City of Richmond

Agenda

City Council

Council Chambers, City Hall
6911 No. 3 Road

Monday, November 14, 2016
7:00 p.m.

Pg. # ITEM

MINUTES

1. ***Motion to:***

   (1) adopt the minutes of the Regular Council meeting held on October 24, 2016 (distributed previously)***;***

CNCL-12 ***(2) adopt the minutes of the Special Council meeting held on November 7, 2016; and***

CNCL-22 ***(3) receive for information the Metro Vancouver 'Board in Brief' dated October 28, 2016.***

AGENDA ADDITIONS & DELETIONS

PRESENTATION

CNCL-32 (1) Jane Fernyhough, Director, Arts, Culture and Heritage Services, to present the National Trust for Canada's 2016 Prince of Wales Prize for Municipal Heritage Leadership to Richmond City Council.

CNCL-33 (2) Alen Postolka, Manager, District Energy, to present UBCM's Community Excellence Award – Best Practices, Excellence in Action, for the City's District Energy Implementation to Richmond City Council.

COMMITTEE OF THE WHOLE

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

3. Delegations from the floor on Agenda items.

   (PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED; OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS - ITEM NO. 20.)

4. ***Motion to rise and report.***

RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

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

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Donation of Bronze Sculpture "The Picnic Basket" By Artist Rhonda Weppler
- Sign Bylaw Update And Public Consultation Process
- Disposition of A Statutory Right of Way Over 8080 Anderson Road/8111 Granville Avenue For The Purpose Of Utilities And Related Services
- Impacts of Proposed Library Budget Increases
- Metro Vancouver Regional Affordable Housing Strategy
- Affordable Housing Strategy Update – Richmond Housing Affordability Profile

- Land use applications (to be further considered at the Public Hearing on December 19, 2016):
  - 110 - 12500 Horseshoe Way – To Permit A Microbrewery Within The Industrial Business (IB1) Zone (Lloyd Kinney – applicant)
  - 8111 No. 3 Road – Rezone from Single Detached (RS1/E) to Compact Single Detached (RC2) (Jacken Investments Inc. – applicant)
  - 4780 Steveston Highway – Rezone from Single Detached (RS1/E) to Compact Single Detached (RC2) (Architect 57 Inc. – applicant)
  - 11740 Williams Road – Rezone from Single Detached (RS1/E) to Compact Single Detached (RC2) (1080593 BC LTD. – applicant)
  - 8540 River Road – Application for a Temporary Commercial Use Permit (Dunbar Equipment Ltd. (Doing Business As Don Dickey Supplies) – applicant)
  - City Wide – Official Community Plan Amendments - Arterial Road Policy (City of Richmond – applicant)

5. ***Motion to adopt Items No. 6 through No. 18 by general consent.***

Consent Agenda Item

6. **COMMITTEE MINUTES**

That the minutes of:

CNCL-34 ***(3) the Parks, Recreation and Cultural Services Committee meeting held on October 25, 2016;***

CNCL-39 ***(4) the General Purposes Committee meeting held on November 7, 2016;***

CNCL-53 ***(5) the Finance Committee meeting held on November 7, 2016; and***

CNCL-56 ***(6) the Planning Committee meeting held on November 8, 2016;***

be received for information.

Consent Agenda Item

7. **DONATION OF BRONZE SCULPTURE "THE PICNIC BASKET" BY ARTIST RHONDA WEPPLER**
(File Ref. No. 11-7000-09-20-229) (REDMS No. 5187537 v. 2)

CNCL-86

See Page **CNCL-86** for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That the donation of the proposed bronze sculpture "The Picnic Basket" by artist Rhonda Weppler for installation at Branscombe House, as presented in the report staff from the Director, Arts, Culture & Heritage Services dated October 13, 2016, be endorsed.

Consent Agenda Item

8. **SIGN BYLAW UPDATE AND PUBLIC CONSULTATION PROCESS**
(File Ref. No. 03-0900-01) (REDMS No. 5165807 v. 2)

CNCL-94

See Page **CNCL-94** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

(1) That the proposed changes to Sign Bylaw No. 5560 outlined in the staff report titled "Sign Bylaw Update and Public Consultation Process", dated October 13, 2016, from the Director, Administration and Compliance be received for information; and

(2) That proposed public consultation process detailed in the staff report titled "Sign Bylaw Update and Public Consultation Process", dated October 13, 2016, from the Director, Administration and Compliance be endorsed.

Consent Agenda Item

9. **DISPOSITION OF A STATUTORY RIGHT OF WAY OVER 8080 ANDERSON ROAD/8111 GRANVILLE AVENUE FOR THE PURPOSE OF UTILITIES AND RELATED SERVICES**
(File Ref. No. 06-2285-30-198) (REDMS No. 5154403 v. 4)

CNCL-125

See Page **CNCL-125** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

(1) That a Statutory Right of Way (SRW) to Telus over 8080 Anderson Road/8111 Granville Avenue (Lot A Section 9 Block 4 North Range 6 West New Westminster District Plan EPP33799, PID 029-628-164) for a nominal fee of Ten Dollars ($10.00), plus applicable GST, for the purpose of utilities and related services be granted;

(2) That a SRW to Shaw over 8080 Anderson Road/8111 Granville Avenue for a nominal fee of Ten Dollars ($10.00), plus applicable GST, for the purpose of utilities and related services be granted; and

(3) That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to negotiate and execute all documentation, including all contracts and Land Title Office documents, to effect the transaction detailed in the staff report titled "Disposition of a Statutory Right of Way over 8080 Anderson Road/8111 Granville Avenue for the Purpose of Utilities and Related Services" dated October 17, 2016 from the General Manager, Finance and Corporate Services.

Consent Agenda Item

10. **IMPACTS OF PROPOSED LIBRARY BUDGET INCREASES**
(File Ref. No. 03-0970-25-2016-01) (REDMS No. 5206633)

CNCL-128

See Page **CNCL-128** for full report

FINANCE COMMITTEE RECOMMENDATION

(1) That the staff report titled "Impacts of Proposed Library Budget Increases" dated October 28, 2016 from the Director, Finance be received for information; a nd

(2) That the Richmond Public Library Board be requested to submit a same level of service budget for 2017 that maintains current levels of service, while limiting the increase in the municipal contributions to 2.1%, consistent with the Long Term Financial Management Strategy; and

(3) That the impact of additional levels of service proposed by the Richmond Public Library be considered in the 2017 Budget process.

Consent Agenda Item

11. **METRO VANCOUVER REGIONAL AFFORDABLE HOUSING STRATEGY**
(File Ref. No. 08-4057-05) (REDMS No. 5080590 v. 4; 5175042)

CNCL-152

See Page **CNCL-152** for full report

PLANNING COMMITTEE RECOMMENDATION

That the Metro Vancouver Regional Affordable Housing Strategy, as detailed in the staff report titled "Metro Vancouver Regional Affordable Housing Strategy", dated October 14, 2016 from the General Manager, Community Services, be endorsed as a collaborative approach to addressing regional housing needs.

Consent Agenda Item

12. **AFFORDABLE HOUSING STRATEGY UPDATE – RICHMOND HOUSING AFFORDABILITY PROFILE**
(File Ref. No. 08-4057-01) (REDMS No. 5140743 v. 6)

CNCL-194

See Page **CNCL-194** for full report

PLANNING COMMITTEE RECOMMENDATION

That the staff report titled "Affordable Housing Strategy Update – Richmond Housing Affordability Profile" dated October 11, 2016, from the General Manager, Community Services, be endorsed.

Consent Agenda Item

13. **APPLICATION BY LLOYD KINNEY FOR A ZONING TEXT AMENDMENT TO PERMIT A MICROBREWERY WITHIN THE INDUSTRIAL BUSINESS (IB1) ZONE AT UNIT #110 - 12500 HORSESHOE WAY**
(File Ref. No. 12- 8060-20-009614; ZT16-734106) (REDMS No. 5180379 v. 2)

CNCL-327

See Page **CNCL-327** for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9614, for a Zoning Text Amendment to the "Industrial Business (IB1)" zone to allow a "Microbrewery, Winery and Distillery" at #110-12500 Horseshoe Way, be introduced and given first reading.

Consent Agenda Item

14. **APPLICATION BY JACKEN INVESTMENTS INC. FOR REZONING AT 8111 NO. 3 ROAD FROM SINGLE DETACHED (RS1/E) TO COMPACT SINGLE DETACHED (RC2)**
(File Ref. No. 12-8060-20-009630; RZ 15-699299) (REDMS No. 5180861)

CNCL-339 See Page **CNCL-339** for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9630, for the rezoning of 8111 No. 3 Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.

Consent Agenda Item

15. **APPLICATION BY ARCHITECT 57 INC. FOR REZONING AT 4780 STEVESTON HIGHWAY FROM SINGLE DETACHED (RS1/E) TO COMPACT LOT DETACHED (RC2)**
(File Ref. No. 12-8060-20-009635; RZ 16-737903) (REDMS No. 5101845)

CNCL-358 See Page **CNCL-358** for revised report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9635, for the rezoning of 4780 Steveston Highway from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.

Consent Agenda Item

16. **APPLICATION BY 1080593 BC LTD. FOR REZONING AT 11740 WILLIAMS ROAD FROM SINGLE DETACHED (RS1/E) TO COMPACT SINGLE DETACHED (RC2)**
(File Ref. No. 12-8060-20-009636; RZ 16-740422) (REDMS No. 5181301)

CNCL-374 See Page **CNCL-374** for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9636, for the rezoning of 11740 Williams Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.

Consent Agenda Item

17. **APPLICATION BY DUNBAR EQUIPMENT LTD. (DOING BUSINESS AS DON DICKEY SUPPLIES) FOR A TEMPORARY COMMERCIAL USE PERMIT AT 8540 RIVER ROAD**
(File Ref. No. TU 16-732636) (REDMS No. 5132450)

CNCL-391 See Page **CNCL-391** for full report

PLANNING COMMITTEE RECOMMENDATION

That the application by Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) for a Temporary Commercial Use Permit at 8540 River Road be considered at the Public Hearing to be held December 19, 2016 at 7:00 pm in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration:

(1) "That a Temporary Commercial Use Permit be issued to Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) for property at 8540 River Road to allow the retail sale of outdoor power equipment as an accessory use."

Consent Agenda Item

18. **OFFICIAL COMMUNITY PLAN AMENDMENTS - ARTERIAL ROAD POLICY**
(File Ref. No. 10-6350-00) (REDMS No. 5055217 v. 5)

CNCL-404 See Page **CNCL-404** for full report

PLANNING COMMITTEE RECOMMENDATION

(1) That Official Community Plan Bylaw 9000, Amendment Bylaw 9603, which amends Official Community Plan Bylaw 9000, by:

(a) replacing the existing Arterial Road Policy in Section 3.6.1 with the Arterial Road Land Use Policy;

(b) replacing the existing Arterial Road Guidelines for Townhouses in Section 14.4.13 with the new Arterial Road Guidelines for Town Houses;

(c) adding the new Arterial Road Guidelines for Row Houses and Intensive Residential Guidelines for Duplexes and Triplex; and

(d) designating all duplex, triplex and row house development sites along arterial road as mandatory Development Permit Areas;

be introduced and given first reading;

(2) That Official Community Plan Bylaw 7100, Amendment Bylaw 9604, which amends Official Community Plan Bylaw 7100, by replacing the Steveston Area Land Use Map in Schedule 2.4 be introduced and given first reading;

(3) That Bylaw 9603 and Bylaw 9604, having been considered in conjunction with:

(a) the City's Financial Plan and Capital Program; and

(b) the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

is hereby found to be consistent with said program and plans, in accordance with Section 882(3)(a) of the Local Government Act; and

(4) That Bylaw 9603 and Bylaw 9604, having been considered in accordance with Official Community Plan Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.

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CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

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NON-CONSENT AGENDA ITEMS

REGULAR (CLOSED) COUNCIL

19. **HARVEST POWER UPDATE**

RECOMMENDATIONS to be forwarded from the Regular Closed Council meeting of November 14, 2016.

Pg. # ITEM

PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

CNCL-473 Traffic Bylaw No. 5870, Amendment **Bylaw No. 9539**
Opposed at 1st/2nd/3rd Readings – None.

CNCL-488 Municipal Ticket Information Authorization Bylaw No. 7321, Amendment **Bylaw No. 9550**
Opposed at 1st/2nd/3rd Readings – None.

CNCL-489 Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment **Bylaw No. 9554**
Opposed at 1st/2nd/3rd Readings – None.

CNCL-491 Consolidated Fees Bylaw 8636, Amendment **Bylaw No. 9602**
Opposed at 1st/2nd/3rd Readings – None.

CNCL-534 5 Year Consolidated Financial Plan (2016-2020) Bylaw 9521, Amendment **Bylaw No. 9616**
Opposed at 1st/2nd/3rd Readings – None.

CNCL-539 Alexandra District Energy Utility Bylaw No. 8641, Amendment **Bylaw No. 9617**
Opposed at 1st/2nd/3rd Readings – None.

CNCL-541 Oval Village District Energy Utility Bylaw No. 9134, Amendment **Bylaw No. 9622**
Opposed at 1st/2nd/3rd Readings – None.

CNCL-543 Municipal and Regional District Tax Imposition **Bylaw No. 9631**
Opposed at 1st/2nd/3rd Readings – None.

CNCL-544 Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 9567**
(10340/10360, RZ 15-704996) Opposed at 1st Reading – None.
Opposed at 2nd/3rd Readings – None.

DEVELOPMENT PERMIT PANEL

20. RECOMMENDATION

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

CNCL-546 ***(1) That the minutes of the Development Permit Panel meeting held on October 26, 2016 and the Chair's report for the Development Permit Panel meetings held on October 26, 2016, be received for information; and***

CNCL-555 ***(2) That the recommendations of the Panel to authorize the issuance of a Development Variance Permit (DV 16-733960) for the property at 3251 Jesmond Avenue, be endorsed, and the Permit so issued.***

ADJOURNMENT

City of Richmond

Minutes

Special Council
Monday, November 7, 2016

Place:	Anderson Room Richmond City Hall
Present:	Mayor Malcolm D. Brodie Councillor Chak Au Councillor Derek Dang Councillor Carol Day Councillor Ken Johnston Councillor Alexa Loo Councillor Bill McNulty Councillor Harold Steves Corporate Officer – David Weber
Absent:	Councillor Linda McPhail
Call to Order:	Mayor Brodie called the meeting to order at 4:01 p.m.

RES NO. ITEM

FINANCE AND CORPORATE SERVICES DIVISION

Carli Edwards, Manager, Customer Services and Licencing, offered comments relating to all three business licence suspensions, stating that over the past six months, staff have been dealing with complaints related to therapeutic touch clinics staying open past permitted hours of operation. Ms. Edwards further stated that a summary of staffs' actions is attached to each of the staff reports relating to the corresponding business licence suspensions and that two of the three business owners wished to address Council.

Councillor Johnston inquired about the varying lengths of suspensions being recommended, as the cases appear similar.

RES NO. ITEM

In response, Ms. Edwards stated that some of the businesses had incurred more warnings and that one of the businesses, King Feet Massage, was observed having a large number of staff operating after hours and also offered inspectors an appointment after hours and that the suspensions were based on the circumstances.

Councillor McNulty questioned whether past cases of business licence suspensions had been reviewed as the staff recommended suspensions appeared to be forgiving.

Ms. Edwards commented that past suspensions often involved criminal matters and police involvement and the allegations involving the three businesses in question have had no criminal involvement to date. Ms. Edwards further stated that since the inspections, all three businesses have appeared to be in compliance with operating hours and the proposed suspensions would be appropriate.

In response to a query from Councillor Day, Ms. Edwards advised that the suspension days were based on the days of the week with the most issues relating to operating after permitted hours.

1. **BUSINESS LICENCE SUSPENSION – LUCKY FEET REFLEXOLOGY CENTRE**
(File Ref. No.: 12-8275-20-2016739937) (REDMS No. 5184526 v. 3, 4972855, 5172347)

A representative for Lucky Feet Reflexology Centre was in attendance but declined to speak.

SP16/7-1 It was moved and seconded

That the business licence of 1015616 BC Ltd., doing business as Lucky Feet Reflexology Centre, operating from premises located at 3086 St Edwards Drive Unit 103, Richmond BC, be suspended for a period of 3 consecutive days from November 17th, 2016 to November 19th, 2016, inclusive.

CARRIED

2. **BUSINESS LICENCE SUSPENSION – MACRO HEALTH CENTRE**
(File Ref. No.: 12-8275-20-2016736287) (REDMS No. 5184522, 4972890, 5166717)

RES NO. ITEM

Lin Guo, a representative for Macro Health Centre and whose husband is an owner, stated that the business had operated past permitted hours and assured Council that the business was now following policy and regulations and would not violate operating hours in the future. Ms. Guo further commented that the business occasionally would make an appointment prior to close of business but a customer would arrive late and insist on receiving full services, causing staff to operate late. Ms. Guo also stated that as they are a new business, they did not want to turn away customers who did arrive late. She asked Council to consider a business licence suspension for a period of three days instead of the proposed seven.

SP16/7-2 It was moved and seconded

That the business licence of Jin Ming Che, Zhi Hong Chen and Xiao Ji Lui, doing business as Marco Health Centre, operating from premises located at 4400 Hazelbridge Way Unit 100, Richmond BC, be suspended for a period of 7 consecutive days from November 14th, 2016 to November 20th, 2016, inclusive.

CARRIED

3. **BUSINESS LICENCE SUSPENSION – KING FEET MASSAGE**
(File Ref. No.: 12-8275-20-2016746648) (REDMS No. 5184523, 4973036, 5164444)

In response to a question from Mayor Brodie, Carli Edwards commented that King Feet Massage had been observed by inspectors operating after hours once and that staff had received a receipt from someone who made a complaint indicating that the business had been operating after hours. Ms. Edwards further clarified that staff believe that the complaint came from another similar business that has been in compliance with operating hours but that complaints are common from other businesses and residents in the area.

M. Wang, legal representative for Euginia Chan, owner of King Feet Massage, read a summary from a prepared written submission to Council (attached to and forming part of these minutes as Schedule 1) and offered the following comments:

- her client purchased the business in 2011 and currently employs seven therapists who are independent contractors, including one day shift manager and one night manager, who are supervised by Ms. Chan;

RES NO. ITEM

- King Feet Massage is proposing that the recommended suspension be varied to five days from December 23, 2016 to December 28, 2016 inclusive, or that the proposed ten day suspension take place from December 23, 2016 to January 1, 2017, as set out in page two and three of the written submission;
- Ms. Chan has taken various steps to assure that King Feet Massage adheres to the allowable hours of operation since the City's inspection, including moving staff management hours, personally supervising staff, and ensuring appointments do not extended past 9:15 p.m.;
- as stated on page three of the written submission, closing for a ten day period over the recommended dates would lead to a 30% loss of revenue as well as a loss in income for staff as they work as contractors, closing during a quieter business period in December would cause less financial damage to the employees and business; and
- King Feet Massage intends to apply for a different business licence as a body-rub studio, as described in Part Seven of Bylaw No. 7538, which would allow King Feet Massage to stay open until midnight each day.

In response to a question from Council, Ms. Chan stated that the business is not normally closed during the Christmas and New Year's holidays.

Ms. Wang, in response to a query from Mayor Brodie, stated that King Feet Massage did not ignore the regulation, but indicated that when the business was sold from the previous owner, the proper way of conducting the business was not clearly communicated to her client due to language barriers and that misinformation about King Feet Massage's operating hours caused customers to book late appointments. Ms. Wang further commented that the circumstances of the violation were not caused by King Feet Massage intentionally.

Ms. Wang offered further clarification that a typical massage is 30 minutes to one hour in length and appointments would end by 9:15 p.m. to allow sufficient time for staff to close the business and that Ms. Chan would be there to supervise the night manager at closing.

Special Council
Monday, November 7, 2016

RES NO. ITEM

SP16/7-3 It was moved and seconded
That the business licence of A & K Health Enterprises Ltd., doing business as King Feet Massage, operating from premises located at 4940 No. 3 Road Unit 132, Richmond BC, be suspended for a period of 10 consecutive days from November 14th, 2016 to November 23rd, 2016, inclusive.

CARRIED

The meeting was recessed at 4:21 p.m.

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The meeting reconvened at 5:50 p.m. following the Open General Purposes Committee meeting and the Open Finance Committee with all members of Council present except for Councillor Dang and Councillor McPhail.

GENERAL PURPOSES COMMITTEE

4. **MUNICIPAL AND REGIONAL DISTRICT TAX IMPOSITION BYLAW NO. 9631 AND METRO VANCOUVER LETTER OF SUPPORT**
(File No.: 12-8060-20-009631) (REDMS No. 5183432, 5154740, 5184827)

SP16/7-4 It was moved and seconded
(1) That the Municipal and Regional District Tax (MRDT) Imposition Bylaw No. 9631 be introduced and given first, second and third readings; and

(2) That staff be directed to seek the support of Metro Vancouver for the City's intention to renew the MRDT at the rate of 3% on the price of accommodation in Richmond, starting July 1, 2017 and effective for five years.

CARRIED

Special Council
Monday, November 7, 2016

RES NO. ITEM

ADJOURNMENT

SP16/7-5 It was moved and seconded
That the meeting adjourn (5:51 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the Special meeting of the Council of the City of Richmond held on Monday, November 7, 2016.

Mayor (Malcolm D. Brodie)

Corporate Officer (David Weber)

A&K Health Enterprises Ltd.
4940 No. 3 Road, Unit 132
Richmond, B.C., V6X 3A5

November 7, 2016

By Hand

City of Richmond
6911 No. 3 Road, B.C., V6Y 2C1

WRITTEN SUBMISSION by A&K Health Enterprises Ltd. dba King Feet Massage ("King Feet")

Dear Sirs/Mesdames:

Re: **Business Licence Suspension by the City of Richmond (the "City") – King Feet Massage (operating from premises located at 4940 No. 3 Road Unit 132, Richmond, B.C.)**(the "Premises").

It has been determined by the City that King Feet has violated part 14.1.1(b) of the "Business Regulation" Bylaw No. 7538 of the City of Richmond (the "City"), which stipulated:

> *14.1.1 Every **Therapeutic Touch Clinic operator** must:*
> [...]
> *(b) permit such business to be open only between the hours of 8:00 a.m. and 9:30 p.m. each day; and*
> [...]
> ***26.1** In this bylaw, unless the context requires otherwise:*
> [...]
> ***THERAPEUTIC TOUCH CLINICS*** *means a building, structure or premises in which clients receive **Therapeutic Touch Treatments***
> ***THERAPEUTIC TOUCH TREATMENTS*** *includes but is not limited to shiatsu, reflexology, biokineisiology, hellework, polarity, reiki, rolfing and trager approach.*[1]

(the "Bylaw").

The City Staff recommended that the City suspend the Business License of A&K doing business as King Feet Massage ("King Feet") for a period of 10 consecutive days from November 14th, 2016 to November 23rd, 2016, inclusive (the "Proposed Suspension").

[1] City of Richmond, Business Regulation Bylaw No. 7538 [the "Bylaw"].

In 2011, King Feet was purchased by Ms. Eugenia Chan ("Ms. Chan"). King Feet currently employs 7 massage therapists in addition to managerial staff. The managerial staff are on either a day-shift or evening shift. The dayshift hours are between 8:00 a.m. and 5:30 p.m. (the "Day Shift Hours") while evening shift hours are typically between 5:30 p.m. and 9:30 p.m. (the "Evening Shift Hours") Currently, Ms. Chan personally supervises her staff during Evening Shift Hours.

A&K makes the following submissions with respect to the Proposed License Suspension ("King Feet's Proposal Plans"):

1. that the Proposed License Suspension be varied to 5 full business days from December 23rd to December 28th, inclusive, or payment in lieu of a full license suspension; or

2. further or in the alternative, that the City's Proposed License Suspension takes place between December 23rd and January 1st, inclusive.

King Feet Massage makes the above submissions in support of King Feet's Proposal Plans:

Business and Policy Implementations made by King Feet

1. Since the City's September 2, 2016 evening inspection, King Feet Massage has implemented the following measures at its Premises:

    a. the previous evening shift manager has been switched to Day Shift Hours that end at 5:30 p.m.;

    b. Ms. Chan now personally supervises staff during Evening Shift Hours and/or acts as the Evening Shift Manager herself;

    c. It will be Ms. Chan and/or another managerial staff that will close shop promptly by 9:30 p.m.;

    d. all customers and employees have been reminded that the King Feet Premises will close by 9:30 p.m. and customers are encouraged to arrive early for their pre-scheduled appointments so that their sessions can end earlier, in time for the next customer;

    e. Employees and managerial staff have been advised not to book any appointments that will extend beyond 9:15 p.m., thus providing customers sufficient time to exit the Premises before 9:30 p.m.;

    f. Ms. Chan will be present during most or all closing hours, including weekends, in addition to being present at the shop during the Day Shift Hours;

    g. Employees will no longer have access to keys to the Premises. Only managerial staff that open or close the shop will have access to keys to the Premises.

h. Given that King Feet has never endorsed nor paid for any search engine advertisement, any customer citing incorrect information found on any search engines will be advised of the correct information by King Feet's employees;

i. King Feet has already asked Yellow Pages to take down or correct any misinformation shown in yellowpages.ca with respect to its closing time or any other information about its business. Although beyond King Feet's control (City's materials: Attachment 3), customers that rely on information from search engines such as Google that show a different closing time than King Feet's own website will be advised of the correct closing time by King Feet.

Financial Impact and Hardship on King Feet's Bottom-Line

1. The City's Proposed Suspension will lead to a loss of 30% revenue if business is shut down during the proposed period at the end of November 2016.

2. Closing down the Premises for a period of 10 days will also deprive massage therapists of their normal earnings during November of 2016;

3. The City's Proposed Suspension may cause irreparable harm to King Feet beyond the 10-day suspension because King Feet may lose employees or massage therapists to competition in the surrounding area during that period of time.

4. Despite any period of License Suspension, King Feet must continue to pay fixed costs such as rent and maintenance fees;

5. Without prior ability to warn King Feet's regular customers, King Feet would have no choice but to cancel its client's pre-booked appointments.

Specific and General Deterrence met with King Feet's Proposal Plans

i. As opposed to the City's Proposed Suspension, King Feet's Proposal Plan of suspending business for 5 days meets the underlying principles and effects of specific and general deterrence that is no less effective than the City's Proposed Suspension.

ii. Subsequent to the September 2, 2016 Inspection that was conducted by the City, King Feet has implemented various policy and training measures to avoid future violations of the Bylaw.

iii. King Feet further submits that the 10-day suspension period as proposed by the City is excessive in scale, when compared to the previous fine paid by King Feet in April 2016. It is unlikely the case that it is the City's intention to shut down King Feet through the suspension of its business license but suspending its business license for 10 days will cause King Feet's business to lose revenue. King Feet's employees will lose wages and earn 30% less in the month of November as a result.

iv. Lastly, allowing King Feet to close shop during the Christmas season and provide its customers with ample time to re-schedule appointments will enable King Feet to suffer less damage. King Feet will also be able to renovate the Premises during the Christmas Period during the Proposed Business Suspension period.

Intention to Apply for a different business license

1. King Feet intends to apply for a different business license, namely the Body-Rub Studio described in Part Seven of Bylaw No. 7538, which would allow King Feet Massage to open until midnight each day.

2. Therefore, in the future and given the above policy and business implementations, it is unlikely the case that King Feet will re-offend the Bylaw in question.

Given the foregoing reasons, it is respectfully submitted that the King Feet Proposal is the most just and appropriate penalty for its breach.

Yours truly,

"Eugenia Chan"

A&K Health Enterprises Ltd.

metrovancouver
SERVICES AND SOLUTIONS FOR A LIVABLE REGION

BOARD IN BRIEF

4330 Kingsway, Burnaby, BC, Canada V5H 4G8 604-432-6200 www.metrovancouver.org

For Metro Vancouver meetings on Friday, October 28, 2016

Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact Greg Valou, 604-451-6016, Greg.Valou@metrovancouver.org or Kelly Sinoski, 604-451-6105, Kelly.Sinoski@metrovancouver.org

Greater Vancouver Regional District

2016 Christmas Campaign – Create Memories, Not Garbage **RECEIVED**

The Metro Vancouver Board received an update on the 2016 "Create Memories, Not Garbage" campaign, which this year will highlight examples of residents' "Best Give Ever" to encourage people to celebrate the holidays with experiences, spending time with loved one or giving long-lasting gifts in a bid to reduce waste during the Christmas season.

The campaign, now in its sixth year, typically uses positive and humorous behaviour to inspire people to consider alternative, non-tangible gifts to celebrate the holidays. The campaign is part of Metro's overall waste reduction and diversion targets established in the Integrated Solid Waste and Resource Management Plan.

Health and Economic Benefits of Sustainable Development and Transport Investment in the Lower Mainland Study **APPROVED**

The Board will send a letter to B.C.'s health minister, recommending the province support the "Health and Economic Benefits of Sustainable Development and Transport Investment in the Lower Mainland Study," while also directing staff to report back to the regional planning committee about Metro Vancouver's involvement with the study.

The committee recommendation followed an Oct. 14, 2016 presentation from Dr. Larry Frank of the University of British Columbia.

National Housing Strategy Consultation Update **RECEIVED**

The Board will write a letter to BC Housing to seek confirmation on the status of funding applications to BC's new housing investment funds for affordable rental housing units.

Housing affordability remains a key public concern in the Metro Vancouver region. The 2016 federal budget committed the federal government to a Phase 1 investment in housing Canada-wide of $2.3 billion, with about $150 million allocated to B.C. over two years. The new government has also committed to the development of a National Housing Strategy for Phase 2 funding. B.C. was expected to submit its input to the federal government in October.

Sustainability Innovation Fund Policy Amendments **APPROVED**

The Board has approved amendments to the Regional District, Liquid Waste, and Water Sustainability Innovation fund policies, which were created in 2004 to support utility or regional district projects based on principles of sustainability. Board policies were adopted in 2014 to guide the use and management of the funds.

The amendments, recommended by the Climate Action Committee to encourage more innovative, multi-year projects and leverage additional funds from partners, are aimed at aligning the three policies to create a more integrated and flexible process. The Regional District fund, previously called the GVRD Sustainability Innovation Fund, was also renamed as part of the amendments to keep it consistent with the other policies.

Update on the Pan-Canadian Framework on Clean Growth and Climate Change and the BC Climate Leadership Plan **RECEIVED**

The Board received an update on the federal process for developing a Pan-Canadian Framework on Clean Growth and Climate Change and the BC Climate Leadership Plan, which is expected to present opportunities for local governments to advance their climate goals, by providing funding or specific policy development to accelerate actions in Metro's Integrated Regional Climate Action Strategy.

The federal and provincial governments are developing national and provincial climate plans, following the Paris Conference of the Parties to the UN Framework Convention on Climate Change (COP 21) in November 2015.

Update on the Regional Prosperity Initiative **APPROVED**

The Board endorsed the 2017 Regional Prosperity Initiative Work Plan and budget, as presented in an Oct. 6 report, which is aimed at providing opportunities for a new public-private collaboration on regional prosperity in Metro Vancouver.

The Regional Prosperity Initiative involves stakeholders from the private and public sector as well as academia, labour and community organizations to work together to improve and expand the prosperity of the Metro Vancouver region. A steering committee, slated to meet through the fall and into the spring of 2017 to come up with tangible proposals for a new public private collaboration, has already identified two potential projects: a regional mobile business licence and the development of a regional film permitting system, to help establish credibility of the organization.

2017 GVRD Function Budgets **APPROVED**

The Board approved a $709.5 million budget for 2017, up 5.6 per cent from a year earlier, which means the average Metro Vancouver homeowner will pay an additional $16 in taxes on an assessed $860,000 home, for a total cost of $452.

The increased budget reflects the costs of financing for the December 2014 purchase of the new head office, as well as 124 capital water projects and 167 sewer projects. The average homeowner will see water rates rise 3.2 per cent, or $4, for a total of $162, while sewer costs will go up 5.5 per cent, which equates to $10, or $190. Tipping fees remain unchanged, but regional district functions, which includes parks and air quality, will increase by 4.2 per cent, or $2, to a total of $44.

Metro Vancouver 2040: Shaping our Future Minor Amendment to Incorporate Updated Housing Demand Estimates **APPROVED**

The Board made a Type 3 Minor Amendment to the Metro Vancouver 2040, the regional growth strategy and will notify affected local governments, appropriate agencies, and the public.

The amendment incorporates updated housing demand estimates developed through the preparation of the new Regional Affordable Housing Strategy. The existing housing demand numbers were based on the 2006 Census, while the revised estimates (based on housing tenure and household incomes) were adopted by the Board on May 27, 2016, as part of the updated Regional Affordable Housing Strategy.

Greater Vancouver Regional District - Parks

Kanaka Creek Regional Park – Contribution Agreement for Operation of the Kanaka Creek Bell-Irving Hatchery **APPROVED**

The Board agreed to contribute $21,000 to the Kanaka Education and Environmental Partnership Society to operate the Kanaka Creek Bell-Irving Hatchery for a one-year term, from Jan. 1, 2017 to Dec. 31, 2017.

Fish production, conservation and community involvement activities will continue to benefit Kanaka Creek Regional Park and the region. The $21,000 contribution supplements a $25,000

annual contribution from the Department of Fisheries and Oceans to fund a hatchery manager and related fish production and administration costs.

Belcarra Regional Park - BC Hydro Metro North Transmission Project Update and Implications **APPROVED**

The Board will write a letter to BC Hydro seeking clarification on its rationale for a separate route for the Metro North Transmission Project, a 230-kilovolt transmission line between Coquitlam and Vancouver that may include an additional right of way through Belcarra Regional Park.

BC Hydro is expected to make a decision this fall on one of three alternative routes, which include a five-kilometre splice through Belcarra Park. The Board is concerned the move could affect the environment and esthetics of the park. Staff was directed to forward any response to the Regional Parks Committee.

2017 GVRD Budget – Regional Parks **APPROVED**

The Board approved a $35,968,513 budget for Regional Parks in 2017, up 4.5% from a year earlier. Of that, $11.3 million is earmarked for capital expenditures, including the Colony Farm Sheep paddocks trail, Burnaby Lake Still Creek bridge replacement, Pacific Spirit service yard replacement, Surrey Bend parking lot expansion and Derby Reach full service washroom.

Capital expenditures in the Regional Parks function are funded on a 'pay as you go' basis through contribution to capital reserves.

Greater Vancouver Water District

Award of Contract Resulting from Tender No. 16-119: Construction of Clayton Reservoir - Phase 1 **APPROVED**

The Board has authorized a $16,390,750 contract (exclusive of taxes) to Giffels Westpro Constructors Inc. for Phase 1 construction of the Clayton Reservoir, which is needed to boost the water supply to the growing municipalities of Surrey and Langley.

The new reservoir, slated for 72nd Avenue and 190th Street in Surrey, next to Hazelgrove Park, will have a storage capacity of 22.5 ML with provision for future expansion to increase the ultimate storage capacity at this site to 45 ML. It will replace the existing Clayton Tank, built in

1966, which does not meet current seismic standards and is not big enough to serve the increasing demand.

Giffels Westpro Constructors Inc. offered the lowest bid for the project, beating out Kenaidan Contracting Ltd. ($17,137,000), NAC Constructors Ltd. ($17,878,000), Graham Infrastructure LP ($18,860,910) and Stuart Olson Construction Ltd. ($18,914,675).

Award of Contract Resulting from RFP No. 16-145: Coquitlam Intake No. 2 – Project Definition **APPROVED**

The Board has authorized a contract of up to $5,457,726 (exclusive of taxes) to CH2M Hill Canada Limited for Coquitlam Intake No. 2 – Project Definition, provided the required capital project budget increase receives approval from the Greater Vancouver Water District.

Metro Vancouver is seeking to develop and secure additional long term water supply capacity from the Coquitlam reservoir, which, along with the Capilano and Seymour reservoirs, provides clean, safe drinking water to 2.5 million residents across the region. CH2M Hill Canada Limited offered the lowest cost proposal for the project definition, which would define the scope of work including an indicative design, timeline and cost estimate for the proposed new intake, tunnel, and treatment.

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The Board has approved amendments to the Regional District, Liquid Waste, and Water Sustainability Innovation fund policies, which were created in 2004 to support utility or

regional district projects based on principles of sustainability. Board policies were adopted in 2014 to guide the use and management of the funds.

The amendments, recommended by the Climate Action Committee to encourage more innovative, multi-year projects and leverage additional funds from partners, are aimed at aligning the three policies to create a more integrated and flexible process. The Regional District fund, previously called the GVRD Sustainability Innovation Fund, was also renamed as part of the amendments to keep it consistent with the other policies.

Delegation Executive Summaries Presented at Committee October 2016 **RECEIVED**

The Board received for information a summary of a delegation to the Utilities Committee from Peter Steblin and David Marshall of the Canadian Water Network.

2017 GVWD Budget **APPROVED**

The Board set the Water Rate for 2017 at $0.7641 per cubic metre for June through September; and $0.6113 per cubic metre for January through May and October through December

Greater Vancouver Sewerage and Drainage District

Award of Contract Resulting from Tender No. 16-029: Sperling Pump Station Upgrading Project **APPROVED**

The Board authorized the awarding of a $6,720,000 (exclusive of taxes) contract to NAC Constructors Ltd. for construction of the Sperling Pump Station upgrading project.

The project, which will replace the existing pump station built in 1963, will boost the pumping capacity from the current 520 l/s to 690 l/s and will be able to handle a projected increase in flows to beyond year 2050. It is expected to be built within two years and will be located on the existing site in Burnaby Lake Park near Still Creek. NAC Contractors beat out five others for the contract.

Fraser Sewerage Area Amendment – 20030 8th Avenue – Township of Langley **APPROVED**

The GVS&DD Board agreed to a request from the Township of Langley council to amend the Fraser Sewerage Area to include a property in the Township, at 20030 8th Avenue, after an analysis showed there were no significant impacts to the regional sewerage system and no financial impacts to the GVS&DD.

The approval followed a report presented to the GVRD Board on July 29, 2016. For a municipal property to receive sewerage services it must be located within one of Metro Vancouver's sewerage areas.

Municipal Programs and Policies to Encourage Recycling in the Multi-Family and Commercial/Institutional Sectors **RECEIVED**

Metro Vancouver and member municipalities continue to work on programs to encourage recycling in single-family, multi-family and commercial/institutional sectors. A review of municipal bylaws and programs showed that the commercial/institutional sector is a key focus area to advance the region's diversion goals.

The GVS&DD Board will send a copy of the report, titled "Municipal Programs and Policies to Encourage Recycling in the Multi-family and Commercial/Institutional Sectors," dated Oct. 7, 2016, to all member jurisdictions and to the B.C. environment ministry, along with recycling and organics data for Multi-Family and Commercial/Institutional data in the Township of Langley.

APPROVED

Non-Ferrous Metal Recovery Project at the Metro Vancouver Waste-to-Energy Facility

The GVS&DD Board has authorized Covanta Burnaby Renewable Energy, ULC, to build a non-ferrous metal recovery system at the Metro Vancouver waste-to-energy facility at a cost of $5,897,843 (excluding taxes), under the terms and conditions of existing contract.

The design is already complete and once the new system progresses, it is expected to result in 570-710 tonnes per year of additional ferrous and non-ferrous metal recovery, with a simple payback of 12-19 years. Additional benefits of recovering more metal include improvements to the bottom ash chemical and physical characteristics and boosting the potential to beneficially use the bottom ash. A third-party engineering firm has confirmed the expected costs and revenues are reasonable and Covanta is the appropriate party to complete the work.

Sustainability Innovation Fund Policy Amendments **APPROVED**

The GVS&DD Board approved amendments to the Liquid Waste Sustainability Innovation Fund Policy, which has been in place since October 29, 2004, when the board approved the creation of a fund that would be "dedicated to funding projects based on the principles of sustainability."

Delegations Received at Committee October 2016 **RECEIVED**

That Board received for information summaries of delegations to the Zero Waste Committee from:

- Dean Drysdale, Board Chair, FoamOnly Recycling Corp.
- Cynthia Shore, on behalf of Joe Casalini, Director of Business Development, RABANCO
- Corinne Atwood, Executive Director, BC Bottle and Recycling Depot Association

2017 GVS&DD Budgets – Liquid Waste and Solid Waste **RECEIVED**

The GVS&DD Board approved a $235,025,023 liquid waste budget, up 8.7 per cent, in 2017. The increase will boost the sewer levy by $10 for the average municipal household, up 5.5 per cent, for a total of $190, over the previous year. Total capital expenditures in solid waste are slated to be $26.7 million, up 55.2 per cent, or $9.5 million. Tipping fees remain unchanged.

Cost Apportionment Bylaw Amendment **APPROVED**

The Greater Vancouver Sewerage and Drainage District Cost Apportionment Bylaw No. 283, 2014 contained two clauses with specific cost apportionment requirements for legacy facilities for which the conditions for allocation no longer exist. Debt related to the legacy Gleneagles Facilities and the legacy Pitt Meadows and Maple Ridge Facilities has been paid off.

The Board approved changes to the bylaw to remove references to these facilities.

GVS&DD Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 302, 2016 **APPROVED**

The Board approved an updated tipping fees. Fees will remain the same in 2017 as in 2016, though there are several policy and operational changes.

Tipping Fee Bylaw provisions, effective January 1, 2017:

1. Tipping Fees to remain the same as in 2016 with the following exceptions:
    i. Recycling Fee for Source-Separated Organic Waste, Green Waste and Clean Wood at North Shore Transfer Station to be reduced from $71 per tonne to $67 per tonne;
    ii. Surcharge for Hazardous and Operational Impact Materials and Product Stewardship Materials to increase from $50 to $65 per occurrence; and
    iii. Recycling Fee for Gypsum to be $150 per tonne, with a minimum $15 fee (including Transaction Fee);

2. Ability for General Manager of Solid Waste Services to waive fees and charges for loads from non-profit or volunteer community clean-up projects on public land in certain circumstances;
3. GVS&DD's costs of providing dedicated recycling depots at the North Shore and Coquitlam Transfer Stations are to be apportioned among participating municipalities on a population basis;
4. Weigh scales precision improved to 5 kg increments; and
5. Peak Hours definition change to exclude Statutory Holidays;

Furthermore, the Board adjusted the surcharge threshold for Food Waste to change from 25% to 5%, the surcharge threshold for Clean Wood to change from 10% to 5%, and added a new surcharges for Unsecured Loads, Personal Hygiene Products. The ban exemption for Wax Paper or Cardboard was also removed.

2017 GVS&DD Budgets – Liquid Waste and Solid Waste **RECEIVED**

The GVS&DD Board approved a $235,025,023 liquid waste budget, up 8.7 per cent, in 2017. The increase will boost the sewer levy by $10 for the average municipal household, up 5.5 per cent, for a total of $190, over the previous year. Total capital expenditures in solid waste are slated to be $26.7 million, up 55.2 per cent, or $9.5 million. Tipping fees remain unchanged.

Metro Vancouver Housing Corporation District

Payout of Heather Place Mortgage **APPROVED**

The Metro Vancouver Housing Corp. Board authorized staff to pay out the existing CMHC mortgage on Heather Place, at 706-774 West 13th Ave., in Vancouver, estimated to be $600,887 as of Oct. 1, 2016, plus $14,721 in interest that would be paid to maturity, for a total of $615,608. The payout is subject to confirmation of eligible reserve use under the Umbrella Agreement from BC Housing.

Heather Place is earmarked for redevelopment, with plans to build 67 units of rental housing in the first phase. However, for the development to proceed, certain legal agreements required by the City of Vancouver must be registered in first position against the Heather Place land titles, which requires the existing first mortgage be removed from priority position. There is no interest penalty in paying out the mortgage now, prior to maturity.

Prepayment of Section 27 CMHC Debentures **APPROVED**

The Housing Corporation Board approved MVHC to apply to the Canada Mortgage Housing Corporation to prepay the Section 27 debentures on five Vancouver properties and obtain

financing through Metro Vancouver, contingent on approval by the Metro Board, to take advantage of current lower interest rates.

The federal government announced in June that it will provide $150 million of funding over four years to allow prepayment of long-term debt held by CMHC without penalty so that social housing providers may access financing from the private market at lower interest rates. CMHC Section 27 debentures have a fixed-rate of eight per cent with expected maturities ranging from September 2026 to January 2029, compared with current available borrowing rates of 1.89 per cent to 2.49 per cent. The estimated net savings on a 10-year amortization internal mortgage at the current variable rate of 1.89 per cent is $1.55 million. MVHC holds five properties eligible for prepayment: Earle Adams Village, Euclid Square, Grandview Gardens, Kelly Court and Semlin Terrace. The properties are on 60-year leases, with about 20 years left before the properties revert to the City of Vancouver.

2017 MVHC Budget **APPROVED**

The Metro Vancouver Housing Corp. approved a $41.1 million budget for 2017, up 1.3 per cent over the previous year, primarily driven by increases in contractor maintenance and materials costs, utilities, insurance and property taxes.

Operating expenditures comprise $27.2 million of the $41.1 million budget, while debt servicing and reserve fund contributions represent $13.9 million in projected operating expenditures. Capital plans for 2017 include routine upgrades to flooring, appliances, kitchens and bathrooms, building envelope restoration (Regal Place, Tivoli Garden and Eastburn Square) and roofing replacements (Kingston Gardens, Maple Vine Court, Le Chateau Place, Hemlock Court and Alderwood Place, while the development budget is slated for phase one of the Heather Place redevelopment project.

City of Richmond

Prince of Wales Prize for Municipal Heritage Leadership

Community Services Division
Arts, Culture and Heritage

The City of Richmond has been awarded the Prince of Wales Prize for Municipal Heritage Leadership by the National Trust for Canada. This award was presented at the National Trust 2016 annual conference on October 21 in Hamilton, Ontario.

The National Trust Awards Program recognizes individuals, organizations, corporations and rehabilitation projects that give new life to Canada's historic places. Established in 1999 under the patronage of His Royal Highness the Prince of Wales, this prize honours a municipal government for exemplary commitment to the preservation of heritage, identity and sense of place within its boundaries. The local government must have a record of supporting heritage preservation through such means as regulation, policies, funding and stewardship. The nomination must provide evidence that heritage properties in the municipality have improved over a period of time.

The award celebrates the ongoing commitment of City Council to preserve and protect our community heritage through policies, legislation, conservation and restoration and programs, and honours the many organizations, individuals and volunteers that have made Richmond's heritage conservation successes possible. The Prince of Wales Prize Jury described Richmond's approach to heritage conservation as "holistic" and "forward-looking" in its principles.

City of Richmond

Memorandum

Engineering and Public Works
District Energy

To:	Mayor and Councillors	**Date:**	November 4, 2016
From:	Alen Postolka, P.Eng. District Energy Manager	**File:**	10-6600-10-01/2016-Vol 01
Re:	**City of Richmond's District Energy Implementation receives UBCM Community Excellence Award**		

At its 113th annual convention in Victoria, the Union of British Columbia Municipalities presented the Community Excellence Award - Best Practices, Excellence in Action to the City of Richmond for its City's District Energy Implementation program. The award recognizes communities that have demonstrated exemplary leadership through policies, decision-making or actions that have made a difference for their residents.

The Community Excellence Award showcases municipalities and regional districts who "lead the pack," take risks to innovate, establish new partnerships, question established ways of doing business and pioneer new customer service practices.

This award is different from others the City has received, as it recognizes not just the award winning Alexandra District Energy Utility system, but all of the City's district energy initiatives for advancing sustainable community energy systems:

- Incorporation of a wholly-owned corporation, Lulu Island Energy Company (LIEC), to manage district energy initiatives in the City;
- Implementation of the Oval Village District Energy Utility (OVDEU) system through novel partnership between the LIEC and a private utility;
- Securing "district energy ready" residential units;
- Completing a thermal energy load map to assess future district energy opportunities;
- Initiation of a process to select a partner to develop City Centre North District Energy Utility.

The City of Richmond has a long term vision of sustainable energy systems, and this award recognizes the City for leading the way with its District Energy Implementation program. Staff will present the award to Council on Monday, November 14, 2016 at the Open Council Meeting.

Alen Postolka, P.Eng., CP, CEM
District Energy Manager
(604-276-4283)

pc: SMT
John Irving, P.Eng. MPA, Director, Engineering
Peter Russell, Senior Manager, Sustainability and District Energy

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City of Richmond

Minutes

Parks, Recreation and Cultural Services Committee

Date:	Tuesday, October 25, 2016
Place:	Anderson Room Richmond City Hall
Present:	Councillor Harold Steves, Chair Councillor Ken Johnston Councillor Carol Day Councillor Bill McNulty Mayor Malcolm Brodie (entered at 4:52 p.m.)
Absent:	Councillor Linda McPhail
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 27, 2016, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

November 29, 2016, (tentative date) at 4:00 p.m. in the Anderson Room

DELEGATIONS

1. (1) Referencing his letter (copy on file, City Clerk's Office), John Pengelly, Richmond resident, spoke on the maintenance of Minoru Park, and expressed concern with regard to (i) the growth of potentially poisonous mushrooms and invasive plants, (ii) the potential e-coli contamination of the pond, and (iii) the amount of sludge in the pond.

Mr. Pengelly then commented on the maintenance of Minoru Park's pond and suggested that the pond could be filled or dredged to remove the sludge.

In reply to queries from Committee, Cathryn Volkering Carlile, General Manager, Community Services, and Ted deCrom, Manager, Parks Operations, noted that the City will notify child care providers of the growth of poisonous mushrooms in city parks and that the pond is periodically drained and refilled with fresh water. Jamie Esko, Manager, Parks Planning, Design and Construction, added that future upgrades to Minoru Park are planned.

Discussion ensued with regard to (i) using carp to maintain the pond, (ii) the logistics and costs of dredging the pond, (iii) enforcing bylaws prohibiting the feeding of wildlife in the park, (iv) installing signage to alert park users of e-coli in the water, and (v) using raptors to remove ducks and geese in the park.

(2) With the aid of a PowerPoint presentation (copy on file, City Clerk's Office), Lydia Salatian, Founder and Executive Director of Greens Teams Canada, briefed Committee with regard to the Green Teams' activities related to the volunteer stewardship of parks in Metro Vancouver.

In reply to queries from Committee, Ms. Salatian noted that (i) Green Team volunteers are involved in the removal of garbage and invasive plant species in Metro Vancouver regional parks, (ii) participating municipalities provide direction to the Green Team on the parks that may require maintenance, (iii) volunteers are recruited through the group's website, (iv) it costs approximately $1,600 for each Green Team event, (v) the Green Team would request approximately half of the event's cost from the City, and (vi) the fee for service funding model would be a more efficient way to provide continuous funding compared to a community grant.

In reply to queries from Committee, Marie Fenwick, Manager, Parks Programs, noted that the City has programs that conduct similar activities to the Green Team, however, staff can discuss potential partnership opportunities with the group.

It was moved and seconded
That the presentation from the Green Teams of Canada be referred to staff to explore potential partnership opportunities with the Green Teams of Canada and report back.

CARRIED

COMMUNITY SERVICES DIVISION

2. **DONATION OF BRONZE SCULPTURE "THE PICNIC BASKET" BY ARTIST RHONDA WEPPLER**
(File Ref. No. 11-7000-09-20-229) (REDMS No. 5187537 v. 2)

It was moved and seconded
That the donation of the proposed bronze sculpture "The Picnic Basket" by artist Rhonda Weppler for installation at Branscombe House, as presented in the report staff from the Director, Arts, Culture & Heritage Services dated October 13, 2016, be endorsed.

CARRIED

3. **LANSDOWNE ROAD STREET AS CANVAS TEMPORARY PUBLIC ART INSTALLATION**
(File Ref. No. 11-7000-09-20-192) (REDMS No. 5181793 v. 3)

Discussion ensued with regard to (i) incorporating the walls of properties fronting Landsdowne Road into the proposed art installation, (ii) incorporating the proposed art installation into the Canada 150 public art plan, and (iii) the budget allocated for the proposed art installation.

The Chair expressed concern with the proposed design, noting that the proposed road art may pose a safety risk for cyclists.

Mayor Brodie entered the meeting (4:52 p.m.).

In reply to queries from Committee, Victor Wei, Director, Transportation, noted that the proposed art designs are conceptual and will undergo a technical review to comply with safety regulations. Eric Fiss, Public Art Planner, added that the proposed art installation will be temporary.

Mayor Brodie left the meeting (4:54 p.m.) and returned (4:55 p.m.).

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

It was moved and seconded
That the concept proposal for the Lansdowne Road Street as Canvas Temporary Public Art Installation by the artist team Hapa Collaborative as presented in the staff report from the Director, Arts, Culture and Heritage Services dated October 6, 2016, be referred back to staff.

CARRIED

4. **COMMITTEE STANDING ITEM**

Garden City Lands

Jamie Esko, Manager, Parks Planning, Design and Construction, updated Committee on the development of the Garden City Lands, highlighting the progress made on the central berm and perimeter trails. She noted that the application to develop the site's perimeter trails is under review by the Agricultural Land Commission.

The Chair expressed concern with regard to the materials used in the central trail and suggested that a clay base be used and in reply to queries from Committee, Ms. Esko advised that a gravel surface for the trail is ideal for walking, cycling and light farming equipment.

Discussion ensued with regard to the use and the composition of the trails.

5. **MANAGER'S REPORT**

(i) Halloween Events

Gregg Wheeler, Manager, Sport and Community Events, updated Committee on upcoming Halloween events, noting that approximately 20 community events are planned including Halloween shows at local recreation centres. He added that the City is taking steps to mitigate potential vandalism in the parks.

(ii) Tree Bylaw Information Sessions

Mr. deCrom noted that the City will be hosting a series of information sessions regarding tree preservation and the Tree Bylaw at different community centres next month. He added that the sessions will be promoted through the City's website and through newspaper advertisements.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (5:20 p.m.).

CARRIED

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 25, 2016.

Councillor Harold Steves
Chair

Evangel Biason
Legislative Services Coordinator

City of Richmond

Minutes

General Purposes Committee

Date:	Monday, November 7, 2016
Place:	Anderson Room Richmond City Hall
Present:	Mayor Malcolm D. Brodie, Chair Councillor Chak Au Councillor Derek Dang Councillor Carol Day Councillor Ken Johnston Councillor Alexa Loo Councillor Bill McNulty Councillor Harold Steves
Absent:	Councillor Linda McPhail
Call to Order:	The Chair called the meeting to order at 4:22 p.m.

AGENDA ADDITIONS

It was moved and seconded

(1) That Matters Relating to the George Massey Tunnel Replacement Project be added to the agenda as Item No. 3A; and

(2) That the Bike Accident on River Road be added to the agenda as Item No. 3B.

CARRIED

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on October 17, 2016 and the minutes of the Special General Purposes Committee held on October 24, 2016, be adopted as circulated.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

1. **MUNICIPAL AND REGIONAL DISTRICT TAX IMPOSITION BYLAW NO. 9631 AND METRO VANCOUVER LETTER OF SUPPORT**
(File Ref. No. 08-4150-03-01; 08-4150-03-01) (REDMS No. 5183432; 5154740; 5184827)

It was moved and seconded

(1) That the Municipal and Regional District Tax (MRDT) Imposition Bylaw No. 9631 be introduced and given first, second and third readings; and

(2) That staff be directed to seek the support of Metro Vancouver for the City's intention to renew the MRDT at the rate of 3% on the price of accommodation in Richmond, starting July 1, 2017 and effective for five years.

The question on the motion was not called as, in reply to questions from Committee, Neonila Lilova, Manager, Economic Development clarified that (i) previously, the full 2% of the MRDT went to Tourism Richmond for funding destination marketing and the proposed increase to 3% would allow the City to retain funding and distribute to other initiatives (ii) that the proposed $400,000 allocated for sport hosting was made as a part of the tourism funding governance review launched in 2012 and (iii) changes made to the governance model include the addition of Richmond representation on Tourism Richmond's Board of Directors.

George Duncan, Chief Administrative Officer, added that five of the 12 directors on the Tourism Richmond board represent the City and that the 3% rate is being requested in order to dedicate more funding to tourism infrastructure. Mr. Duncan further commented that the Province limits what the MRDT funds can be allocated for.

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

2. **SIGN BYLAW UPDATE AND PUBLIC CONSULTATION PROCESS**
(File Ref. No. 03-0900-01) (REDMS No. 5165807 v. 2)

Cecilia Achiam, Director, Administration and Compliance, highlighted the proposed changes to the Sign Bylaw including (i) limiting the percentage of storefront that can be covered (ii) proposing incentives for businesses to comply (iii) allowing electronic signs with changeable copies and (iv) regulating signs on constructions sites. Ms. Achiam stated that staff are still exploring the option of grandfathering signs currently in place that would not conform to the updated Sign Bylaw.

In response to queries from Committee, Ms. Achiam clarified that (i) there is a section in the proposed Sign Bylaw on community signs, which would include garage sale signage (ii) election signs are covered under a separate bylaw (iii) sandwich boards displayed on public sidewalks would not be permitted under the updated bylaw (iv) restrictions regarding window coverage would only apply to lettering and pictures and (v) real estate sign regulations are also included in the proposed changes to the Sign Bylaw.

Councillor Dang left the meeting (4:58 p.m.) and did not return.

Ms. Achiam further commented that businesses who have applied for sign permits since community outreach began in 2014 have been cooperative in including English on signs and there has been a decrease in the complaints received for signs regarding language.

It was moved and seconded

(1) That the proposed changes to Sign Bylaw No. 5560 outlined in the staff report titled "Sign Bylaw Update and Public Consultation Process", dated October 13, 2016, from the Director, Administration and Compliance be received for information; and

(2) That proposed public consultation process detailed in the staff report titled "Sign Bylaw Update and Public Consultation Process", dated October 13, 2016, from the Director, Administration and Compliance be endorsed.

CARRIED

3. **DISPOSITION OF A STATUTORY RIGHT OF WAY OVER 8080 ANDERSON ROAD/8111 GRANVILLE AVENUE FOR THE PURPOSE OF UTILITIES AND RELATED SERVICES**
(File Ref. No. 06-2285-30-198) (REDMS No. 5154403 v. 4)

It was moved and seconded

(1) That a Statutory Right of Way (SRW) to Telus over 8080 Anderson Road/8111 Granville Avenue (Lot A Section 9 Block 4 North Range 6 West New Westminster District Plan EPP33799, PID 029-628-164) for a nominal fee of Ten Dollars ($10.00), plus applicable GST, for the purpose of utilities and related services be granted;

(2) That a SRW to Shaw over 8080 Anderson Road/8111 Granville Avenue for a nominal fee of Ten Dollars ($10.00), plus applicable GST, for the purpose of utilities and related services be granted; and

(3) That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to negotiate and execute all documentation, including all contracts and Land Title Office documents, to effect the transaction detailed in the staff report titled "Disposition of a Statutory Right of Way over 8080 Anderson Road/8111 Granville Avenue for the Purpose of Utilities and Related Services" dated October 17, 2016 from the General Manager, Finance and Corporate Services.

CARRIED

3A. MATTERS RELATED TO THE GEORGE MASSEY TUNNEL REPLACEMENT PROJECT

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

Councillor Steves distributed on table copies of four articles pertaining to agricultural land and Vancouver's port facilities and issues around harvesting natural gas from the Fraser River around Steveston (attached to and forming part of these minutes as Schedule 1). Councillor Steves commented that staff should inquire with the Federal Government about (i) comments from the Port Authority around the exclusion of agricultural land from the Agricultural Land Reserves (ii) issues around soil liquefaction along the Fraser River and (iii) concerns regarding stability on the proposed George Massey Tunnel Replacement project site.

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

It was moved and seconded

(1) That staff inquire as to what the Federal Minister of Agriculture meant in his statements regarding BC agricultural land as quoted in the articles circulated on table; and

(2) That staff be directed to investigate and submit a request to the Province under the Freedom of Information (FOI) Act, if necessary, for any reports or studies that have been conducted recently or prior to the construction of the George Massey Tunnel on the subject of liquefaction or the geological stability of the George Massey Tunnel Replacement Project site.

The question on the motion was not called as further discussion ensued with regards to the previous FOI request from Richmond City Council and the stability of the proposed site of the replacement bridge.

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

3B. BIKE ACCIDENT ON RIVER ROAD

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

Direction was given to staff to examine traffic and safety conditions on River Road where a fatal accident involving a vehicle and several cyclists occurred on Sunday, November 6, 2016, including potential options for mitigating similar incidents and the possibility of banning cyclists in the area.

It was moved and seconded
That staff examine the circumstances and the area around the accident that occurred on River Road on November 6, 2016 and report back.

CARRIED

Councillor Steves distributed an additional article on titled, "Barnston business dilemma: industry or ALR?" dated November 1, 2016 from Business in Vancouver (attached to and forming part of these minutes as Schedule 2) and advised that the article was also relevant to the discussion and referral motion under item 3A.

It was moved and seconded
That the article, attached to and forming part of these minutes as Schedule 2, be referred to staff along with the articles relating to item 3A.

CARRIED

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (5:27 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, November 7, 2016.

Mayor Malcolm D. Brodie
Chair

Amanda Welby
Acting Legislative Services Coordinator

Port development trumps BC agriculture: federal minister MacAulay

Senior level of gov't has the right to exclude BC farms from land reserve

Stories by PETER MITHAM

VANCOUVER – Lower Mainland farmland could be sacrificed to ensure agri-food exports can move to market quickly and efficiently, federal agriculture minister Lawrence MacAulay told *Country Life in BC*.

"We do not want to lose agricultural land but it's no good producing products that you can t move, either," MacAulay said, answering a question from *Country Life in BC* following a presentation to Greater Vancouver Board of Trade members on September 12. "So it's one way or the other – the port in Vancouver has to be efficient to move the products to market. The Asian market is a big market, only going to get larger, and we want to be there."

MacAulay was in Vancouver as part of a tour of Western Canada that stretched from Saskatchewan grainfields to a craft brewery on Vancouver Island.

Opportunities to boost agri-food exports figured prominently in his West Coast itinerary, with an address to the Greater Vancouver Board of Trade and an endorsement of the new catalogue of export-ready agri-food products BC has published with funding from Growing Forward 2.

But the thrust of his remarks focused on Vancouver's port facilities and the launch pad those provide for Asia-bound products.

"We have to make sure that they can handle the products as fast as they possibly can and as efficiently as they possibly can," he said.

MacAulay's comments won't sit well with municipalities such as Richmond or local farmland advocates who have challenged the Port of Vancouver's plans to tap local farmland for port-related uses.

Yet the port, as a federal entity, holds the trump card: while it has pledged to file exclusion applications to remove protected farmland from the province's Agricultural Land Reserve, it's under no obligation to do so as an arm of the senior level of government.

"I don't think we would be bound [by the Agricultural Land Commission]," Robin Silvester, president and CEO of the port authority, said earlier this year. "We have supremacy."

Site Economics Ltd. prepared a report for the port authority in October 2015 that estimates port activities will require approximately 2,700 acres by 2030. The demand could cost Delta alone 1,500 acres of productive farmland, according to the Delta Farmers' Institute.

Agriculture is "almost meaningless"

Silvester believes local agriculture is "almost meaningless" when it comes to local food security but that stance is at odds with MacAulay's message to the Greater Vancouver Board of Trade.

Responding to a question from the audience regarding organic production, MacAulay said his job is to ensure farmers in Canada are capturing local markets before venturing into exports.

"There are products that we aren't producing enough of, and I want to help you produce those products so that you receive the benefit," he told his audience, which included very few farmers. "My responsibility is to help you, and I want to do it."

Country Life in BC Oct. 2016

BC agri-food export growth has outpaced forestry and mining

by **PETER MITHAM**

VANCOUVER – With the province's agri-food exports surging, BC agriculture minister Norm Letnick unveiled a glossy new catalogue of export-ready agri-food products on the Vancouver waterfront on September 12.

Accompanied by federal agriculture minister Lawrence MacAulay, Letnick said the publication aims to familiarize overseas buyers with the range of BC products available to them.

The genesis of the project, which Letnick described as a "labour of love," was his inability during a trade mission in 2014 to name more than a couple of products buyers in China could order then and there for local markets.

China No. 2

China (including Hong Kong) is the second-biggest importer of BC agri-food products after the US, importing $406 million worth of products in 2015. Letnick said the catalogue will help expand the province's exports to China as well as countries around the Pacific Rim, including South Korea, India and elsewhere.

BC exported $3.5 billion worth of agricultural products to 150 countries in 2015, a 23% increase over 2014.

The growth of agri-food exports has been a bright spot in BC's international trade portfolio, outpacing traditionally strong sectors such as forestry and mining.

Over 600 products

Of the more than 600 products Letnick said are available for export, the top five are farmed salmon ($411 million), food for processing ($294 million), blueberries ($218 million), baked goods ($159 million) and mushrooms ($131 million).

The other $2.3 billion worth of exports includes a range of processed products, which represent the majority of offerings in the catalogue.

Just 16 of the nearly 100 companies featured in the catalogue are primary producers of meat, fruit and vegetables. Letnick couldn't pin a value to the contribution export markets make to farm gate receipts, which approached $3.1 billion last year.

However, Letnick said growing agri-food sales at home and abroad are putting more money into farmers' pockets.

The province's agriculture sector enjoyed a net cash income last year of $440 million and even income after depreciation, was positive at $65.3 million after nine years of red ink.

Just watch him

Most farmers know you need land to produce food you can export.

But during his recent visit to Vancouver, federal agriculture minister Lawrence MacAulay seemed so keen on overseas trade opportunities that the fact fell off his radar.

Questioned by *Country Life in BC* during a media scrum after addressing the Greater Vancouver Board of Trade last month, he made clear that Canada's farmers need access to foreign markets for their products.

While declaring his tour of Vancouver port facilities "some interesting," the PEI Member of Parliament didn't appear to have been briefed on the port's designs on hundreds of acres of local farmland. He wasn't aware of how much agricultural land might be at risk even as the port has estimated its requirements over the next decade at 2,700 acres. "We do not want to lose agricultural land, but it's no good producing products that you can't move, either. So it's one way or the other," he said.

While he told board of trade members he was all for Canada's food security, the idea that the potatoes, berries and greenhouse vegetables grown in BC might find a home in local markets wasn't part of the day's message.

Combined with Ottawa's endorsement of the Site C power project, which will create an 83-kilometre-long reservoir and submerge thousands of acres of farmland, and its support of the Trans-Pacific Partnership, developing international markets is fundamental to the sunny ways Prime Minister Trudeau promises – clouding its ostensible support for local growers.

One of the hurdles the Liberals faced while campaigning a year ago was the widespread perception of the party being the voice of an urban elite that shops at farmers markets but would most likely squeal like a pig if it stepped in some stray nutrients (to use the polite term from Environmental Farm Plans).

Trudeau Jr has regained for Canada a large measure of the international goodwill lost during the Harper years.

But the impromptu photos that bring new meaning to his father's quip, "just watch me," seldom take place in farmyards. Producers hoping to catch him in BC would need to look no further than up the Grouse Grind, surfing in Tofino or performing a two-step for the crowds in a parade.

The challenges of getting Prairie grain to port have been acute in recent years, but the cost of getting wheat to water shouldn't be the loss of BC farms.

BC farmers face enough challenges without the federal agriculture minister telling them they've got to suck up yet another development for their own good. That runs counter to his pledge to support local opportunities for local farmers, and jeopardizes the $3.5 billion worth of BC agri-food exports MacAualy says he wants to increase.

A year into his term, Trudeau hasn't faced the challenges that made his father one of the country's most colourful prime ministers. The photo ops haven't included a pirouette or the so-called Salmon Arm salute to jobless protestors, or anything that could be mistaken for "fuddle duddle."

With ministers like MacAulay telling BC farmers that overseas markets come first, he doesn't have to.

CNOL_1016

NATURAL GAS BURNS NIGHT AND DAY AT STEVESTON

International Pipe Line Co.

Gas Holdings on the Fentiman Farm

June 10, 1932

Just south of Garry Road, Steveston, and east of the railway, there stands a little red building about six feet square which houses something of vast possibilities for Lulu Island and surrounding district, the full import of which will probably be determined this summer.

The little building stands over a drill hole sunk 730 feet into the earth whence natural gas is night and day flowing.

For a year the flow has not ceased and while it has supplied fuel for one home for the year -- that of Mr. and Mrs. Fentiman, Sn., on whose property the well is -- there is enough gas going to waste to furnish half a dozen other homes, officials state.

Unlike the manufactured gas such as is used in Vancouver, this burns without odor.

It can be turned to a height of a foot in the stove or heater burners and burn with terrific heat, and still there is not the slightest smell.

Mr. and Mrs. Fentiman have five burners installed, including the kitchen cook stove and the hot water tank heater, and whether it burns night and day, continuously or not, is matter of small moment, for there is no gas meter attached and the supply is apparently unlimited.

Two years ago the first well was sunk by this company, not far from the site of the present location, a depth of 850 feet being reached at that time.

The fact that gas had been struck 30 years ago on No. 1 Road, beside the Japanese hospital, led the company to take a long chance and drill the present hole, and they were rewarded by an encouraging outpouring of gas.

The sand soon filled in, and the flow did not last. Then this second hole was made, reaching the present depth of 730 feet, which resulted in a burst of water and gas just a year ago this month.

Since then the company has secured a screen fine enough to exclude troublesome sand, this cost from $8.00 to $9.00 a foot for a four-inch pipe, and being capable of keeping out sand as fine as the finest pepper.

It is believed that the next move will be to try to control the water which now fills the drill hole.

The gas at present flowing has to force its way up through 730 feet of water. It is believed that if this water could be controlled so as to leave the hole clear, the gas would come to the surface at terrific pressure.

In any case, whatever difficulties are yet to be overcome before the well is commercially profitable to its owners, the company itself seems to have undaunted faith in it.

Already the company has spent $17,000 on the Steveston holdings, and is prepared to spend more.

If their hopes are realized, the well will supply Vancouver.

Other wells will be sunk and Lulu Island may wake up some day to find itself a nest of gas holes.

BUSINESS VANCOUVER

Schedule 2 to the Minutes of the General Purposes Committee meeting of Richmond City Council held on Monday, November 7, 2016.

TRANSPORTATION (/SECTIONS/TRANSPORTATION/)

Barnston business dilemma: industry or ALR?

It's in the ALR, but the orphan Fraser River island could play a key role in the region's goods movement chain or food manufacturing and ...

By Timothy Renshaw | Nov. 1, 2016, 6 a.m.

The island in this stream could provide Metro Vancouver's Asia-Pacific gateway with a strategic industrial land option.

It also has potential as a regional manufacturing distribution hub that, unlike areas designated for industrial use elsewhere, is close to prime road and river transportation corridors.

However, Barnston Island is also prized by some as an important Agricultural Land Reserve (ALR) property and tranquil Fraser River hobby farm collective providing a lifestyle reminiscent of a bygone era.

Its industrial potential faces some major roadblocks. For one, it's in the ALR; for another, access to Barnston relies on the river's last inland ferry.

Barnston's agricultural hurdles are also significant.

The island has a high water table, which, because of the rhythms of the river, rises at crucial times in crop cycles. That results in poor growing conditions for roughly 85% of the island.

A report in an April 2006 Barnston Island Majority Landowners submission to remove the island from the ALR noted that Barnston's agricultural productivity has declined since the 1980s. It estimated that, on the other hand, rezoning 1,100 acres of the 1,400-acre island to industrial from agricultural use would yield a $13.8 billion benefit to the local economy.

But the EvEco Consultants report concluded that soil suitability is not a game-breaker in Barnston's sustainable agricultural potential. The real issues, it said, were limited access, lack of government support for infrastructure, development pressures and changing market forces.

Those factors weigh against the success of any commercial venture on the island.

Falling within Metro Vancouver's unincorporated Electoral Area A, Barnston is also an awkward regional orphan. It's not part of any municipality; it has no tax base to finance infrastructure improvements.

But Barnston is in the centre of one of Metro Vancouver's fastest-growing areas – a location that gives it significant economic potential – especially in a region with a rapidly shrinking industrial land base.

The Port of Vancouver is among the regional economic drivers that have raised red flags over industrial land erosion. Representatives of the country's largest port claim that it needs land to expand containerized freight and other Asia-Pacific gateway cargo infrastructure – not just for the region but for B.C. and the rest of the country.

One piece of that infrastructure is the Vancouver Fraser Port Authority's proposed $2 billion Terminal 2 expansion project at Roberts Bank (see "The trouble with Terminal 2"; Business in Vancouver issue 1401, September 6–12). Competition for transpacific containerized cargo along North America's west coast and around the continent is accelerating as highly leveraged deep-sea shipping companies grapple with overcapacity and low container shipping rates.

Global freight company alliances with fleets of larger ships mean container carriers are now making fewer stops at fewer ports. Container handling and trans-shipment efficiency is therefore essential for ports and terminals.

So is land on which to expand cargo-handling capacity.

In an interview with Business in Vancouver earlier this year, Robin Silvester, the Vancouver Fraser Port Authority's president and CEO, said the loss of usable industrial land threatens to stall growth for the port and the region.

"I really worry," he said, "that we are heading toward an economic brick wall in the Lower Mainland."

Cliff Stewart, the Port of Vancouver's vice-president of infrastructure, estimated that the annual tax revenue and economic spinoff from 100 acres of industrial port land is around $1.8 billion. The high-paying jobs generated by the operations on that land and off-terminal activities like trucking, warehousing and railway, Stewart added, are significant.

"If you don't have the industrial land available, those jobs will still happen, but they will happen somewhere else."

Others, however, are less keen about exploiting Barnston's industrial potential.

Delta South Independent MLA Vicki Huntington sees it as further erosion of the region's ALR and the regional food security it provides.

"Again, it's pressure on the ALR, and at some point the ALR has to be off limits."

While she agreed that the island is well placed to service regional industrial land uses for goods movement and manufacturing, Huntington said that even the idea of removing Barnston Island from the ALR in exchange for other lands being added to the reserve is "such a mug's game, [especially] with a government that isn't very much in support of the ALR."

The City of Surrey at one time was interested in annexing Barnston Island.

But Mayor Linda Hepner said the annexation's economics would work for her municipality only if Barnston were freed up for industrial or other commercial uses. Hepner said she's aware of the region's need for industrial land to support economic activity, but conceded that some of what's available in Surrey and other municipalities is too far removed to be of practical use to the port.

Barnston's potential uses beyond port logistics, as pointed out in the landowners' submission, include a hub for value-added manufacturing, processing and distribution of food produced on the island and elsewhere in the region.

Hepner noted that over the past 15 years the region has lost many of its food distribution centres, which are critical to maintaining and expanding the Lower Mainland's sustainable food industry and improving local food security.

A major Barnston landowner agrees.

David Emri and his Emri Group own roughly 55% of the island. But Emri, a former vice-president of acquisitions and development for the Onni Group of Companies, maintains he's not a developer.

"I'm an investor," he said.

Reasons for his Barnston investment are many. Barnston's industrial potential is one.

But whether it's in the form of agricultural cultivation, food distribution, industrial warehousing or port container transshipment, that potential will be realized only if the island's access issues are resolved and all or a portion of its land is freed of ALR restrictions.

Emri concedes that a single business or investor is not going to make that happen. But he added that if he were a planner, then "absolutely it should be industrial."

As he pointed out, Metro Vancouver has a mandate to protect the region's remaining industrial land but no similar direction to create more.

Because of its proximity to highway and river transportation arteries and its contribution to preserving and cultivating the local food industry, Barnston as a food distribution and manufacturing hub, he said, would be sustainable "green industrial."

His investment, then, is based on the bet that the island will eventually be in the region's development conversation.

Emri emphasized that he is not lobbying to convert Barnston to industrial, but he said the intersection of industrial and ALR needs to be rethought in Metro Vancouver.

* Emri said Barnston could service industrial manufacturing businesses that support high-paying jobs without having to extend major arterial transportation links through residential areas.

He added that while entities like the Port of Vancouver complain that the region is running out of industrial land, government is not taking the initiative to secure more and better-located sites for future industrial development.

ALR flexibility is one solution.

* "My definition of green [industrial], from 30,000 feet, is Barnston. We've got rail; we've got river. It's sustainable development. [But] no. This is in the ALR, so we just stop our discussion, and that to me is ignorant."

1 Comment (https://www.biv.com/article/2016/11/barnston-business-dilemma-industry-or-alr/#disqus_thread) on this topic. Join the discussion.

Join the discussion...

Harold Steves • a day ago

Barnston Island was in the ALR. A public hearing was held to consider taking the land out of the ALR. Metro Vancouver Planner Hugh Kellas and I represented Metro Vancouver at the public hearing. David Emri attended the public hearing. So did some people involved with Port Vancouver. The Land Commission rejected the exclusion and kept Barnston Island in the ALR. David Emri subsequently bought up much of Barnston Island.

Barnston Island has a high water table. So does Richmond. They require good drainage and pumping systems. Over the decades Barnston Island had some of the most prominent dairy farms in British Columbia. So did Richmond. Barnston Island and Richmond are part of a very small 1.1% of BC that can grow the vegetables, greens and small fruit that we eat. Neither Barnston Island nor Richmond had a serious drainage problem until land values increased from $40,000 per acre as farmland to $1 million per acre for industrial use.

Port Vancouver CEO Robin Silvester wants 2,700 acres of farmland for port expansion. The Port has purchased 200 acres of farmland in Richmond and investors own several hundred acres more. All that is needed is an additional 1,000 acres on Barnston Island and another 1,000 acres in Delta to make up 2,700 acres. Much of Delta is already owned or "optioned" by investors.

Silvester claims that he can use Federal Authority to over-rule both the Richmond and Delta agricultual zones, the Metro Vancouver Regional Plan and the BC Agricultural Land Reserve to develop the land for industry. Under Stephen Harper local MP's assured Richmond Council that Silvester would not be permitted to do so. However, under Trudeau, the new Federal Minister of Agriculture has just announced that Port Vancouver will indeed be able to over-rule local and regional government and the ALR. All that "investors" have to do is sell to the port and the port will remove the land from the ALR.

It appears that we are prepared to risk the serious consequences of climate change to ship coal, oil, and LNG for others to burn as fast as we can get it out of the ground. At the same time we are shipping from farmland that will be needed to feed our own hungry people when much of California becomes desert due to climate change

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Finance Committee

Date: Monday, November 7, 2016

Place: Anderson Room
Richmond City Hall

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

Absent: Councillor Derek Dang
Councillor Linda McPhail

Call to Order: The Chair called the meeting to order at 5:28 p.m.

MINUTES

It was moved and seconded
That the minutes of the meeting of the Finance Committee held on October 3, 2016, be adopted as circulated.

CARRIED

RICHMOND PUBLIC LIBRARY

1. **IMPACTS OF PROPOSED LIBRARY BUDGET INCREASES**
(File Ref. No. 03-0970-25-2016-01) (REDMS No. 5206633)

In response to a question from Committee, Greg Buss, Chief Librarian, stated that the staff recommendation of limiting municipal contributions to 2.1% would maintain current levels of service.

It was moved and seconded

(1) That the staff report titled "Impacts of Proposed Library Budget Increases" dated October 28, 2016 from the Director, Finance be received for information; and

(2) That the Richmond Public Library Board be requested to submit a same level of service budget for 2017 that maintains current levels of service, while limiting the increase in the municipal contributions to 2.1%, consistent with the Long Term Financial Management Strategy; and

(3) That the impact of additional levels of service proposed by the Richmond Public Library be considered in the 2017 Budget process.

The question on the motion was not called as discussion ensued with regard to (i) the allocation of the Library budget for digital services and collections (ii) borrowing limits for members and (iii) other avenues of funding for the Library.

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

FINANCE AND CORPORATE SERVICES DIVISION

2. **RESERVE FUNDS UPDATE 2016**
(File Ref. No. 03-0900-01) (REDMS No. 5193273 v. 3)

It was moved and seconded

That the staff report titled, "Reserve Funds Update 2016," dated October 13, 2016 from the Director, Finance be received for information.

CARRIED

3. **2016 AUDIT ENGAGEMENT**
(File Ref. No. 03-0905-01) (REDMS No. 5195303 v. 2; 5195457; 5195459)

It was moved and seconded

That the 2016 Audit Planning Letter from KPMG, LLP, dated October 13, 2016, as provided in Attachment 1 of the staff report titled, "2016 Audit Engagement," dated October 14, 2016, from the Director, Finance, be received for information.

CARRIED

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (5:49 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 7, 2016.

Mayor Malcolm D. Brodie
Chair

Amanda Welby
Acting Legislative Services Coordinator

City of Richmond

Minutes

Planning Committee

Date:	Tuesday, November 8, 2016
Place:	Anderson Room Richmond City Hall
Present:	Councillor Bill McNulty, Vice-Chair Councillor Chak Au Councillor Carol Day Councillor Harold Steves Mayor Malcolm Brodie
Absent:	Councillor Linda McPhail
Also Present:	Councillor Derek Dang
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 18, 2016, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

November 22, 2016, (tentative date) at 4:00 p.m. in the Anderson Room

The Chair advised that City of Vancouver Empty Home Tax will be considered as Item No. 8A.

COMMUNITY SERVICES DIVISION

1. **METRO VANCOUVER REGIONAL AFFORDABLE HOUSING STRATEGY**
(File Ref. No. 08-4057-05) (REDMS No. 5080590 v. 4; 5175042)

Joyce Rautenberg, Affordable Housing Coordinator, reviewed the Metro Vancouver Regional Affordable Housing Strategy, noting that (i) the City was engaged in the consultation process, (ii) the Strategy offers affordable housing guidelines for municipalities, and (iii) the Strategy has provided recommendations regarding the role of senior levels of government in supporting affordable housing.

It was moved and seconded
That the Metro Vancouver Regional Affordable Housing Strategy, as detailed in the staff report titled "Metro Vancouver Regional Affordable Housing Strategy", dated October 14, 2016 from the General Manager, Community Services, be endorsed as a collaborative approach to addressing regional housing needs.

CARRIED

2. **AFFORDABLE HOUSING STRATEGY UPDATE – RICHMOND HOUSING AFFORDABILITY PROFILE**
(File Ref. No. 08-4057-01) (REDMS No. 5140743 v. 6)

Ms. Rautenberg updated Committee on the Richmond Housing Affordability Profile, noting that the City has received feedback from consultation sessions including themes related to funding for family housing, low end market rental occupancy management, involvement of non-profit organizations, and accessible and adaptable housing. She added that staff anticipates that phase two of the Affordable Housing Strategy will be brought forward in 2017. She further noted that the federal government has committed to extend co-op housing agreements in the city for an additional three years.

Discussion ensued with regard to (i) developing incentives to increase development of market rental housing, (ii) the number of purpose built market rental housing in the city compared to other municipalities, (iii) examples of market rental policies in different cities, (iv) allocating at least 15% of the overall density of new residential developments for low end market rental units, (v) the negative impact of short-term rentals on affordable housing in the city, and (vi) advocating senior levels of government for co-op housing funding.

Deirdre Whalen, on behalf of the Richmond Poverty Response Committee, read from her submission (attached to and forming part of these minutes as Schedule 1), and expressed concern with regard to the growing affordable housing needs in the city.

It was moved and seconded
That the staff report titled "Affordable Housing Strategy Update – Richmond Housing Affordability Profile" dated October 11, 2016, from the General Manager, Community Services, be endorsed.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

3. **APPLICATION BY LLOYD KINNEY FOR A ZONING TEXT AMENDMENT TO PERMIT A MICROBREWERY WITHIN THE INDUSTRIAL BUSINESS (IB1) ZONE AT UNIT #110 - 12500 HORSESHOE WAY**
(File Ref. No. 12- 8060-20-009614; ZT16-734106) (REDMS No. 5180379 v. 2)

Mark McMullen, Senior Coordinator - Major Projects, reviewed the application noting that the security gate would be open during business hours.

It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9614, for a Zoning Text Amendment to the "Industrial Business (IB1)" zone to allow a "Microbrewery, Winery and Distillery" at #110-12500 Horseshoe Way, be introduced and given first reading.

CARRIED

4. **APPLICATION BY JACKEN INVESTMENTS INC. FOR REZONING AT 8111 NO. 3 ROAD FROM SINGLE DETACHED (RS1/E) TO COMPACT SINGLE DETACHED (RC2)**
(File Ref. No. 12-8060-20-009630; RZ 15-699299) (REDMS No. 5180861)

It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9630, for the rezoning of 8111 No. 3 Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.

CARRIED

5. **APPLICATION BY ARCHITECT 57 INC. FOR REZONING AT 4780 STEVESTON HIGHWAY FROM SINGLE DETACHED (RS1/E) TO COMPACT SINGLE DETACHED (RC2)**
(File Ref. No. 12-8060-20-009635; RZ 16-737903) (REDMS No. 5101845)

Copies of an updated staff report was distributed (copy on file, City Clerk's Office), to correct the proposed rezoning of 4780 Steveston Highway originally noted as "Compact Lot Detached (RC2) to "Compact Single Detached (RC2)".

It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9635, for the rezoning of 4780 Steveston Highway from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.

CARRIED

Cllr. Dang left the meeting (4:22 p.m.) and did not return.

6. **APPLICATION BY 1080593 BC LTD. FOR REZONING AT 11740 WILLIAMS ROAD FROM SINGLE DETACHED (RS1/E) TO COMPACT SINGLE DETACHED (RC2)**
(File Ref. No. 12-8060-20-009636; RZ 16-740422) (REDMS No. 5181301)

Jordan Rockerbie, Planning Technician, reviewed the application, noting that the proposed development will include two secondary suites.

It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9636, for the rezoning of 11740 Williams Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.

CARRIED

7. **APPLICATION BY DUNBAR EQUIPMENT LTD. (DOING BUSINESS AS DON DICKEY SUPPLIES) FOR A TEMPORARY COMMERCIAL USE PERMIT AT 8540 RIVER ROAD**
(File Ref. No. TU 16-732636) (REDMS No. 5132450)

It was moved and seconded
That the application by Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) for a Temporary Commercial Use Permit at 8540 River Road be considered at the Public Hearing to be held December 19, 2016 at 7:00 pm in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration:

(1) "That a Temporary Commercial Use Permit be issued to Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) for property at 8540 River Road to allow the retail sale of outdoor power equipment as an accessory use."

CARRIED

8. **OFFICIAL COMMUNITY PLAN AMENDMENTS - ARTERIAL ROAD POLICY**
(File Ref. No. 10-6350-00) (REDMS No. 5055217 v. 5)

Wayne Craig, Director, Development, noted that a memorandum providing additional information on the proposed Official Community Plan (OCP) amendments on Arterial Road Policy and Affordable Housing Strategy Review was distributed to Council (attached to and forming part of these minutes as Schedule 2) and briefed Committee on said amendments, highlighting that:

- consultation on the proposed amendments were conducted via (i) a series of public open house meetings. (ii) referral to School District No. 38 Richmond Centre for Disability (who attended the open houses), and (iii) meetings with stakeholders in the development industry;
- enhancements to setback and maximum height requirements for sites facing single-family units are proposed;
- the proposed amendments will provide clarity on the location of lane accessed homes along arterial roads and a funding strategy to construct connecting lanes;
- areas have been identified where new housing forms such as duplexes and triplexes could be developed; and
- a density bonus for townhouse development applications would be considered, provided that approximately 15% of the overall density be allocated for low end market rental units.

In reply to queries from Committee, Mr. Craig noted that (i) the proposed amendments include requirements for a 6.0 metre rear yard setback for sites adjacent to single-family lots, and provisions to allow for a maximum 1.5 metre ground floor projection to the rear yard setback, (ii) townhouse, duplex and triplex development will be subject to a development permit, (iii) sundecks are typically oriented toward the interior drive aisle, (iv) applicants are encouraged to develop accessible units, (v) the proposed amendments will provide capacity for approximately 5800 duplex, triplex and townhouse units, and (vi) should the proposed amendments proceed, it is anticipated that the proposed amendments will be brought forward to the December 19, 2016 Public Hearing for adoption.

