
Administrative charges for cost recovery	20% of actual costs
Costs of removal or clearance and disposal	Actual Cost

Regulation of Material on Highways Bylaw No. 10226

Section 1.3.2

Description	Fee
Administrative charges for cost recovery	20% of actual costs
Costs of removal, impoundment or seizure	Actual Cost

Regulation of Material on Highways Bylaw No. 10226

Section 1.3.6

Description	Fee
Administrative charges for cost recovery	20% of actual costs
Costs of removal and disposal	Actual Cost

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

Description	Fee
<u>Driveway Crossing Application</u> Administration/Inspection Fee	\$104.00

SCHEDULE – SANITARY SEWER**Sanitary Sewer Bylaw No. 10427**

Description	Fee
<u>Design Plan Prepared by City [s.1.2.1(d)]</u> a) Design plan prepared by City for One-Family Dwelling or Two- Family Dwelling	\$1,071.00 each
<u>Service Requests [s.2.7.1]</u> For responses by the City in connection with a request for maintenance or emergency services	\$323.00 each
<u>Application for Sanitary Sewer User Fee Reduction [s.2.3.1(b)]</u> Application fee	\$315.00 each

SCHEDULE – SIGN REGULATION**Sign Regulation Bylaw No. 9700****Sections 1.12, 1.14**

Description	Fee
Base application fee (non-refundable)	\$92.25 (creditable towards appropriate permit fee)
Fee for home-based sign	\$92.25
Fee based on sign area (awning, banner, canopy, changeable copy, fascia, mansard roof, marquee, projected-image, projecting, under awning/canopy, window signs >25%)	<div><15.0m²: \$118.00</div> <div>15.01-45.0m²: \$232.00</div> <div>>45.01m²: \$403.00</div>
Fee for new freestanding signs	<div>< 3.0m²: \$232.00</div> <div>3.01-9.0m²: \$460.00</div> <div>9.01-15.0m²: \$689.00</div>

Fee for temporary construction freestanding/fencing signs	Single/two family: \$118.00 \$67.25 for each additional 6 months. 3+ family construction: \$232.00 \$118.00 for each additional 6 months
Freestanding sign relocation fee (on same site)	\$232.00 (same as base f/s fee)
Permit processing fee for a sign without a permit	2x actual permit fee

SCHEDULE – SOIL DEPOSIT AND REMOVAL**Soil Deposit and Removal Bylaw No. 10200 Fees**

Sections 4.1.1d; 4.2.1; 4.4.1 (d); 4.7.1 (b)

Description	Fee
Soil and other Material Deposit or Removal Application Fee (over 100 cubic metres to 600 cubic metres)	\$644.00
Soil and Other Material Deposit or Removal Application Fee (over 600 cubic metres)	\$1,071.00
Security Deposit	\$5.04 per cubic metre (\$15,000 minimum to a maximum of \$200,000)
Volume Fee - Soil Removal	\$1.04 per cubic metre
Volume Fee - Soil Deposit (Soil or Other Material imported within the City)	\$1.04 per cubic metre
Volume Fee - Soil Deposit (Soil or Other Material imported from outside the City)	\$2.04 per cubic metre
Soil and Other Material Deposit or Soil Removal Permit Renewal Fee	\$323.00

SCHEDULE - TRAFFIC**Traffic Bylaw No. 5870**

Parking Fees

Section 12A.3, 12B.4

Description	Fee
<i>Pay Parking Fees:</i> Block Meter Zones	All rates include applicable taxes. \$3.50 per hour – 8:00 am to 9:00 pm
<i>Parking Permit / Decal Fees:</i> Parking Permit Decal	\$55.25 per calendar month, plus applicable taxes, subject to discount of: <ul style="list-style-type: none"> • 10% for groups of 11 or more permit decals

Traffic Bylaw No. 5870

Parking Fees

Section 12B.1, 12B.4

Description	Fee
<i>Parking Permit / Decal Fees:</i> Parking Permit Decal	\$100.00 per calendar year, per registered vehicle <ul style="list-style-type: none"> • <i>Registration is optional</i> • <i>City Centre Parking Management Zone</i> - Per Schedule K to Bylaw 5870