It was moved and seconded

(1) That Official Community Plan Bylaw 9000, Amendment Bylaw 9603, which amends Official Community Plan Bylaw 9000, by:

(a) replacing the existing Arterial Road Policy in Section 3.6.1 with the Arterial Road Land Use Policy;

(b) replacing the existing Arterial Road Guidelines for Townhouses in Section 14.4.13 with the new Arterial Road Guidelines for Town Houses;

(c) adding the new Arterial Road Guidelines for Row Houses and Intensive Residential Guidelines for Duplexes and Triplex; and

(d) designating all duplex, triplex and row house development sites along arterial road as mandatory Development Permit Areas;

be introduced and given first reading;

(2) That Official Community Plan Bylaw 7100, Amendment Bylaw 9604, which amends Official Community Plan Bylaw 7100, by replacing the Steveston Area Land Use Map in Schedule 2.4 be introduced and given first reading;

(3) That Bylaw 9603 and Bylaw 9604, having been considered in conjunction with:

(a) the City's Financial Plan and Capital Program; and

(b) the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

is hereby found to be consistent with said program and plans, in accordance with Section 882(3)(a) of the Local Government Act; and

(4) That Bylaw 9603 and Bylaw 9604, having been considered in accordance with Official Community Plan Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.

The question on the motion was not called as amendments to the motion regarding proposed setback enhancements and lifting restrictions on the locations of row homes was introduced; however failed to receive a seconder.

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

9A. CITY OF VANCOUVER EMPTY HOME TAX

(File Ref. No.)

Copies of a City of Vancouver staff report titled, "Encouraging Homes for Renters: Emerging Approach on Empty Homes" dated September 13, 2016, related to the empty home tax was distributed (attached to and forming part of these minutes as Schedule 3).

It was moved and seconded
That staff analyze the City of Vancouver staff report titled, "Encouraging Homes for Renters: Emerging Approach on Empty Homes", dated September 13, 2016, and report back.

The question on the referral was not called as discussion ensued with regard to (i) the applicability of a similar tax in Richmond, (ii) working with the Province on issues related to affordable housing, (iii) the impact of short-term rentals on affordable housing, and (iv) referring the City of Vancouver staff report to staff for analysis.

The question on the referral was then called and it was **DEFEATED ON A TIE**, with Cllr. McNulty and Mayor Brodie opposed.

It was moved and seconded
That the City of Vancouver staff report titled, "Encouraging Homes for Renters: Emerging Approach on Empty Homes", dated September 13, 2016, be received for information.

CARRIED

10. MANAGER'S REPORT

(i) Steveston Buddhist Temple

Mr. Craig advised that the Steveston Buddhist Temple Society will be hosting a public consultation meeting regarding a proposed rezoning application to accommodate congregate care units scheduled for November 16, 2016.

(ii) Single-Family Development on Trites Road

In reply to queries from Committee, Mr. Craig advised that it is anticipated that the single-family development rezoning applications along Trites Road will be brought forward in the next few months.

(iii) Tree Bylaw Information Sessions

Gavin Woo, Senior Manager, Building Approvals and Gordon Jaggs, Tree Preservation Coordinator, briefed Committee on the previous Tree Bylaw Information Session, noting that positive feedback was received and that the next session is scheduled for November 24, 2016 at the West Richmond Community Centre.

Discussion ensued with regard to the promotion of the information sessions, and Mr. Jaggs noted that the event is promoted through posters in City community centres, newspaper advertisements and the City's website. It was then suggested that the event be posted on the West Richmond Community Centre's marquee board.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:48 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, November 8, 2016.

Councillor Bill McNulty
Vice-Chair

Evangel Biason
Legislative Services Coordinator

November 8, 2016 Planning Committee, City of Richmond

My name is Deirdre Whalen and my address is 13631 Blundell Road Richmond.

I am here to speak on behalf of the **Richmond Poverty Response Committee (PRC)**. The Richmond PRC is "*a coalition of Richmond residents and agencies working together to reduce poverty and the impacts of poverty with research, projects and public education.* "

We commend city staff on their well-researched and informative reports regarding the Metro Vancouver Regional Housing Action Plan and the update on the Richmond Affordable Housing Strategy. Many of our concerns around affordable housing for low-income individuals and families were heard and appear in both reports.

It is evident that the gap between rent and income is becoming wider. And while people on extremely low incomes may qualify for government rent supplements, these supplements can only be applied to market rental accommodation, not subsidized housing. But if they can actually find a unit, the supplement still doesn't cover the gap. Add to this that over 600 Richmond families sit on the waitlist for subsidized housing for years (eg. BC Housing), and it should be clear that Richmond has an immediate need for affordable rental accommodation.

In Richmond the average household income is about $60,000/year so "affordable" means rent should be no more than 30% of gross income. But finding housing for $1500/month is almost impossible. And with the very low vacancy rate, the task of finding any rental housing in Richmond is almost insurmountable.

Richmond is overdue for the building of affordable purpose-built rental housing. The report says 22.4% of our residents are low-income and our population is over 200,000 (this is about 45,000 people). The report also tells us there are only 3,477 units of purpose-built rental housing. In addition, much of the rental housing we depend on was built 30 years ago and many owners are contemplating demolition. Yes we do have some newer purpose-built rentals (eg. Riverport Flats and Imperial Landing) but I don't think anyone can say they are "affordable."

The Richmond PRC agrees with the report in noting the City's Social Development Strategy states the need for workforce housing. The report says 70% of Richmond residents own their own homes. We have become a lopsided city and more rental options should be provided if Richmond is to be a complete community that includes all income levels and all demographics.

Concerning the percentage of affordable units secured under the Affordable Housing Strategy, we understand the City of Vancouver has a target of 20% affordable units per development. Providing only 5% affordable units will never meet the immediate need for housing let alone Richmond's housing needs into the future.

Lastly, the Richmond PRC is heartened to see the City acting on a recommendation we made concerning the coordination of housing services. Our hope for a long-term solution would include a housing authority to administer a variety of rental accommodation services.

The Richmond PRC would recommend the City consider the following actions:

1. Find a way to cover the rent gap for low-income individuals and families;

2. Protect the current stock of purpose-built affordable rental units;

3. Build more purpose-built affordable rental properties that will stay rentals in perpetuity;

4. Increase the percentage of affordable housing units in the Affordable Housing Strategy; and

5. Establish a local Housing Authority or similar entity.

Schedule 2 to the Minutes of the Planning Committee meeting of Richmond City Council held on Tuesday, November 8, 2016.

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

City of Richmond

Memorandum

Planning and Development Division
Development Applications

PHOTOCOPIED

To: Mayor and Councillors
Date: November 7, 2016

From: Wayne Craig
Director, Development
File: 10-6350-00/Vol 01

NOV - 8 2016

Re: Arterial Road Policy Update and Affordable Housing Strategy Review

& DISTRIBUTED

This memorandum provides Mayor and Councillors with information on two major policy reviews which are currently underway and the relevance of these initiatives to the provision of affordable housing through the redevelopment process.

Arterial Road Policy Update

The Arterial Road policies in Richmond Official Community Plan (OCP) Bylaw 9000 provide the land use vision for the City's arterial roads. A staff report regarding the Arterial Road Policy review is scheduled for consideration at the November 8, 2016 Planning Committee meeting. The Policy identifies a range of land uses potentially available for modest densification on the major and minor arterial roads in Central Richmond and the Steveston areas.

The Arterial Road Policies support a number of goals identified in the OCP for orderly growth and transit-friendly development, while also providing opportunities for increasing the supply and diversity of housing stock in the City. The land use options contained in the Arterial Road Policies will produce more dwelling units with varying unit sizes and ownership arrangements. In general terms, these additional housing typologies will increase housing affordability within the City. The Arterial Road Policies also support the City's Affordable Housing Strategy by ensuring that secondary suites and cash-in-lieu contributions towards the Affordable Housing Reserve are secured through the rezoning process. The provision of these affordable housing contributions increases the supply of rental housing units in the City while also providing financial contributions that enable the City to leverage these funds to create additional affordable housing units in the City.

The proposed revisions to the Arterial Road Policy also include a new policy aimed at increasing the potential supply of built Low End Market Rental (LEMR) units in arterial road townhouse projects. The proposed policy would enable Council to consider an additional density bonus as part of townhouse projects, provided that the density bonus is used for the provision of approximately 15% of the overall density on the site as constructed LEMR units secured by a Housing Agreement.

CITY OF RICHMOND
DATE
NOV 08 2016
RECEIVED
CITY CLERK'S OFFICE

Affordable Housing Strategy Review Update

The City's Affordable Housing Strategy is currently under review. Item No.2 on the November 8, 2016 Planning Committee agenda is the Housing Affordability Profile Report from Community Services; which concludes Phase 1 of the Affordable Housing Strategy update process.

The Report outlines the results of various stakeholder consultation sessions, combined with housing affordability statistics (previously presented to Council in March, 2016).

Staff anticipate bringing forward a report with final policy recommendations to Planning Committee and Council in the second quarter of 2017. The strategy review will include and comprehensive assessment of the three priorities within the Affordable Housing Strategy. These priorities, listed in order, are Affordable Subsidized Rental, Affordable Low End Market Rental and Affordable Entry Level Ownership. The review of the affordable entry level ownership portion of the strategy will include best practices research, including the assessment of existing models such as the Whislter, BC affordable home ownership program, in order to ensure that a Richmond specific strategy is developed.

Any revisions to the Arterial Road Policies required as a result of the Affordable Housing Strategy review outcomes will be addressed in the future after Council's consideration of the Affordable Housing Strategy review.

Related to the Affordable Housing Strategy, staff has also initiated a review of purpose-built multi-family market rental housing policies. A Staff Report on this topic is anticipated to be brought forward to Planning Committee and Council in 2017. This Report will focus on potential measures to protect the existing stock of purpose-built multi-family market rental housing, as well as identifying potential incentives to encourage new market rental housing.

If you have any further questions, please contact me at 604-247-4625.

Wayne Craig
Director, Development

WC:blg

pc: Senior Management Team (SMT)
Kim Somerville, Manager, Community Social Development
Joyce Rautenberg, Affordable Housing Coordinator
Terry Crowe, Manager, Policy Planning

Carol Day

Nov 9th, 2016

Encouraging Homes for Renters

Vancouver Empty Home Tax

Please accept this information from the City of Vancouver regarding their proposal for a Empty House Tax. Mayor Robertson has written to the Premier to request that the Province confirm its support to create and administer a new residential vacant property class so that the City (and other municipalities) have the option to set a different property tax rate for empty homes.

CITY OF VANCOUVER

ADMINISTRATIVE REPORT

Report Date:	September 13, 2016
Contact:	Kathleen Llewellyn-Thomas
Contact No.:	604. 871.6858
RTS No.:	11621
VanRIMS No.:	08-2000-20
Meeting Date:	September 20, 2016

TO: Vancouver City Council

FROM: General Manager of Community Services

SUBJECT: Encouraging Homes for Renters: Emerging Approach on Empty Homes

RECOMMENDATION

A. THAT Council endorse in principle the approach described in this report for implementing a City-administered program to levy an annual tax on empty homes, the net proceeds of which will be used for affordable housing initiatives, and direct staff to undertake public consultation on the emerging approach.

B. THAT Council approve a budget of $220,000 for public consultation to be conducted in the fall of 2016 as described in this report; the $220K consultation cost will be managed within the approved 2016 Operating budget.

REPORT SUMMARY

There are significant housing challenges in Vancouver and it is important that the City encourage the use and occupancy of the existing housing stock. Empty homes are a potential source of rental housing and Council has directed staff to report back on a program to levy a tax on empty homes in order to encourage owners to occupy or rent out their unit. This report describes recent amendments to the *Vancouver Charter* which allow the City to levy a tax on empty homes (**the "Tax"**) and sets out a potential approach for implementing the Tax on empty residential property, noting that any net revenues from the Tax will be used for affordable housing initiatives. This report also describes a work program for consultation on the potential approach prior to reporting back to Council with a recommended policy and draft by-law.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

On June 29th 2016 City Council directed staff to report back on a City-administered program to levy a tax on empty homes.

Part XXX (section 30) of the *Vancouver Charter* provides authority for Council to, by by-law, impose an annual tax on empty homes.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

Vancouver is facing a housing crisis. Empty and underutilized housing represents a source of supply that could be made available immediately and owners should be encouraged to either occupy these units or make them available for rent. The Province of BC has amended the Vancouver Charter to provide the City with the authority to administer a tax on empty homes and this report describes a potential approach for implementation. The overarching goal of the program will be to encourage owners to rent out empty housing units. Council is asked to approve the emerging approach in principal and direct staff to continue public and stakeholder engagement before reporting back with a recommended policy.

The City Manager supports Council's approval of the recommendations set out herein.

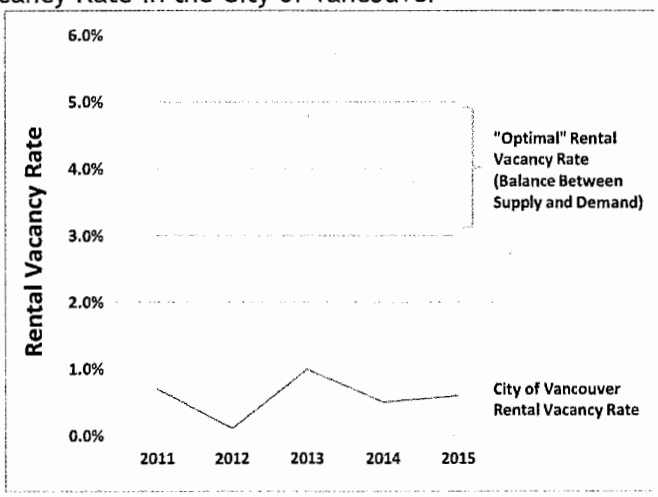
REPORT

Background/Context

1. There are significant housing challenges in Vancouver

Vancouver has one of the lowest rental vacancy rates in Canada, averaging 0.6% in 2015, 0.5% in 2014, 1.0% in 2013, 1.1% in 2012 and 0.7% in 2011. A rental vacancy rate between 3% and 5% is considered to be a "healthy" balance between supply and demand (Figure 1).

Figure 1: Rental Vacancy Rate in the City of Vancouver



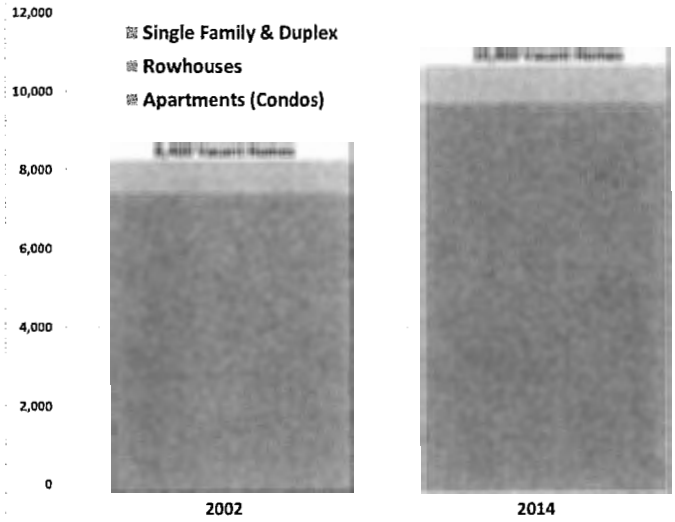
Low rental vacancy increases competition for housing among renters, putting upward pressure on rents and increased strain on renter households, especially those with low or

moderate incomes who may already be paying more than they can afford on rent. 34% of renters pay over 30% of their income on housing, with 14% paying over 50% of income on housing (CMHC Rental Market Reports and 2011 National Household Survey).

2. Empty Homes are a potential source of rental housing supply in the City and Council has directed staff to take action on empty homes

In March 2016, Council received a presentation from staff on the results of a consultant study which examined BC Hydro consumption data over time for housing units within the city. The study found that 4.8 per cent of housing units in Vancouver were unoccupied for 12 months or more in 2014. The study also found that this rate has stayed relatively stable since 2002. This represents ~10,000 long term empty housing units, of which nearly 90 per cent are condominiums and apartments (Figure 2).

Figure 2: Empty Homes in the City of Vancouver - 2002 and 2014



Recent polls indicate strong support for government action to address empty homes:

- 82% support for a vacancy tax (Angus Reid, 2015);
- 91% of people who completed the Talk Vancouver survey agreed that the number of empty homes in Vancouver is a problem (City of Vancouver 2016-Talk Vancouver voluntary survey); and
- 80% support for penalties on people who purchase property without the intention to live in it or rent it out (Insights West, 2016).

The May 2016 TalkVancouver survey on empty homes revealed that investor owners tend to have somewhat different opinions about the proposal to tax empty homes in Vancouver compared to the overall response. In general, investors were less likely to agree that the number of empty homes is a problem that merits government action (Table 1).

Table 1: Investor Responses to Key Survey Questions vs. Overall Response (City of Vancouver Empty Homes Survey - May 2016)

Statement	% of investors who agree or strongly agree	% of overall survey respondents who agree/ strongly agree
The number of empty homes in Vancouver is a problem	71%	91%
If a property owner wants to keep their home empty, that's their right	47%	23%
The City should advocate for senior government action on empty homes	64%	88%
The revenue generated from additional taxes on empty homes should be used to create affordable housing in the city	70%	87%
Owners who occupy or rent out their home should pay less tax than owners who leave their home empty	82%	87%

Note: the TalkVancouver survey received over 15,000 responses. Approximately 500 respondents indicated that they own more than one property, who are assumed to be investors for the purposes of the table above.

Empty homes take away from the supply of housing available to rent. Given the significant housing challenges in Vancouver, it is important to ensure that the housing stock is available to provide more opportunities for use by local residents and workers and not solely as investments that are not rented out or lived in on a full time basis. Council has directed staff to move forward with a City-administered program to impose a tax on empty homes in order to encourage owners to occupy or rent out their homes. Council directed staff to work with the Province to enable this program and the Province has responded with amendments to the *Vancouver Charter* to allow the City to move forward with the new tax.

3. The Province has amended the Vancouver Charter to allow the City to Levy the Tax

Effective as of July 28, 2016, the *Vancouver Charter* was amended by the *Miscellaneous Statutes (Housing Priority Initiatives) Amendment Act* to enable Council to impose, by by-law, an annual vacancy tax on a parcel of "taxable property". This authority is unique to the City and any vacancy tax program would be administered by the City in accordance with a by-law to be enacted by Council (see Appendix A for a copy of Part XXX (section 30) of the *Vancouver Charter* the enabling legislation).

The new vacancy tax sections in Part XXX of the Vancouver Charter set out provisions that must be included in a vacancy tax by-law, as well as provisions that may be included in a vacancy tax by-law at Council's discretion.

The by-law is required to, among other things:

- establish circumstances in which a property is to be considered vacant;
- specify a vacancy reference period and total length of time that apply for the purposes of determining when a residential property is vacant - the legislation is structured so that the tax will be levied on a residential property that is unoccupied for a certain period within a defined period of time;

- provide a process for administering and collecting the tax;
- establish the basis on which the tax is imposed and the rate of the tax;
- establish exemptions;
- establish notice requirements for registered owners that are subject to the tax;
- provide for a complaints and review process; and
- provide for annual reporting, which is to be made available to the public - any money raised by the tax must be spent on affordable housing initiatives and for the purposes of administering and collecting the tax.

The by-law may also:

- require registered owners to make a property status declaration and set out requirements and a process for doing so, which may include a fine or penalty for failure to make a declaration, making a false declaration or failing to provide sufficient information or evidence to substantiate the declaration;
- require a registered owner to provide information or evidence to confirm the status of the property or verify a property status declaration;
- establish penalties and interest for failure to pay, or pay on time;
- authorize City employees to enter onto residential property for which a property status declaration is required to determine the status of the property;
- provide that the vacancy tax is a levy to be inserted in the real property tax roll; and
- establish different categories of residential property, owners and vacancy and make different provisions for different categories so that, for example, a different rate could be applied to certain categories.

4. The emerging approach for Vancouver is informed by consultation with local experts and the broader public

In May 2016, the City ran a survey on the TalkVancouver platform to ask the public about the potential for a tax on empty homes, including high level questions about potential aspects of the Tax.

- 91% of respondents agreed that the number of empty homes in Vancouver was a problem;
- 88% agreed that the City should advocate to senior levels of government for actions to reduce the number of empty homes in Vancouver;
- 84% agreed that owners who occupy or rent out their home should pay less tax than owners who leave their home empty;
- 87% agreed that revenue generated from additional taxes on empty homes should be used to create affordable housing in Vancouver; and
- 62% agreed (and 32% were neutral) that the process for taxing empty homes should be administered in a way that is similar to what is currently in place for the Home Owner Grant.

On August 18, 2016, the City convened a working session on empty housing with local housing, real estate and legal public policy experts. The session provided an opportunity for local subject matter experts to comment on potential approaches that the City could take to impose the Tax.

Participants were asked to comment on the draft objectives for the Tax as well as the criteria for identifying which properties would be subject to the Tax, what the potential exemptions might be and how the Tax might be administered.

Key advice provided in the workshop includes:

- specifying clear objectives and targets for the Tax, including a framework for how funds will be used to support affordable housing initiatives, as required by the enabling legislation;
- integrating clear definitions and exemptions into the bylaw to deal with scenarios that could be problematic from a fairness or equity perspective, e.g. rented units being used as AirBNB instead of long-term rental; and
- identifying indicators to use as benchmarks to measure the success of the Tax in achieving its objectives. These indicators could also be used to define an 'exit strategy' for the Tax in the event that the Tax either successfully meets its goals or a change in the market context takes away the need for a tax.

The summary of notes from the August 18th workshop session are available in Appendix B.

5. Other initiatives that could impact the number of empty homes

Short-term Rentals

City staff are currently preparing policy recommendations for council relating to the regulation of short term rentals. These recommendations will be brought forward in a separate report to council later in the fall of 2016. The recommendations will be harmonized with the proposed approach to taxing empty homes as described below.

Strategic Analysis

1. Emerging directions

This section of the report identifies a general approach developed by staff for a potential tax on empty homes in Vancouver. This emerging direction is informed by:

- the amendments to the *Vancouver Charter* made effective as of July 28, 2016;
- research into best practices in other cities around the world;
- advice from local experts and consultation with the general public; and
- initial staff analysis of administrative feasibility.

If Council endorses the emerging directions in principle, staff will engage with the general public as well as local experts and stakeholder groups to refine the approach prior to a report back to Council with a final recommended program for imposing the Tax in Vancouver and a draft by-law. The project timeline and approach to consultation are discussed in the next steps section of this report.

A. Draft Objectives of the Tax

It is proposed that the Tax will:

- encourage owners of empty or underutilized homes to occupy or rent out their property;
- ensure any net revenues collected from the tax are used for affordable housing initiatives;
- ensure that owners are provided with notice of the potential tax each year and that owners who choose to rent out their homes have access to information and resources to support them as landlords; and
- ensure that the program to tax empty and underutilized homes is easy to communicate and administer.

The program to tax empty and underutilized homes will be based on and consistent with the provisions set out in Part XXX of the *Vancouver Charter*.

B. *Indicators that can be used to Estimate the Impact of the Tax*

There are several key indicators that the city can use to measure the impact of the Tax:

- number of empty homes and trend over time (repeat BC Hydro data methodology);
- number of condominiums in the rental pool and trend over time (CMHC annual survey);
- rental vacancy rate and average rent increases each year (CMHC annual survey);
- annual change in # of homes subject to the Tax (Tax data).

When these indicators show improvements in the rental market (e.g. the rental vacancy rates rises to between 3% and 5%), the Tax could be reduced or eliminated.

C. *Potential Approach*

It is proposed that the Tax will be administered using a process that is similar to the annual Provincial Home Owner Grant program. A parcel of residential property that serves as a principal residence for an owner, long-term tenant or long-term licensee (such as a family member) is not intended to be subject to the Tax. The potential approach includes the following key components:

- residential property that is not occupied as a principal residence by the registered owner, a long-term tenant or a licensee for a defined period of time within a defined period is intended to be subject to the Tax;
- the Tax will be administered using an annual self-declaration, audit and complaint response process;
- the rate of the Tax will be a percentage of the assessed value of the residential property;
- residential property that does not serve as a principal residence may still be exempt from the Tax if it meets certain criteria;
- there are certain types of properties in the city that will not be subject to the Tax - only residential Class 1 property can be subject to the Tax; and
- the Tax will be aligned with City policy regarding short-term rentals.

1. Proposed Definition of Principal Residence:

It is proposed that the definition of principal residence be adapted from the Provincial Home Owner Grant process, criteria and rules. The BC Government Home Owner Grant program describes a principal residence as "the usual place that you make your home. It's where you live and conduct your daily affairs, like paying bills and receiving mail, and it's generally the residence used in your government records for things like your income tax, Medical Services Plan, driver's licence and vehicle registration".

There is an important difference between principal residence and day-to-day occupancy. The proposed Tax allows for owners/ tenants to be away from home for extended periods so long as the home is their principal residence for the amount of time that Council specifies. The actual number of days that the property is physically occupied will not be used to define whether a home is subject to the Tax. Instead, the Tax may be applied to homes that are not an owner's principal residence, nor are they the principal residence of a tenant or licensee (e.g. owner friend or family member), for a minimum number of days in the previous year (for example 9 months out of 12).

2. Proposed Administration of the Tax

It is proposed that the Tax be administered through an annual self-declaration, audit and complaint response process.

Identification of Empty Homes through Self Declaration

Each year, every residential property owner in Vancouver will receive notice from the City requiring that the owner declare the status of the property (Figure 3)

Figure 3: Example of Annual Self-Declaration Form

For at least 9 of the past 12 months, was the property:

A The owner's principal residence? (Tax does not apply)

B Rented to a long term tenant? (Tax does not apply)

C The principal residence of a licensee (such as a friend or family member)? (Tax does not apply)

D Neither A, nor B, nor C, but the property is eligible for a defined exemption from the Tax? (Tax does not apply)

E Neither A, nor B, nor C, and the property is not eligible for a defined exemption from the Tax? (Tax applies) (e.g. long term empty homes, second homes that are used occasionally by the owner or family, or properties used for only for part of the year)

Owners will be asked to declare the status of the property over the course of the previous year. For example, owners filling out the declaration form in January 2018, will be asked to declare the property status throughout the 2017 reference period (Figure 4)

Figure 4: Proposed Process for Administration - Timeline for Year 1 Vacancy Reference Period (2017 Calendar Year)

Audit, Enforcement and Complaints

In addition to random and targeted audits, the City will accept and act on information about suspected empty homes. The legislation provides for the City to compel owners to provide substantiating evidence to support a property status declaration in order to be exempt from the Tax.

3. Setting the Tax Rate

It is proposed that the Tax be levied as a percentage of the assessed value of the property.

In order to provide Council with enough information to make an informed decision on where to set the rate, City staff will undertake scenario modelling to estimate the revenue collected and available to fund the administration of the Tax and provide for funds for affordable housing.

The overarching objective of the Tax is to encourage owners to rent out or occupy their home. The rate will need to be set at a level sufficient to encourage owners to change their behaviour and rent out or otherwise occupy their homes. Owners of empty homes are already foregoing a significant amount of revenue in annual rent and the Tax would need to add to this cost in a meaningful way in order to influence the behaviour of owners. For example, if the rate were set between 0.5% and 2.0%, owners of empty condominium units might be subject to an annual Tax bill of between $3,000 and $12,000 (based on an assessed value of $600,000). Setting the rate in this range would also mean that owners would be foregoing between $24,600 and $33,600 annually with the Tax bill representing between 12% and 36% of this cost (Table 2). Potential floors, ceilings and tiers for the Tax have yet to be analyzed and are still under consideration.

Table 2: Estimated cost of leaving a home empty

	Tax Rate	Foregone Rent	Tax Bill	Total
Residential Strata	0.5%	$21,600	$3,000	$24,600
	2.0%	$21,600	$12,000	$33,600
Residential Single Family	0.5%	$43,200	$9,500	$52,700
	2.0%	$43,200	$38,000	$81,200

Estimates are based upon representative property values as follows:

- Residential Strata Unit: $600,000 with monthly rental value of $1,800
- Residential Single Family: $1,900,000 with monthly rental value of $3,600

Staff will consult with the public and stakeholders through the fall about the level to set the rate before reporting back to Council.

4. Proposed Exemptions

Exemptions could be adapted from the Provincial Home Owner Grant process, criteria and rules. The list of situations that may warrant exemption will be the focus of the next round of public and stakeholder consultation. There may be situations where staff would recommend exemptions other than those identified in the Provincial Home Owner Grant. Several potential exemptions identified for public consultation so far are outlined below:

- property is in probate;

- property is unfit for occupancy because it is undergoing major renovations with permits;
- the owner or tenant is in care;
- property is undergoing change in ownership;
- property is subject to rental restrictions; and
- owner or tenant uses home for the majority of the year (e.g. 9 of 12 months) for work/ study purposes but claims principal residence elsewhere.

As noted, the range of exemptions will be a major focus of the public consultation program in the fall of 2016. It will be important to hear from residents about the types of situations that should warrant an exemption. For example, if a home is not used as a principal residence, but it is occupied for 6 months of the year, should that home be treated differently than a home that is empty for nine months a year?

5. Types of Properties that will not be subject to the Tax

Certain types of properties in the City are not likely to be subject to the Tax even if there are empty housing units on the property. The enabling legislation allows the City to levy taxes on a parcel of residential property (including strata lots) and does not allow the city to go beyond the parcel level. For example, a house with a basement suite or laneway house would not be subject to the Tax if at least one of the units is occupied. Similarly, purpose built rental buildings are treated as one parcel (one property tax bill) so the tax would not apply if at least one unit on the parcel is occupied. This is considered acceptable to staff given the very low vacancy rate in purpose built rental buildings (0.6% in 2015).

6. Alignment with Short-Term Rental Policy

Concurrent to the development of this proposal, the City is exploring the definition and management of short-term rentals, of both personal residences and corporate rental properties. Accommodations for corporate short term rentals was discussed as part of the SME workshop and recognized as a necessary element of the housing mix to accommodate the needs of corporations to bring in top talent employees and/or consultants on a temporary basis. To meet the objectives of both proposals and ensure alignment on final outcomes, the project teams have been in discussions to ensure coordination on elements that will cross-over between both projects.

Next Steps

Public and Stakeholder Consultation

Further consultation with the public and key stakeholders is needed in order to ensure that action to implement a tax on owners of empty housing and under-occupied investment properties is appropriately targeted and fair. The consultation process may include a survey to gauge public opinion on the emerging approach identified thus far as well as public open houses to present the emerging approach and allow stakeholders an opportunity to discuss the proposal with City staff.

It will be important to hear from the wide range of stakeholders who could be impacted by the Tax such as renters struggling to find accommodation in Vancouver. It will also be

BRITISH COLUMBIA

Print and Close Cancel

Geoscience Map 2010-3: Liquefaction Hazard Map of Richmond, British Columbia

by P.A. Monahan, V.M. Levson and B. Kerr

View Map (PDF 4.1 MB)

The City of Richmond, British Columbia, is located in one of the most seismically active regions in Canada (Rogers, 1998). The effects of earthquakes are not only dependent upon the magnitude of the earthquake and the distance from the source, but can vary considerably due to local geological conditions. These conditions can be mapped using existing geological and geotechnical data. This map shows the variation in the earthquake-induced liquefaction hazard in the City of Richmond, BC. The city is located entirely within the modern Fraser River delta, and the deltaic sediments on which the city is built are particularly susceptible to earthquake induced liquefaction (e.g. Byrne, 1978; Finn et al., 1989; Byrne and Anderson, 1991; Clague et al., 1992, 1997, 1998b; Watts et al., 1992). This map has been prepared as part of an earthquake hazard mapping project in the city. An accompanying map shows the Quaternary geology of the Richmond area (Geoscience Map 2010-2).

All publications of the BC Geological Survey are available digitally, free of charge, from this website.

For questions or more information on geology and minerals in British Columbia contact BCGS Mailbox or call toll free (B.C. residents only).

Print and Close Cancel

important to hear from existing investors about their motivations and intentions and the range of situations that should be considered in designing the Tax program.

Project Timing and Work Program

The work program to design and implement the Tax is provided below. Staff anticipate reporting back to Council with a recommended program and by-law to implement the Tax by the end of 2016.

Table 3: Project Timing and Workplan

Task	Timing
Report to council on emerging directions	Fall 2016
Outreach to owners and general public	
Public consultation on emerging directions	
Refine policies and report to council for approval of vacancy tax by-law	Winter 2016
If By-Law is Approved	
Owners receive notification that the vacancy reference period will be applicable starting January 1, 2017	December 2016
2017 vacancy reference period begins	January 1 2017
Owners receive reminder that the by-law is in effect	June 2017
Staff development of IT infrastructure and systems to administer the Tax	January 1 - Fall 2017
2017 vacancy reference period ends	December 31 2017
2017 self-declaration forms are mailed out with 2018 advance tax notice	December 2017

Budget for Public Consultation 2016

Should the Recommendation set out in this report be approved, the project team will commence public consultation and engagement with external subject matter experts (SMEs) to help refine the proposed model. Regardless of the final outcome of this proposal, there will be costs incurred to complete consultation.

The estimated cost for this consultation (beyond CoV staff time and resources) is $220,000 and accounts for three elements:

1. Notification - September mailing to all home owners to notify them of public consultation and ways to engage/stay informed ($210,000)
2. Open houses and workshops ($7,500)
3. Data collation and summary of public survey results ($2,500)

Details of the incurred costs will be reported back to council in the following report at the end of this year.

Implications/Related Issues/Risk (if applicable)

Financial

While the purpose of the Tax is to increase the supply of rental homes within the City, it is expected to generate revenues, net of administration and collection costs, to be used for affordable housing initiatives as required by the *Vancouver Charter*.

Rates must be set to encourage owners of empty or underutilized homes to rent or otherwise occupy their properties and to generate sufficient revenue to cover administration costs. Staff will undertake additional public consultation and incorporate feedback from key stakeholders in making final rate recommendations to Council. The program provides for annual reporting, which is to be made available to the public.

From an implementation and administrative perspective, the emerging approach is to develop a program that leverages the existing property assessment and taxation system. Council will have authority over the Tax including the determination of definitions of vacant properties, exemptions and rates.

If the program is successful in encouraging owners to rent out or occupy their homes, the revenue generated may be low and / or declining each year. As this is an annual tax, the tax rate and the program itself will be reviewed and adjusted on an annual basis.

The determination of financial outcomes cannot be reasonably estimated at this time as the detailed design of the program is not yet finalized. A more detailed financial framework will be included in the final staff policy recommendation report to Council.

The estimated cost for the initial consultation (beyond CoV staff time and resources) is $220,000, and will be managed within the approved 2016 Operating budget.

Legal

Part XXX of the *Vancouver Charter* (Sections 615 - 622) now authorizes the City to impose, by by-law, an annual vacancy tax on a parcel of "taxable property" in Vancouver, being residential property that is determined to be vacant under the by-law, not otherwise exempt from property taxation under the Vancouver Charter and not exempt from payment of the Tax under the by-law itself. Subject to Council's approval of the Recommendations set out in this report, staff intend to bring a draft by-law forward to Council for consideration, following public consultation, in the fall of 2016. As set out earlier in this report, this by-law must include the provisions that are required to be in a vacancy tax by-law under Part XXX of the *Vancouver Charter* and will also include those additional provisions which may be included at the discretion of Council, following public consultation, to enable the Tax program to be implemented.

CONCLUSION

This report describes a potential approach for implementing a City administered tax on empty homes and a work program for consulting further on the potential approach prior to reporting back to Council with a recommended policy.

* * * * *

CITY OF VANCOUVER

Public Consultation on Empty Homes Tax

[redacted] [redacted]

Dear Homeowner,

This month, Vancouver City Council took steps toward a proposed new tax on empty homes in Vancouver. As a homeowner you could be impacted by this new tax and we ask that you please participate in the City's public engagement opportunities. Your input will inform Council's final decision on the Empty Homes Tax this November.

Vancouver is in a rental housing crisis with a historically low vacancy rate hovering near zero percent. We have also heard growing concerns from residents about homes in their neighbourhoods left empty for long periods of time. This proposed empty homes tax is first and foremost about bringing rental homes back into the market.

Most homeowners in Vancouver will not be affected by this tax. **Principal residences – occupied either by owner, tenant or licensees (eg. family members) – will not generally be subject to the empty homes tax.** Instead, this proposed tax targets secondary and investment properties left empty and used as a business holding that could be made available to the rental market. Any revenue generated from this tax will be reinvested into the City's affordable housing initiatives.

We understand there are many scenarios that may cause a home to be left empty for long periods of time. Through our public consultation, we are to explore all possible exemptions to the tax, as well as what an appropriate tax rate would be to encourage owners of empty properties to rent them out. A final decision by City Council on the empty homes tax rate and exemptions will be made in November 2016.

Visit **vancouver.ca/emptyhomes** to learn more about the Empty Homes Tax and to participate in public consultation opportunities.

ONLINE SURVEY

Provide feedback at **vancouver.ca/emptyhomes** until **October 18, 2016**

OPEN HOUSES

Saturday Oct. 15, 10 am – 2 pm
Vancouver Public Library Central Branch
Main Promenade
350 West Georgia Street

Monday Oct. 17, 4 pm – 8 pm
Oakridge Auditorium at Oakridge Mall
650 West 41st Avenue

Thanks for your engagement,

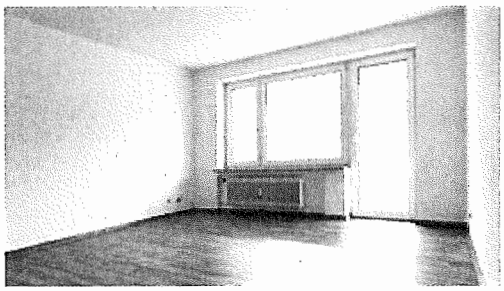
Mayor Gregor Robertson

City of Vancouver
453 West 12th Avenue, Vancouver, British Columbia, Canada, V5Y 1V4 | tel 604-873-7000 | website vancouver.ca

Vancouver takes next steps on taxing empty homes

June 23 2016 Unprecedented 0.6% rental vacancy rate means only approximately 330 purpose built rental apartments available at any given time.

"Vancouver housing is first and foremost for homes, not a commodity to make money with," says Mayor Gregor Robertson.



A report coming to Council next week outlines the next steps for the City to implement a tax on empty homes, at a time when Vancouver faces unprecedented low rental vacancy (0.6%), and rapidly rising housing costs.

The report recommends moving forward with an empty homes tax in partnership with the BC government, but the City is prepared to take action on its own in absence of provincial response.

Announcement from the Mayor

"Vancouver housing is first and foremost for homes, not a commodity to make money with," says Mayor Gregor Robertson.

"We need a tax on empty homes to encourage the best use of all our housing, and help boost our rental supply at a time when there's almost no vacancy and a real crunch on affordability. The BC government recognizes the need for more housing supply to address affordability and they can enable the best tool to help turn thousands of empty homes into rental homes. I've asked for the BC government's urgent support to tax empty homes but the City needs to take action with or without other levels of government."

"We'll continue to pursue all possible options at City Hall to create opportunities for people struggling to find homes in Vancouver," continued Mayor Robertson.

Two approaches for moving forward

Following consultations this spring with a number of real estate and housing experts, staff have identified two approaches to implementing an empty homes tax.

Provincially administered 'residential vacant' property class

The first, and preferred option, is for the BC government to create and administer a new 'residential vacant' property class through BC Assessment.

The City would work through the Assessment Roll to levy appropriate property taxes on empty and under-occupied investment properties, using data already collected on primary residence and rental income through the Homeowner Grant and income tax collection processes.

The 'residential vacant' classification would be administered annually and would likely involve a self-declaration and audit/complaint response process.

Access services

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Online services

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Download our apps

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City established business tax

The second option is for the City to establish and charge a new business tax on empty and under-occupied homes held as investment properties and not rented to local residents, with tax proceeds going toward funding other affordable housing initiatives.

This option would require the creation of a new business tax bylaw under Section 279AA-287 of the Vancouver Charter and will involve additional cost, administration and enforcement from the City.

Next steps for the City and province

As next steps, staff recommend that:

- Mayor Robertson, on behalf of Council, write to the Premier to request the Province confirm its support to create and administer a new 'residential vacant' property class so the City (and other municipalities) have the option to set a different property tax rate for empty homes; and
- If the City does not receive a written response from the Province indicating its commitment to taking action on empty homes in partnership by August 1st 2016, that Council direct staff to report back on next steps to implement a City-administered empty homes tax.

Support from public consultation

A May 2016 survey through the City's Talk Housing platform - with over 15,000 respondents - found that 91% of residents agreed that the number of empty homes in Vancouver is a problem, and 88% agreed that the City should advocate for senior government action to reduce the number of empty homes in Vancouver.

Read the report (1.51MB)

Learn more about housing and homelessness

City of Richmond

Report to Committee

To:	Parks, Recreation and Cultural Services Committee	**Date:**	October 13, 2016
From:	Jane Fernyhough Director, Arts, Culture and Heritage Services	**File:**	11-7000-09-20-229-Vol 01
Re:	**Donation of Bronze Sculpture "The Picnic Basket" by Artist Rhonda Weppler**		

Staff Recommendation

That the donation of the proposed bronze sculpture "The Picnic Basket" by artist Rhonda Weppler for installation at Branscombe House, as presented in the staff report from the Director, Arts, Culture & Heritage Services dated October 13, 2016, be endorsed.

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

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Parks Planning	☑	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	**INITIALS:** DW	**APPROVED BY CAO**

Staff Report

Origin

On July 27, 2010, Council adopted the updated Public Art Program Policy 8703, which includes policies for the acceptance of private donations or gifts of artworks into the City's public art collection. The Public Art Administrative Procedures Manual provides guidelines for the review and acceptance of donations of public art to the City.

Donations of public art are an invaluable means of adding to the City's public art collection, in the building of the City's public spaces and encouraging citizens to take pride in public cultural expression.

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

> *Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*
>
> *2.1. Strong neighbourhoods.*
>
> *2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.*
>
> *2.4. Vibrant arts, culture and heritage opportunities.*

This report presents for Council consideration a proposed donation by the artist Rhonda Weppler of a bronze sculpture, *The Picnic Basket*, to be installed in a public location near the grounds of Branscombe House.

Analysis

Artist Rhonda Weppler

The inaugural Branscombe House artist-in-residence, celebrated visual artist Rhonda Weppler, is proposing a "legacy" public artwork to remain in Richmond after her residency ends in December 2016. She would like to donate a small bronze sculpture to be sited in a high traffic area in Steveston where people might have picnics. Information on Rhonda's artist-in-residence program is contained in Attachment 1.

The Picnic Basket

The artwork will be in the form of a life-sized picnic basket (approx. 19" x 14" x 7") that is overflowing with 50 to 100 life-sized sculptures of small food items such as sushi, dim sum, blueberries and cranberries (Attachment 2). The food items will be cast in bronze directly from sculptures created by Richmond residents that attend free creative activity workshops in the fall, which commenced during the Culture Days weekend, September 30, October 1 and 2, 2016.

The artist describes the work as "a model of Richmond, an abundant bounty and an island . . . reflecting the multicultural aspect of the area and its food." The idea is for it to be sited as if it were a basket left behind by someone at a picnic.

Proposed location

The proposed location of *The Picnic Basket* is in the orchard picnic area, south of the Branscombe House parking lot. In consultation with Parks Planning, the sculpture would be anchored to the new harvest table to be installed in the area (Attachment 3). Installation of the new furniture in the area will commence in early 2017.

Procedures for reviewing proposed gifts to the City

The Public Art Program Administrative Procedures Manual provides guidelines for the review and acceptance of private donations. In accordance with these guidelines, this proposed gift was presented to the Public Art Advisory Committee (RPAAC) for discussion on September 20, 2016. RPAAC supported a recommendation to consider the donation of the public artwork *The Picnic Basket* by artist Rhonda Weppler, provided that:

a) the artwork is assessed on its artistic, environmental, cultural, historical and social merits by an independent review panel before being accepted into the City's public art inventory;

b) a suitable site can be identified; and

c) funds are made available for the ongoing maintenance and conservation of the artwork.

On October 12, 2016, a City appointed review committee composed of Amanda Milne, Richmond artist, Shannon Fitzpatrick, Richmond artist, and Neil McCallum, Richmond teacher, met to consider the proposal. They reviewed the proposal based on the criteria of site, theme, relevance, artistic excellence, physical durability, public safety, environmental sustainability, cost and legal considerations.

The proposal was enthusiastically supported on all criteria. The panel noted the high quality of artistic merit and public popularity of the community artwork by Rhonda Weppler created with community involvement during her tenure as the inaugural Branscombe House artist-in-residence and felt that this additional work by the artist would be an appropriate summation of the project. The panel reviewed the proposed public location for the work and recommends that it be located in the proposed publicly accessible and visible area at the orchard picnic area at Branscombe House.

Financial Impact

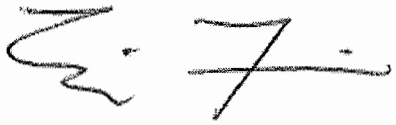
The artist is covering all costs associated with the creation of the work including the bronze and foundry costs. The City would cover the costs of installation, estimated at under $1,000, and any related installation costs including signage, from funds in the Public Art Reserve. The Public Art Program will be responsible for the ongoing maintenance and conservation of the artwork. Funds

would be allocated out of the Public Art Program's annual operating budget. Upon completion, the ownership of the work will be transferred to the City from the artist.

Conclusion

Public art animates the built and natural environment with meaning, contributing to a vibrant city in which to live and visit. Gifts of appropriate artworks contribute to and enhance the City's public art collection.

This report presents for Council approval the proposed donation of a bronze sculpture, *The Picnic Basket*, by artist Rhonda Weppler as a gift of thanks to the citizens of Richmond for her warm welcome as artist-in-residence.



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

Att. 1: Rhonda Weppler, Artist Background
2: Proposed Sculpture, *The Picnic Basket*
3: Location at Branscombe House

Rhonda Weppler,
2016 Branscombe House Artist-in-Residence

A celebrated visual artist whose work represents the everyday objects that make up the background of our lives moved into Branscombe House in January 2016 and is providing a year-round program of free public activities and exhibitions around the theme of "details of place."

Rhonda Weppler was selected as the first annual Branscombe House artist-in-residence. During her residency, she will lead free workshops in painting, textiles, sculpture and photography; introduce the community to other visiting artists whom she is inviting to Steveston; and host monthly Open Studio days to provide visitors with a "behind the scenes" look at her own creative process while working on a public sculpture commission.

Born in Winnipeg, the artist has been living and working in San Francisco for the past three years. She holds an undergraduate degree in psychology and fine art from the University of Toronto, and an MFA degree from the University of British Columbia. She makes both collaborative work with Trevor Mahovsky (Toronto) and solo work. She has run community art programs in Canada, England, Scotland, and San Francisco.

Ms. Weppler has exhibited extensively, both nationally and internationally. Her work is represented in public collections including the Vancouver Art Gallery, Hamilton Art Gallery, Musée d'art Contemporain de Montreal, and the National Gallery of Canada. The TransLink-commissioned sculpture Watch Seller (collaborative with Trevor Mahovsky) was recently installed at the Main Street Skytrain station.

At Branscombe House (4900 Steveston Hwy), the Artist-in-Residence resides and works in a studio apartment upstairs. The main floor of Branscombe House remains a space for public programs and available for rentals (max. capacity 30 persons).

Follow Rhonda Weppler's residency on her blog, https://medium.com/@branscombehouse, and website, http://rhondaweppler.com/

Richmond Urban Food Garden Project

The International Picnic community collaborative mural

The Sculpted Feast

Mini Richmond Night Market food made of marzipan!

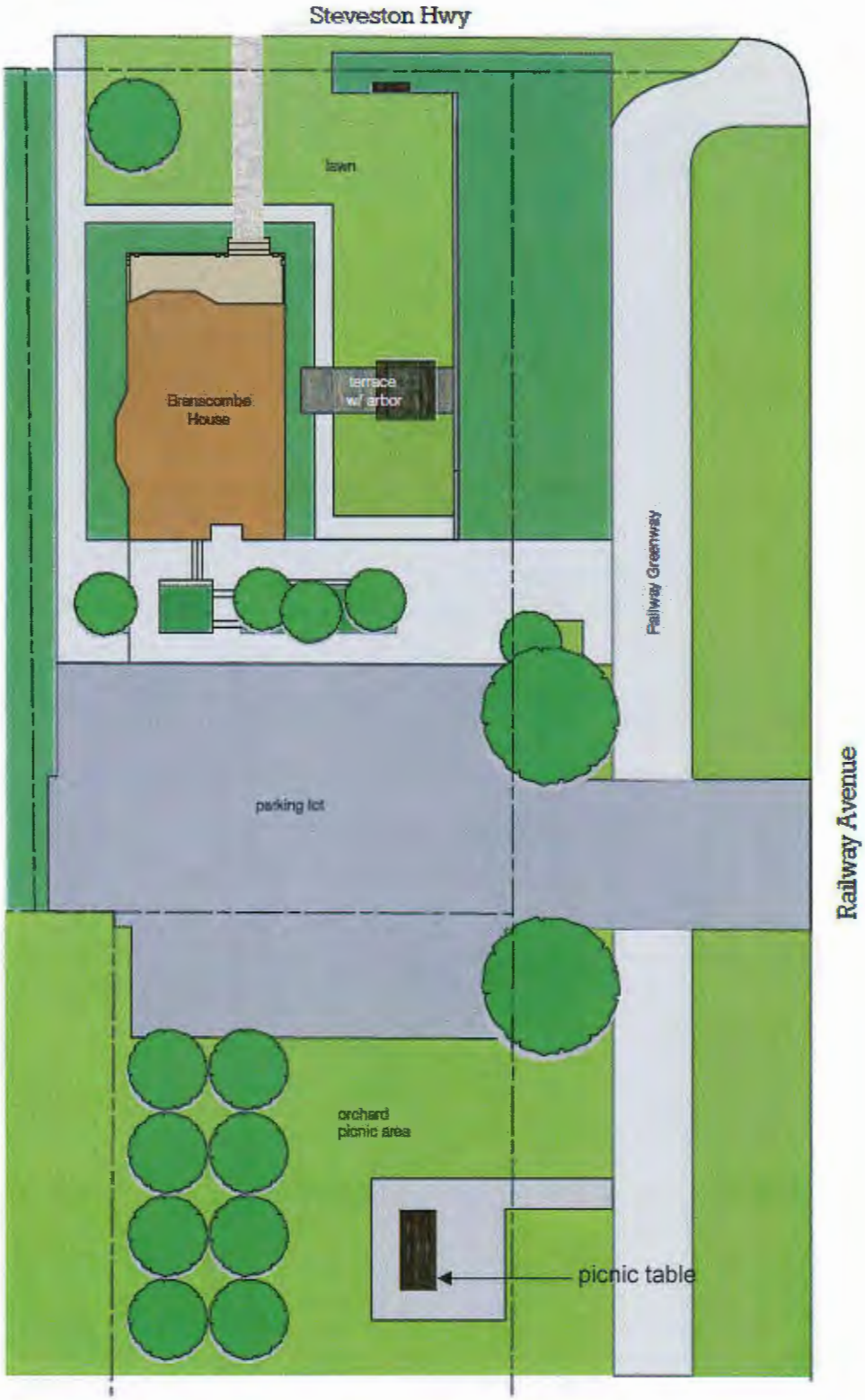
Marzipan salmon and octopus! Created by Joey Fok.

Proposal for a Public Artwork Donation
The Picnic Basket by artist Rhonda Weppler

Artist sketch of the artwork, in the form of a life-sized picnic basket (approx. 19" x 14" x 7") that is overflowing with 50 to 100 life-sized sculptures of small food items such as sushi, dim sum, blueberries and cranberries.

Sculpted apple and fly by the artist

Community Picnic Table Location at Branscombe House



The Picnic Basket to be located in the Orchard Picnic Area, south of the parking lot on either the Picnic Table or the Wood Bench

City of Richmond

Report to Committee

To:	General Purposes Committee	**Date:**	October 13, 2016
From:	Cecilia Achiam, MCIP, BCSLA Director, Administration and Compliance	**File:**	03-0900-01/2016-Vol 01
Re:	**Sign Bylaw Update and Public Consultation Process**		

Staff Recommendation

1. That the proposed changes to Sign Bylaw No. 5560 outlined in the staff report titled "Sign Bylaw Update and Public Consultation Process", dated October 13, 2016, from the Director, Administration and Compliance be received for information; and

2. That proposed public consultation process detailed in the staff report titled "Sign Bylaw Update and Public Consultation Process", dated October 13, 2016, from the Director, Administration and Compliance be endorsed.

Cecilia Achiam, MCIP, BCSLA
Director, Administration and Compliance
(604-276-4122)

Att. 3

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW
APPROVED BY CAO (ACTING).	

Staff Report

Origin

At the Regular Council meeting held on May 25, 2015, Council adopted the following motion:

(1) That Option 2: "De-cluttering without a language provision" which entails the continuation of outreach effort and updating Sign Bylaw No. 5560 be approved. The Sign Bylaw update will include de-cluttering without a language provision and addressing non language related regulatory gaps; and

(2) That staff be directed to review the Sign Permit Application fees and bring an update to the Consolidated Fees Bylaw No. 8636 for consideration by Council along with the new Sign Bylaw.

This report provides an update on the proposed changes to the Sign Bylaw to address de-cluttering without a language provision and regulatory gaps in order to modernize and strengthen the bylaw requirements. It also outlines a public consultation plan for Council's consideration.

Analysis

A. Current State

The existing Richmond Sign Bylaw No. 5560 (Sign Bylaw) regulates the size, design and location of exterior signage. Regulated signage includes canopy, fascia and freestanding signs as well as signage promoting the sale or lease of real estate and directional signs on private properties. Some signs require a sign permit from the City (canopy and freestanding signs for example) prior to installation while other signs (directional signs and for sale or lease sign) do not require a permit. The Sign Bylaw does not:

a) apply to interior signs;
b) regulate promotional materials such as inserts in newspapers, posters in stores (even if visible externally); or
c) advertisements in bus shelters.

B. Community Harmony Outreach:

At the Regular Council meeting on October 27, 2014, Council indicated that "*as a priority, staff consult with the sign owners to encourage more use of the English language on their signs.*"

The outreach/education approach, based on Council's instruction, continues to yield positive outcomes. Since the outreach commenced in late 2014, all business premises that have applied and received permits for signs have included English in their business signage. This trend continues to date as all business premises that have applied for a sign permit have been cooperative when asked to include English on their business signs. Some businesses opted to have multiple signs for the same business resulting in some signs in English only and some in a foreign language only on the

same premise. The City's proactive approach continues to encourage inclusiveness and promote community harmony.

It was observed that during the initial community outreach that approximately 60% of the signs visually inspected did not have a sign permit. At that time the City received approximately 320 new sign applications annually. The number of sign applications has risen dramatically since the 2015 pilot outreach. Approximately 900 sign applications were received in 2015 and 314 have been received as of September 30, 2016.

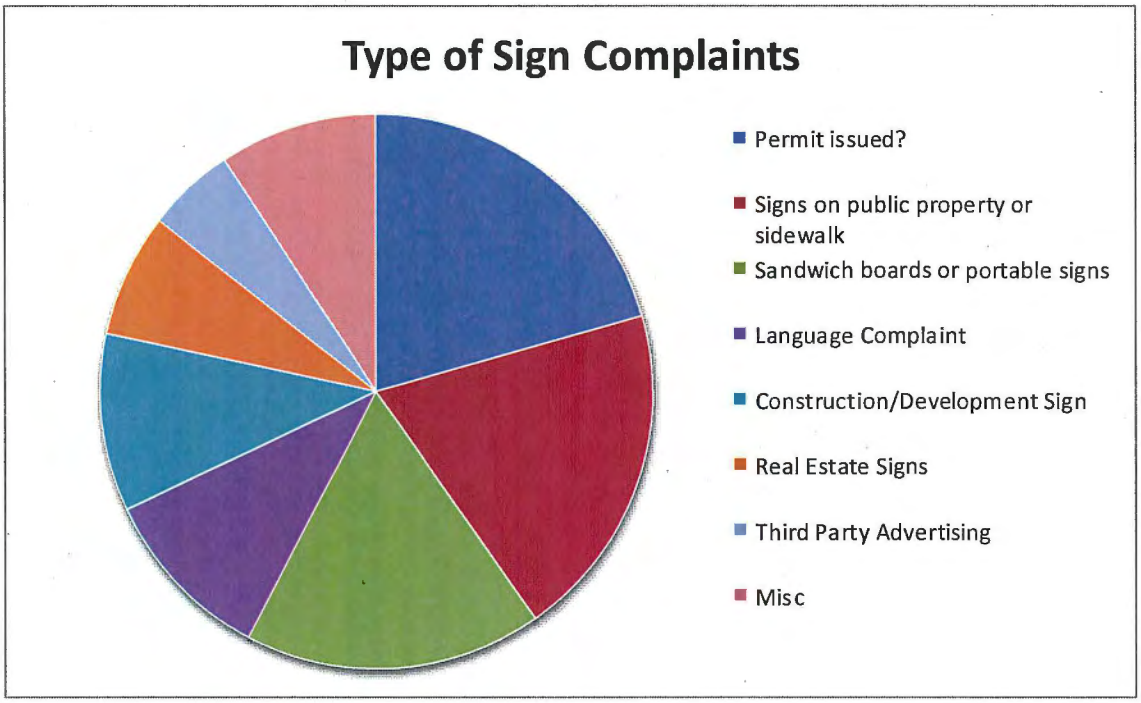
Having a dedicated resource in the form of a temporary Sign/Business Licence Inspector (approved for 1 year by Council) has been indispensable with respect to customer service. Response time has been reduced and having real time translation capability removes communication barriers during outreach and facilitates compliance. This connection has also given the City the opportunity to reach out to all new businesses when they apply for a licence and prompt them to apply for sign permits at the same time. The Sign/Business Licence Inspector also connects with existing businesses as part of their annual licence renewal.

Staff will bring forward a recommendation on the outreach pilot program with the new Sign Bylaw in spring 2017 after collecting another full year (2016) of data on the results.

C. Overview of Sign Inquiries /Complaints:

The City receives inquiries/complaints regarding signage and advertisement from time to time. Staff systematically investigate each complaint and respond as appropriate. For example, 110 complaints were received in 2015 whereas approximately 140 complaints have been received year to date in 2016. A breakdown between the types of complaints received since the start of the pilot is shown below (Figure 1).

Figure 1: 2016 Sign Complaints Analysis



Real Estate: The most frequent complaints regarding signage related to real estate are:

- the use of foreign language other than English;
- the size and location of the real estate sign, and
- the number of open house signs on public right-of-ways.

Staff have had great success in convincing the sign owners to incorporate English into the real estate signs to address community harmony through direct contact. The existing Sign Bylaw did not specifically address the issues regarding size, location and number of real estate and open house signs other than those located in public right-of-ways. The proposed changes to the Sign Bylaw (detailed in Attachment 1 and 2) have included provisions to address these concerns. The regulations around real estate signs have been strengthened and made explicit in the proposed new bylaw. In addition, the number, size and display duration of open house signs will be specified.

Advertisements: For complaints regarding the use of language in advertisement, the City's ability to respond varies. For advertisement at locations owned by the City (e.g. bus shelters and benches in public right-of-ways), a commitment that "any advertising with a foreign language must include a minimum of 50% English in terms of overall space, font size, content, and level of detail" has been built into the contract.

For advertisement at other locations, the City's ability to respond is limited[1]. Staff continue to pass on comments received and work with the appropriate organization/agency to encourage the inclusion of English to support community harmony.

D. Proposed Changes to the Sign Bylaw:

In accordance to direction from Council, no language requirement provisions will be included in the proposed changes to the Sign Bylaw. Instead, it will implement "de-cluttering" of storefront signage to limit visual clutter and to address non-language related regulatory gaps.

Best practice research, plus input from business operators and the sign industry suggests that it is important to balance the need for regulations that enhance the aesthetics of business signage and provide flexibility to meet the operational needs of businesses. Signs can provide an important way finding tool and are often a significant investment for businesses.

Attachments 1 to 3 of this report form the public consultation package. Attachment 1 describes the key proposed changes in a graphic manner and represents the draft presentation material for the proposed consultation process detailed in this report. Attachment 2 summarizes all the proposed changes in a table format as a compendium to the Open House Boards. Attachment 3 is the comment forms organized around the presentation material for public input.

[1] A legal opinion was provided by Sandra Carter of Valkyrie Law Group LLP, related to the Charter of Rights and Freedoms, previous provided to Council as part of the staff report titled "Signage on Private Property" dated October 27, 2014, (http://www.richmond.ca/agendafiles/Open_Council_10-27-2014.pdf) from the Director, Administration and Compliance.

The proposed Sign Bylaw strikes this balance by categorizing signage into those that are permitted with and without a sign permit. It also expands the proposed bylaw to accommodate current and emerging signage technologies and clarify the types, location and duration of temporary signs such as open house and other construction or real estate sales signs.

De-cluttering of storefronts:

Several innovations of the proposed Sign Bylaw specifically address de-cluttering:

i. All signs/posters visible from the exterior of the storefront will now be regulated as signage.

ii. Reward businesses that voluntarily limit cluttering of their storefronts by allowing up to 25% of the window area of a storefront to be covered without requiring a sign permit.

(Note: The visual impact of covering up to 25% of the window area of a storefront (Figure 2) is deemed to be generally aesthetically acceptable through consultation with sign industry experts and visual mock-up exercises.)

iii. A sign permit is required should the business operator wish to exceed the 25% coverage. The proposed maximum coverage of storefront windows is 50% (Figure 2). The sign application process would enable staff to review the visual impact and remind the applicant with respect to the City's inclusiveness and community harmony preference:

Figure 2: Mock-up of 25% and 50% coverage on store front

iv. Prohibiting specific sign types that are visually unappealing, potentially hazardous or distracting to motorists is another way to minimize visual clutter of storefronts. Signs that are prohibited include abandoned signs, billboard signs (third party advertisement), container signs, flag/blade signs, flashing signs, inflatables, portable signs, searchlights, roof signs that project beyond the roof line and parked vehicle signs. (See Attachment 1 for photos and description of these signs).

v. Allowing changeable copy on specific signs that provide flexibility to businesses to display activities and or products that are available on the premise to avoid the need to cover window areas excessively.

Modernizing the Sign Bylaw:

i. New sign types have been included in the proposed bylaw to take into consideration new technologies and business needs. Examples of new sign types include banners, and projected-image signs (Attachment 1 and 2).

ii. New approaches to lessening red tape for specific types/sizes of signs by allowing them to be erected without a sign permit. Examples include community event signs that are temporary in nature or to facilitate way finding (e.g. address and directional sign)

E. Proposed Consultation Process:

The objective of the consultation is to seek feedback on the new Sign Bylaw. The proposed process includes targeted outreach, such as presentation to the Richmond Intercultural Advisory Committee and broad based consultation of the community (e.g. Open house, "Let's Talk Richmond). Feedback forms outlining each key topic of discussion will be made available on all platforms used during the consultation process.

Key Stakeholders Consultation:

- Staff will meet with these key community/industry stakeholders to seek feedback on the proposed Sign Bylaw

Activity	Approximate Timeframe	Comment
Richmond Intercultural Advisory Committee (RIAC)	November-December 2016	Staff to attend RIAC meeting to seek input
Richmond Chamber of Commerce RCOC	November-December 2016	Staff to consult with the executive of RCOC for input
BC Sign Association	November-December 2016	Staff to contact the BC Sign Association for input

Broad Consultation: • All open house material including feedback forms made available online for the duration that Let's Talk Richmond is activated		
Activity	**Approximate Timeframe**	**Comment**
Public Open House at City Hall • display and comment forms available in the Meeting House for 1 week • 2 staffed sessions (one afternoon and one evening)	November/December 2016	• Notify all the business organizations and community partners that we reached out to in 2014 by email/letter (e.g. S.U.C.C.E.S.S. various real estate and property management companies, email contact from the last workshop, etc.)
Reactivate dedicated email Signsconsult@richmond.ca on City website to receive comments	November/December 2016	Online for 2 weeks commencing the same time as the Open House display
Let's Talk Richmond	November/December 2016	Online for 2 weeks commencing the same time as the Open House display

Staff will incorporate feedback from the community consultation into the proposed Sign Bylaw and report back to Council in spring 2017.

Financial Impact

The cost of the consultation process is approximately $40,000 and will be funded from general contingency.

Conclusion

The pilot outreach program continues to improve compliance and provides better customer service. It is anticipated that the proposed Richmond Sign Bylaw and associated changes to the Consolidated Fees Bylaw No. 8636 will be presented to Council for consideration in spring 2017 following the public consultation process.

Cecilia Achiam, MCIP, BCSLA
Director, Administration and Compliance
(604-276-4122)

Carli Edwards, P.Eng.
Manager, Customer Services and Licencing
(604-276-4136)

Att. 1: Draft Sign Bylaw Changes Presentation Material
2: Draft Summary of Proposed Amendments to Sign Bylaw 5560
2: Draft feedback form

DRAFT

Welcome

Richmond Sign Bylaw Consultation

November 29 and 30, 2016

Richmond Sign Bylaw No. 5560 Consultation

Welcome to the Open House

Richmond Sign Bylaw Update

Thank you for coming to the Sign Bylaw Open House. Your feedback will be used to refine the draft regulations proposed for the updated Sign Bylaw.

At the Open House you will find the following information presented on a series of boards:

- Background information on the Sign Bylaw update
- Overview of the process and engagement efforts
- Proposed amendments to the types of signs addressed in the bylaw
- Information on general Questions and Answers that may be of interest related to the bylaw

Please share your comments to the proposed bylaw amendments on the Comment Form provided. You will find the Comment Forms and a drop box for completed forms on the Welcome Table. Alternatively (instead) you may complete the Comment Form online before Sunday, _____ at LetsTalkRichmond.ca/signs.

Questions?

City staff are present at the Open House and available to answer questions you may have.

CNCL - 102

Sign Bylaw Update—Background Information

Improved Compliance—Results of Outreach/Education To-date:

At the October 27, 2014 regular Council meeting, Council adopted the following resolution,**"as a priority, staff consult with sign owners to encourage more use of the English language on their signs"**.

The outreach/education approach, based on Council's instruction, continues to yield positive outcomes. More businesses are taking out sign permits and all businesses with business signs that have received a sign permit have voluntarily included English in their signage.

Improved Compliance Results Observed

Year	Sign Permit Issued	Inclusive Signage (% of Businesses with only foreign language business signs)
2012	278	**1.4%**
2013	321	**4.4%**
2014	331	**0%**
2015	900	**0%**
2016 (to Oct)	314	**0%**

Community Harmony—Approach and Engagement To-date:

Council approved an update to Sign Bylaw No. 5560, which will include a de-cluttering regulation without a language provision on May 25, 2015. More specifically, this entails:

- continuation of outreach effort to support community harmony by encouraging inclusive use of language on business signage
- modernization of Sign Bylaw No. 5560 to address non language related regulatory gaps and
- improvement to compliance with the Sign Bylaw through education and enforcement

Engagement To-date

Engagement Opportunity Since Council Referral	Participation
Signsconsult@richmond.ca	**24** emails received
Let's Talk Richmond	**260** responses
Sign Workshop on March 12, 2015	**100** participants
Sign Companies	**79** contacted in writing
Community Consultation	Over **1000** face to face meetings **10** community partners/agencies meetings

CNCL - 103

Sign Bylaw Update—
Our Objectives and Timelines

The current sign bylaw has not in all cases kept pace with current signage situations facing the City and has become outdated. This update provides an opportunity to address signs in a manner consistent with the City's social vision for shaping an inclusive, engaged, and caring community to support community harmony. In addition, the udate helps to realize the City to be the most appealing, livable and well-managed community in Canada.

Sign Bylaw Update–Objectives:

- To fully update the Sign Bylaw to a modern standard and ensure that it reflects the current and anticipated needs of the City, can effectively regulate the type of signs being experienced, considers legislative authority and legal requirements.
- To improve the content, structure, language, and format of the Sign Bylaw to increase its effectiveness, user friendliness, clarity, and ease of interpretation by the public, developers and City staff.
- Efforts to de-clutter will be strengthened and embedded in the Bylaw.
- Address deficiencies in the definition section; accommodate trends in sign technology and respond to business needs (e.g. electronic signs, multi-faceted free standing signs, etc.); additional types of signs to be regulated; correct errors and omissions.

Below is a summary of steps the City has taken to update sign regulations and a project timeline:

CNCL - 104

Sign Bylaw Update— We Want to Hear From You

The series of boards you see at the Open House along with the Sign Bylaw Update Handouts, which can be found next to each board, illustrate and summarize the amendments being proposed to the Sign Bylaw.

To provide your feedback while at the Open House:

1. Review each board which contains information on the "Sign Types" in the bylaw along with the associated information on the "Sign Types" in the handout.
2. If you have any comments, note them on the Comment Form in the box for the "Sign Type" your comment is related to.
3. Place your completed Comment Form in the drop box located on the Welcome Table.

When reviewing the information please keep in mind the following points on what the new Sign Bylaw does and does not do:

What *does* the new Sign Bylaw do?

- √ Regulates the size, design and location of exterior business signage
- √ Minimize impact on traffic and sight lines for public safety
- √ Protect the public from the dangers of signs of inferior construction, and from nuisances or hazards arising out of improperly sited business signs
- √ Require sign permits for specific types of business signs
- √ Modernize regulations to accommodate business needs and emerging signage technologies
- √ De-clutter storefront and enhance the look and feel of City streets

What *doesn't* the new Sign Bylaw do?

- ✗ Regulate use of language
- ✗ Regulate advertisement or promotional material
- ✗ Signage inside malls

Other Ways to Provide Comment:

In addition to this Open House, other ways to provide comments from November 28- December 9, 2016 include:

1. Visit www.LetsTalkRichmond.ca/signs to view the proposed changes and provide comments via an online survey.
2. View the proposed changes on the City's website at www.richmond.ca/signage and complete the fillable PDF version of the comment form and submit your completed comment form via:
   - email to signsconsult@richmond.ca, or
   - mail/drop off in person at City Hall, 6911 No. 3 Road, Richmond, BC, V6Y 2C1
   - fax: 604-276-4132

Questions?

Staff are in attendance at the Open House and happy to address any questions you may have.

CNCL - 105

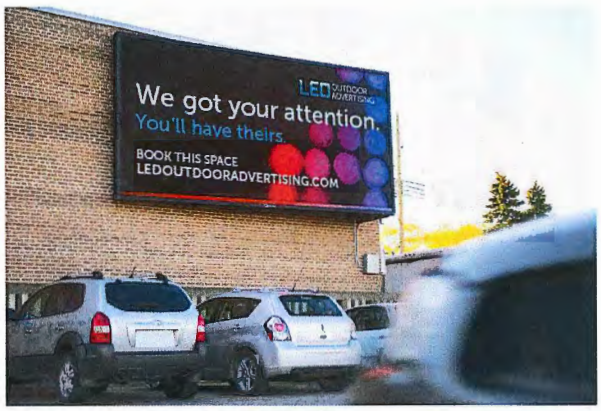
Sign Type—Signs NOT Permitted

Portable signs

Inflatable signs

Vehicles parked to display Signs

Billboards



Flag/blade signs

CNCL - 106

Sign Type—Signs allowed WITHOUT a Permit

Special Rules Apply

Warning/Instructional sign

Up to 4 allowed per premise

Sandwich Board

Permitted for first 30 days of business

Drive-through Sign

2 allowed per aisle

Home Based Business

Max sign area 0.2 m² (2 ft²)

CNCL - 107

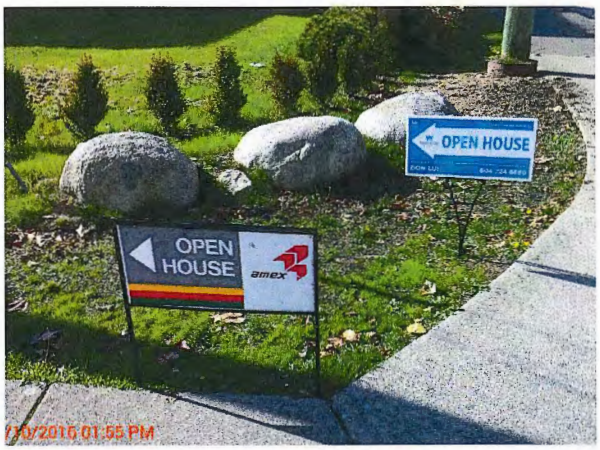
Sign Type—Signs allowed WITHOUT a Permit

Real Estate Signs—Special Rules Apply

Single or Two Family

Open House Signs

Three per listing



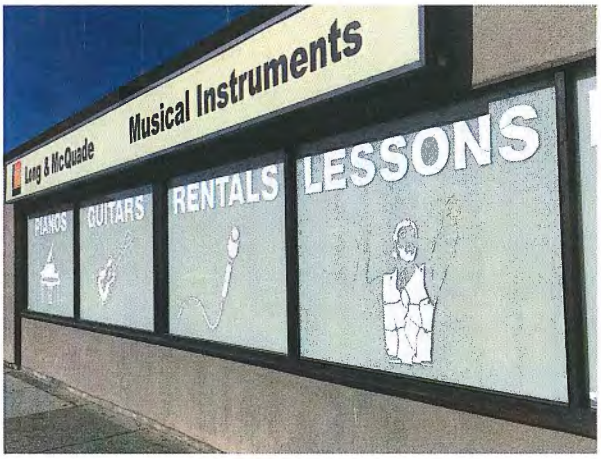
Commercial or Multi-family

CNCL - 108

Sign Type—Window Signs

No more than 50% of all windows permitted to be covered

Less than 25% of window covered by sign, NO permit required



More than 25% of window covered by sign, permit required

Resulting in De-cluttering of Storefront Windows

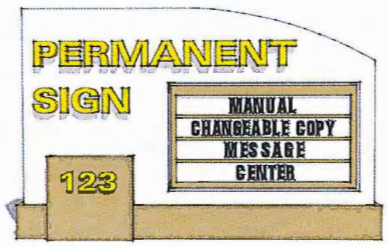
From Clutter

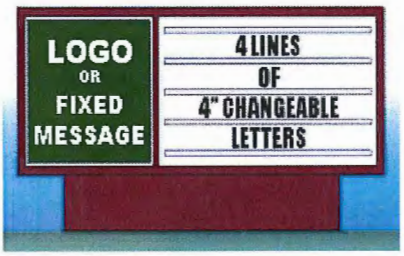
To Max 50% Coverage

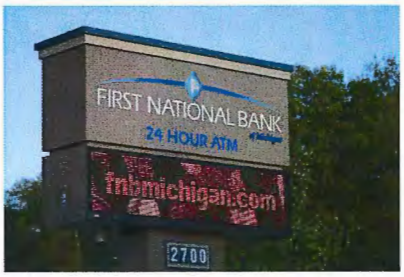
CNCL - 109

Sign Type—New Sign Types in the Bylaw—Permit Required

Electronic/Changeable Message Sign







Banners

CNCL - 110

Sign Type—Construction Signs

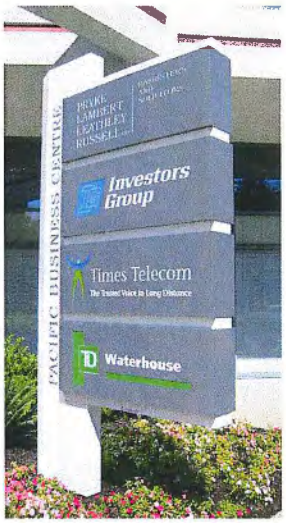
New Rules Proposed

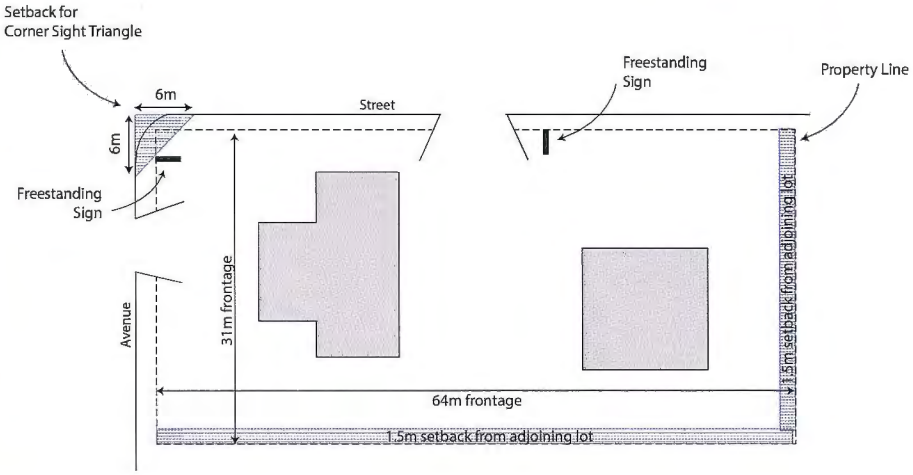
Images on fencing can contain up to 33% of copy/advertising

Freestanding sign will require a permit

CNCL - 111

Sign Type—Freestanding Signs—Permit Required





CNCL - 112

Sign Type—Business Frontage Signs

Total area of all signs permitted to be 1m² (10 ft²) per lineal meter of building frontage.

Awning sign

Fascia and Projecting Sign

Fascia Sign

CNCL - 113

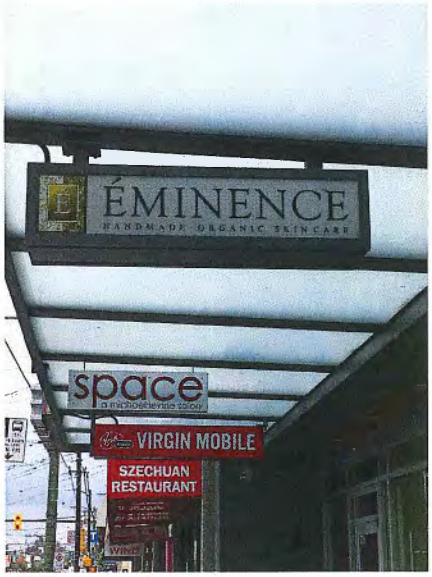
Sign Type—Business Frontage Signs

Total area of all signs permitted to be 1m² (10 ft²) per lineal meter of building frontage.

Marquee Sign

Projecting, Canopy and Under Canopy Signs

Under Canopy Signs



CNCL - 114

Sign Bylaw Update—General Q & A's

What if someone wants to put up a sign that does not comply with the Sign Bylaw regulations?

- Apply for a Development Variance Permit to vary the Zoning Bylaw requirements or an amendment to the Zoning Bylaw if the variance is significant
- These variance processes required endorsement from the Development Permit Panel and approval from City Council

How does the City enforce the Sign Bylaw?

- Request to comply via site visit
- Issue warning in writing
- Issue fines

What does the City do with signs that are illegally place?

- Request to comply via site visit
- Remove non-complying signs on public property

CNCL - 115

Thank you for attending the Sign Bylaw Open House.

Please remember to place your completed Comment Form in the drop box on the Welcome Table.

CNCL - 116

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City of Richmond

Summary of Proposed Amendments to Sign Bylaw 5660 Open House

November 29 and November 30, 2016

Instructions:

This handout provides additional information to the content on the Boards displayed at the Open House. Review the information on the Boards together with the information in this handout.

To provide your feedback while at the Open House:

1. Review each board which contains information on the "Sign Types" in the bylaw along with the associated information on the "Sign Types" in the handout.

2. If you have any comments, note them on the Comment Form in the box for the "Sign Type" your comment is related to.

3. Place your completed Comment Form in the drop box located on the Welcome Table.

Comment:
In addition to this Open House, other ways to provide comments from November 28- December 9, 2016 include:

1. Visit LetsTalkRichmond.ca/signs to view the proposed changes and provide comments via an online survey.

2. View the proposed changes on the City's website at www.richmond.ca/signage and complete the fillable PDF version of the comment form and submit your completed comment form via:

-- email to signsconsult@richmond.ca, or
-- mail/drop off in person at City Hall, 6911 No. 3 Road, Richmond, BC, V6Y 2C1
-- fax: 604-276-4132

Questions?
Staff are in attendance at the Open House and happy to address any questions you may have.

Thank you for your input.

Proposed Changes to Sign Bylaw

Current Bylaw	Proposed Bylaw
Signs Not Permitted	
Billboards, or any third party advertising are not permitted.	No change.
Language is vague about regulation of portable signs.	Clarity that portable signs such as inflatable signs, flag/blade signs, signs on portable stands, signs supported by vehicles are not permitted. Only exceptions are open house signs, community special event signs and sandwich boards for new businesses.
Signs Allowed Without a Permit	
Directional signs allowed only on certain types of lots.	Directional signs allowed on all lots, maximum of two at each entrance with unlimited signs allowed inside the site. Size limited to a maximum area of 1.2 m^2 (13 ft^2) and maximum height of 1.5 m (5 ft).
Drive-through menu boards, allowed to be facing parking area.	Maximum of two drive-through signs permitted and must be located at entrance or along the path of a driveway.
Community special event signs	Signs are not permitted on public property, including roads and medians. Community Special Event Signs must be on private property and may have a maximum area of 3 m^2 (32 ft^2) and maximum height of 2 m (6.5 ft.).
Warning signs (indicating a hazard) are permitted in current bylaw with no conditions or regulations on their use.	Signs may be fascia or freestanding sign but no more than 4 signs are permitted for each premises for which the signs pertain and the sign area of each sign shall not exceed 0.5 m^2 (5 ft).
Real Estate Signs	
For sale (or lease) signs: One allowed per lot with size of sign dependant on lot size.	One sign allowed per lot **frontage** with size based on type of lot, sign to be removed within 14 days of the sale or lease of the property. • Single or two family permitted a maximum sign area of 1.2 m^2 (13 ft^2) and maximum height of 1.5 m (5 ft.). • Other than single or two-family maximum area of 3 m^2 (32 ft^2) and maximum height of 2 m (6.5 ft.).

Proposed Changes to Sign Bylaw

Current Bylaw	Proposed Bylaw
Real Estate Signs – con't	
Open house signs	Regulations clarified in bylaw: • Maximum of three signs allowed per listing; • May be placed on public property; • Must be at least one block away from each other; • Allowed a maximum sign area of 1.2 m^2 (13 ft^2) and maximum height of 1 m (3 ft.); • May be placed up to 60 minutes before open house; and • Must be removed no later than 60 minutes after open house.
Window signs (De-cluttering)	
No restriction on signs or images attached to the inside of windows.	All signs/images visible from the exterior of store front windows are to be considered signage with the following restrictions: • Windows are not permitted to have more than 50% of their total area covered by signs or images. • Up to 25% of the total window area may be covered with signs or images without requiring a permit. • Windows covered 25%-50% with signs or images will require a permit.
Development/Construction Signs	
Some development sites are allowed one sign only.	All development/construction sites are allowed one sign per frontage and all **signs require permits**. Size of freestanding signs is based on lot type: • Single or two family permitted a maximum sign area of 3 m^2 (32 ft^2) and maximum height of 2 m (6 ft.). • Other than single or two-family maximum area of 9 m^2 (97 ft^2) and maximum height of 4 m (13 ft.). Signs are not permitted to be installed prior to the start of construction and must be removed no later than 28 after construction is completed.

Proposed Changes to Sign Bylaw

Current Bylaw	Proposed Bylaw
No regulations for signs as part of site fencing.	Advertising and logos affixed to, or incorporated in, site fencing or screening is restricted to contain a maximum of 33% (on-third) of the total fence area.
Freestanding Signs	
Size, location and number of sizes varies based on Zoning and specific land use.	Freestanding signs allowed in most zones with fewer categories of sign sizes. One freestanding sign is allowed per 30 m of frontage, to a maximum of three signs per lot. Size restrictions are as follows: • Multi-tenant residential and agriculture and golf zones permitted a maximum sign area of 9 m^2 (97 ft^2) and maximum height of 4 m (13 ft.). • Gas stations, commercial zones, marina zones, industrial zones and institutional zones permitted a maximum sign area of 15 m^2 (160 ft^2) and maximum height of 9-12 m (30-40 ft.).
Changes to Other Signs Requiring Permits (De-cluttering)	
Banner signs	Banner signs must be securely attached and mounted flush to a wall. Signs must have a permit and maximum display time is 90 days per calendar year.
Changeable Copy signs	All signs may contain changeable copy, provided no flashing or animation.
Changes to How Signs are Measured	
Current bylaw varies depending on sign type and purpose	Proposed bylaw clarifies that "Copy Area" means the areas within a circle, square or rectangle or a combination of these features, which encloses the advertising message or announcement.

City of Richmond

DRAFT

Comment Form

Proposed Updates to Sign Bylaw No. 5560

6911 No. 3 Road, Richmond, BC V6Y 2C1

The City of Richmond is updating its Sign Bylaw No. 5560. We invite you to take part in reviewing and providing comment on the proposed updates to the Sign Bylaw. Your feedback will be used to refine the proposed draft regulations proposed for the updated Sign Bylaw.

Instead of this printed copy, you may complete the Comment Form online at LetsTalkRichmond.ca by Friday, December 9, 2016.

Thank you for your input.

1. I have the following comments regarding the proposed amendments to the Bylaw for **Signs Not Permitted:**

2. I have the following comments regarding the proposed amendments to the Bylaw for **Signs Allowed WITHOUT a Permit (Warning/Instructional Signs, Drive-through Signs, Sandwich Board, Home Based Business Signs):**

3. I have the following comments regarding the proposed amendments to the Bylaw for **Real Estate Signs:**

4. I have the following comments regarding proposed amendments to the Bylaw for **Window Signs:**

5. I have the following comments regarding the proposed **New Sign Types – Permit Required for the Bylaw:**

6. I have the following comments regarding proposed amendments in the Bylaw for **Construction Signs:**

7. I have the following comments regarding proposed amendments in the Bylaw for **Free Standing Signs:**

8. I have the following comments regarding proposed amendments in the Bylaw for **Business Frontage Signs:**

9. **Other comments I have regarding proposed amendments to Sign Bylaw No.5560 are:**

10. **I am:** **(please select one category)**

- ❑ A resident of Richmond.
- ❑ A business owner in Richmond.
- ❑ A representative of/work in the sign industry.
- ❑ Other (please specify)_____

11. I heard about this survey/public feedback opportunity via: (Choose all that apply)

- ❑ Newspaper ad
- ❑ News story written by a reporter in a local news paper
- ❑ LetsTalkRichmond.ca email sent to me
- ❑ Twitter
- ❑ Facebook
- ❑ A poster in a City facility
- ❑ Word of mouth
- ❑ Other:_____

Please return your completed Comment Sheet to Signs Bylaw Update, City of Richmond by Friday, December 9, 2016 via:

- the Comment Box at the Open House
- Mail or drop-off in person to:
  Attention: Signs Bylaw Update
  City of Richmond
  6911 No 3 Road
  Richmond, BC V6Y 2C1
- Fax: 604-276-4132
- Email: signsconsult@richmond.ca

Alternatively you may also comment by completing the online survey available at letstalkrichmond.ca/signs.

Thank you for sharing your thoughts on the proposed changes to Richmond's Sign Bylaw No. 5560. Should you have any questions please contact: signsconsult@richmond.ca

City of Richmond

Report to Committee

To:	General Purposes Committee	**Date:**	October 17, 2016
From:	Andrew Nazareth General Manager, Finance and Corporate Services	**File:**	06-2285-30-198/Vol 01
Re:	**Disposition of a Statutory Right of Way over 8080 Anderson Road/8111 Granville Avenue for the Purpose of Utilities and Related Services**		

Staff Recommendation

(1) That a Statutory Right of Way (SRW) to Telus over 8080 Anderson Road/8111 Granville Avenue (Lot A Section 9 Block 4 North Range 6 West New Westminster District Plan EPP33799, PID 029-628-164) for a nominal fee of Ten Dollars ($10.00), plus applicable GST, for the purpose of utilities and related services be granted;

(2) That a SRW to Shaw over 8080 Anderson Road/8111 Granville Avenue for a nominal fee of Ten Dollars ($10.00), plus applicable GST, for the purpose of utilities and related services be granted; and

(3) That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to negotiate and execute all documentation, including all contracts and Land Title Office documents, to effect the transaction detailed in the staff report titled "Disposition of a Statutory Right of Way over 8080 Anderson Road/8111 Granville Avenue for the Purpose of Utilities and Related Services" dated October 17, 2016 from the General Manager, Finance and Corporate Services.

Andrew Nazareth
General Manager, Finance and Corporate Services
(604-276-4095)

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Community Social Development Law	☑ ☑	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	**INITIALS:** DW	**APPROVED BY CAO** (ACTING)

Staff Report

Origin

On November 24, 2014 Council approved the Storeys project, a 60 year ground lease on City-owned land at 8080 Anderson Avenue/8111 Granville Avenue (Storeys) comprising mainly of subsidized rental housing.

Storeys is scheduled to open in spring 2017, and will provide 129 units of affordable rental housing for vulnerable individuals, including persons who are experiencing homelessness or who are at-risk of homelessness. Utility services will be required for these future tenants therefore it is the Statutory Right of Ways (SRWs) for these utility services that is the subject of this report.

Analysis

The property, 8080 Anderson Road/8111 Granville Avenue (Attachment 1), is owned by the City of Richmond. The legal description for 8080 Anderson Road/8111 Granville Avenue is Lot A Section 9 Block 4 North Range 6 West New Westminster District Plan EPP33799, PID 029-628-164.

Utility and related services to Storeys include, but are not limited to, telephone, internet and cable from Telus and Shaw, or their subsidiary companies. As such, a SRW for utilities and related services over 8080 Anderson Road/8111 Granville Avenue is necessary.

Financial Impact

The SRW disposition fee is a nominal amount of Ten Dollars ($10.00) per utility company. In addition to the cost of the SRW disposition, Four Hundred Dollars ($400.00), plus GST, to advertise the SRW disposition in accordance with the *Community Charter*, plus miscellaneous fees relating to this transaction.

Conclusion

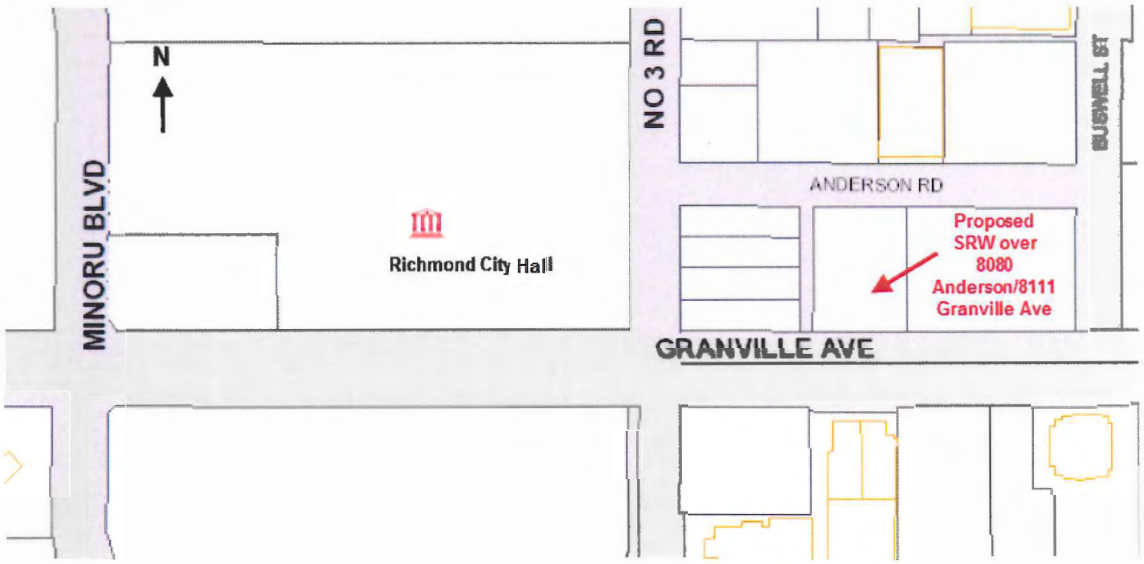
Based on the need to provide these services to the future residents of Storeys, staff recommend the disposition of the SRWs over 8080 Anderson Road/8111 Granville Avenue.

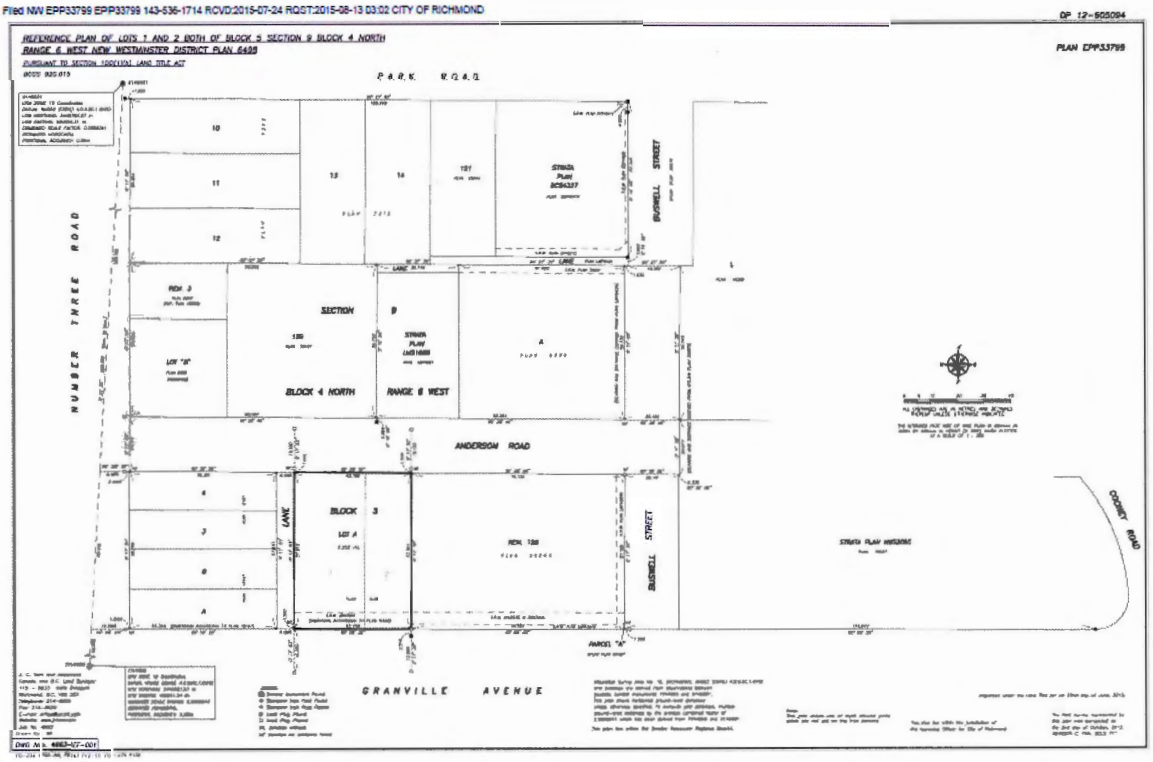
Kirk Taylor
Senior Manager, Real Estate Services
(604-276-4212)

Att. 1. Map identifying the location of the proposed SRW

ATTACHMENT 1

LOCATION OF PROPOSED Statutory Right of Way (SRW)
8111 Granville Avenue/8080 Anderson Road





City of Richmond

Report to Committee

To:	Finance Committee	**Date:**	October 28, 2016
From:	Jerry Chong, CPA, CA Director, Finance	**File:**	03-0970-25-2016-01/2016-Vol 01
Re:	**Impacts of Proposed Library Budget Increases**		

Staff Recommendation

1. That the staff report titled "Impacts of Proposed Library Budget Increases" dated October 28, 2016 from the Director, Finance be received for information; and

2. That the Richmond Public Library Board be requested to submit a same level of service budget for 2017 that maintains current levels of service, while limiting the increase in the municipal contributions to 2.1%, consistent with the Long Term Financial Management Strategy; and

3. That the impact of additional levels of service proposed by the Richmond Public Library be considered in the 2017 Budget process.

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

App. 1

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Arts, Culture & Heritage	☑	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	**INITIALS:**	**APPROVED BY CAO** (ACTING)

Staff Report

Origin

At the Finance Committee meeting held on July 4, 2016 the "Update on Richmond Public Library Strategies to Reduce Expenses and Increase Revenue" report was presented. These strategies were developed as a result of a Council referral arising from the 2015 budget.

Under Section 10 of the *Library Act*, the Richmond Public Library is required to submit its annual budget to Council on or before March 1 in each year and the municipal Council must approve, with or without amendment, the budget submitted. Council must include the approved municipal contribution, to balance the library's budget, in the municipality's annual budget.

This report is in response to the following Committee referrals:

> *(2) That staff explore the impacts of adding a minimum of $1 per capita to the library budget;*
>
> *(3) That staff provide an analysis on borrowing limits; and*
>
> *(4) That staff provide an analysis of municipal services that municipal libraries should and currently provide.*

The response to all three referrals provided by library staff is included as Appendix 1. This report provides the tax impact of the increased funding requested by the library.

This report supports Council's 2014-2018 Term Goal #7 Strong Financial Stewardship:

> *Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.*
>
> *7.1. Relevant and effective budget processes and policies.*
>
> *7.2. Well-informed and sustainable financial decision making.*
>
> *7.3. Transparent financial decisions that are appropriately communicated to the public.*
>
> *7.4. Strategic financial opportunities are optimized.*

Analysis

2016 Municipal Contribution to the Library

In 2016, the City's Operating Budget includes a Municipal Contribution to fund library operations of $8,744,000. This means 91.6% of the libraries operations are funded through property taxes. The remaining funding comes from Provincial grants, Interlink reimbursement and book fines.

Preliminary estimates for the 2017 budget indicate that other sources of revenue will continue to decline, resulting in the Municipal Contribution covering 92.4% of library operations.

Request for Additional Funding

The Richmond population in 2016 is estimated at approximately 218,000. Increasing the library budget by $218,000 should result in a tax impact of 0.11%.

The Richmond Public Library has provided the impacts that an additional $200,000 would have on library operations.

Additional Service	**Amount Requested**	**Tax Impact**
Restoring Branch Hours	$200,000	0.10%
Expanded Service for Children and Families	$200,000	0.10%
Expanded Service for Seniors	$200,000	0.10%
Total	**$600,000**	**0.30%**

Property Tax Impact of Additional Funding

The forecasted Vancouver Consumer Price Index increase for 2017 is 2.1%. In accordance with Council's Long Term Financial Management Strategy, the tax increase is expected to approximate 2.1% plus 1% for infrastructure replacement.

Each year the City reviews requests to increase levels of service provided to the community, such as additional police officers and expanded community programs. Each request for additional services has a direct correlation to the property tax increase. In order to moderate tax increases, each request is prioritized and only the high priority increases are recommended.

Staff are currently in the process of reviewing and prioritizing additional level requests for the 2017 Budget. It is recommended that the three requests totaling $600,000 be considered in the 2017 Budget process.

Financial Impact

None.

Conclusion

The Richmond Public Library's request for funding to provide additional services will be considered as part of the 2017 Budget process.

Melissa Shiau, CPA, CA
Manager, Financial Planning and Analysis
(604-276-4231)

MS:ms

App. 1: Richmond Public Library Report: Referral Report on Borrowing Limits, Municipal Library Services and Impact of Increased Per Capita Funding

Richmond Public Library

Report to Committee

DATE: October 26, 2016

TO: Finance Committee

FROM: Greg Buss, Chief Librarian

RE: **Referral Report on Borrowing Limits, Municipal Library Services and Impact of Increased Per Capita Funding**

ORIGIN

The **Update on Richmond Public Library Strategies to Reduce Expenses and Increase Revenue Report** (June 21, 2016) was presented at the July 4, 2016 City Finance Committee meeting. That report addressed revisions to library borrowing policies, increased fines and reduced branch hours that were approved by the Library Board on June 29, 2016.

In reviewing the report Finance Committee members requested further information and analysis in the following areas:

1. An analysis on borrowing limits;
2. An analysis of municipal services that municipal libraries should and currently provide; and
3. The impacts of adding a minimum of $1 per capita to the library budget.

On October 12, 2016 the Library Board met to discuss these three areas and in particular to identify the priority areas of library service where additional funding is needed.

The attached report **Analysis for Council Referral Report on Borrowing Limits, Municipal Library Services and Impact of Increased Per Capita Funding** (Attachment 1) was prepared by Susan Walters, Deputy Chief Librarian and provides detailed analysis of the suggested areas.

This cover report summarizes the information and discussion from the October 12th Library Board meeting and outlines Board direction to library staff regarding possible additional funding.

SUMMARY OF FINDINGS

1. ANALYSIS ON BORROWING LIMITS

The attached report indicates that the revised circulation policies implemented in early 2016 have achieved the desired effect of improving the effective use of library resources to ensure fair and equitable access to the collections. The analysis shows:

a) Members aren't borrowing more than they can practically consume;

b) Material is being returned in a timely manner; and
c) Renewal of material is not excessive

Based on this analysis the Library Board does not see the need to make further adjustments to borrowing policies at this time but has requested library staff to continue to monitor collection use and to provide the Board with regular updates.

2. ANALYSIS OF MUNICIPAL SERVICES THAT MUNICIPAL LIBRARIES SHOULD AND CURRENTLY PROVIDE

What Services a Municipal Library Should Provide

The UNESCO *Public Library Manifesto* outlining the roles and missions of public libraries was jointly developed by the International Federation of Library Associations (IFLA) and UNESCO. The Library Board is committed to the missions described in the *Manifesto* (page 9 of attached report) and has incorporated the document in the Library's *Strategic and Long Range Plan 2014–2018.*

The Richmond Public Library provides services in all of the areas outlined by the *Manifesto.* The library puts its full resources behind these endeavours with the exception of number 6) Providing access to cultural expressions of all performing arts. In this area the library provides collections and information but leaves programming initiatives to other groups in the community. The library does not engage in areas of service that are not covered by the *Manifesto.*

Comparison of Municipal Library Services

A review of library services provided by seven public libraries across the lower mainland identified five broad areas of core library services that are provided in each municipality:

1. Public space;
2. Collections and resources;
3. Information services;
4. Access to technology; and
5. Programming and learning

Pages 11 to 15 of the attached report provide a description of each core area and outline the specific services various libraries are providing.

Richmond's services are very comparable to other municipalities. While these core services are common to all of the libraries, each library tailor fits their services to meet the unique needs of its community. For example, Richmond has stronger collections in Chinese language materials and provides a higher level of digital literacy programming as a reflection of the interests of our community.

Comparison of Municipal Library Cost and Effectiveness

The chart below indicates that Richmond expenditures per capita and municipal support per capita are both below the average for the comparable libraries; however, Richmond's service levels and use of the library, as shown by Circulation Per Capita and Visits Per Capita, are

above average. This demonstrates that Richmond is very cost effective and provides good value for money spent.

City	Population	Floor Space Per Capita Sq. Ft.	Circulation Per Capita	In Person Visits Per Capita	Virtual Visits Per Capita	Total Visits Per Capita	Expenditure Per Capita	Municipal Support Per Capita
Vancouver	613,500	0.75	15.52	11.09	10.47	20.60	$85.67	$68.68
Surrey	504,661	0.39	8.30	4.87	4.40	9.30	$35.71	$31.85
Burnaby	234,559	0.44	14.90	7.41	12.75	20.20	$54.13	$56.70
Richmond	**201,303**	**0.35**	**15.40**	**8.13**	**13.98**	**22.10**	**$46.74**	**$43.55**
Coquitlam	138,761	0.45	8.60	5.86	n.d.	5.90	$38.27	$35.20
North Vancouver City	51,497	0.69	12.20	9.44	4.90	14.30	$73.57	$69.32
West Vancouver	44,807	1.19	21.80	11.27	10.90	22.20	$112.66	$98.69
Average	255,584	0.61	13.82	8.30	9.57	16.37	$63.82	$57.71
Richmond	**201,303**	**0.35**	**15.40**	**8.13**	**13.98**	**22.10**	**$46.74**	**$43.55**

Based on BC Ministry of Education Public Library Services for 2015 (latest available).

3. IMPACT OF ADDING A MINIMUM OF $1 PER CAPITA TO THE LIBRARY BUDGET

Each increase in funding of $1 per capita adds approximately $200,000 to the library's budget. The Library Board identified three areas where additional funding is needed and would provide high impact service improvements:

a) Restoring branch hours;
b) Expanded services for children and families; and
c) Expanded services for seniors.

The restoration of branch hours is the first priority for the Library Board. If additional per capita funding of $1 to $2 were available it would allow for expansion of children and families and seniors services while still maintaining a lower than average funding level.

To achieve maximum success in each area requires $200,000, for a total increase of $600,000 or $3 per capita. The Library Board recognizes the pressures City Council faces when appropriating funds for community services. The order of priority for the Library Board is as follows:

Priority	Service Expansion	Service Cost	Cumulative Operating Cost	Cumulative Per Capita Support
1	Branch Hours Restored	$200,000	$200,000	$44.55
2	Expanded Children and Family Services	$200,000	$400,000	$45.55
3	Expanded Seniors Services	$200,000	$600,000	$46.55

Should all priorities be met it would result in a per capita support of $46.55 which continues to be below the current average per capita support of $57.71 for comparable libraries.

CONCLUSION

1. Analysis of borrowing patterns demonstrates that the library's collections are being utilized in a fair and effective manner. The vast majority of users are borrowing a limited number of items, renewing them sparingly and returning them on or before the due date. Users are not borrowing more material than they can reasonably consume.

2. Richmond Public Library is providing the full range of services outlined by the UNESCO *Public Library Manifesto* and offers a service mix comparable to other lower mainland libraries; it is not engaged in activities that go beyond the library's mandate.

3. The Library's operation is cost effective and efficient. Expenditure per capita is well below comparable libraries in the lower mainland while use of the library as demonstrated by circulation of materials and visits is higher than average.

4. The Library's current per capita municipal funding at $43.55 is below the $57.71 average for comparable lower mainland libraries.

5. Additional operating funds are required to support expanded services. An increase of $1 per capita would support the Library Board's first priority of restoring branch hours and result in a per capita support of $44.55.

6. Additional per capita support of $1 to $2 would address the Library Board's priorities for:

    - Expanding Children and Family Services -- $200,000
    - Expanding Seniors Services -- $200,000

7. Council support for all three priority areas of service would require a total of $3 per capita resulting in a per capita support of $46.55 which continues to be below the current average per capita support of $57.71 for comparable libraries.

Greg Buss
Chief Librarian & Secretary to the Board
Richmond Public Library
(604-231-6418)

Attachment 1: **Analysis for Council Referral Report on Borrowing Limits, Municipal Library Services and Impact of Increased Per Capita Funding**

Richmond Public Library

LIBRARY BOARD REPORT

DATE: October 19, 2016

TO: Richmond Public Library Board

FROM: Susan Walters, Deputy Chief Librarian

RE: **Analysis for Council Referral Report on Borrowing Limits, Municipal Library Services and Impact of Increased Per Capita Funding**

BACKGROUND

City Council has requested from the Library Board an analysis and review of the following three areas:

1. An analysis on borrowing limits;
2. An analysis of municipal services that municipal libraries should and currently provide; and
3. The impacts of adding a minimum of $1 per capita to the library budget.

ANALYSIS ON BORROWING LIMITS

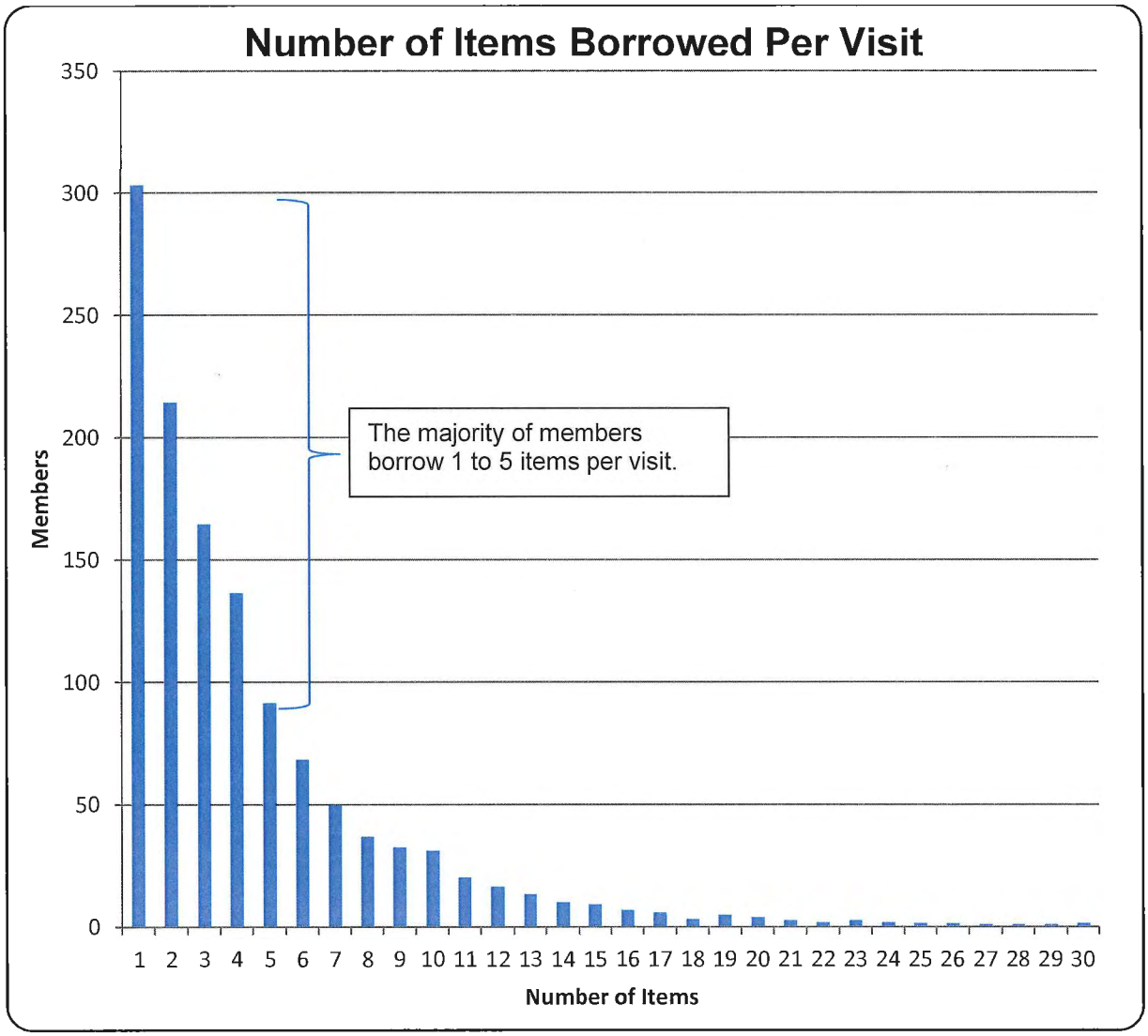
The library has consistently shown very heavy per capita use relative to other libraries in the lower mainland and across the country. However, in response to the library's requests for additional collection funding, Council sought assurances that the collection is not only heavily used, but effectively used. Questions raised included: Are some members borrowing too many items; holding material too long; or abusing renewal privileges and thus effectively denying access to other members? In response to these concerns, the library revised circulation policies by reducing loan and renewal periods and increasing fines for some materials.

Concurrently, the library developed some new statistical measures in order to better understand our members' borrowing behaviour. The following charts and tables demonstrate that the revised circulation policies implemented in early 2016 have achieved the desired effect of ensuring fair and equitable access to the collections:

- Members aren't borrowing more than they can practically consume (Chart 1, page 6 and Chart 2, page 7);
- Material is being returned in a timely manner (Table 1, page 8); and
- Renewal of material is not excessive (Table 2, page 8).

CHART 1 – How many items do members typically borrow per visit?

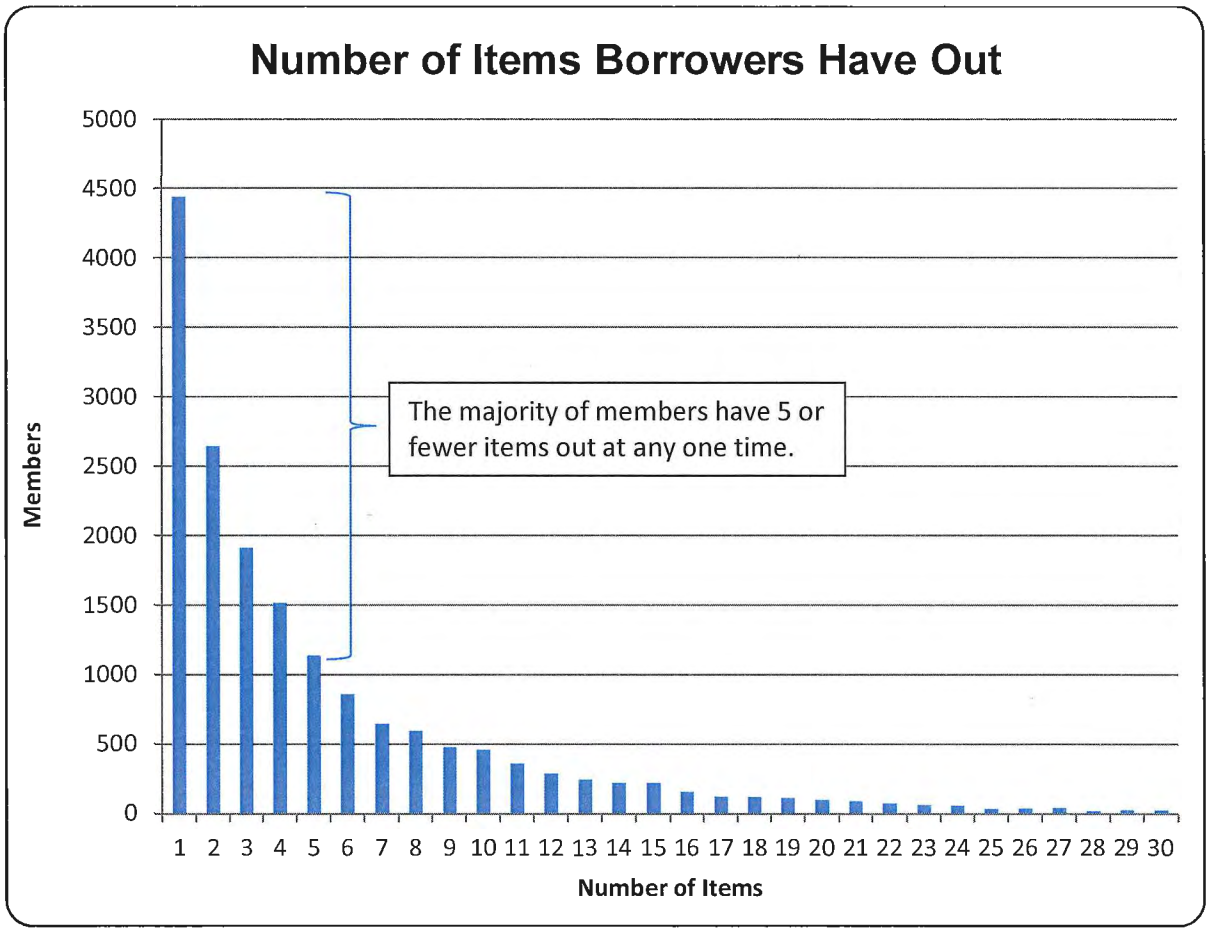
A majority of members borrow one to five items, while very few borrow close to the 30 item limit. (Based on an average of monthly sample days January – September 2016)



Number of items borrowed per visit	Members	%
1-5	911	73%
6-10	219	18%
11-15	68	5%
16-20	25	2%
21-25	11	1%
26-30	6	0%
TOTAL 5,613	**1,240**	**100%**

CHART 2 - How many items do borrowers typically have out at a time?

A majority of members have fewer than five items on loan at any one time and very few of the remaining borrowers have more than 20 items on loan. Sample date: October 5, 2016



Number of items out on loan	Members	%
1-5	11,651	66%
6-10	3,043	17%
11-15	1,346	8%
16-20	1,242	7%
21-25	326	2%
26-30	157	1%
TOTAL 90,540	**17,765**	**100%**

TABLE 1 – Are materials being returned on time?

Description	Count	Percentage
Items returned on or before due dates	1,267,252	92.86%
Items returned after due dates	97,293	7.13%
Total items returned	**1,364,545**	**100.00%**

The vast majority of library materials are returned on or before the due date. Through various means of notification and ultimately late charges, the library encourages members to return material on time in order to ensure rapid turnover of material and effective use of collections.

Reporting period: January – August 2016. (Note that this includes material borrowed prior to January 2016, so the total will not match that in TABLE 2 which includes only items checked out between January and August 2016).

TABLE 2 – How often are materials being renewed?

Description	Count	Percentage
Checkouts that have never been renewed	1,013,052	74.52%
Checkouts that have been renewed once	261,849	19.26%
Checkouts that have been renewed twice	42,309	6.22%
Total checkouts January to August 2016	**1,317,210**	**100%**

The majority of items are not renewed and only a small proportion is renewed twice.
Reporting period: January – August 2016.

CONCLUSION OF BORROWING ANALYSIS

The analysis shows that the revised circulation policies implemented in early 2016 have achieved the desired effect of improving the use of library resources to ensure fair and equitable access:

- Members aren't borrowing more than they can practically consume,
- Material is being returned in a timely manner; and
- Renewal of material is not excessive.

Given the above analysis the Library Board has determined that no further revisions are required to circulation policies at this time but has directed library staff to continue to monitor collection use and to provide the Board with regular updates.

ANALYSIS OF MUNICIPAL SERVICES THAT MUNICIPAL LIBRARIES SHOULD AND CURRENTLY PROVIDE

What Services a Municipal Library Should Provide

The Library Board recognizes the importance of remaining firmly grounded in the library's core values and missions. In this respect the Library Board is guided by the UNESCO *Public Library Manifesto*[1] jointly developed by the International Federation of Library Associations (IFLA) and UNESCO. The *Manifesto* is incorporated into the Library's *Strategic and Long Range Plan 2014–2018* and is reproduced below. It outlines the role and missions of public libraries internationally and provides a useful guideline as to what a public library's business is and where it should focus its activities and resources.

UNESCO *Public Library Manifesto*

The Public Library

The Public Library is the local centre of information, making all kinds of knowledge and information readily available to its users. The services of the public library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status. Specific services and materials must be provided for those who cannot, for whatever reason, use the regular services and materials, for example linguistic minorities, people with disabilities or people in hospital or prison.

All age groups must find material relevant to their needs. Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials. High quality and relevance to local needs and conditions are fundamental. Material must reflect current trends and the evolution of society, as well as the memory of human endeavour and imagination. Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressures.

Missions of the Public Library

The following key missions which relate to information, literacy, education and culture should be at the core of public library services:

1) *Creating and strengthening reading habits in children at an early age;*
2) *Supporting both individual and self-conducted education as well as formal education at all levels;*
3) *Providing opportunities for personal creative development;*
4) *Stimulating the imagination and creativity of children and young people;*
5) *Promoting awareness of cultural heritage, appreciation of the arts, scientific achievements and innovations;*
6) *Providing access to cultural expressions of all performing arts;*
7) *Fostering inter-cultural dialogue and favouring cultural diversity;*
8) *Supporting the oral tradition;*
9) *Ensuring access for citizens to all sorts of community information;*
10) *Providing adequate information services to local enterprises, associations and interest groups;*
11) *Facilitating the development of information and computer literacy skills;*
12) *Supporting and participating in literacy activities and programmes for all age groups, and initiating such activities if necessary.*

[1] IFLA/UNESCO, *Public Library Manifesto* (1994), http://www.ifla.org/publications/iflaunesco-public-library-manifesto-1994

The Richmond Public Library provides services in all of the areas outlined by the *Manifesto*. The library puts its full resources behind these endeavours with the exception of number 6) Providing access to cultural expressions of all performing arts. In this area the library provides collections and information but leaves programming initiatives to other groups in the community. The library does not engage in areas of service that are not covered by the *Manifesto*.

Comparison of Municipal Library Services

A review of library services provided at seven public libraries across the lower mainland identified five broad areas of core library services that are provided by each municipality:

1. Public space;
2. Collections and resources;
3. Information services;
4. Access to technology; and
5. Programming and learning

Richmond's services are very comparable to other municipalities. While these core services are common to all of the libraries, each library tailor fits their services to meet the unique needs of its community. For example, Richmond has stronger collections in Chinese language materials and provides a higher level of digital literacy programming as a reflection of the interests of our community.

Increasingly, what sets Richmond's library services apart is the extent and nature of our programming to the community. Not only do we have a high number of programs for both children and adults, but much of the programming is designed and carried out with extensive community participation utilizing our Community Volunteer Program resources. This approach serves the dual purpose of not only increasing the amount of programming taking place, but equally important provides the community with multiple opportunities to develop and demonstrate their leadership capabilities and builds community capacity.

Following is a description of the specific services provided by various libraries in each core area.

1. Public Space

A core service of public libraries is to provide access to physical space for people of all ages, cultures and backgrounds. As trusted community focused institutions, the public library welcomes people to use the space and resources free of charge. Acting as a community hub, the library supports and contributes to life-long learning for all Richmond residents.

Public libraries:

- encourage literacy and learning by welcoming members into spaces created for reading, studying or relaxing in quiet, comfortable environments
- welcome people to get together informally to talk, learn, and share ideas in collaborative gathering spaces
- provide spaces for children and families, teens, adults and seniors that encourage literacy activities and engagement

	Analysis of Services						
	Burnaby	Coquitlam	North Van. City	**Richmond**	Surrey	Vancouver	West Van.
Public Space							
Open 7 days/week all year				X	X		
Dedicated Kids Space	X	X	X	X	X	X	X
Dedicated Teen Space					X		X
Quiet reading	X	X	X	X	X	X	X
Individual Study Space	X	X	X	X	X	X	X
Group Study Space	X	X	X	X	X	X	X
Public Meeting Rooms		X	X		X	X	X
Digital Creation Space		Innovation Hub	Creation Stations	**Launchpad**		Inspiration Lab	
Unique Space		Public Use Display Cases			Coffee Shop		Coffee Shop
					Prayer Room		Art Gallery
							War Memorial

2. Collections and Resources

Public libraries have a responsibility to ensure all age groups have free access to material relevant to their needs. Collections and resources need to include all types of appropriate media and modern technologies as well as traditional materials. Collections should also reflect the local community ensuring that the library provides resources in multiple languages and formats for residents who have accessibility issues.

Public libraries:

- provide free access to physical material which includes books, audiobooks, newspapers and magazines, music CDs, movies and informational DVDs
- provide access to digital material which includes downloadable eBooks and eAudiobooks; streaming music and video; online newspapers, magazines and instructional courses and practice tests; and research databases with access to journals, consumer reports and demographic data
- provide multilingual and language learning collections to support newcomers
- provide specialized collections for residents unable to read print due to a visual, learning or physical disability

	Analysis of Services						
	Burnaby	Coquitlam	North Van. City	**Richmond**	Surrey	Vancouver	West Van.
Collections and Resources							
Physical material (books, audiobooks, CDs, DVDs, newspapers, magazines)	X	X	X	X	X	X	X
eBooks & eAudiobooks	X	X	X	X	X	X	X
Digital magazines & newspapers	X	X	X	X	X	X	X
Streaming music & video	Music only		X	X	Movies only	X	X
Multilingual physical material	X	X	X	X	X	X	X
Multilingual digital material				**Chinese & French**	Chinese	French	
Home Delivery Services	X	X	X	X	X	X	X
Targeted Collections				**Special Collection on Chinese Culture**		Archival photographs	Archival photographs
						Musical instruments	Music scores

3. Information Services

Public libraries facilitate access to a wide range of information and inspire citizens and communities to respond to local, provincial, national and global social and economic opportunities, ensuring their cities are vibrant places to live and work. In-person and online, library staff are available to answer a diverse range of questions from residents of all ages and connect citizens to the information they need.

Public libraries:

- assist with access to wide range of information resources
- provide residents with instruction and guidance on using library information resources
- connect citizens with government and local information

Analysis of Services							
	Burnaby	Coquitlam	North Van. City	**Richmond**	Surrey	Vancouver	West Van.
Information Services							
Reference service by phone	X	X	X	X	X	X	X
Reference Service by email	X	X		X	X	X	X
Databases	X	X	X	X	X	X	X
One-on-One Technology Instruction			X	X	X	X	X
Distinct Information Services			Homework Help Phone Line	**Reference service by Chat**	Genealogy/ Family History Services	InfoAction Research Business Services	
			Exam Invigilation	**BC Driving Test**	Exam Invigilation		
				Citizenship Test			
				Early Years Centre			
				Community Table			

4. Access to Technology

A core service of public libraries is to provide access to technology in order to bridge the digital divide that will otherwise exist in our communities. A connected community has access to computers and the internet; digital collections, devices and tools; and emerging technologies. As more information shifts to a digital format, public libraries have an increasing role to play in assisting citizens to navigate this new information environment.

Public libraries:

- provide free access to Wi-Fi and computers
- offer hands-on learning and exposure to new and emerging technologies
- provide access to digital collections connected to local community reading, informational and learning needs

Analysis of Services							
	Burnaby	Coquitlam	North Van. City	**Richmond**	Surrey	Vancouver	West Van.
Access to Technology							
Computers and free Wi-Fi	X	X	X	X	X	X	X
Printers, photocopiers and scanners	X	X	X	X	X	X	X
Dedicated Digital Space		Innovation Hub	Creation Station	**Launchpad**		Inspiration Lab	
3D Printers		X	X	X	X	X	
Photograph/slide scanners		X		X	X	X	X
Digital learning collections and technology			X	X		X	X
eReader lending service				X			X
Tablets and/or laptop lending service							X
Targeted Technology Services				**Create & Learn (digital publishing)**		Sound recording booths	
				Digital Programs w/STEM focus			
				Digital Programs w/local experts			

5. Programming and Learning

Public libraries provide a wide range of programs and learning services for children, teens, adults, seniors and newcomers. Each of these user groups has unique learning needs and libraries develop and deliver programs, many in partnership, to meet literacy, learning, and social needs.

Public libraries:

- provide early literacy programs for babies, toddlers and preschoolers
- provide programs that support literacy and learning for school age children, from K-12
- deliver adult programs on a wide range of subjects
- offer programs to engage and connect seniors programs that support newcomers adapt to their new communities
- provide programs that support newcomers adapt to their new communities
- provide instructional programs and tours to support the use of library resources
- enable volunteer opportunities for youth and adults to contribute to programs
- offer programs to encourage multicultural awareness, understanding and acceptance

Analysis of Services							
	Burnaby	Coquitlam	North Van. City	**Richmond**	Surrey	Vancouver	West Van.
Programming and Learning							
Babytimes and storytimes	X	X	X	X	X	X	X
Reading Buddies and club programs for kids and teens	X	X	X	X	X	X	X
Summer Reading Clubs	X	X	X	X	X	X	X
Homework help programs		X					
Community-led programs				X		X	
Volunteer program	Teens	Teens	Teens	**Teens & adults**	Teens & adults	Teens	Teens
Newcomer programs & New to BC	X	X	X	X	X	X	X
Multicultural programs & series	X	X	X	X	X	X	X
Outreach services	Book Van & Dedicated Outreach staff	Book Bus (book delivery service)				Dedicated Outreach staff	
Targeted Programming and Learning		Programs for people with developmental disabilities	Writing with writers series	**Writer in Residence (w/City)**	Surrey Poet Laureate (w/City)	Writer & Aboriginal Storyteller in Residence	
				Clubs for kids (writing & chess)		Inspiration Pass	Music Halls

Comparison of Municipal Library Cost and Effectiveness

Richmond expenditures per capita and municipal support per capita are both below the average of other libraries. For 2015 Richmond's expenditure per capita was $46.74, well below the average expenditure of $63.82. Richmond's municipal support per capita was $43.55, also well below the average of $57.71. In addition Richmond's floor space per capita, at 0.35 sq. ft., is the lowest amongst the libraries compared with the average being 0.61 sq. ft. per capita.

However Richmond's service levels and use of the library, as measured by Circulation Per Capita and Visits Per Capita, are above average. Richmond Library is providing above average services with modest funding and limited floor space. The Library's operation is cost effective and efficient and the Library Board provides very good value for dollars spent.

City	Population	Floor Space Per Capita Sq. Ft.	Circulation Per Capita	In Person Visits Per Capita	Virtual Visits Per Capita	Total Visits Per Capita	Expenditure Per Capita	Municipal Support Per Capita
Vancouver	613,500	0.75	15.52	11.09	10.47	20.60	$85.67	$68.68
Surrey	504,661	0.39	8.30	4.87	4.40	9.30	$35.71	$31.85
Burnaby	234,559	0.44	14.90	7.41	12.75	20.20	$54.13	$56.70
Richmond	**201,303**	**0.35**	**15.40**	**8.13**	**13.98**	**22.10**	**$46.74**	**$43.55**
Coquitlam	138,761	0.45	8.60	5.86	n.d.	5.90	$38.27	$35.20
North Vancouver City	51,497	0.69	12.20	9.44	4.90	14.30	$73.57	$69.32
West Vancouver	44,807	1.19	21.80	11.27	10.90	22.20	$112.66	$98.69
Average	255,584	0.61	13.82	8.30	9.57	16.37	$63.82	$57.71
Richmond	**201,303**	**0.35**	**15.40**	**8.13**	**13.98**	**22.10**	**$46.74**	**$43.55**

Based on BC Ministry of Education Public Library Services for 2015 (latest available).

IMPACT OF ADDING A MINIMUM OF $1 PER CAPITA TO THE LIBRARY BUDGET

Each $1 per capita increase represents approximately a $200,000 ongoing increase to the library's operating budget. The Library Board has identified three priority areas where library services require further development and expansion. To achieve success in each area requires $200,000 for a total of $600,000.

1. Restoring branch hours;
2. Expanded service for children and families; and
3. Expanded services for seniors

Restoring Branch Hours

In the 2016 budget the Library Board cut $200,000 from salaries and benefits. Of this amount $150,000 was reallocated to the collections budget to ensure the library was providing sufficient material in both the print collections and digital collections, and $50,000 was used to reduce the municipal contribution down to a 2.38% increase.

The impact of this was to reduce branch operating hours by 26 hours per week. Reduced hours were implemented in February. Two months of informal feedback was supplemented by a public survey in April. Public feedback indicates that reduced access to library services at the Cambie, Ironwood and Steveston branches has created a significant barrier for library members, in particular families with children and seniors.The public provided 286 comments on the reduction broken down as follows:

Comments	
Neutral and positive	76
Negative	202
Questions	8
Total comments	**286**

Examples of neutral and positive comments:

- *"Doesn't impact us eBook readers."*
- *"Brighouse is my branch so this does not directly affect me."*
- *"Not a problem now that I am aware of the new open hours."*
- *"I just have to pay attention to what day it is, so I don't accidently come when it is closed."*

Examples of negative comments:

- *"There is a group of about thirty seniors, on a regular basis that go to the Steveston fitness classes at 10:30 am on Fridays. We are all very upset that we cannot get into the library before our class. Please find a way to change the Friday start time to at least 10am".*
- *"Very frustrated, should not have to travel out of my community to come to Brighouse."*
- *"Again, very limiting for families. Morning closures are especially problematic as mornings are prime time for preschool aged children."*
- *"It is very confusing to have different opening and closing hours on different days."*
- *"I came from East Richmond to the Cambie branch to find the library unexpectedly closed today. Disappointing, but at least now I know to check the hours first."*
- *"Used to be able to add a visit to the Steveston branch after the kid's activities. No we don't visit as much as we would like."*
- *"Not good for Steveston preschoolers who get off class 1pm the latest… and they did not have a chance to go to the library after school. Also, many kids like to go to the library after dinner its family time."*
- *"Dislike the shortened hours although this hasn't greatly impacted me, I believe libraries should increase accessibility, not put barriers in place."*
- *"Wasted time and gas to visit other libraries that are open."*
- *"Disappointed and inconvenienced by reduced hours- increase was needed."*
- *"Smaller branches are supposed to serve their respective neighborhoods. Limited hours create too much inconvenience for those working or going to school at hours such as 9:00 am - 5:00 pm. Limited local branch hours also make more people driving longer distance to Main branch, and may cause insufficient parking in that area, since there are also other facilities in Brighouse.*
- *"We can't use the library when we want to, such as after work, after school, pro-D days, and school breaks."*
- *"As a parent who frequents the Steveston Library on Fridays, I am disappointed to see the reduced hours. Our two kids (and myself) are only able to attend the Friday morning Storytime and now this is no longer an option for us. We really hope the reduced hours are reconsidered."*
- *"Friday change is annoying. Libraries with opening hours on one day that are different from any other day are difficult to remember and I keep turning up on Friday morning and finding it not open. I randomly do errands in the mornings and this is harder to keep track of. Variable hours in the evenings isn't a big deal because all libraries and stores do this so one knows to check…"*

Restoring the 26 hours per week to the branch libraries is the first priority and can be implemented quickly with a $1 increase in per capita support.

Expanded Services for Children and Families and Seniors

Services for families with children and seniors are core services of public libraries that must continually adapt to meet changing needs. Numerous initiatives are underway which are focused on increasing the quantity and quality of collections and programs to meet the needs of these growing audiences.

Collaborating with City staff, private and public schools, and Richmond service organizations, library staff are working to remove barriers to service for these two groups. Recent initiatives include centralized parent information services with the library as the designated hub of the Early Years Centre, participation in the United Way's Avenues of Change program which connects families with children 0-6 years with community services and fosters peer learning, a summer pilot outreach program at two low-income housing communities, a Stay and Play program at Cambie Community Centre, Pop-up Library sessions at seniors' independent living and residential housing like the Kiwanis Towers and Maple Gardens, and delivering digital instruction at Minoru Seniors Residence.

Strategically planned outreach that sees library services delivered where they are most needed in our community meets the library's strategic goals and will contribute to various Council Term Goals, helping to create a more informed, vibrant and connected community.

With current staffing levels, it is not possible to assign individual staff responsibility for expanded and accessible children and senior services. The library is not positioned to move as quickly on the development and delivery of these services as it needs to be doing in order to meet community needs. Increased per capita spending would ensure that all children and seniors in Richmond have equal access to library services, both in our library branches and out in the community, where it is most needed.

The following pages outline the impacts of an increase in per capita support and the operational costs involved.

Impacts of Increase in Per Capita Support

Restoring Branch Hours - $200,000	**Impact**
Restore hours of operation at the Cambie, Ironwood & Steveston branches to pre-2016 levels on Mondays and Friday evenings for a total of 26 additional hours of service. Operational Costs: Salaries and benefits ($200,000 to fund staffing costs)	Removes barriers to children, families and seniors unable to access the Brighouse (Main) branch for their library services.
Expanded Service for Children and Families - $200,000	**Impact**
Pilot afterschool programs at the Brighouse (Main) branch aimed at middle years children that strengthen existing core services with the opportunity to develop academic, social, emotional maturity and communication skills using library resources and targeted volunteer opportunities for teens and adults.	Afterschool programs meet goals of developing strong literacy, social, cognitive, emotional and social health skills; preparing children for academic readiness; building capacity of RPL's Community Volunteer program; increasing awareness and use of library resources.
Develop children's outreach services strategy for implementation and expand the library's community volunteer program.	Library services and programs are delivered to children where they are in the community; new synergies and partnerships developed with community organizations.
Significantly expanded services and programs for children to branches and deliver programs and services for children in schools, preschools, daycares, community centres, housing complexes/residences, shelters, food banks and other centres in the community, increasing awareness and use of library resources. Operational Costs: Children's Librarian ($100,000 salary and benefits, office equipment and set-up) Children's Community Programmer ($65,000 salary and benefits) Leasing of van, equipment & resources ($35,000)	Library outreach services reduce levels of vulnerability and improve well-being for early and middle years children; increased RPL Community Volunteer capacity to support library outreach services to children.

Impacts of Increase in Per Capita Support

Expanded Service for Seniors - $200,000	Impact
Pilot at the Brighouse (Main) branch series of programs for seniors that focus on technology and digital library resources, intergenerational programming featuring Nostalgia Kits, and provide meaningful volunteer opportunities that strengthen existing core services with library facilities.	Seniors kept connected and able to navigate information and access library resources in an increasingly digital environment; supporting intergenerational learning; creating meaningful volunteer opportunities for seniors; providing access to library resources that support reading and learning for seniors who cannot access a physical branch; and increasing awareness and use of specialized collections and resources for seniors.
Develop seniors' outreach services strategy for implementation; refocus home delivery services; and expand the library's community volunteer program.	Library services and programs are delivered to seniors where they are in the community; new synergies and partnerships developed with community organizations.
Significantly expanded services and series of programs for seniors extended to branches and seniors in community centres, the new Minoru Older Adult Centre, residences, care homes, shelters, food banks and other community hubs; home delivery service expanded; programs delivered by both staff and volunteers.	Seniors have library cards and access to library resources and services; an increasing awareness and use of library resources, seniors are connected and report less isolation; increased RPL Community Volunteer capacity to support library outreach services to seniors.
<u>Operational Costs:</u> Seniors Librarian ($100,000 salary and benefits, office equipment and set-up) Seniors Community Programmer ($65,000 salary and benefits) Leasing of van, equipment & resources ($35,000)	

The Library Board has demonstrated its ability to provide extremely good value for funding received. An additional $3 per capita to fund the recommended restoration of branch hours and service expansion for children and families and seniors would significantly increase service levels while still maintaining a lower than average per capita funding level as compared to other libraries in the lower mainland.

Susan Walters
Deputy Chief Librarian
Richmond Public Library
(604-231-6466)

City of Richmond

Report to Committee

To:	Planning Committee	**Date:**	October 14, 2016
From:	Cathryn Volkering Carlile General Manager, Community Services	**File:**	08-4057-05/2016-Vol 01
Re:	**Metro Vancouver Regional Affordable Housing Strategy**		

Staff Recommendation

That the Metro Vancouver Regional Affordable Housing Strategy, as detailed in the staff report titled "Metro Vancouver Regional Affordable Housing Strategy", dated October 14, 2016 from the General Manager, Community Services, be endorsed as a collaborative approach to addressing regional housing needs.

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Intergovernmental Relations & Protocol Unit Policy Planning Transportation	☑ ☑ ☑	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	**INITIALS:** DW	**APPROVED BY CAO** (Acting)

Staff Report

Origin

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

> *Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*
>
> *2.2. Effective social service networks.*

This report supports Council's 2014-2018 Term Goal #3 A Well-Planned Community:

> *Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.*
>
> *3.4. Diversity of housing stock.*

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

> *Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.*
>
> *5.1 Advancement of City priorities through strong intergovernmental relationships..*

Background

On May 27, 2016, the Greater Vancouver Regional District Board adopted the updated Metro Vancouver Regional Affordable Housing Strategy and requested that member municipalities endorse it as a collaborative approach to addressing regional housing issues.

The Regional Affordable Housing Strategy (Attachment 1) as presented is an update of the previous strategy, which was first adopted in 2007. The Regional Affordable Housing Strategy aims to provide leadership and collaboration for meeting the region's critical housing issues and advance the goals of the Regional Growth Strategy - *"Metro Vancouver 2040 – Shaping Our Future (Metro 2040)"* including the creation of complete communities.

The Regional Affordable Housing Strategy includes a renewed vision, goals, strategies and recommended actions for key housing stakeholders including Metro Vancouver, Metro Vancouver Housing Corporation, member municipalities, senior governments, private and non-profit sectors, TransLink and local health authorities. While recognizing that a variety of rental and homeownership options in a variety of forms and prices are important to support economic growth and the development of complete communities, the Regional Affordable Housing Strategy focuses primarily on:

- rental housing (both market and non-market); and

- the housing needs of very low income households (earning less than $30,000 a year) and low income households (earning between $30,000 and $50,000 a year).

The Regional Affordable Housing Strategy also recognizes the important connection between housing affordability and proximity to transit. The Strategy notes that renter households (particularly households that are low income) have a greater dependence on the transit system, and includes strategic direction to increase affordable housing, particularly rental housing, in close proximity to the region's Frequent Transit Network.

Specifically, the Regional Affordable Housing Strategy's five goals are:

1. Expand the supply and diversity of housing to meet a variety of needs;
2. Expand the rental supply and balance preservation of existing stock with redevelopment while supporting existing tenants;
3. Meet housing demand for very low and low income earners;
4. Increase the rental supply along the Frequent Transit Network; and
5. End Homelessness in the region.

The Regional Affordable Housing Strategy was developed through a comprehensive process involving both a technical analysis of issues and trends and stakeholder consultations. Richmond was involved in the update process through Council's participation on the GVRD Regional Housing Committee and staff involvement on the Regional Planning Advisory Committee as well as its Housing Sub-Committee.

A draft Regional Affordable Housing Strategy was distributed for stakeholder review in late 2015. At its regular meeting held on January 25, 2016, Council received a staff report summarizing feedback on the draft Regional Affordable Housing Strategy. This feedback was incorporated into the draft Regional Affordable Housing Strategy, which was revised in June 2016.

Analysis

Staff have reviewed the final Regional Affordable Housing Strategy and recommend Council endorsement.

The Regional Affordable Housing Strategy goals and strategies align closely with policy directions in both Richmond's Official Community Plan (OCP) and the existing Affordable Housing Strategy. Key areas of alignment include:

- *Support for a diverse range of housing types, tenure and affordability*: Richmond's OCP encourages a mix of housing types and densities to accommodate the diverse needs of residents, particularly in areas in close proximity to transit, parks, schools and community centres.

- *The use of incentives to improve housing choice and affordability*: Richmond makes use of density bonusing, inclusionary zoning, parking reductions near transit and the City's Affordable Housing Reserve Funds to facilitate the development of affordable housing projects.

- *Expanding rental supply and preservation of existing rental stock:* OCP policies seek to limit demolition or conversion of existing rental units and encourages a 1:1 replacement of affordable rental units during redevelopment. Recent redevelopment of older rental properties in Richmond (Kiwanis Towers) has exceeded this ratio. City staff are currently developing a policy to preserve the existing purpose built rental stock and encourage the development of new purpose built rental housing, including requiring tenant relocation support in the event of redevelopment of existing rental housing.

- *A focus on affordable rental housing and the housing needs of very low and low income households:* Top priorities of the City's existing Affordable Housing Strategy include subsidized rental housing (targeted to households with annual incomes less than $34,000) and low-end market rental housing (targeted to households with annual incomes less than $57,500). Since 2007, the City's inclusionary zoning approach combined with density bonusing have been instrumental in the creation of 336 low-end market rental units in Richmond aimed at low income households (as of August 2016);

- *Importance of partnerships to effectively address affordable housing issues:* The Regional Affordable Housing Strategy recognizes the complexity of affordable housing issues and the need for greater collaboration among senior and regional government, local municipalities, the private and non-profit housing sector, community agencies and local health authorities. While Richmond has had an active role in addressing affordability, the City cannot address these issues alone, but can participate in collaborative solutions with other partners. Staff note that the recommended municipal actions in the Regional Affordable Housing Strategy are reasonable and respect local authority.

The Regional Affordable Housing Strategy also addresses key points raised in the City of Richmond's earlier feedback on the draft version of the Strategy including:

- The need for continued advocacy to senior governments to increase their role and funding for a wide range of affordable housing initiatives, including capital and operating funds, improved outreach support, and increasing the shelter component of income assistance;

- Support for municipal policies that encourage increased supply of rental housing including purpose built rental housing;

- Support for the renewal of expiring non-profit and cooperative housing agreements; and

- Support for Metro Vancouver Housing Corporation to consider management of affordable housing units secured through municipal inclusionary zoning policies.

Next Steps

The City's 2007 Affordable Housing Strategy is currently being updated, with anticipated completion in summer 2017. The updated Affordable Housing Strategy will continue to provide guidance and direction for Richmond's response to housing affordability issues. As demonstrated below, the Regional Affordable Housing Strategy provides updated housing demand targets from 2016 – 2026 for Richmond.

Figure 1: Richmond's Housing Demand Estimates, 2016 - 2026

Richmond Housing Demand Estimates 2016 - 2026		
Types of Housing	**Annual**	**10 Year**
Very Low-Income Rental	130	1,300
Low-Income Rental	70	700
Moderate Income Rental	60	600
Above Moderate Market Rental	30	300
High Income Market Rental	30	300
Total Rental	*320*	*3,200*
Ownership	*1,080*	*10,800*
Total Demand	**1,400**	**14,000**

Source: Metro Vancouver, 2016.

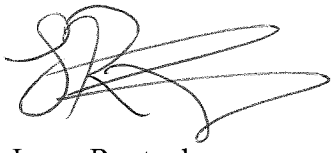
Staff will incorporate these demand estimates and other strategic directions of the Regional Affordable Housing Strategy into Richmond's Housing Action Plan, which is a required element of municipal Affordable Housing Strategies under the Regional Growth Strategy, to identify local housing priorities and implementation measures to meet housing demand targets. It is anticipated that staff will present a report of housing policy options in early 2017 for Council consideration that will help address these housing demand estimates.

Financial Impact

None.

Conclusion

Staff recommend that Council endorse the Metro Vancouver Regional Affordable Housing Strategy as it represents a well-balanced, strategic framework to address Metro Vancouver's critical housing affordability issues. The Regional Affordable Housing Strategy goals and strategies align closely with policy directions in both Richmond's OCP and the existing Affordable Housing Strategy and provides a timely framework for the update of the Affordable Housing Strategy. The strategy clearly recognizes the need for healthy partnerships, and from a local government perspective it respects the unique role and authority that municipalities play in addressing housing affordability issues.



Joyce Rautenberg
Affordable Housing Coordinator
(604-247-4916)

Att. 1: Regional Affordable Housing Strategy (2016)

metrovancouver

Regional Affordable Housing Strategy

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PART ONE: INTRODUCTION

1.1. WHY A REGIONAL AFFORDABLE HOUSING STRATEGY?

An affordable and diverse housing supply is an important foundation for meeting the needs of a growing population. In a region with high and rising housing costs like Metro Vancouver, an affordable and diverse housing supply is also critical to the region's future prosperity. Housing choices that include a mix of homeownership and rental opportunities across housing types, sizes and price points are essential to accommodate a diverse workforce and to create a future for all regional residents. The Greater Vancouver Regional District. Board has adopted the *Regional Affordable Housing Strategy* (RAHS) to provide leadership on regional housing needs, and to advance the complete community goals of *Metro Vancouver 2040: Shaping Our Future (Metro 2040)*, the regional growth strategy adopted in 2011. This is the second iteration of the Regional Affordable Housing Strategy; the first was adopted by the Board in 2007.

This *Regional Affordable Housing Strategy* provides a renewed vision, and shared goals, strategies and actions for tackling the housing affordability challenge in Metro Vancouver. As a federation of twenty one municipalities, a treaty First Nation and an electoral area, the region shares an economy and housing market. While the market does a good job of housing most residents, and in fact 95% of all Metro's housing stock is provided through the market, it is not able to do so at a price everyone can afford. This fact is particularly true for very low and low income households earning under $50,000 per year. Past experience shows that senior levels of government must play a role if there is to be a greater supply of housing that is within the means of this population group. Now the problem of affordability has spilled over to residents with higher income levels, including those seeking entry-level homeownership

1.2. ROLES AND RESPONSIBILITIES

This strategy recognizes that increasingly complex housing issues demand more innovative strategies and greater collaboration. The strategy outlines actions for Metro Vancouver and recommended actions for other key housing stakeholders such as local, provincial and federal governments, private and non-profit developers, health authorities and TransLink.

Government policy at all three levels influences the housing system. The provincial mandate for housing policy, land management, transportation, social welfare, and health services and the federal government responsibility for immigration, fiscal and monetary policies mean both are key influencers of housing demand and supply. In addition, provincial and federal housing and homelessness funding programs have traditionally had a significant bearing on the production of new housing that is affordable for very low and low income households. In recent years, there has been limited senior government funding for new affordable housing supply, which seriously impacted the region's ability to meet estimated housing demand for very low and low income households. As of spring 2016, both the provincial and federal governments have committed to re-investing in new affordable housing, providing welcome resources.

Local governments' chief role lies in ensuring an adequate supply of residential land to meet housing demand through the land use planning and regulatory process, within the context of local and regional housing demand. There are other opportunities for municipal action to address housing affordability, for example, through advocacy and incentives to the private market. And, it is recognized that local

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conditions vary from one municipality to another in the region and that local governments have the authority to determine the appropriate response.

Metro Vancouver, as the federation of 21 municipalities, one Electoral Area and one Treaty First Nation, employs the following roles to advance regional goals and strategies and to support its members to achieve their goals.

- *Provide mixed income housing* through Metro Vancouver Housing Corporation (MVHC), a separate wholly owned non-profit housing organization.
- *Set policy direction* through the regional growth strategy *Metro 2040* and the Regional Affordable Housing Strategy.
- *Research, collect and analyse data* to support regional and municipal housing policy goals and promote best practices.
- *Convene* municipal politicians and staff on housing issues of regional and local concern.
- *Advocate* to senior governments for tools, policies and resources to support regional housing needs.
- *Use fiscal measures* such as the waiver of Greater Vancouver Sewerage and Drainage District Development Cost Charges for affordable rental housing.

TransLink's mandate is to provide a regional transportation system that moves people and goods and supports the regional growth strategy, as well as provincial and regional environmental objectives and the economic development of the region. TransLink works with partner agencies toward integrated land use and transportation planning and policy, and ensuring the system is physically and financially accessible. The *Regional Transportation Strategy Strategic Framework* recognizes that the transit system is essential to providing affordable access to opportunity and services for all regional residents, including those with the least means (Policy 2.4). In addition, by aligning the locations of transit with the location of people and jobs, overall household transportation costs can be better managed. The Strategic Framework encourages affordable and rental housing along the Frequent Transit Network (Policy 3.1).

Reflecting the collaborative nature of the Metro Vancouver federation, Metro Vancouver staff have worked with member municipalities through the Regional Planning Advisory Committee and it's Housing Subcommittee to update the *Regional Affordable Housing Strategy*. This process included broad stakeholder consultation with the private and non-profit housing sectors, community agencies, TransLink, and provincial and federal governments at key points in the update process.

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1.3. WHAT HAS BEEN ACCOMPLISHED SINCE THE FIRST STRATEGY?

Since the original *Regional Affordable Housing Strategy* was adopted in 2007, some progress has been made. There is an enhanced collective awareness of the housing affordability issue, and regional and local governments have taken some important steps to address it. For example, Metro Vancouver has:

- Advanced awareness of the importance of rental housing through the Rental Housing Supply Coalition.
- Adopted housing policies and regional and municipal housing demand estimates within *Metro 2040* (2011).
- Completed foundational research on rental housing to ensure there is a good understanding of the purpose built rental housing inventory, and the risk of redevelopment.
- Completed *Metro 2040 Implementation Guideline #3: What Works: Affordable Housing Initiatives in Metro Vancouver Municipalities*, providing guidance on the use and effectiveness of municipal measures for affordable housing.
- Created provisions to waive Greater Vancouver Sewerage and Drainage District Development Cost Charges for affordable rental housing developments.
- Achieved rezoning approval to redevelop Heather Place, an existing Metro Vancouver Housing Corporation housing site in Vancouver. It will create an additional 150 units of mixed-income housing.
- The *Metro Vancouver Housing and Transportation Cost Burden Study: a New Way of Looking at Affordability*, research that broadens the dialogue about affordability.

Municipalities have:

- Adopted Housing Action Plans that demonstrate how municipalities plan to achieve the estimated local housing demand, including that for low and moderate income households.
- Implemented zoning measures in support of housing diversity and affordability, such as permitting secondary suites and/or laneway houses in single-family zoned areas subject to certain conditions, allowing accessory dwelling units in duplexes, reducing parking requirements in areas close to transit, and providing small lot zones, etc.
- Facilitated new supportive and transitional housing for vulnerable populations by providing municipal land at low or no cost through Memorandums of Understanding with the province .
- Used housing reserve funds to lever the development of new non-profit housing by providing grants, purchasing land for non-profit use, and reducing or waiving permit fees.
- Granted additional density to residential developers in exchange for either on-site affordable housing units or fees in lieu of these units.
- Set targets for market rental housing and affordable housing, including preservation of existing affordable housing, in transit corridors.
- Set strategic expectations for transit station areas to accommodate a mix of land uses and housing types, and, on larger sites, new on-site purpose built rental housing units.
- Offered incentives to owners and developers to retain, renew, and enhance the purpose built market rental housing supply.

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1.4. *METRO 2040* AND THE REGIONAL AFFORDABLE HOUSING STRATEGY

Metro 2040 provides the overall growth management framework for the region and for the Regional Affordable Housing Strategy. *Metro 2040* coordinates and aligns regional land use and transportation planning, and directs growth to Urban Centres and in Frequent Transit Development Areas (FTDAs). The plan calls for over two-thirds of residential and employment growth to occur in these transit rich locations. Importantly, TransLink's plans and strategies reinforce this concentration of growth for efficient transit service. Goal 4 of *Metro 2040* aims to create complete communities, and one of the strategies for doing this is through policy support for an affordable and diverse housing supply. RAHS is a strategy focused on a single component of growth – housing – and it is intended to provide further direction to implement *Metro 2040*.

The RAHS relies on Regional Context Statements (RCSs) as one means of implementation. RCSs are the link between Official Community Plans and the regional growth strategy; they are developed by municipalities in collaboration with Metro Vancouver, adopted as part of Official Community Plans and accepted by the Metro Vancouver Board. RCSs demonstrate how local aspirations as expressed in municipal plans align with and support the vision for the future of the region as expressed in *Metro 2040*. Specifically, RCSs identify what local policies and strategies are in place to address housing needs, as well as confirm the intent to complete and implement a Housing Action Plan. Housing Action Plans, or their equivalents, direct municipal action to address local priorities for housing supply, diversity and affordability within their jurisdiction.

1.5. A RENTAL HOUSING FOCUS

The housing continuum depicts the main elements of the housing supply, including different housing types, tenures and presence of support services (if any) (Figure 1). It also reflects a range of incomes or affordability levels. The main focus of the *Regional Affordable Housing Strategy* is on rental housing – non-market rental and market rental housing – the central part of the housing continuum, as this is the part of the continuum that the market is unable to address adequately. While some regional coordination on homelessness has occurred in the past, this role is presently being redefined by a leadership group of homeless agencies and funders. It is expected that they will seek to coordinate resources around the left side of the continuum for homeless or formerly homeless persons. This strategy also addresses the homeownership part of the continuum, where there are now significant affordability concerns. The *Regional Affordable Housing Strategy*'s strategic focus for homeownership is to encourage housing diversity and choice, particularly for entry-level home ownership options.

FIGURE 1: HOUSING CONTINUUM AND RENTAL HOUSING FOCUS

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1.6. VERY LOW AND LOW INCOME HOUSEHOLDS

Affordability is a measure of the ability to pay for housing. It relates the price or cost of housing to household income. Housing is considered affordable when monthly housing costs (rent or mortgage payments including property taxes, strata fees, and heating costs) consume less than 30% of before tax (gross) household income. Housing affordability concerns are invariably associated with households that have very low and low incomes as they face difficulties affording market rates. Households with higher incomes may choose to pay more than 30% and still live comfortably.

Metro Vancouver's regional median household income (RMHI) in 2011 was $63,000 per year. Half of regional households had incomes above $63,000, and half of households' incomes were below it. Of the six largest metropolitan regions in the country, Metro Vancouver has the second lowest median household income, trailing Calgary, Edmonton, Ottawa and Toronto.

The Strategy focuses on the housing needs of very low and low income households recognizing that the market generally does not do so.Very low income households are those earning 50% or less of the regional median, approximately $30,000 per year. Low income households earn between 50 and 80% of RMHI or between $30,000-50,000 per year and moderate income households earn 80-120% of RMHI. Table 1 shows the amount that each household income segment can afford to pay for housing. Different household types and sizes will have different incomes and housing costs; for example a family household will have higher housing costs than a single person household.

TABLE 1: HOUSEHOLD INCOME CATEGORIES METRO VANCOUVER

Household Income Categories	Share of regional median household income RMHI ($63,000)	Annual household income range	Affordable monthly housing payment
Very low income households	<50% RMHI	<$30,000/yr	Less than $750/mo
Low income households	50%-80% RMHI	$30,000-$50,000/yr	$750-1,250/month
Moderate income households	80% -120% RMHI	$50,000-$75,000/yr	$1,250-1,875/month
Above moderate income households	120% - 150% RHMI	$75,000-$100,000	S1,875 -$2,500/month
High income households	150% RHMI plus	$100,000 plus	$2,500/month plus

Source: Metro Vancouver Housing Demand Estimates 2016-2026. Dec 2015. Income based on 2011 National Household Survey.

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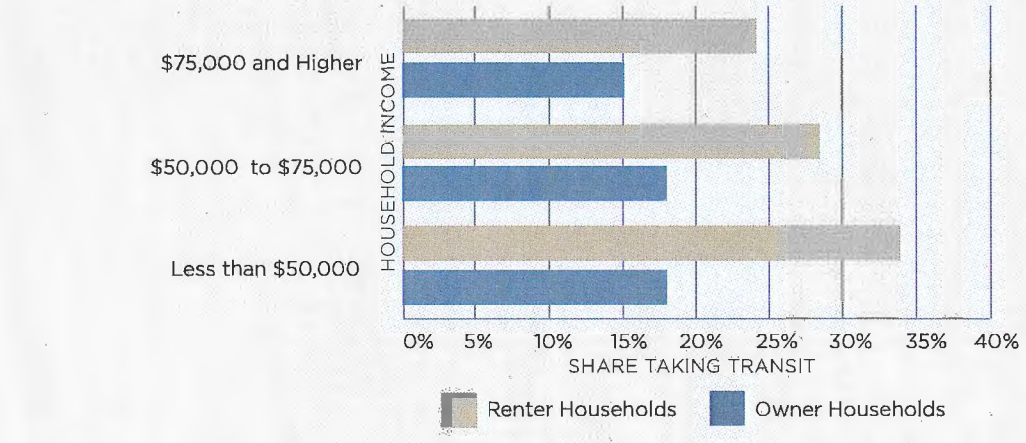
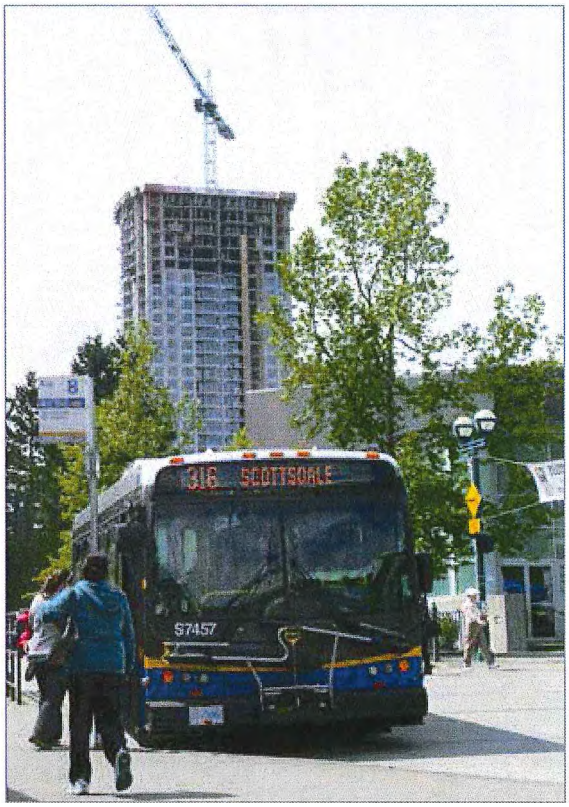
CHART 1: SHARE OF HOUSEHOLDS USING TRANSIT BY HOUSEHOLD TENURE AND INCOME IN METRO VANCOUVER



Source: NHS 2011.

1.7. THE AFFORDABLE HOUSING AND TRANSIT CONNECTION

While households choose where to live for all kinds of reasons, the housing affordability and transit connection is an important consideration. For many working households, transit is a necessity to get to work. Chart 1 shows the relationship between transit use, housing tenure and household income in Metro Vancouver. In general, renters are more likely than owners to take transit to work. In particular, renter households earning less than $50,000 per year depend on transit the most. Ideally then, affordable rental housing should be located near frequent transit.



Transit-oriented development is viewed as one of the top policy approaches for making land available for affordable housing "at the right location"[3]; for example, where access to public transit links residents to employment and services. Good locations for affordable housing should include access to transit. While transit service levels vary across the region and access to any level of service can be beneficial, the highest quality access is provided by TransLink's Frequent Transit Network (FTN) (Figure 2).

3 McKinsey Global Institute. October 2014. A blue print for addressing the global affordable housing challenge.

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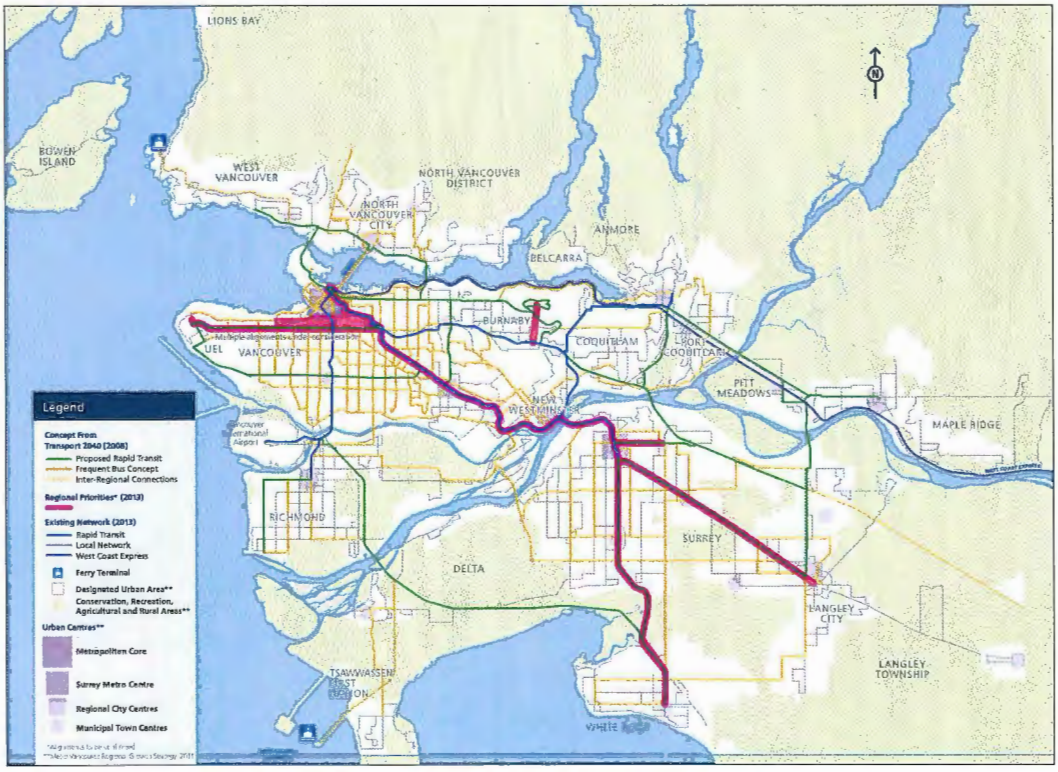
For the purposes of this Strategy, a good transit location is defined as being located within walking distance of the FTN. For rapid transit FTN, this is generally defined as locations within 800 metres walking distance of a rapid transit station. For non-rapid transit FTN, this is generally defined as a location within 400 metres distance of an FTN bus stop. Figure 3 illustrates this concept.

But the region is diverse. Walkability and transit service levels (frequency, coverage and vehicle capacity) can vary greatly within a municipality. Good transit locations for affordable housing in some neighbourhoods and communities may need to be defined more broadly to recognize the variations and permit flexibility.

Generally, being in close proximity to transit stations and stops translates to better access and convenience for residents. But the competition for access can drive up the land value for parcels near these transit passenger facilities, making affordable housing development financially unfeasible. This is particularly the case for parcels near FTN rapid transit stations, more so than near FTN bus stops. The challenge for public policy is to maintain a broad and realistic outlook for new housing opportunities within reasonable proximity to the FTN.

The Frequent Transit Network is the region's network of corridors where transit service runs at least every 15 minutes in both directions throughout the day and into the evening, every day of the week. Rapid transit Frequent Transit Network operates in an exclusive right of way and is typically rail (though can be bus), whereas non-rapid transit Frequent Transit Network (typically bus) operates in mixed traffic.

FIGURE 2 : REGIONAL TRANSPORTATION NETWORK, 30-YEAR CONCEPT FROM TRANSPORT 2040 (2008) WITH REGIONAL PRIORITIES (2013) TO BE CONFIRMED IN THE RTS IMPLEMENTATION PLAN



Note: Following completion of the Implementation Plan, these investment maps will be updated to show additional agreed-upon regional priorities. © South Coast British Columbia Transportation Authority doing business as Translink. All rights reserved.

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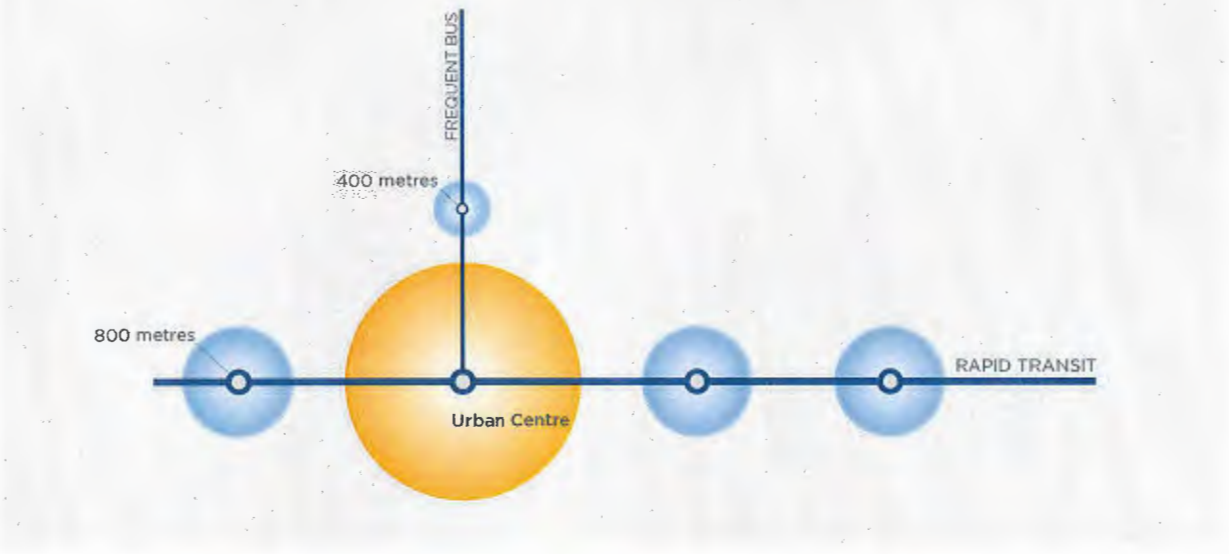
FIGURE 3 : PROXIMITY TO FREQUENT TRANSIT NETWORK



Given that they are often a focus for FTN services, Urban Centres as defined in *Metro 2040* – Metro Core, Surrey Metro Centre, Regional City Centres and Municipal Town Centres - are good locations for affordable housing, as are Frequent Transit Development Areas.

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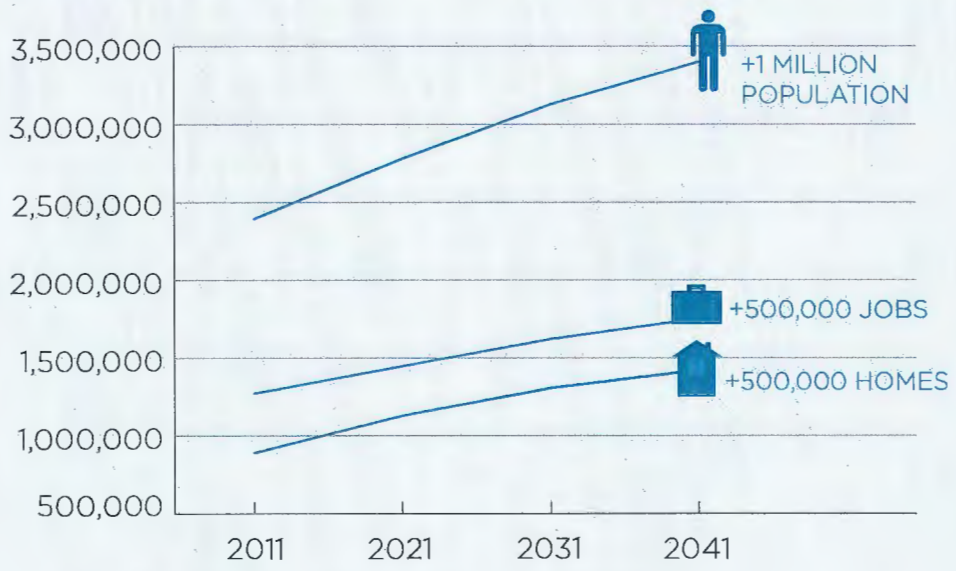
2. PART TWO: THE CHALLENGE

2.1. REGIONAL GROWTH TRENDS

Metro Vancouver is growing rapidly. The region is a destination for nearly 35,000 additional people per year, or another 1 million people by 2040. This reality means a growing demand for new homes, roughly 500,000 additional homes over the next 30 years.

Given present trends, the future population will be increasingly diverse and it will become older. As well, the aboriginal population is one of the fastest growing populations in the region, with many people moving to urban areas to pursue employment, education and city life.

CHART 2: A GROWING REGION



Source: *Metro 2040*. Appendix A, Table A1.

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2.2. ESTIMATED REGIONAL HOUSING DEMAND

To meet this population growth, Metro Vancouver forecasts additional housing demand of approximately 18,000 units per year over the next ten years. It expects that based on past trends, about two thirds or 13,000 households every year will continue to able to make the necessary trade-offs to buy a home. Rental housing demand is estimated at 5,500 new units each year over 10 years. Of these rental units, about two thirds are estimated to be for very low and low income households or 3,500 units per year. The remaining demand is for 1,900 rental units per year for moderate and higher income households who can afford to pay market rents.[4]

4 Metro Vancouver has prepared updated housing demand estimates for the period 2016-2026 in consultation with municipalities using recent Census and National Household Survey data and a cohort survival model. See Metro Vancouver Regional Planning. Metro Vancouver Housing Demand Projections – Overview of Assumptions and Methodology. Dec 2015.

CHART 3: ESTIMATED ADDITIONAL HOUSING DEMAND 2016-2026, ANNUALLY METRO VANCOUVER

2.3. MISMATCH BETWEEN RENTAL HOUSING DEMAND AND SUPPLY

The market is largely meeting the estimated demand for ownership housing, but prices are rising, particularly for desirable single-detached homes. Purpose-built market rental supply is also beginning to grow once again, thanks to changing market conditions and innovative municipal incentive programs, but this has not been able to catch up to the significant unmet demand. The secondary rental market also continues to expand (i.e. investor owned rented condominiums, secondary suites, and laneway houses), but more is needed, as vacancy rates remain low. Not unexpectedly, given high land and construction costs and lack of government funding, there has been less progress in achieving estimates for additional housing affordable for very low income and low income households.

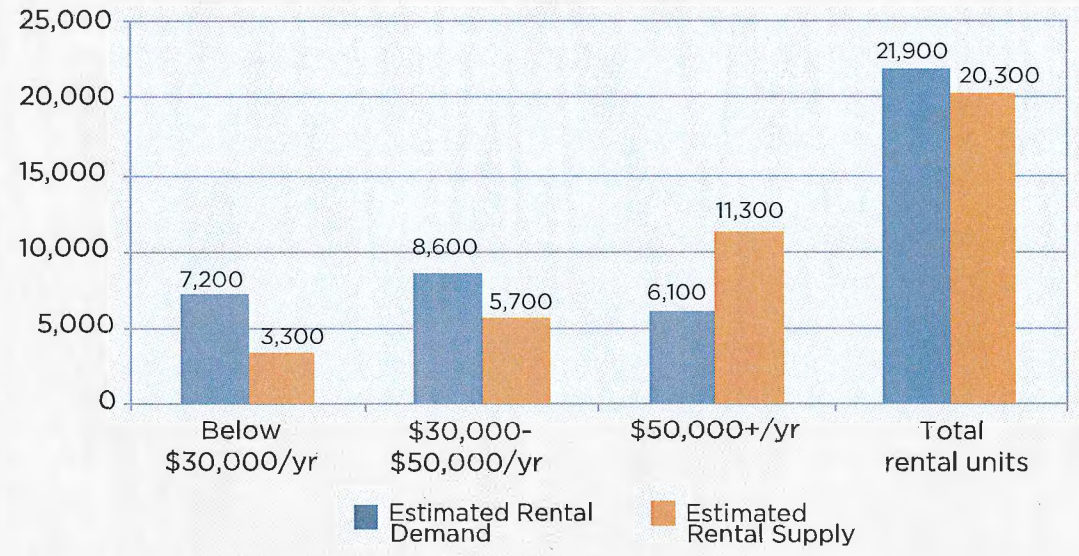
Chart 4 shows that in the recent period from 2011 to 2014 and using broad estimation techniques, new rental supply fell short of rental demand by about 1,600 units overall, and that only about half to two-thirds of the estimated rental housing demand for households earning under $50,000/year, was met with new supply.[5] This is the overall regional picture; the situation in each municipality may be different.

Provincial government rent supplements help to make existing rental housing more affordable for some low income households. Between 2011 and 2014, the province added almost 2,700 new rent supplements for low income households in Metro Vancouver mainly through the Rental Assistance Program (RAP) for families and Shelter Aid for Elderly Renters (SAFER) for seniors.[6] These programs help low income households meet their rental housing needs in the market place by providing them with additional income to pay market rents.

5 Performance in this period has likely been impacted by the lagged effects of the financial crisis, when housing starts fell dramatically. Completions do not measure units committed or under construction. See Appendix 2 for estimation method

6 Rent Supplements. BC Housing. Research and Corporation Planning Department. Unit Count History Pivot Table. March 31 of each year. Net increase in the number of rent supplements per year in Metro Vancouver. As of March 31, 2014, 15,175 households in the region received a rent supplement

CHART 4: ESTIMATED RENTAL DEMAND AND SUPPLY BY INCOME 2011-2014 METRO VANCOUVER



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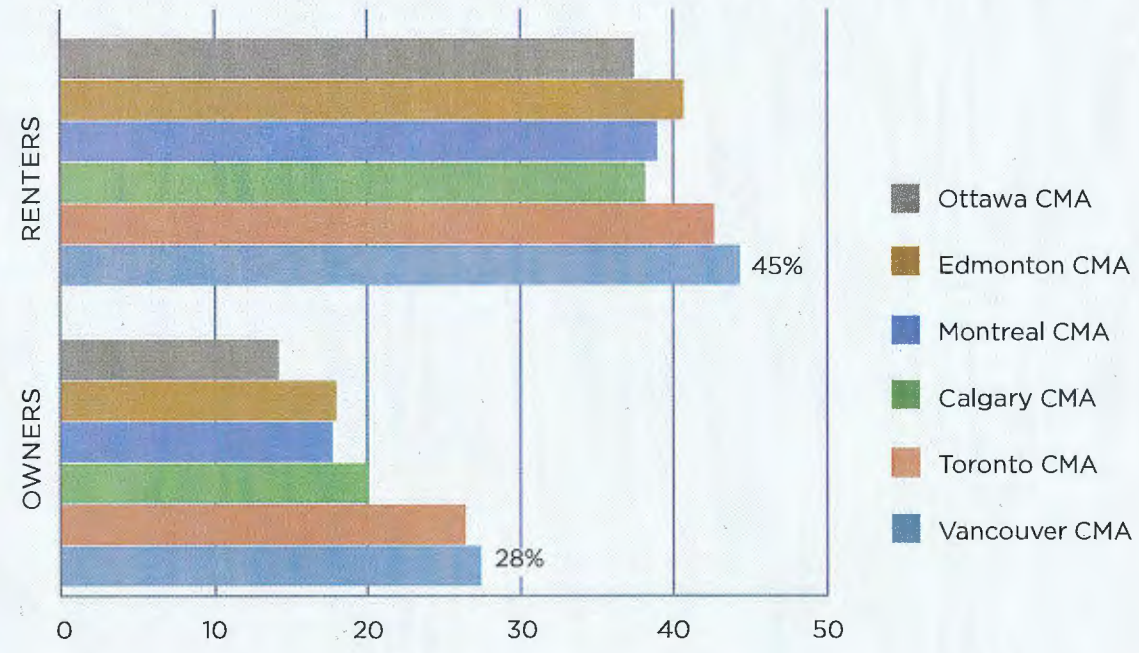
But rent supplements (which do not create new units and instead rely on the existing housing supply) can be inflationary, with the unintended consequence of placing pressure on moderately priced rental units. Rent supplements increase demand by enhancing recipients' ability to pay for rent, allowing very low income households earning under $30,000 or $35,000 per year to pay more for rent than they could afford with their income alone, drawing from the supply of higher cost units. When rent supplements are considered, the net result is that over 80% of low income housing demand is met over the period, while only 35% of low-to-moderate income demand is supplied.