Traffic Bylaw No. 5870

Construction Permit Zone with Block Meter and/or Metered Parking Spaces

Section 42.2A

Obstruction of Block Meter Machine	\$112.00 per day per block meter machine plus applicable taxes
Removal of Block Meter Machine	\$112.00 per block meter machine plus applicable taxes
Storage of Block Meter Machine	\$55.25 per month per block meter machine plus applicable taxes
Obstruction of Metered Parking Space	\$37.00 per day per metered parking space plus applicable taxes

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

Sections 4.2, 4.6

Description	Fee
<u>Permit application fee</u>	No Fee
To remove a hazard tree	\$68.50
One (1) tree per parcel during a 12 month period	\$82.50 per tree
Two (2) or more trees	
Permit renewal, extension or modification fee	\$68.50

Tree Protection Bylaw No. 8057**Permit Fees**

Sections 4.4.1, 5.2.6, 7.6(c)

Section	Description	Fee
Section 4.4.1	Security Deposit for replacement tree under a permit: <ul style="list-style-type: none"> - not related to works - related to a building permit - related to subdivision 	\$0 per replacement tree \$0 per replacement tree \$750 per replacement tree
Section 5.2.6	Security Deposit for retained tree that is not a significant tree: <ul style="list-style-type: none"> - related to a building permit - related to subdivision - for trees 20cm to 30cm caliper - for trees 31cm to 91cm caliper 	\$0 per retained tree \$5,000 per retained tree \$10,000 per retained tree
Section 5.2.6	Security Deposit for retained tree, if significant tree	\$20,000 per significant tree
Section 7.6(c)	Security Deposit for replacement trees planted as compensation for a significant tree, if significant tree damaged, cut or removed without permit	\$20,000 per significant tree

SCHEDULE – USE OF CITY STREETS**Traffic Bylaw No. 5870**

Obstruction of Traffic – Traffic Management Plan Review and Lane Closure Permit
Section 6.3

Description	Fee
Application Review Fee	\$112.00

Traffic Bylaw No. 5870

Containers – Temporary Placement Permit
Section 9A

Description	Fee
Permit Fee	\$33.25 per day

Traffic Bylaw No. 5870

Shared Vehicle Parking Space – Permit
Section 12C

Description	Fee
Permit Fee	\$330.00 per year

Traffic Bylaw No. 5870**EV Charging – City EV Parking Stall User Fees**

Section 12D.4

Description	Fee
<u>Charging Level of EV Supply Equipment</u>	<i>Per minute</i>
Level 2 – 3.1kW to 9.6kW Charging Session User Fees	Initial 2 hrs: \$0.0375/min (\$2.25/hr) After 2 hrs: \$0.0875/min (\$5.25/hr)
Level 3 – 25kW Charging Session User Fees	\$0.1375/min (\$8.25/hr)
Level 3 – 50kW Charging Session User Fees	\$0.275/min (\$16.50/hr)

Traffic Bylaw No. 5870**Oversize Vehicles and Building Moves – Permit**

Section 25.1

Description	Fee
Individual Vehicle Trip	\$28.00
One Vehicle for More than One Trip	\$112.00
One Building Move	\$55.25
Re-issuance of Building Move Permit as a Result of Changes Requested to Original Permit	\$28.00

Traffic Bylaw No. 5870**Construction Zones – Permit**

Section 42.1

Description	Fee
Permit Fee	\$330.00
* per day *Plus	\$33.25
** per metre of roadway to which **Plus permit applies, per day	\$1.25

SCHEDULE – UNDERPINNING WORKS AND CONSTRUCTION FENCE ENCROACHMENT

Underpinning Works and Construction Fence Encroachment Bylaw No. 9833
Sections 2.1, 2.2 and 3.4

Description	Fee
Underpinning Works	
Application Fee	\$574.00 per Underpinning Works Permit application
Encroachment Fee	\$60.50 per square meter of excavation face that will be supported by the Underpinning Works
Inspection Fee	\$274.00
Additional Inspection Fees	\$104.00 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,706.00 plus such additional amounts set forth in section 2.2 of Bylaw No. 9833
Construction Fence	Fee
Application Fee	\$118.00 per Construction Fence Permit application
Encroachment Fee	\$12.00 per year per square meter of encroachment
Inspection Fee	\$274.00
Additional Inspection Fees	\$104.00 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,706.00

SCHEDULE – VEHICLE FOR HIRE REGULATION

Vehicle for Hire Regulation Bylaw No. 6900

Permit & Inspection Fees

Sections 3.7, 6.3

Description	Fee	Units
Transporting of trunks	\$8.50	per trunk
Towing permit	\$150.00	
Inspection fee for each inspection after the second inspection	\$35.50	

SCHEDULE – VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR**Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068****Section 2.1**

Description		Fee
City Hall Tour		\$302.00 plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	\$302.00 plus room rental fee
	2 to 4 hours	\$599.00 plus room rental fee
	More than 4 hours	\$1,193.00 plus room rental fee

SCHEDULE – WATER USE RESTRICTION**Water Use Restriction Bylaw No. 7784****Permit Fees****Section 3.1**

Description	Fee
Permit application fee for new lawns or landscaping (s.3.1.1(a))	\$41.50
Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b))	\$41.50
Permit application fee for nematode applications for European Chafer Beetle control, where property has water meter service (s.3.1.1(b))	NIL

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

Description	Fee
<u>Culvert</u> Application Fee City Design Option Inspection Fee	\$709.00 \$1,625.00 \$137.00 plus \$27.75 per additional linear metre of culvert over 5 metres wide
<u>Bridge</u> Application Fee Inspection Fee	\$139.00 \$268.00

Note: There is no City Design Option for bridges.

**Watercourse Protection and Crossing Bylaw No. 8441
Riparian Management Area Building Permit – Application Review Fees
Section 8.2**

Description	Fee
<u>Application Review Fees</u>	
(a) Single or two family dwelling construction	\$840.00
(b) Single or two family dwelling demolition	\$393.00
(c) Addition to and/or accessory building over 10 m ² (for single or two family dwellings) construction	\$393.00
(d) Addition to and /or accessory building over 10 m ² (for single or two family dwellings) demolition	\$393.00
(e) Retaining wall over 1.2 m in height, for single or two family dwellings	\$393.00
(f) Site services for single or two family dwelling	\$393.00
(g) Combination of three (3) or more of the following: single or two family dwelling construction and/or demolition, addition to and/or accessory building over 10m ² for single or two family dwellings construction and/or demolition, retaining wall over 1.2 m in height, for single or two family dwelling, and/or site services for single or two family dwelling.	\$1,676.00

Note: Other than as set out above there are no Building Permit application review fees for activities in or adjacent to riparian management areas

Watercourse Protection and Crossing Bylaw No. 8441
Development in Riparian Management Area Inspection Fees
Section 8.5

Description	Fee
<u>Initial Inspection Fee</u>	\$84.25
<u>Re-inspection Fees</u>	
(a) first additional inspection	\$84.25
(b) second additional inspection	\$169.00
(c) third additional inspection	\$337.00
<i>Note: the fee for each additional inspection after the third additional inspection, required as a result of prior inspection showing deficiencies, will be at double the cost of each immediately previous inspection</i>	

SCHEDULE – WATERWORKS

Waterworks and Water Rates Bylaw No. 5637

Description [Section]	Fee
<u>Design Plan Prepared by City [s. 2(d)]</u>	
(a) Design plan prepared by City for One-Family Dwelling or Two-Family Dwelling	\$1,071.00 each
(b) Design plan for all other buildings	\$2,141.00 each
For each turn on or turn off [s. 11(a)(iii), s. 11(c)(i)]	\$117.00
For each non-emergency service call outside regular hours [s. 11(b)(i)]	Actual Cost
Fee for testing a water meter [s. 26(a)]	\$406.00
Fee for water meter verification request [s. 26(d)]	\$53.75
Troubleshooting on private property	Actual Cost
<u>Fire flow tests of a watermain</u>	
(a) First test	\$269.00
(b) For each subsequent test	\$162.00
Locate or repair of curb stop service box or meter box	Actual Cost
<u>Fee for use of City fire hydrants [s. 37]</u>	
(a) Where the installation of a water meter is required:	
(i) Refundable Deposit	\$366.00
(ii) Consumption fee: the greater of the rates set out in Item 1 of Bylaw No. 5637 Schedules “B” or “C”, or	\$235.00
(b) Where the installation of a water meter is not required:	
(i) First day	\$235.00
(ii) Each additional day of use beyond the first day	\$77.50