One impact of this imbalance is that some households pay more for housing than they can afford, exceeding the 30% affordability threshold. Chart 5 shows that about 45% of Metro Vancouver renter households had a housing cost burden of 30% or more in 2011, and they were significantly worse off than owners. In fact, a greater share of Metro Vancouver households had a housing cost burden exceeding 30% than in any other city in Canada.

CHART 5: SHARE OF HOUSEHOLDS EXCEEDING 30% HOUSING COST BURDEN 2011

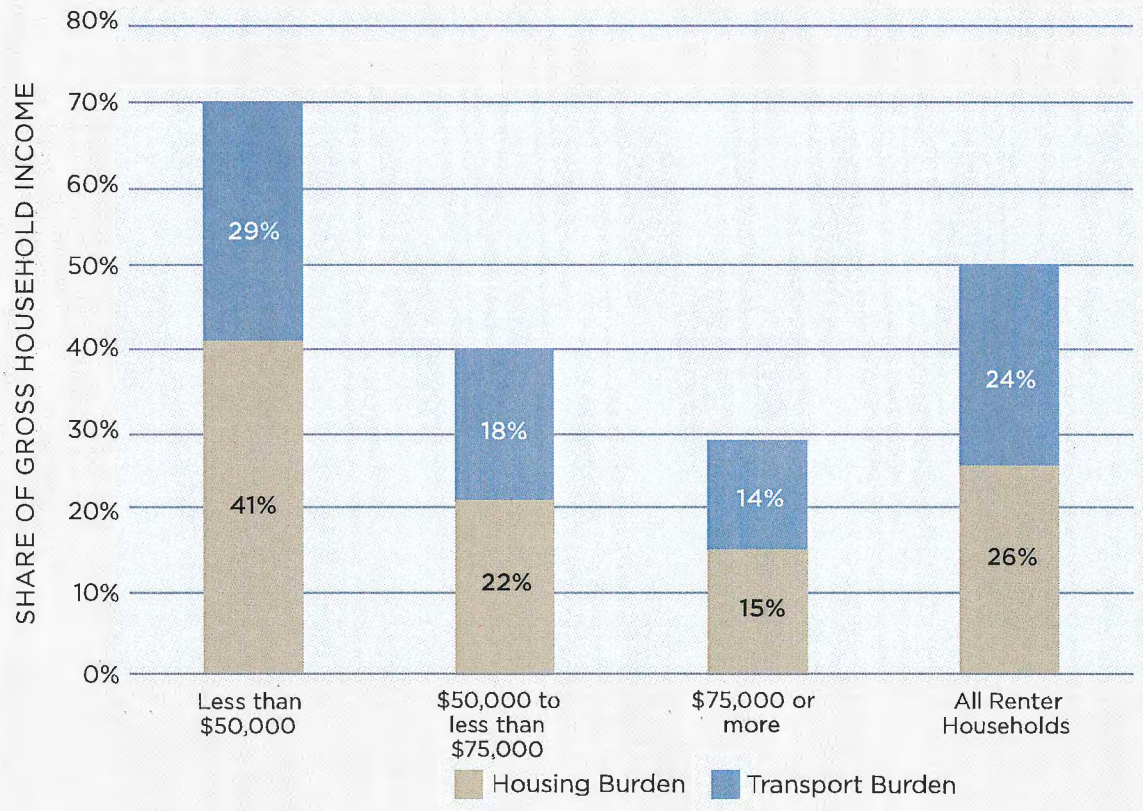


2.4. THE HOUSING AND TRANSPORTATION COST BURDEN

Transportation costs add to a household's housing cost burden, and can combine to make affordable living in this region a challenge. The *Metro Vancouver Housing and Transportation Cost Burden Study* (2015) found that working households (households with a least one member in the employed labour force) living in areas well served by transit or close to their job have relatively low transportation costs, whereas households in other locations may face higher transportation costs. It showed that living near frequent transit can make it easier to absorb relatively high housing costs.

Working owner households with mortgages have an estimated housing and transport cost burden (as a percent of their gross income) of 40%; working renters have a higher cost burden of 49%. Renter households with incomes under $50,000 per year have the highest cost burdens of all households, spending 67% of their gross household income on housing and transportation costs. Providing housing options for low to moderate income households to live in transit-oriented locations can improve overall affordability, and ensure the availability of workforce housing needed for a regional prosperity. New transit investments in the region can improve overall affordability by reducing reliance on automobiles and the associated costs.

CHART 6: HOUSING AND TRANSPORTATION COST BURDEN BY INCOME FOR RENTERS



Source: The Metro Vancouver *Housing and Transportation Cost Burden Study: A New Way of Looking at Housing Affordability* May 2015

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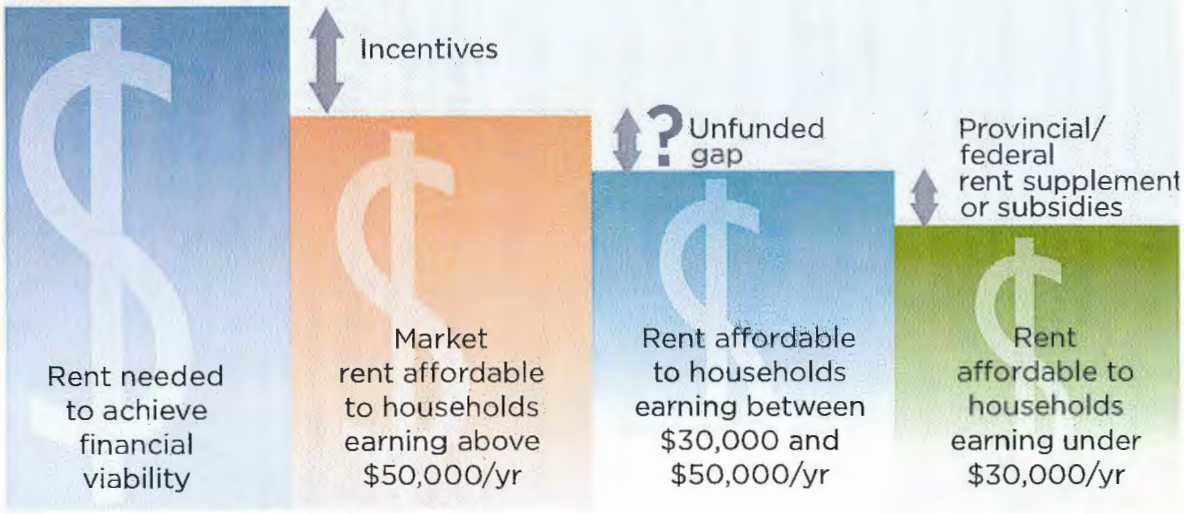
2.5. THE FUNDING GAP AND SENIOR GOVERNMENT FUNDING

Very little new purpose built market rental housing has been developed over the past 25-30 years as it has not been financially viable. While new purpose built market rental is being developed today, new units tend to be more expensive than older existing purpose built rental housing. It is more difficult to create rental housing that is affordable to households earning between $30,000 to $50,000 per year. Rent supplements help those earning under $30,000 per year to afford market rents, if they qualify. New rental housing for low income earners of $30,000 - $50,000 per year requires further assistance in the form of subsidies or grants from provincial and/or federal government to achieve affordability.

The actions proposed in the *Regional Affordable Housing Strategy* aim to facilitate all forms of rental housing, with a focus on new rental housing affordable for households earning between $30,000 and $50,000 per year, assuming the continued availability of provincial rent supplements to make these units affordable households earning below $30,000 that qualify.

FIGURE 4: THE FUNDING GAP



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PART THREE: THE STRATEGY

The Regional Affordable Housing Strategy begins with a shared regional vision reflecting *Metro 2040*'s broad objectives. It is structured around five goals depicting desired future housing outcomes. Each goal is supported by strategies that are intended to advance that goal. Specific actions follow for Metro Vancouver, for implementation either through Regional Planning, by Metro Vancouver Housing Corporation or the Homelessness Partnering Strategy Community Entity. This is followed by recommended actions for municipalities to be implemented as appropriate, through Official Community Plans, Regional Context Statements, and Housing Action Plans, as well as other plans, policies and programs. Finally, there are recommended actions for the provincial and federal government, the private and non-profit development industry, TransLink and health authorities, where appropriate.

3.1 VISION

A diverse and affordable housing supply that meets the needs of current and future regional residents.

3.2 GOALS AND STRATEGIES

Table 2 summarizes the five goals and the strategies for advancing each goal. This is followed by a re-statement of each goal and associated strategies, with specific actions for each goal.

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TABLE 2: GOALS AND STRATEGIES

Goals		Strategies
GOAL 1	Expand the supply and diversity of housing to meet a variety of needs.	1.1 Diversify the housing supply in terms of unit and lot size, number of bedrooms, built form and tenure 1.2 Improve the clarity of development approval processes while ensuring quality outcomes 1.3 Address community opposition to new residential development 1.4 Plan for the special housing needs of specific populations 1.5 Enhance understanding of the housing market to improve housing policy
GOAL 2	Expand the rental supply and balance preservation of existing stock with redevelopment while supporting existing tenants	2.1 Expand the supply of rental housing, including new purpose built market rental housing 2.2 Make retention and maintenance of existing purpose built market rental housing more attractive 2.3 Ensure that tenant relocations are responsive to tenant needs
GOAL 3	Meet housing demand estimates for very low and low income earners	3.1 Facilitate new rental housing supply that is affordable for very low and low income households 3.2 Support non-profit and cooperative housing providers to continue to operate mixed income housing after operating agreements expire 3.3 Facilitate non-profit and cooperative housing providers to create new mixed income housing through redevelopment or other means. 3.4 Advocate to provincial and federal governments for housing and *income support programs* to meet housing needs
GOAL 4	Increase the rental housing supply along the Frequent Transit Network	4.1 Expand awareness of the affordable housing and transit connection 4.2 Plan for transit station areas, stop areas and corridors to include rental housing affordable for a range of income levels 4.3 Encourage mixed income rental housing near the Frequent Transit Network
GOAL 5	End homelessness in the region	5.1 Expand housing options to meet the needs of homeless people in the region 5.2 Promote measures that prevent at risk individuals from becoming homeless 5.3 Advocate to the provincial and federal government for support to meet the housing needs of the homeless

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GOAL 1 EXPAND THE SUPPLY AND DIVERSITY OF HOUSING TO MEET A VARIETY OF NEEDS

The market provides most of the housing supplied in the region, three-quarters of it home-ownership. This goal recognizes that to meet the growing and changing needs of the diverse population, it is desirable that the market continue to produce new supply at a pace that meets demand and with a wider variety of housing forms and tenures at a range of price points. This includes meeting the diverse and special needs of specific populations, including Urban Aboriginals and an aging population. Specifically, it acknowledges that the single-detached home is increasingly out of reach for families in some parts of the region and that alternative ground-oriented home-ownership options are required to meet evolving consumer needs and ability to pay. Easing the concerns of residents about new development can help to ensure that the market is able to supply new housing in a timely fashion, as would enhancing clarity about development approval processes. This goal also recognizes that the regional housing market is impacted by global and national trends and that a better understanding of these trends can help improve policy and planning responses.

STRATEGIES:

Strategy 1.1:	Diversify the housing supply in terms of unit and lot size, number of bedrooms, built form and tenure
Strategy 1.2:	Improve the clarity of development approval processes while ensuring quality outcomes
Strategy 1.3:	Address community opposition to new residential development
Strategy 1.4:	Plan for the special housing needs of specific populations
Strategy 1.5:	Enhance understanding of the housing market to improve housing policy

ACTIONS:

Metro Vancouver, through its Regional Planning role, will:

a. Update the *Metro 2040* housing demand estimates in consultation with municipalities, including by family type if possible, and monitor and report on progress towards achievement of these estimates.

b. Work with housing stakeholders to promote public awareness and understanding of the need to accommodate population growth with increased density and housing diversity, emphasizing that increased supply brings benefits to our respective communities and the best practices for accommodating this growth using examples and strategies from here and elsewhere.

c. Prepare an *Implementation Guideline for Municipal Housing Action Plans* to provide best practice guidance on the form and content of these plans.

d. Research, collect, acquire and analyse data to support municipal housing policy including undertaking related transportation and parking studies:

   i. Explore financial and regulatory barriers, and opportunities for expanding the supply and variety of ground-oriented and medium density ownership housing choices such as infill housing, townhouses, duplexes with accessory dwellings, and cottage housing.

   ii. Explore best practices in mechanisms to expand home ownership that is affordable for entry-level home buyers, such as cooperatives, co-housing, rent-to-own options, and new forms of shared ownership and the post occupancy satisfaction of residents of these projects.

   iii. Explore best practices in addressing community opposition for all types of housing along the housing continuum.

   iv. Convene a regional working group of industry and government stakeholders to obtain data to

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better understand the drivers of housing demand in the region (i.e. equity versus income, foreign and investor ownership of residential property, incidence of speculation, and vacant, unoccupied or second units).

e. Advocate to the provincial and federal governments to collect and report reliable data about the sources and nature of regional housing demand.

   i. If warranted, advocate for measures to counteract adverse impacts of external demand, vacant units and/or speculation.

   ii. If appropriate, request that senior governments identify ways that foreign investment could be directed to enhance housing supply and affordability in Metro Vancouver, for example, through investment in new purpose-built rental housing, or by directing additional fees or taxes towards affordable housing.

f. Offer workshops/seminars/speakers on housing topics of common concern.

g. Work with stakeholders to develop and advance regional housing policy directions for the urban Aboriginal population, seniors, persons with disabilities and other populations, as warranted.

h. Work with partners to create an accessible and adaptable housing registry or other means to assist persons with disabilities and seniors to find appropriate housing to live independently.

i. Identify surplus and underutilized public lands and explore mechanisms that could be used to make these sites available for affordable housing development

Municipalities will consider, through plans, policies and programs:

j. Monitoring and reporting on progress towards achievement of *Metro 2040* housing demand estimates.

k. Demonstrating how Housing Action Plan policies and initiatives are intended to work towards achieving *Metro 2040* housing demand estimates, recognizing that senior government assistance is required.

l. Using zoning and regulatory measures to expand the variety of types, tenure and built form of ground-oriented ownership and rental housing (i.e. coach houses/laneway houses, semi-detached and duplexes, micro units, townhouses including freehold townhouses, secondary rental market housing options such as accessory dwelling units in duplexes and townhouses, and other forms of infill and intensification.)

m. Encouraging a diversity of housing forms in proximity to the Frequent Transit Network including medium density ground oriented options in station shoulder areas.

n. Promoting family friendly housing, as applicable, through policies for multi-family housing options with 3 or more bedrooms.

o. Enhancing clarity about intended land use and permitted density for future development through neighbourhood or area planning or other means.

Proposed Provincial Government Actions;

p. Provide a cost effective and timely process for considering changes to the Building Code that would promote innovation in affordable housing.

Proposed Non-profit and Private Sector Development Partner Actions:

q. Work with municipalities to facilitate an effective and efficient development approval process.

r. Work with municipalities to establish bedroom mix objectives to ensure an adequate supply of family friendly housing.

s. Bring forward innovative development applications that meet the needs of families using alternate forms, densities and tenures.

Proposed Health Authority Actions:

t. Plan for and fund suitable housing and support services for frail seniors, persons with severe and persistent mental health issues and other vulnerable populations including the homeless.

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GOAL 2 EXPAND THE RENTAL SUPPLY AND BALANCE PRESERVATION OF EXISTING STOCK WITH REDEVELOPMENT WHILE SUPPORTING EXISTING TENANTS

Market rental housing, consisting of purpose-built units and secondary forms of rental housing, such as secondary suites, laneway units and rented condominiums, is a critical component of the housing continuum and is usually more affordable than the least cost ownership option. It provides housing for recent immigrants, temporary workers, young people, seniors and students. And, as homeownership prices rise, a secure rental housing supply is a more valuable resource. Ensuring that this supply continues to grow is fundamental to the Strategy, as it will enable gradual redevelopment of the existing, aging purpose-built stock to occur without reducing rental supply. This goal also recognizes that rent supplement programs are dependent upon a growing rental supply to provide an adequate number of units and to avoid inflationary pressures. This strategy devotes special attention to purpose-built market rental housing as an especially valuable component of the rental supply due to the security of tenure it offers tenants, and its vulnerability to redevelopment as condominiums. Preserving the existing purpose built rental stock is the least cost approach for affordable rental housing. However, as this is not realistic over the long-term for all buildings, ensuring phased or gradual redevelopment with suitable tenant relocation policies to mitigate tenant impacts, will help to ensure an adequate supply of rental accommodation, while supporting very low and low income tenants.

STRATEGIES:

Strategy 2.1: Expand the supply of rental housing, including new purpose built market rental housing

Strategy 2.2: Make retention and maintenance of existing purpose built market rental housing more attractive

Strategy 2.3: Ensure that tenant relocations are responsive to tenant needs

ACTIONS:

Metro Vancouver, through its Regional Planning role will:

a. Monitor the purpose-built rental housing supply, including in transit-oriented locations, to identify areas where rental housing is being lost or gained, to alert decision-makers to the vulnerability of the purpose built rental supply.

b. Expand the information base about the rental supply including rents for vacant units, and better understanding of the difference between purpose built rental housing and other forms of secondary rental housing.

c. Inform the provincial and federal governments of gaps in rental housing supply by income level and advocate for specific measures to address funding gaps for very low to moderate income housing (i.e capital funding, subsidies, tax incentives or other measures).

d. Develop an *Implementation Guideline on Municipal Measures to Expand and Sustain the Purpose Built Rental Supply* profiling measures such as transferring density, innovative infill, energy upgrades, parking reductions, and purchase by non-profits.

e. Research and identify best practices in tenant relocation policies and strategies.

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Municipalities will consider, through plans, policies and programs:

f. Offering incentives and using tools that will help make development of new purpose-built market rental housing financially viable (i.e. parking reductions, fee waivers, increased density, and fast-tracking) as needed.

g. Offering incentives and using tools to preserve and sustain existing purpose-built market rental housing (i.e. reduced parking, increased density for infill development, transfer of density, one for one replacement policies, standards of maintenance bylaws) as needed.

h. Facilitating non-profit housing organizations to purchase existing rental buildings for conversion to non-profit operation.

i. Supporting efforts to reduce rental operating costs by improving energy performance of purpose-built rental buildings through the use of energy efficiency incentives offered by Fortis and BC Hydro, such as energy advisors, energy audits, demonstration projects etc.

j. Establishing bedroom mix objectives to accommodate families in new condominiums and purpose built rental housing.

k. Providing clear expectations and policies for increasing and retaining the purpose-built market rental housing supply.

l. Requiring tenant relocation plans as a condition of approving the redevelopment of existing rental housing.

m. Ensuring that developers notify tenants impacted by redevelopment of their rights under the *Residential Tenancy Act*.

Proposed Provincial Government Actions:

n. Review all provincial taxes and assessment practices, including property transfer tax, to ensure they do not impede the delivery of rental housing.

o. Review *Residential Tenancy Act* provisions for relocating tenants in a redevelopment situation with a view to enhancing provisions (i.e. moving expenses, notification, reduced rent, free month's rent) to mitigate the impact of relocation and to enable tenants to find suitable alternative accommodation.

Proposed Federal Government Actions:

p. Reinstate federal tax incentives to stimulate new purpose-built market rental supply.

q. Institute a new direct lending program with affordable rates for new purpose built rental housing as advocated by the Federation of Canadian Municipalities (FCM).

r. Offer an Eco-energy Tax Credit to encourage small apartment building owners to invest in = retrofits as advocated by Federation of Canadian Municipalities (FCM).

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GOAL 3 MEET HOUSING DEMAND ESTIMATES FOR VERY LOW AND LOW INCOME EARNERS

This goal focuses on strategies and actions to address the gap in the supply of housing affordable to very low and low income households earning under $50,000 per year. While existing market rental housing can form a source of supply for very low income households who may be receiving rent supplements, this goal aims to catalyse the assets and resources of the non-profit and cooperative housing sector to continue to provide and to increase the supply of mixed income non-profit rental and cooperative housing for very low to low income households. The pending expiry of non-profit and cooperative housing operating agreements may pose a challenge for some agencies, as providers will no longer receive a subsidy from government to support below market units. It also recognizes that delivering and operating mixed income housing in today's funding environment is complex, requires partnerships and significant municipal and non-profit capacity. This goal recognizes the unique opportunity for Metro Vancouver Housing Corporation to expand its stock of mixed income housing.

STRATEGIES:

Strategy 3.1	Facilitate new rental housing supply that is affordable for very low and low income households
Strategy 3.2	Support non-profit and cooperative housing providers to continue to operate mixed income housing after operating agreements expire
Strategy 3.3	Facilitate non-profit and cooperative housing providers to create new mixed income housing through redevelopment or other means
Strategy 3.4	Advocate to provincial and federal governments for housing and income support programs to meet housing needs

ACTIONS:

Metro Vancouver, through its Regional Planning role, will:

a. Support and advocate for the renewal of expiring non-profit and cooperative housing operating agreements, including ongoing subsidy for low-income households.

b. Research and communicate best practices in the municipal development approval process for non-profit and cooperative housing providers and developers.

c. Review Greater Vancouver Sewerage and Drainage District Development Cost Charge by-law waiver conditions for affordable rental housing to ensure the waiver can assist in the creation of new affordable rental housing by reflecting current funding arrangements and that it is consistent with municipal practices, as much as possible.

d. Consider making surplus sites in suitable locations owned by Metro Vancouver and affiliated agencies available to the Metro Vancouver Housing Corporation to develop additional mixed income housing.

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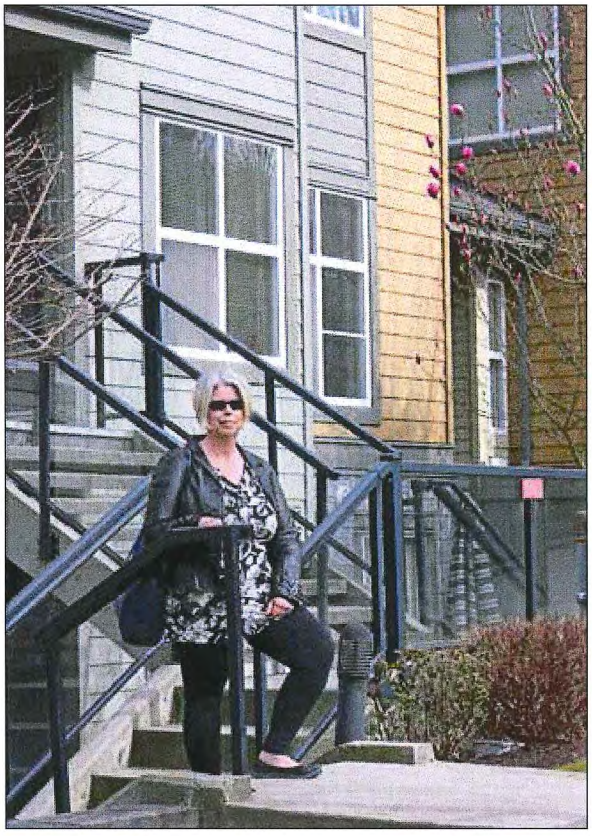
e. Explore with municipalities, non-profits (including MVHC), the private sector and other stakeholders, the need for and options for managing the property, the tenants, and the agreements for affordable housing created through municipal policies, including consideration of a model like A Regional Coalition for Housing (ARCH) in East King County, Washington

f. Advocate to the provincial and federal government for specific measures to address funding gaps for very low to low income housing (i.e. capital funding or subsidies for new non-profit and cooperative housing, rent supplements for single persons, and tax incentives for sale of purpose built rental housing to non-profit housing organizations).

g. Explore new sources of funding/equity capital for Metro Vancouver Housing Corporation to be able to increase the supply of mixed income rental housing.



Metro Vancouver Housing Corporation (MVHC) Actions:

h. Work with municipal partners to identify suitable Metro Vancouver Housing Corporation sites for redevelopment at higher density to increase the supply of mixed income non-profit rental housing, providing that adequate municipal incentives and/or other funding is available.

i. Explore the sale of surplus or underutilized Metro Vancouver Housing Corporation sites with proceeds reinvested into other sites that offer greater opportunity to supply more affordable housing units.

j. Explore with municipalities opportunities on municipal sites for expanding the supply of mixed income non-profit rental housing.

k. Consider management of affordable rental units obtained by municipalities through inclusionary housing policies, providing the units can be managed by Metro Vancouver Housing Corporation on a cost-effective basis.

l. Create a tenancy management package providing MVHC estimated fees for services to manage, on a cost recovery basis, various aspects of affordable housing units obtained through municipal policies.

m. Explore making available for relocating tenants of redeveloping non-profit and purpose built market rental projects rental housing from within MVHC's existing portfolio of market rental units.

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Municipalities will consider, through plans, policies and programs:

n. Offering incentives to non-profits and cooperatives for proposed new mixed income housing (i.e. parking reductions, fee waivers, increased density, and fast-tracking) to assist in making these housing options financially viable.

o. Clearly stating expectations and policies for development of new non-profit rental and cooperative housing

p. Ensuring a portion of amenity contributions or payments in lieu are allocated for housing affordable to low and moderate income households.

q. Allocating housing reserve fund monies to affordable housing projects based on clearly articulated and communicated policies.

r. Working with non-profit and cooperative housing providers to address issues related to expiring operating agreements, including renegotiating or renewing municipal land leases, if applicable, with suitable provisions for affordable housing, facilitating redevelopment at higher density, and/or other measures, as appropriate

Proposed Non-profit, Cooperative and Private Sector Development Partner Actions:

s. Consider forming partnerships with other private and non-profit housing developers, faith based organizations and/or municipalities to develop new mixed income non-profit housing.

Proposed Provincial Government Actions:

t. Work with residential development industry stakeholders to improve the administration of air space parcels.

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u. Expand the eligibility of provincial rent supplements to other populations, including single persons.

v. Increase Rental Assistance Program (RAP) and Shelter Aid for Elderly Renters (SAFER) rent and/or income threshold levels in Metro Vancouver, to account for rising rent levels.

w. Create new capital funding options to increase the supply of non-profit and cooperative housing, particularly in transit-oriented locations.

x. Provide support for non-profit housing societies wishing to build their capacity to develop new non-profit housing

Proposed Federal Government Actions:

y. Provide rent supplements or ongoing subsidies for low-income tenants in existing cooperative and non-profit housing projects with expiring operating agreements.

z. Institute a rental housing protection tax credit to preserve existing purpose built rental units through their sale to non-profit housing organizations as advocated by the Federation of Canadian Municipalities.

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GOAL 4

INCREASE THE RENTAL HOUSING SUPPLY ALONG THE FREQUENT TRANSIT NETWORK

This goal supports the regional priority for residential development along the Frequent Transit Network, a key objective of *Metro 2040*, which sets a target of 68% of residential growth within Urban Centres and Frequent Transit Development Areas. The goal also addresses the high housing and transportation cost burden borne by renter households who are living in locations that are not well served by transit by focusing new rental and non-market housing in these locations. The strategies for this goal recognize that despite higher land costs in these locations, transit station areas, transit stops and Frequent Transit Development Areas (FTDAs) provide an opportunity to meet the rental housing needs of mix of household income levels, particularly as some existing rental supply in these areas is being lost to redevelopment. To the extent that Urban Centres are a focus of transit and walkability, they are also attractive locations for rental housing and non-market housing. It is recognized that municipalities are in different positions with respect to existing and new transit infrastructure and service levels, and that different approaches will have to be employed. This goal suggests that locations near the FTN are preferred for affordable housing, recognizing that more affordable housing is desirable regardless.

STRATEGIES:

Strategy 4.1	Expand awareness of the affordable housing and transit connection
Strategy 4.2	Plan for transit station areas, stop areas and corridors to include rental housing affordable for a range of income levels
Strategy 4.3	Encourage new purpose built rental housing near the Frequent Transit Network

ACTIONS:

Metro Vancouver, through its Regional Planning role, will:

a. Convene a regional dialogue to highlight the affordable housing and transit connection and to demonstrate ways in which other jurisdictions have addressed this issue through transit investments, transit oriented development, land use planning, inclusionary housing policies, economic development and workforce and affordable housing initiatives.

b. Work with housing and transportation partners to examine the feasibility of innovative financing approaches such as transit oriented affordable housing funds, tax increment financing, aggregating municipal housing reserve funds and other opportunities for closing the funding gap for low to moderate income housing near the Frequent Transit Network.

c. Conduct research to support affordable housing in transit oriented locations on such topics as: an inventory of suitable transit-oriented sites adjacent to the FTN; financial viability of affordable housing in transit oriented locations; the business case for affordable housing near transit; innovative uses of land and airspace in good transit locations; parking requirements by unit size, best practices in car share policies and bike storage infrastructure, and the impact of unbundling of parking.

d. Develop or cost share development of an online tool that will provide users with estimates of the combined housing and transportation costs associated with any given location in the region.

e. Convene key stakeholders including municipalities, the private sector, BC Housing, the provincial and federal government, TransLink and others, to identify opportunities to create rental housing for very low to low income households near existing and future transit locations.

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f. Advocate to TransLink, and the provincial and federal governments for an expanded Frequent Transit Network as a means of improving affordable access and overall household affordability in the region.

Municipalities will consider, through plans, policies and programs :

g. Establishing transit-oriented inclusionary housing targets for purpose built rental and for housing affordable to very low to low income households within 800 metres of new or existing rapid transit stations and 400 metres of frequent bus corridors that are anticipated to accommodate enhanced residential growth.

h. Providing incentives for new purpose-built rental housing and mixed income housing located in transit-oriented locations to enable these developments to achieve financial viability, as warranted.

Proposed Provincial Government, Federal Government, Crown Corporations, TransLink, Metro Vancouver and Municipal Action:

i. Review opportunities to leverage surplus or underutilized public properties in frequent transit locations for rental housing for very low to moderate income households, where appropriate, to achieve long-term housing, transit and financial objectives.

Proposed TransLink Actions:

j. Collaborate with key stakeholders including municipalities, the private sector, Metro Vancouver, BC Housing, the provincial and federal government and others, to identify opportunities to create rental housing for low and moderate income households near existing and future FTN nodes and corridors, such as during the preparation of Area Transport Plans or other local area planning initiatives.

k. Acknowledge the potential destabilizing effects on the existing more affordable purpose built rental housing stock and displacement of tenants when planning for new rapid transit corridors, and where unavoidable, consider working with project partners to support tenant relocation options, replacement policies and incentives for new purpose built market rental development.

l. Seek opportunities with partners to reduce household transportation expenditures in new developments in good transit locations through transportation demand management measures such as reducing parking requirements and the provision of cycling infrastructure /storage, walking paths, vehicle and ride sharing options, and transit fare incentives.

m. Develop, implement and monitor a regional transit fare policy, and future regional mobility pricing policy that considers household incomes and financial burden, and seeks to provide appropriate relief in particular for transit customers with the least financial means and mobility options.

Proposed Provincial and Federal Government Actions:

n. Ensure that future investments in affordable housing give priority to locations that are proximate to the Frequent Transit Network.

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GOAL 5

END HOMELESSNESS IN THE REGION

While provincial and federal governments and health authorities hold primary responsibility for meeting the significant health, mental health, social and housing needs of the homeless and at risk population, local governments play a role in facilitating local homeless serving facilities and services, through their land use, housing and social policies. Metro Vancouver plays a role as the Community Entity responsible for delivering and administering federal Homelessness Partnership Strategy funds in the region for 2014-2019.[7] Goal 5 strategies and actions reflect this focus. The strategies and actions for Goals 1 through 4 aim to help address the housing component of the response to homelessness, but senior governments are responsible for the significant capital and operating subsidies involved in social, supportive or transitional housing.

STRATEGIES:

Strategy 5.1	Expand housing options to meet the needs of homeless people in the region
Strategy 5.2	Promote measures that prevent at risk individuals from becoming homeless.
Strategy 5.3	Advocate to the provincial and federal governments for support to meet the housing and support needs of the homeless.

ACTIONS:

Metro Vancouver, through its Regional Planning role, will:

a. Participate with member municipalities, stakeholders and key funders in regional coordination efforts around homelessness, as allowed under the Homelessness Partnership Strategy contract with the federal government.

b. Advocate to senior levels of government and health authorities for 6,200 additional housing units with support (as needed) over the next 10 years for people who are homeless through a combination of purpose-built, dedicated subsidized buildings and scattered site units with rent supplements in the private market.

c. Advocate to senior levels of government and health authorities to provide housing and support throughout the region that meets the needs of specific priority populations, such as housing specific to homeless youth, seniors, women, families, Aboriginal Peoples, people with mental health, addictions and/or other health issues, people with disabilities, francophones, the LGBT2Q population, newcomers and refugees.

d. Advocate to health authorities and the provincial government for expanded mental health and addictions services as a means of preventing and reducing homelessness.

e. With partners, explore the need for and feasibility of homelessness prevention strategies such as rent banks.

f. Continue to deliver the federal Homelessness Partnering Strategy (HPS) through the Metro Vancouver Homelessness Partnering Strategy Community Entity.

7 It is facilitated by a Community Advisory Board for disbursement of these funds. A separate leadership group comprised of key funders and stakeholders is being formed to collaborate regionally on broader issues surrounding homelessness.

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Metro Vancouver Homelessness Partnership Strategy Community Entity will:

g. Facilitate a landlord engagement initiative to link homeless serving agencies in the community with landlords offering rental units in the private market.

h. Conduct the tri-annual regional homeless count in partnership with Metro Vancouver municipalities and community organizations.

Municipalities will consider, through plans, policies and programs:

i. Ensuring that housing action plans and/or homelessness plans include specific actions to be taken to facilitate partnerships to address homelessness.

j. Working with non-profit housing providers and private landlords to facilitate suitable housing options for persons who are homeless.

k. Supporting agencies that serve the needs of the homeless population in the community.

Proposed Provincial Government Actions:

l. Increase the shelter component of income assistance on a regular basis to reflect the cost of living in Metro Vancouver.

m. Provide a provincially funded rent bank, which can provide short-term financing to families and individuals at risk of eviction and homelessness.

n. Provide funding to local homeless planning tables, to enable them to coordinate a response to local area service needs, conduct outreach and promote public awareness

Proposed Provincial and Federal Actions:

o. Provide capital/and or operating funding for transitional and supportive housing, including low-barrier housing and shelters for the homeless and those at risk of homelessness.

p. Increase funding for housing outreach, referral and advocacy programs, which enable residents to maintain their existing housing, locate new housing in crisis situations and address issues which may contribute to homelessness.

Proposed Federal Government Actions:

q. Broaden eligibility for Homelessness Partnering Strategy Housing First funds to include populations who do not meet all the criteria for chronic and episodic homelessness, but who otherwise meet the criteria, such as youth, women with children and families.

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Proposed Health Authority Actions:

r. Provide operating funding for transitional and supportive housing for persons who are homeless and at risk of homelessness.

s. Develop and implement mental health and addictions services with a goal of preventing homelessness.

t. Develop an integrated pest management strategy to deal with bed bugs and other infestations which can compromise livability and, in severe situations, result in homelessness.

u. Enhance coordination related to hospital discharge for patients that do not have access to adequate housing and develop temporary housing and support options to enable them to stabilize their health and regain their independence.

v. Ensure that the Assertive Community Treatment (ACT) Teams work closely with municipalities to address the needs of people with severe and persistent mental illness and addictions and that they target the needs of and work with the street entrenched homeless population.

w. Fund municipal Hoarding Action Response Teams, which can intervene in situations of severe hoarding and support individuals to manage their hoard and maintain their existing housing.

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3.3 PERFORMANCE MEASURES

Performance measures will be used to report on progress towards achieving the goals of the Strategy. They will be measured on a regional and a municipal scale, where possible. A progress report will be prepared following each census as new data becomes available, and reported in the Metro Vancouver Housing Data Book on a regular basis.

TABLE 3: PERFORMANCE MEASURES

	MEASURE	DATA SOURCE
Goal 1 – Expand the supply and diversity of housing to meet a variety of needs		
1a	Share of net new regional housing supply relative to estimated regional housing demand	CMHC completions, Metro Vancouver Housing Demand Estimates, annual
1b	Row housing/semi-detached completions as a share of new housing completions	CMHC completions, annual
1c	Change in 2 and/or 3 bedroom multi-units (all tenure)	Census, census years
1d	Share of home sales by type (all units, apt, attached, detached) affordable to moderate income households (family, non-family proposed)	Metro Vancouver Housing Databook with data from Real Estate Boards
Goal 2 – Expand the rental supply and balance preservation of existing stock with redevelopment while supporting existing tenants		
2a	Average rental apartment vacancy rates	CMHC
2b	Net change in rental unit universe (suites, purpose-built market rental, rented condos, non-market housing)	Metro Vancouver Housing Databook (multi-sources)
2c	Change in purpose-built market rental (PBMR) housing	CMHC PBMR universe
Goal 3 – Meet housing demand estimates for very low and low income earners		
3a	Share of estimated rental housing demand achieved in new supply by income level and by household type	Metro Vancouver Housing Demand Estimates, Census, census years
	By Income Level	As above
	Very low income (<$30,000)	
	Low income ($30,000-50,000)	
	Moderate income ($50,000-75,000)	
	Above moderate income ($75,000-100,000)	
	High income ($100,000+)	
	By Household Type	As above
	Family households	
	Non-family households	
3b	Housing and transportation cost burden (H+T) for renters and owners by household income level (as above).	Census and TransLink Trip Diary data, derived, census years.
Goal 4 – Increase the rental housing supply along the Frequent Transit Network		
4a	Share of multi-family rental starts along TransLink's Frequent Transit Network and in Urban Centres	BC Housing Homeowner Protection Office, Municipalities, BC Assessment Authority
Goal 5 – End homelessness in the region		
5a	Nobody is living on the streets	Regional Homeless Counts.
5b	Additional units for the homeless (transitional and supportive housing)	BC Housing

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GLOSSARY

At Risk of Homelessness

People are considered at risk of homelessness if they are living in spaces or situations that do not meet basic health and safety standards, do not provide security of tenure or personal safety, and are not affordable. One common measure of risk of homelessness is the number of households in core housing need (not affordable, inadequate or unsuitable) and spending at least 50% of their income on shelter.

Core Housing Need

Core housing need is a measure of housing need in Canada. Core housing need reports on the number of households in a community who unable to find housing that is suitable in size, in good repair and affordable without spending 30% or more of their income on housing.

Expiry of non-profit and cooperative housing operating agreements

Over the next 20 years non-profit and cooperative operating agreements will expire and this will mean a loss of annual subsidy usually linked with mortgage payment. There is a risk of loss of some units affordable to low income households as non-profits/ coops may have to raise rents to achieve operating viability. There may be a possible corresponding increase in rental supply affordable to moderate income households as rents rise.

Frequent Transit Network (FTN)

The Frequent Transit Network is the region's network of corridors where transit service runs at least every 15 minutes in both directions throughout the day and into the evening, every day of the week. Rapid transit FTN operates in an exclusive right of way and is typically rail (though can be bus), whereas non-rapid transit FTN (typically bus) operates in mixed traffic.

Homelessness Partnering Strategy (HPS)

This program provides federal funding for designated communities to address homelessness according to certain funding parameters. It is administered at the local level by Metro Vancouver, as the Community Entity approved by the federal Government. Since 2000, the Metro Vancouver region has received $8.2 million annually under the Homelessness Partnering Strategy (HPS) to invest in local solutions to homelessness. The 2014-2019 Homelessness Partnering Strategy program introduced the Housing First approach to addressing homelessness by primarily focusing funds on chronically and episodically homeless persons.

Homelessness Partnering Strategy (HPS) Community Entity (CE)

The Greater Vancouver Regional District (Metro Vancouver) is the Community Entity for the Homelessness Partnering Strategy. In partnership with the Community Advisory Board (CAB), it manages the call for proposals process to allocate federal funding under the Homelessness Partnering Strategy and administers that funding. Investment priorities and recommended projects are determined by a Community Advisory Board comprised of community representatives.

Housing Action Plan (HAP)

Municipal Housing Action Plans set out strategies and actions for meeting housing demand estimates in their jurisdiction. *Metro 2040*, the regional growth strategy, set out an expectation that municipalities would prepare these plans to guide local housing affordability actions.

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Housing affordability

Housing is considered affordable when monthly housing costs (rent or mortgage payments including property taxes, strata fees, and heating costs) consume less than 30% of before tax (gross) household income. Housing affordability concerns are invariably associated with households with low and moderate incomes as they cannot afford market rates.

Mixed Income Housing

Refers to housing, usually rental, with units renting at both market rent levels and subsidized rents levels, which can provide a range of affordability levels. A non-profit model of mixed income housing involves rental of some units at market rates, with surplus funds allocated to support units renting at below market rates. Some federal and provincial social housing programs used this model as well.

Non-market rental housing

This term describes housing units that rent at below market rates. These units are usually developed and operated by non-profit organizations. They may or may not use government housing funding programs, they may rely on a mixed-income model of rents, and/or financial contributions from government, non-profits, philanthropic organizations, or others. Term often used interchangeably with non-profit housing.

Non-profit housing and cooperative housing

Specific types of social housing built under certain federal and provincial government housing supply programs from the 1970s to early 1990s that were provided with significant government subsidy to offer below market rents. They are governed by operating agreements linked to the length of the mortgage. Non-profit and cooperative housing may consist of a mix of low income rental units and market rental units, although some programs provided funding for 100% subsidized units. Many of these projects are receiving ongoing funding from senior governments until operating agreements expire.

Purpose-built market rental housing (PBMR)

Privately initiated rental buildings with 3 or more units constructed for the purpose of long-term rental tenure and not subdivided into co-op, strata condominium or fractional ownership arrangements. In Metro Vancouver they consist primarily of 3 or 4 story wood frame walk-up style apartments and high rise buildings completed in the 1960s to 1980s using federal tax incentives available at the time.

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Regional Median Household Income (RMHI)

The median regional household income for all households in 2010, based on the National Household Survey, was $63,000. It will be updated from time to time. Very low, low and moderate income levels are established relative to this amount.

Very low income households earn 50% or less of the regional median household income or below $30,000 per year, based on the 2011 National Household Survey and updated from time to time.

Low income households earn between 50 and 80% of RMHI or between $30,000-50,000 per year, based on the 2011 National Household Survey and updated from time to time.

Moderate income households earn between 80 and 120% of RMHI.

Above moderate income households earn between 120 and 150% of RMHI.

High income households earn over 150% of RMHI.

Rental Assistance Program (RAP)

The provincial Rental Assistance Program provides eligible low-income, working families with cash assistance to help with their monthly rent payments. To qualify, families must have a gross household income of $35,000 or less, have at least one dependent child, and have been employed at some point over the last year. Rent supplements do not directly increase the supply of rental housing. Provincial expenditures on rent supplements are growing.

Regional Homelessness Plan (RHP)

The Regional Steering Committee on Homelessness adopted a Draft Regional Homelessness Plan in 2014. The goal of that Regional Homelessness Plan (RHP) is to end homelessness in the Metro Vancouver region. The plan focuses on three areas: housing, prevention and support, and capacity building. The plan remains in a draft stage and an implementation plan has not been completed.

Shelter Aid for Elderly Renters (SAFER)

The provincial Shelter Aid for Elderly Renters (SAFER) program helps make rents affordable for BC seniors with low to moderate incomes. SAFER provides monthly cash payments to subsidize rents for eligible BC residents who are age 60 or over and who pay rent for their homes. BC Housing provides these subsidies to more than 17,000 senior households renting apartments in the private market, including singles, couples and people sharing a unit.

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City of Richmond

Report to Committee

To:	Planning Committee	**Date:**	October 11, 2016
From:	Cathryn Volkering Carlile General Manager, Community Services	**File:**	08-4057-01/2016-Vol 01
Re:	**Affordable Housing Strategy Update – Richmond Housing Affordability Profile**		

Staff Recommendation

That the staff report titled "Affordable Housing Strategy Update –Richmond Housing Affordability Profile" dated October 11, 2016, from the General Manager, Community Services be received for information.

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

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Policy Planning	☑	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	**INITIALS:** DW	**APPROVED BY CAO** (Acting)

Staff Report

Origin

The purpose of this report is to present Council with Richmond's *Housing Affordability Profile*. This Profile is a key deliverable and marks the completion of Phase 1 of the Affordable Housing Strategy update. The Housing Affordability Profile is comprised of three parts:

1) Executive Summary (Attachment 1)
2) Statistics Report (Attachment 2)
3) Consultation Summary Report (Attachment 3)

Combined, these three documents provide a comprehensive assessment of the state of housing affordability in Richmond. The Profile highlights priority groups in need and housing gaps that will be addressed during the Policy Review Phase (Phase 2), which will take place from fall 2016 – winter 2017.

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

> *Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*
>
> *2.2. Effective social service networks.*

This report supports Council's 2014-2018 Term Goal #3 A Well-Planned Community:

> *Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.*
>
> *3.4. Diversity of housing stock.*

This report also supports the Social Development Strategy Goal #1: Enhance Social Equity and Inclusion:

> *Strategic Direction #1: Expand Housing Choices*

Analysis

Affordable Housing Strategy Update Process

Staff are in the process of updating the City's existing Affordable Housing Strategy, originally adopted by Council in 2007. The update process will help to ensure that the Strategy remains relevant and reflects current and emerging socio-economic trends and issues, market conditions, local housing needs and the evolving role of senior government with respect to housing.

Phase 1 of the update process is now complete. The attached Housing Affordability Profile represents a critical milestone that will inform next steps in the review process.

Figure 1: Affordable Housing Strategy Update Process - Key Phases

Housing Affordability Profile – Highlights

The following section provides highlights from the Richmond Housing Affordability Profile, Statistics Report (Attachment 2) and the Consultation Summary Report (Attachment 3).

Statistics Report – Highlights

The Housing Affordability Profile, Statistics Report (Attachment 2) is an analysis of key demographic and housing statistics that helps to highlight the emerging housing needs in Richmond. Key indicators of future housing needs are:

Population

- Richmond's population is currently estimated to be 213,891;
- Richmond has a growing and aging population, which will increase the demand for more adaptable housing forms allowing seniors to age in place;
- Richmond has diverse household types including single parent families and multi-generational families, signalling a need for larger units to accommodate diverse households;
- Over 120 Richmond residents are homeless and in need of shelter; and
- Almost 9% of Richmond households are at risk of homelessness.

Housing Stock

- Richmond has limited rental options. Most of this inventory was built before 1980 and it is estimated that over 1,100 units are at risk of being lost due to age, condition and development pressure.

Renter Market

- Richmond was found to be the third most unaffordable municipality in BC for renters in terms of affordability and suitability of rental housing;
- Richmond has persistently low vacancy rates adding pressure for higher rents; and
- Median renter household incomes are approximately 30% less than that of homeowners, despite similar living costs.

Homeownership Market

- There is a growing gap between the purchase price of units and the median annual household income.

Consultation Summary Report – Highlights

The City engaged in consultation with a wide variety of stakeholders including the public, community groups, non-profit housing providers, the development industry, senior levels of government and health authorities. Detailed feedback organized by stakeholder groups and housing themes can be found in the Consultation Summary Report (Attachment 3). Below is a summary of the feedback from the consultation sessions, organized thematically by housing type:

Non-Market Rental Housing

- Although the current supply provides affordable and secure homes for tenants, the demand for this type of housing is greater than the supply.

Market Rental Housing

- Renters are increasingly experiencing difficulty finding suitable rental housing that is affordable with their incomes; and
- The development community is interested in City incentives to build more purpose built market rental housing.

Low-End Market Rental Housing

- Clustering low-end market rental units would allow non-profit organizations to provide more efficient delivery of services and tenant supports and have greater control over the maintenance and management of the units;
- The public, non-profit service providers and the development community desire a centralized waitlist;
- The public and non-profits wish to have a better management system in place to ensure households in need are selected and that ongoing tenant support is provided; and
- The development community expressed concern regarding the ongoing management of low-end market rental units, as many of the stakeholders are not in the business of property management and lack the resources or expertise.

Homeownership

- Families and young adults are moving away to more affordable communities in order to purchase homes; and
- The public desires more opportunities for homeownership, including the ability to purchase homes located on smaller lots or in stacked townhouses.

Priority Groups in Need

Based on the review of key demographics and housing data, combined with feedback from recent community consultation activities, the following groups in need of affordable housing have been identified as:

- Families;
- Low-moderate income households;
- Persons with disabilities;
- Seniors; and
- Vulnerable populations including households on fixed incomes, persons experiencing homelessness, women and children experiencing family violence, persons with mental health and addiction issues and Aboriginal populations.

Housing Gaps

Preliminary data analysis highlights that Richmond's population is growing, aging and increasingly diverse. Compounded with low vacancy rates and escalating housing prices, it can be inferred that many Richmond households face significant barriers in finding housing that is suitable and affordable. Through various consultation activities with members of the public and key community stakeholders, it was indicated that there are a range of gaps in affordable housing in Richmond. Despite the variety of housing types available in Richmond, including the existing stock of purpose-built, non-market and low-end-market rental housing, the current demand exceeds the supply. The housing gaps are identified as:

- Family friendly units across the housing continuum;
- Accessible and adaptable units along the housing continuum;
- All types of rental housing;
- Non-market housing with supports; and
- Emergency shelter spaces for women and children.

In addition to these housing gaps, the City acknowledges that housing with licenced care is needed in Richmond, as identified by key stakeholders. As this type of housing and care is primarily the mandate of senior government and health authorities, the City itself may not be able to propose initiatives to address these gaps but supports their provision in the OCP. These housing gaps are identified as:

- Licenced care for persons with complex disabilities;
- Residential care beds; and
- Semi-independent and supportive housing for individuals, including seniors with mental health issues.

The Housing Affordability Profile has provided staff with information on the current housing gaps and emerging community needs, and challenges and successes of the current affordable housing policies. This information will be used to strengthen and update existing affordable housing policies throughout the Policy Review (Phase 2).

Financial Impact

None.

Next Steps

The affordability challenges and gaps identified through the Housing Affordability Profile are now informing the update of the City's existing Affordable Housing Strategy priorities (low-end market rental, subsidized rental and entry-level homeownership) to ensure that Richmond develops policies that will generate a range of affordable housing options for all household types. Recent announcements from senior governments regarding affordable housing investments will be addressed as part of this review.

It is anticipated that staff will present a report of housing policy options in early 2017 for Council consideration, and subsequent to Council approval will consult with stakeholders on possible policy updates in winter 2017.

Conclusion

With Metro Vancouver's estimation of 2,600 housing units for low-moderate income households needed in Richmond over the next 10 years, it is timely to review the successes and challenges of the current affordable housing policies. A thorough analysis of the existing affordable housing policies will generate policy recommendations that will better respond to current housing needs, which have been identified in the Housing Affordability Profile. This is especially important considering the current rental and homeownership markets in Richmond with high rents and purchase prices that may be out of reach for many Richmond residents. Encouraging more affordable housing opportunities along the housing continuum will help to generate a full range of options to meet the needs of a diverse population.

Joyce Rautenberg
Affordable Housing Coordinator
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Att. 1: Richmond Housing Affordability Profile – Executive Summary
2: Richmond Housing Affordability Profile – Statistics Report
3: Richmond Housing Affordability Profile – Consultation Summary Report

City of Richmond
Housing Affordability Profile
Executive Summary

Community Social Development Department
November 2016

Richmond

Purpose

The City of Richmond's 2007 Affordable Housing Strategy is currently being updated to reflect current and future needs of Richmond and will help the City reach its goal of being a liveable and inclusive community.

The Housing Affordability Profile is a critical step in the update process. The profile identifies the state of housing in Richmond through a review of key demographics and housing statistics as well as feedback from stakeholders including the public, community groups and non-profit housing providers, the development industry, and senior governments.

What we know

The Facts

Population

Over **120** **Richmond residents are homeless** and in need of shelter and affordable housing options

Lower median incomes

Richmond median household income is **$60,479**

Lower than most municipalities in Metro Vancouver and may not be sufficient to cover housing and living costs

A growing and aging population

30% more residents by 2041—280,000 people

In 2011, seniors made up **14%** of the population—this is projected to grow to **26%** by 2041, increasing demand for more affordable and accessible housing forms allowing seniors to age in place

Higher rates of low-income individuals

22.4% in 2011 compared to BC (16.2%) and Canada wide (14.9%). In Richmond—**20%** of these individuals were children

Growing and diverse households types

Greater number of families with children, single parent families, and multiple family households compared to regional and national averages indicating a need for diverse housing forms

Living on the **Edge**

Almost **9%** (5,320) of all Richmond households **are at risk of homelessness** (living in core need and spending more than 50% of income on housing, higher than the recommended 30%)

The City's Housing Stock

Limited rental options

Richmond only has **0.4%** of Metro Vancouver's existing rental housing stock

Aging rental housing stock

Most of the City's purpose built rental inventory (3,477 apartments and townhouses as of 2016) **was built before 1980 and is an important part of the City's affordable rental stock**

Over 1,100 purpose built rental apartments in Richmond are at risk of being lost due to age, condition and development pressure

Increasing Density

Apartments have dominated residential development since 2009 and the number of single family homes is decreasing

Renters

Situation CRITICAL

Richmond is the **third most unaffordable municipality** in BC for renters in terms of affordability and suitability of rental housing (BCNHPA Rental Housing Index)

A constrained rental market

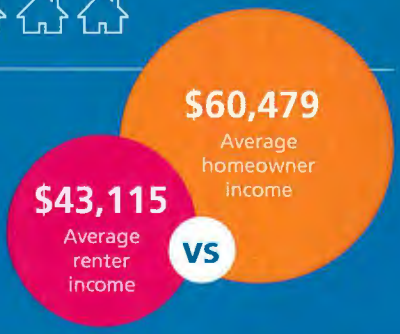
0.9%
Vacancy Rate

In 2015 the **vacancy rate** was **0.9%**—far below a 'healthy' housing market of **3%**, adding pressure for higher rents

Increasing rents

How much do you need to earn to affordably rent in Richmond?

Type	Average monthly rent	Increase since 2011	Annual income necessary
1 Bed	$1,025	13.2%	$39,760
2 Bed	$1,296	1.4%	$47,920
3+ Bed	$1,596	20.5%	$53,080



Median household incomes for renters are approximately **30% less** than homeowners in Richmond, despite similar living costs

In 2015, **641 Richmond households** were waiting for provincially subsidized housing, a 49% increase since 2009 (a waitlist of 5–7 years):

234 families | **274** seniors | **73** persons with disabilities

47.5% of all renter households spend more than **30%** on their housing costs, and may be living in unaffordable situations

Expiring Operating Agreements—An Opportunity or Challenge?

1,543 non market housing units in Richmond (61% of total non-market stock) are faced with expiring federal funding over the next 5 years, leading to uncertainty for Richmond's affordable housing stock

Homeowners

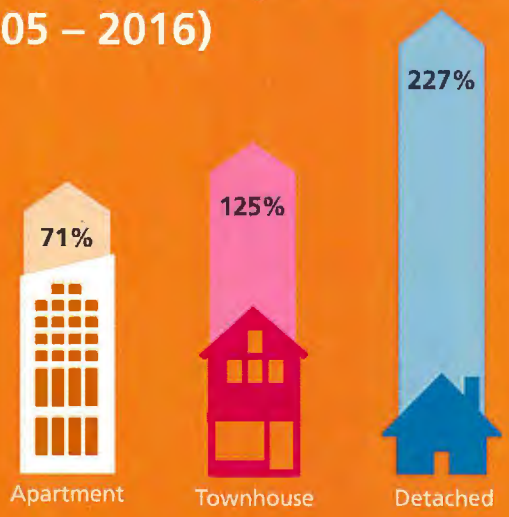
How much does it cost to own in Richmond?

Benchmark prices in Richmond and annual income necessary to affordably purchase *(as of August 2016)*

Type	Benchmark Price	Annual income necessary with a 20% down payment
Single Detached	$1,717,100	$250,708
Townhouse	$724,100	$111,495
Apartment	$432,200	$69,195

→ Far above the **median household income** of **$60,479** in Richmond

The growing gap between homeownership and income (2005 – 2016)



Housing cost increase *(2005–2016)*

However, average annual income only increased **20.8%** from 2001–2011 signalling a growing housing affordability gap

Who ~~can~~ cannot afford to buy an apartment in Richmond?

(based on the median provincial income and the benchmark apartment)

Retail Sales
$38,078

Nurses
$59,995

Teachers
$57,922

What we've heard

Stakeholder Feedback

The City engaged in consultation with a wide variety of stakeholders, including the public, community groups, non-profit housing providers, the development industry, and senior governments. The following is selected stakeholder feedback organized by housing theme.

Low-end Market Rental

- Clustering these units would allow a more efficient delivery of services
- The public, non-profits, and the development community express a need for a more centralized waitlist to improve access to housing information and availability
- The public and non-profits desire better administration of the units so that appropriate applicants are selected and ongoing support is offered to tenants

Non-Market Housing

- Existing supply is aging and will be in need of improvements
- Many low-income households are spending far greater than 30% of their income in the private market while waiting for non-market housing on the BC Housing Registry waitlist

Market Rental Housing

- Renters are experiencing difficulty finding suitable housing that is affordable with their incomes
- Affordable older stock of rental housing is being renovated for higher rents ("renoviction") and displacing tenants

Family Friendly Housing

- Many families are faced with difficult choices between living in unaffordable units or living in inadequately sized units
- Family friendly housing is needed along the housing continuum, for both renter and owner households

Homeownership

- High demand is causing bidding wars for home purchase and has priced many households out of the market, especially families and first time homebuyers
- Families and young adults are moving to more affordable communities
- There is a desire for more homeownership options, including smaller lot sizes and stacked townhomes

Key Housing Needs and Gaps in Richmond

Based on the review of key demographic and housing data, combined with feedback from recent community consultation activities, the following groups in need and housing gaps have been identified:

Groups in Need:

- Families
- Low-moderate income earners
- Persons with disabilities
- Seniors
- Vulnerable populations (households on fixed incomes, persons experiencing homelessness, women and children experiencing family violence, individuals with mental health/addictions issues, and Aboriginal populations)

Housing Continuum

Homeless and At Risk			Rental Housing				Homeownership	
Emergency Weather Shelters	Shelters	Transitional Housing	Non-Market/ Social Housing	Low-End-Market Rental	Purpose Built Rental	Secondary Market Rental	Affordable Homeownership	Market Homeownership
Temporary shelters opened when an Extreme Weather Alert is issued.	Short-stay housing with varying levels of support to individuals.	Short to medium term housing that includes the provision of support services (on or off-site), to help people move towards self-sufficiency.	This housing usually receives funding from senior government and includes housing managed by BC Housing, Metro Vancouver, non-profit and co-operative housing providers.	Rental units secured through inclusionary zoning. Targets low-moderate income households with rents set at below market rates.	Residential housing built as rental units, and may not be converted into stratified units. May be owned by a developer or a non-profit organization, or a secondary suite on a single-family lot.	Privately owned condominiums that could be rented out by the owner at market rate.	Units affordable to middle income home buyers. These housing units are usually modestly sized and targeted to first-time home buyers.	Ownership including single family dwellings, row houses, and strata owned condominiums at market prices.

Housing Gaps:

Despite the mix of housing types currently available in Richmond, movement along the continuum is currently strained due to the high land values and low vacancy rates. Key housing gaps in Richmond are:

- All types of rental housing
- Non-market housing with supports
- Family friendly housing along the continuum
- Accessible and adaptable units along the continuum
- Emergency shelter beds

Outside of the City's mandate, it is recognized that there is a lack of licensed care facilities, including:

- Licensed care for persons with complex disabilities
- Residential care bed
- Semi-independent and supportive housing for seniors with mental health issues

Moving Forward

Affordability gaps and challenges identified in the Housing Affordability Profile will inform the development of new and updated municipal actions aimed at ensuring a range of affordable housing choices are available in Richmond for individuals and families of all ages, types and incomes.

City of Richmond

Housing Affordability Profile

Part 1 – Statistics Report

Richmond

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1. Introduction

Housing affordability continues to be a critical issue both regionally and at the local level. Richmond's *Affordable Housing Strategy* (AHS), adopted by Council in 2007, is currently being updated to reflect current and future needs of the community and to align with City and regional planning goals. Central to this update is understanding the housing affordability context in Richmond and the needs of existing and future residents so that anticipated policy recommendations can effectively address identified gaps and priorities. This profile helps to identify current and emerging trends relative to Richmond's housing market and highlights affordability needs through an analysis of available current demographic and housing data. This quantitative analysis, combined with results from consultations during May and June, 2016 with a broad range of stakeholders including the public, senior government and the private and non-profit housing sectors, will help inform the Strategy update.

1.1 Housing and Complete Communities

1.1.1 What is Housing Affordability?

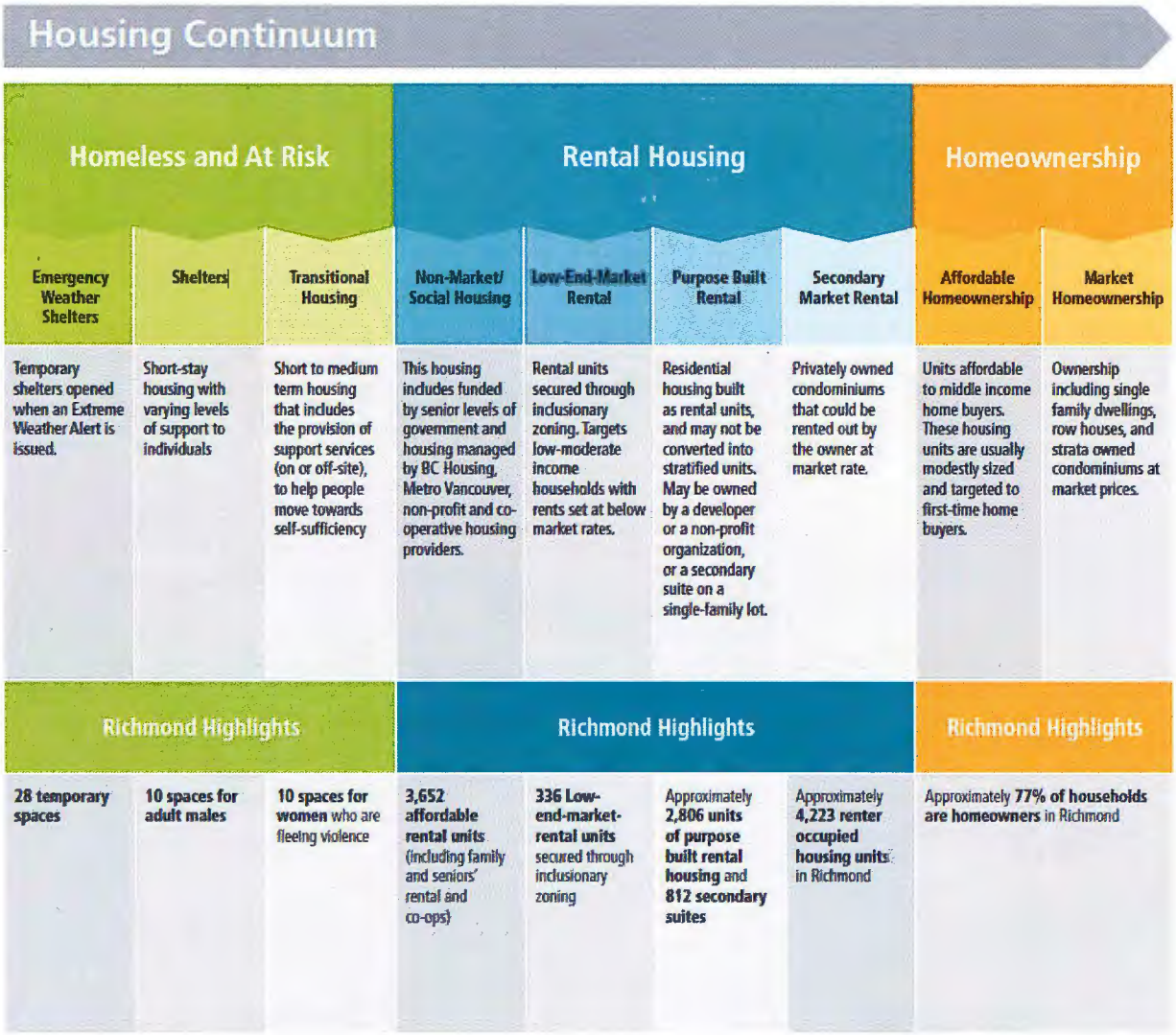
Housing affordability is a relative term linking housing costs to a households' gross income. According to Canadian Mortgage Housing Corporation (CMHC), households should not spend more than 30% of their before tax income on housing costs. For renters, this includes rent and utilities and for homeowners, includes mortgage payments, utilities, property taxes and house insurance.

Appropriate housing is defined as housing that is affordable, adequate and suitable:

1.1.2 The Benefits of Affordable Housing

Every household should have access to housing that is affordable, adequate and suitable for their income and specific needs. A community should include an appropriate mix of housing choices for a diversity of households that need them. The housing continuum highlighted in Figure 1 is a useful framework that identifies this spectrum of choices including ownership and rental, as well as government supported non-market housing such as non-profit, co-op and emergency shelters.

Figure 1: Housing Continuum



Communities with a mix of housing options will provide a range of benefits including:

- Supporting economic growth by providing local workers and residents with appropriate local housing options;
- Reducing pressure on urban sprawl and traffic congestion by ensuring households can afford housing within their community;
- Creating diversity by allowing different housing forms and sizes to accommodate growing families, local workers and seniors for example; and
- Social diversity by supporting options for all income levels and housing with supports for households with barriers to housing.

2. Policy Context

2.1 Senior Government

The Federal and Provincial governments in Canada have traditionally and historically played a major role in the provision of affordable housing. This has shifted significantly over the past 20+ years, as senior government policy changes have resulted in less funding to support the creation of new affordable housing options for low and moderate income households. In BC, the Provincial Government has continued to match available federal funding on housing but with an increased focus on providing rent supplements as the primary means of improving affordability for low-income households (Metro Vancouver, 2015). These changes have continued to place considerable pressure on local governments to become more active beyond their primary land use planning and development approvals role in the provision of affordable housing.

2.2 Metro Vancouver

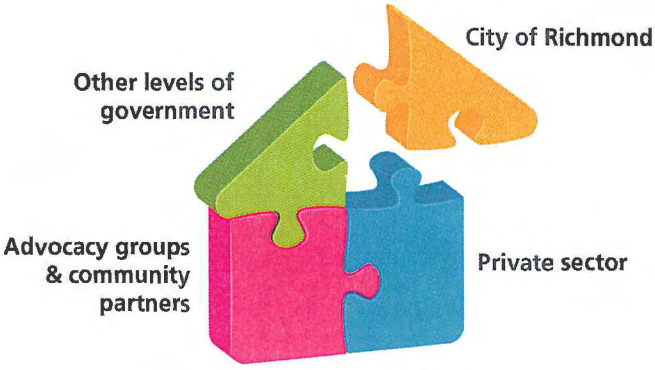
Metro Vancouver2040-Shaping Our Future (2011), the regional growth strategy, provides the overall growth management framework for Metro Vancouver. It coordinates regional land use and transportation planning and directs the bulk of future growth to urban centres. It also provides population, employment and housing projections to inform municipalities of future demands on specific communities. In supporting the regional growth strategy, municipalities are required to develop local Housing Action Plans, which are intended to play an important role in implementing regional goals to provide diverse and affordable housing choices.

In May 2016, the Metro Vancouver Board adopted an updated Regional Affordable Housing Strategy (RAHS) that includes a renewed vision, goals, strategies and recommended actions for key housing stakeholders including the Regional District, Metro Vancouver Housing Corporation, member municipalities, senior governments, private and non-profit sectors, TransLink and local health authorities. While recognizing that a range of rental and homeownership options in a variety of forms, sizes and price points are important to support economic growth and the development of complete communities, the RAHS focuses primarily on:

- Rental housing (both market and non-market);
- Transit oriented affordable housing developments; and
- The housing needs of very low and low income households (e.g. households earning approximately $30,000 annually and between $30,000 and $50,000 annually).

2.3 City of Richmond

Although the mandate to provide affordable housing is the primary responsibility of senior governments, Richmond has long acknowledged that providing a range of affordable and diverse housing types for residents is an integral part of creating a liveable community. The City recognizes that it cannot solve local affordable issues on its own, but can play a role within its authority in partnership with senior levels of government, the private and non-profit sectors. Many affordable units in Richmond, especially those built prior to 2007, when the current Affordable Housing Strategy (AHS) was adopted, are the result of collaboration among these key partners.



The City continues to use an integrated approach to tackle local housing affordability issues including land use planning (*Official Community Plan*), social planning (*Social Development Strategy*), and the AHS which prioritizes the need for:

Subsidized (Non-market) rental
Annual household incomes
less than $34,000

Low End Market Rental
Annual household incomes
between $34,000 and $57,000

Entry Level (affordable) Homeownership
Annual household incomes
less than $64,000

2.3.1 Subsidized Housing

Subsidized housing is a form of non-market housing. Subsidized housing funded by senior government and managed by non-profit groups is often referred to as social housing and provides affordable rental units for households requiring deep subsidies. In Richmond, subsidized housing refers to housing for households with annual incomes of less than $34,000, or that is partially financed with developer cash contributions from the Affordable Housing Reserve Fund and is provided in partnership with non-profit organizations and/or senior governments. This housing is intended to meet the specific needs of households, including: individuals experiencing homelessness, addictions, mental health challenges, or disabilities; single parents with limited income; seniors on fixed pension; and other groups in need.

2.3.2 Low-end Market Rental (LEMR) Housing

Low-End Market Rental (LEMR) units are targeted at low to moderate income households earning between $34,000 - $57,500 and are secured through the City's inclusionary zoning policy. In exchange for a density bonus, residential developments greater than 80 units are required to provide a minimum of 5% LEMR units.

2.3.3 Entry Level Homeownership

Entry Level Homeownership refers to modest housing units that are affordable for first-time homebuyers. In many other jurisdictions, this is commonly referred to as 'affordable homeownership' and often helps to create housing stock that is affordable in perpetuity through resale restrictions. In Richmond, these units are intended to be targeted to households with annual incomes of less than $60,000.

Through implementation of the 2007 AHS, the City, working collaboratively with the private sector, has been able to secure 1,392 units of affordable housing for low-income households. This is in addition to the 3,175 affordable rental units in the City that were built prior to 2007, largely through the efforts of senior government and non-profit organizations. Figure 2 summarizes the City's achievements to date supporting and facilitating affordable housing in Richmond.

Figure 2: Richmond's Achievements Highlights

Highlights

Affordable Housing Achievements (as of August 2016)

Affordable Housing Inventory

- 1,415 units secured through the Affordable Housing Strategy since 2007:

336	477	411	172	19
low-end market rental units	subsidized rental units	market rental units	secondary suites and coach houses	affordable homeownership units

- 3,175 affordable rental units secured outside of the Affordable Housing Strategy (including family and seniors' rental, and co-ops)

City Contributions to Affordable Housing Projects

- The City has made significant contributions over the past three years towards the construction costs and municipal fees for two local housing developments:
  - $24.1 million to the Kiwanis Towers for low-income seniors' rental housing (*project completed*).
  - $19.1 million to the Storeys development for vulnerable individuals and families (*project under construction*).

Land Partnerships

- The City has leased seven (7) City-owned properties at below market rates to non-profit housing providers

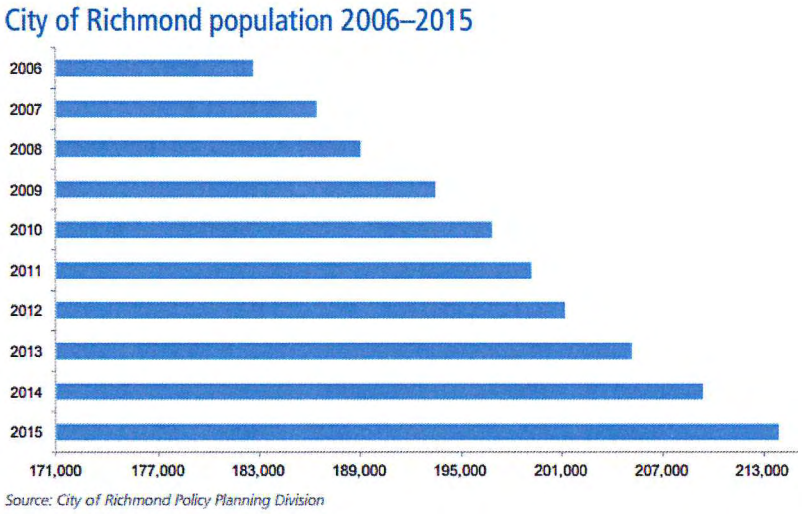
3. Richmond at a Glance – Population and Housing

3.1 Population

In 2016, the City's estimated population is 213,891 making Richmond the fourth largest municipality in British Columbia after Vancouver, Surrey and Burnaby.

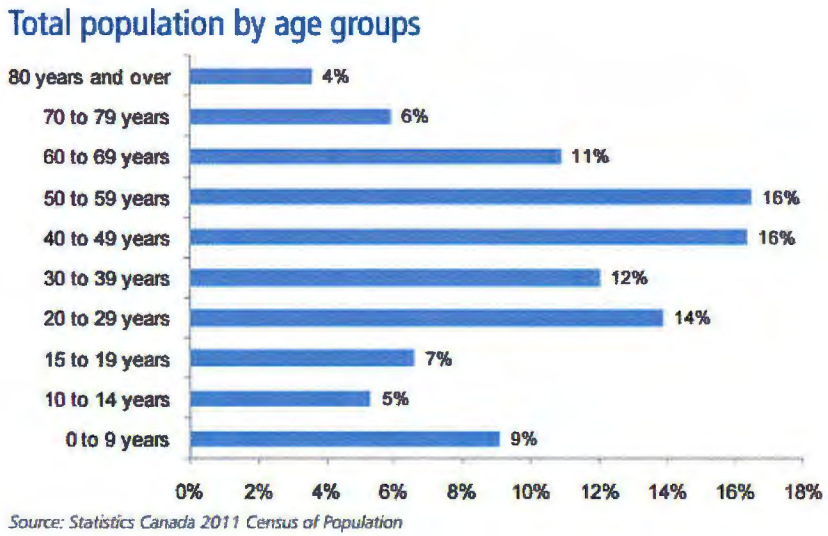
Richmond's population is both growing and getting older. Total population growth between 2006 and 2011 was 9.2%, similar to the regional growth rate of 9.3% (City of Richmond, 2014). The fastest growing planning areas of Richmond during this time period were City Centre, Steveston, Shellmont, West Cambie and Broadmoor neighborhoods. By 2041, the City's population is projected to grow to 280,000 residents – a 30.9% increase from 2016.

Figure 3: City of Richmond Population Growth 2006 - 2015



In 2011, individuals over the age of 65 accounted for 13.7% of the total population – a 2% (6,690 residents) increase from 2001 (2001 & 2011 Census). The percentage of seniors is expected to increase significantly – accounting for 26% of the population by 2041 (City of Richmond, 2012 Official Community Plan). This trend will have a strong influence on future housing demand in the City, such as the need for more affordable and accessible forms of housing that will allow seniors to age in place.

Figure 4: City of Richmond Populations, 2011 by Age Groups



Source: Statistics Canada 2011 Census of Population

In 2011, the number of census families in Richmond was 55,400, which is an increase of 10.3% from 2006, compared to the national rate of increase of 5.8% (2011 Census).[1] According to the 2011 Census, Richmond has an average of 3.0 persons per census family which is comparable to Province wide statistics but slightly higher than the average family size in Metro Vancouver (2011 Census).

Figure 5 highlights family composition comparisons between Richmond, Metro Vancouver, British Columbia and Canada.

Figure 5: Percentage of Census Family, by Type[2]

Census Family	Richmond	Metro Vancouver	British Columbia	Canada
Couples with children 24 and under	31.6	26.9	24.4	26.5
Lone parent family households	11.3	9.6	9.6	10.3
Multiple family households	5.1	3.8	2.9	2.0
Single person households	20.9	28.2	28.3	27.6

Source: 2011 Census

[1] According to Statisitcs Canada, a "census family" refers to related individuals who may or may not live in the same private dwelling. In comparison, private households refer to a person or a group of persons who occupy a private dwelling as their usual place of residence. The number of private households in Richmond increased 10.6% from 2006 (61,435) to 2011 (67,975) (2011 Census).

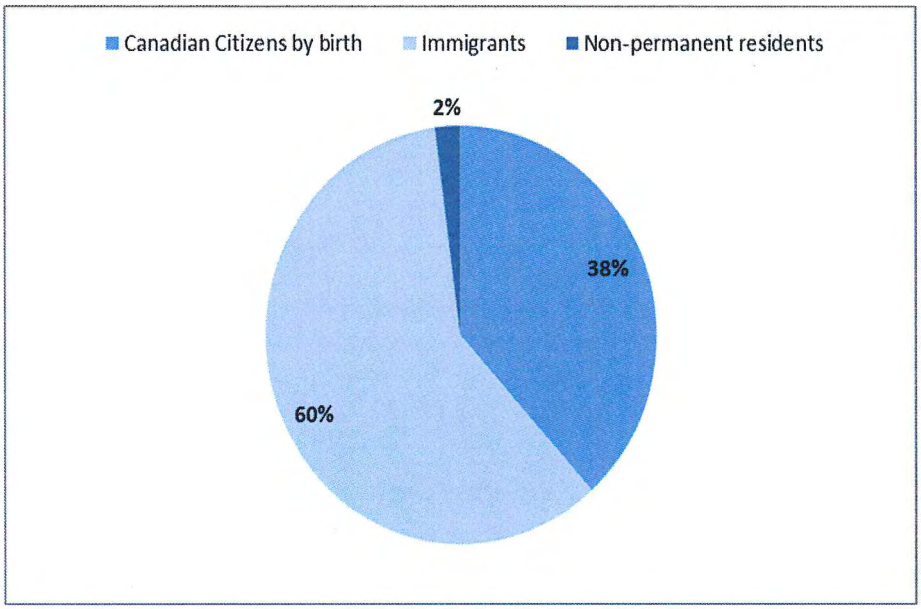
[2] According to Statistics Canada, a'couple with children 24 and under' refers to households with at least one-child aged 24 and under; a 'lone-parent-family household' refers to all lone-parent family households regardless of age of children; and a 'multiple-family household' refers to a household in which two or more census families (with or without additional persons) occupy the same private dwelling.

Family composition has an impact on demand for specific housing forms. Compared to regional and national averages, Richmond has a greater percentage of families with children 24 and under living at home, lone parent families and multiple family households. This has an implication on the demand for larger units that can accommodate growing families and multi-family households. Lone parent households typically earn below the median household income and may struggle to find housing that is affordable and large enough for their family.

A Culturally Diverse Community

Figure 6 highlights the immigration status of Richmond residents in 2011. While 72,480 residents were born in Canada, 112,875 were immigrants. In addition, 3,955 persons currently residing in the City were non-permanent residents, including those with a work or study permits or refugee claimants. Immigration has provided many benefits to Richmond by strengthening our economy, adding cultural diversity and supporting an enhancement of civic amenities.

Figure 6: Population in Richmond by Immigration Status in 2011

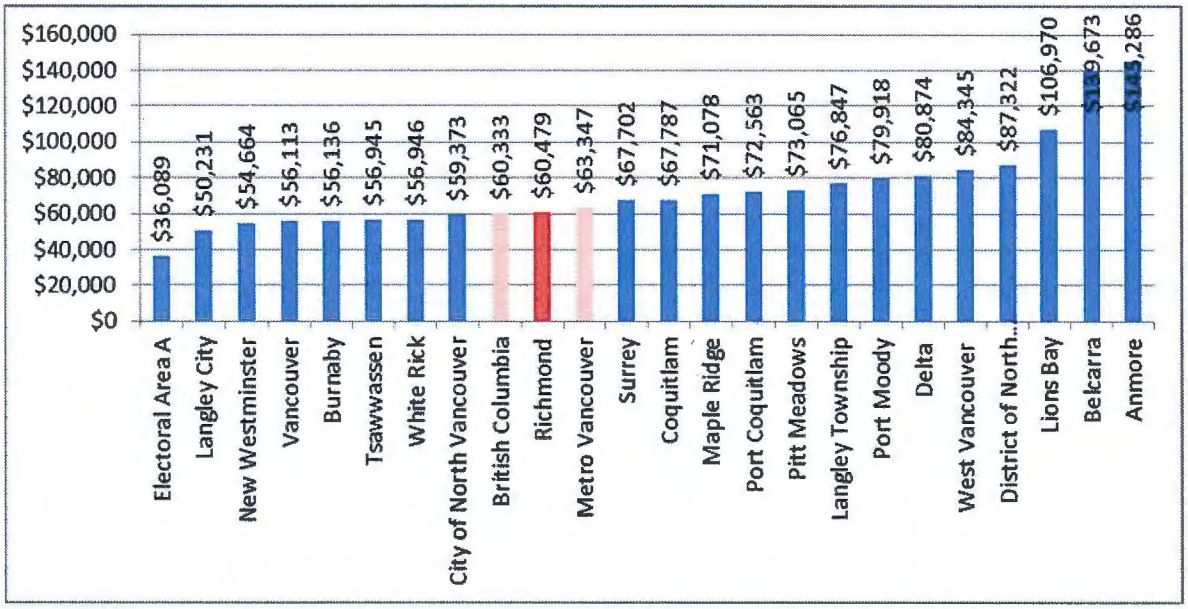


Source: 2011 NHS.

3.2 Income

In 2011, the median annual household income in Richmond was $60,479. While higher than the City of Vancouver, this is lower than several other Metro Vancouver municipalities and the regional median income. Median household income can be used a measure for determining a household's ability to find housing in their community at an affordable price.

Figure 7: Median Household Total Incomes by Municipality in 2011



Source: 2011 NHS.

Incomes in Richmond vary substantially depending on type of household. For example, median gross family income for lone-parent families was $42,129 (2011 NHS), substantially less than the median income for all Richmond households. In an environment of increasing housing costs, these families in particular may be experiencing affordability challenges.

The Low-Income Measure after tax (LIM-AT)[3] provides municipalities with an indicator of the number of households that may be struggling to find housing. According to this measure, Statistics Canada estimated that 22.4% of Richmond residents were considered low-income in 2011. This represents a 1.5% increase since 2006. The percentage of low-income households in Richmond is significantly greater than the provincial (16.4%) and national (14.9%) averages (2011 NHS). Presently, Richmond's low-income households are concentrated in City Centre, Thompson, Blundell, and West Cambie planning areas. Of particular note is that 20.8% of all low-income residents in 2011 were children under the age of 18. These estimates however, may not reflect an accurate number of those who are truly low-income due to Canadian and foreign tax laws.

Figure 8: Richmond Population in Low-Income by LIM-AT

Richmond Population in Low-Income by Age	
Under 18 Years	8,820
18 - 64 Years	28,700
65+ Years	4,855
Total Persons in Low-Income	**42,365**

Source: 2011 NHS.

[3] This measurement is a fixed percentage (50%) of median adjusted after-tax income of households observed at the person level, where "adjusted" indicates that a household's needs are taken into account. Adjustment for household sizes reflects the fact that a household's needs increase as the number of members increases, although not necessarily by the same proportion per additional member. For example, if a household of 4 persons has an after tax income of less than $38,920 all members of the household are considered low-income (Statistics Canada, 2010).

3.3 Employment

Disparity Between Local Workforce Salaries and Cost of Housing

According to the 2011 NHS, there were 126,105 jobs in Richmond including those with a fixed workplace, no work place (including contractors) and those who work from home. The most prevalent occupations in Richmond are the sales and service sector (29% or 32,215 jobs); business, finance, and administration (18% or 20,405 jobs); and management occupations (12% or 12,090 jobs) (2011 NHS).[4]

Figure 9 highlights the average salaries (provincially) for these employment sectors. To affordably purchase an apartment in Richmond, households would need to earn a minimum of $65,171 annually. On average, two-thirds of Richmond's top occupations do not provide enough compensation for employees to purchase an apartment in the City (assuming 30% of total income spent on shelter).

Figure 9: Richmond Top Occupation Sectors with Average British Columbia Salary

Top 3 Occupation Sectors with Average British Columbia Salary	
Sales and Service	$23,257
Business, Finance, and Administration	$42,143
Management Occupations	$68,991

Source: 2011 NHS.

To affordably rent the average one-bedroom in Richmond, households would need to earn $41,000 annually. Figure 10 highlights the top five occupations in Richmond for individuals that live and rent in the City. Of these, only employees in the Professional, Scientific & Technical Services earn enough compensation to affordably rent a one bedroom apartment in Richmond (assuming 30% of total income spent on shelter). In 2016, the Canadian Centre for Policy Alternatives found that the percentage of working poor individuals in Richmond (10.5%) is higher than the Metro Vancouver average (10.4%).[5]

Figure 10: Top Occupations for Richmond Renter Households and Average Salaries

Top Occupations in Richmond and Average Salaries		
Occupation	Number of Renter Households Employed	Average Individual Income
Restaurant and Hospitality	2,980	$21,655
Retail	1,985	$28,332
Professional, Scientific & Technical Services	1,575	$45,601
Healthcare & Social Services	1,515	$37,140
Transportation & Warehousing	1,445	$37,354

Source: BCNPHA Rental Housing Index, 2014.

[4] The most prevalent occupations in Richmond are given as a percentage of the total occupations in Richmond that have a fixed workplace and those that work from home, from a total of 109,945 jobs.

[5] The Canadian Centre for Policy Alternatives used the Metcalf Foundation's definition of the working poor. According to this definition, an individual is considered to be a member of the working poor if they are between the ages of 18 – 64, live in a family with an after-tax income below Statistics Canada's Low Income Measure, earn at least $3,000 per year, are not a student, and live independently (alone with a spouse and/or dependent children, but not with parents or other relatives.

This data suggests that housing affordability may be a significant challenge for many residents who comprise a major proportion of the local work force. This observation supports findings in the June 2014 Business Development Survey[6] conducted by the City of Richmond which identified cost of living and housing affordability among the top concerns for local employees. More recently, a survey conducted in July 2016 by the Richmond Chamber of Commerce found that housing unaffordability had become a significant employee recruitment and retention issue for the majority of its members. The City's *Social Development Strategy* recognizes this challenge and the need to explore options for increasing the supply of "work force" housing, as ensuring local workers can live in Richmond is essential to creating a complete community.