<u>Fee for use of Private fire hydrants [s. 37.1]</u>	
(a) Where the installation of a water meter is required:	
(i) Refundable Deposit	\$386.00
(ii) Consumption fee: the greater of the rates set out in Item 1 of Bylaw No. 5637 Schedules "B" or "C", or	\$227.00
(b) Where the installation of a water meter is not required:	
(i) First day	\$109.00
(ii) Each additional day of use beyond the first day	\$70.00

SCHEDULE – WHARVES REGULATION**Wharves Regulation Bylaw No. 10182****Moorage Fees****Section 4.1**

Description	Fee
Moorage Fee - per foot per 24 hour period	\$1.75

Note: All stays at Imperial Landing are limited to a maximum of three (3) consecutive days within a fourteen (14) day period.

Separate tickets must be purchased for each day of moorage (i.e. 24-hour period). The separate tickets may be purchased at the same time OR a single ticket can be purchased at the beginning of each day.

Tickets are non-transferable.



Inter-municipal Business Licence Bylaw No. 10583

WHEREAS the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver (the "*Participating Municipalities*") wish to permit certain categories of Businesses to operate across their jurisdictional boundaries while minimizing the need to obtain a separate municipal business licence in each jurisdiction.

AND WHEREAS each of the *Participating Municipalities* has or will adopt a similar bylaw and has or will enter into an agreement with the other *Participating Municipalities* to implement the inter-municipal business licence scheme;

NOW THEREFORE the Council of the City of Richmond enacts as Follows:

1. Council Repeals Inter-municipal Business Licence Bylaw No. 9040.
2. There is hereby established an inter-municipal business licence scheme among the *Participating Municipalities*, pursuant to section 14 of the *Community Charter* and section 192.1 of the *Vancouver Charter*.
3. In this bylaw:

"*Business*" has the meaning in the *Community Charter*;

"*Community Charter*" means the *Community Charter*, S.B.C. 2003, c. 26;

"*Inter-municipal Business*" means any of the following businesses that provide services outside of their *Principal Municipality*:

- (a) A trades contractor or other professional related to the construction industry;
- (b) A contractor who performs maintenance, repair and/or inspections of land and buildings; and
- (c) A health care professional or a health care service provider who provides services by visiting clients in their homes;

"*Inter-municipal Business Licence*" means a business licence which authorizes an *Inter-municipal Business* to be carried on within the jurisdictional boundaries of any or all of the *Participating Municipalities*;

"*Municipal Business Licence*" means a licence or permit, other than an *Inter-municipal Business Licence*, issued by a *Participating Municipality*, that authorizes a *Business* to be carried on within the jurisdictional boundaries of that *Participating Municipality*;

“Participating Municipality” means any one of the *Participating Municipalities*;

“Person” has the meaning in the *Interpretation Act*, R.S.B.C. 1996, c. 238;

“Premises” means one or more fixed or permanent locations where the *Person* ordinarily carries on *Business*;

“Principal Municipality” means the *Participating Municipality* where a *Business* is located or has a *premises*; and

“Vancouver Charter” means the Vancouver Charter, S.B.C. 1953, c. 55.

4. Subject to the provisions of this bylaw, the *Participating Municipalities* will permit a *Person* who has obtained an *Inter-municipal Business Licence* to carry on *Business* within any *Participating Municipality* for the term authorized by the *Inter-municipal Business Licence* without obtaining a *Municipal Business Licence* in the other *Participating Municipalities*.
5. A *Principal Municipality* may issue an *Inter-municipal Business Licence* to an applicant if the applicant is an *Inter-municipal Business* and meets the requirements of this bylaw in addition to the requirements of the *Principal Municipality’s* bylaw that applies to a *Municipal Business Licence*.
6. Notwithstanding that a *Person* may hold an *Inter-municipal Business Licence* that would make it unnecessary to obtain a *Municipal Business Licence* in other *Participating Municipalities*, the *Person* must still comply with all other regulations of any municipal business licence bylaw or regulation in addition to any other bylaws that may apply within any jurisdiction in which the *Person* carries on *Business*.
7. An *Inter-municipal Business Licence* must be issued by the *Participating Municipality* in which the applicant maintains *Premises*.
8. The *Participating Municipalities* will require that the holder of an *Inter-municipal Business Licence* also obtain a *Municipal Business Licence* for *Premises* that are maintained by the licence holder within the jurisdiction of the *Participating Municipality*.
9. The *Inter-municipal Business Licence* fee is \$300 and is payable to the *Principal Municipality*.
10. The *Inter-municipal Business Licence* fee is separate from and in addition to any *Municipal Business Licence* fee that may be required by a *Participating Municipality*.
11. Despite the provisions of section 12, the *Inter-municipal Business Licence* fee will not be prorated.

12. The term of an *Inter-municipal Business Licence* is twelve (12) months, except that, at the option of a *Principal Municipality*, the term of the initial *Inter-municipal Business Licence* issued to an *Inter-municipal Business* in that municipality may be less than twelve (12) months in order to harmonize the expiry date of the *Inter-municipal Business Licence* with the expiry date of the *Municipal Business Licence*.
13. An *Inter-municipal Business Licence* will be valid within the jurisdiction boundaries of all of the Participating Municipalities until its term expires, unless the *Inter-municipal Business Licence* is suspended or cancelled or a *Participating Municipality* withdraws from the inter-municipal licensing scheme in accordance with this bylaw.
14. A *Participating Municipality* may exercise the authority of the *Principal Municipality* and suspend an *Inter-municipal Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to suspend a business licence under the *Community Charter* or *Vancouver Charter* or under the business licence bylaw of the *Participating Municipality*. The suspension will be in effect throughout all of the *Participating Municipalities* and it will be unlawful for the licence holder to carry on *Business* authorized by the *Inter-municipal Business Licence* in any *Participating Municipality* for a period of the suspension.
15. A *Participating Municipality* may exercise the authority of the *Principal Municipality* and cancel an *Inter-municipal Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to cancel a business licence under the *Community Charter* or *Vancouver Charter* or under the business licence bylaw of the *Participating Municipality*. The cancellation will be in effect throughout all of the *Participating Municipalities*.
16. The cancellation of an *Inter-municipal Business Licence* under section 15 will not affect the authority of a *Participating Municipality* to issue a business licence, other than an *Inter-municipal Business Licence*, to the holder of the cancelled *Inter-municipal Business Licence*.
17. Nothing in this bylaw affects the authority of a *Participating Municipality* to suspend or cancel any business licence issued by that municipality or to enact regulations in respect of any category of business under section 15 of the *Community Charter* or sections 272, 273, 279A, 279A.1, 279B, and 279 C of the *Vancouver Charter*.
18. A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the inter-municipal business licensing scheme and notice must:
 - (a) Set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of *Inter-municipal Business Licences*, which date must be at least six months from the date of the notice, and

- (b) Include a certified copy of the Council resolution or bylaw authorizing the municipality's withdrawal from the *Inter-municipal Business Licence Scheme*.
19. The invalidity or unenforceability or any provision of this Bylaw shall not affect the validity or enforceability of any other provisions of this Bylaw and any such invalid or unenforceable provision shall be deemed to be severable.
20. Despite any other provision of this Bylaw, an *Inter-municipal Business Licence* granted in accordance with this Bylaw does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the *Participating Municipalities*.
21. A business licence granted under any other inter-municipal business licence scheme is deemed not to exist for the purposes of this bylaw, even if Participating Municipality is a participating member of the other inter-municipal business licence scheme.
22. A decision by a court that any part of this bylaw is illegal, void, or unenforceable severs that part from this bylaw, and is not to affect the balance of this bylaw.
23. *This bylaw is to come into force and take effect on January 1, 2025.*
24. This Bylaw is cited as **"Inter-Municipal Business Licence Bylaw No. 10583"**.