3.4 Housing Tenure

The City is increasingly becoming a city of homeowners. According to the 2011 National Household Survey (NHS), 77.1% (52,420) of households in Richmond were homeowners, while 22.9% (15,555) were renters. In 2001, 71% of households in the City were homeowners and 29% were renters.

3.5 Housing Stock

Figure 11 highlights the number of units by type in 2006 and 2011. The number of single family detached housing is decreasing while multi-family residential development is increasing throughout the City. The most significant increase was for apartments greater than five stories going from 3,760 in 2006 to 13,445 in 2011.

Figure 11: Number of Units of Housing, by Type – 2006 and 2011

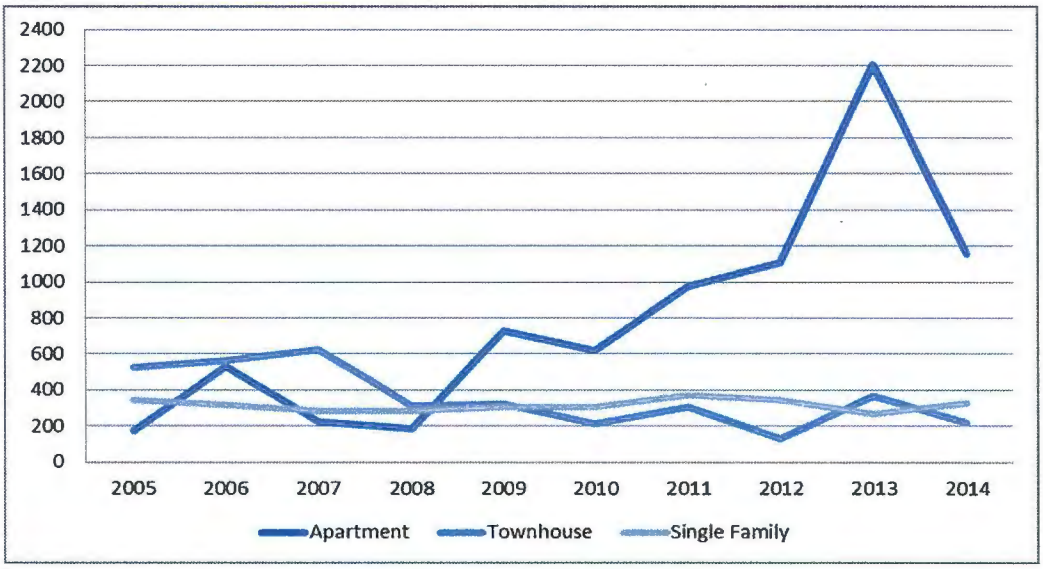
Housing Type	2006		2011	
	# of Units	% of Total	# of Units	% of Total
Single-Detached House	25,385	41.3	25,320	37.2
Apartment (fewer than 5 storeys)	15,160	24.6	16,210	23.8
Row House	11,805	19.2	13,445	19.8
Apartment (greater than 5 storeys)	3,760	6.1	13,445	10.2
Duplex	3,230	5.2	4,090	6.0
Semi-Detached House	1,840	2.9	1,695	2.5
Moveable Dwelling	235	0.38	250	0.4
Other Single-Attached House	10	0.02	20	0.03
Total # of Occupied Dwellings	61,430	100	67,980	100

Source: 2011 NHS.

This trend is further reflected in the City's recent building permit statistics. In 2014, apartments comprised 71% of all housing starts in Richmond, followed by single family dwellings (21%), and townhomes (8%). Figure 9 displays the number of completed new housing units in Richmond by unit type, highlighting that apartments have dominated residential development in Richmond since 2009.

[6] This survey included responses from 52 companies representing over 5,000 employees.

Figure 12: Completions in Richmond 2005 - 2014, by Unit Type

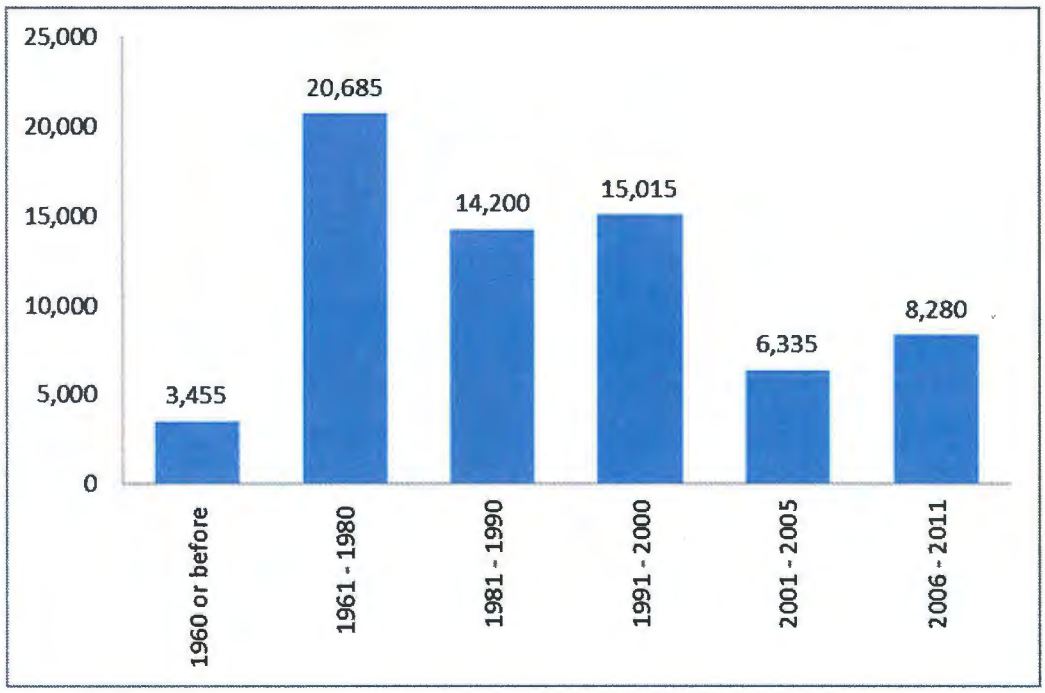


Source: City of Richmond building permits records.

3.6 Age of Housing Stock

While recent residential construction activity continues to add substantial amounts of new housing, homes built prior to 1980 make up over 36% of the City's housing inventory (2011 NHS). This is an important and significant part of the City's overall housing stock which, due to its age may need substantial improvements and may be facing pressure for redevelopment.

Figure 13: Age of Richmond's Housing Stock by Years Old in 2011



Source: NHS, 2011.

Of particular interest is the City's inventory of 3,477 purpose-built rental units, most of which were built between 1960 and 1990 and which constitute a significant amount of the City's affordable housing stock. Much of this stock may be under pressure for redevelopment due to its age, condition and the potential for higher density development. In 2012, Metro Vancouver's Rental Inventory and Risk Analysis estimated that 15 properties comprising a total of 1,180 rental units in Richmond were at high risk of redevelopment. The City is currently preparing a policy aimed at protecting and enhancing this important component of Richmond's housing stock.

4. Richmond's Housing Market

4.1 Non- Market Housing

4.1.1 The Facts

There are currently 2,874 non-market housing units in Richmond that include assisted and co-op family housing and which were secured primarily through the efforts of the non-profit sector with a variety of earlier senior government funding programs prior to 2007. The City currently leases seven (7) City-owned properties at below market rates to non-profit housing providers. In addition, 477 subsidized rental units have been secured through the 2007 AHS.

A critical issue with respect to much of the older affordable housing stock is expiring operating agreements, whereby senior governments provided subsidies to non-profit and co-operative (co-op) societies to support the financial viability of affordable housing projects, and subsidized rents for low-income tenants through a rent-geared-to-income approach. These agreements were secured during the 1960s and 1970s and were usually tied to a mortgage, meaning that when the mortgage expires, non-profits and co-ops will be solely responsible for the project's ongoing financial viability. Although these non-profits will have greater control over financial management without an operating agreement, they may be vulnerable to revenue deficits, insufficient capital reserves, and major project renovation repairs without continued government financial support. The number of affordable units, administered by co-op and non-profit societies, with expiring operating agreements in Richmond in the next five years is 1,543 (BC Housing, 2014). Figure 14 displays the number of affordable housing units with expiring operating agreements over time.

Figure 14: Affordable Housing Units in Richmond with Expiring Operating Agreements

Richmond Affordable Housing Units with expiring Operating Agreements	
Year	**Number of Units**
2016-2020	1,543
2021-2025	534
2026-2030	299
2030-2040	80
Total by 2040	**2,513**

Source: Metro Vancouver, 2015. Housing Data Book.

4.1.2 Indicators of Need

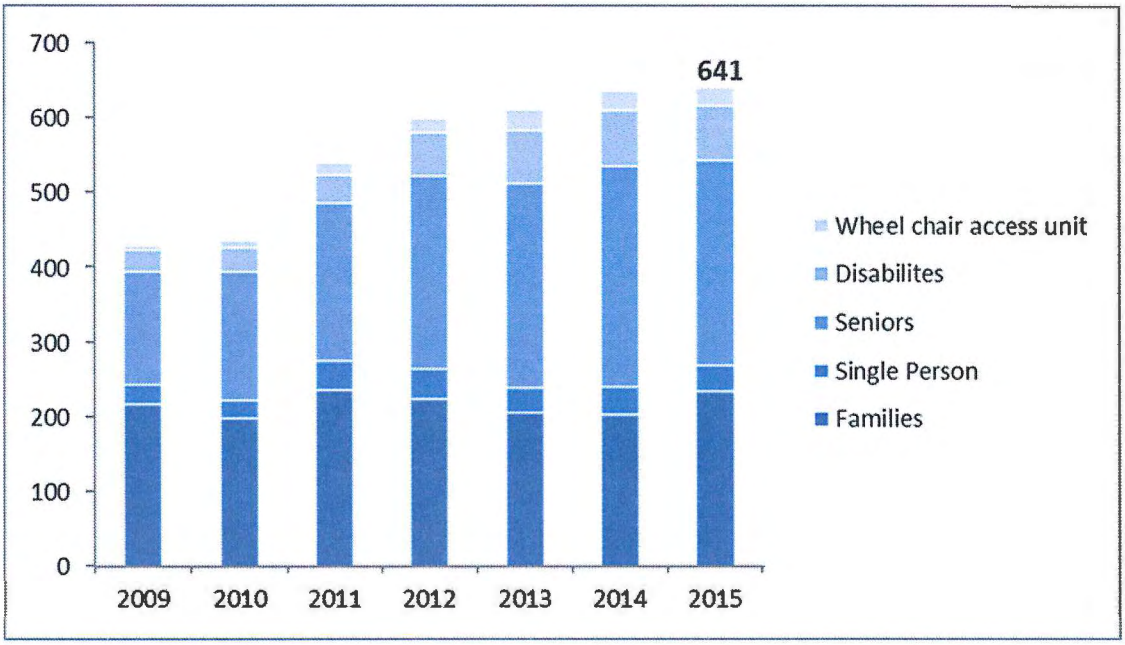
Low Income Households – Disparity Between Income Assistance Shelter Rates and Housing Costs

As noted, 22.4% of Richmond residents were considered low-income in 2011. While many low-income households receive income assistance from the Province, the maximum monthly shelter allowance for an individual is $375 and for a family of four is $700 – rates that have not increased since 2007. Due to the high cost of housing in Metro Vancouver, these households likely require access to non-market housing with deep subsidies in order to have income left for basic needs such as food, electricity and transportation.

Social Housing Wait Lists – Growing Number of Richmond Households Waiting for Subsidized Housing

BC Housing provides social housing throughout the Province, including rent-geared-to-income for households under specific income thresholds. The waitlist (BC Housing Registry) for this type of housing in Metro Vancouver has increased by 30% from 7,421 households in 2010 to 9,674 households in 2015. The wait list is an important indicator of affordable housing need throughout the region. There are currently 641 households waiting for social housing in Richmond, with an average wait time of five to seven years (Metro Vancouver, May 2015). Figure 15 highlights that seniors and families are the largest groups needing subsidized housing in Richmond. Also of note is that the wait list for adaptable units for people with disabilities has increased 180% from 35 households (2009) to 98 households in 2015. This may indicate the difficulties that individuals with disabilities have in finding accessible accommodation that is also affordable. BC Housing currently administers the waitlist for 16 developments on the Housing Registry in Richmond.

Figure 15: Richmond Households on Social Housing Waitlists, by Need (May 2015)



Source: Metro Vancouver, 2015, Housing Data Book.

Homelessness and At Risk of Homelessness

Figure 16 highlights the Homelessness Hub's definitions of homelessness. The Metro Vancouver Homeless Count has been conducted regionally every three years since 2002. The 2014 Homeless Count found 38 people were unsheltered and emergency sheltered, or absolutely homeless in Richmond. It is recognized that the 24-hour survey is an underestimation since all homeless persons cannot be located. Service providers in Richmond estimate this number to be much higher noting that they collectively serve over 120 homeless clients.

Figure 16: Definitions of Types of Homelessness

Types of Homelessness	
Unsheltered	Absolutely homeless and living on the streets or in places not intended for human habitation
Emergency Sheltered	Individuals staying in overnight shelters
Provisionally Accommodated	Individuals in temporary accommodation, such as "couch surfing"' or lacking security of tenure
At Risk of Homelessness	Individuals who are not homeless, but whose current economic and/or housing situation is precarious and/or does not meet public health and safety standards

Source: Homelessness Hub, 2015.

"Core housing need" is a measure of the number of households that are inadequately housed due to the condition, size or the cost of a housing unit. In Metro Vancouver, households in core housing need *and* spending at least 50% of their household income on shelter are considered to be in dire need and at risk of homelessness. Using this measure, 8.7% (5,320) of all Richmond households were at risk of homelessness in 2011. This includes 13.4% of all renter households and 7.3% of all owner households (2016 Metro Vancouver Housing Data Book).

A Community Based Response to Homelessness

Local non-profit agencies continue to work together to provide services to the homeless population in Richmond.

Currently, the Salvation Army operates the only year-round emergency shelter in Richmond. The shelter has 10 men-only beds and one (1) additional bed reserved for Richmond Hospital discharged clients. The shelter is always at capacity and turns away approximately 133 visits per month (equating to approximately 60 individual clients).

Chimo Community Services operates Nova Transition House, where there are 10 emergency beds for women fleeing violence. This is not a low-barrier shelter, and at this time there are no beds for homeless women and children in Richmond. On average, Chimo reports that it turns away 10 women every month seeking shelter.

There are 22 emergency shelter extreme weather shelter beds at St. Alban Church and the Salvation Army. These beds are only available only during the winter months (November 1 – March 31) when the weather is deemed severe enough. St. Alban's emergency weather shelter was open for 40 nights this Winter season and offered accommodation to 617 individuals, including 70 females.

Richmond is in danger of losing many of its homeless resources, as the Salvation Army's location has been sold to a developer and the emergency weather shelter's future is unknown. The Drop-In Centre, which functions as a central resource hub for homeless persons, recently closed and its future is also unknown.

4.2 Rental Housing

4.2.1 The Facts

Rental housing is an important and valuable component of the City's housing continuum and includes non-market, low end market rental (LEMR) units, purpose built market rental and units available in the secondary market e.g. rented strata-titled units. According to the CMHC 2015 Rental Market Report, there are 3,477 units of purpose built rental units in Richmond. In addition, it is assumed that approximately 12,078 renter households find accommodation in the secondary rental market (2011 Census).

Between 2011 and 2015, the average rents for all sizes of purpose built rental units in Richmond have increased by 12.4%; the largest increase (20.5%) was for three bedroom units. Figure 17 displays the increase in rent for all unit types in Richmond from 2011 – 2015.

Figure 17: Richmond Rents Increases – 2011-2015, by Unit Type

Richmond Monthly Average Rents, by Unit 2011-2015 ($)				
	Bachelor	1 Bedroom	2 Bedroom	3 Bedroom +
2011	736	905	1,278	1,325
2012	749	947	1,365	1,417
2013	796	953	1,177	1,508
2014	808	994	1,198	1,327
2015	843	1,025	1,296	1,596
% Change	**14.5%**	**13.2%**	**1.4%**	**20.5%**

Source: CMHC, 2011 – 2015 Rental Market Surveys.

Figure 18 displays the number of renter households in Richmond who spend more than 30% of their before tax income on housing and the percentage of renter households living in non-market housing.

Figure 18: Number of Renter Households spending 30% or Greater of Total Annual Income on Shelter

Renter Households in Richmond	
Number of tenant household in private dwellings	15,545
% of renter households in subsidized housing	15.3%
% of renter households spending 30% or more of households total income on shelter costs	47.5%
Median monthly shelter costs for rented dwellings ($)	$1,101
Median annual household income	$43,115

Source: 2011 NHS & Metro Vancouver, 2015. Housing Data Booklet.

4.2.2 Indicators of Need

Income Gap – Renter Household vs. Market Rent

The median annual income for renter households in 2015 was $43,115 (Metro Vancouver, 2015) which is substantially lower than the median household income of $60,479 for all Richmond households.

Figures 19 highlights the minimum annual income necessary and the percentage of median renter annual income required to spend 30% or less of gross annual income on the average priced rental unit. Although these minimum annual incomes are less than those necessary to own a home – due to the extremely low vacancy rates, it can be assumed that finding affordable rents may be a challenge, especially for families who require multi-bedroom rental units.

Figure 19: Annual Income Necessary to Rent in Richmond, by Unit Type

Housing Type	3+ Bedroom	2 Bedroom	1 Bedroom	Bachelor
Average Monthly Rent	$1,596	$1,296	$1,025	$843
Annual Income Necessary to Rent with 30% GDS	$63,840	$51,840	$41,000	$33,720

Source: Metro Vancouver, 2015. Housing Data Booklet & Community Social Development 2016.

As of March 2016, 467 family households and 796 seniors receive monthly rent supplements from BC Housing to provide some financial relief by making market rent rates more affordable. This data further reflects a gap between renter income and the average market rent in Richmond.

Increasing Number of Households in Core Housing Need

In Richmond, the number of all households in core housing need (both renter and owner households) as defined by CMHC has increased from 18.2% in 2006 to 19.5% in 2011. In 2011, 33.3% of all renter households and 15.5 % of all owner households were considered to be in core need (CMHC, 2011).

Persistently Low Vacancy Rates

In 2015, rental vacancy rates in Richmond were lower than 1%, except for 1 bedroom apartments (1.4%). This is an average decrease of 25% in vacancy since 2011. According to the most recent CMHC Rental Market Survey (Fall 2015), the average vacancy rate for purpose-built apartments in Canada's 35 major urban centres was 2.7%, close to what many housing professionals believe is a healthy rental market. Richmond's lower than average vacancy rates are indicative of a constrained rental housing market adding pressure for higher rents and making it more difficult for renters to find adequate housing.

Situation "Critical"

The Rental Housing Index, developed by the BC Non Profit Housing Assocation and Vancity, using data from the 2011 National Household Survey provides a detailed analysis of the affordability and suitability of rental housing in over 800 municipalities across Canada. The Index measures affordability (% of household income spent on housing), overspending (households spending more than 50% on housing), income gap (additional annual household income needed to make current rent affordable), overcrowding (living in units not suitble for household size) and bedroom shortfall (additional bedrooms needed to suitably house renters). The Index was published in 2015 and found that Richmond is the third least affordable municipality in BC for renters – a situation considered "critical," ranking 70th out of 72 BC municipalities in terms of affordability and suitability of rental housing.

4.3 Homeownership

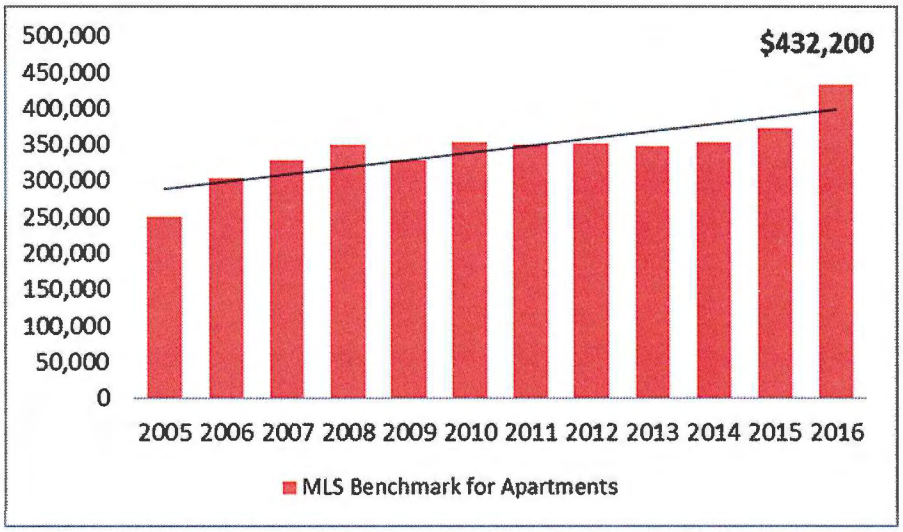
4.3.1 The Facts

Persistent and Significant Increase in the Price of Housing

While increasing numbers of Richmond residents are homeowners, homeownership may be out of reach for many people as the increase in housing prices, particularly for single family homes is far outpacing increases in household incomes. Between 2001 and 2011, median household income increased by only 20.8%, which is far exceeded by the increase in real estate prices.

The benchmark price of housing units in Richmond has been steadily increasing from 2005 to 2016. Specifically, the benchmark price of apartments has increased by 71%, townhomes by 125%, and single detached houses by 227% (Real Estate Board of Greater Vancouver, July 2016). Figures 20 – 22 demonstrate the increase in benchmark price for an apartment, townhouse and single detached housing unit based on the home price index used by the Vancouver Real-Estate Board, 2005-2015.[7]

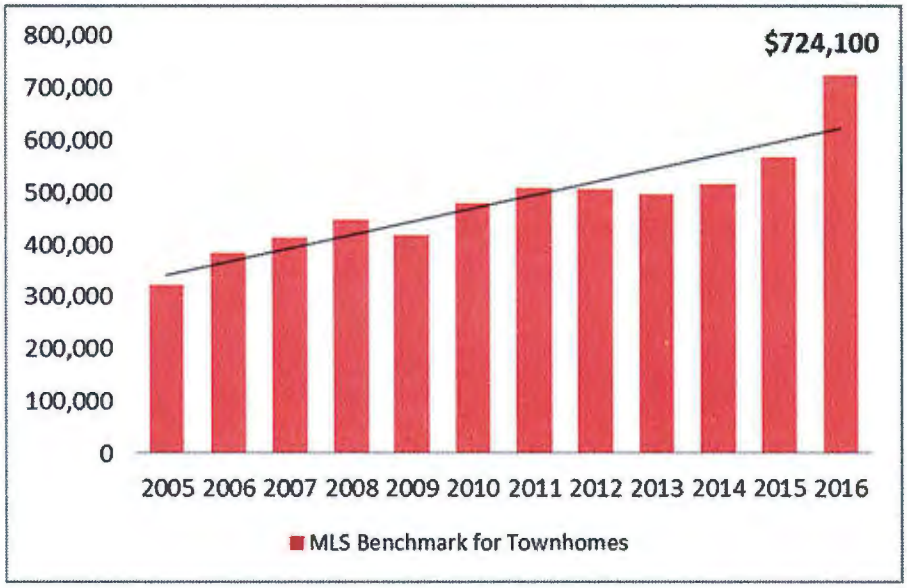
Figure 20: MLS Benchmark Price for Richmond Apartments, 2005-2016



Source: Real Estate Board of Greater Vancouver. July 2016, MLS Home Price Index.

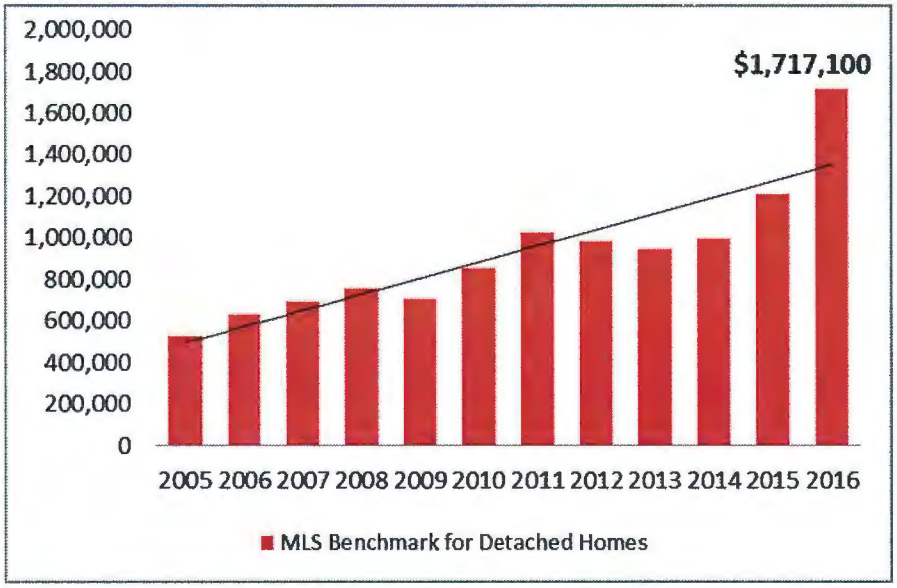
[7] The MLS Benchmark price represents the price of a typical property within each market. It takes into account characteristics such as lot size, age, and the number of rooms that average and median price of housing units do not account for.

Figure 21: MLS Benchmark Price for Richmond Townhouses, 2005-2016



Source: Real Estate Board of Greater Vancouver. July 2016, MLS Home Price Index.

Figure 22: MLS Benchmark Price for Richmond Single Detached Houses, 2005-2016



Source: Real Estate Board of Greater Vancouver. July 2016, MLS Home Price Index.

4.3.2 Indictors of Need

Housing Price Increases Outpacing Household Incomes.

According to the Annual Demographia International Housing Affordability Survey (2015), Metro Vancouver ranked as the third most unaffordable market internationally for homeowners behind Hong Kong and Sydney (Australia). This organization ranks urban centres using the median multiple, which divides the median house price of all housing types by the gross annual median income. According to this ratio (a recommended measure by the World Bank), buyers in Metro Vancouver need to earn ten times the median income to purchase the median priced housing unit. Figure 23 displays the median multiple ratings indicating unaffordability.

Figure 23 Demographia International Housing Affordability Survey: Housing Affordability Rating Categories

Demographia International Housing Affordability Survey: Housing Affordability Rating Categories	
Rating	**Median Multiple**
Severely Unaffordable	5.1 & Over
Seriously Unaffordable	4.1-5.0
Moderately Unaffordable	3.1-4.0
Affordable	3.0 & Under

Source: Demographia, 2015. Annual Demographia International Housing Affordability Survey & Community Social Development 2016.

When the median multiple is calculated for Richmond (using available data of benchmark housing prices), all housing types in the City would be considered severely unaffordable, relative to the median household income in Richmond ($60,479). See Figure 24 for calculations of the affordability for Richmond.

Figure 24: Median Multiple of Richmond Housing Types

Unit Type	Benchmark Price	Median Multiple
Single Detached	$1,717,100	28.4
Townhouse	$724,100	12.0
Apartment	$432,200	7.1

Source: Community Social Development 2016.

Figure 25 illustrates the minimum annual income necessary to purchase a housing unit in Richmond based on a gross-debt-service (GDS) ratio of 32%.[8] According to the calculations in the charts, the annual income necessary to purchase a typical unit in Richmond significantly exceeds median household income ($60,479). Saving for a down payment is a barrier for many first-time homebuyers and therefore it is assumed that some households will not be able to provide a 20% down payment and therefore require a higher annual income to support a larger mortgage.

[8] Calculations are made with the following assumptions. The purchase price is the benchmark price for the Richmond housing market, set by the Real Estate Board of Greater Vancouver, March 2016 Home Price Index. The mortgage amount is calculated with a 25 year amortization period with a 5 year fixed interest rate of 3.19% and bi-monthly payments. The strata fees are calculated as 50% of an assumed median strata fee of $300. Heating costs were assigned a price of $25 monthly, and $50 for a single detached unit.

Figure 25: Annual Incomes Necessary for Homeownership in Richmond with 32% GDS, by Unit Type[9]

Housing Type	Benchmark Price	Down Payment	Annual Income Necessary with 32% GDS Ratio
Single Detached	$ 1,717,100.00	5%	* see footnote 3
		10%	
		20%	$ 250,708
Townhouse	$ 724,100.00	5%	$ 130,626
		10%	$ 124,612
		20%	$ 111,495
Apartment	$ 432,200.00	5%	$ 80,938
		10%	$ 77,024
		20%	$ 69,195

Source: Real Estate Board of Greater Vancouver. July 2016, MLS Home Price Index & Community Social Development 2016.

Figure 26 displays the number of owner and renter households in Richmond who spend more than 30% of their before tax income on housing provision.

Figure 26: Number of Owner Households spending 30% or Greater of Total Annual Income on Shelter

Owner Households in Richmond	
Number of owner households in private dwellings	52,305
% of owner households with a mortgage	55%
% of owner households spending 30%> of household total income on shelter costs	32%
Median monthly shelter costs for owned dwellings ($)	$1,047
Median annual household income	$66,661

Source: 2011 NHS & Metro Vancouver, 2015. Housing Data Booklet.

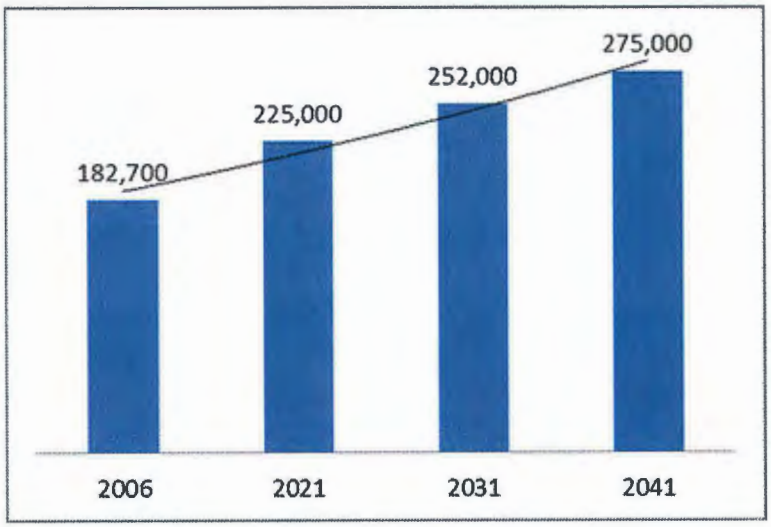
[9] In December 2015, the Federal Government changed the requirements regarding CMHC insured mortgages. Homebuyers will now need to place a 5% down payment on a $500,000 portion and a 10% down payment on the portion after $500,000. Therefore calculations for minimum annual income needed for a townhouse in Figure 26 are slight underestimations. CMHC will not insure mortgages for units over $1,000,000, so therefore a household must have a 20% down payment for units greater than this price. Households' GDS ratio is an important indicator of housing affordability; however it does not take into consideration the condition or suitability of a household's unit. For example, households may need to exceed the 30% GDS ratio if they need to rent or purchase a multi-bedroom in order to better accommodate their family. This measurement also does not take into consideration the costs of living including child care, transit and food. In October 2016, further changes were made to mortgage insurance. Now, buyers with less than a 20% down payment will also need to qualify for a mortgage using the Bank of Canada's five-year fixed posted mortgage rate, which is usually higher than what a typical buyer can negotiate. These buyers will also only be eligible for a mortgage that equates to monthly payments that are less than 39% of their total monthly income. Together, these changes may make it more difficult for some households to qualify for a mortgage necessary to purchase a housing unit in Richmond.

5. Future Need

5.1 Projections

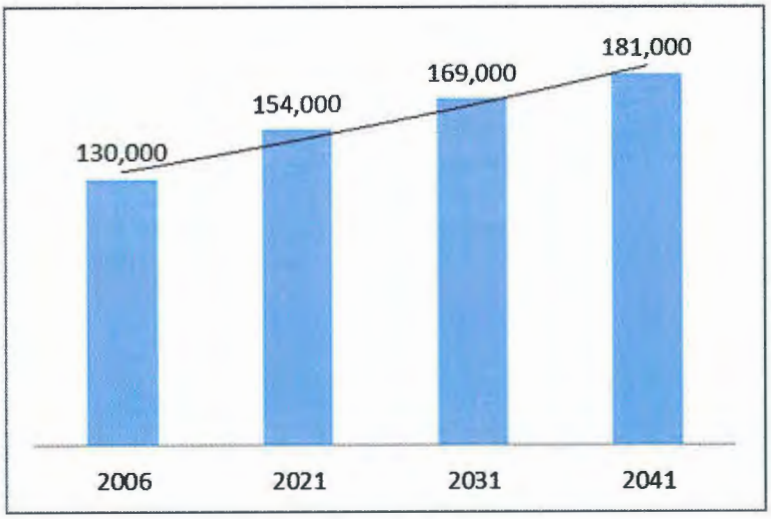
According to the *Official Community Plan*, Richmond's population is projected to grow to 280,000 by 2041. This represents a 30.9% increase from current population estimates. Along with an increase in population, there will be an increase in demand for local employment opportunities and dwelling units. Metro Vancouver (2015) estimates that the City of Richmond will have to accommodate a total of 181,000 jobs and 115,500 housing units by 2041. Also according to Richmond's OCP (2012), much of the growth will be accommodated in the City Centre planning area. Figures 27 – 29 display Metro Vancouver's population, employment and housing unit projections for Richmond.

Figure 27: Richmond Population Projections, 2006 - 2041



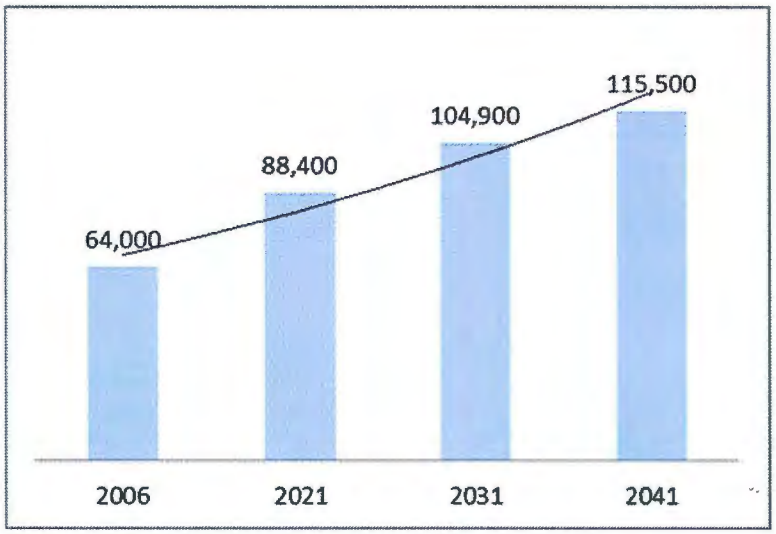
Source: Metro Vancouver, 2011. Metro 2040: Shaping Our Future.

Figure 28: Richmond Employment Projections, 2006 - 2041



Source: Metro Vancouver, 2011. Metro 2040: Shaping Our Future.

Figure 29: Richmond Housing Unit Projections, 2006 - 2041



Source: Metro Vancouver, 2011. Metro 2040: Shaping Our Future.

Projections prepared for the City of Richmond (Urban Futures, 2010) predict that apartments will comprise 42% of all housing units in Richmond by 2041, with most located in the City Centre. According to the 2011 Census, apartments currently comprise 33% of housing units.

5.2 Housing Demand Estimates

Metro Vancouver, in consultation with municipal staff throughout the region, has calculated 10 year housing projections to help guide the preparation of local affordable housing strategies. Figure 30 displays Richmond's housing demand estimates by type annually and for the period from 2016 to 2026.

Figure 30: Richmond's Housing Demand Estimates, 2016 - 2026

Richmond Housing Demand Estimates 2016 - 2026		
Types of Housing	**Annual**	**10 Year**
Very Low-Income Rental	130	1,300
Low-Income Rental	70	700
Moderate Income Rental	60	600
Above Moderate Market Rental	30	300
High Income Market Rental	30	300
Total Rental	*320*	*3,200*
Ownership	*1,080*	*10,800*
Total Demand	**1,400**	**14,000**

Source: Metro Vancouver, 2016.

6. Conclusions

The data and statistics presented in this profile have identified key housing affordability issues and trends facing the City that will help inform the development of an updated Affordable Housing Strategy, including:

- Richmond's population will continue to grow and age, affecting the demand for smaller, affordable and accessible housing units allowing ageing in place;
- The number of low-income residents is growing and exceeding provincial and national averages – in 2011, 22.4% of the population was considered to be low-income;
- Median household incomes are lower than the regional average, and local employees are struggling with housing affordability as there are growing gaps between income, housing purchase price and rents;
- The number households waiting for supportive housing is growing including seniors, families and persons with disabilities;
- There is a large number of market rental housing at risk of redevelopment, which currently provides valuable affordable housing stock;
- Consistently low vacancy rates increase the cost of renting;
- Increasing rents and the purchase price of housing are outpacing income growth;
- 47% of tenants and 32% of owners in Richmond are spending more than 30% of their gross income on housing (exceeding CMHC's measurement of affordability);
- 8.7% of Richmond households are considered to be in dire need and at risk of homelessness (in core housing need *and* spending at least 50% of their household income on shelter are);
- 19.5% of all households are in core-housing need according to CMHC;
- Renter households with a median annual income ($43,115) cannot afford to rent units that are larger than 1 bedroom;
- The price of homeownership is increasing – the benchmark prices of single detached, townhouse, and apartment units increased by 131%, 76%, and 48% respectively from 2005 – 2015; and
- Homeownership is considered to be severely unaffordable in Richmond, and may be out of reach for many residents.

The statistical research and analysis presented in this profile will be supplemented with Richmond residents' "lived experiences," that emerged through recent consultation with the public and local stakeholders during the spring 2016 (Part 2). Feedback from these sessions will help to further develop a collective understanding of the scope of current and future affordable housing challenges in Richmond.

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Richmond

Let's Talk...

City of Richmond
Housing Affordability Profile Part 2

Consultation Summary Report

October 5, 2016

CITY SPACES

Let's Talk...
Richmond
Affordable Housing
Strategy Update
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Introduction

PURPOSE

The City of Richmond engaged CitySpaces Consulting to complete the first phase of a multi-phased approach to updating its 2007 Affordable Housing Strategy. The objective of this phase was to gain insight into the challenges of stakeholders including local private and non-profit housing developers and community service sector, and the lived experiences of residents in Richmond to help inform the update of the Affordable Housing Strategy. This report summarizes the outcomes of Phase 1 engagement activities, which took place from May to June 2016 and included ongoing promotion and awareness building, pop-up events throughout the community, stakeholder meetings, stakeholder workshops, and an open house.

AFFORDABLE HOUSING STRATEGY

The City's current Affordable Housing Strategy was adopted in 2007. It defines the priority areas for addressing affordable housing challenges and outlines recommendations, policies, directions, priorities, definitions, and annual targets for affordable housing.

Since 2007, the City of Richmond has secured approximately 1,392 affordable housing units ranging from low-end of market rental, subsidized rental, market rental, secondary suites and coaches, and affordable homeownership. An additional 3,175 affordable rental units were secured outside of the Affordable Housing Strategy.

The City has encouraged and supported innovative approaches to delivering affordable housing in Richmond, including providing contributions to offset construction costs, leasing City-owned land to non-profit housing providers, and providing development incentives such as density bonusing.

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Although the City has achieved many of its objectives outlined in the 2007 Affordable Housing Strategy, there remains significant housing issues and challenges in the community. The real estate market has changed with increasing housing and rental prices. There are changing demographics, growth and development pressures. There are new and emerging housing issues to consider, and vulnerable groups are still challenged to find suitable and affordable housing that meets their needs.

This consultation summary report complements the City's "Housing Affordability Profile" which includes a review of key housing indicators and demographic data.

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PHASE 1 OBJECTIVES

The objectives for Phase 1 of the Affordable Housing Strategy update were as follows:

1

PROVIDE INFORMATION THAT WILL RAISE COMMUNITY AWARENESS ABOUT:

- Current and future housing issues in Richmond;
- The roles of different levels of government as well as the private and non-profit sectors in addressing affordable housing concerns;
- The City of Richmond's current affordable housing policies; and
- Achievements to-date in addressing affordable housing needs.

2

OBTAIN INPUT FROM THE PUBLIC, COMMUNITY PARTNERS, AND STAKEHOLDERS ABOUT:

- The experience of Richmond residents with respect to housing affordability;
- Challenges with implementing the City's current affordable housing policies; and
- Potential ideas for future policy directions.

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FOCUS AREAS

Discussions from the Phase 1 consultation activities centred around the following three priority areas identified in the 2007 Affordable Housing Strategy:

Priority	Affordable Housing Type	Definition	Household Annual Income Threshold
1st	Subsidized Rental	A form of non-market housing. In Richmond, subsidized housing refers to housing that is partially financed with developer cash contributions from the Affordable Housing Reserve Fund and is provided in partnership with non-profit organizations and sometimes senior governments.	$34,000 or less
2nd	Low End Market Rental	Units that are targeted at low-moderate income households and are secured through the City's inclusionary zoning policy. In exchange for a density bonus, residential developments greater than 80 units are required to provide a minimum of 5% low-end market rental units.	Between $34,000 or less and $57,500 or less
3rd	Entry Level Homeownership	Modest housing units that are affordable for first-time home buyers. In many other jurisdictions, this is commonly referred to as 'affordable homeownership' and often helps to create housing stock that is affordable in perpetuity through resale restrictions.	Less than $60,000

The consultation framework was built around these focus areas as prioritized by the City. However, all conversations were open and participant-driven to ensure that a wide-range of housing comments from Richmond residents and stakeholders were reflected.

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Consultation At-A-Glance

EVENTS

7 POP-UP EVENTS

4 STAKEHOLDER MEETINGS

3 STAKEHOLDER WORKSHOPS

25 HOURS OF ONE-ON-ONE ENGAGEMENT WITH RESIDENTS

1 OPEN HOUSE WITH 75 PEOPLE IN ATTENDANCE

INPUT

363 QUESTIONNAIRES SUBMITTED

121 POST-IT BOARD RESPONSES

40 RESPONSES FROM THE VISUAL EXPLORER CONSULTATION GAME

807 LETS TALK RICHMOND WEBSITE VIEWS

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STEVESTON COMMUNITY CENTRE
Richmond
Affordable Housing
Strategy Update
COME
VISIT US!
Let's trim our waste

Consultation Activities

PROMOTION AND AWARENESS BUILDING

The City of Richmond website was a primary tool to inform the community about the Affordable Housing Strategy update process and to provide opportunities to engage with the project.

Advertisements were placed in the Richmond News to promote the engagement events. Media coverage of the events and Affordable Housing Strategy update process was included in both the Richmond News and Metro 24 Vancouver local newspapers.

Additional communications materials provided by the City included an Affordable Housing Strategy Report Card outlining the City's successes since 2007; a business card promoting the Affordable Housing Strategy update and survey; a poster advertising the open house; a set of display boards for the open house; and, social media engagement (Twitter and Facebook).

POP-UP EVENTS

A series of seven pop-up events were held at key community hubs throughout the City during May 2016. Locations included:

- Hamilton Community Centre;
- Cambie Community Centre;
- Steveston Community Centre;
- South Arm Community Centre;
- Minoru Place Activity Centre;
- City Centre Community Centre; and
- Minoru Aquatic Centre.

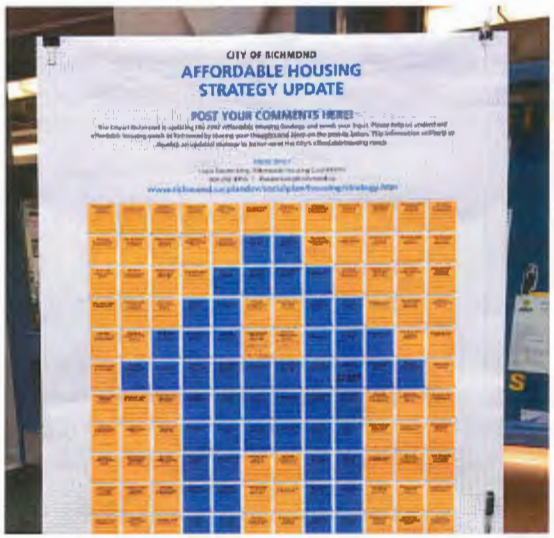
While the pop-up events were advertised, they were also hosted at community centres where residents frequent daily or weekly. As such, these events allowed City staff and consultants to engage with residents who might not normally attend City-organized events or regularly check the City's website.

These events incorporated the use of the Affordable Housing Post-it Poster to prompt passers-by and engage them in discussions about housing issues important to them. The Post-it Boards were left behind at each of these locations so that the remaining empty notes could be filled.

STAKEHOLDER MEETINGS

The City of Richmond facilitated four meetings with key stakeholders to obtain input from a regional and provincial prospective. These groups included Metro Vancouver, Canada Mortgage and Housing Corporation, Vancouver Coastal Health, and BC Housing. A list of stakeholder meeting participants can be found in Appendix E.

A key engagement tool that was used throughout the consultation was the Affordable Housing Post-it Posters. This was a public art-oriented tool aimed at drawing attention to the affordable housing needs in Richmond. It consisted of a poster designed with a series of boxes that resemble post-it notes. Each post-it note had a starter sentence, such as "Affordable rental in Richmond is....", and "Richmond's biggest housing issue is...." etc. Passers-by had the chance to write on the poster and fill in the blanks after the starter phrase. The posters were installed in neighbourhoods throughout the city.



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STAKEHOLDER WORKSHOPS

A series of three facilitated workshops were held with targeted stakeholders including non-profits and community service providers, the development community, and small builders. The purpose of these workshops were to identify housing issues and opportunities from these groups that deliver, build, and/or operate housing projects.

Each workshop was two and a half hours in length, divided into identifying housing issues, followed by identifying potential solutions to those issues. At the end of each workshop, participants prioritized the opportunities they thought were the most important for the City. A list of stakeholder workshop participants can be found in Appendix E.

PUBLIC OPEN HOUSE

As a culmination of consultation events, a public open house was hosted on June 28 at the Richmond Cultural Centre. The open house was four hours in length and facilitated by the consultants and City staff.

Information, issues, and concerns were shared through one-on-one and informal group discussions. Activities at the open house included a Visual Explorer™ exercise, the Affordable Housing Post-it Poster, and an affordable housing word search and colouring sheet. Display boards from the public open house can be found in Appendix D.

SURVEY

The City of Richmond prepared a survey consisting of 20 questions related to identifying and prioritizing affordable housing issues in Richmond. The survey was available online using the City's "Let's Talk Richmond" survey platform and available as hard copies for residents and stakeholders to complete and return to the City. Demographic information was also obtained in addition to questions related to the housing circumstances of the participant. The survey was publicly available from May 5 - July 5, 2016 through the City of Richmond website as well as at the pop-up open houses, workshops, meetings, and the open house. A total of 363 forms were submitted. Detailed survey questions and responses can be found in Appendix A.

The Visual Explorer™ game is a tool for creative conversations using imagery. An adapted version of the activity was developed, using a wide variety of images relevant to housing in the City of Richmond. Participants chose an image that, in their opinion, represented a housing option that is either missing, lacking, or exists but falls short of meeting the housing needs of Richmond residents. Participants then described why the photo represented a housing option that is missing/needed/not needed, recorded their comments, and displayed them on a comment board for other open house participants to review and discuss.

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Priority Groups in Need

This section outlines the priority groups in need of affordable housing in Richmond as identified by participants in community consultation activities. The priority groups do not necessarily reflect the values or intentions of all participants, or that of the City, and are not listed in any particular order.

- **Families:** Families (including lone-parent families, families with children, and multigenerational families) of all income ranges and circumstances are challenged to find affordable and suitable housing across the entire housing continuum. There is a need for more variety of family-friendly housing options (three or more bedroom units), particularly ground-oriented, multi-unit residential housing.
- **Low- and Moderate-Income Earners:** Low- and moderate-income earners are challenged to afford the average market rental prices in Richmond. This includes all household types, from low-income seniors to families, singles, couples, students, seniors, and persons with disabilities. There are wait lists for low-end market rental units and subsidized housing in Richmond. There is also a gap between low-end market rental units and subsidized units where households are not eligible for either of these affordable housing programs.
- **Persons with Disabilities:** Persons living with a disability were a particular vulnerable population identified as experiencing significant challenges finding suitable, accessible, and affordable housing in Richmond across the entire housing continuum, including homeownership, market rental housing, non-marking housing, and supportive housing. Families that have one or more members of their family with a disability have limited purchasing and rental options that are affordable, accessible, and large enough to accommodate all members of their family. In Richmond, housing geared towards persons with disabilities mostly focuses on wheelchair accessibility

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and overlooks suitable housing for persons with developmental disabilities or other challenges such as persons on the autistic spectrum. There are also limited visitable housing options in Richmond (i.e. the integration of basic accessibility features into all newly built homes and housing).

- **Seniors:** Low-income seniors have few rental, non-market housing, semi-independent, and supportive housing options in Richmond that are accessible, suitable, and affordable to their incomes. Low- and moderate-income seniors are increasingly experiencing family pressures to support their adult children and grandchildren with their respective housing costs. Seniors are seeing their family members relocate to different communities in search for affordable housing, which limits their social connections and support systems. Other seniors are delaying their retirement, taking on debt, re-mortgaging their homes, or selling property in order to support family members.
- **Vulnerable Populations:** Low-income households and households on fixed incomes (i.e. households receiving Income Assistance or Disability Assistance), persons experiencing homelessness, women and children experiencing family violence and in need of shelter, persons with mental health issues, substance users, and Aboriginal populations are challenged to find and afford housing that meets their needs.

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Summary of Housing Gaps

From discussions with stakeholders at various consultation activities, it was indicated that there are several gaps in Richmond's provision of affordable housing. Despite the variety of housing types available in Richmond, including an existing supply of purpose-built non-market and low-end-market rental housing, current demand exceeds supply. These gaps are outlined below:

- Family-friendly homeownership, market rental, and non-market housing;
- Accessible, adaptable, and visitable homeownership, market rental, and non-market housing;
- Purpose-built rental housing;
- Low-barrier rental housing;
- Low-end of market rental housing for singles, couples, students, youth, families, seniors, and persons with disabilities;
- Non-market housing for singles, couples, students, families, seniors, persons with disabilities, persons with mental health issues, and substance users; and
- Emergency shelter for women and children.

The City acknowledges that housing with licensed care is needed in Richmond, but is the mandate of the health authorities. The City may not be able to propose policies to address this gap, but recognizes it is a significant need in Richmond, including:

- Licensed care for persons with complex disabilities;
- Residential care beds; and
- Semi-independent and supportive housing for seniors with mental health issues.

What We Heard

The following section summarizes comments and feedback from each of the consultation activities, including facilitated stakeholder workshops, meetings with senior agencies, and public engagement events.

Summaries of discussions have been paraphrased and have not been filtered, fact-checked, or corrected.

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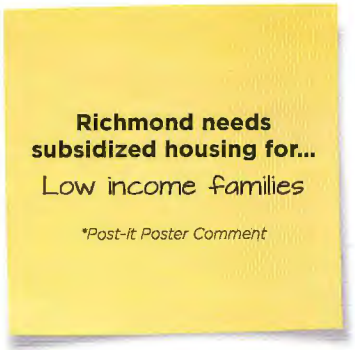
PUBLIC ENGAGEMENT ACTIVITIES

POP-UP EVENTS, OPEN HOUSE AND SURVEY

The following section contains paraphrased comments from the public, organized by theme.

POPULATION GROUPS MOST IN NEED:

- Families, seniors, students, persons with disabilities, persons with mental health issues, women and children fleeing violence, youth aging out of foster care, and Aboriginal households are challenged to find suitable and affordable housing in Richmond.
- Increasing observations of persons experiencing homelessness in Richmond. There are gaps in shelter and housing options for women experiencing homelessness.



COMMUNITY AND OUT-MIGRATION:

- Households, mostly made up of young adults and families, which are unable to afford housing in Richmond are relocating to other more affordable municipalities. This has led to an erosion of social connections and sense of community for relocating households.
- Households that are staying in Richmond are making sacrifices to their livability in order to afford housing, such as adult children living with their parents because they cannot afford housing on their own.
- Concern that increasing demand combined with foreign investment is increasing purchase prices for housing. Equally concerned that Chinese immigrants are unfairly blamed for housing issues.
- Richmond's neighbourhoods are experiencing a demographic transition and gentrification from middle class to upper/wealthy neighbourhoods.
- Suggestion that the City should work towards creating a more inclusive community and educate the public on learning about local housing issues and solutions.

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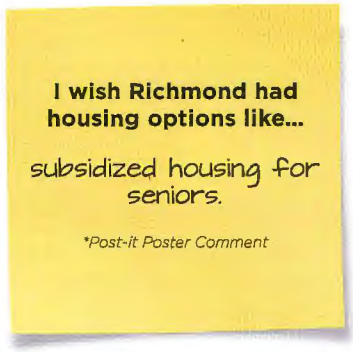
MARKET OWNERSHIP HOUSING AND AFFORDABLE HOMEOWNERSHIP:

- Housing prices are significantly increasing across all types, including townhouses, which are becoming unaffordable to the average household.
- Families are challenged to afford market ownership housing that have enough bedrooms to accommodate all members of their family, especially in strata condominiums where families can quickly outgrow their units.
- Homebuyers are financially over-stretched and at-risk of losing their homes if the market changes (i.e. an increase to interest rates) or changes to personal financial circumstances. Young adults and families are taking on more debt in order to afford housing, especially in Richmond, where bidding wars are common and households have to stretch their financial ability to compete for purchasing.
- Family households with children with disabilities are challenged to find suitable and affordable housing. For example, a family with an autistic teenager living in a townhouse experienced noise complaints from neighbours, but have limited housing alternatives.
- Multi-generational households are combining financial resources to purchase housing, however are challenged to find housing for aging parents that is accessible with a bedroom and full bathroom on the ground floor. There are also more situations where unrelated multiple families purchase homes together to make mortgage payments more affordable.
- Many adult children require help from their parents to offset the cost of rent or a down payment for a home, but not all parents have the savings or equity to help adult children. There are a growing number of instances where parents, often seniors, are re-mortgaging their home and/or delaying retirement to support their adult children to purchase a home. This has led to some seniors facing hard choices between their financial security or supporting their children.
- Suggestion that Richmond could benefit by introducing affordable homeownership, especially targeting families.



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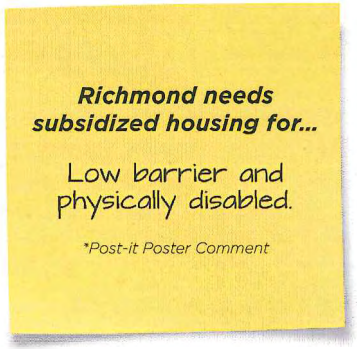
MARKET RENTAL HOUSING:

- Families, seniors, students, persons with disabilities, and persons with mental health issues are challenged to afford the average price of market rental housing in Richmond. Annual rent increases are outpacing household incomes. Households are increasingly challenged to save enough money for a down payment and are increasingly "stuck" as renters.
- Low vacancy rates and high demand for market rental housing has led to competitive tenant application processes and bidding wars.
- "Renovictions" are displacing renters and resulting in a loss of rental stock. ("Renovictions" refers to the unwanted and/or unplanned termination of a tenancy to allow the landlord to have vacant possession in order to undertake renovations, which can lead to displaced tenants, increased rental prices and sometimes resulting in a loss of rental housing stock.)
- New purpose-built rental projects and condos/secondary rental market have high-end finishes and not affordable to low- to moderate-income renters.
- Suggested that there is a need to increase the market rental housing supply of all bedroom sizes throughout the city. Family-friendly rental housing (i.e. three or more bedrooms) is needed as well, especially in City Centre.



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NON-MARKET RENTAL HOUSING:

- Existing non-market rental housing is aging and in need of improved maintenance and standards.
- Long waitlists for social housing has created situations where low-income households are spending more than 30% of their income on private market rental housing with less disposable income for other necessities such as food, child care and transportation.
- There is a need for more subsidized seniors housing, affordable accessible housing, and housing with integrated supports.
- There is a need for affordable rental and low-end of market rental units for households that are ineligible for subsidized housing and who cannot afford the average rental prices in Richmond.

CO-OP HOUSING:

- The existing co-op housing stock in Richmond is safe, secure, and affordable, and it meets the needs of Richmond residents who live there, and more co-op housing should be developed.
- Changing demographics of households living in co-op housing is creating new challenges. For example, households that were originally accepted as a family now have adult children who have moved out, and the single parent is over-housed in their three or four bedroom unit and may be at-risk of eviction. They are concerned they will not find affordable, suitable, and secure rental housing in Richmond if they leave the co-op.
- Existing co-op housing projects are reaching the expiry of operating agreements in tandem with anticipated major capital repairs. Suggestion that this may lead to higher rents that may be unaffordable to low-income tenants.

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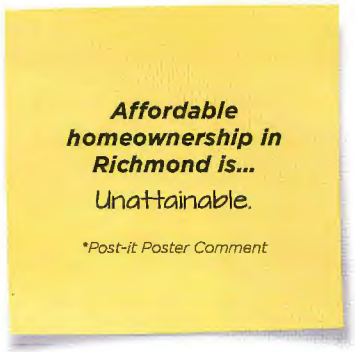
HOUSING FORMS AND OPTIONS:

- Suggestion that there is a need to increase the overall housing supply in Richmond including creating more ground-oriented housing such as rental suites, compact lots, laneway housing, backyard cottages, suites above detached garages, duplexes, fourplexes, townhouses, small four to eight unit infill projects, and multi-unit building conversions (i.e. one large house converted into suites). Suggestion that Richmond has a limited land supply that should be better utilized, including increasing density in low-density neighbourhoods. Belief that monster home developments with no secondary suites do not add value to neighbourhoods.
- There is a need for more congregate living options for seniors, families, and multi-generational households. There is limited availability of extended care units and long waitlists. Housing units for seniors are generally too small.
- There is a need for more multi-generational housing forms. Current condos and apartments are not large enough for families (i.e. no space to store a stroller). Multi-unit family housing needs more space for family livability (i.e. children playspace, yard).
- Suggestion that there is a need to revisit height restrictions to allow for taller, higher-density towers. Higher-density housing has insufficient parking.
- Suggestion to consider introducing more housing options on sites within the Agricultural Land Reserve. The City should encourage other housing forms on agricultural land secured through housing agreements such as co-op housing, congregate living, and townhouses instead of large, one-unit mansions. Land would be better utilized and farmers could generate revenue.
- Suggestion that housing and transportation need to be planned more closely together. Should encourage more housing located at transit hubs with direct access to amenities and other services.



PROGRAMS AND TOOLS:

- Suggestion that amenity contributions from developers should be allocated towards addressing the housing crisis in Richmond.
- Suggestion that the City should require more affordable housing contributions from developers.

STAKEHOLDER WORKSHOPS

WORKSHOP #1: NON-PROFIT AND COMMUNITY GROUPS

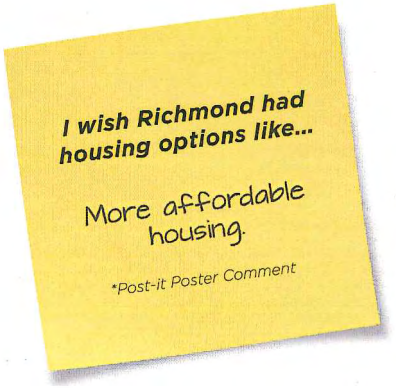
The following section contains paraphrased comments from non-profit and community groups, organized by theme.

COST OF LIVING:

- The cost of living in Richmond has significantly increased, including the costs of childcare, housing, and transit. As incomes have not increased at the same rate, there is a growing income gap leading to housing affordability challenges.
- There is no national poverty reduction strategy in Canada.

POPULATION GROUPS MOST IN NEED:

- In general, low- and moderate-income households, and people receiving income assistance, are challenged to afford average rental prices in Richmond. Groups that are most affected include low-income families, single parents, the working poor, seniors, and persons with disabilities. There are no housing options for renters at "shelter rate" ($375 per month).
- The low-end market rental rates are too high for the working poor.
- There are increasing numbers of persons experiencing homelessness in Richmond, and a need for an emergency shelter for women. Some service providers are exploring innovative housing options to address homelessness, including utilizing vacant homes to temporarily house clients. The City should support these initiatives and educate the broader community on homelessness issues.



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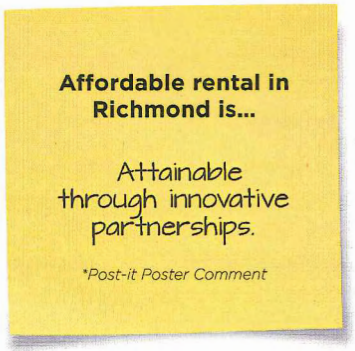
- Eligible low-income renters may encounter barriers to accessing the BC Housing SAFER rent subsidy if they do not have a landlord reference, or if they intend to apply their subsidy towards an illegal rental suite.
- Moderate-income seniors are increasingly supporting their adult children and grandchildren with the cost of housing, resulting in reducing their retirement equity, prolonging retirement, and risking their own housing security.
- Families are living in inadequate accommodations including over-crowding, especially new immigrant families who are more likely to have large and extended families. There is a need for family-friendly rental units, such as three and four bedroom units, to accommodate large inter-generational and extended family households.
- Moderate-income households and the working poor are challenged to afford the average rental and homeownership prices in Richmond. This includes working families, firefighters, teachers, and nurses.



AFFORDABLE HOMEOWNERSHIP:

- Households in need of affordable homeownership include families, single parents, and seniors who do not have enough equity to purchase housing. Homeownership affordability challenges adds pressure to the rental supply as households are unable to transition from renter to homeowner.
- Suggestion that Richmond could benefit by introducing an affordable homeownership program, including resale restrictions.
- A Land Trust could be an option to deliver affordable homeownership in Richmond. The Land Trust could be mandated by the City, administered by a non-profit, and "bank land" (acquire and hold land in trust for future affordable housing development) to lease to other organizations and non-profits to deliver and retain affordable homeownership units.
- Suggestion that permitting lock-off suites could support affordable homeownership objectives by both increasing the rental housing supply and by providing a mortgage helper in multi-unit residential homeownership projects. The flexibility of lock-off suites to accommodate a variety of household arrangements would be a highly desirable option for non-profit housing providers.

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- Suggestion that introducing a Rent-to-Own program could assist households in entering the homeownership market who otherwise would be challenged to afford a down payment and start-up costs. ("Rent-to-own" programs, also known as "lease-to-purchase" options or contracts, are real estate agreements under which a property is leased for a fixed portion of time and a portion of monthly rent may be credited toward eventual purchase of the property at a predetermined price.) Other shared ownership models should be explored in partnership with private developers.
- Suggestion to consider providing low-interest loans to assist households with providing a down payment towards purchasing a home. Down payment support may not be useful for households that cannot afford the average monthly housing costs (mortgage, utilities, insurance).
- Suggestion that the City could consider providing discounts (i.e. property tax discounts) or grants to long-time residents to offset the cost of housing.
- Suggestion that the City should work to reduce the cost of housing in Richmond, rather than offsetting or subsidizing households' financial shortfalls.

MARKET CONDOMINIUM HOUSING:

- Medium- and high-density residential development projects in Richmond should be purpose-built rental units rather than high-end condominiums that are not affordable to the average household. Strata rules limit rental opportunities.
- There should be a moratorium on the development of stratified condominiums, including apartments and townhouses, in order to encourage more purpose-built rental housing. Richmond should consider a model where new units are secured as rental for the first 10 years. This model could support a rent-to-own program.
- The City should consider applying a tax on unoccupied homes, including condos.

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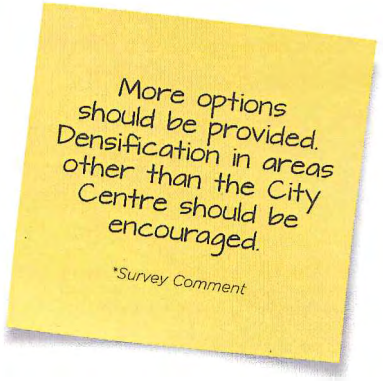
MARKET RENTAL HOUSING:

- Older rental housing stock is being renovated and in the process has resulted in "renovictions" of low-income tenants. ("Renovictions" refers to the unwanted and/or unplanned termination of a tenancy to allow the landlord to have vacant possession in order to undertake renovations, which can lead to displaced tenants, increased rental prices and sometimes resulting in a loss of rental housing stock.) Renovating rental housing allows landlords to rent the units at higher rates. This incrementally decreases the availability of affordable rental housing in Richmond, and displaces tenants. Demolition of older affordable rental housing affects vulnerable populations, such as seniors, who are evicted with no supports and struggle to find temporary or permanent housing.
- Older rental housing stock is being demolished, redeveloped, and replaced with new housing stock that is rented at higher rates. This includes the redevelopment of older single-detached homes with illegal secondary suites replaced by single-detached homes without suites, which displaces tenants and leads to the loss of affordable rental units.
- Renters need to better understand their rights and responsibilities in order to access and retain rental housing. The Residential Tenancy Act also needs to be better enforced.
- Suggestion that there is a need to better understand the impact of Air BNB on the rental supply in Richmond.
- Rental housing supplied through the secondary market is not affordable, especially when the rents have to cover expensive strata fees. (The secondary rental market consists of rented houses, secondary suites, and individually rented condominium units, as opposed to a primary or conventional rental market consisting of purpose-built rental apartments.)
- Suggestion that Richmond could benefit from a centralized market rental inventory.



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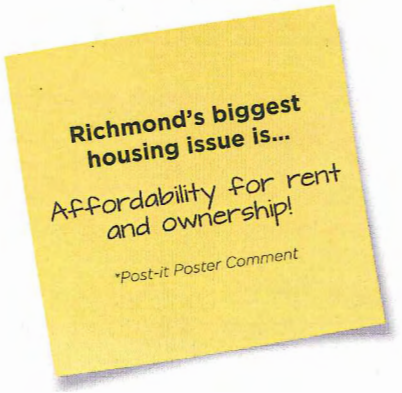
LOW END MARKET RENTAL (LEMR) UNITS:

- While more LEMR units have been introduced in Richmond, there is still not enough supply. More LEMR units need to be developed in Richmond to meet the demand.
- There is an opportunity to utilize vacant homes and other properties such as motels to deliver more LEMR units in Richmond.
- The City should create a definitive target for the number of LEMR units (rather than percentages) to be delivered in the City on an annual basis. To achieve this, the City should increase the required LEMR units in new project developments and encourage mixed income housing.
- The City should provide incentives for developers to include LEMR units in their projects, including waiving development cost charges and reducing parking requirements. The City could also facilitate partnerships between developers and other agencies.
- LEMR income thresholds are too low, and LEMR rent prices are unaffordable for the target population, which includes seniors on fixed incomes, single parents, new immigrants, the working poor, and persons with disabilities. There is a need for units priced between shelter costs ($375) and a LEMR bachelor unit cost ($800). Equally, there is a gap between the $57,000 income limit for LEMR units and the $60,000 for affordable homeownership.
- The management of LEMR units is currently insufficient. The City does not own or manage LEMR units, and as a result the management and tenant selection is the responsibility of the developer. Belief that developers select tenants with the least amount of barriers, and exclude high priority households. Suggestion that eligibility requirements should be better defined.
- LEMR units are not available to persons with disabilities, and persons with mental health issues. There is a need for more physically accessible LEMR units, low-barrier LEMR units, and integrated supports for LEMR tenants.
- The LEMR program could benefit by permitting non-profit housing providers to own the LEMR units that are scattered throughout various projects in Richmond. Non-profit ownership could achieve more inclusive screening of tenants and incorporate wrap-around services where needed.



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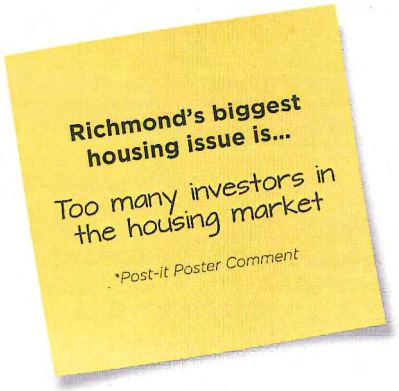
- The LEMR program would benefit by having a centralized registry and waitlist, managed by a non-profit service provider, with priority given to highest need.

SUBSIDIZED RENTAL HOUSING:

- Suggestion that the City should encourage mixed-income communities, and avoid segregating subsidized rental housing in Richmond. This includes providing subsidized rental housing tenants with access to amenities typically offered to market rental housing tenants, such as parking and amenity space.
- Belief that the aging co-op housing stock and expiring operating agreements will significantly impact the security of existing subsidized rental housing in Richmond.
- Suggestion that the Affordable Housing Strategy should clarify the requirements of subsidized rental housing.



HOUSING FORMS AND OPTIONS:

- Richmond has limited housing options, forms, and types across the entire housing continuum.
- There should be opportunities to encourage creative housing forms to address affordability, such as shipping containers, modular housing, live-work units, life-lease housing, co-op housing, co-housing, lock-off suites, secondary suites, and generally more purpose-built rental housing.
- More purpose-built rental housing is needed in Richmond with respect to total number of units and the variety of unit and layout options. This includes permitting flexible lock-off suites that could adapt small units into larger units to accommodate larger families.
- Encourage more secondary suites, including regularizing illegal suites, to provide more rental housing and to make homeownership more affordable via mortgage helper.
- Encourage infill and/or redevelopment of underutilized sites in Richmond to build affordable housing. (Infill housing means developing new housing on vacant or under-utilized sized in established neighbourhoods.) This includes opportunities

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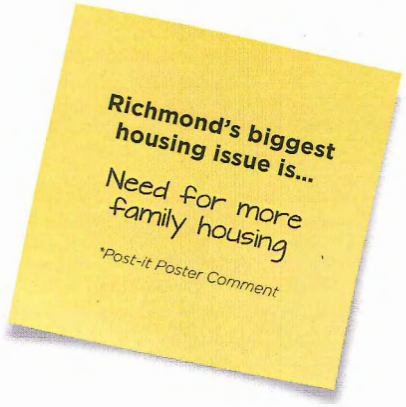
to redevelop underutilized church sites into high-density housing, redevelop underutilized co-op sites into high-density housing, and repurpose warehouse and commercial space and converting into residential uses.

AFFORDABLE HOUSING AND TRANSPORTATION

- The proximity of housing to transportation can improve, or negatively impact, a household's overall cost of living. Affordable housing should be located near transit, as well as other amenities such as childcare.
- Access to public transportation must improve in order to open-up neighbourhoods, lands, and housing options in Richmond.
- Suggestion to reconsider parking requirements in areas where transit is available and where transit should be encouraged. Parking reductions should be provided for affordable housing projects.
- Richmond should focus on locating affordable housing, LEMR units, and subsidized rental units in proximity to the Canada Line and along major transit routes.

MUNICIPAL TOOLS:

- Suggestion that the City's policy tools be reviewed to support affordable housing objectives. For example, co-housing and lock-off suites should be permitted uses in zones; and co-location of housing and social services should be encouraged. The Standards of Maintenance Bylaw should be updated to discourage the demolition of older homes in good condition. The City should pre-zone land for subsidized rental housing.
- The City should own more property that could be designated for affordable housing projects.
- The City of Richmond could create a housing authority, similar to Vancouver, to oversee the development of affordable rental housing.
- The City should consider a program similar to the Vancouver Rental 100 Program.



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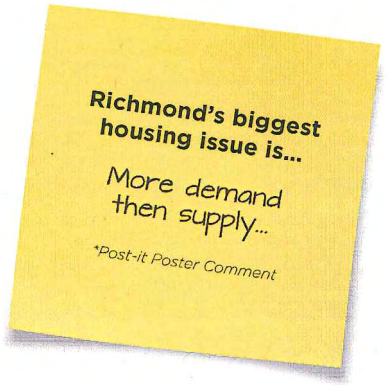
AFFORDABLE HOUSING RESERVE FUND (AHR):

- The existing Affordable Housing Reserve Fund may not be currently used most effectively to target high-need populations.
- Suggestion that the AHR be used toward funding subsidized rental housing units.
- Suggestion that the AHR be updated so funds can be used for other projects that are not designated for subsidized rental housing units.
- Suggestion to consider broadening the use of AHR funds to include supporting non-profit housing providers with the purchasing of housing. Cost savings could be transferred to the non-profit clients with respect to lowering rents and make them available to populations that may otherwise be excluded from developer-screened LEMR units.
- Suggestion to consider increasing the required developer AHR contribution rate.



PARTNERSHIPS:

- Suggestion that the City of Richmond should participate in multilateral cooperation with Provincial and Federal Governments on projects of mutual interest such as a National Housing Strategy.
- Suggestion that BC Housing build more affordable housing in Richmond.
- Developers could partner with non-profit organizations to purchase units or homes, rather than lease, as this improves security of portfolio.
- Landlords and non-profit societies should work together to house non-profit clients, such as utilizing a city-wide centralized resource system.

PERSONS WITH DISABILITIES

- Persons living with a disability are challenged to find suitable, accessible, and affordable housing in Richmond.
- There is a need to develop more accessible and adaptable multi-unit housing available for purchase and renting, such as townhouses. This is especially important for families that have

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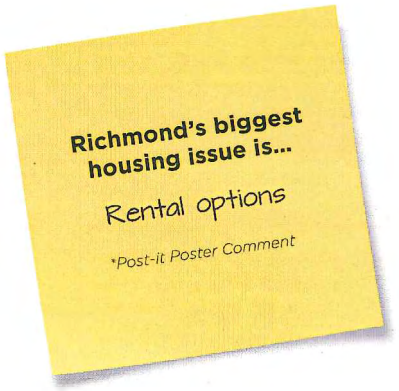
one person with a disability, as they need housing large enough to accommodate all members of their family.

- There appears to be more accessible independent housing options in Surrey, which has resulted in an out-migration of persons with disabilities from Richmond to Surrey, disconnecting them from their existing support system.
- Accessible housing units that are delivered into the market often respond to the needs of wheelchair accessibility. Housing suitable to persons with developmental disabilities is often overlooked.
- Unit sizes are important. Small units are not suitable for persons with disabilities. This is especially evident in new condos with galley kitchen layouts.



VULNERABLE POPULATIONS:

- Vulnerable populations, such as persons with mental health issues, substance users, women and children fleeing violence, and persons experiencing homelessness, are identified as experiencing significant challenges finding suitable affordable housing in Richmond.
- Non-profit service providers prefer to have housing for their clients in both scattered sites and congregate living models. Clustering many units in one building or one site allows staff to support their clients in a single location. This reduces staff travel time, and provides better resources to respond to emergencies.

INVESTMENT PROPERTY AND OUT-MIGRATION:

- There is decreasing availability of affordable commercial, retail, and food space in City Centre.
- Belief that investors are acquiring housing for speculative reasons rather than as a basic need of local residents, which detracts community spirit and sense of place.
- Investment property is influencing property values and housing prices, leading to increasing prices that are pushing people towards leaving Richmond in search of affordable housing, such as young professionals.

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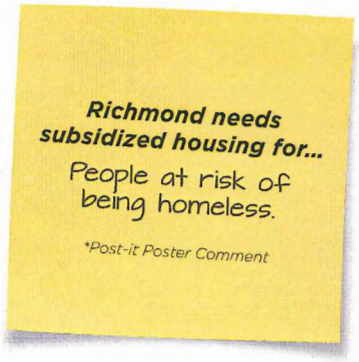
WORKSHOP #2: DEVELOPERS

The following section contains paraphrased comments from the private sector, organized by theme.

AFFORDABLE HOMEOWNERSHIP:

- Suggestion that the City should determine the target populations, eligibility criteria, and housing forms that should be prioritized. Families would be an appropriate target population.
- Suggestions that there can be more than one approach to introducing affordable homeownership in Richmond: (i) supporting households to enter the market, with no supports thereafter; (ii) supporting households to enter the market with restricted resale, securing the affordability and availability of these units in the long-term for the community but limiting the individual households' equity potential; (iii) rent-to-own model; (iv) one-time down payment support; and, (v) introducing a combination of these models.
- Other mechanisms to introduce an affordable homeownership program in Richmond could include securing in perpetuity, partial land leases, third party administration (i.e. credit union), restricted resale, and bulk introduction (rather than delivering on a site-by-site basis).
- Suggestion to introduce affordable homeownership units in both new-build projects and through acquiring existing housing projects. Consider repurposing underutilized non-residential uses into affordable homeownership units such as commercial buildings, old school sites, and hotels.
- Suggestion that the subsidy level could be related to the Consumer Price Index, or calculated as a percentage below market value. Consider 20% below market value to ensure project viability.
- Developers require incentives to deliver affordable homeownership units. Fast-tracking rezoning applications can reduce carrying costs of development. Re-allocating administration of units can alleviate burden and related costs. Supporting high-density



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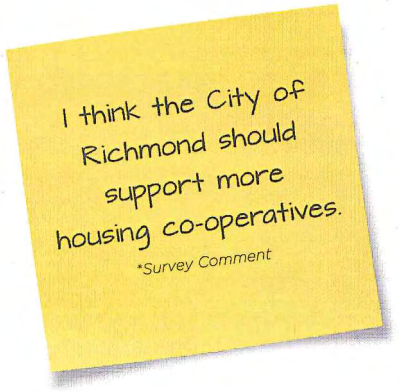
projects, density transfers, pre-zoning along arterial roads, and dedicating City-owned land can also help.

- Suggestion that the City should establish an affordable homeownership waitlist and connect eligible households to appropriate projects and/or partner with non-profit organizations for administrative assistance.
- Restricted resale may limit households' ability to build equity and to move up the housing continuum into market homeownership. The City should find ways to allow households to build equity for their next steps in the housing market.
- Restricted resale will have a better chance at success if there is a large supply of affordable homeownership units and households can move within this supply to meet their changing needs.
- There may be a negative perception if an affordable homeownership program would not target high-need households. Suggestion that an education program should be implemented with the introduction of an affordable homeownership program.



LOW-END MARKET RENTAL (LEMR):

- The target population for LEMR units should be households spending 50-60% of income towards housing costs. LEMR rent ranges should be 10% below Canada Mortgage and Housing Corporation (CMHC) average market rents.
- Clustering LEMR units is more successful and allows non-profits to be involved in project design to meet their client needs. Non-profits are challenged to manage scattered units, especially when out-numbered on strata councils. In strata environments, non-profits have no control over building management, maintenance fees, and other costs. Scattered units are less attractive for BC Housing partnerships.
- There is an opportunity to integrate LEMR units on the same site as market rental units but in separate building. This could allow LEMR and market rental tenants to have the same access to onsite amenities. Encouraging both clustered and scattered LEMR units in Richmond could provide flexibility towards making projects viable.

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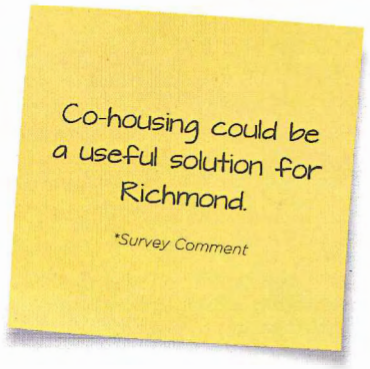
- Ownership and operations of LEMR units should be undertaken by non-profit housing societies. Developers do not have the skills to support LEMR clients, and administration is otherwise difficult.
- Mixing LEMR units with market housing decreases marketability of market units.
- Minimum size guidelines need to be revisited and made more flexible. New-build projects have modern designs that include efficient small units.
- Increasing the percentage of required LEMR units is more challenging in Richmond compared to other municipalities because of floor and ceiling (height) restrictions. Developers are challenged to accommodate other required community amenities and development cost charges. Increasing the percentage of LEMR units may limit project viability.
- Developers require incentives in exchange for increased requirement of LEMR units, such as reduced parking requirements. Increasing the 5% requirement may be more achievable near the frequent transit network. There is an opportunity to introduce a tiered requirement system in Richmond based on location and proximity to transit.
- Suggestion that the City consider creating LEMR land banks (acquiring and holding land in trust for future affordable housing development) through density transfers and land value transfers.
- Suggestion that the City consider utilizing Affordable Housing Reserve fund for financing LEMR units.
- Suggestion that the older rental housing stock be considered as part of the overall LEMR unit delivery approach. Incentives should be provided to retain older rental housing stock, and the City should monitor rental housing unit demolition, retention, and replacement.



SUBSIDIZED RENTAL HOUSING:

- Suggestion that target population should be households in core housing need. Some projects may need integrated onsite supports.
- The current definition of subsidized housing is not clear, and confused with the general understanding of non-market housing.

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- There is a gap between the income levels of households needing non-market housing and those needing LEMR units.
- Suggestion that the City consider offsetting non-market rents through increasing density, encouraging mixed-use developments with commercial and retail space to generate revenue, subsidizing land, and creative problem-solving with support from planning staff and Council. This includes development incentives such as density bonusing, waiving development cost charges, discount building permit fees and pre-zoning.
- Partnerships can make projects more viable, especially partnering with property owners of underutilized and valuable land such as faith-based organizations and community centres. A non-profit operator needs to be involved early in the process to provide input on design that meets their client needs.
- Landsdowne Centre has major potential to be redeveloped into high density mixed market and non-market housing. With close proximity to the Canada Line, there could be parking reduction to reduce capital costs. Value transfers could support this site.

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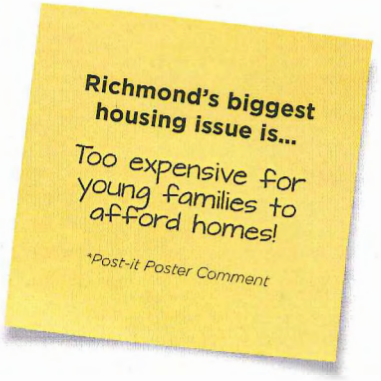
WORKSHOP #3: SMALL BUILDERS'

The following section contains paraphrased comments from small builder representatives, organized by theme.

CREATING AFFORDABLE HOUSING:

- The City's definition of affordability is unclear.
- Suggestion that the City consider a tiered approach to percentage of units required for affordable housing projects geared towards size of project. One approach could be to support small builders to incorporate a feasible number of affordable housing units onsite and provide the remainder via cash-in-lieu contribution.
- Increasing density on sites leads to more infrastructure requirements that can limit the ability to introduce affordable housing into projects.



- There should be flexibility in building types based on site constraints and development incentives.
- Growing interest in supporting and partnering with non-profit organizations. The City should be more supportive in these initiatives.
- There is a growing interest among developers in supporting and partnering with non-profit organizations. The City should be more supportive in these initiatives.
- Compact lots, coach houses, triplexes, fee simple rowhouses, stacked townhouses, and modular housing are appropriate typologies for delivering affordable housing. Utilizing City-owned land, pre-zoning, and creating design guidelines can support streamlining these projects. Need to remove disincentives to building coach houses such as onerous specifications and lot-size restrictions.

DEVELOPMENT REQUIREMENTS:

- It is challenging to accommodate development requirements while trying to introduce affordable housing. For example, requirements for public art, outdoor furnishings, development cost charges, and recycling old material can all be costly.
- Eliminating amenity space requirements in townhouse developments near community amenities could make townhouses more affordable. The developer could make cash contributions to these amenities.

DEVELOPMENT APPLICATIONS AND PROCESS

- Administrative processes at City Hall makes it challenging to introduce housing affordability.
- There is an opportunity to build better relationships and trust between builders and the City, including creating a preferred builders list for fast track applications.

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STAKEHOLDER MEETINGS

BC HOUSING

The following section contains paraphrased comments from BC Housing representatives.

POPULATION GROUPS MOST IN NEED:

- Seniors are in need of a variety of forms of housing including affordable rental housing, residential care beds, accessible housing, and more flexible use of SAFER rent subsidies and rent ceilings to coincide with local market conditions.
- Aboriginal populations are disproportionately represented as households in core housing need and overrepresented in emergency shelters. Aboriginal households are increasingly interested in returning to the Reserve but the limited unit availability on reserves is resulting in Aboriginal households paying high rents in urban centres.
- Aboriginal youth are in need of affordable housing with supports, such as wrap-around services, community connections, and life-skills training.

AFFORDABLE HOMEOWNERSHIP:

- Suggest small market housing as an entry point for first-time home buyers.

RENTAL HOUSING:

- The Homeowner Protections Office has information on new purpose-build rental province-wide.
- Suggest that the City introduce policy to retain and protect existing rental housing stock and encourage the development of new purpose-built rental housing.
- Consider modular housing, locating rental housing in close proximity to community centres, and encouraging mixed-tenure buildings. Incorporating some strata developments can make purpose built rental projects more financially feasible.

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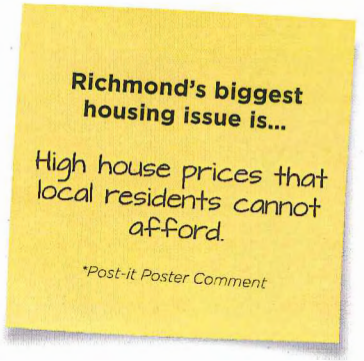
- Suggest introducing family-friendly housing policies into an overarching policy statement.
- Suggestion that the City explore land and value transfers as a negotiation strategy for gaining affordable housing units.

ADVOCACY AND PARTNERSHIPS:

- Encourage the City to advocate for a National Housing Strategy.
- There may be interest from Metro Vancouver and BC Housing to play the 'match-maker' role between non-profits and developers for property management of affordable housing units.



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METRO VANCOUVER

The following section contains paraphrased comments from Metro Vancouver representatives.

POPULATION GROUPS MOST IN NEED:

- Prioritizing need is important to ensure that affordable units are reserved for households in need. Metro Vancouver has full-time staff calculating rent geared to income (RGI), verifying income, and asset testing to ensure housing is made available to households in highest need.

AFFORDABLE HOMEOWNERSHIP:

- Affordable homeownership is not a priority in Metro Vancouver's Regional Affordable Housing Strategy; but is acknowledged.
- There may be provincial direction on affordable homeownership in the future.

LOW END MARKET RENTAL HOUSING (LEMR):

- Richmond has a higher than average LEMR unit-size requirements compared to other communities in the region. Smaller sizes can be achieved when more indoor and outdoor amenities are incorporated into the building and site design.
- Management of LEMR units is more efficient when clustered rather than scattered.
- A third party matchmaker could be involved in the early stages of development to partner a developer with a non-profit for the management of the LEMR units.
- Richmond should not create a separate centralized waitlist for LEMR units, but rather work with BC Housing's already established Housing Registry. Housing providers should be responsible for tenant intake. The City could prioritize Richmond residency for LEMR units.

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CANADA MORTGAGE AND HOUSING CORPORATION (CMHC)

The following section contains paraphrased comments from the Canada Mortgage and Housing Corporation (CMHC) representatives.

AFFORDABLE HOMEOWNERSHIP:

- The target population for affordable homeownership should be geared towards families.
- Suggestion that the City work with financial partners, such as VanCity, to offer good lending rates to developers for building affordable housing.
- Canada Mortgage and Housing Corporation funding may not be flexible enough to support an affordable homeownership program.

AFFORDABLE RENTAL HOUSING:

- Non-profit housing providers preference change between clustered and scattered affordable housing depending on the housing provider and the clients they serve.
- The large unit size requirements of low end market rental units are challenging to achieve in Richmond compared to other jurisdictions. In addition, BC Housing's unit size standards are larger than what is delivered in the market.
- There is a need for family-friendly rental housing.

PARTNERSHIPS:

- Canada Mortgage and Housing Corporation can facilitate discussions between community partners on funding opportunities.
- It is challenging for small housing providers to make projects financially viable. Partnerships between non-profits and developers can be successful as both bring complementary strengths to make projects feasible.

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VANCOUVER COASTAL HEALTH

The following section contains paraphrased comments from Vancouver Coastal Health representatives.

POPULATION GROUPS MOST IN NEED:

- Persons with mental health issues, substance users, mobile and mobility-challenged seniors, persons with disabilities, persons with complex disabilities, and high-functioning low-income individuals are challenged to afford housing in Richmond.
- There are seniors at-risk of homelessness, and some come to "live" in hospitals as they wait for a residential care bed opening.
- Persons experiencing mental health issues have very limited housing options. This includes residential care facilities in Richmond that do not intake seniors with mental health issues. This leads to housing seniors with mental health issues in housing without adequate supports.

HOUSING GAPS:

- There is a need for low-barrier rental housing in Richmond including Single Room Occupancy hotels (SROs), social housing available at $375 monthly shelter rates, transitional housing, semi-supportive congregate housing, affordable mobility accessible housing for seniors and persons with complex disabilities, residential care beds, and licensed care facilities. Generally, there is a need for housing availability along the entire housing continuum so that people have options to adapt to their changing circumstances.
- Persons with complex disabilities are required to relocate to other municipalities in order to secure licensed care facility beds, however this disconnects them from their networks and support services.
- Assisted living is not affordable for low and moderate-income seniors. There is a need for a seniors' health care facility with assisted living, and a senior "foster care system" where families are paid to look after single seniors.

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- There is a need for supports to help seniors to age-in-place through home adaptations/ modifications. It is difficult to accommodate in-home medical adaptations, such as hospital bed, for over-crowded multi-generational households living in one home.
- Housing for vulnerable populations should be located close to transit.

MARKET RENTAL HOUSING:

- There are increasing restrictions of tenancies in market rental housing, which adversely affects vulnerable populations in need of housing. This includes requiring tenants to declare their income, provide bank statements, and share past work experience.
- There are numerous examples of high-functioning patients on rent subsidies that are excluded through screening processes.
- There is a need for low-barrier rental housing with onsite supports.
- Scattered units can work with the delivery of in-home supports. This approach is appropriate for clients who may experience adverse affects from moving, especially clients with mental health issues.

EMERGENCY SHELTERS:

- Homelessness is a trigger for mental health issues. Vancouver Coastal Health is increasingly receiving low-income, high-functioning patients who cannot afford housing.
- There is a major gap in emergency shelters in Richmond, for all population types. There are increasing numbers of hospital discharges of persons experiencing homelessness with no housing provided upon discharge. As a result, the emergency room is increasingly being used as an emergency shelter. Some clients go to emergency shelters in other municipalities, including Vancouver's downtown eastside. Persons with mental health issues sometimes do not want to leave Richmond, and will often become homeless or hospitalized rather than leave their community.

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- There is a need for a low-barrier shelter for women and children. The 10-bed men's shelter is not meeting demand, as it is not accessible, inclusive of women, and does not have enough space for the number of homeless individuals in need of shelters.
- There is a need for safe housing for youth experiencing mental health issues, and youth aging out of care.

PARTNERSHIPS:

- There is an opportunity for Vancouver Coastal Health to partner with the City to address housing issues of mutual interest.
- More advocacy on supportive housing forms should be undertaken with landlords and the broader community.

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Affordable Housing
Strategy

Key Themes

This section summarizes the key findings from the consultation activities. The discussion items highlighted in this section represent comments that were consistently mentioned by participants, or ones that were found to have particular merit or interest.

The key themes outlined below are a direct outcome of public and stakeholder consultation. They do not necessarily reflect the values or intentions of all participants, or that of the City, and they have not been given any particular priority.

AFFORDABLE HOMEOWNERSHIP

Many participants described challenges while trying to enter the homeownership market in Richmond. The increasing land and housing prices, competition, and limited supply have led to bidding wars with some households priced out of the market. Low- and moderate-income families, multi-generational families, single parents, and young adult couples appear to experience the most challenges with being unable to afford the average price of market homeownership housing in Richmond. As a result, families and young adults are leaving Richmond for more affordable communities, leading to long daily commutes (to their employment in Richmond), disconnection from family and social networks, and decreased livability standards.

Participants expressed an appetite for more homeownership options in Richmond, particularly ground-oriented units such as compact lots, duplexes, triplexes, four-plexes, townhouses, and stacked townhouses. A desire for detached homes with mortgage helpers, such as secondary suites and coach houses, were also suggested. Local small builders identified ways to make these housing forms more affordable to consumers by providing development incentives such as waiving development cost charges, eliminating requirements for beautification and onsite amenities, parking reductions, pre-zoning, and fast-tracking applications.

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While alternative housing options were suggested, many participants conveyed concern that introducing a variety of housing forms will not fully alleviate the high cost of housing, particularly land costs. There was growing support for introducing an affordable homeownership program in Richmond that delivered a variety of ground-oriented housing options at a reduced price for prioritized households. Several approaches were suggested, including one-time down payment support, rent-to-own, restricted resale, and land banking (acquiring and holding land in trust for future affordable housing development i.e. via community land trust).

MARKET RENTAL HOUSING

Renters in Richmond are increasingly challenged to find available and suitable rental housing affordable to their incomes. Low vacancy rates, increasing rents, applicant competition, and limited new supply are intensifying the challenge. Students, singles, couples, families, seniors, persons with disabilities are among the groups challenged to find and afford average market rental housing in Richmond.

Among the challenges are affordable older rental housing stock being renovated for higher rents ("renovictions"), or redeveloped into new condominiums available through the secondary rental market at higher rental rates. There was also concern that Air BNBs may be impacting the availability of rental housing in Richmond. Participants expressed concern for the loss of existing affordable rental housing stock and limited rental retention policies in Richmond.

Service providers discussed instances of private market landlords unfairly discriminating against their clients. Specifically, individuals who receive rent subsidies to offset the cost of market rental housing are excluded from rental units due to their income source, despite having the ability to pay for rent and wrap around supports. It was suggested that more projects be developed with low-barrier rental units with supportive services.

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LOW-END MARKET RENTAL (LEMR) HOUSING

Low-end market rental housing (LEMR) was identified as being a highly important and needed housing option in Richmond. Participants presented a positive response to the delivery of LEMR units in Richmond over the past decade, and expressed the need to significantly increase the overall number of LEMR units to meet the growing need and demand for seniors on fixed incomes, single parents, families, new immigrants, the working poor, persons with disabilities, and persons with mental health issues.

Participants suggested that the City should revisit the approach to determining LEMR requirements. Specifically, participants suggested that the City move away from a required percentage method, and towards a target number of units. Participants suggested a variety of approaches to increase the number of LEMR units in Richmond, including acquiring and repurposing existing properties, utilizing vacant homes, increasing the requirement for developers to include LEMR units in new-build residential projects, and encouraging density and value transfers. Given development constraints in Richmond with respect to height restrictions and floor limitations, local developers indicated that incentives to reduce capital costs would be required to feasibly deliver more LEMR units. Local developers also suggested that LEMR unit requirements should be a tiered system tied to location and proximity to public transit.

It was also suggested that the City should consider delivering LEMR units in clusters in a single project or site. Having clustered LEMR units provides options to best meet the needs of non-profit organization resources, capacity, and client needs. Revisiting LEMR size guidelines was also suggested.

Both developers and non-profit organizations suggested revisiting the administration of LEMR units. It was shared that while developers have a role in delivering units, non-profit organizations have the skills and knowledge to better screen applicants, manage eligibility requirements and waitlists, and provide ongoing monitoring and support of tenants. Management could be either leased to or owned by non-profits. It was also mentioned that the City could have a role in potentially managing a centralized LEMR wait list, and/or a third party organization could facilitate arrangements early in the development process.

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Participants expressed concern that the LEMR income thresholds and rents are too high for the target populations. It was suggested that the City revisit income thresholds and rent ranges. Some suggested approaches include linking LEMR rents to the Consumer Price Index or 10% below Canada Mortgage and Housing Corporation (CMHC) average market rents, and rent-geared to income (RGI).

NON-MARKET HOUSING

Participants expressed a need for non-market housing options for low-income and vulnerable populations in Richmond, ranging from co-op housing to subsidized independent housing, semi-supportive non-market housing, and supportive non-market housing with integrated supports.

Participants expressed concern for Richmond's existing non-market housing supply, including aging facilities and infrastructure, a need to improve maintenance and standards, long waitlists, and risks related to anticipated expiring operating agreements.

The public expressed a desire for more mixed-income communities. Participants felt that residents in non-market and subsided rental buildings should feel included and welcomed in the community, and have access to amenities usually located near market developments. Local developers indicated that permitting higher density development combined with creative and flexible city planning could better support the delivery of more subsidized housing units in Richmond. Developers also suggested providing more incentives to offset the cost of delivering subsidized housing including waiving development costs charges, discounting building permit fees, providing parking reductions, and allowing pre-zoning.

Co-op housing was consistently mentioned in consultation activities. Participants suggested that the existing co-op housing supply offers safe, secure and affordable housing and more co-op housing developments should be encouraged by the City. It was also mentioned that the existing co-op housing supply is encountering significant challenges in the near future, including aging buildings in need of major repairs or redevelopment, increasing rents to cover capital and operating costs, expiring operating agreements, and changing demographics. In particular, participants noted that many long-term co-op residents are at-risk of eviction due to changes to income status and changing household characteristics (i.e. smaller family sizes after children moving out).

CNCL - 293

In addition, participants mentioned that the current definition of subsidized housing is confusing and difficult to differentiate from the broader concept of non-market housing. It was suggested that the City revisit the definition of subsidized housing and non-market housing, and clarify requirements.

Generally, partnerships between various levels of government, developers, non-profit organizations, and land holders with a social mandate (i.e. faith-based organizations) were identified as essential to delivering non-market housing in Richmond.

EMERGENCY SHELTERS

There are an increasing number of observations of persons experiencing homelessness in Richmond, including youth, seniors, men, women, and children. The current shelter for men in is no longer meeting demand, is not accessible and is not inclusive of women. Women and children were mentioned numerous times and participants identified that developing a shelter for women and children in Richmond should be prioritized.

These shortages of emergency shelter spaces in Richmond have resulted in challenges for social service and health care providers to meet the needs of their clients. For example, Vancouver Coastal Health is not able to discharge clients in need of housing or shelter beds. Richmond Hospital is increasingly seeing individuals experiencing homelessness access waiting rooms and Emergency Rooms as an alternative to an emergency shelter bed. Vancouver Costal Health participants expressed concern for the mental-health triggers associated with homelessness and the limited shelter and affordable housing options in Richmond.

Service providers noted that local non-profit housing providers are exploring innovative options to house persons at risk or experiencing homelessness, including utilizing vacant homes to temporarily house clients before demolition permits are issued. Participants suggested that the City could play a role by disseminating information to potential interested small builders and developers.

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FAMILY-FRIENDLY HOUSING

Generally, family-friendly housing was identified as a high priority need in Richmond.

A re-occurring issue identified by public participants is the need for family-friendly housing along the entire housing continuum, including homeownership, market rental housing, and non-market housing.

Family-friendly housing is seen by the public as primarily ground-oriented units, with three or more bedrooms to accommodate all members of a household, and onsite amenities such as yard space, playspace for children and youth, storage, and in proximity to family-oriented services such as schools, community centres, parks, shopping, and transit. Duplexes, triplexes, fourplexes, townhouses, and stacked townhouses were identified as appropriate family-friendly housing types. Non-ground-oriented options were described as less desirable due to the lack of play and outdoor space, but acknowledged as more affordable, such as three- or four-bedroom condos and apartments.

The public indicated that there is limited availability and affordability of family-friendly units in Richmond as described above. As a result, families are living in inadequate housing conditions including over-crowding; inadequate amenities; long distances from transit; and paying far more than 30% of their income towards housing costs. There are increasing examples of parents helping their adult children and grandchildren with affording family-friendly housing including delaying retirement, taking on debt, re-mortgaging their property, and/or selling their property.

There are increasing numbers of multi-generational and extended family households combining financial resources to afford family-friendly housing. However, there are limited housing options in Richmond that accommodate this type of household arrangement. Multi-generational households are also challenged to find accessible family-friendly housing options for aging parents such as bedrooms and full bathrooms on the ground floor. It was suggested that basement suites and coach houses are not necessarily culturally appropriate for some multi-generational household families who prefer shared common space.

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HOUSING AND TRANSPORTATION

Transportation was identified as a key related issue to affordable housing and overall cost of living for Richmond residents. Participants noted that transportation has implications on housing options, and vice versa, for working families to vulnerable populations. Participants indicated that access to good public transit can reduce their dependence on personal vehicles and can offset monthly housing costs.

Participants from the non-profit and private sector indicated that housing and transportation should be closely planned together. Specific suggestions include encouraging more affordable housing at or near transit hubs, reducing parking requirements near transit and especially along the frequent transit network and in proximity to the Canada Line, and prioritizing affordable housing within transit-oriented development projects. Participants suggested that public transit should be integrated into more neighbourhoods to provide improved access and to reduce households' overall cost of living.

Local developers suggested that increasing the requirements of delivering LEMR units and non-market housing units is more achievable in areas within proximity to transit and where incentives, such as parking reductions, can be possible. Participants from the non-profit and private sector suggested that affordable housing requirements could be updated as a tiered system tied to location and proximity to transit.

CNCL - 296

Richmond needs subsidized housing for...
Affordable rental in Richmond is...
Affordable homeownership in Richmond is...
I wish Richmond had housing options like...
Richmond's biggest housing issue is...
Affordable rental in Richmond is...
Affordable homeownership in Richmond is...
I wish Richmond had housing options like...
Richmond needs subsidized housing for...
- low income youth who are just starting out
- foster youth who age out
Richmond's biggest housing issue is...
getting into the housing market
Affordable homeownership in Richmond is...
Richmond's biggest housing issue is...
Richmond's biggest housing issue is...
Affordable homeownership in Richmond is...
I wish Richmond had housing options like...
more for homeless seniors singles/families
Affordable rental in Richmond is...
Richmond needs subsidized housing for...
single mothers homeless
I wish Richmond had housing options like...
3 bedroom apartments w/ sustainable...
Affordable rental in Richmond is...
difficult
Richmond needs subsidized housing for...
seniors (60+)
Richmond's biggest housing issue is...
not enough to find
I wish Richmond had housing options like...
condos
Affordable rental in Richmond is...
Affordable homeownership in Richmond is...
Affordable homeownership in Richmond is...
out of reach for most families
Richmond's biggest housing issue is...
I wish Richmond had housing options like...
Richmond needs subsidized housing for...
low barrier + physically disabled
Affordable homeownership in Richmond is...
I wish Richmond had housing options like...
subsidize low... senior housing
Affordable rental in Richmond is...
Affordable homeownership in Richmond is...
Affordable rental in Richmond is...
attainable
Richmond's biggest housing issue is...
I wish Richmond had housing options like...
Women Shelter
Affordable rental in Richmond is...

CNCL - 297

Next Steps

This report, along with the recently completed Housing Affordability Profile, will be used to inform the next phase of the Affordable Housing Strategy Update, which is the policy review phase. In this phase, the City will review the existing three priority policy areas in the 2007 Affordable Housing Strategy to ensure that they remain relevant and reflect current and emerging housing trends and issues. Updated policy recommendations will be developed that will work to address housing gaps in Richmond and provide options for priority groups in need, which have been identified in this report.

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Appendices

APPENDIX A: SURVEY RESPONSES

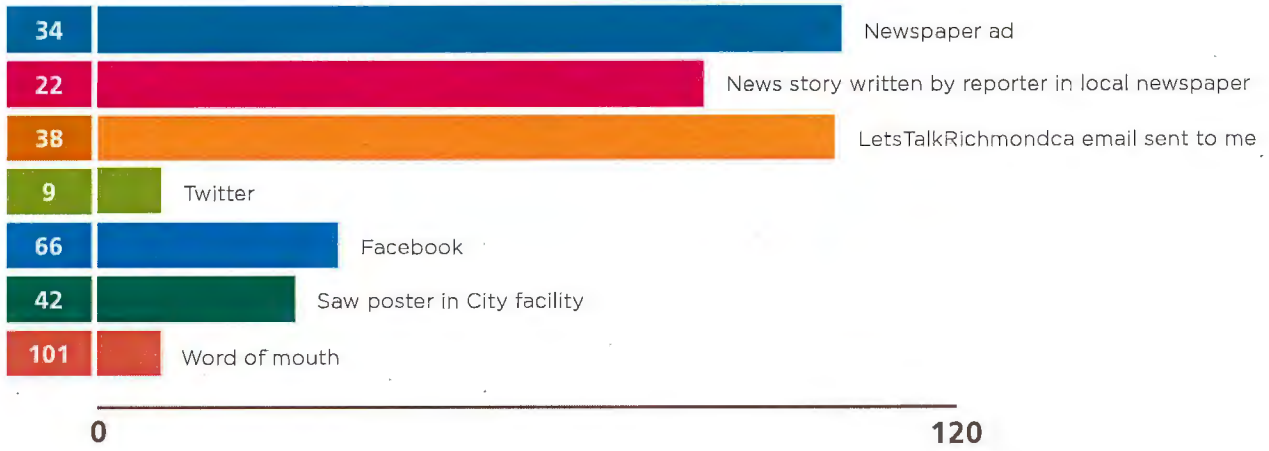
A housing survey was made available for the public online and via hard copies. The survey collected information from participants on key housing issues. Answers to the following questions were not mandatory, allowing residents to answer the questions that applied to them and provide information they were comfortable sharing. Verbatim comments were selected from the open ended survey questions to gain a qualitative narrative on housing concerns and opportunities, and have been organized by theme. This feedback was integrated into the "Pop Up Events, Open House and Survey" portion of the "What We Heard" section of this report. All verbatim comments are available at City Hall upon request.

I am interested in affordable housing in Richmond. I am:

(select all that apply)

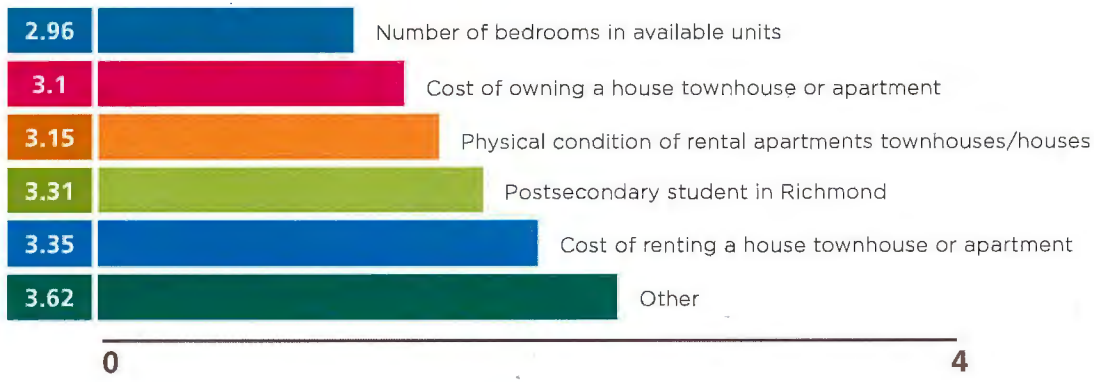
CNCL - 300

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



When thinking of housing affordability in Richmond, I feel the most important issues are:

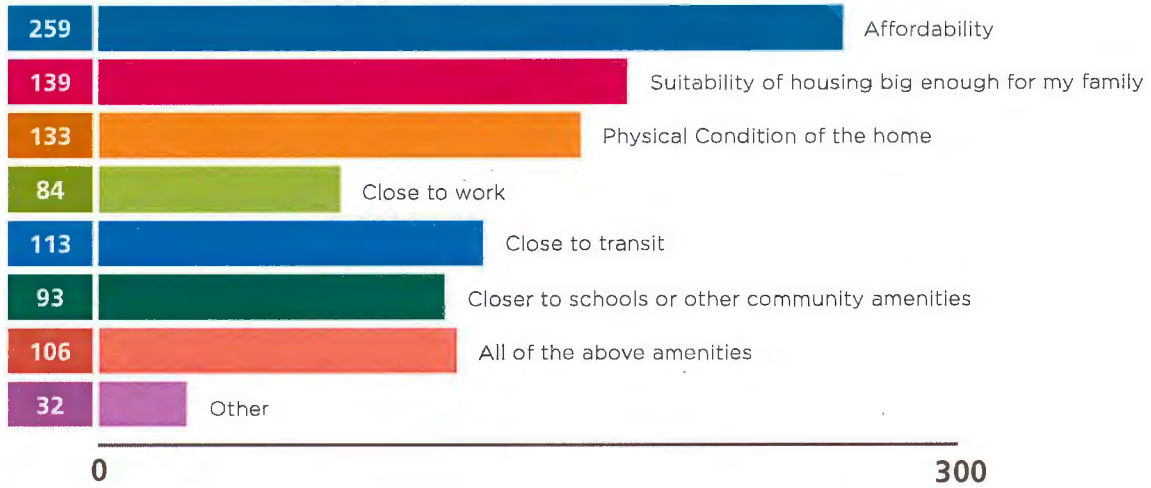
(Please rank with 6 being MOST important, 1 being LEAST important.)



CNCL - 301

I think the City of Richmond's primary focus in addressing housing affordability concerns should be:

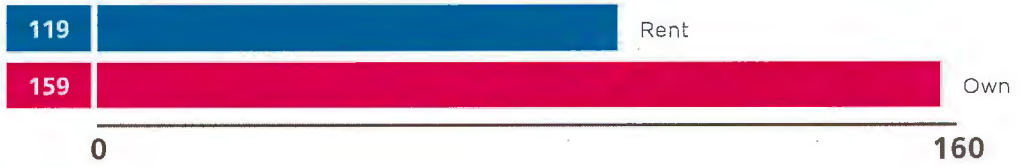
If I consider moving in the future, the top three most important factors influencing my decision will be:



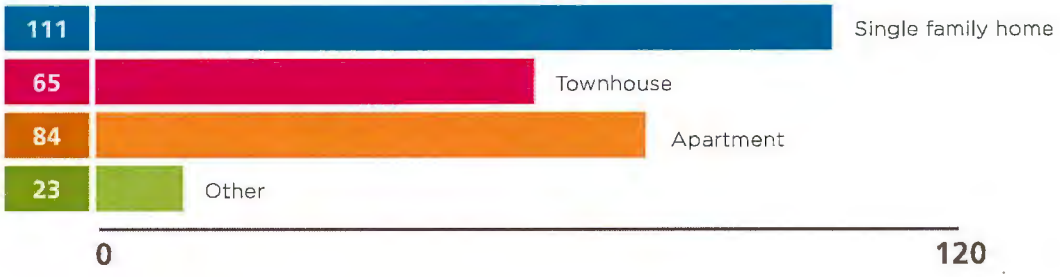
I am a Richmond resident:

CNCL - 302

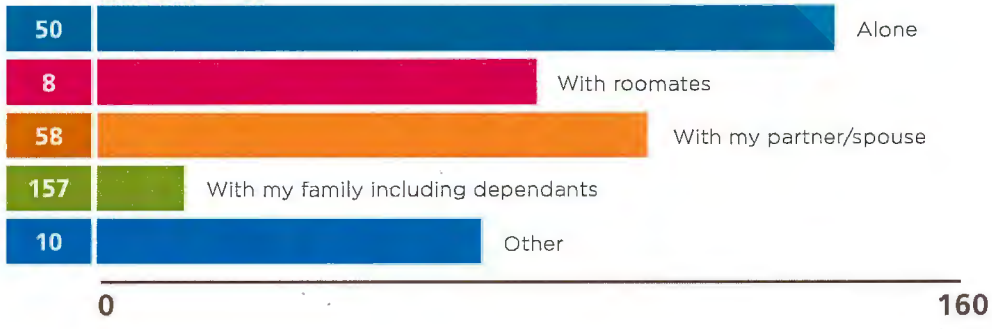
I rent or own my home:



My home is a:

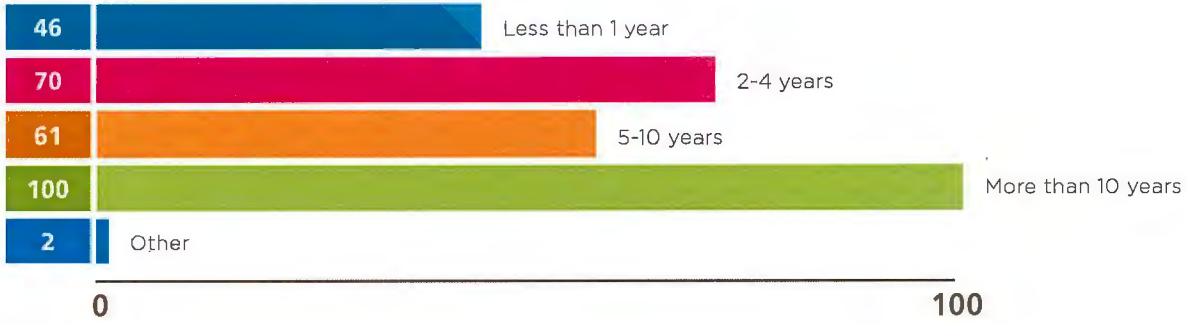


I live with:

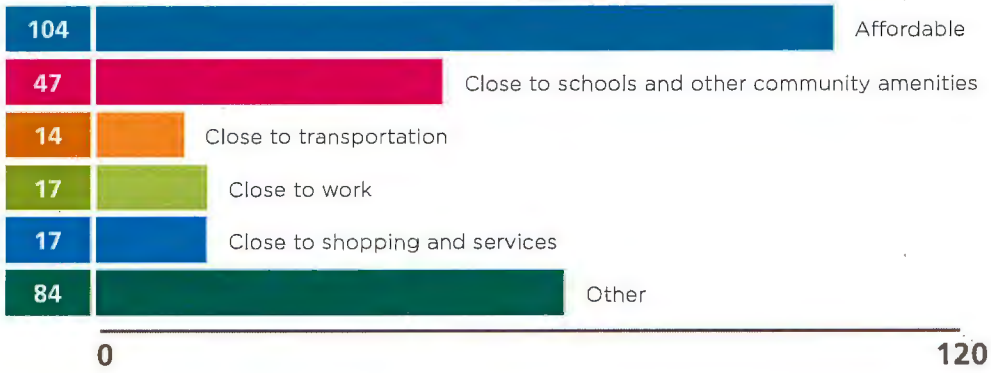


CNCL - 303

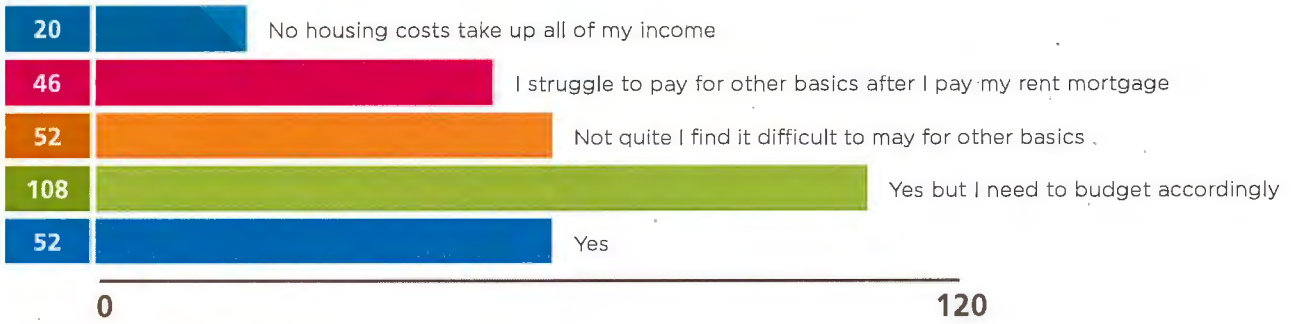
I have lived in my home for:



I chose my current housing location because it was/is:

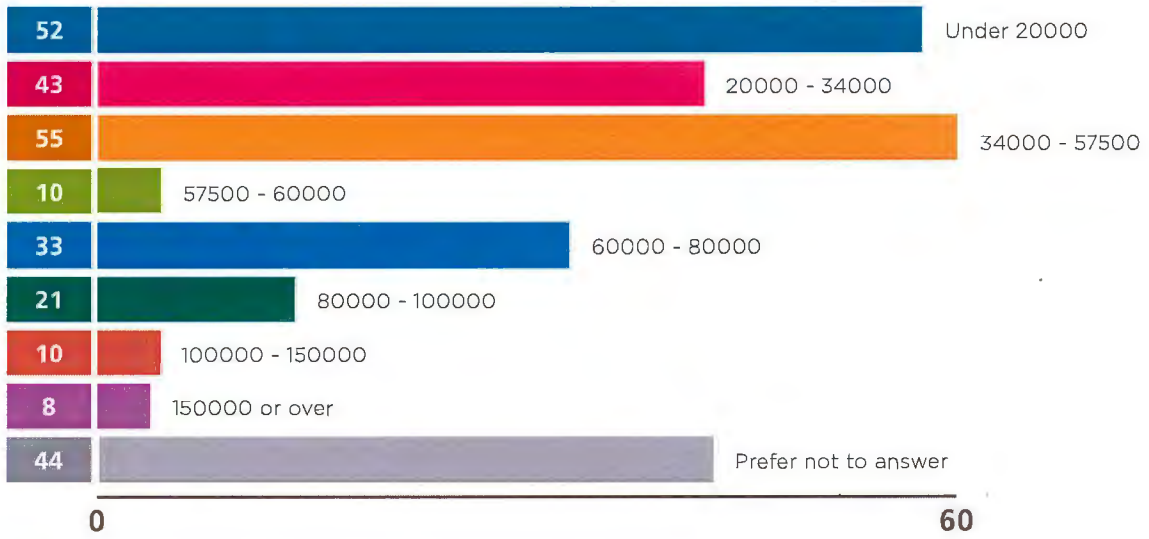


After paying my regular housing costs, I feel that I have enough money left over to cover other basics such as food and clothing:

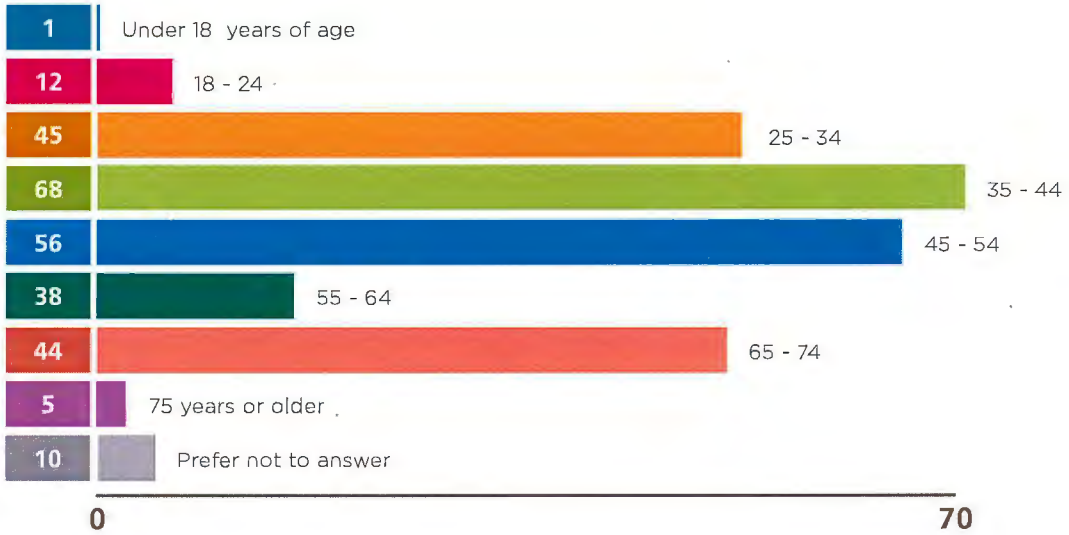


CNCL - 304

My current income bracket is:



My current age bracket is:



CNCL - 305

APPENDIX A: SURVEY RESPONSES

The following section includes selected open ended survey questions, organized by theme.

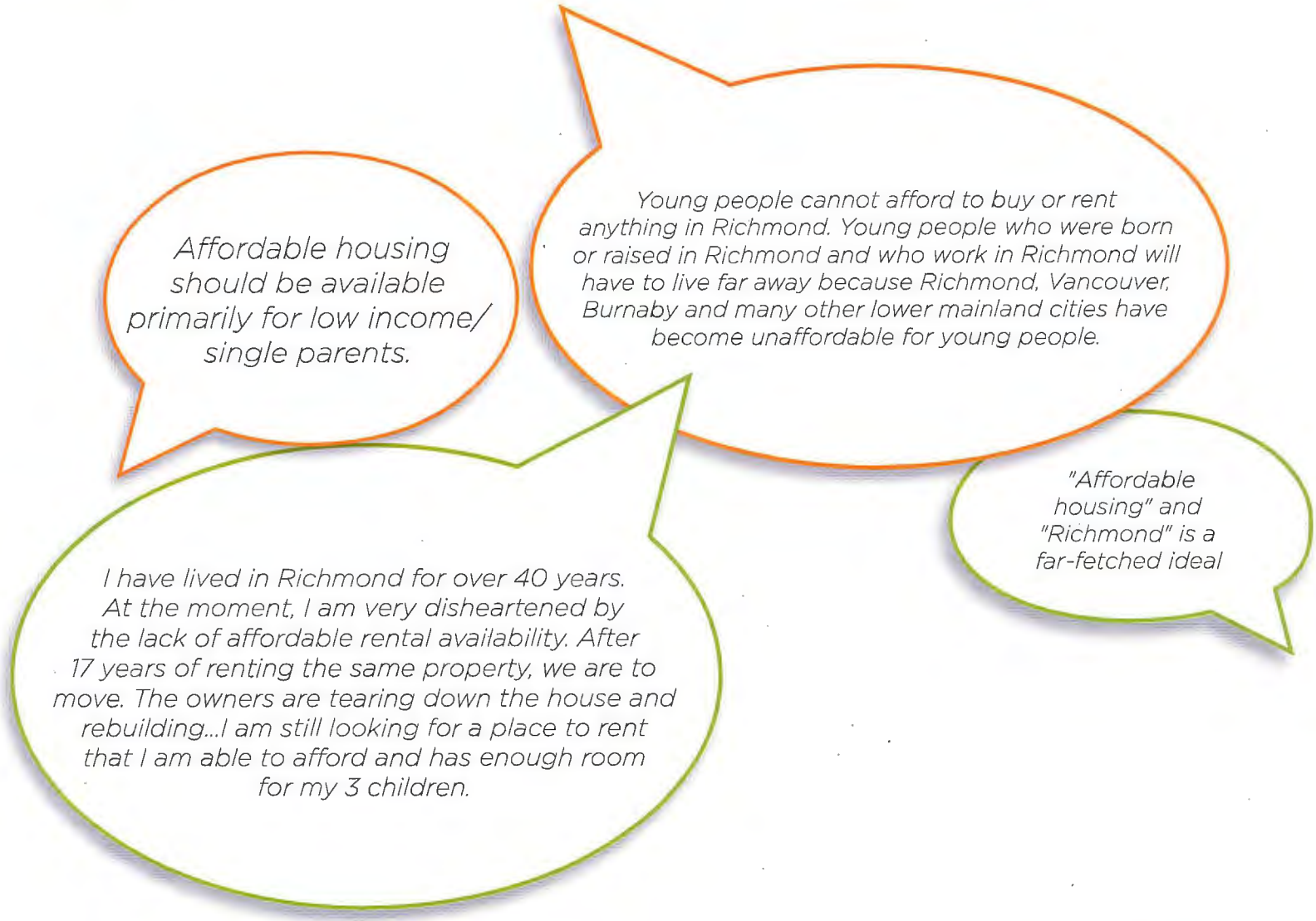
LIVEABLE AND INCLUSIVE COMMUNITY

CNCL - 306

BUILT FORM

CNCL - 307

RENTAL MARKET

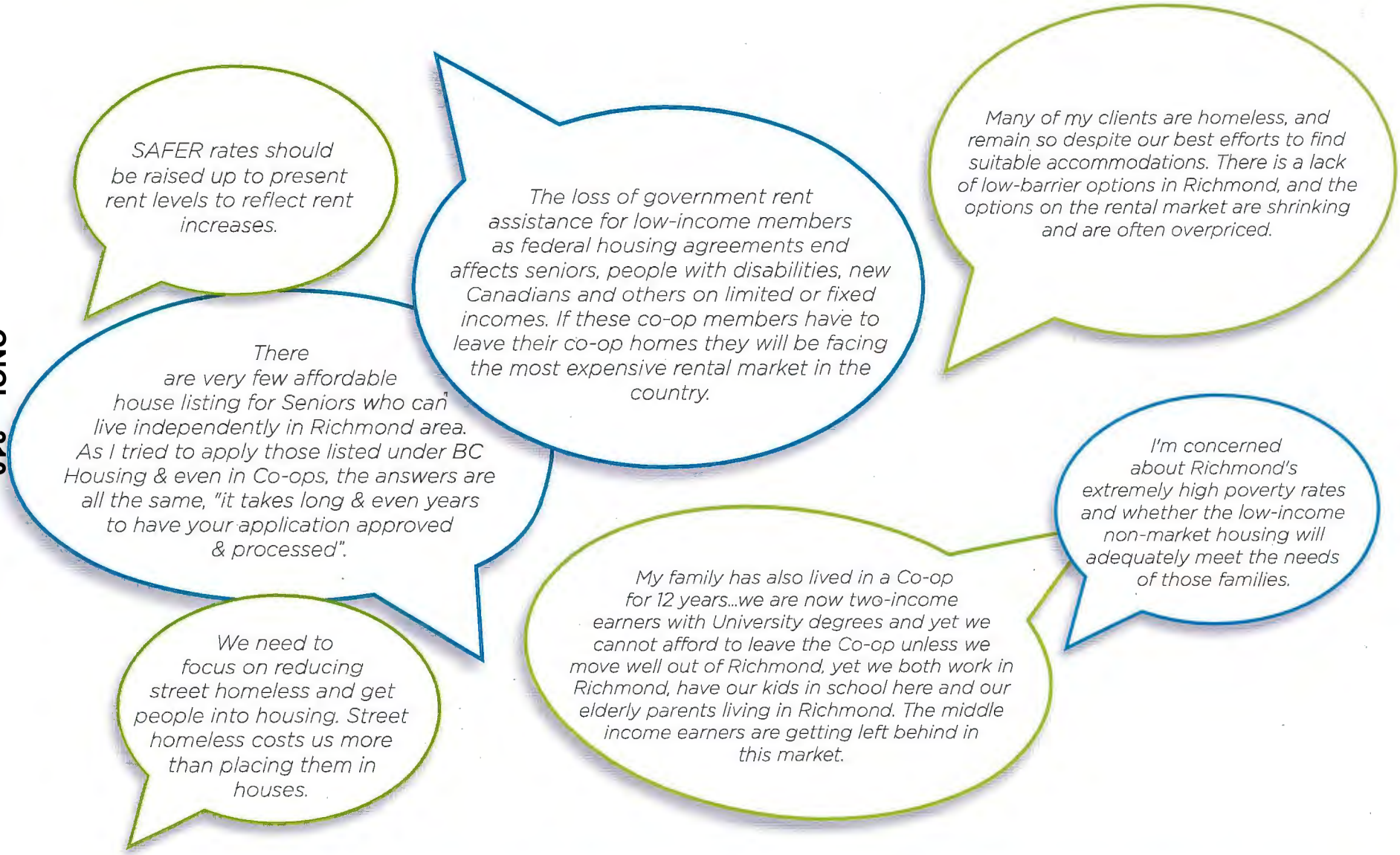


CNCL - 308

HOMEOWNERSHIP MARKET

CNCL - 309

NON-MARKET HOUSING



CNCL - 310

APPENDIX B: POST-IT BOARD RESPONSES

Post-it posters were displayed throughout the community and at consultation events, including pop-up events and the public open house, which allowed participants to provide comments on housing issues and opportunities important to them. This section summarizes the collection of poster comments.

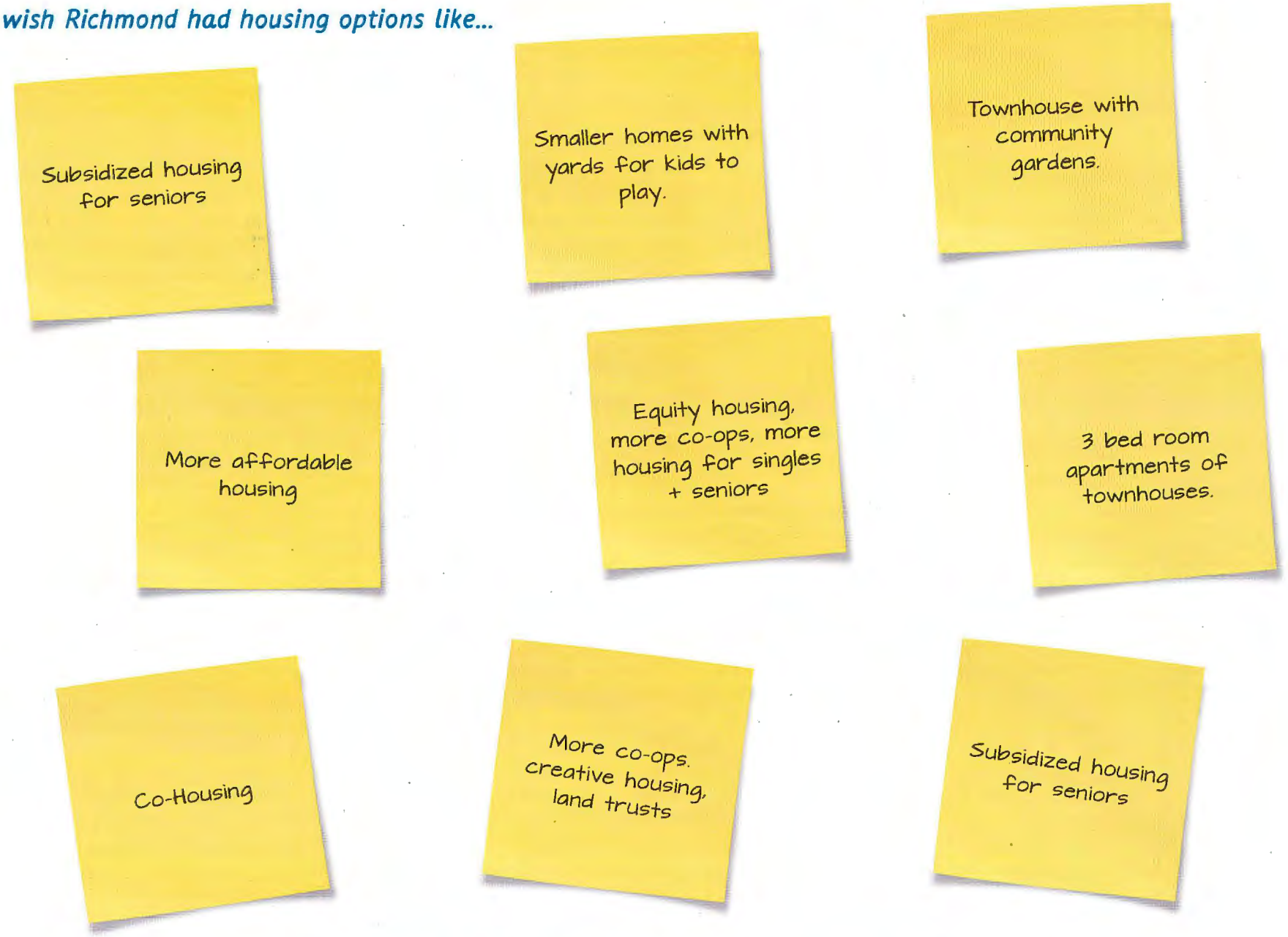
Richmond's biggest housing issue is...

CNCL - 311

Richmond needs subsidized housing for...

CNCL - 312

I wish Richmond had housing options like...



CNCL - 313

I wish Richmond had housing options like...

CNCL - 314

Affordable rental in Richmond is...

Affordable homeownership in Richmond is...

CNCL - 315

APPENDIX C: PUBLIC RESPONSE TO VISUAL EXPLORER

Below are written comments from the public in response to photos from the Visual Explorer game. They provide insight into what housing forms and features participants perceive are adequate or inadequate for their household needs.

Great for family, young starter home because has yard and 2 levels.

Good green space.

(1) Doesn't help community. Too big. Expensive. Only houses 3 people. You could fit more; (2) Too big of a footprint! Make it into 1 or 2 lots so builders can't build too big and put the price too high. Homes will be more affordable.

Easily accessible.

Too small for seniors.

CNCL - 316

Townhouse big enough + affordable for families.

Height + number of residents (outside of flight corridors) greenspace for play (maybe home gardens), water nearby provides cool in summer.

Higher density and less parking so people have to bike/walk/bus; Kiwanis and service community agency could help with funding.

Affordable rental, visibility, outdoor amenity space: garden, playspace, green space.

Pleasant livable.

(1) Too small for seniors/young single person; (2) Too small for family - single only.

CNCL - 317

Good size.

Too many stairs for seniors.

Size is good for seniors, good location by richmond. But no laundry in-suite.

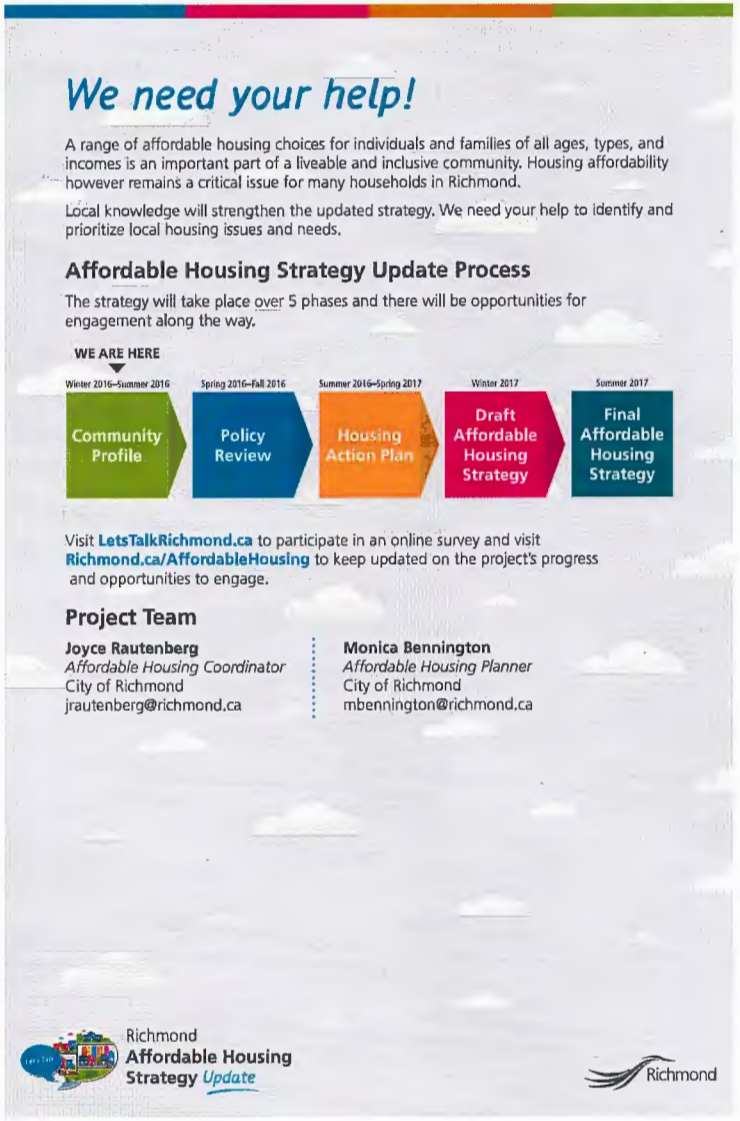
Yay! Would love more green space, available to residents/ community (i.e. not just manicured/landscaped).

(1) 2 bedroom - too expensive; (2) Can't have more than one child because can't afford another bedroom.

Low livability for seniors.

CNCL - 318

APPENDIX D: OPEN HOUSE DISPLAY BOARDS



CNCL - 319

CNCL - 320

Defining Affordable Housing

'*Affordable Housing*' is commonly defined as households spending no more than 30% of their gross income towards housing costs. For renters, this includes rent and utilities. For homeowners, this includes mortgage payments, utilities, property taxes and house insurance.

For example, a household that earns **$60,000** a year should ideally not pay more than **$1,500** a month on housing costs.

Appropriate Housing

'*Appropriate Housing*' is housing that is affordable and that is:

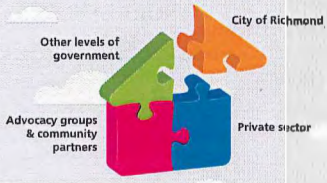
Adequate
(Does not require any major repairs)

Suitable
(Enough bedrooms for the size and make-up of resident households)

City's Role in Affordable Housing

A partnership role

The City cannot solve housing affordability problems alone. It recognizes that it can play a role in partnership with the federal and provincial governments, which have the primary responsibility for affordable housing, and the private and non-profit housing sectors.



2007 Affordable Housing Strategy

The current Affordable Housing Strategy directs the City's response to ensure that a range of housing options are developed for households of different ages, family types, and income.

- **3 Key Priorities**

Subsidized (Non-market) rental
Annual household incomes less than $34,000

Low End Market Rental
Annual household incomes between $34,000 and $57,000

Entry Level (affordable) Homeownership
Annual household incomes less than $64,000

- **Key elements in the City's response to Affordable Housing:**
  - Planning and housing policy development
  - Leasing City owned land to non-profit housing providers
  - An Affordable Housing Reserve Fund, which contributes funding to affordable housing projects
  - Inclusionary zoning requiring developers to build affordable rental units in exchange for density bonuses

Highlights

Affordable Housing Achievements (as of March 2016)

Affordable Housing Inventory

- 1,392 units secured through the Affordable Housing Strategy since 2007:

320	477	411	165	19
low-end market rental units	subsidized rental units	market rental units	secondary suites and coach houses	affordable homeownership units

- 3,175 affordable rental units secured outside of the Affordable Housing Strategy (including family and seniors' rental, and co-ops)

City Contributions to Affordable Housing Projects

- The City has made significant contributions over the past three years towards the construction costs and municipal fees for two local housing developments:
  - $24.1 million to the Kiwanis Towers for low-income seniors' rental housing (*project completed*).
  - $19.1 million to the Storeys development for vulnerable individuals and families (*project under construction*).

Land Partnerships

- The City has leased seven (7) City-owned properties at below market rates to non-profit housing providers

Density Bonusing

- The City collects affordable housing contributions at a flat rate in exchange for density bonuses:

$2 per square foot	$4 per square foot	$6 per square foot
for single family developments	for townhouse developments	for apartment/mixed-use developments with 80 units or less

- In developments with more than 80 units, the City requires at least 5% of the total floor area to be constructed as low-end market rental units

Affordable Housing Reserve Fund

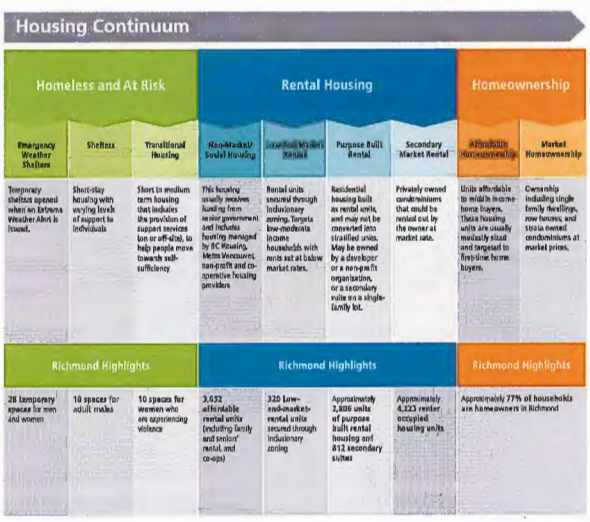
- Since 2007, the City has collected $7,459,208 in developer contributions towards Affordable Housing

Richmond **Affordable Housing Strategy** *Update*

Richmond

Housing in Richmond

The City acknowledges that an important part of a liveable and inclusive community is having housing options to ensure all households of different sizes, ages, and incomes have access to housing that meet their needs. The following housing continuum identifies this mix of housing options.



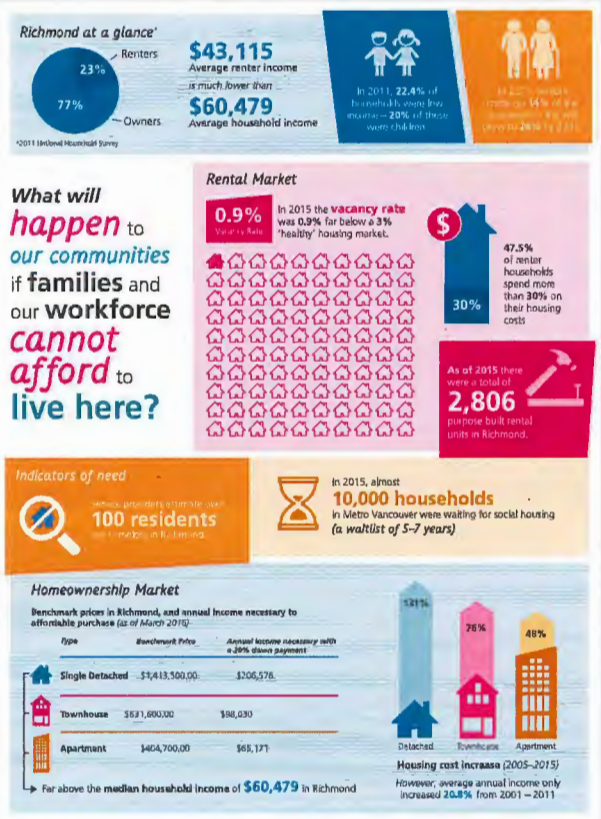
Richmond **Affordable Housing Strategy** *Update*

Richmond

CNCL - 321

CNCL - 322

A Snapshot of Housing Affordability in Richmond



Richmond Affordable Housing Strategy *Update*

Richmond

What we've heard so far...

Your experience with housing in Richmond and your thoughts on creating a liveable community will help shape the updated Affordable Housing Strategy. The strategy will guide the City's actions in addressing local housing challenges in the coming years. Here are some of the comments and ideas we have heard so far:

Richmond Affordable Housing Strategy *Update*

Richmond

CNCL - 323

What we've heard so far...

The City of Richmond works to create affordable housing options in partnership with senior levels of government and the non-profit and private sectors. Here are some comments our stakeholders have shared regarding housing affordability in Richmond:

Richmond **Affordable Housing Strategy** *Update*

Richmond

Visual Explorer Game

If a picture is the same as a 1,000 words, what do these pictures say to you?

On the table are a variety of housing images. They are from a range of places and settings. Pick out one image that illustrates what housing options you'd like to see in Richmond. Feel free to play the Visual Explorer game again if you see other important images you'd like to speak about.

Note: The images are chosen from many possible housing photos. They do not, nor are they intended, to represent the ideal illustration of Richmond's housing forms. Their role is to help inspire you

How to Play

1. **Imagine**
   Think of what housing options you'd like to see in Richmond.
2. **Browse and Select**
   Go to the image table and select an image from the available collection that illustrates a part of your vision for housing in Richmond.
3. **Reflect**
   Take a moment to write or draw how the image related to what housing options you'd like to see in Richmond and why. Make sure you identify the number (on the back) of the picture you chose.
4. **Share**
   Stick your note to the board and take a few moments to enjoy the contributions of others.

Richmond **Affordable Housing Strategy** *Update*

Richmond

APPENDIX E: LIST OF PARTICIPANTS

Thank you to the following participants for their time and feedback:

- Adam Collinge (BC Housing)
- Ajit Thaliwal (Private Builder)
- Aileen Cormack (Richmond Seniors Advisory Committee and Richmond Homelessness Coalition)
- Andre Chevier (Mental Health Housing Supports – Vancouver Coastal Health)
- Barbara Bawlf (Richmond Mental health Consumer and Friends Society)
- Belina Boyd (Community Engagement – Vancouver Coastal Health)
- Blaire Chisholm (Brook Pooni Associates)
- Brendan Coyle (Richmond Community Council, Richmond Centre for Disability, and Richmond Society for Community Living)
- Bruce Smith (Coast Mental Health)
- Clive Alladin (Private Builder)
- Darrell Burnham (Coast Mental Health)
- Darren Kitchen (Co-op Housing Federation of BC)
- David Jacobson (Intracorp)
- De Whalen (Richmond Poverty Response Committee)
- Diana Dilworth (BC Non-Profit Housing Association)
- Don Littleford (Metro Vancouver Housing Corporation)
- Ella Huang (Richmond Centre for Disability)
- Erika Martens (Mental Health Outreach – Vancouver Coastal Health)
- Harjit Sandhu (Landcraft Group)
- James Caspersen (Turning Point Recovery Society)
- Janice Barr (Richmond Society for Community Living)
- Jeff Fisher (Urban Development Institute)
- Karen Hemmingson (BC Housing)
- Karen Barclay (Community Mental Health – Vancouver Coastal Health)
- Kathie Chiu (Salvation Army)
- Lance Jacubek (CMHC)
- Margaret Eberle (Metro Vancouver)
- Mark Sakai (Greater Vancouver Home Builders Association)
- Mike Amiri (MYK Construction Ltd.)
- Mukhiar Sinan (Sinan Group)
- Millie Beckel (Richmond Society for Community Living)
- Neena Randhawa (Chimo Community Services)
- Nissim Samuel (Private Builder)
- Peter Chan (Richmond Community Services Advisory Committee)
- Raman Kooner (Sutton Group)
- Richard Dilon (Patient Flow – Vancouver Coastal Health)
- Richmond Mental Health Friends and Consumers
- Robert Brown (Catalyst Community Developments)
- Sam Sandhu (Breek Holdings Limited)
- Shaila Jamal (Occupational Therapist, Mental Health/Addictions – Vancouver Coastal Health)
- Steve Jedreichich (Townline)
- Susan Rechel (Regional Specialized Housing – Vancouver Coastal Health)
- Suzanne Lightfoot (Caring Place Society)
- Tammy Bennet (BC Housing)
- Tiffany Duzita (Vancouver Community Land Trust)
- Yoko Kihara (Gilmore United Church)

CNCL - 324

CNCL - 325

Prepared for:

Richmond

Prepared by:

CITY SPACES

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lets-talk-richmond

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cityofrichmondbc

City of Richmond

Report to Committee

Planning and Development Division

To:	Planning Committee	**Date:**	October 26, 2016
From:	Wayne Craig Director, Development	**File:**	ZT16-734106
Re:	**Application by Lloyd Kinney for a Zoning Text Amendment to Permit a Microbrewery within the Industrial Business (IB1) Zone at Unit #110 - 12500 Horseshoe Way**		

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9614, for a Zoning Text Amendment to the "Industrial Business (IB1)" zone to allow a "Microbrewery, Winery and Distillery" at #110-12500 Horseshoe Way, be introduced and given first reading.

Wayne Craig
Director, Development

WC:mm
Att. 4

REPORT CONCURRENCE
CONCURRENCE OF GENERAL MANAGER

Staff Report

Origin

Lloyd Kinney has applied to the City of Richmond for a Zoning Text Amendment to the "Industrial Business (IB1)" zone to allow a microbrewery at #110-12500 Horseshoe Way (Attachment 1).

The applicant has operated a 112 m^2 (1,200 ft^2) brewery in one (1) unit of an industrial complex on the subject site since January 2016, as a permitted industrial use. The applicant has now applied for a zoning text amendment to allow for the brewery to operate as a microbrewery, and utilize 30 m^2 (323 ft^2) of the brewery space for a retail store.

The brewery currently operates under the current "Industrial Business (IB1)" zone and received a "manufacturer" licence from the *Liquor Control and Licensing Branch* (LCLB). The applicant has also now applied to the LCLB for manufacturer "on-site store" license endorsement. The applicant has applied to amend the "Industrial Business (IB1)" zone to allow the "Microbrewery, Winery and Distillery" use to operate the retail store within the subject strata unit only.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached.

Surrounding Development

The subject site is located within the Ironwood Industrial Park surrounded by light industrial and low-rise business park office buildings.

To the North: Light industrial/office building zoned "Industrial Business (IB1)".

To the South: Light industrial/office building zoned "Industrial Business (IB1)".

To the East: Across Horseshoe Way, Light industrial/office building zoned "Industrial Business (IB1)".

To the West: Light industrial/office building zoned "Industrial Business (IB1)".

Background

The Provincial Government's *Liquor Control and Licensing Act* regulations allow for liquor manufacturer licence holders to apply for "endorsements" for additional ancillary uses which include: on-site store, lounge, special event area, tour area, and picnic area.

In Fall 2015, Planning Committee considered a Staff Report to create a new "Microbrewery, Winery and Distillery" use and permit this use within the IB1 zone for one site only at 11220 Horseshoe Way for the Fuggles and Warlock Microbrewery. That zoning text amendment was

approved on November 9, 2015 by Council to allow the brewery to obtain the required LCLB "lounge" and "on-site store" endorsements to its manufacturer licence and to be issued a City business licence.

Planning Committee recommended that Staff proceed to prepare a further Richmond Zoning Bylaw 8500 to add "Microbrewery, Winery and Distillery" to a number of standard mixed-use and commercial zones as follows:

- "Steveston Commercial (CS2; CS3)"
- "Downtown Commercial (CDT1, CDT2, CDT3)"
- "Auto-Oriented Commercial (CA)"
- "Entertainment & Athletics (CEA)"

The Staff Report noted that all future applications for microbreweries in other zoning districts would require site-specific rezoning applications.

On March 21, 2016, Council adopted Zoning Amendment Bylaw 9490 which included the "Microbrewery, Winery and Distillery" use in the above-noted zones.

Related Policies & Studies

Official Community Plan/Shellmont Area Plan

The Official Community Plan (OCP) designates the subject site as "Mixed Employment". The existing brewery use and proposed ancillary store use is consistent with the "Mixed Employment" designation.

The Shellmont Area Plan does not include specific land use designations affected by the proposed application.

Richmond Zoning Bylaw 8500

The current Britannia Brewing Company operation is permitted as alcohol manufacturing under the "industrial, general" use within the "Industrial Business (IB1)" zone.

The proposed zoning text amendment would permit the "Microbrewery, Winery and Distillery" use in the specific strata lot now occupied by Britannia Brewing Company to operate the proposed ancillary on-site store as provided by LCLB regulations. The "Microbrewery, Winery and Distillery" use requires that the existing brewery (liquor manufacturing) use continue to occupy more than fifty percent (50%) of the total floor area of the premises. This zoning provision is consistent with the intent of the LCLB alcohol manufacturer license which requires that the brewery operation continue to be the principal use.

The proposed zoning amendment, if adopted, would allow the proposed "on-site store" to be permitted along with the currently permitted brewery. City Business Licencing and the LCLB require no additional public consultation for the ancillary on-site retail store. The applicant is not seeking a "lounge" LCLB endorsement that would require further public and Council comment.

The applicant has submitted a LCLB manufacturer license "on-site store" endorsement application. The LCLB requires a written declaration from the applicant that the "on-site store" is permitted under local zoning and asks for local government confirmation that the store is allowed under its zoning.

Public Consultation

A Development Application sign has been installed on the subject property. Staff have not received any comments from the public about the application in response to the placement of the development applications sign on the property.

Should the Planning Committee endorse this application and Council grant first reading to the zoning text amendment bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment.

Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Analysis

The applicant is applying to allow an ancillary "on-site" store where LCLB permits only sale of the manufacturer's own beer produced on-site and related non-liquor products (e.g. mugs, promotional T-shirts, etc.).

The subject site is near the recently approved Fuggles and Warlock Microbrewery within the IBI zone in the same industrial business park neighbourhood and is near a bus route.

Transportation and Site Access

The site composed of two (2) multi-tenant light industrial buildings with a central parking lot located between the buildings access via a driveway from Horseshoe Way. This section of Horseshoe Way has existing curb, sidewalk and street lighting with no improvements required as a result of this application. The applicant has agreed to provide a contribution of $1,650 to the City to plant two (2) street trees within the grass boulevard within the Horseshoe Way road allowance adjacent to the subject site.

The subject unit #110 complies with the parking requirements under Richmond Zoning Bylaw 8500 and is assigned two (2) parking spaces under the strata plan within the parking lot located between these two (2) buildings. There are also two (2) shared loading spaces for the building complex near the front of the parking lot. The existing parking and loading for the unit meets the requirements for the existing brewery and the proposed retail store.

Under Richmond Zoning Bylaw 8500, the applicant will need to provide one (1) exterior visitor bicycle Class 1 space/rack and one (1) interior Class 2 employee bicycle parking space when applying for a tenant improvement building permit.

Conclusion

The proposed text amendment is to facilitate the addition of a small on-site store to be included along within the existing brewery already permitted under the "Industrial Business (IB1)" zone. Staff supports the proposed Zoning Text Amendment given its location, adjacent uses and the limited size of the ancillary brewery store which will be required to be consistent with the LCLB regulations.

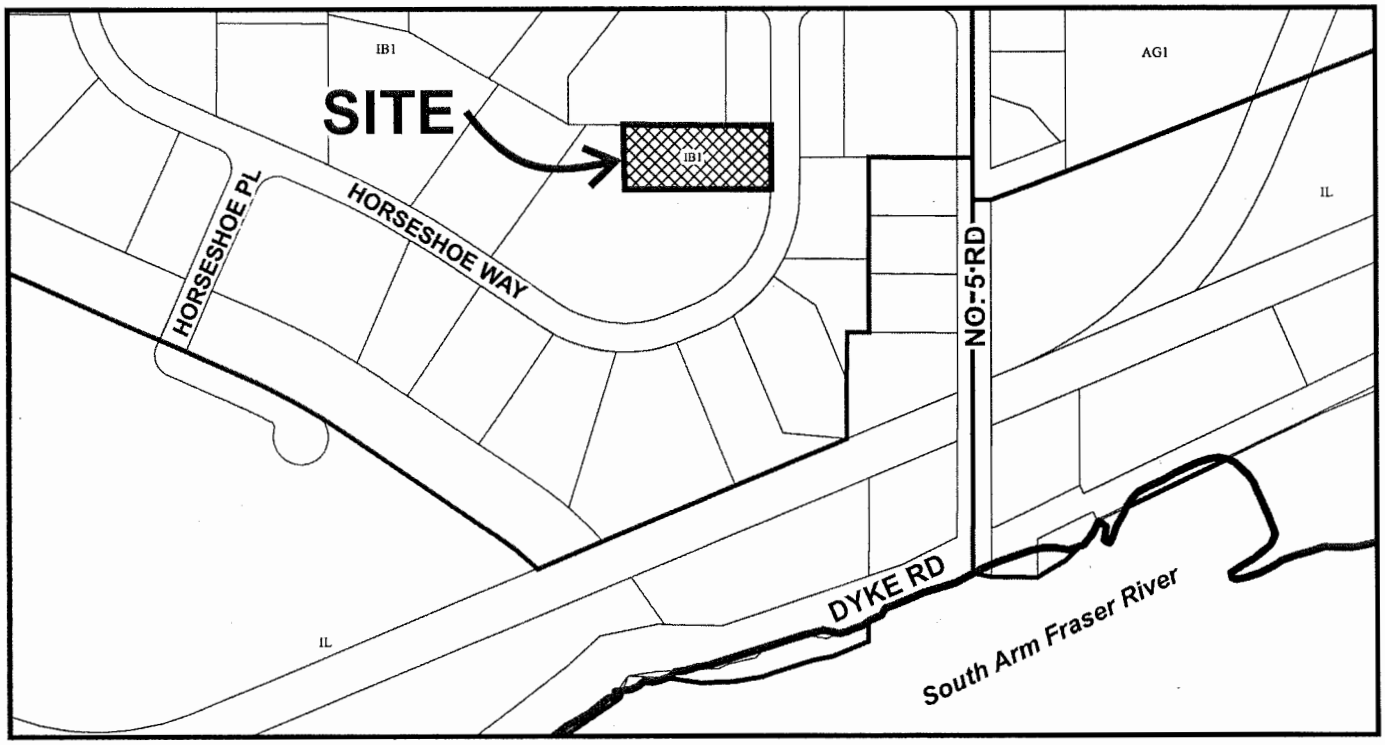
It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9614 be introduced and given first reading.

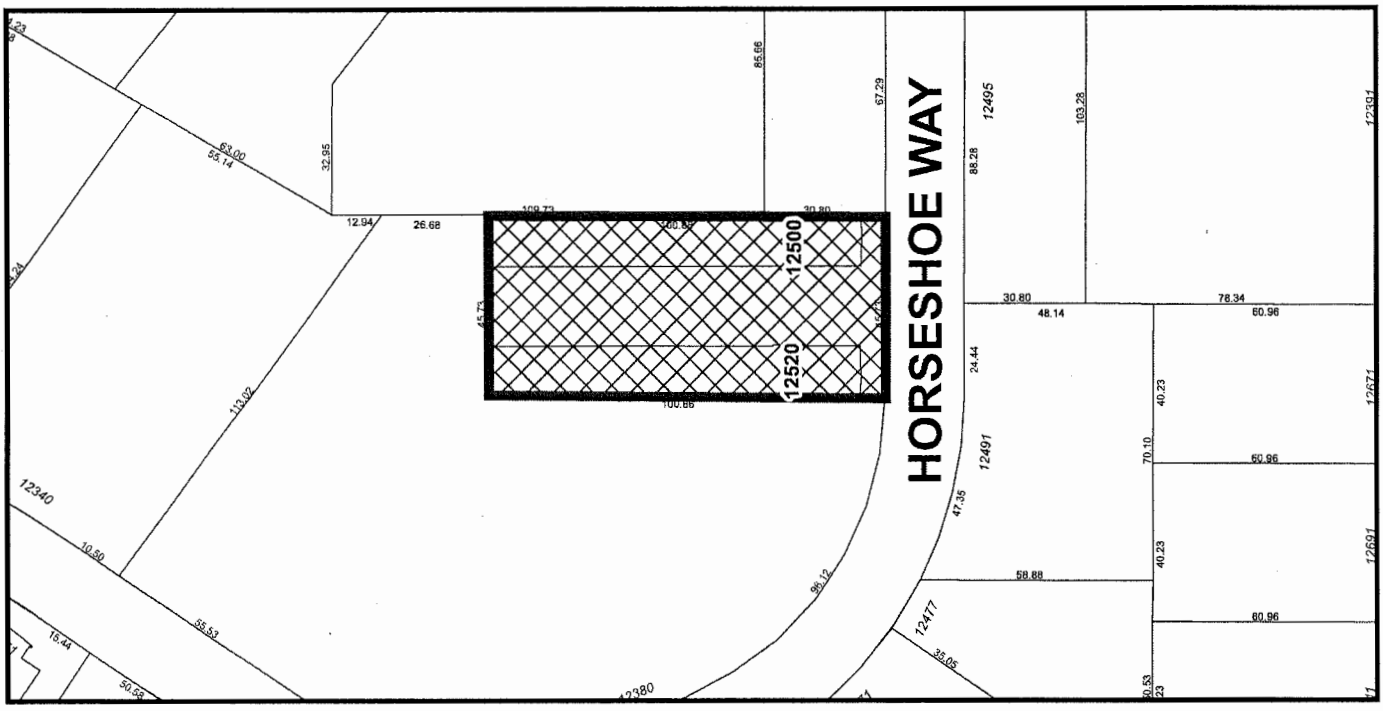
Mark McMullen
Senior Coordinator - Major Projects

MM:rg

Attachment 1: Location Map / Aerial Photo
Attachment 2: Development Application Data Sheet
Attachment 3: Strata Plan Showing Building and Unit #110
Attachment 4: Rezoning Considerations

City of Richmond





ZT 16-734106

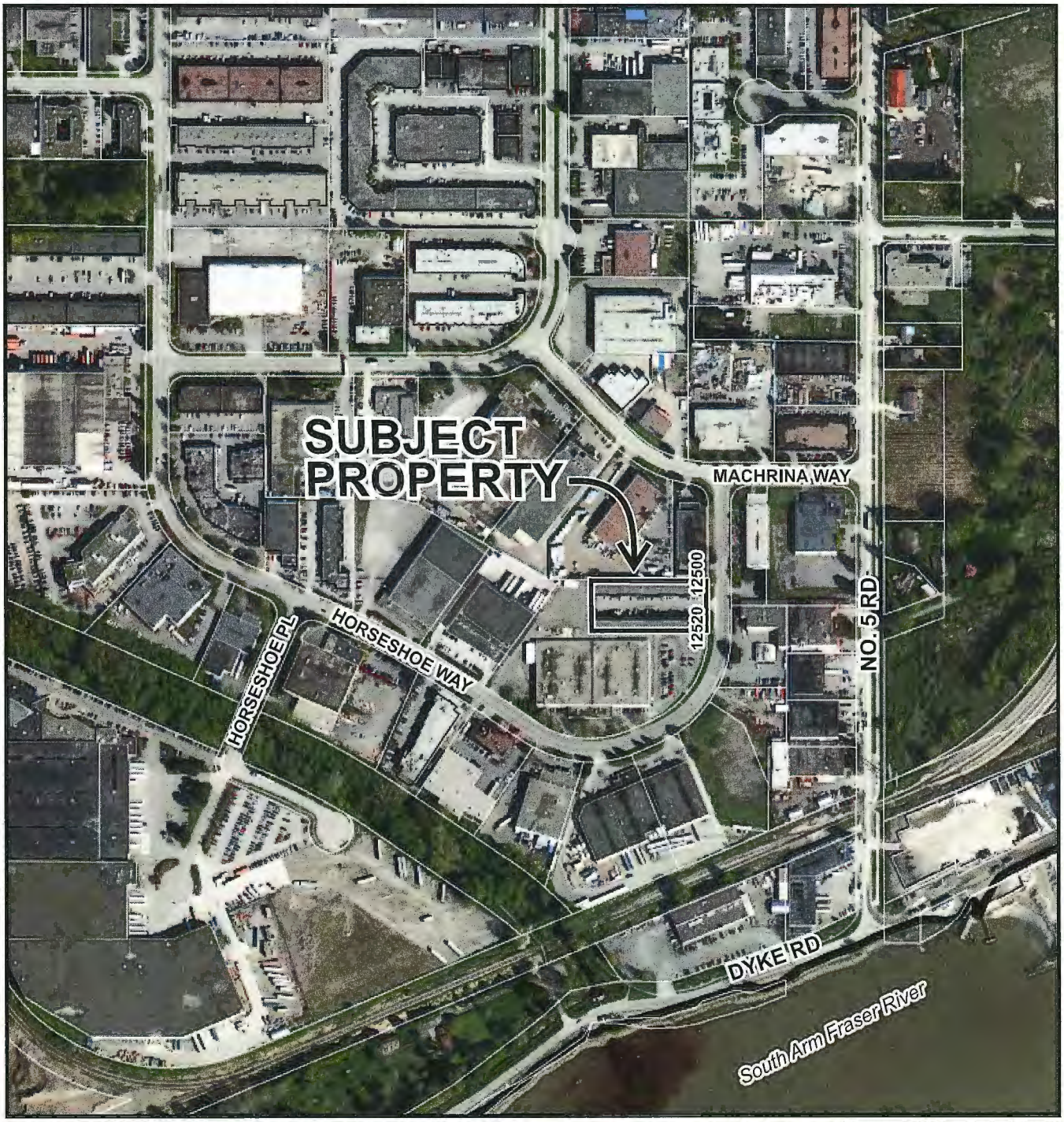
Unit 110 - 12500 Horseshoe Way

Original Date: 06/23/16

Revision Date: 10/25/16

Note: Dimensions are in METRES

City of
Richmond



ZT 16-734106

Original Date: 06/23/16

Revision Date:

Note: Dimensions are in METRES

City of Richmond

Development Application Data Sheet

Development Applications Department

ZT16-734106 **Attachment 2**

Address: #110-12500 Horseshoe Way

Applicant: Lloyd Kinney

Planning Area(s): Shellmont

	Existing	Proposed
Owner:	1014787 BC Ltd.	1014787 BC Ltd.
Site Size (m^2):	4,611m ^{2}	4,611m ^{2}
Land Uses:	General Industrial, Brewery	General Industrial, Microbrewery
OCP Designation:	Mixed Employment	No Change
Area Plan Designation:	N/A	N/A
Zoning:	Industrial Business (IB1)	No Change
Number of Units:	N/A	N/A
Other Designations:	N/A	N/A

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	1.0 Max.	No change	none permitted
Buildable Floor Area (m^2):*	4,611m^2 Max.	No change	none permitted
Lot Coverage (% of lot area):	60% Max.	No change	none
Lot Size:	None	No change	none
Lot Dimensions (m):	Width: N/A Depth: N/A	No change	none
Setbacks (m):	Front: Min. 3.0 m Rear: Min. 0.0 m Side: Min. 0.0 m Exterior Side: Min. 3.0 m	No change	none
Height (m):	12.0 m	No change	none
Off-street Parking Spaces – Total:	2 (for unit)	No change	none

SHEET 4 OF [illegible] SHEETS

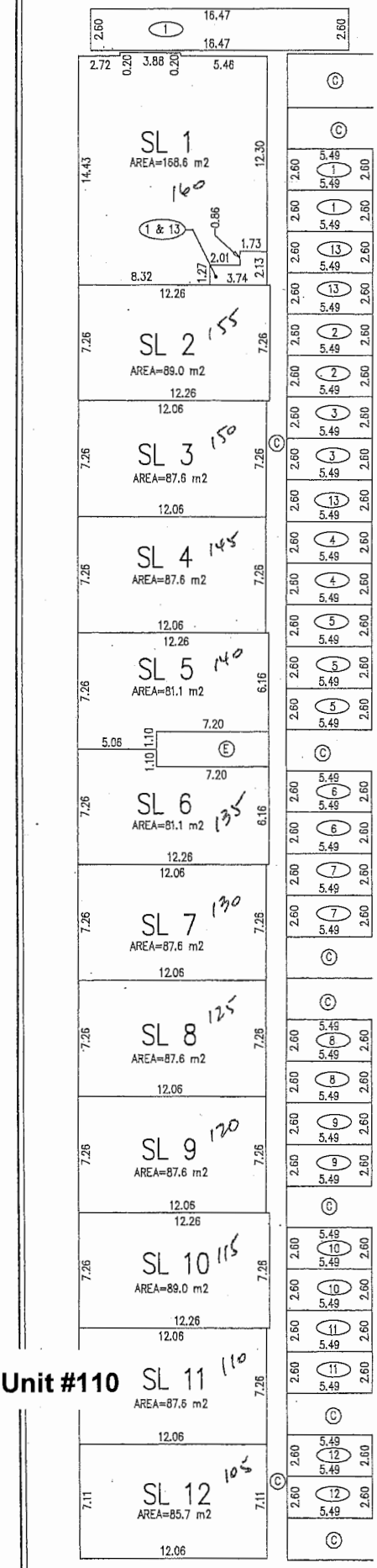
STRATA PLAN BCS 1607

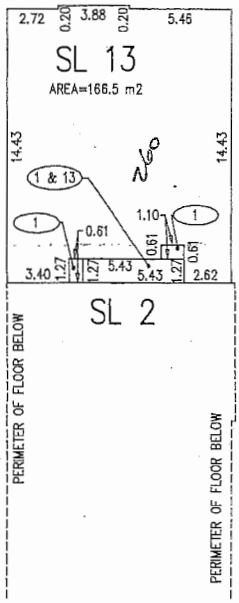
FLOOR PLANS BUILDING A

SCALE 1 : 250

0 5 10 15 20 25 m

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF





Subject Unit #110

G.A. HOL B.C.L.S.

DATE: NOVEMBER 18, 2005

DETAILS – FOUNDATIONS

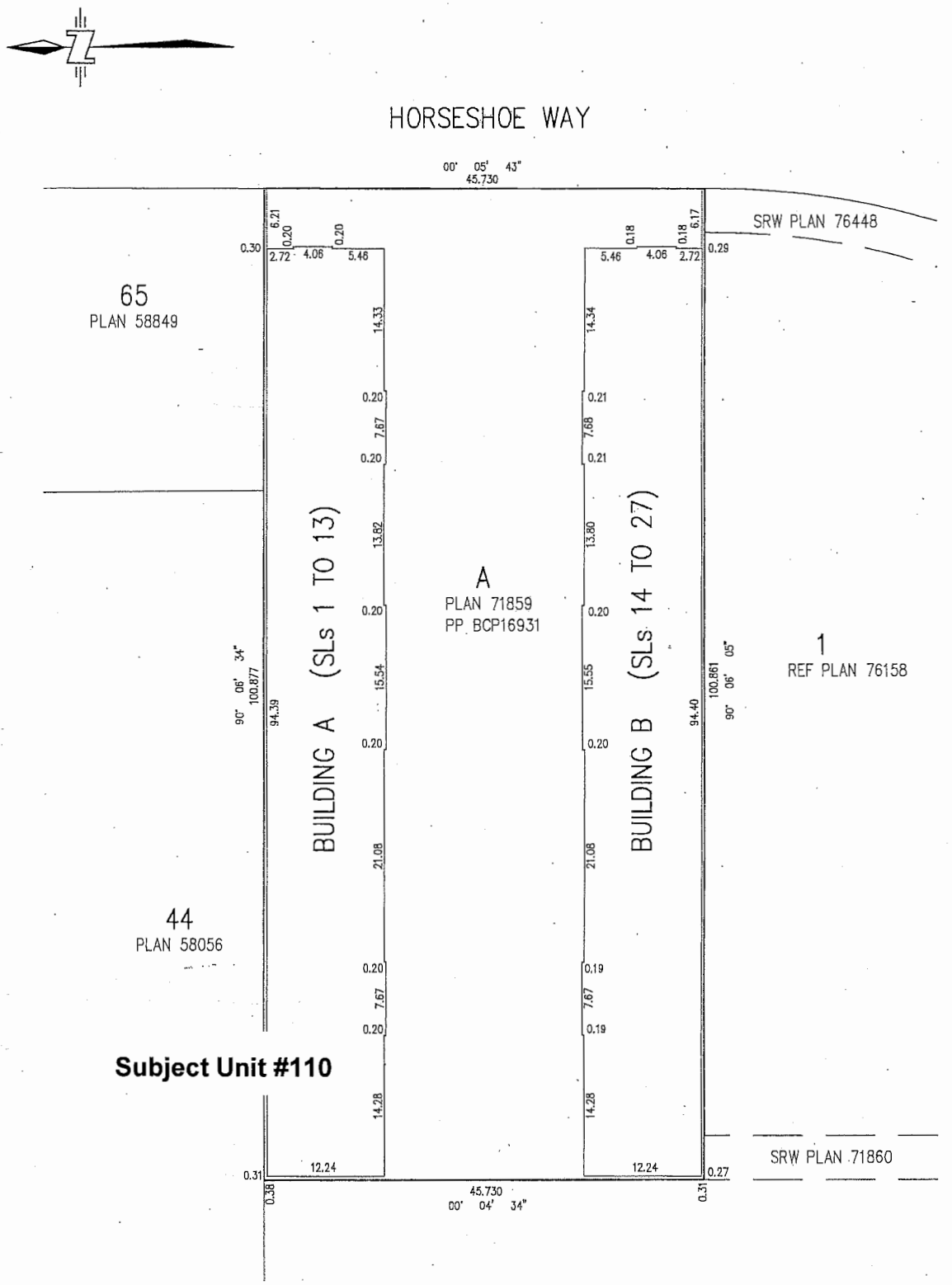
SCALE 1 : 400

0 20 40 m

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF

SHEET 2 OF 5 SHEETS

STRATA PLAN BCS 1607



B.C.L.S.

G.A. NOL

DATE: NOVEMBER 18, 2005

City of Richmond

Rezoning Considerations

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: #110-12500 Horseshoe Way **File No.:** ZT 16-734106

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9614, the developer is required to complete the following:

1. Provide a cash contribution of $1650 to the City of Richmond to plant two (2) street trees within the Horseshoe Way road allowance adjacent to the subject site.

Prior to Building Permit Issuance, the developer must complete the following requirements*:

1. Provide one exterior visitor bicycle Class 1 space/rack and one interior Class 2 employee bicycle parking space.
2. Prior to the issuance of BP, a construction parking and traffic management plan to be provided to the Transportation Division (Ref: http://www.Richmond.ca/services/ttp/special.htm>)

Note:

* This requires a separate application.

- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

  All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

  The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Oct 19th, 2016
Date

City of Richmond

Bylaw 9614

Richmond Zoning Bylaw 8500 Amendment Bylaw 9614 (ZT 16-734106) #110-12500 Horseshoe Way

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500 is amended by repealing Section 12.3.11.5 of the "Industrial Business Park (IB1)" zone and replacing it with the following:

   "**Microbrewery, Winery and Distillery** shall be only permitted on the following **sites**:

   (a) 11220 Horseshoe Way
   PID 000-564-095
   Lot 45 Section 1 Block 3 North Range 6 West New Westminster District Plan 56980

   (b) #110-12500 Horseshoe Way
   PID 026-556-791
   Strata Lot 11 Section 12 Block 3 North Range 6 West New Westminster District Strata Plan BCS1607"

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9614".**

FIRST READING	
PUBLIC HEARING	
SECOND READING	
THIRD READING	
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL	
OTHER CONDITIONS SATISFIED	
ADOPTED	

CITY OF RICHMOND
APPROVED by
APPROVED by Director or Solicitor

MAYOR

CORPORATE OFFICER

City of Richmond

Report to Committee

Planning and Development Division

To:	Planning Committee	**Date:**	October 24, 2016
From:	Wayne Craig Director, Development	**File:**	RZ 15-699299
Re:	**Application by Jacken Investments Inc. for Rezoning at 8111 No. 3 Road from Single Detached (RS1/E) to Compact Single Detached (RC2)**		

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9630, for the rezoning of 8111 No. 3 Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.

Wayne Craig
Director, Development

WC:sds
Att. 7

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Affordable Housing	☑	

Staff Report

Origin

Jacken Investments Inc. has applied to the City of Richmond for permission to rezone the property at 8111 No. 3 Road from the "Single Detached (RS1/E)" zone to the "Compact Single Detached (RC2)" zone, to permit the property to be subdivided to create two (2) lots, with vehicle access from the existing rear lane (Attachment 1). The site is currently occupied by a single-family dwelling, which will be demolished. A site survey showing the proposed subdivision plan is included in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

Surrounding Development

Development immediately surrounding the subject site is as follows:

To the North: Across the east-west lane, single-family dwellings on two (2) lots zoned "Single Detached (RS1/E)", currently under a rezoning application (RZ 16-731751) to rezone to "Compact Single Detached (RC2)", in order to create four (4) lots.

To the South: Single-family dwellings on lots zoned "Compact Single Detached (RC2)" fronting the frontage road to No. 3 Road.

To the East: A frontage road separated from No. 3 Road by a large coniferous hedge, and across No. 3 Road, single-family dwellings on lots zoned "Single Detached (RS1/E)" fronting No. 3 Road.

To the West: Across the north-south lane, single-family dwelling on a lot zoned "Single Detached (RS1/E)" fronting Sunnymede Crescent.

Related Policies & Studies

Official Community Plan/Arterial Road Policy

The Official Community Plan (OCP) land use designation for the subject site is "Neighbourhood Residential". The Arterial Road Policy in the OCP identifies the subject site for redevelopment as Compact Lot or Coach House. The proposed rezoning and subdivision would comply with these designations.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant 1st reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the Local Government Act.

Analysis

Existing Legal Encumbrances

There is an existing statutory right-of-way (SRW) registered on Title for BC Hydro along the north property line (3.05 m); which will not be impacted by the proposed development. The applicant is aware that encroachment into the SRW is not permitted.

Transportation and Site Access

Vehicle access to the proposed lots is to be from the existing rear lane; with no access permitted from No. 3 Road, in accordance with Residential Lot (Vehicular) Access Regulation Bylaw No. 7222.