FIRST READING

SECOND READING

THIRD READING

LEGAL REQUIREMENTS SATISFIED

ADOPTED

OCT 07 2024

OCT 07 2024

OCT 07 2024

NOV 05 2024

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

MAYOR_____
CORPORATE OFFICER



Inter-municipal Business Licence Agreement Bylaw No. 10584

A Bylaw to enter into an agreement among the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver (the "Participating Municipalities") regarding an Inter-municipal Business Licence Scheme

The Council of the City of Richmond enacts as follows:

1. That effective December 31, 2024, Inter-municipal Business Licence Agreement Bylaw No. 9493 be repealed.
2. Council hereby authorizes the City to enter into an Agreement with the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver, in substantially the form and substance of the Agreement attached to this Bylaw as Schedule A, and also authorizes the Chief Administrative Officer and the General Manager, Finance and Corporate Services to execute the Agreement on behalf of the City, and to deliver it to the Participating Municipalities on such terms and conditions as the Chief Administrative Officer and the General Manager, Finance and Corporate Services deem fit.
3. This Bylaw is cited as "**Inter-municipal Business Licence Agreement Bylaw No. 10584**".

FIRST READING

OCT 07 2024

SECOND READING

OCT 07 2024

THIRD READING

OCT 07 2024

ADOPTED

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

MAYOR

CORPORATE OFFICER

Schedule A**Inter-municipal Business Licence Agreement**

WHEREAS the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver (hereinafter the "*Participating Municipalities*") wish to permit certain categories of Businesses to operate across their jurisdictional boundaries while minimizing the need to obtain a separate municipal business licence in each jurisdiction;

NOW THEREFORE the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver agree as follows:

1. The *Participating Municipalities* agree to establish an inter-municipal business licence scheme among the *Participating Municipalities*, pursuant to section 14 of the *Community Charter* and section 192.1 of the *Vancouver Charter*.
2. The *Participating Municipalities* will request their respective municipal Councils to each ratify this Agreement and enact a bylaw to implement an inter-municipal business licence scheme effective January 1, 2025.

3. In this Agreement:

"*Business*" has the meaning in the *Community Charter*;

"*Community Charter*" means the Community Charter, S.B.C. 2003, c. 26;

"*Inter-municipal Business*" means any of the following businesses that provide services outside of their Principal Municipality:

- (a) A trades contractor or other professional related to the construction industry;
- (b) A contractor who performs maintenance, repair and/or inspections of land and buildings; and
- (c) A health care professional or a health care service provider who provides services by visiting clients in their homes;

"*Inter-municipal Business Licence*" means a business licence which authorizes an *Inter-municipal Business* to be carried on within the jurisdictional boundaries of any or all of the *Participating Municipalities*;

"*Inter-municipal Business Licence Bylaw*" means the bylaw adopted by the Council of each *Participating Municipality* to implement the inter-municipal business licence scheme contemplated by this Agreement;

"*Municipal Business Licence*" means a licence or permit, other than an Inter-municipal Business Licence, issued by a *Participating Municipality* that authorizes a Business to be carried on within the jurisdictional boundaries of the *Participating Municipality*;

“Participating Municipality” means any one of the *Participating Municipalities*;

“Person” has the meaning in the Interpretation Act, R.S.B.C. 1996, c. 238,

“Premises” means one or more fixed or permanent locations where the person ordinarily carries on business;

“Principal Municipality” means the *Participating Municipality* where a *Business* is located or has *Premises*; and

“Vancouver Charter” means the Vancouver Charter, S.B.C. 1953, c.55.