Tree Retention and Replacement

A Certified Arborist's Report was submitted by the applicant (Attachment 4), which identifies tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The report assesses two (2) bylaw-sized trees located on the subject site.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report, conducted on-site visual tree assessment, and concurs with the Arborist's recommendations to:

- Remove one (1) Cherry tree (tag# 1) and one (1) Birch tree (tag# 2) located on the subject property due to poor condition from previous severe topping (25, 39 cm dbh).
- One (1) City-owned cedar hedge located in front of the subject property is also identified on the survey. The applicant has received approval from the Parks Department for removal and must contact the department four (4) business days prior to removal.

Tree Replacement

For the removal of the two (2) trees on-site, the OCP tree replacement ratio goal of 2:1 requires four (4) replacement trees to be planted and maintained on the proposed lots. The applicant has proposed to plant and maintain a minimum of four (4) replacement trees onsite; two (2) replacement trees on each lot.

As per Tree Protection Bylaw No. 8057, based on the sizes of the on-site trees being removed (25, 39 cm dbh), replacement trees shall be the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	or	Minimum Height of Coniferous Replacement Tree
2	6 cm		3.5 m
2	8 cm		4 m

To ensure the four (4) replacement trees are planted on-site at development stage, and that the front yards of the subject site are enhanced consistent with the landscape guidelines of the Arterial Road Policy, the applicant will provide a landscape security based on 100% of the cost estimate provided by the Landscape Architect (which includes $2,000 for the four (4) replacement trees), prior to final adoption of the rezoning bylaw. Securities will not be released until a landscaping inspection has been passed by City staff after construction and landscaping has been completed. The City may retain a portion of the security for a one (1) year maintenance period from the date of the landscape inspection.

Built Form, Architectural Character & Landscaping

The applicant has submitted preliminary conceptual plans showing the proposed architectural elevations of the proposed corner lot dwelling (Lot A) at the intersection of the frontage road to No. 3 Road and the east-west lane (Attachment 5).

Prior to final adoption of the rezoning bylaw, the applicant is required to submit revised conceptual plans showing the proposed architectural elevations of the proposed corner lot dwelling (Lot A), to the satisfaction of the Director of Development, and register a legal agreement on Title to ensure that the building design is generally consistent with the proposed building design. Future Building Permit plans must comply with all City regulations and staff will ensure that Building Permit plans are generally consistent with the registered legal agreement.

The applicant has also submitted a preliminary Landscape Plan, prepared by a Registered Landscape Architect, for the front yards of the proposed lots (Attachment 6). As stated above, the applicant will provide a landscape security based on 100% of the cost estimate provided by the Landscape Architect, prior to final adoption of the rezoning bylaw.

Affordable Housing Strategy

The City's Affordable Housing Strategy for single-family rezoning applications requires a secondary suite on 100% of new lots, or a secondary suite on 50% of new lots plus a cash-in-lieu contribution of $2.00/ft^2 of total buildable area towards the City's Affordable Housing Reserve Fund for the remaining 50% of new lots, or a 100% cash-in-lieu contribution if no secondary suites are provided.

The applicant proposes to provide a legal secondary suite on both of the two (2) lots proposed at the subject site. To ensure that the secondary suites are built to the satisfaction of the City in accordance with the City's Affordable Housing Strategy, the applicant is required to enter into a legal agreement registered on Title, stating that no final Building Permit inspection will be

granted until the secondary suite is constructed to the satisfaction of the City in accordance with the BC Building Code and Richmond Zoning Bylaw 8500. Registration of this legal agreement is required prior to final adoption of the rezoning bylaw.

Site Servicing and Frontage Improvements

At Subdivision stage, the applicant is required to enter into a standard City Servicing Agreement for the design and construction of required site servicing and frontage improvements, as outlined in Attachment 7. Frontage improvements include, but are not limited to, the following:

- Installing asphalt, curb and gutter, drainage sewer and street lighting within the lanes along the west and north frontages of the proposed development (north-south lane and east-west lane).
- Existing driveways on the frontage road to No. 3 Road to be removed and replaced with barrier curb, new concrete sidewalk and boulevard to match the southeast frontage.
- Restoration of existing sidewalk panels, curb and boulevard.
- 3 m by 3 m corner cuts to be provided at the northwest corner (lane) and northeast corner (No. 3 Road) of the proposed development (proposed Lot A) prior to final adoption of the rezoning bylaw.

At Subdivision stage, the applicant is also required to pay the following year's taxes, Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, Address Assignment Fees, and the costs associated with the completion of the required servicing works and frontage improvements as described in Attachment 7.

Financial Impact or Economic Impact

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

Conclusion

The purpose of this rezoning application is to rezone the property at 8111 No. 3 Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", to permit the property to be subdivided to create two (2) lots.

This rezoning application complies with the land use designations and applicable policies contained within the OCP for the subject site.

The list of rezoning considerations is included in Attachment 7, which has been agreed to by the applicant (signed concurrence on file).

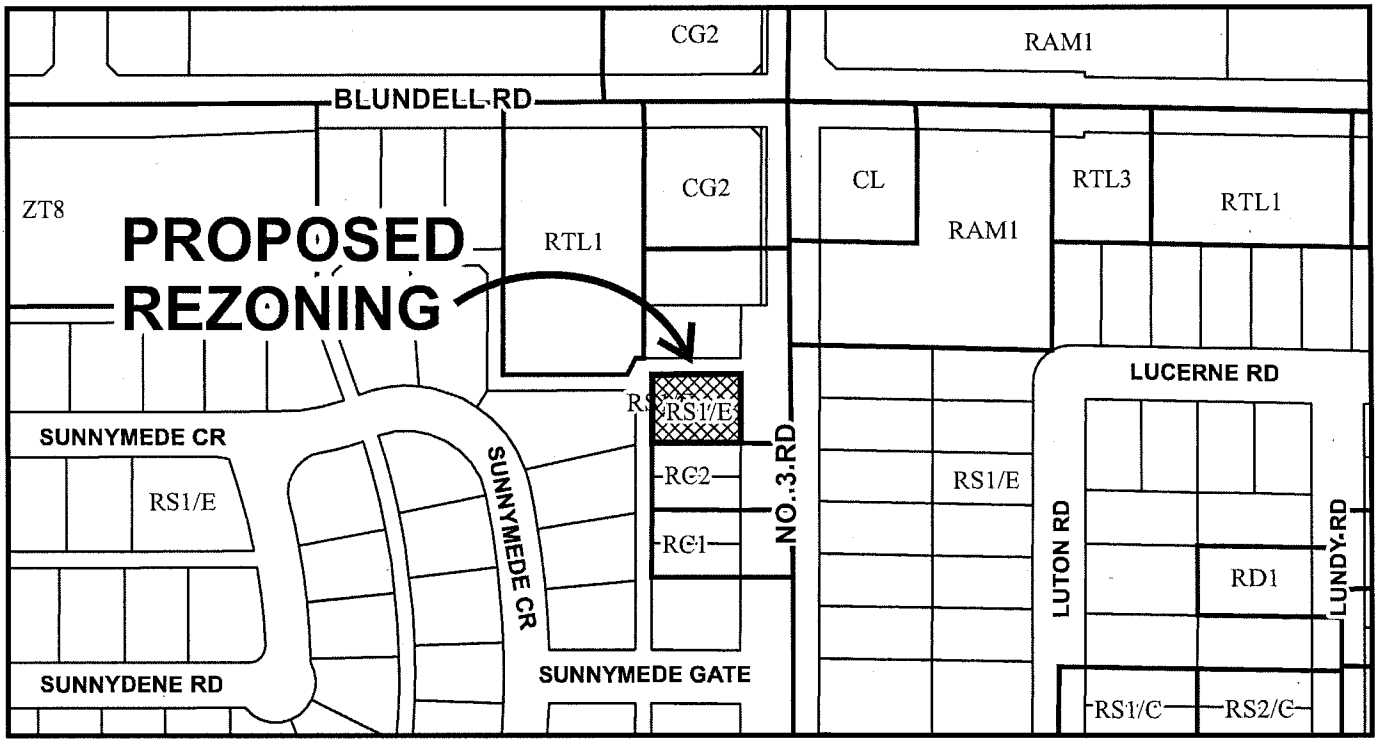
On this basis, it is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9630 be introduced and given first reading.

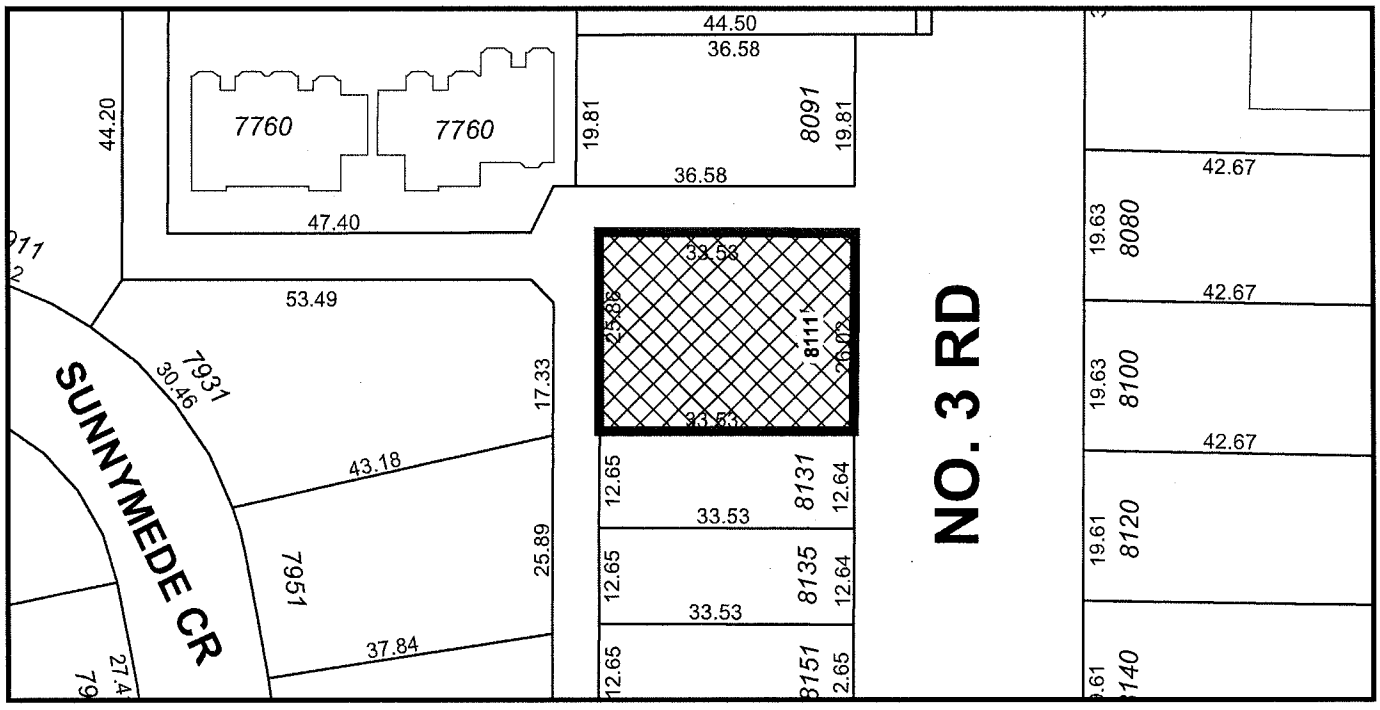
Steven De Sousa
Planning Technician - Design

SDS:rg

Attachment 1: Location Map
Attachment 2: Proposed Subdivision Plan
Attachment 3: Development Application Data Sheet
Attachment 4: Tree Management Plan
Attachment 5: Conceptual Building Elevations
Attachment 6: Preliminary Landscape Plan
Attachment 7: Rezoning Considerations

City of Richmond





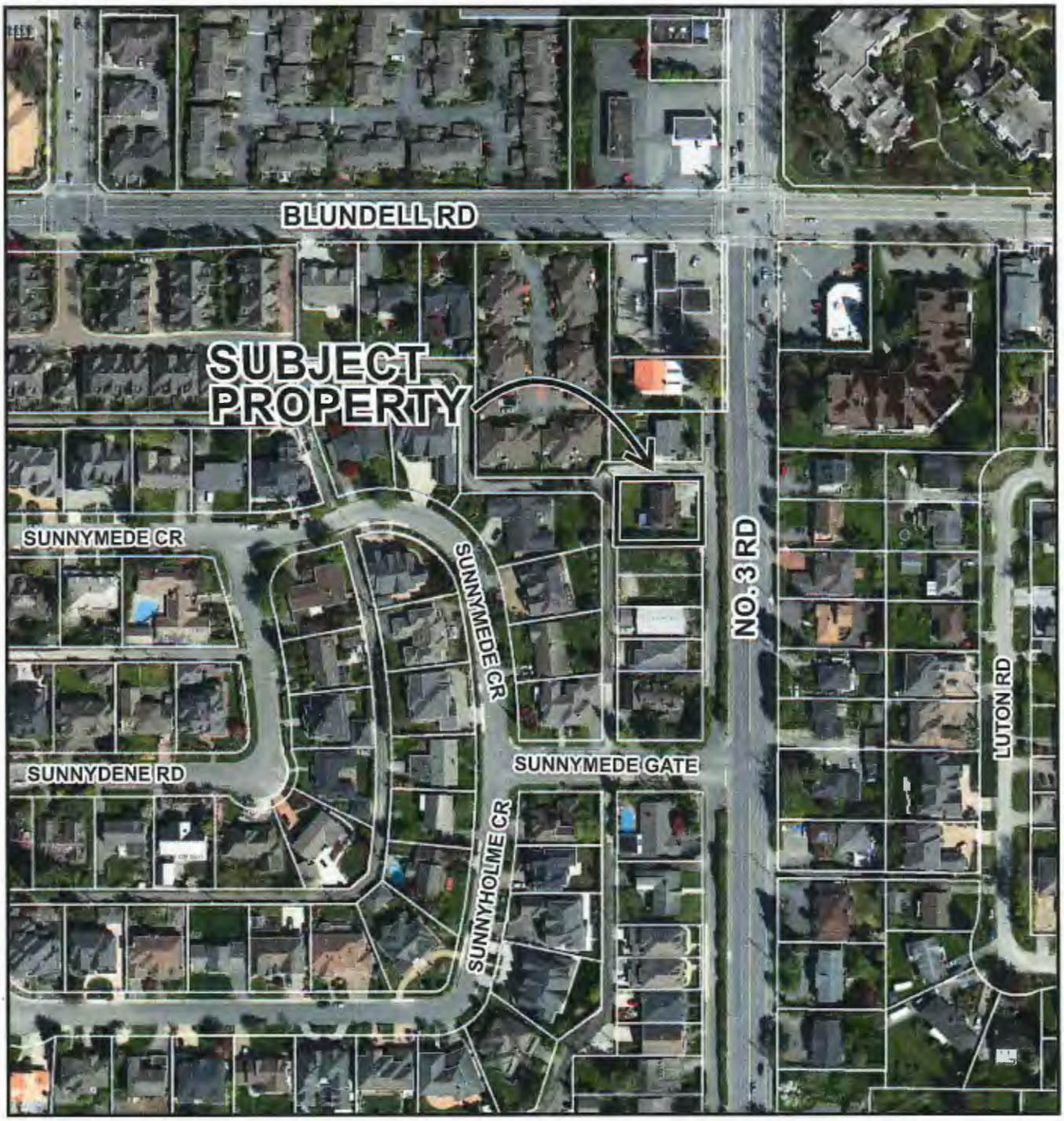
RZ 15-699299

Original Date: 07/06/15

Revision Date:

Note: Dimensions are in METRES

City of
Richmond



RZ 15-699299

Original Date: 07/06/15

Revision Date:

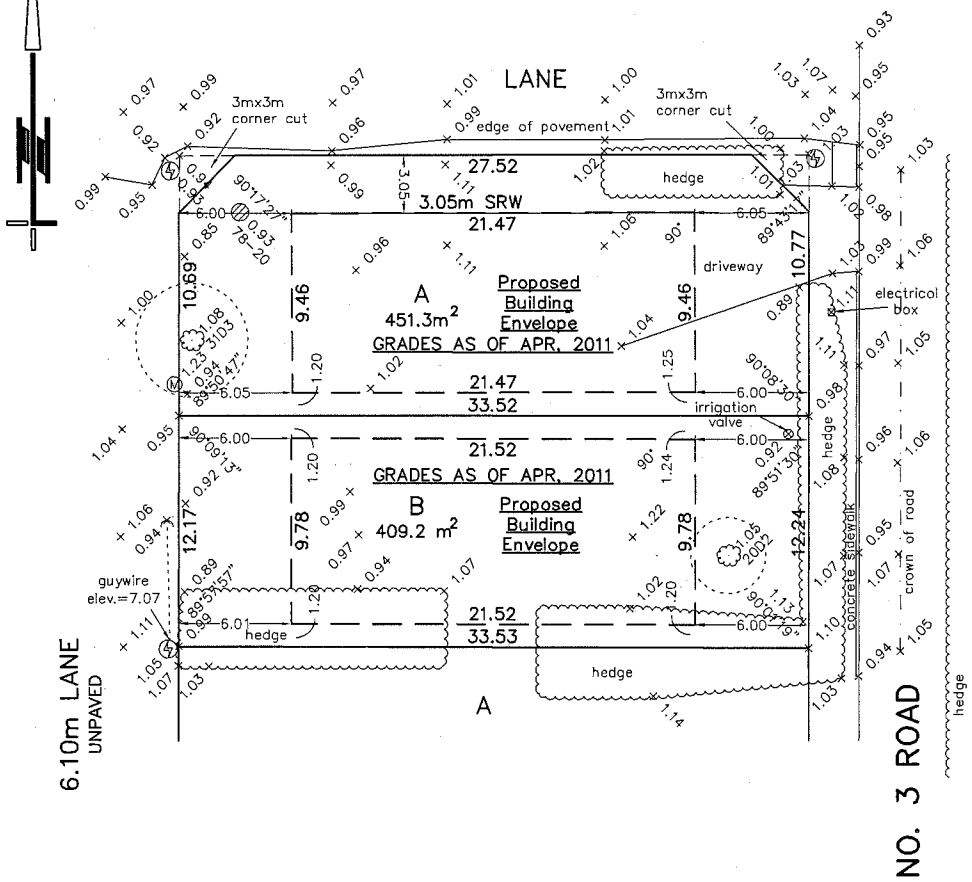
Note: Dimensions are in METRES

SURVEY PLAN OF PROPOSED LOTS A AND B, CURRENTLY: LOT 32, SECTION 20, BLOCK 4 NORTH, RANGE 6 WEST NEW WESTMINSTER DISTRICT, PLAN 21352

SCALE 1 : 250

5 2.5 0 5 10

All distances are in metres.



NOTES:

- Lot dimensions are derived from field survey.
- Elevations are based on the Geodetic Datum of Richmond and are derived from HPN#202 (77H4623) situated at the intersection of No. 3 Road and Bennett Road. Elevation = 1.452 metres.
- For elevation control, use control monument only.
- Building envelope shown is just an approximate interpretation of City Zoning Bylaws. Consult Planning Department for final building envelope prior to design.
- All trees and stumps shown as required by municipal bylaws.
- All elevations along curb lines are gutter levels.
- All dimensions are to exterior faces unless otherwise noted.
- Symbols plotted are for illustrative purposes and are not representative of their true size.

Ⓗ denotes hydro pole.

Ⓜ denotes manhole

⟵ denotes anchor

⊘ denotes tree stump.

8–10
- 10 height (centimetres)
- 8 diameter (centimetres)

denotes tree.

8C10
- 10 drip line radius (metres)
- C=coniferous
- D=deciduous
- 8 diameter (centimetres)

CIVIC ADDRESS

8111 NO. 3 ROAD
RICHMOND, B.C.

ZONING: RS1/E

PROPOSED SUBDIVISION ADDED.
DATED THIS 13TH DAY OF APRIL, 2015
CERTIFIED CORRECT.
DATED THIS 6TH DAY OF APR., 2011

IVAN NGAN B.C.L.S.

L N L S METRO VANCOUVER LAND SURVEYORS

4932 VICTORIA DRIVE, VANCOUVER, BC, V5P 3T6
T 604.327.1535 WEB WWW.LNLS.CA

PID: 004–155–190

© LOUIS NGAN LAND SURVEYING INC., 2015

City of Richmond

Development Application Data Sheet

Development Applications Department

RZ 15-699299 **Attachment 3**

Address: 8111 No. 3 Road

Applicant: Jacken Investments Inc.

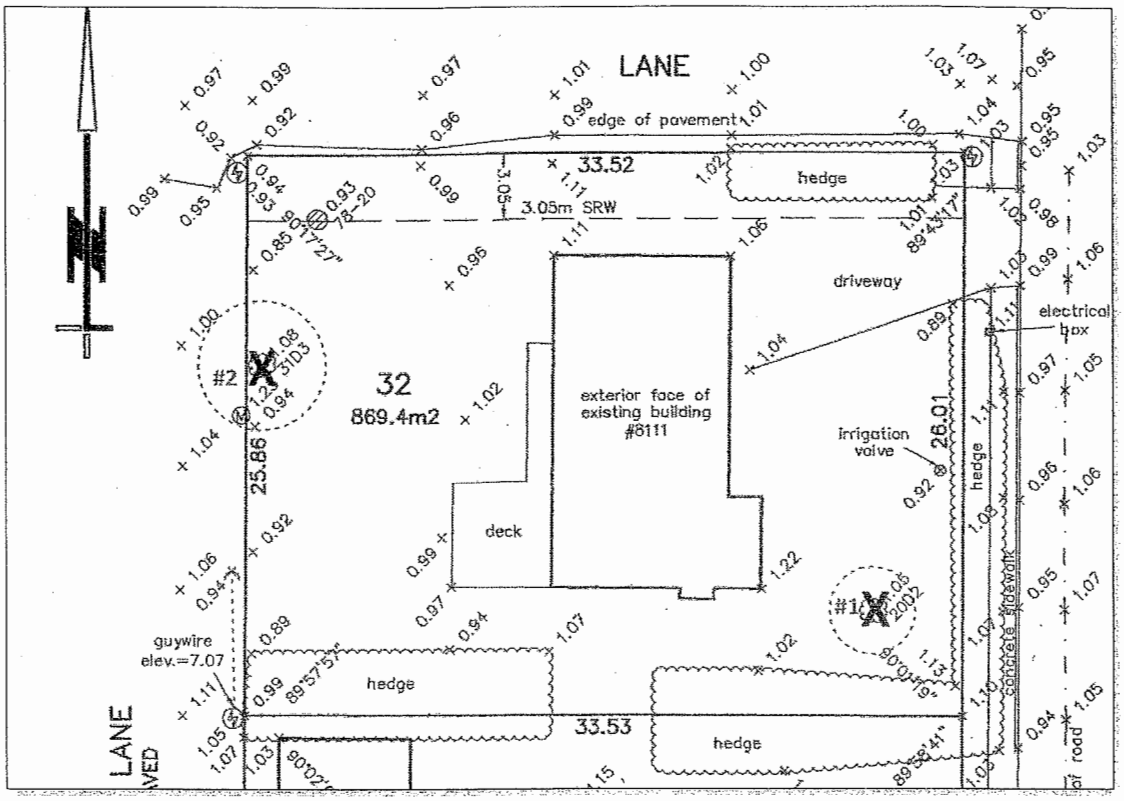
Planning Area(s): Broadmoor

	Existing	Proposed
Owner:	Jacken Investments Inc.	To be determined
Site Size:	869.5 m^2 (9,359 ft^2)	Lot A: 451.3 m^2 (4,858 ft^2) Lot B: 409.2 m^2 (4,405 ft^2) Land Dedication: 9 m^2 (96 ft^2)
Land Uses:	Single-family residential	No change
OCP Designation:	Neighbourhood Residential	Complies
Arterial Road Policy Designation:	Compact Lot or Coach House	Complies
Zoning:	Single Detached (RS1/E)	Compact Single Detached (RC2)
Number of Units:	1	2

Subdivided Lots	Bylaw Requirement (RC2)	Proposed		Variance
Floor Area Ratio:	Max. 0.6	Max. 0.6		None permitted
Buildable Floor Area:*	Lot A: Max. 270.7 m^2 (2,914 ft^2) Lot B: Max. 245.5 m^2 (2,642 ft^2)	Lot A: Max. 270.7 m^2 (2,914 ft^2) Lot B: Max. 245.5 m^2 (2,642 ft^2)		None permitted
Lot Coverage:	Building: Max. 50% Non-porous: Max. 70% Landscaping: Max. 20%	Building: Max. 50% Non-porous: Max. 70% Landscaping: Max. 20%		None
Lot Size:	Min. 270.0 m^2	Lot A: 451.3 m^2 (4,857 ft^2) Lot B: 409.2 m^2 (4,404 ft^2)		None
Lot Dimensions:	Width: 9.0 m Depth: 24.0 m	Lot A Width: 13 m Depth: 33 m	Lot B Width: 12 m Depth: 33 m	None
Setbacks:	Front: Min. 6 m Rear: Min. 6 m Side: Min. 1.2 m Exterior Side: Min. 3 m	Front: Min. 6 m Rear: Min. 6 m Side: Min. 1.2 m Exterior Side: Min. 3 m		None
Height:	Max. 2 ½ storeys	Max. 2 ½ storeys		None
Private Outdoor Space:	Min. 20.0 m^2	Min. 20.0 m^2		None

Other: Tree replacement compensation required for loss of significant trees.

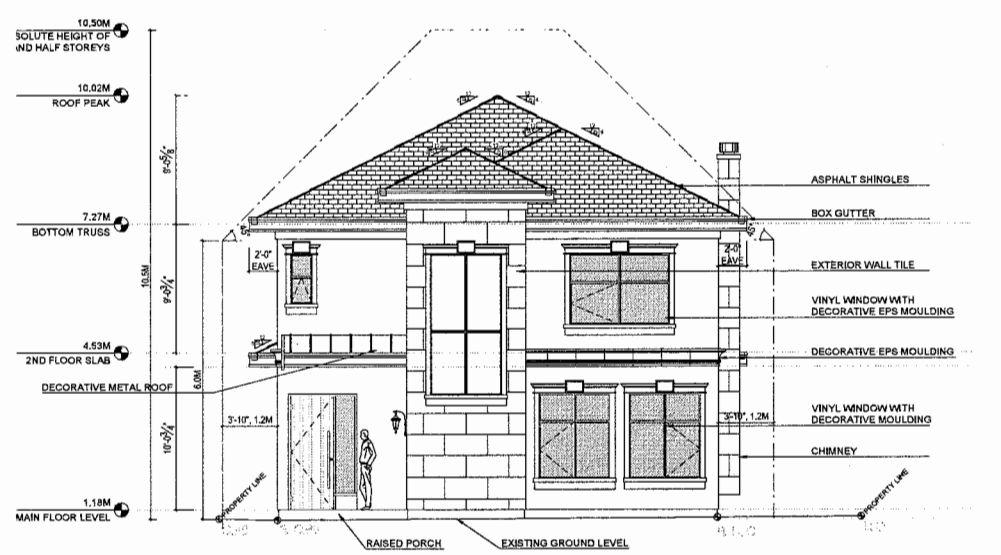
* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.



Tree Management Plan – Scale = 1:250

TREE #	TREE SPECIES (on site) (*Botanical name*)	DBH (cm)	SPREAD (m) Radius
1	Cherry *(Prunus sp.)*	25	1
2	Birch *(Betula sp.)*	39	1.8

SUITABLE REPLACEMENT TREES (*Botanical name*)
Stewartia *(Stewartia pseudocamellia')*
Japanese Maple *(Acer palmatum sp.)*
Japanese Tree Lilac 'Ivory Silk' *(Syringa reticulata* 'Ivory Silk')
Serviceberry *(Amelanchier x grandiflora* 'Autumn Brilliance')



EAST ELEVATION
SCALE : 1/4" = 1'-0"

NORTH ELEVATION
SCALE : 1/4" = 1'-0"

CNCL - 350

JACKEN HOMES

JACKEN HOMES
#002 (3/K STREET VANCOUVER BC
CANADA V5P 4S9

THIS DRAWING AS AN INSTRUMENT OF SERVICE IS THE PROPERTY OF JACKEN HOMES AND MAY NOT BE REPRODUCED WITHOUT THE COMPANY'S PERMISSION. ALL INFORMATION SHOWN ON THE DRAWING IS FOR THE USE ON THE SPECIFIED PROJECT ONLY AND SHALL NOT BE USED OTHERWISE WITHOUT WRITTEN PERMISSION FROM THE OWNER. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS ON THE JOB AND THE OWNER SHALL BE INFORMED OF ANY UNCERTAINTIES AND VARIANCES SHOWN ON THIS DRAWING.

"DO NOT SCALE DRAWINGS"

NO.	ISSUED BY	DATE	ISSUED ON

NO.	DATE	REMARKS
1.	AUG. 17, 2016	UPDATED EAST AND NORTH ELEVATIONS, CHIMNEY AND ROOFLINE ADDED

CLIENT:

PROJECT:

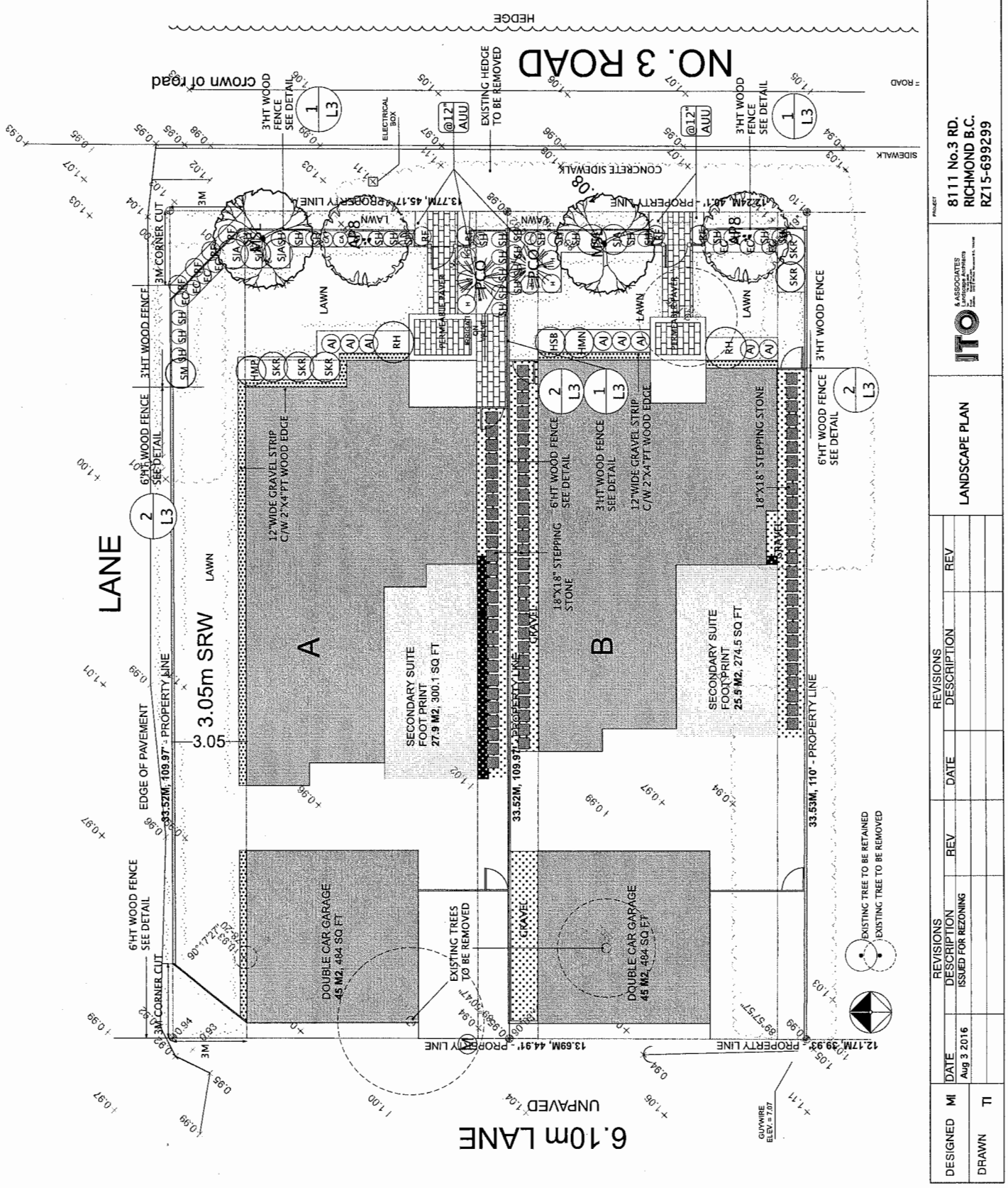
BUILDING NO. 3
UNIT AC (EIGHT)

DRAWING/SHEET TITLE:

EAST ELEVATION
&
NORTH ELEVATION

PROJECT	JACQUELINE YAU	PROJECT NUMBER	
DRAWN BY	MIKE Y. KIM	DATE	SEPT 23rd, 2016
DESIGN BY	MIKE Y. KIM	SHEET NO.	
CHECKED BY			
SCALE	1/4" = 1'-0"		A002 OF [illegible]

ATTACHMENT 5



REVISIONS			
DATE	DESCRIPTION	REV	
Aug 3 2016	ISSUED FOR REZONING		

REVISIONS			
DATE	DESCRIPTION	REV	

DESIGNED MI
DRAWN TI

LANDSCAPE PLAN

T.O. & ASSOCIATES Landscape Architects

PROJECT
8111 No.3 RD.
RICHMOND B.C.
RZ15-699299

SCALE: 1/4"- 1'-0"
JOB NO.: 16L03
SHEET: L1 OF 3

PLANT LIST

PROJECT ADDRESS 8111NO.3 RD. RICHMOND(RZ15-699299)

KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE
TREES				
AP8	2	ACER PALMATUM	JAPANESE MAPLE	8.0cm Cal. B&B
MSL	2	MAGNOLIA SOULANGIANA 'RUSTIC RUBRA'	PURPLE SAUCER MAGNOLIA	6.0cm Cal. B&B
PCO	2	PICEA OMORIKA	SERBIAN SPRUCE	3.5m HT. B&B
SHRUBS				
AJ	8	AZALEA JAPONICA **	JAPANESE AZALEA	#2 POT
EC	7	ERICA CARNEA	WINTER HEATHER	#2 POT
HMN	1	HYDRANGEA MACROPHYLLA 'NIKKO BLUE'	NIKKO BLUE HYDRANGEA	#2 POT
HMP	1	HYDRANGEA MACROPHYLLA 'PINK 'N PRET'	PINK 'N PRETTY HYDRANGEA	#2 POT
HSB	1	HYDRANGEA SERRATA 'BLUE BIRD'	BLUE BIRD HYDRANGEA	#2POT
RH	2	RHODODENDRON **	RHODODENDRON	#5 POT
RF	8	ROSA FLOWER CARPET	FLOWER CARPET ROSE	#1 POT
SH	29	SARCOCOCCA HUMILIS	HIMALAYAN SARCOCOCCA	#2 POT
SKR	S	SKIMMIA JAPONICA RUBELLA	SKIMMIA 'RUBELLA'	#2 POT
SJA	S	SPIRAEA JAPONICA 'ANTHONY WATERER'	ANTHONY WATERER SPIRAEA	#2 POT
SM	1	SYRINGA MEYERI 'PALIBIN'	DWARF KOREAN LILAC	#5 POT
GROUND COVERS				
AUU	40	ARCTOSTAPHYLOS UVA URSI	KINNIKINNICK	#SP3 POT
PERENNIALS/ANNUALS/FERNS/GRASSES/AQUATIC PLANTS				
CA	3	CAREX MORROWII 'AUREO-VARIEGATA'	CAREX	#1 POT
H	6	HAKONECHOLA MACRA ALLGOLD	JAPANESE FOREST GRASS	#1 POT

NOTES

** DENOTES SPECIES AND VARIETY TO BE APPROVED BY THE LANDSCAPE ARCHITECT.

ALL MATERIALS AND EXECUTION SHALL BE IN ACCORDANCE TO THE MOST RECENT BRITISH COLUMBIA LANDSCAPE STANDARDS.

PLANTS IN THIS PLANT LIST ARE SPECIFIED ACCORDING TO THE CNTA STANDARDS FOR NURSERY STOCK AND THE BCLNA STANDARDS FOR CONTAINER GROWN PLANTS.

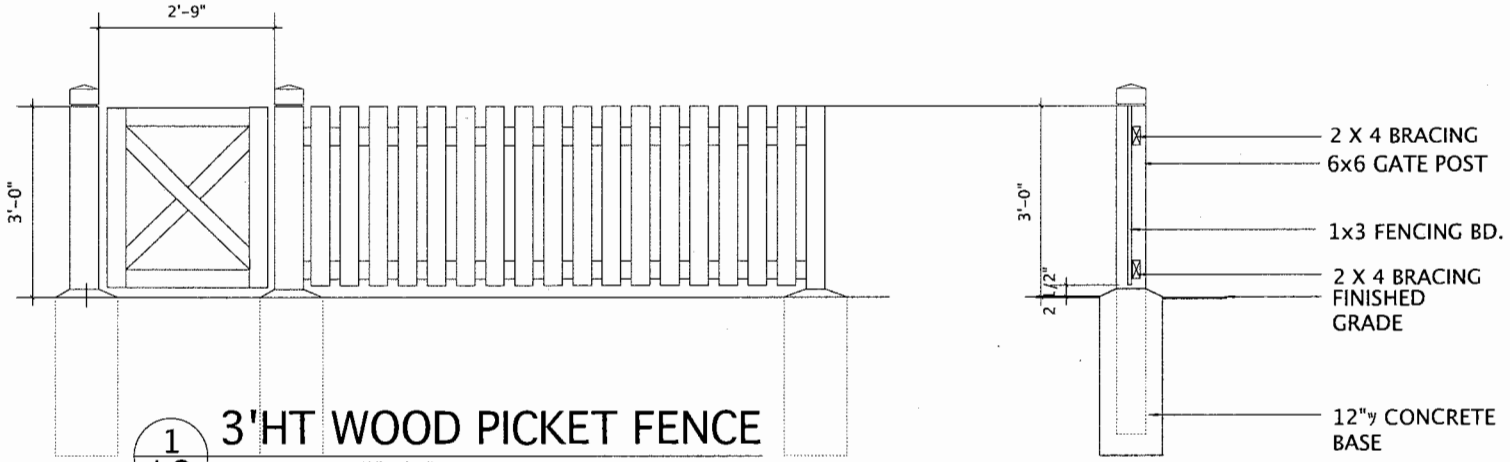
ALL PLANT QUANTITY DISCREPANCIES BETWEEN PLAN AND PLANT LIST SHALL BE REPORTED TO THE LANDSCAPE ARCHITECT FOR CLARIFICATION PRIOR TO SUBMITTING BIDS.

ALL MATERIALS AND WORKMANSHIP SHALL BE GUARANTEED FOR ONE FULL YEAR AFTER THE DATE OF SUBSTANTIAL PERFORMANCE. SUBSTANTIAL PERFORMANCE SHALL OCCUR WHEN 95% OF THE CONTRACT HAS BEEN COMPLETED TO THE SATISFACTION OF THE LANDSCAPE ARCHITECT.

THE CONTRACTOR SHALL MAINTAIN ACCORDANCE TO THE LANDSCAPE STANDARDS UNTIL THE WORK IS TURNED OVER TO THE OWNER.

CNCL - 352

DESIGNED MI	REVISIONS			REVISIONS			PLANT LIST	ITO & ASSOCIATES Landscape Architects	PROJECT: 8111 No.3 RD. RICHMOND B.C. RZ15-699299	SCALE:
	DATE	DESCRIPTION	REV	DATE	DESCRIPTION	REV				JOB NO.: 16L03
	Aug 3 2016	ISSUED FOR REZONING								SHEET: L2 OF 3
DRAWN TI										



1/L3 3'HT WOOD PICKET FENCE

SCALE - 1 1/2"=1'-0"

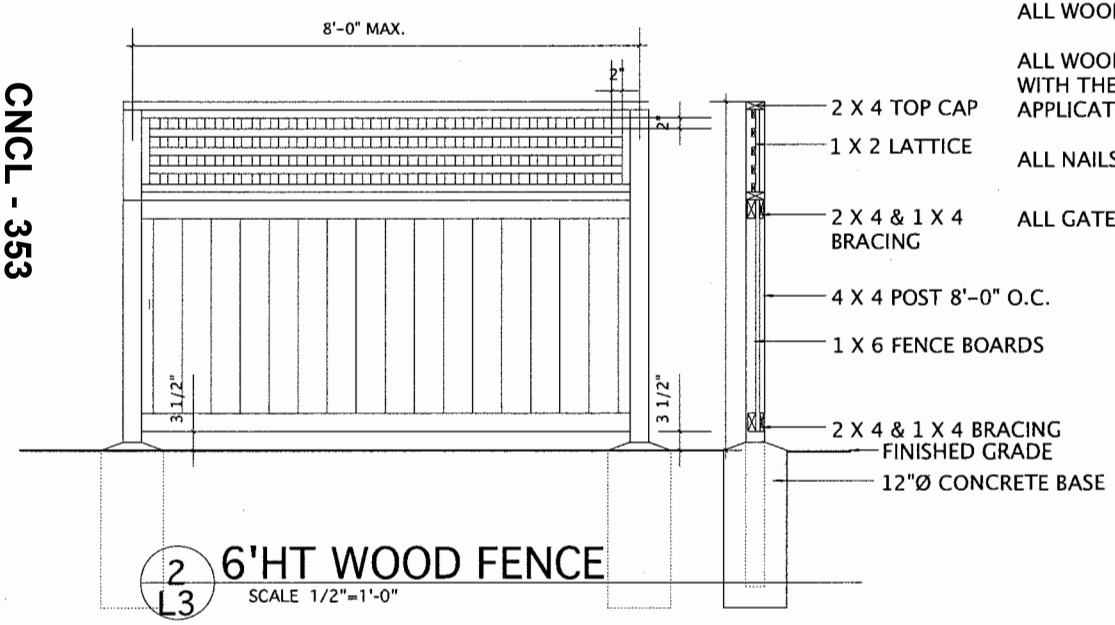
NOTE:

ALL WOOD SHALL BE PRESSURE TREATED FIR S.4.S.

ALL WOOD SHALL BE STAINED WITH 2 COATS SOLID STAIN, COLOUR TO BE COORIDINATED WITH THE BUILDING AND APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO APPLICATION.

ALL NAILS AND OTHER METAL COMPONENTS SHALL BE GALVANIZED.

ALL GATES SHALL BE PROVIDED WITH METAL LATCH ASSEMBLIES



2/L3 6'HT WOOD FENCE

SCALE 1/2"=1'-0"

CNCL - 353

DESIGNED MI	REVISIONS			REVISIONS			DETAILS	ITO & ASSOCIATES Landscape Architects	PROJECT: 8111 No.3 RD. RICHMOND B.C. RZ15-699299	SCALE: 1/4"- 1'-0"
	DATE	DESCRIPTION	REV	DATE	DESCRIPTION	REV				JOB NO.: 16L03
	Aug 3 2016	ISSUED FOR REZONING								SHEET: L3 OF 3
DRAWN TI										

City of Richmond

Rezoning Considerations

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 8111 No. 3 Road **File No.:** RZ 15-699299

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9630, the developer is required to complete the following:

1. Road dedication of 3 m by 3 m corner cut at the northwest corner; and road dedication of 3 m by 3 m corner cut at the northeast corner of the proposed development (proposed Lot A).
2. Submission of a Landscape Plan for the front yards of the proposed lots, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should:
   - comply with the guidelines of the OCP's Arterial Road Policy and should not include hedges along the front property line;
   - include a mix of coniferous and deciduous trees;
   - include low fencing outside of the rear yard (max 1.2 m);
   - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report;
   - include the four (4) required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
2	6 cm		3.5 m
2	8 cm		4 m

   If required replacement trees cannot be accommodated on-site, a cash-in-lieu contribution in the amount of $500/tree to the City's Tree Compensation Fund for off-site planting is required.
3. Registration of a flood indemnity covenant on title.
4. Submission of conceptual plans showing the proposed architectural elevations of the proposed corner lot dwelling (Lot A), to the satisfaction of the Director of Development, and registration of a legal agreement on Title to ensure that the Building Permit application and ensuing development of the corner lot is generally consistent with the proposed conceptual plans.
5. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on two (2) of the two (2) future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

At Demolition Permit* stage, the developer is required to complete the following:

1. Contact the City's Parks Department a minimum of four (4) days in advance to enable signage to be posted for the removal of the City-owned hedge located in front of the subject property.

At Subdivision* stage, the developer is required to complete the following:

1. Enter into a Servicing Agreement* for the design and construction of engineering infrastructure and frontage improvements. Works include, but may not be limited to, the following:

   Water Works:
   a. Using the OCP Model, there is 36.0 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 95 L/s.
   b. The Developer is required to:
      - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage and Building designs. If adequate flow is not available, the Developer shall be required to upgrade the existing water system that may extend beyond the development site frontage.

Initial: _____

- Install approximately 45m of 200mm watermain along the No. 3 Road frontage. Extending from the south property line of the development site and tie-in to the existing 400mm watermain along No.3 Road.
- Install 2 new water service connections complete with meters and meter boxes.

c. At Developers cost, the City is to:
- Cut and cap the existing water service connection at the watermain along No. 3 Road frontage.
- Cut and cap the existing 100mm watermain at the south property line of the development site and remove/abandon the watermain to the north.
- Tie-in the new 200mm watermain to the existing 400mm watermain along No.3 Road and tie-in to the existing 100mm watermain along the No.3 Road frontage.

Storm Sewer Works:

d. The Developer is required to:
- Install approximately 77m of 200mm lane drainage sewer within the west and north Lanes complete with manholes and catch basins as required from the development sites south property line to No. 3 Road.

e. At Developers cost, the City is to:
- Cut and cap the existing storm sewer service connections, located at the southeast corner of the development site.
- Install a new storm service connection complete with an IC at the adjoining property line of the newly subdivided lots along the No. 3 Road frontage.
- Tie-in the proposed Lane drainage sewer to the existing Storm box culvert along No. 3 Road.

Sanitary Sewer Works:

f. At Developers cost, the City is to:
- Upgrade the existing sanitary service connection complete with new IC and dual connections at the adjoining property line of the newly subdivided lots.

Frontage Improvements:

g. The Developer is required to:
- Relocate existing Hydro poles along the north and west property line frontages of the development site to facilitate Lane upgrades.
- Coordinate with BC Hydro, Telus and other private communication service providers:
  - To determine servicing requirements.
  - To underground Hydro service lines.
  - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
  - To determine if above ground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc).
- Provide if necessary, additional SRWs, to be defined through the SA drawings and provided to the City at Developers cost.
- Install asphalt, curb and gutter, drainage sewer and street lighting within the Lanes. Re-grade Lanes to center swale.
- Complete other frontage improvements as per Transportation's requirements, which include, but are not limited to, the following:
  - On-site vehicle and bicycle parking facilities to be fulfilled to the City's bylaw requirement.
  - Future driveway on the proposed subdivided Lot A (north) to be located at the existing north-south lane, west of the property or at the existing east-west lane, north of the property. For the proposed subdivided Lot B (south), future driveway to be located at the existing north-south lane, west of the property. No driveways to be located on east side (frontage road to No. 3 Road).
  - The existing driveway on the frontage road to No. 3 Road to be removed and replaced with barrier curb, concrete sidewalk and boulevard matched with the south side of the property.
  - Restoration of existing sidewalk panels, curb and boulevard.

General Items:

h. The Developer is required to:
- Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

2. Payment of the following year's taxes, Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, Address Assignment Fees, Engineering Improvement Charge, and the costs associated with the completion of the required servicing works and frontage improvements.

Initial: _____

Prior to Building Permit Issuance, the developer must complete the following requirements:

1. If applicable, 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. If applicable, payment of latecomer agreement charges associated with eligible latecomer works.
3. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

* This requires a separate application.

- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

  All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

  The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

[signed copy on file]

Signed Date

City of Richmond

Bylaw 9630

Richmond Zoning Bylaw 8500
Amendment Bylaw 9630 (RZ 15-699299)
8111 No. 3 Road

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"COMPACT SINGLE DETACHED (RC2)".**

   P.I.D. 004-155-190
   Lot 32 Section 20 Block 4 North Range 6 West New Westminster District Plan 21352

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9630".**

FIRST READING	_____
A PUBLIC HEARING WAS HELD ON	_____
SECOND READING	_____
THIRD READING	_____
OTHER CONDITIONS SATISFIED	_____
ADOPTED	_____

CITY OF RICHMOND
APPROVED by
BK
APPROVED by Director or Solicitor
wl

_____ MAYOR

_____ CORPORATE OFFICER

City of Richmond

Report to Committee

Planning and Development Division

To:	Planning Committee	**Date:**	November 7, 2016
From:	Wayne Craig Director, Development	**File:**	RZ 16-737903
Re:	**Application by Architect 57 Inc. for Rezoning at 4780 Steveston Highway from Single Detached (RS1/E) to Compact Single Detached (RC2)**		

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9635, for the rezoning of 4780 Steveston Highway from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.

Wayne Craig
Director, Development

WC:acr
Att. 6

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Affordable Housing	☑	

Staff Report

Origin

Architect 57 Inc. has submitted a rezoning application to the City of Richmond for permission to rezone the property at 4780 Steveston Highway from the "Single Detached (RS1/E)" zone to the "Compact Single Detached (RC2)" zone, to permit the property to be subdivided to create two (2) lots with vehicle access from the rear lane (Attachment 1). The site is currently occupied by a single family dwelling, which will be demolished. A site survey showing the proposed subdivision plan is included in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is shown in Attachment 3.

Surrounding Development

The subject property is located on the south side of Steveston Highway, west of Railway Avenue and is surrounded by the following land uses:

To the North: Across Steveston Highway to the north is a townhouse development zoned "Town Housing (ZT54) - Steveston Highway"

To the South: Townhouse development that is within Land Use Contract (15).

To the East: Single detached dwellings on narrow lots zoned "Compact Single Detached (RC1)"

To the West: Single detached dwellings on narrow lots zoned "Single Detached (RS1/K)"

Related Policies & Studies

Official Community Plan/Steveston Area Plan

The OCP designation of the property is "Neighbourhood Residential", where principal uses are single family, two-family and multiple family housing (specifically townhouses). The proposal is consistent with the OCP land use designation.

The subject property is located within the Steveston Area Plan and is designated for "Single-Family". The proposal is consistent with the area plan land use designation (Attachment 4).

Arterial Road Policy

The City permits densification along its arterial roads including compact lots with a rear lane to locate development where there is transit service and to direct it away from the internal single family neighbourhoods. The subject property is located on Steveston Highway, which is within the *Arterial Road Policy* as shown on the Arterial Road Map. The proposal for the creation of two compact lots is consistent with the policy as the subject property is located outside a Single

Family Lot Size Policy, and the applicant has proposed to dedicate and construct a fully operational municipal lane.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant 1st reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the Local Government Act.

Analysis

Existing Legal Encumbrances

A Statutory Right-of-Way (SRW) #RD19849 that is registered on title of the subject property pertains to a location just south of the site. The Right-of-Way was once part of a plan that included the subject property. This SRW is no longer required for the subject property and must be discharged by the owner prior to rezoning approval.

Transportation and Site Access

The applicant is required to dedicate a 6 m wide lane from the southern portion of the site, which will connect to the existing lane to the west of the subject site. No driveway access to Steveston Highway is permitted as per Residential Lot (Vehicular) Access Regulation Bylaw 7222 (2001). The developer is required to close the existing driveway to Steveston Highway.

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 eight (8) bylaw-sized trees on the subject property and 13 street trees on City property.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and has the following comments:

- Remove eight (8) trees (# 14-21) located on site, all within the required lane dedication, to allow for construction of the lane.

- Replacement trees should be specified at 2:1 ratio as per the OCP.

The City of Richmond's Parks department agrees that the 13 city trees located along the front of the property should be retained. The developer is required to submit a report detailing any work that will encroach into the Tree Protection Zone.

Tree Replacement

The applicant wishes to remove eight (8) on-site trees (Trees # 14- 21). The proposed trees to be removed are located at the rear of the property within the proposed lane dedication. The 2:1 replacement ratio would require a total of 16 replacement trees. The applicant has agreed to plant two (2) trees on each lot proposed; for a total of four (4) trees. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
2	11 cm	6 m
2	10 cm	5.5 m

To satisfy the 2:1 replacement ratio established in the OCP, the applicant will contribute $6,000.00 to the City's Tree Compensation Fund in lieu of the remaining 12 trees that cannot be accommodated on the subject property after redevelopment.

Tree Protection

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).

The City Trees (# 1-13) are required to be retained and protected. The arborist report recommends the installation of Tree Protection Zone fencing spanning 1 m from the west side of the stem of Tree #1, 4 m from the south side of Trees #1-13, 1 m from the east side of Tree #13 and adjacent to the City sidewalk on the north side of Tree #1-13. There is also a flat rock retaining wall along the south side of these trees, which must be removed manually. A Tree Survival Security in the amount of $5,000.00 to ensure the survival of the 13 city trees to be retained is required, as per Parks requirements.

To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.

- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

Landscape Plan

As a condition of rezoning of the subject property to a compact lot, the applicant is required to provide a landscape plan, prepared by a registered landscape architect to the satisfaction of the City prior to final rezoning approval. The applicant is also required to provide a deposit of a Landscaping Security based on the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should comply with the guidelines of the Official Community Plan's Arterial Road Policy and should not include hedges along the front property line, include a mix of coniferous and deciduous trees, include all required replacement trees, and include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan.

Affordable Housing Strategy

The Affordable Housing Strategy for single-family rezoning applications requires a secondary suite on 100% of new lots, a secondary suite on 50% of the new lots created and a cash-in-lieu contribution of $\$2.00/ft^2$ on the remaining lots, or 100% cash-in-lieu contribution of $\$2.00/ft^2$ of total buildable area towards the City's Affordable Housing Reserve Fund if the lots are too small to accommodate a secondary suite.

The applicant proposes to provide a secondary suite in the house on each of the new lots. To ensure that the secondary suite is built to the satisfaction of the City in accordance with the City's' Affordable Housing Strategy, the applicant is required to enter into a legal agreement registered on Title, stating that no final Building Permit inspection will be granted until the secondary suites are constructed to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw. Registration of this legal agreement is required prior to final adoption of the rezoning bylaw.

Site Servicing and Frontage Improvements

At future subdivision, the applicant is required to complete the payment of the current year's taxes, Address Assignment Fees, and the costs associated with completion of the required servicing works described in Attachment 6.

The applicant is also required to provide a new 6 m-wide lane along the entire south property at the developer's cost through a servicing agreement. The construction of the rear lane of the subject site will include the construction of the rear lane of the adjacent properties to the east at 4868 and 4888 Steveston Highway. Lane dedication and cash in lieu of the construction of the lane south of these properties were secured through RZ 03-225719, but the lane was not constructed.

Financial Impact or Economic Impact

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

Conclusion

The proposed rezoning would enable the subdivision of the subject property into two lots zoned Compact Single Detached (RC2). This rezoning application complies with the land use designations and applicable policies contained in the OCP.

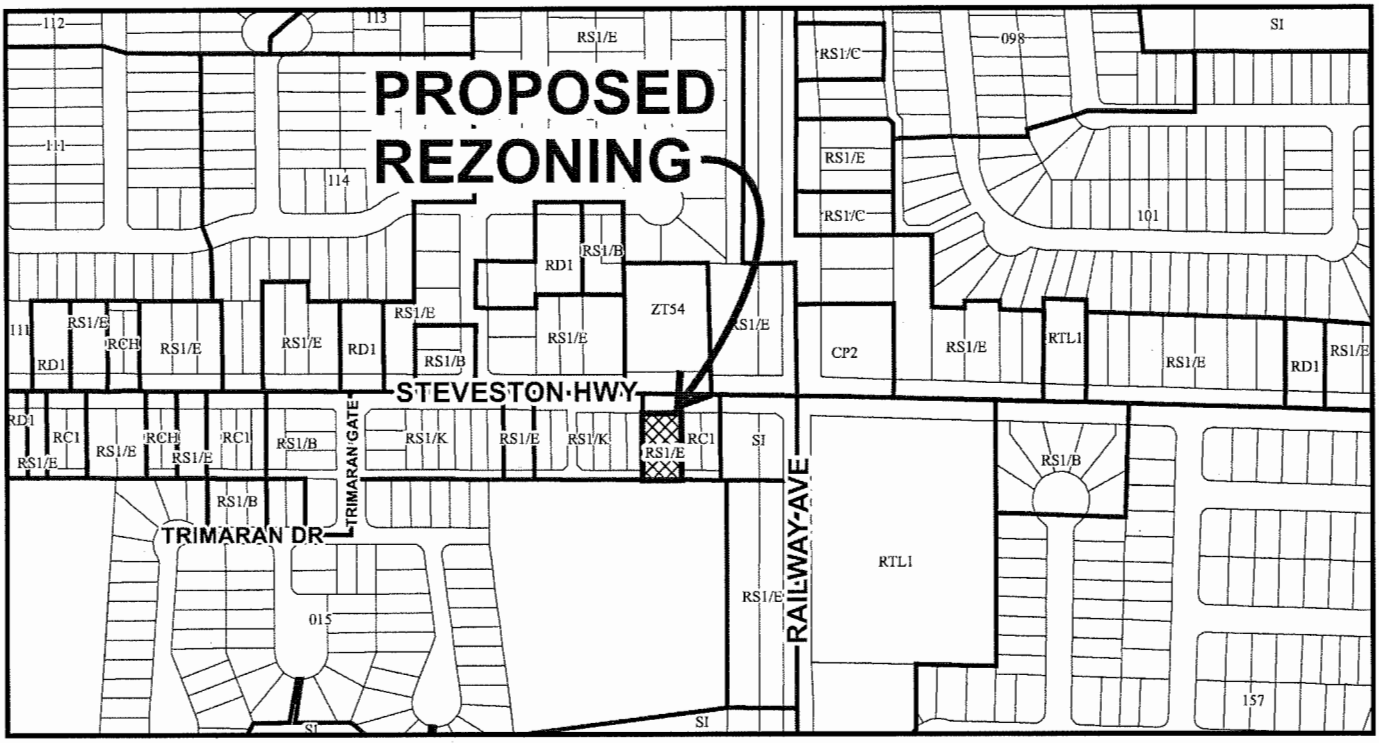
As such, it is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9635 be introduced and given first reading.

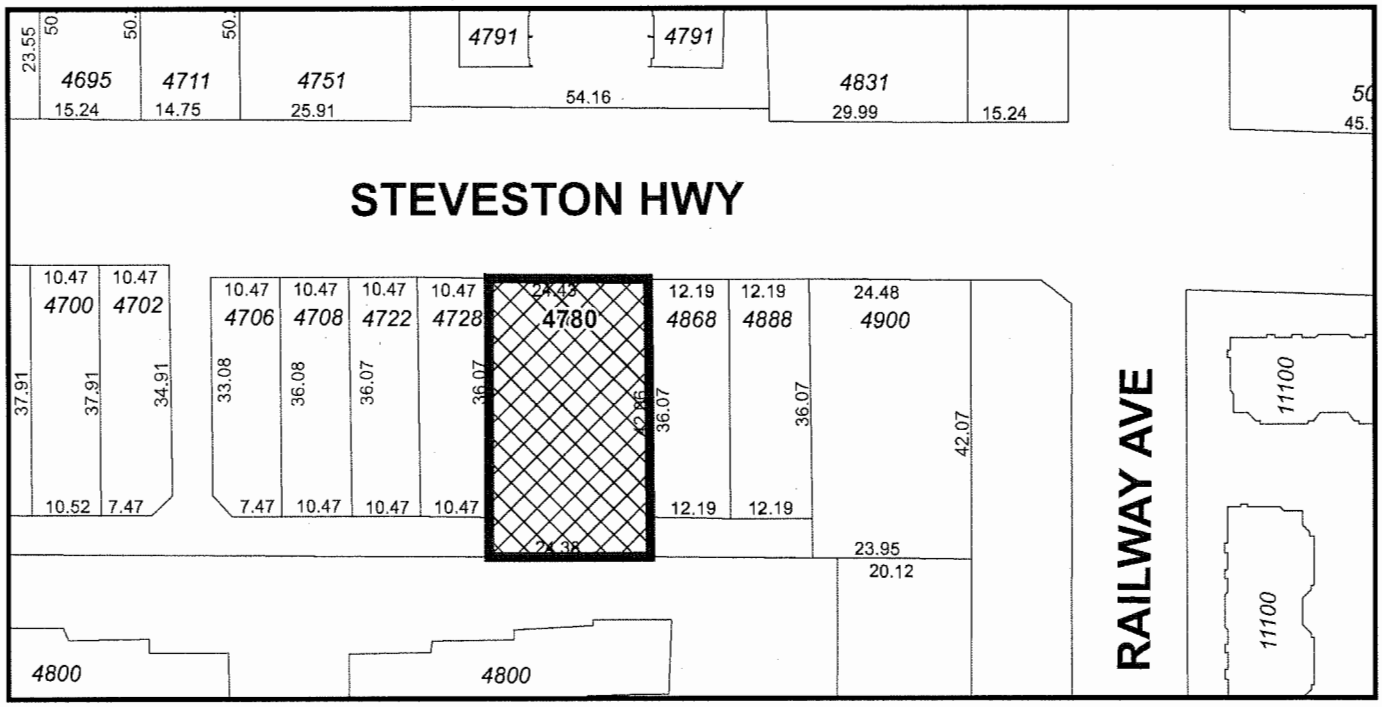
Ada Chan Russell
Planner 1

ACR:cas

Attachment 1: Location Map
Attachment 2: Preliminary Subdivision Plan
Attachment 3: Development Application Data Sheet
Attachment 4: Steveston Area Land Use Map
Attachment 5: Tree Protection Plan
Attachment 6: Rezoning Considerations

City of Richmond





RZ 16-737903

Original Date: 08/05/16

Revision Date:

Note: Dimensions are in METRES

City of
Richmond

RZ 16-737903

Original Date: 08/05/16

Revision Date:

Note: Dimensions are in METRES

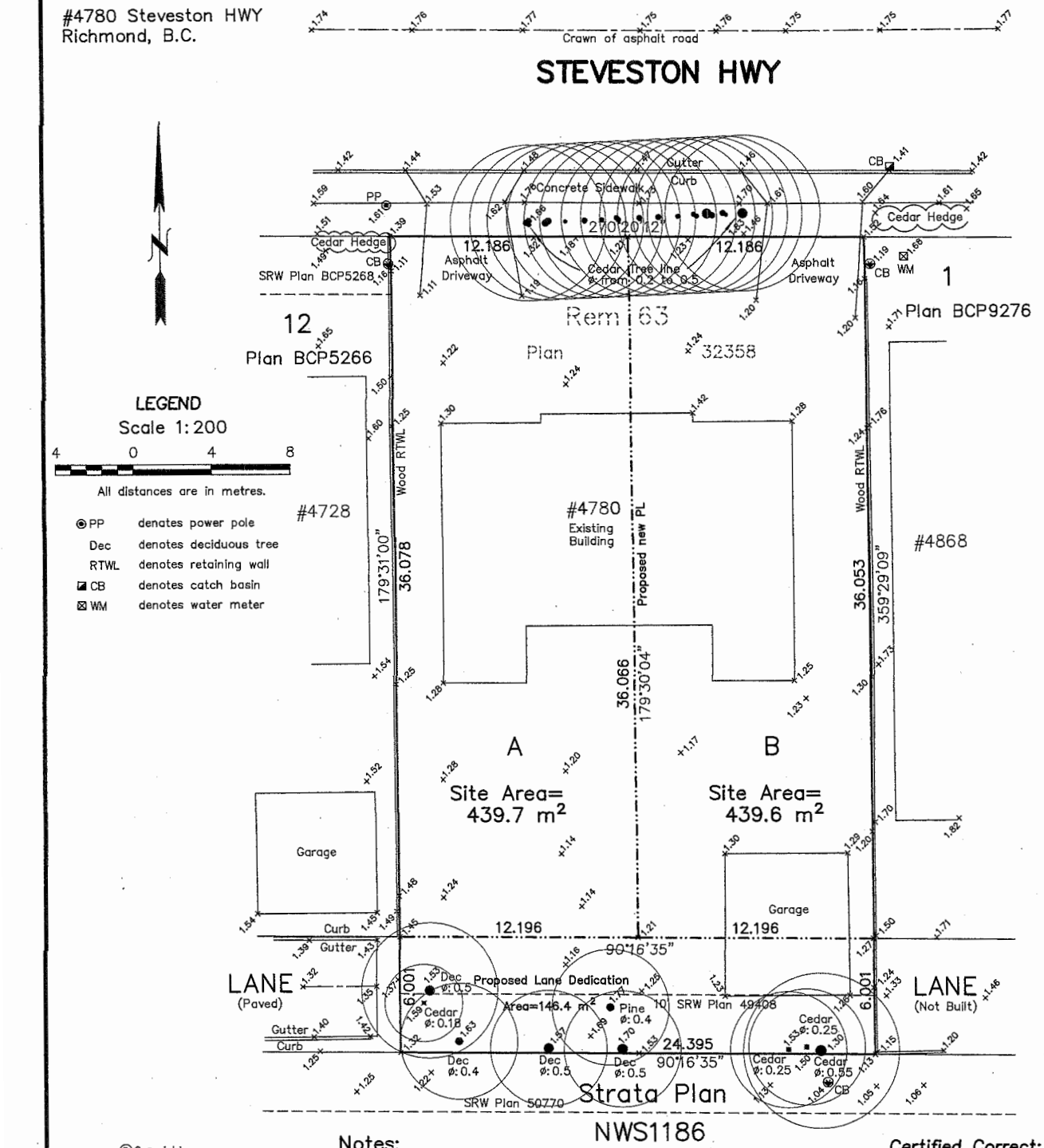
ATTACHMENT 2

TOPOGRAPHIC PLAN OF LOT 63 EXCEPT: FIRSTLY: PART SUBDIVIDED BY PLAN 46667, SECONDLY: PART SHOWN ROAD ON PLAN 49421, SECTION 2 BLOCK 3 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT PLAN 32358

FOR SUBDIVISION APPLICATION PURPOSES

Parcel Identifier (PID): 004-260-333

#4780 Steveston HWY
Richmond, B.C.



Notes:

- Elevations are in metres and derived from City of Richmond HPN Monument #205 (77H4827), elevation = 1.044 metres.
- Property line dimensions are based on field survey and Land Title Office records.
- All trees and stumps have been plotted as required by the City of Richmond Bylaw No. 8057.

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Provision Land Surveying Ltd.
BC Land Surveyors
#108-5568 Barker Avenue
Burnaby, B.C. V5H 2N9
Ph: 604-910-1784
Email: awang@ProvisionSurvey.com
File: 402-Topo.dwg

Certified Correct:
May 24, 2016

B. C. L. S.

Not valid unless originally signed and sealed

City of Richmond

Development Application Data Sheet

Development Applications Department

RZ 16-737903 **Attachment 3**

Address: 4780 Steveston Highway

Applicant: Architect 57 Inc.

Planning Area(s): Steveston Area

	Existing	Proposed
Owner:	Yu-Hua Chen & King Chen Group Ltd.	No Change
Site Size (m^2):	1025.7 m^2 (11,040.5 ft^2)	Lot A = 439.7 m^2 (4,732.9 ft^2) Lot B = 439.6 m^2 (4,731.8 ft^2)
Land Uses:	One (1) single detached dwelling	Two (2) single detached dwellings
OCP Designation:	Neighbourhood Residential	Neighbourhood Residential
Area Plan Designation:	Steveston Area	Steveston Area
Zoning:	Single Detached (RS1/E)	Compact Single Detached (RC2)
Number of Units:	1	2

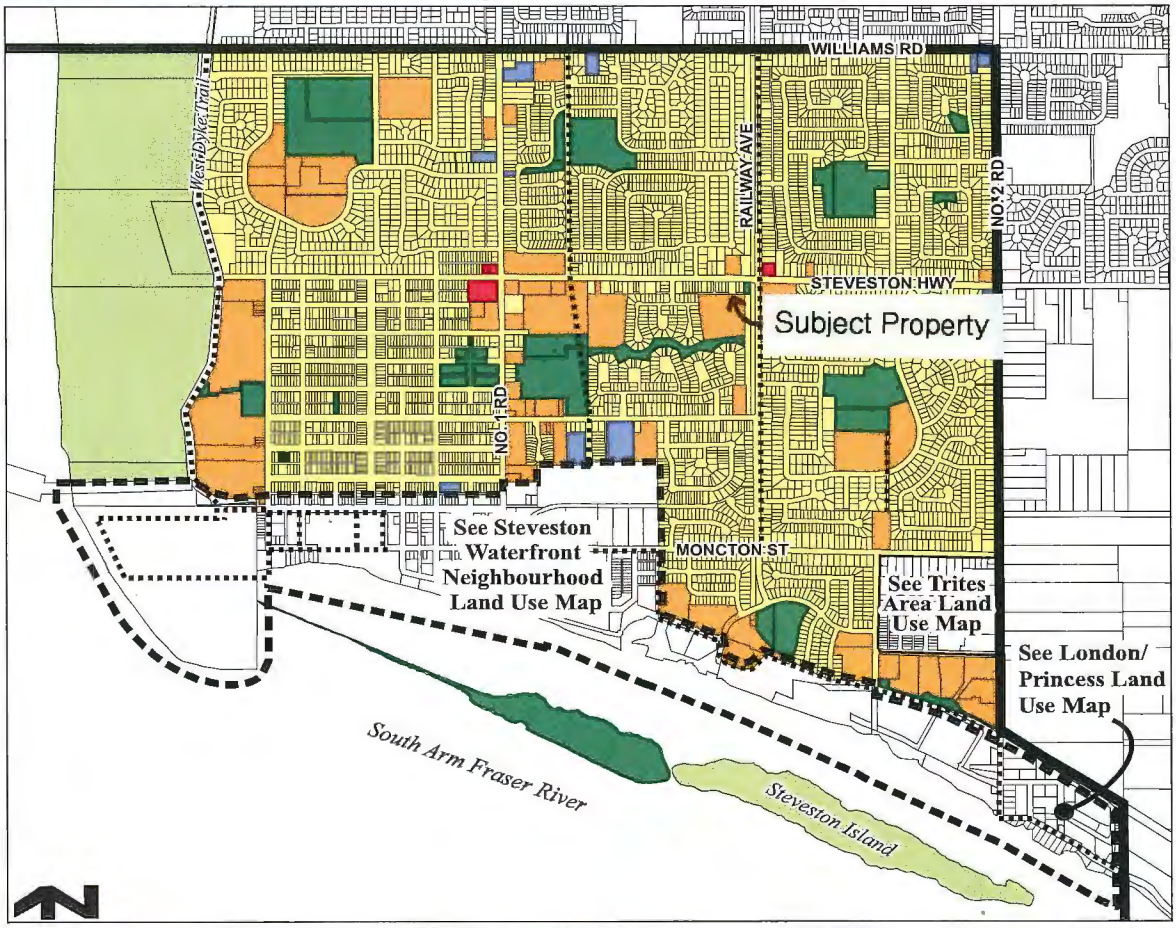
On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.6 for lot area up to 464.5 m^2 plus 0.3 for area in excess of 464.5 m^2	Max. 0.6 for lot area up to 464.5 m^2 plus 0.3 for area in excess of 464.5 m^2	none permitted
Buildable Floor Area (m^2):*	Lot A: Max. 263.8 m^2 (2,839.5 ft^2) Lot B: Max. 263.8 m^2 (2,839 ft^2)	Lot A: Max. 263.8 m^2 (2,839.5 ft^2) Lot B: Max. 263.8 m^2 (2,839 ft^2)	none permitted
Lot Coverage:	Buildings: Max. 50% Non-Porous: Max. 20% Total: Max. 70%	Buildings: Max. 50% Non-Porous: Max. 20% Total: Max. 70%	none
Lot Size:	Min. 270 m^2	Lot A: 439.7 m^2 Lot B: 439.6 m^2	none
Lot Dimensions:	Width: Min. 9 m Depth: Min. 24 m	Lots A and B Width: 12.2 m Depth: 36.1 m	none
Setbacks:	Front: Min. 6 m Interior Side: Min. 1.2 m Rear: Min. 6 m	Front: Min. 6 m Interior Side: Min. 1.2 m Rear: Min. 6 m	none
Height (m):	Max. 2.5 storeys and within Residential Vertical Lot Envelopes	Max. 2.5 storeys and within Residential Vertical Lot Envelopes	none

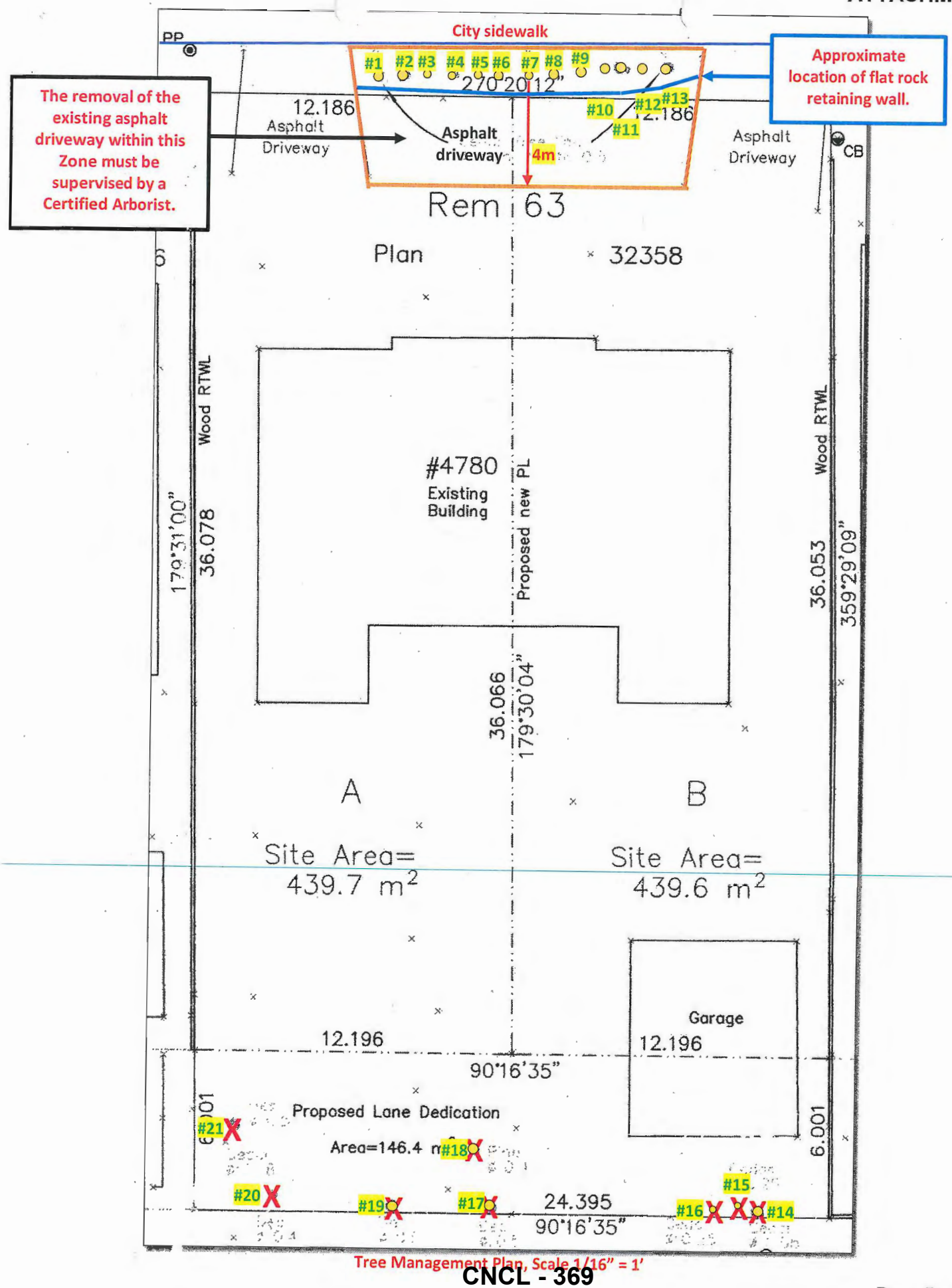
Other: Tree replacement compensation required for loss of significant trees.

* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.

Steveston Area Land Use Map

Bylaw 9252
2016/06/27





Tree Management Plan, Scale 1/16" = 1'

City of Richmond

Rezoning Considerations

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 4780 Steveston Highway **File No.:** RZ 16-737903

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9635, the developer is required to complete the following:

1. 6 m lane dedication along the entire 4780 Steveston Highway south property line.
2. Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should:
   - comply with the guidelines of the OCP's Arterial Road Policy and should not include hedges along the front property line;
   - include a mix of coniferous and deciduous trees;
   - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report; and
   - include the four (4) required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
2	11 cm		6 m
2	10.5 cm		5.5 m

   If required replacement trees cannot be accommodated on-site, a cash-in-lieu contribution in the amount of $500/tree to the City's Tree Compensation Fund for off-site planting is required.
3. City acceptance of the developer's offer to voluntarily contribute $6,000.00 to the City's Tree Compensation Fund for the planting of replacement trees within the City.
4. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
5. Submission of a Tree Survival Security to the City in the amount of $5,000.00 for the 13 city trees to be retained. The security will not be released until an acceptable impact assessment report by the Certified Arborist is submitted and a landscaping inspection has been passed by City Staff. The City may retain a portion of the security of a one-year maintenance period.
6. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
7. Registration of a flood indemnity covenant on title.
8. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on each of the proposed future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
9. Discharge of existing Statutory Right-of Way registered on Title of the subject property (i.e. RD19849).

At Demolition Permit* stage, the developer is required to complete the following:

1. 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 must remain in place until construction and landscaping on-site is completed.

Prior to Building Permit Issuance, the developer must complete the following requirements:

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

At Subdivision* stage, the developer must complete the following requirements:

1. Current years property taxes to be paid in full prior to subdivision being granted
2. Servicing works and off-site improvements may be completed through a Servicing Agreement entered into by the applicant to design and construct the works for the development site at the Developer's cost, and to design and construct the lane along the south property line of adjacent properties at 4868 and 4888 Steveston Highway, which shall be funded by the City subject to funding approval, to the satisfaction of the Director of Engineering.
3. Pay servicing costs associated with the following water, storm, and sanitary works:

Water Works

a) Using the OCP Model, there is 712 L/s of water available at a 20 psi residual at the Steveston Highway frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.

b) The Developer is required to submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage Building designs.

c) At Developer's cost, the City is to cut and cap, at main, existing water service connection at the Steveston Hwy frontage and install two new water service connections off of the existing 350 mm AC water main along the Steveston Hwy frontage, complete with meter and meter box.

Storm Sewer Works

a) The Developer is required to:

- Provide, at no cost to the City, an additional 3.0 m wide utility service right-of-way at the northeast corner of the lot, extending from the property line to 1.0 m past the existing inspection chamber.
- Check the existing storm service connections at the northwest corner of the development site and confirm the material and condition of the inspection chambers and pipes. If deemed acceptable by the City, the existing service connection may be retained. In the case that the service connection are not in a condition to be re-used, the service connection shall be replaced by the City, at the Developer's cost, as described below.

b) At Developer's cost the City is to:

- Cut and cap, at the property line of the adjacent lot, the existing storm service connections at the northwest corner of the development site.
- Install a new storm service connection, complete with inspection chamber, off of the existing main along the Steveston Highway frontage.
- If the existing storm service connection is deemed unacceptable by the City, cut and cap, at the property line of the adjacent lot, the existing storm service connections at the northwest corner of the development site and install a new storm service connection, complete with inspection chamber.

Sanitary Sewer Works:

a) The Developer is required to not start onsite foundation construction prior to completion of rear yard sanitary works by City crews.

b) At Developer's cost, the City is to:

- Install new sanitary service connection at the adjoining property line of the 2 newly created lots, complete with inspection chamber and service laterals, off of the existing main along the south property line.
- Cut, cap, and remove existing sanitary service connection and inspection chamber at southeast corner of the subject site.

Frontage Improvements:

The Developer is required to:

a) Coordinate with BC Hydro, Telus, and other private communication service providers for undergrounding of overhead service lines along the Steveston Hwy frontage.

b) Coordinate with BC Hydro, Telus and other private communication service providers

- When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
- To determine if above ground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc.). These should be located onsite.

c) Provide a new 6.0 m-wide lane along the entire south property line, approximately 25 m, complete with asphalt pavement, rollover curb and gutter on both sides, lighting, and drainage.

d) Complete other frontage improvements as per Transportation's requirements.

General Items:

The Developer is required to:

- Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

Note:

* This requires a separate application.

- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

  All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

  The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

(Sign Concurrence on File)

Signed Date

City of Richmond

Bylaw 9635

Richmond Zoning Bylaw 8500
Amendment Bylaw 9635 (RZ 16-737903)
4780 Steveston Highway

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"COMPACT SINGLE DETACHED (RC2)".**

   P.I.D. 004-260-333
   Lot 63 Except: Firstly: Part Subdivided by Plan 46667, Secondly: Part Shown Road on Plan 49421, Section 2 Block 3 North Range 7 West New Westminster District Plan 32358

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9635".**

FIRST READING	
A PUBLIC HEARING WAS HELD ON	
SECOND READING	
THIRD READING	
OTHER CONDITIONS SATISFIED	
ADOPTED	

CITY OF RICHMOND
APPROVED by
APPROVED by Director or Solicitor

MAYOR

CORPORATE OFFICER

City of Richmond

Report to Committee
Fast Track Application
Planning and Development Division

To:	Planning Committee	**Date:**	October 24, 2016
From:	Wayne Craig Director, Development	**File:**	RZ 16-740422
Re:	**Application by 1080593 BC Ltd. for Rezoning at 11740 Williams Road from Single Detached (RS1/E) to Compact Single Detached (RC2)**		

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9636, for the rezoning of 11740 Williams Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.

Wayne Craig
Director, Development

WC:jr
Att. 7

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Affordable Housing	☑	

Staff Report

Item	Details		
Applicant	1080593 B.C. Ltd.		
Location	11740 Williams Road (Attachment 1)		
Zoning	Existing: Single Detached (RS1/E)		
	Proposed: Compact Single Detached (RC2) (Attachment 2)		
Development Data Sheet	Attachment 3		
OCP Designation	Neighbourhood Residential (Attachment 4)	Complies:	Yes
Lot Size Policy 5434	Compact Single Detached (RC2) or Coach Houses (RCH1) permitted (Attachment 5)	Complies:	Yes
Arterial Road Policy	Compact Lots or Coach House	Complies:	Yes
Floodplain Management Implementation Strategy	Flood indemnity covenant required	Complies:	Yes
Affordable Housing Strategy Response	Secondary suites on 100% of the two (2) lots proposed	Complies:	Yes
Surrounding Development	North: Across Williams Road, a single-family dwelling on a lot zoned "Single Detached (RS1/E)" with vehicle access from Williams Road.		
	South: Across the rear lane, a single-family dwelling on a lot zoned "Single Detached (RS1/E)" with vehicle access from Seabrook Crescent.		
	East & West: Single-family dwellings on lots zoned "Single Detached (RS1/E)" with vehicle access from the rear lane.		
Rezoning Considerations	Attachment 7		

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant 1st reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment.

Public notification for the Public Hearing will be provided as per the Local Government Act.

Analysis

Transportation and Site Access

Vehicle access to the proposed lots is to be from the existing rear lane only. No access is permitted from Williams Road, in accordance with Residential Lot (Vehicular) Access Regulation Bylaw No. 7222.

Prior to the issuance of a Building Permit, the applicant is required to submit a Construction Parking and Traffic Management Plan to the City's Transportation Department for review.

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 one (1) bylaw-sized tree on the subject property and three (3) street trees on City property.

The City's Tree Preservation Coordinator and Parks Department staff have reviewed the Arborist's Report and have the following comments:

- One (1) 42.4 cm dbh Cypress (Tag # 4) is mostly dead and should be removed and replaced.
- Three (3) Sweetgum trees (Tag # 1-3) located in the City sidewalk to be retained and protected.
- Replacement trees should be specified at 2:1 ratio as per the OCP.

Tree Protection

Three (3) City-owned trees (Tag # 1-3) located in the sidewalk 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 6). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to final adoption of the rezoning bylaw, submission to the City of a Tree Survival Security of $5,600 for the three (3) City-owned trees to be retained.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

Tree Replacement

The applicant wishes to remove one (1) on-site tree (Tag # 4). The 2:1 replacement ratio would require a total of two (2) replacement trees. The applicant has agreed to plant two (2) trees on each lot proposed; for a total of four (4) trees. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
2	9 cm	5 m
2	6 cm	3.5 m

Prior to final adoption of the rezoning bylaw, the applicant is required to submit a Landscape Plan for both lots prepared by a Registered Landscape Architect, along with a Landscape Security based on 100% of the cost estimate provided by the Landscape Architect for the proposed planting, including the four (4) required replacement trees. The Landscape Plan must comply with the regulations for coach house and compact lot development contained in the Arterial Road Policy in the OCP. A portion of the security will be released after construction and landscaping at the subject site is completed and a landscaping inspection by City staff has been passed. The City may retain the balance of the security for a one-year maintenance period to ensure that the landscaping survives.

Site Servicing and Frontage Improvements

At future subdivision and building permit stage, the applicant is required to complete the following:

- Payment of the current year's taxes, Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, Address Assignment Fees, and the costs associated with the completion of the required servicing works and frontage improvements as described in Attachment 8.
- Payment to the City, in accordance with the Works and Services Cost Recovery Bylaw No. 8752, Schedule 4, in the amount of $22,800.73 to recover prior lane improvement construction costs associated with the works and services that have been constructed and financed by the City.

Financial Impact

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

Conclusion

The purpose of this application is to rezone 11740 Williams Road from the "Single Detached (RS1/E)" zone to the "Compact Single Detached (RC2)" zone, to permit the property to be subdivided to create two (2) single-family lots.

This rezoning application complies with the land use designations and applicable policies for the subject site contained within the OCP and the Richmond Zoning Bylaw 8500.

The list of rezoning considerations is included in Attachment 8, which has been agreed to by the applicant (signed concurrence on file).

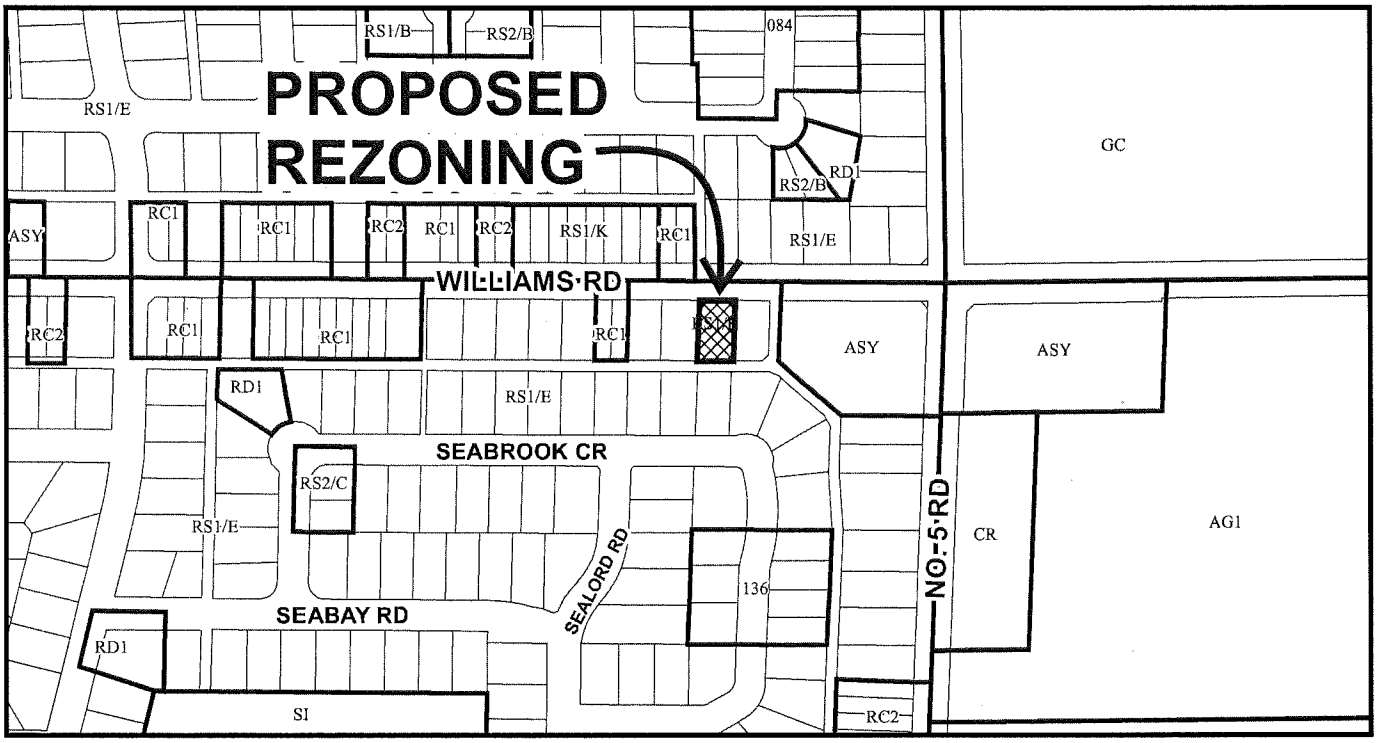
It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9636 be introduced and given first reading.