4. Subject to the provisions of the *Inter-municipal Business Licence Bylaw*, the *Participating Municipalities* will permit a *Person* who has obtained an *Inter-municipal Business Licence* to carry on *Business* within any *Participating Municipality* for the term authorized by the *Inter-municipal Business Licence* without obtaining a *Municipal Business Licence* in the other *Participating Municipalities*.
5. A *Principal Municipality* may issue an *Inter-municipal Business Licence* to an applicant if the applicant is an *Inter-municipal Business* and meets the requirements of the *Inter-municipal Business Licence Bylaw*, in addition to the requirements of the *Principal Municipality’s* bylaw that applies to a *Municipal Business Licence*.
6. Notwithstanding that a *Person* may hold an *Inter-municipal Business Licence* that would make it unnecessary to obtain a *Municipal Business Licence* in other *Participating Municipalities*, the *Person* must still comply with all other regulations of any municipal business licence bylaw or regulation in addition to any other bylaws that may apply within any jurisdiction in which the *Person* carries on *Business*.
7. An *Inter-municipal Business Licence* must be issued by the *Participating Municipality* in which the applicant maintains *Premises*.
8. The *Participating Municipalities* will require that the holder of an *Inter-municipal Business Licence* also obtain a *Municipal Business Licence* for *Premises* that are maintained by the licence holder within the jurisdiction of the *Participating Municipality*.
9. The *Inter-municipal Business Licence* fee is \$300 and is payable to the *Principal Municipality*.
10. The *Inter-municipal Business Licence* fee is separate from and in addition to any *Municipal Business Licence* fee that may be required by a *Participating Municipality*.
11. Despite section 15, the *Inter-municipal Business Licence* fee will not be pro-rated.
12. The *Participating Municipalities* will distribute revenue generated from *Inter-Municipal Business Licence Fees* amongst all *Participating Municipalities* based on the *Principal Municipality* retaining 90% of the *Inter-municipal Business Licence* fee and the remaining 10% distributed equally to the remaining *Participating Municipalities*.

13. The *Participating Municipalities* will review the *Inter-municipal Business Licence* scheme and the revenue sharing formula established by this Agreement from time to time and may alter the formula in section 12 by written agreement of all *Participating Municipalities*.
14. The revenue generated from *Inter-municipal Business Licence* fees collected from January 1 to December 31 inclusive that is to be distributed to other *Participating Municipalities*, in accordance with section 12, will be distributed by February 28 of the year following the year in which fees were collected. The *Participating Municipalities* will designate one municipality, which may change from time to time, to calculate and distribute the revenue generated from *Inter-municipal Business Licence* fees.
15. The length of term of an *Inter-municipal Business Licence* is twelve (12) months, except that, at the option of a *Principal Municipality*, the length of term of the initial *Inter-municipal Business Licence* issued to an *Inter-municipal Business* in that municipality may be less than twelve (12) months in order to harmonize the expiry date of the *Inter-municipal Business Licence* with the expiry date of the *Municipal Business Licence*.
16. An *Inter-municipal Business Licence* will be valid within the jurisdiction boundaries of all the *Participating Municipalities* until its term expires, unless the *Inter-municipal Business Licence* is suspended or cancelled or a *Participating Municipality* withdraws from the inter-municipal business licence scheme among the *Participating Municipalities* in accordance with the *Inter-municipal Business Licence Bylaw*.
17. Each *Participating Municipality* will share a database of *Inter-municipal Business Licences*, which will be available for the use of all *Participating Municipalities*.
18. Each *Participating Municipality* which issues an *Inter-municipal Business Licence* will promptly update the shared database after the issuance of that licence.
19. A *Participating Municipality* may exercise the authority of the *Principal Municipality* and suspend an *Inter-municipal Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to suspend a business licence under the *Community Charter* or *Vancouver Charter* or under the business licence bylaw of the *Participating Municipality*. The suspension will be in effect throughout all of the *Participating Municipalities* and it will be unlawful for the holder to carry on the *Business* authorized by the *Inter-municipal Business Licence* in any *Participating Municipality* for the period of the suspension.
20. A *Participating Municipality* may exercise the authority of the *Principal Municipality* and cancel an *Inter-municipal Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to cancel a business licence under the *Community Charter* or *Vancouver Charter* or the business licence bylaw of the *Participating Municipality*. The cancellation will be in effect throughout all of the *Participating Municipalities*.
21. The cancellation of an *Inter-municipal Business Licence* under section 20 will not affect the authority of a *Participating Municipality* to issue a business licence, other than an *Inter-municipal Business Licence*, to the holder of the cancelled *Inter-municipal Business Licence*.

22. Nothing in this agreement affects the authority of a *Participating Municipality* to suspend or cancel any business licence issued by that municipality or to enact regulations in respect of any category of *Business* under section 15 of the *Community Charter* or sections 272, 273, 279A, 279A.1, 279B, and 279C of the *Vancouver Charter*.
23. A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the *Inter-municipal Business Licence* scheme among the Participating Municipalities, and the notice must:
 - (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of *Inter-municipal Business Licences*, which date must be at least six months from the date of the notice; and
 - (b) include a certified copy of the municipal Council resolution or bylaw authorizing the municipality's withdrawal from the *Inter-municipal Business Licence* scheme.
24. Prior to the effective date of a withdrawal under section 23 of this Agreement, the remaining *Participating Municipalities* will review and enter into an agreement to amend the revenue distribution formula set-out in section 12 of this Agreement.
25. Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Council of the *Participating Municipalities*. Further, nothing contained or implied in this Agreement shall prejudice or affect the *Participating Municipalities'* rights, powers, duties or obligations in the exercise of its functions pursuant to the *Community Charter*, *Vancouver Charter*, or the *Local Government Act*, as amended or replaced from time to time, or act to fetter or otherwise affect the *Participating Municipalities'* discretion, and the rights, powers, duties and obligations under all public and private statutes, bylaws, orders and regulations, which may be, if each *Participating Municipality* so elects, as fully and effectively exercised as if this Agreement had not been executed and delivered by the *Participating Municipalities*.
26. Despite any other provision of this Agreement, an *Inter-municipal Business Licence* granted in accordance with the *Inter-municipal Business Licence Bylaw* does not grant the holder of a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the *Participating Municipalities*. Furthermore, a business licence granted under any other inter-municipal business licence scheme is deemed not to exist for the purposes of this Agreement even if a *Participating Municipality* is a participating member of the other inter-municipal licence scheme.
27. This Agreement may be executed in several counter parts, each of which shall be deemed to be an original. Such counterparts together shall constitute one and the same instrument, notwithstanding that all of the *Participating Municipalities* are not signatories to the original or the same counterpart.
28. This Agreement replaces and supersedes the *Inter-municipal Business Licence Agreement* entered into by the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver in 2016.

SIGNED AND DELIVERED on behalf of the *Participating Municipalities*, the Councils of each of which has, by bylaw, ratified this Agreement and authorized their signatures to sign on behalf of the respective Council, on the dates indicated below.

CITY OF BURNABY

City Clerk _____

Date _____

CITY OF DELTA

Mayor _____

Clerk _____

Date _____

CITY OF NEW WESTMINSTER

Mayor _____

Clerk _____

Date _____

CITY OF RICHMOND

Chief Administrative Officer _____

General Manager, Finance
and Corporate Services _____

Date _____

CITY OF SURREY

Mayor _____

Clerk _____

Date _____

CITY OF VANCOUVER

Director of Legal Services _____

Date _____



**Traffic Bylaw No. 5870
Amendment Bylaw No. 10607**

The Council of the City of Richmond enacts as follows:

1. **Traffic Bylaw No. 5870**, as amended, is further amended by adding the following to Schedule B to Traffic Bylaw No. 5870:

“15. All roads within the Steveston neighbourhood area, including roads bounded by and including Seventh Avenue to the east and bounded by but excluding Steveston Highway to the south, No. 1 Road to the west, and Chatham Street to the north.”

This Bylaw is cited as “**Traffic Bylaw No. 5870, Amendment Bylaw No. 10607**”.

FIRST READING

OCT 21 2024

SECOND READING

OCT 21 2024

THIRD READING

OCT 21 2024

ADOPTED

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

MAYOR

CORPORATE OFFICER

SCHEDULE A to AMENDMENT BYLAW NO.

SCHEDULE B to BYLAW NO. 5870

SPEED ZONES

**All Local Roads in Steveston Neighbourhood Area On Which Traffic Is Limited To
30 Kilometres (18.64 Miles) Per Hour**

1. First Ave
2. Second Ave
3. Third Ave
4. Fourth Ave
5. Sixth Ave
6. Seventh Ave
7. Hunt St
8. Regent St
9. Pleasant St
10. Georgia St
11. Garry St
12. Richmond St
13. Broadway St