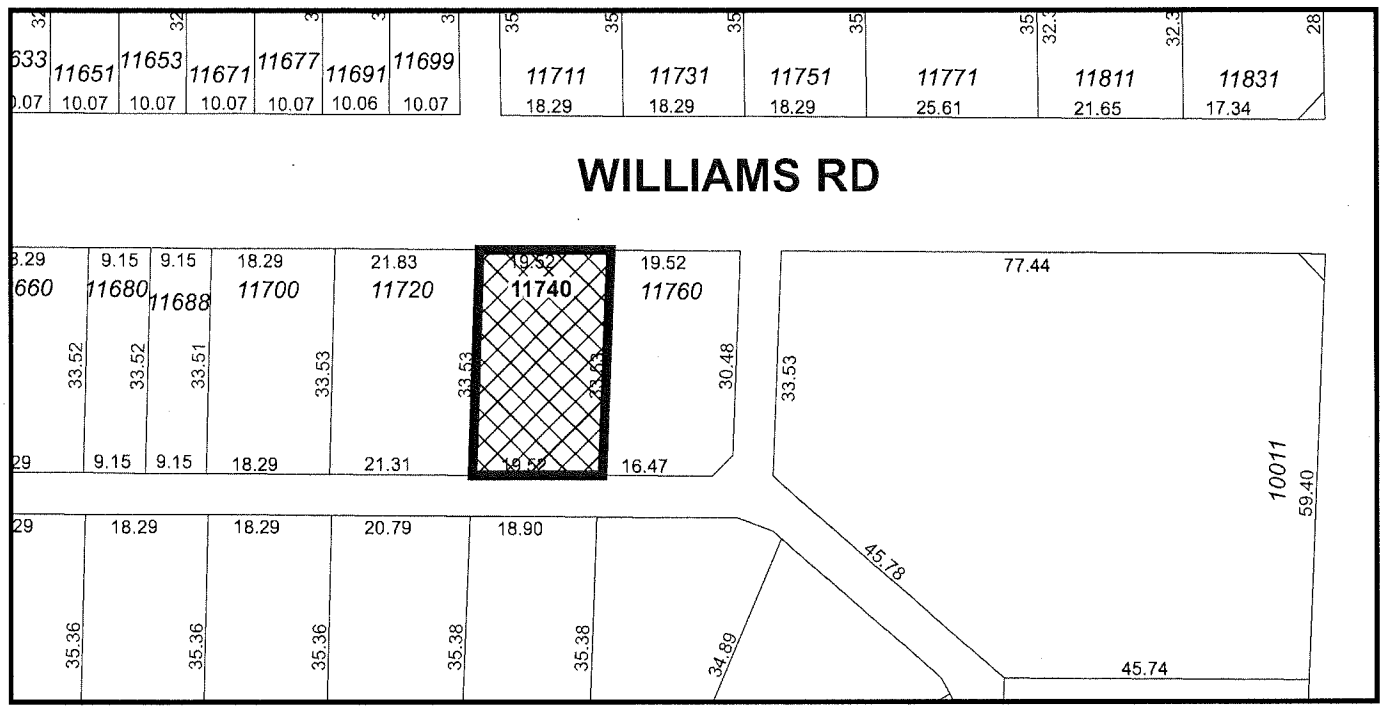
Jordan Rockerbie
Planning Technician

JR:rg

Attachment 1: Location Map and Aerial Photo
Attachment 2: Proposed Subdivision Plan
Attachment 3: Development Application Data Sheet
Attachment 4: Shellmont Area Plan Land Use Map
Attachment 5: Single Family Lot Size Policy 5434
Attachment 6: Tree Management Drawing
Attachment 7: Rezoning Considerations

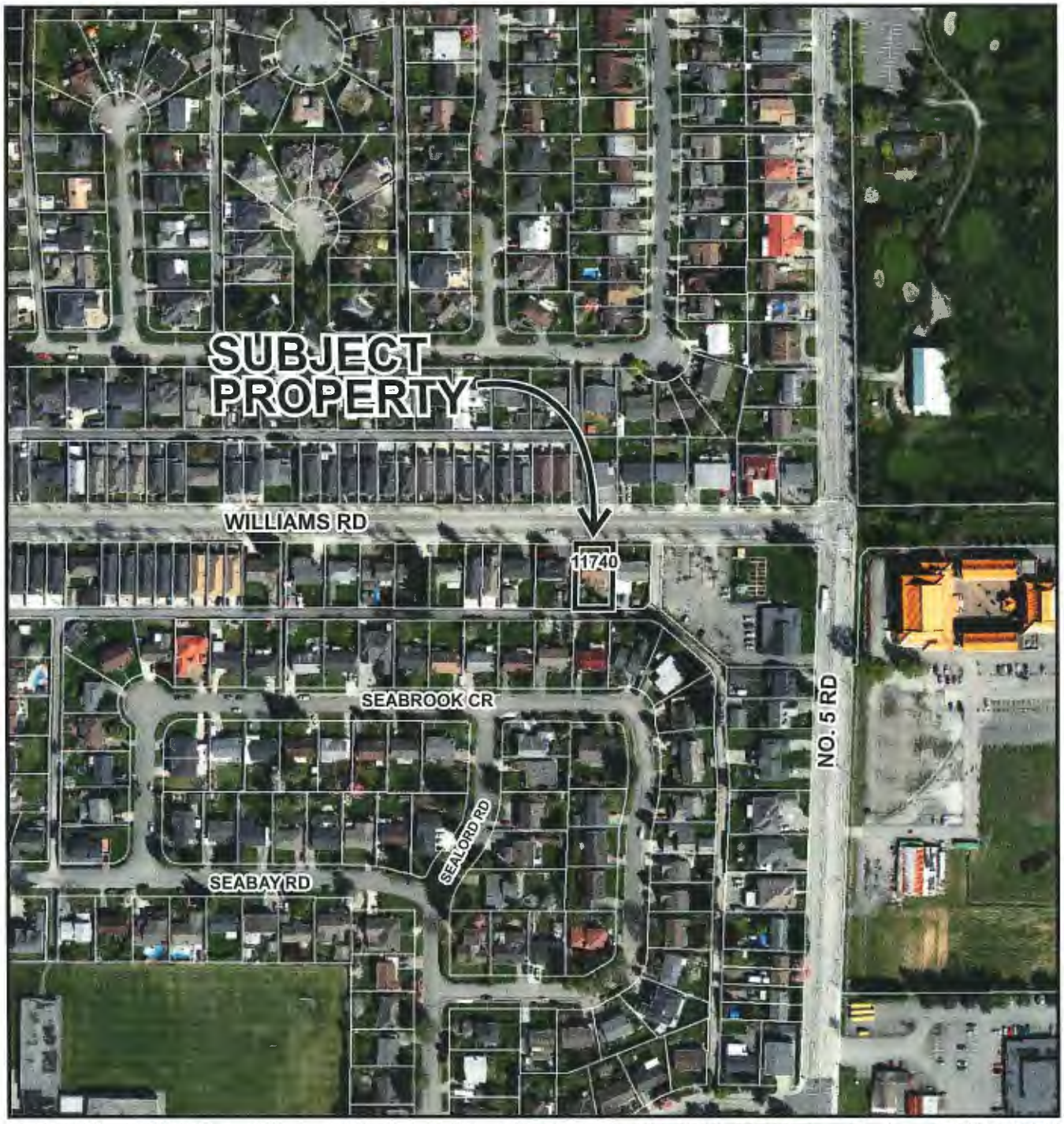
City of Richmond





N	RZ 16-740422	Original Date: 08/19/16 Revision Date: Note: Dimensions are in METRES

City of Richmond



RZ 16-740422

Original Date: 08/19/16

Revision Date:

Note: Dimensions are in METRES

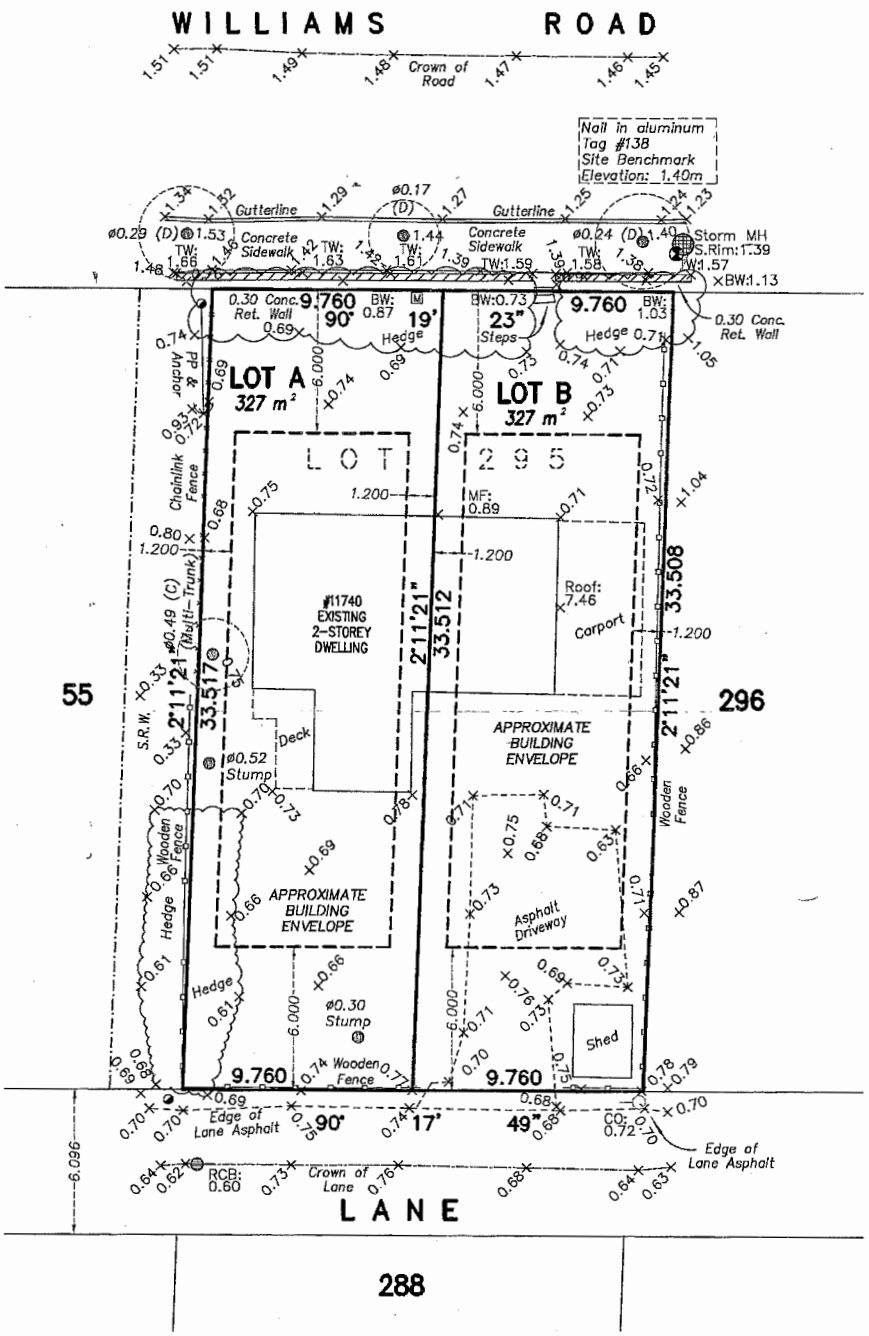
TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF LOT 295 SECTION 36 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 35779

#11740 WILLIAMS ROAD,
RICHMOND, B.C.
P.I.D. 007-178-191

SCALE: 1:200

0 5 10 15

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED



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J. C. Tam and Associates
Canada and B.C. Land Surveyor
115 – 8833 Odlin Crescent
Richmond, B.C. V6X 3Z7
Telephone: 214-8928
Fax: 214-8929
E-mail: office@jctam.com
Website: www.jctam.com
Job No. 6547
FB-311 P32-34
Drawn By: IO

DWG No. 6547-Topo

NOTE:
Elevations shown are based on City of Richmond HPN Benchmark network.
Benchmark: HPN #190
Control Monument 94H1624
Elevation: 2.353m
Benchmark: HPN #191
Control Monument 02H2453
Elevation: 1.664m

NOTE:
Use site Benchmark Tag #138 for construction elevation control.

LEGEND:
(C) denotes conifer
(D) denotes deciduous
denotes catch basin
denotes round catch basin
denotes water valve
denotes water meter
denotes manhole
denotes cleanout
denotes lamp standard
denotes fire hydrant
denotes power post
MF denotes main floor
BW. denotes bottom of retaining wall
TW. denotes top of retaining wall

CERTIFIED CORRECT:
LOT DIMENSION ACCORDING TO FIELD SURVEY.

JOHNSON C. TAM, B.C.L.S.
MAY 11th, 2016.

City of Richmond

Development Application Data Sheet

Development Applications Department

RZ 16-740422 **Attachment 3**

Address: 11740 Williams Road

Applicant: 1080593 BC Ltd.

Planning Area(s): Shellmont

	Existing	Proposed
Owner:	1080593 BC Ltd.	To be determined
Site Size (m^2):	654 m^2	Two (2) lots, each 327 m^2
Land Uses:	One (1) single-family home	Two (2) single-family homes
OCP Designation:	Neighbourhood Residential	No change
702 Policy Designation:	Compact Single Detached (RC2)	No change
Zoning:	Single Detached (RS1/E)	Compact Single Detached (RC2)
Other Designations:	Arterial Road Compact Lot Coach House	No change

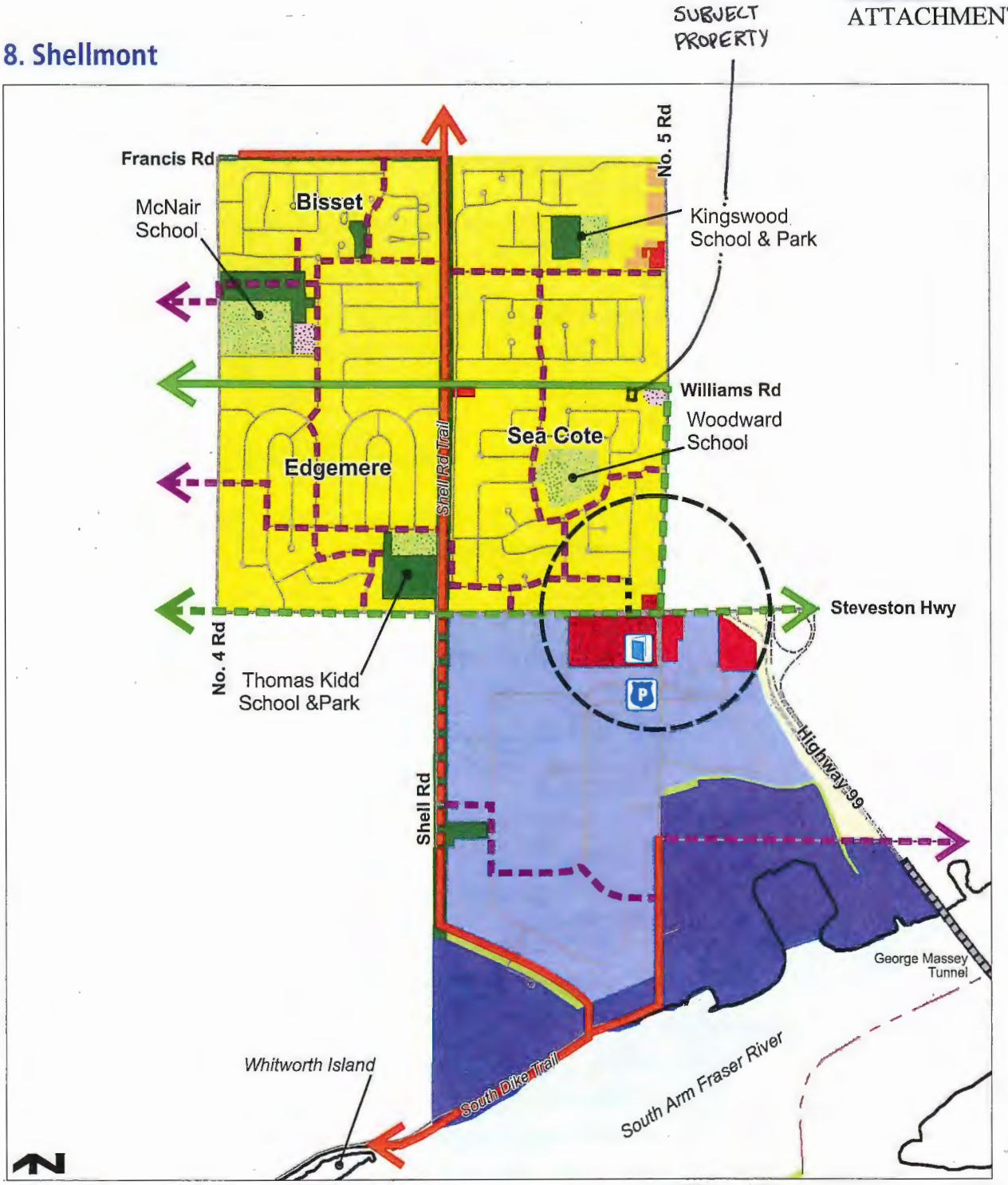
On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.60 for lot area up to 464.5 m^2 plus 0.3 for area in excess of 464.5 m^2	Max. 0.60 for lot area up to 464.5 m^2 plus 0.3 for area in excess of 464.5 m^2	none permitted
Buildable Floor Area (m^2):*	Lot A: Max. 196.2 m^2 (2,111.88 ft^2) Lot B: Max. 196.2 m^2 (2,111.88 ft^2)	Lot A: Max. 196.2 m^2 (2,111.88 ft^2) Lot B: Max. 196.2 m^2 (2,111.88 ft^2)	none permitted
Lot Coverage (% of lot area):	Building: Max. 50% Non-porous Surfaces: Max. 70%	Building: Max. 50% Non-porous Surfaces: Max. 70%	none
Lot Size:	Min. 270.0 m^2	327.0 m^2	none
Lot Dimensions (m):	Width: 9.0 m Depth: 24.0 m	Width: 9.76 m Depth: 33.51 m	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 6.0 m Side: Min. 1.2 m	Front: Min. 6.0 m Rear: Min. 6.0 m Side: Min. 1.2 m	none
Height (m):	Max. 9.0 m	Max. 9.0 m	none

Other: Tree replacement compensation required for loss of significant trees.

* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.

ATTACHMENT 4

8. Shellmont



City of Richmond Policy Manual

Page 1 of 2	Adopted by Council: February 19, 1990 Amended by Council: November 18, 1991 Amended by Council: October 16, 2006	POLICY 5434
File Ref:	SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 36-4-6	

POLICY 5434:

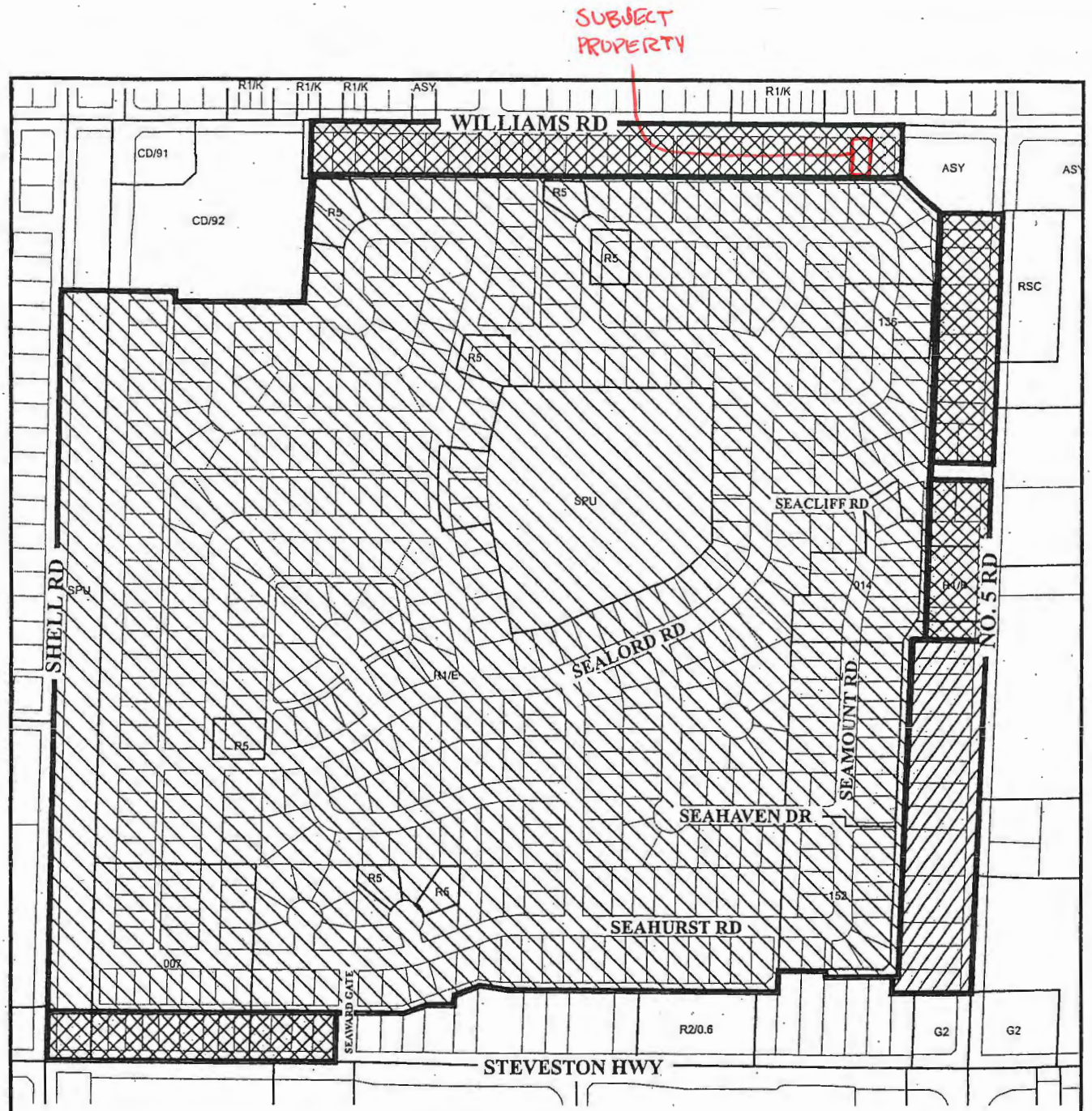
The following policy establishes lot sizes in a portion of Section 36-4-6, within the area bounded by **Steveston Highway, Shell Road, No. 5 Road, and Williams Road:**

1. That properties within the area bounded by Shell Road, Williams Road, No. 5 Road, and Steveston Highway, in a portion of Section 36-4-6, be permitted to subdivide in accordance with the provisions of Single-Family Housing District (R1/E), with the exception that:

    a) Properties fronting on Williams Road from Shell Road to No. 5 Road, properties fronting on Steveston Highway from Seaward Gate to Shell Road, and properties fronting on No. 5 Road from Williams Road to approximately 135 m south of Seacliff Road to rezone and subdivide in accordance with the provisions of Single-Family Housing District (R1-0.6) or Coach House District (R/9) provided that vehicle accesses are to the existing rear laneway only. Multiple-family residential development shall not be permitted in these areas.

    b) Properties fronting on No. 5 Road from Steveston Highway to approximately 135 m south of Seacliff Road be permitted to subdivide in accordance with the provisions of Single-Family Housing District, Subdivision Area B (R1/B) provided that vehicle accesses are to the existing rear laneway only.

2. This policy, as shown on the accompanying plan, is to be used to determine the disposition of future rezoning applications in this area, for a period of not less than five years, unless changed by the amending procedures contained in the Zoning and Development Bylaw.



Subdivision permitted as per **R1/E** (18 m wide lots)

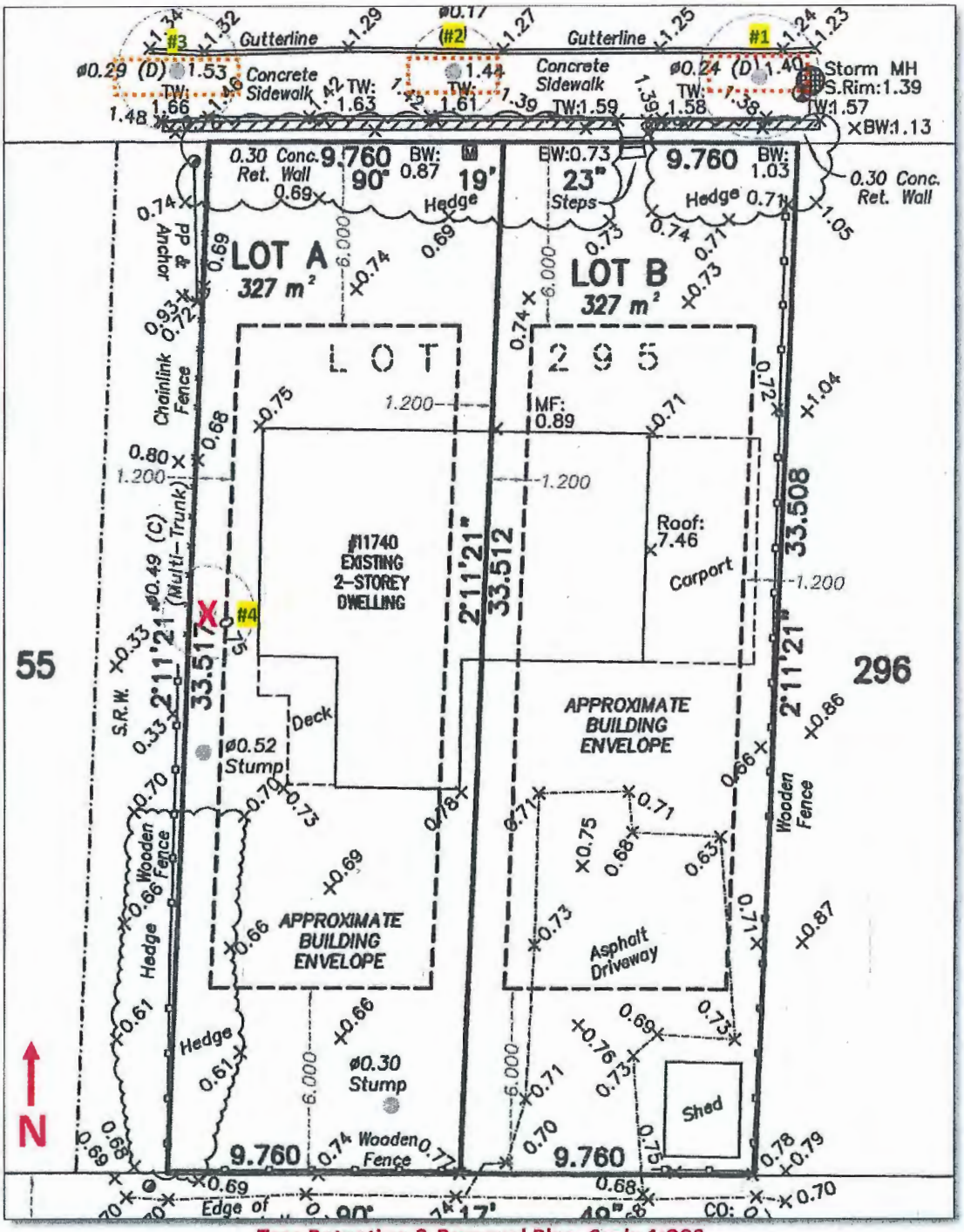
Subdivision permitted as per **R1-0.6 or R/9** (access to lane only) (No Multiple-family residential development is permitted.

Subdivision permitted as per **R1/B**

Policy 5434
Section 36-4-6

Adopted Date: 02/19/1990

Amended Date: 11/18/1991
10/16/2006



Tree Retention & Removal Plan, Scale 1:200

SUITABLE REPLACEMENT TREES (Botanical name)
Purple Fountain European Beech (*Fagus sylvatica* 'Purple Fountain')
Japanese Tree Lilac 'Ivory Silk' (*Syringa reticulata* 'Ivory Silk')

TREE #	TREE SPECIES (Botanical name)	DBH (cm)	SPREAD (m) Radius
1	Sweetgum (*Liquidambar styraciflua*)	24	1.8
2	Sweetgum (*Liquidambar styraciflua*)	20	1.2
3	1.4 (*Liquidambar styraciflua*)	28	1.8
4	Cypress (*Chamaecyparis sp.*)	60	1.4

City of Richmond

ATTACHMENT 7

Rezoning Considerations

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 11740 Williams Road **File No.:** RZ 16-740422

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9636, the developer is required to complete the following:

1. Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should:
   - comply with the guidelines of the OCP's Arterial Road Policy and should not include hedges along the front property line;
   - include a mix of coniferous and deciduous trees;
   - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report; and
   - include the four (4) required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	Minimum Height of Coniferous Tree
2	9 cm	5 m
2	6 cm	3.5 m

   If required replacement trees cannot be accommodated on-site, a cash-in-lieu contribution in the amount of $500/tree to the City's Tree Compensation Fund for off-site planting is required.
2. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
3. Submission of a Tree Survival Security to the City in the amount of $5,600 for the three (3) City-owned trees to be retained.
4. Registration of a flood indemnity covenant on title.
5. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on each of the two (2) future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

Prior to Demolition Permit* issuance, the developer must complete the following requirements:

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.

Prior to Building Permit* issuance, the developer must complete the following requirements:

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Initial: _____

At Building Permit* stage, the developer must complete the following requirements:

1. Complete the following servicing works and off-site improvements. These may be completed through a Servicing Agreement* or a City work order.

Water Works

- Using the OCP Model, there is a 621 L/s of water available at a 20 psi residual at the Williams Road frontage. Based on the proposed development, the site requires a minimum fire flow of 200 L/s.
- The Developer is required to:
  - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
- At Developer's cost, the City is to:
  - Cut and cap, at main, the existing water service connection at the Williams Road frontage.
  - Install two (2) new water service connections off of the existing 300 mm PVC water main along the Williams Road frontage, complete with meters and meter boxes.

Storm Sewer Works

- At Developer's cost, the City is to:
  - Cut and cap, at main, the existing storm service connections along the Williams Road frontage and remove the inspection chambers.
  - Install a new storm service connection off of the existing 600 mm storm sewer along the Williams Road frontage, complete with inspection chamber and dual service leads.

Sanitary Sewer Works

- At Developer's cost, the City is to:
  - Cut and cap, at the inspection chamber, the existing sanitary service connection along the east-west lane frontage.
  - Install a new sanitary service connection off of the existing 150 mm AC sanitary sewer along the east-west lane frontage, complete with inspection chamber and dual service leads.

Frontage Improvements

- The Developer is required to:
  - Coordinate with BC Hydro, Telus, and other private communication service providers
    - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
    - To determine if above ground utility structures are required, and coordinate their locations (e.g. Vista, PMY, LPT, Shaw cabinets, Telus kiosks, etc.). These should be located onsite.
  - Pay to the City $22,800.73 to recover lane improvement construction costs associated with the works and services that have been constructed and financed by the City, in accordance with the Works and Services Cost Recovery Bylaw No. 8752, Schedule 4.

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.

Initial: _____

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

_____ _____

Signed Date

City of Richmond

Bylaw 9636

Richmond Zoning Bylaw 8500
Amendment Bylaw 9636 (RZ 16-740422)
11740 Williams Road

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"COMPACT SINGLE DETACHED (RC2)".**

   P.I.D. 007-178-191
   Lot 295 Section 36 Block 4 North Range 6 West New Westminster District Plan 35779

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9636".**

FIRST READING	_____
A PUBLIC HEARING WAS HELD ON	_____
SECOND READING	_____
THIRD READING	_____
OTHER CONDITIONS SATISFIED	_____
ADOPTED	_____

CITY OF RICHMOND
APPROVED by
APPROVED by Director or Solicitor

_____ _____

MAYOR CORPORATE OFFICER

City of Richmond

Report to Committee

Planning and Development Division

To:	Planning Committee	**Date:**	October 24, 2016
From:	Wayne Craig Director of Development	**File:**	TU 16-732636
Re:	**Application by Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) for a Temporary Commercial Use Permit at 8540 River Road**		

Staff Recommendation

That the application by Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) for a Temporary Commercial Use Permit at 8540 River Road be considered at the Public Hearing to be held December 19, 2016 at 7:00 pm in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration.

> "That a Temporary Commercial Use Permit be issued to Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) for property at 8540 River Road to allow the retail sale of outdoor power equipment as an accessory use."

Wayne Craig
Director of Development

WC:sds
Att. 2

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Business Licences	☑	

Staff Report

Origin

Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) to allow the retail sales of outdoor power equipment as an accessory use at 8540 River Road (Attachment 1).

The applicant has operated in Richmond for almost 50 years. From 1969 to 2007, the applicant operated at 8611 Beckwith Road as an existing non-conforming use on a lot zoned "Light Industrial (IL)". In 2007, the applicant relocated to the current location at 8540 River Road (also zoned "Light Industrial (IL)") due to a property acquisition resulting from the construction of the Canada Line. A TCUP was issued by Council on November 19, 2007 (TU 07-372359), which expired in 2009 and was inadvertently not renewed by the applicant. A second TCUP was issued by Council on March 18, 2013 (TU 12-614858), which expired in 2016 and was also inadvertently not renewed by the applicant.

The applicant indicates that significant effort has been made to locate an appropriately-zoned site elsewhere in Richmond, for the permanent operation of the business, but no site has been found. A rezoning application was not pursued at this time as substantial off-site works would be required and business activities at the subject site are temporary. Additionally, the subject site is located in an area transitioning from light industrial uses to commercial and service uses as designated in the City Centre Area Plan.

If approved, the TCUP would be valid for a period of up to three (3) years from the date of issue, at which time an application for an extension to the permit may be made and issued for up to three (3) more years. The Local Government Act allows Council to consider TCUP issuance on its own merits and does not limit the number of TCUP issuances allowed on a site.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 2).

Surrounding Development

Development immediately surrounding the subject site is as follows:

To the North: Across River Road is Duck Island, a vacant site zoned "Light Industrial (IL)"; on which is proposed a commercial, office, hotel and entertainment complex (RZ 12-598104). Duck Island is also the site of the Richmond Night Market, which operates under a Temporary Use Permit issued by Council in 2014 (TU 14-666140).

To the South: Across the rear lane, the Canada Line guide way and a vacant lot zoned "Light Industrial (IL)" fronting No. 3 Road, with a proposal to construct a two-storey commercial building (DP 14-659747 / RZ 11-566630).

To the East: Warehouses on lots zoned "Light Industrial (IL)" fronting River Road, with rear access from a lane.

To the West: Auto repair shops on lots zoned "Light Industrial (IL)" fronting River Road, with rear access from a lane.

Related Policies & Studies

Official Community Plan/City Centre Area Plan

The Official Community Plan (OCP) land use designation for the subject site is "Commercial". The Bridgeport Village (2031) Specific Land Use Map within the City Centre Area Plan designates the subject site as "General Urban T5 (45 m)", which allows for medium and high-density office, restaurant, arts, culture, entertainment, hospitality and various other land uses including retail sales and services.

The OCP allows TCUPs in areas designated "Industrial", "Mixed Employment", "Commercial", "Neighbourhood Service Centre", "Mixed Use", "Limited Mixed Use", and "Agricultural" (outside of the Agricultural Land Reserve), where deemed appropriate by Council and subject to conditions suitable to the proposed use and surrounding area.

The proposed temporary commercial use is consistent with the land use designations and applicable policies in the OCP.

Aircraft Noise Sensitive Development Policy

The subject site is located within the Aircraft Noise Sensitive Development (ANSD) Policy Area 1A, where new Aircraft Noise Sensitive Land Uses are prohibited. An Aircraft Noise Sensitive Use Covenant was registered as a condition of approval for the initial TCUP (TU 07-372359).

Floodplain Management Implementation Strategy

Registration of a flood indemnity covenant on Title to meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204 was registered as a condition of approval for the initial TCUP (TU 07-372359).

Local Government Act

The Local Government Act identifies that TCUPs are valid for a period of up to three (3) years from the date of issue and that an application for an extension to the permit may be made and issued for up to three (3) additional years.

Public Consultation

Should the Planning Committee endorse this TCUP and Council grant 1st reading to the permit, the permit will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the Local Government Act.

Analysis

The applicant has been actively searching for a new permanent location for the existing business for some time; however, no property has been identified in Richmond. As no site has been found, the applicant is requesting a TCUP to allow the existing business to continue to operate while searching for a permanent site. The applicant has also been referred to the City's Economic Development Department for assistance in identifying an appropriate site within Richmond.

Business Operations

The business (Don Dickey Supplies) services and sells outdoor power equipment and parts, such as lawn mowers, grass trimmers, generators, and water pumps, to retail and wholesale customers throughout Richmond. Since the expiration of the TCUP in March 2016, the business has only been licensed for the repair and wholesale component. Issuance of the TCUP would allow the business to obtain a license for the retail component.

The total floor area of the existing building at the subject site is approximately 318 m^2 (3,425 ft^2), and is allocated to the various aspects of business operations as follows: storage/office/utilities (55%), retail/showroom (30%), and parts/service (15%). The majority of the space allocated in the existing building on-site is for office, service, and storage of parts and equipment (223 m^2), compared to the retail component of the business (95 m^2).

The applicant indicates that equipment sales accounted for approximately 60% of the total annual sales in 2015; of which 70% were wholesale customers, including government, and 30% were retail customers. Parts sales (25%) and service sales (15%) accounted for the remaining total annual sales in 2015.

Zoning

The subject site is zoned "Light Industrial (IL)", which allows a range of general industrial uses with a limited range of compatible uses and services. The zone permits wholesale distribution and services of materials, but does not permit retail sales and services to the general public.

The applicant's business operations include wholesale as well as retail sales and servicing of outdoor power equipment and parts. As the retail sale and servicing of materials to the general public is not a permitted use in the "Light Industrial (IL)" zone, a new TCUP is requested, in order to allow the retail component of the business to continue.

To support the application, documentation has been provided by the applicant to confirm zoning compliance in terms of required building setbacks, lot coverage, density, and building height. The Development Application Data Sheet (Attachment 2) provides a comparison of the existing development data with the relevant Zoning Bylaw requirements.

Parking

The subject property provides five (5) vehicle parking spaces at the front of the building, as well as four (4) vehicle parking spaces and one (1) loading space at the rear of the site, off the rear lane; for a total of nine (9) vehicle parking spaces and one (1) loading space.

Staff note that the vehicle parking spaces at the front of the subject site do not meet the minimum required setback of 3 m to a lot line which abuts a road. In addition, the overall number of vehicle parking spaces on-site is one (1) vehicle parking space less than that required by the current regulations of the Zoning Bylaw (which would require 10 vehicle parking spaces). Staff have no objection to the current parking arrangement on-site, considering the following:

- The existence of the building and parking arrangement on the site predate the adoption of the current Zoning Bylaw.
- The business has been operating at the site since 2007 under the previous TCUPs with the same number of vehicle parking spaces, with no parking complaints to-date.
- The number of vehicle and loading spaces on-site and the availability of off-street parking on River Road should be adequate to meet the parking demand of business operations.

Landscaping

The subject site and surrounding industrial sites in the area consist mainly of multi-tenant industrial buildings with asphalt surface parking and loading. There are few sites in the area that are landscaped to the current required standard.

Richmond Zoning Bylaw 8500 requires that portion of industrially zoned lots that are within 3 m of a property line abutting a road to be planted and maintained with a combination of trees, shrubs, ornamental plants or lawn.

There is no physical space on the existing site to accommodate the required landscaping. Staff have no objection to the existing surface area conditions (asphalt) due to the following:

- The existing surface area conditions at the subject site and surrounding sites were developed prior to the adoption of the current Zoning Bylaw.
- Business activities at the subject site are temporary and there is significant future redevelopment potential for the site based on activity and transition occurring in the surrounding area. Frontage improvements would be required as part of any future redevelopment proposal.
- Any landscaping proposed in the front yard would reduce the number of parking spaces onsite.

Financial Impact

None.

Conclusion

Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) to allow the retail sales of outdoor power equipment as an accessory use at 8540 River Road, zoned "Light Industrial (IL)".

TCUPs were issued by Council in 2007 and 2012 to allow the proposed use. The applicant wishes to continue to operate wholesale and retail business activities at the subject site, while continuing to seek an appropriately-zoned site for the permanent operation of the business.

The proposed retail commercial use at the subject property is acceptable to staff on the basis that it is consistent with the land use designations in the OCP, and is temporary in nature.

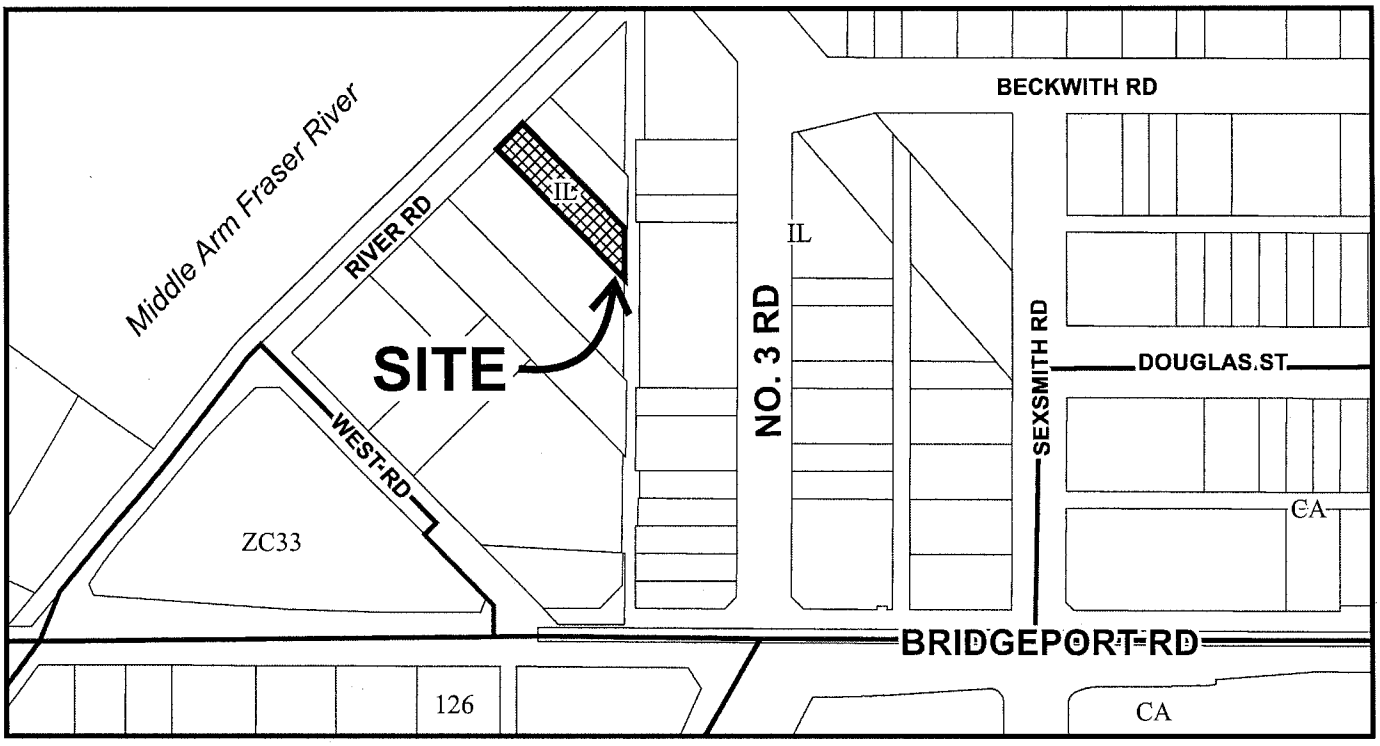
Staff recommend that the attached Temporary Commercial Use Permit be issued to Dunbar Equipment Ltd. (doing business as Don Dickey Supplies), to allow the retail sale of outdoor power equipment as an accessory use at 8540 River Road.

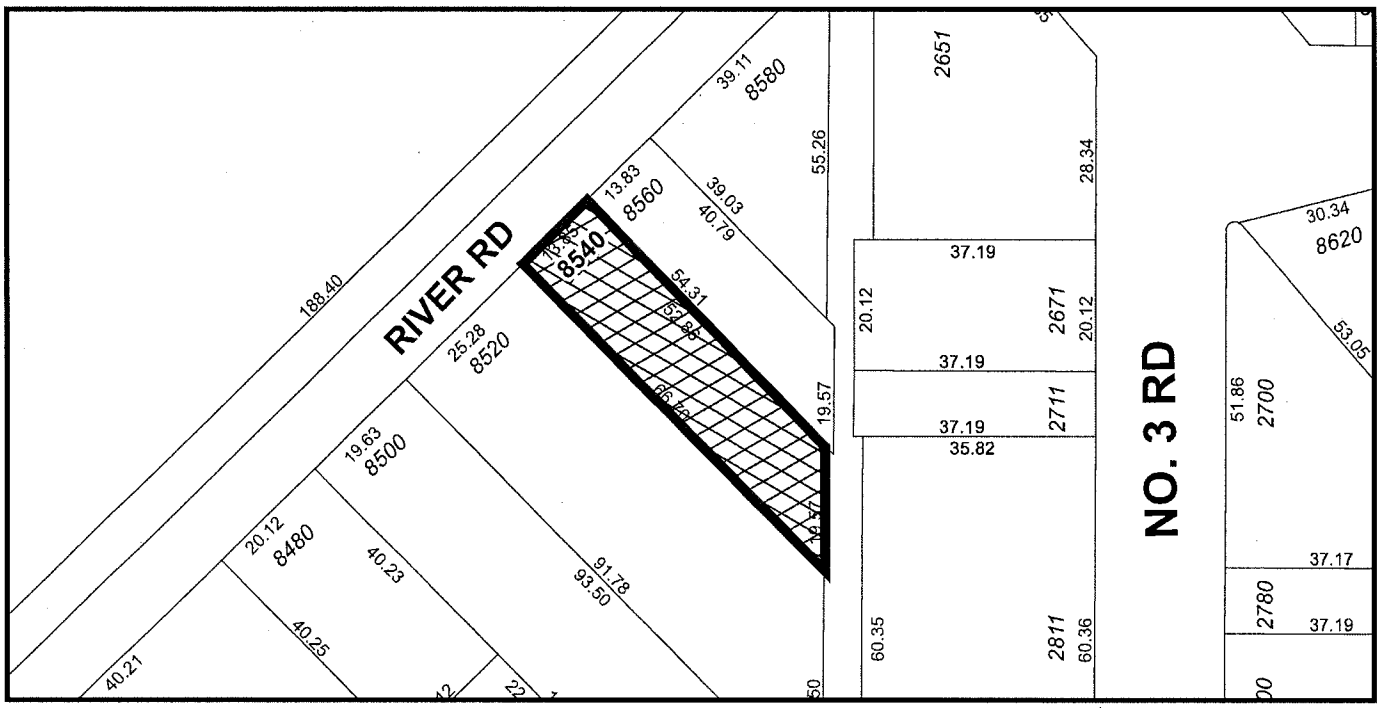
Steven De Sousa
Planning Technician - Design

SDS:rg

Attachment 1: Location Map
Attachment 2: Development Application Data Sheet

City of Richmond





TU 16-732636

Original Date: 05/26/16

Revision Date:

Note: Dimensions are in METRES

City of
Richmond

TU 16-732636

Original Date: 05/30/16

Revision Date:

Note: Dimensions are in METRES

City of Richmond

Development Application Data Sheet

Development Applications Department

RZ 16-732636 **Attachment 2**

Address: 8540 River Road

Applicant: Dunbar Equipment Ltd. (doing business as Don Dickey Supplies)

Planning Area(s): City Centre (Bridgeport Village)

	Existing	Proposed
Owner:	Opus Mobile Sound Ltd.	No change
Site Size:	827 m^2 (8,901 ft^2)	No change
Land Uses:	Light Industrial	No change
OCP Designation:	Commercial	No change
Area Plan Designation:	General Urban T5 (45 m)	No change
Zoning:	Light Industrial (IL)	No change

On Future Subdivided Lots	Bylaw Requirement	Existing	Variance
Floor Area Ratio:	Max. 1.2	0.38	None permitted
Lot Coverage:	Max. 80%	22%	None
Lot Size:	N/A	827 m^2	None
Lot Dimensions:	Width: N/A Depth: N/A	Width: 16 m Depth: 59 m	None
Setbacks:	Front: Min. 3.0 m Side: N/A Rear: N/A	Front: 7.9 m Side: 0.05 m Rear: 31.4 m	None
Height:	Max. 15.0 m	5.87 m	None

City of Richmond

Temporary Commercial Use Permit

No. TU 16-732636

To the Holder:	Dunbar Equipment Ltd. (doing business as Don Dickey Supplies)
Property Address:	8540 River Road Richmond BC
Address:	C/O Thomas Fairbrother 8540 River Road Richmond BC V6X 1Y4

1. This Temporary Commercial Use Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.

2. This Temporary Commercial Use Permit applies to and only to those lands shown cross-hatched on the attached Schedule "A" and any and all buildings, structures and other development thereon.

3. The subject property may be used for the following temporary Commercial uses:

   Retail sale of outdoor power equipment as an accessory use.

4. Any temporary buildings, structures and signs shall be demolished or removed and the site and adjacent roads shall be maintained and restored to a condition satisfactory to the City of Richmond, upon the expiration of this permit or cessation of the use, whichever is sooner.

5. The land described herein shall be developed generally in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part hereof.

6. This Temporary Commercial Use Permit is valid for a maximum of three years from the date of issuance.

   This Permit is not a Building Permit.

No. TU 16-732636

To the Holder:	Dunbar Equipment Ltd. (doing business as Don Dickey Supplies)
Property Address:	8540 River Road Richmond BC
Address:	C/O Thomas Fairbrother 8540 River Road Richmond BC V6X 1Y4

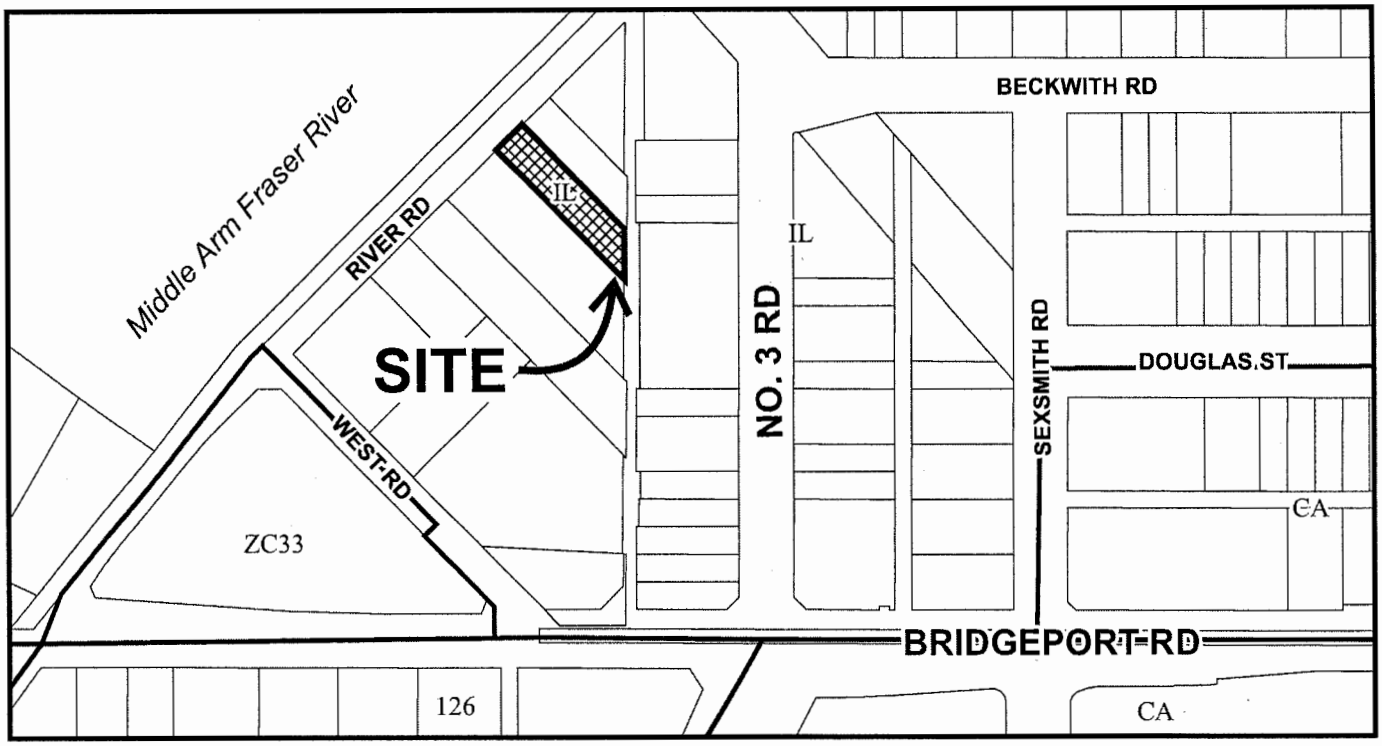
AUTHORIZING RESOLUTION NO. ISSUED BY THE COUNCIL THE DAY OF , .

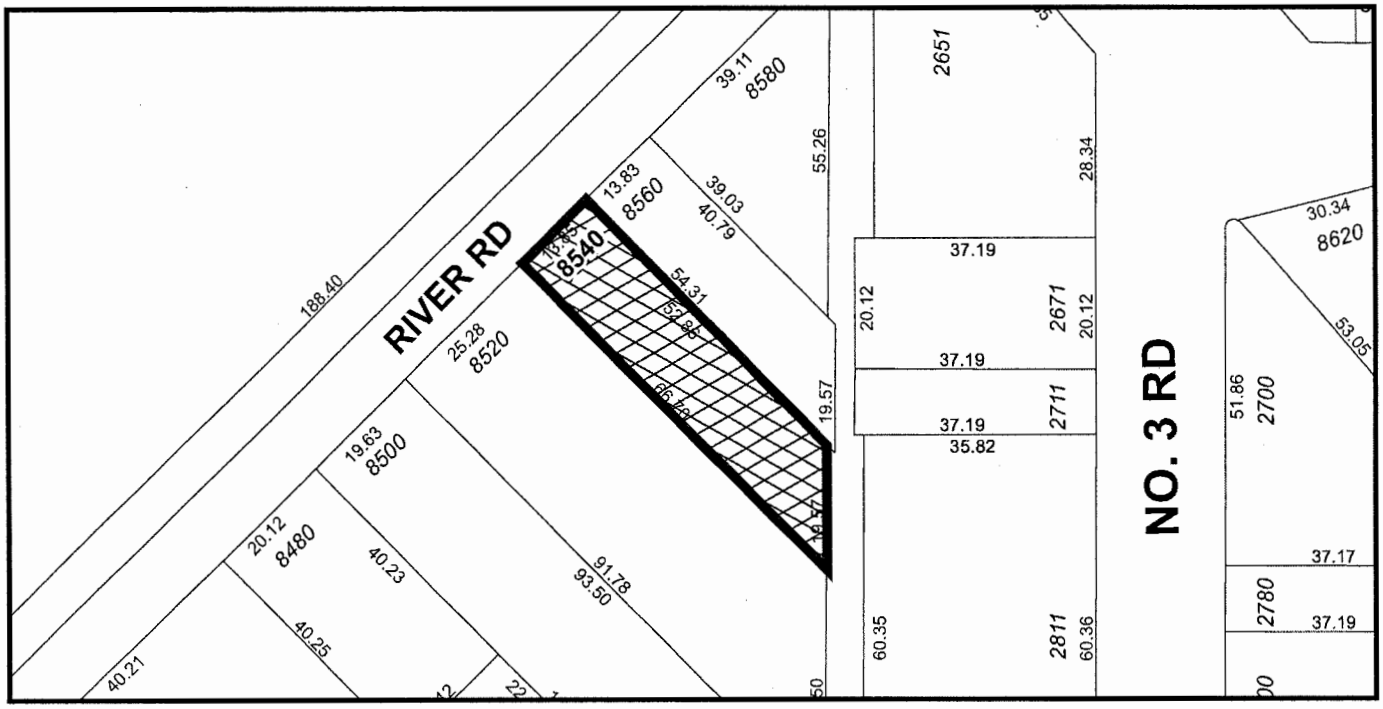
DELIVERED THIS DAY OF , .

MAYOR

CORPORATE OFFICER

City of Richmond





TU 16-732636
SCHEDULE "A"

Original Date: 05/26/16

Revision Date:

Note: Dimensions are in METRES

Undertaking

In consideration of the City of Richmond issuing the Temporary Commercial Use Permit, we the undersigned hereby agree to demolish or remove any temporary buildings, structures and signs; to restore the land described in Schedule A; and to maintain and restore adjacent roads, to a condition satisfactory to the City of Richmond upon the expiration of this Permit or cessation of the permitted use, whichever is sooner.

Dunbar Equipment Ltd. (doing business as Don Dickey Supplies)
by its authorized signatory

(signed original on file)

Thomas Fairbrother, President
Dunbar Equipment Ltd. dba Don Dickey Supplies

City of Richmond

Report to Committee

Planning and Development Division

To:	Planning Committee	**Date:**	October 11, 2016
From:	Wayne Craig Director, Development	**File:**	10-6350-00
Re:	**Official Community Plan Amendments - Arterial Road Policy**		

Staff Recommendation

1. That Official Community Plan Bylaw 9000, Amendment Bylaw 9603, which amends Official Community Plan Bylaw 9000, by:

   a) Replacing the existing Arterial Road Policy in Section 3.6.1 with the Arterial Road Land Use Policy;

   b) Replacing the existing Arterial Road Guidelines for Townhouses in Section 14.4.13 with the new Arterial Road Guidelines for Town Houses;

   c) Adding the new Arterial Road Guidelines for Row Houses and Intensive Residential Guidelines for Duplexes and Triplex; and

   d) Designating all duplex, triplex and row house development sites along arterial road as mandatory Development Permit Areas;

   be introduced and given first reading;

2. That Official Community Plan Bylaw 7100, Amendment Bylaw 9604, which amends Official Community Plan Bylaw 7100, by replacing the Steveston Area Land Use Map in Schedule 2.4 be introduced and given first reading;

3. That Bylaw 9603 and Bylaw 9604, having been considered in conjunction with:

   a) The City's Financial Plan and Capital Program; and

   b) The Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

   is hereby found to be consistent with said program and plans, in accordance with Section 882(3)(a) of the Local Government Act; and

4. That Bylaw 9603 and Bylaw 9604, having been considered in accordance with Official Community Plan Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.

Wayne Craig
Director, Development

EL:blg
AH: 8
APP: 5

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	☑	
Engineering	☑	
Transportation	☑	
Law	☑	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW	APPROVED BY CAO (Acting)

Staff Report

Origin

A report titled "Arterial Road Policy Updates", dated January 27, 2016 (Appendix 1), was considered by Planning Committee on February 16, 2016 and then by Council at the Regular Council meeting held February 22, 2016 in response to the following referral motion passed by Planning Committee on January 6, 2015:

> *"That staff review zoning provisions and policies regarding duplexes and triplexes in the City with the objective of increasing the provision of these housing forms on large lots and report back."*

The January 27, 2016 report proposed a range of amendments to the current Arterial Road Policy to:

- Provide more specificity and clarity to the current Arterial Road Policy.
- Introduce additional housing types that may be considered on arterial roads.
- Identify specific areas suitable for compact lot duplex developments with lane access.
- Identify specific areas suitable for front to back duplex and/or triplex developments with driveway access to and from arterial roads.
- Identify specific areas suitable for row house developments.

The report also identified a public consultation process. On February 22, 2016, Council authorized staff to proceed to public and stakeholder consultation on the proposed amendments to the Arterial Road Policy. Staff has completed the consultation process, which took place in April/May 2016.

The purpose of this report is to:

- Provide a summary on the consultation process.
- Identify issues raised during the consultation process and provide staff responses and recommendations.
- Present the recommended updates to the Arterial Road Policy.
- Bring forward required bylaws to make the required changes to Official Community Plan (OCP) Bylaws 7100 and 9000.

OCP Consultation Summary

Stakeholder	Referral Comment (No Referral necessary)
BC Land Reserve Co.	No referral necessary.
Richmond School Board	No referral necessary, as future rezoning applications will be referred as necessary.
The Board of the Greater Vancouver Regional District (GVRD)	No referral necessary, as the proposed amendments are consistent with the Regional Growth Strategy.
The Councils of adjacent Municipalities	No referral necessary, as adjacent municipalities are not affected.
First Nations (e.g., Sto:lo, Tsawwassen, Musqueam)	No referral necessary.
TransLink	No referral necessary, as no transportation road network changes are proposed.
Port Authorities (Vancouver Port Authority and Steveston Harbour Authority)	No referral necessary.
Vancouver International Airport Authority (VIAA) (Federal Government Agency)	No referral necessary.
Richmond Coastal Health Authority	No referral necessary.
Stakeholder	**Referral Comment (No Referral necessary)**
Community Groups and Neighbours	The proposed amendments were referred to the Urban Development Institute, Greater Vancouver Home Builders' Association and the Small Builders' Group. Feedback was incorporated in the amendments where appropriate.
All relevant Federal and Provincial Government Agencies	No referral necessary.

To date, the following groups have been consulted in the preparation of the proposed OCP and future Zoning Bylaw amendments:

- Urban Development Institute (UDI);
- Small Home Builders Group; and
- Greater Vancouver Home Builders' Association.

Feedback was received from several of these groups and considered during refinement of the proposed amendments. If further discussion is required with any of these groups, it can occur, if requested, prior to the Public Hearing.

Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 9603 and Richmond OCP Bylaw 7100, Amendment Bylaw 9604, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found to not require further consultation.

The public will have an opportunity to comment further on all of the proposed amendments at the Public Hearing.

Consultation

Staff consulted with the general public, Richmond School District, Richmond Centre for Disability and the development community on the proposed amendments to the Arterial Road Policy. The details of the consultation are as follows:

Public Consultation

A total of five open houses on the proposed changes to the Arterial Road Policy were held at four community centres located within the Arterial Road Policy Area (i.e., South Arm, Steveston, Thompson and West Richmond) and at City Hall, between April 23, 2016 and May 4, 2016. Open house notices were published five times on the City Board page in the Richmond News between April 15 and April 29, 2016. A news release regarding the open houses was issued to Metro Vancouver media on April 18, 2016. Boosted Facebook posts regarding the open houses were also uploaded six times between April 20, 2016 and April 28, 2016. The presentation boards presented at the open houses can be found in Appendix 2.

Approximately 240 people attended the open houses and a total of 175 completed surveys were received. A sample survey form can be found in Attachment 1 and a copy of all completed surveys can be found in Appendix 3. Based on the comments received, the public appears to be generally in support of the proposed changes to the Arterial Road Policy. A summary of the survey results can be found in Attachment 2.

In addition to the written comments provided as part of the completed surveys, staff have received a further six written submissions from the public regarding the proposed Arterial Road Policy Update (Appendix 4). Staff have also received a petition with 41 signatures from 24 households on Mirabel Court in support of the land use designation on the Arterial Road Development Map presented at the open houses (Appendix 5).

Based on the comments received during the public consultation, staff recommend the following revisions to the proposed amendments to the Arterial Road Policy recommended in the January, 2016 report:

1. Design Guidelines for Arterial Road Town Houses – Rear Yard Setbacks

   The current design guidelines in the OCP require a 6.0 m rear yard setback along the rear yard interface with single-family housing "where deemed necessary". It also allows single-storey projections into the rear yard setback for a distance of up to 1.5 m, subject to appropriate opportunities for tree planting and the provision of appropriate private outdoor space. Based on the concerns raised by residents of single-family homes adjacent to townhouse sites, staff have amended the proposed setbacks as follows:

   a) A 6.0 m rear yard setback be required along the rear yard interface to an adjacent lot occupied by single-family housing.

   b) A maximum 1.5 m ground floor projection (i.e., a setback of 4.5 m from the rear property line to the ground floor of the building) for up to 50% of the width of the building be allowed, subject to:

i. No impact to tree preservation.

ii. Appropriate opportunities for tree planting (e.g. a landscaped area that could accommodate a tree with a minimum caliper size of 8 cm (3 in.) or a minimum height of 4.0 m (14 ft.), outside of any statutory right-of-ways).

iii. The provision of appropriate private outdoor space (e.g. minimum 30 m^2 per unit).

iv. Bay windows and porches not projecting into the 4.5 m (15 ft.) setback.

The main difference between the latest recommendation and staff's recommendation presented in the January 27, 2016 Report is that the 1.5 m ground floor projections is now limited to 50% of the width of the building to provide additional rear yard space and opportunities for tree preservation and planting.

2. Design Guidelines for Arterial Road Town Houses – Building Heights

The current OCP design guidelines allow 2 to 2½ storey townhouse units along the rear yard interface with single-family housing. Based on the concerns raised by residents and the potential impacts of a 2½ storey townhouse on adjacent rear yards, staff recommended, in the January 27, 2016 Report, an amendment to the Arterial Road Guidelines for Townhouses in Section 4.4.13 of the OCP to limit the building height to a maximum of two (2) storeys along the rear yard interface with adjacent single-family lots.

Some participants in the open houses commented that a defined maximum building height in metres should be included for rear yard interface with single-family housing. Staff therefore revised the height restriction to two (2) storeys or 9 m, whichever is less; for townhouse buildings with a flat roof, the maximum height should be limited to 7.5 m. These recommended height regulations are identical to those adopted by Council in July, 2015, regarding single-family house height and massing.

3. Townhouse Development Requirements - Consultation Process

The current Arterial Road Policy allows staff to request the developers to undertake public consultation prior to Public Hearing if the site is the first townhouse development on that block of the arterial road and/or it is expected that the surrounding property owners will want input into the development. While no question related to the consultation process was included in the survey form, some participants suggested that public consultation should be required prior to the project being forwarded to Council for consideration if the development proposal is not 100% in compliance with the Arterial Road Policy.

Based on this comment, staff recommend that the Policy be revised to identify that staff may also request the developers to undertake public consultation prior to Public Hearing if a development proposal does not comply with all of the location criteria and development requirements under the Arterial Road Land Use Policy.

In addition to the three comments discussed above, a list of the rest of the most common comments expressed by the public is attached for reference (Attachment 3) with staff's response included immediately following the specific comments and is identified in '*italics*'.

Richmond School District

The School District is generally in support of the Arterial Road Policy Update to increase family oriented housing along arterial roads, but has concerns regarding potential implications for pedestrian safety. A letter from the School District can be found in Attachment 4.

With respect to pedestrian plans associated with the Arterial Road Policy amendments, the Mobility and Access section in the OCP outlines the City's vision and Policy related to transportation, including walking, in the City for the next 25 years. A key objective of the plan is to increase the priority of walking as a viable mode of travel; with the intent to reduce the number of vehicular trips. Details of the objectives and policies for expanding and enhancing the walking network and pedestrian connections in the City, as well as measures to increase safety for pedestrians, can be found in Section 8.3 of the OCP.

Pedestrian related facility improvements to support the objectives of the OCP are implemented through the City's annual Capital Program, as well as secured as part of required works and services for new developments. The latter would also be applicable for new development applications related to the proposed amendments of the Arterial Road Policy. Staff will have the opportunity to review and assess the transportation impacts associated with the development and secure off-site works to mitigate the impacts, including improvements for pedestrian related infrastructure as required.

Richmond Centre for Disability

The Richmond Centre for Disability (RCD) is generally in support of the Arterial Road Policy Update to encourage more density and the proposed new development guidelines for housing along arterial roads. The RCD hopes to see the continued support for enhanced accessibility and visit-ability of all housing types, with the goal to promote a fully accessible and inclusive community. Staff will continue to secure accessible and visit-able units in all new housing forms outlined in the new Arterial Road Lands Use Policy.

Industry Consultation

The proposed amendments were discussed at the regular Urban Development Institute (UDI)/Richmond Liaison Committee meeting on March 30, 2016. UDI provided a letter indicating their support for the proposed Arterial Road Policy Update (Attachment 5).

Staff invited representatives from the Greater Vancouver Home Builder's Association (GVHBA) and the Richmond Small Home Builders Group to an open house at the City Hall on April 20, 2016. Approximately 20 builders, developers and real estate agents attended the event. The following issues/requests were raised by the group; staff responses are provided in *italics*:

1. Higher density should be permitted along arterial roads.

   The current Policy permits townhouse development at a density ranging from 0.6 Floor Area Ratio (FAR) to 0.7 FAR, which allows for multiple family developments that will compliment single family homes in established neighbourhoods. To accommodate higher

density for townhouse developments on arterial road properties, staff feel that the range of impacts on the form of development are not supportable. These include:

- *Reduced yard space and setbacks.*
- *Increased lot coverage for buildings and reducing landscaping/porous area.*
- *Increased building height (i.e., allowing all three--storey units).*
- *Reduced parking requirements.*

The proposed amendments to the Arterial Road Policy include introduction of duplexes and triplexes on certain arterial road properties that are now designated for single-family use only. The proposed FAR allowed for duplex and triplex development is 0.6 FAR, which is higher than the FAR allowed for single-family developments. Staff are of the opinion that the existing and proposed density for arterial roads is supportable, and will result in acceptable built form and housing variety.

Staff have considered a number of applications in the recent past with proposed density beyond 0.7 FAR. These applications have been considered where the project has demonstrated that significant community benefit can be provided (i.e. affordable housing, significant road dedication, parkland provision, etc.). Such applications can continue to be reviewed and presented for Council consideration on their own merit.

2. Affordable housing cash contribution rates should be lowered.

   The Affordable Housing Strategy is currently being reviewed by the Community Services Division based on current market conditions and affordable housing demand. A separate report will be presented to Council by the Community Services Division.

3. Smaller site assembly for townhouse developments should be allowed.

   The current Policy requires a townhouse development to be involved in a land assembly with at least 50 m frontage on a major arterial road and 40 m frontage on a minor arterial road. Based on staff experience, townhouse developments on smaller sites can result in compromised built form. Small development sites usually lack the flexibility to accommodate functional outdoor amenity space and adequate truck maneuvering space on-site; and there are often impacts on architectural and landscaping design.

   The proposed amendments to the Arterial Road Policy include a new provision to provide flexibility for land assembly to allow the redevelopment on smaller arterial road properties that are isolated or orphaned by recent adjacent developments (i.e., reduced land assembly or residual site size requirements). Townhouse developments on these sites must still comply with all other applicable Development Permit guidelines, requirements and bylaws. Reduced density (FAR) and/or reduced building heights should be expected by the developers; as staff work to achieve an appropriate interface with adjacent developments.

4. Additional incentive for rear lane establishment should be provided.

   The proposed amendments to the Arterial Road Policy include the introduction of front-to-back duplexes on compact lots with rear lane access. This new housing typology for properties on arterial roads provides additional development potential for properties

with a minimum lot depth of 40 m and with rear lane access. These potential sites also include those areas where rear lane extension or establishment is identified on the proposed Lane Network Map.

Staff also propose that a lane implementation strategy for cost sharing on the "connecting lane" be established. The intent of this strategy is to ensure properties where the "connecting lanes" are to be located would not bear an inordinate burden for the lane establishment costs (including land and construction costs).

5. Properties along Arterial Roads should be pre-zoned for multiple-family developments.

   Pre-zoning is not recommended. Pre-zoning eliminates the opportunity for public comment on an individual development application, and compromises the City's ability to secure required amenities (i.e. affordable housing, public art etc.) and necessary off-site servicing upgrades associated with a proposed development.

Proposed Arterial Road Land Use Policy

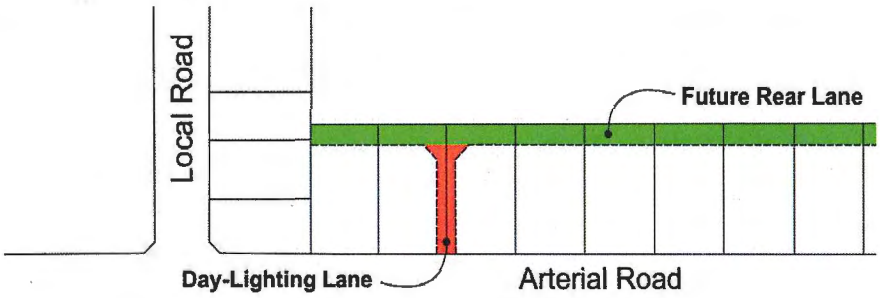
Staff recommend that the current "Arterial Road Policy" in Section 3.6.1 of OCP Bylaw 9000 (Attachment 6) be replaced with the new "Arterial Road Land Use Policy". It is recommended that Bylaw 9603 be introduced and given first reading.

The highlights of the proposed Arterial Road Land Use Policy are as follows:

1. Update the "Overview" section to clarify the guiding principles of the Policy and to identify the range of housing forms supported by the Policy.
2. Retain the current location criteria for Arterial Road Town House and Arterial Road Compact Lot developments.
3. Include new sets of location criteria for Arterial Road Row House and Arterial Road Duplex/Triplex developments.
4. Replace the Arterial Road Map and Arterial Road Development Map with the new Arterial Road Housing Development Map; which shows what areas are included in the Policy, as well as a proposed land use designation on each arterial road property; based on the location criteria set out in the proposed Policy and the land use designation in the 2041 OCP Land Use Map. The proposed Arterial Road Housing Development Map is slightly different from the Arterial Road Development Map, which was attached to the January 27, 2016 report and shown at the public consultation open houses. The new map was updated to include recent changes to the 2041 OCP Land Use Map, to accommodate proposed changes in land uses in areas where the rezoning bylaws have been given third readings, and to correct mapping and graphic errors on the previous map.
5. Include a new provision to allow small isolated sites to be redeveloped based on each project's merit.
6. Update the Arterial Road Town House Development Requirements to provide added flexibility on orphaned site redevelopments.
7. Include a new provision to allow density bonus for townhouse developments with built affordable housing units. This is based on a recent example of townhouse development

proposal on an arterial road where approximately 15% of the total building area is secured for affordable housing units by way of a housing agreement registered on title in exchange for a density beyond the typical 0.6 FAR. Staff believe this density bonus for built affordable housing units would still achieve the desired form and housing objectives along arterial roads.

8. Include new Development Requirements for Arterial Road Row House and Arterial Road Duplex/Triplex developments.
9. Update the Development Requirements for Arterial Road Compact Lot developments to clarify where Compact Lot Coach Houses and Compact Lot Duplexes may be developed.
10. Include a new Lane Network Map to identify potential lane extension and establishment areas.
11. Include a new Local Lane Implementation Strategy to ensure that properties where the new connecting lanes (also known as "day-lighting lanes") are to be located would not bear an inordinate burden for the lane establishment costs.



See Bylaw 9603 for the proposed Arterial Road Land Use Policy.

Development Permit Guidelines

Staff also propose updated Development Permit Guidelines (Section 14 of the 2041 OCP Bylaw 9000) to address public concerns regarding townhouse design and to introduce new design guidelines for row house and duplex/triplex developments. The highlights of the amendments are as follows:

1. Amend Section 14.1.5 of the OCP to designate all duplex, triplex and row house developments on arterial roads as mandatory Development Permit Areas.
2. Amend Sections 14.3 and 14.4 of the OCP to introduce a set of Arterial Road Guidelines for Duplexes and Triplexes and a set of Arterial Road Guidelines for Row Houses to provide direction on site planning, form and character, and landscaping design for developments on an arterial road.
3. Amend Section 14.4.13 of the OCP to update the *Arterial Road Guidelines for Townhouses* (Attachment 7) to:
    a. Fine tune the guidelines on building height in order to better articulate building massing and to include a maximum building height in metres along the interface with adjacent single-family homes.

b. Clarify setback requirements in order to address adjacency concerns and to ensure tree preservation and planting opportunities in private yards.

See Bylaw 9603 for the revised *Arterial Road Guidelines for Townhouses* proposed.

Steveston Area Plan

Staff recommend updating the current Steveston Area Land Use Map (Attachment 7) based on the land uses identified on the Arterial Road Housing Development Map; including duplex, triplex and townhouse uses (see Bylaw 9604 for the proposed Steveston Area Land Use Map).

Zoning Bylaw

New residential zones will be required to regulate row house, arterial road duplex/triplex and compact lot duplex developments. Staff have developed four proposed zones:

1. "Row House (RRH)" Zone

   This zone will provide for row housing where there is vehicle access to a rear lane. The proposed maximum density is 0.6 FAR; maximum lot coverage for buildings ranges from 45% to 55% depending on the lot size; and maximum building height is 2½ storeys.

   While the form of row housing is similar to townhouses, row house developments will only be permitted where there is lane access. The permitted density, lot coverage, building setbacks and building heights are comparable to those provisions under other zoning districts that permit compact single-family developments (i.e., "Compact Single Detached (RC)" and "Coach House (RCH)", etc.).

2. "Compact Two-Unit Dwellings (RCD)" Zone

   This zone will provide for two attached dwellings on a compact lot fronting an arterial road and with lane access. The proposed maximum density is 0.6 FAR; maximum lot coverage for buildings is 50%; and maximum building height is 2½ storeys.

   The proposed RCD zone is drafted to ensure compatibility among Compact Lot Single Detached, Compact Lot Coach House, Compact Lot Duplex developments, and Arterial Road Row House developments; where all four typologies are encouraged along arterial roads with rear lane access. The permitted density, lot coverage, building setbacks and building heights are comparable to those provisions under other zoning districts that permit compact lot and row house developments (i.e., "Compact Single Detached (RC)", "Coach House (RCH)" and the proposed "Row House (RRH)" zones).

3. Arterial Road Two-Unit Dwellings (RDA)" Zone and "Arterial Road Three-Unit Dwellings (RTA)" Zone

   These zones will provide for two to three attached dwellings on a single lot fronting a minor arterial road. The proposed maximum density is 0.6 FAR; maximum lot coverage for buildings is 45%; and maximum building height is two storeys.

   The proposed RDA and RTA zones are drafted based on the "Single Detached (RS)" zone to ensure the form and character of duplexes and triplexes along arterial road is

compatible with the adjacent single-family dwellings. While the permitted density permitted in the RDA and RTA zones is higher, the lot coverage, building setbacks and building heights are comparable to those provisions under the "Single Detached (RS)" zone. To address parking concerns with duplex and triplex developments, additional provisions regarding on-site parking are included in the RDA and RTA zones to require visitor parking, where applicable.

These draft zones will be further reviewed and will be presented for Council consideration when applications which require these zones are brought forward to Planning Committee and Council.

Affordable Housing

At this time, there is no policy or contribution rate for duplexes, triplex, or row houses identified in the Affordable Housing Strategy. Staff recommend that a cash-in-lieu contribution option at the current town house rate (i.e., at $4.00 per buildable square foot) be considered for duplex, triplex and row house developments; as these housing types are similar built forms to townhouses.

Secondary suites are not envisioned in duplex, triplex and row house developments due to the following reasons:

a) There is limited opportunity to provide an additional parking stall on site for the secondary suite.

b) The size of these units will be considered too small (ranging from approximately 1,100 ft^2 to 1,800 ft^2) to accommodate a secondary suite (ranging from approximately 355 ft^2 to 969 ft^2) within the unit.

Development Cost Charges

Development Cost Charges (DCC) for duplex, triplex and row house developments will also be based on the "townhouse" rate; as these developments would fit into the definition of "townhouse" in the Development Cost Charges Imposition Bylaw 8024. Should the duplex/triplex/row house framework proposed in this report be endorsed, it is recommended that the Development Cost Charges Imposition Bylaw be updated to identify clearly the DCC rates for duplex, triplex and row house developments.

Sustainability Initiatives

To support City of Richmond's sustainability objectives, staff recommend that duplex, triple and row house developments to be designed to be solar hot water-ready; and either

i. score 82 or higher on the EnerGuide Rating System (ERS); or

ii. meet the Energy Star for New Homes Standard.

Should the Arterial Road Land Use proposed in this report be endorsed, it is recommended that the Sustainable Infrastructure and Resources section in the OCP be updated to include these sustainability requirements for duplex, triple and row house developments.

Accessible Housing

To ensure that the design of a development enables all people, including people with disabilities, to have full and unrestricted access to every part of a project, staff will continue to secure the following features in all duplex, triplex and row house developments:

- Aging in place features in all units (e.g., inclusion of blocking to bathrooms for installation of grab-bars, provision of blocking to stair walls to accommodate lift installation at a future date, and provision of lever door handles).
- One convertible unit in each development proposal consisting of three or more units.

Implementation Strategy

All new development applications received after Council's adoption of the new Arterial Road Land Use Policy will be subject to the new Policy and the associated revised Development Permit Guidelines.

Any in-stream development proposals will not be subjected to the new Arterial Road Land Use Policy and associated design guidelines provided that:

a) The associated rezoning application has been reviewed and supported by Planning Committee, or will be presented to Council for consideration by December 31, 2016; and

b) The associated Development Permit application will be completed to a level deemed acceptable by the Director of Development (i.e., endorsed by the Development Permit Panel) within one year of Council's adoption of the new Arterial Road Land Use Policy and associated design guidelines.

Financial Impact or Economic Impact

None.

Conclusion

In response to Planning Committee's referral on duplexes and triplexes in the City, staff have undertaken a review on the Arterial Road Policy in the OCP Bylaw 9000 and recommended a number of amendments to the Policy as provided in the January 27, 2106 staff report titled "Arterial Road Policy Updates" (Appendix 1). Upon Council's authorization, staff have undertaken consultation on the recommended amendments with the general public, Richmond School District, Richmond Centre for Disability, Urban Development Institute (UDI), Greater Vancouver Home Builders Association (GVHBA) and Richmond Small Home Builders Group. Based on the feedbacks received during the consultation, staff have fine-tuned the recommended amendments to the Arterial Road Policy and are proposing the following:

1. To replace the existing Arterial Road Policy in Section 3.6.1 of the OCP Bylaw 9000 with the new Arterial Road Land Use Policy in order to provide more specificity and clarity to the Policy, and to support new housing types; such as row houses, duplexes and triplexes, along arterial roads.
2. To update Section 14 of the OCP Bylaw 9000 (Development Permit Guidelines) in order to identify all duplex, triplex and row house development sites along arterial roads as

Development Permit Area, insert new design guidelines to guide the developments of these new housing types, and update the design guidelines for townhouse developments based on feedbacks received during the consultation.

3. To update the Steveston Area Land Use Map in Schedule 2.4 of OCP Bylaw 7100 based on the land use designations under the proposed Arterial Road Land Use Policy.

It is recommended that Official Community Plan Bylaw 9000, Amendment Bylaw 9603, and Official Community Plan Bylaw 7100, Amendment Bylaw 9604, be introduced and given first readings.

FOR Terry Crowe
Manager, Policy Planning

Edwin Lee
Planner 1

EL:blg

Attachments:
Attachment 1: Sample Survey Form
Attachment 2: Survey Result
Attachment 3: Comments Received During Public Consultation
Attachment 4: Letter from School District No. 38
Attachment 5: Letter from Urban Development Institute
Attachment 6: Current Arterial Road Policy
Attachment 7: Current Arterial Road Guidelines for Townhouses
Attachment 8: Current Steveston Area Land Use Map

A binder with the following appendixes is available in the Councillor's office and at the Front of House of City Hall:

Appendixes:
Appendix 1: Report to Committee titled "Arterial Road Policy Updates"
Appendix 2: Open House Display Boards
Appendix 3: Completed Survey Forms Received
Appendix 4: Written Submission Received
Appendix 5: Petition from Mirabel Court Residents

City of Richmond

Arterial Road Policy Update Survey

Planning and Development Division
6911 No. 3 Road, Richmond, BC V6Y 2C1
www.richmond.ca

The City of Richmond is proposing updates to the existing Arterial Road Policy, which guides residential developments along certain arterial roads in the city.

We'd like your feedback. Please complete the survey and send it back to the City by **Sunday, May 8, 2016**. The information boards presented at the Arterial Road Policy Update 2016 Open Houses, the January 2016 Report to Council and this survey are also available online at LetsTalkRichmond.ca. Please review the information boards as you complete the survey.

All feedback received will be considered in the final report to Council.

Arterial Road Policy Survey

1. I support the policy to encourage densification along certain arterial roads to accommodate the City's share of normal regional growth outside of the City Centre (Board 1).

   ❑ Yes ❑ No ❑ No Opinion

   Comments:_____

Arterial Road Townhouses

2. I support the proposed locations of townhouse development, and the associated development requirements and design guidelines (Boards 5, 6 & 13).

   ❑ Yes ❑ No ❑ No Opinion

   Comments:_____

3. I support the proposal to allow more flexibility on minimum site assembly on designated townhouse blocks with newer homes and narrower lots (Board 5).

   ❑ Yes ❑ No ❑ No Opinion

   Comments:_____

Richmond

4. Townhouse building height should be limited to 2 storeys along rear yards next to single family lots (Board 6).

❑ Yes ❑ No ❑ No Opinion

Comments:_____

_____

_____

5. The minimum second storey setback for townhouses along rear yards, next to single family lots, should be at least 6.0 m (Board 6).

❑ Yes ❑ No ❑ No Opinion

Comments:_____

_____

_____

6. The minimum ground floor setback along rear yards next to single family lots should be at least 4.5 m (Board 6).

❑ Yes ❑ No ❑ No Opinion

Comments:_____

_____

_____

Lane Network

7. I support the proposed lane network for compact lots and support a new strategy to facilitate lane construction (Board 8).

❑ Yes ❑ No ❑ No Opinion

Comments:_____

_____

_____

Arterial Road Compact Lots

8. I support the proposed locations of compact lot development and the associated development requirements (Boards 10, 11 & 14).

❑ Yes ❑ No ❑ No Opinion

Comments:_____

_____

_____

9. I support the concept of Compact Lot Duplexes and the proposed requirements (Board 11).

❑ Yes ❑ No ❑ No Opinion

Comments:_____

_____

_____

Arterial Road Rowhouses

10. I support the concept and proposed locations of rowhouse development and the proposed requirements (Boards 11 & 14).

❑ Yes ❑ No ❑ No Opinion

Comments:_____

_____

_____

Arterial Road Duplexes/Triplexes

11. I support the concept and proposed locations of Arterial Road Duplex/Triplex development and the proposed requirements (Boards 12 & 13).

❑ Yes ❑ No ❑ No Opinion

Comments:_____

_____

_____

Other Comments

Please use this space to provide any other comments you may have:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please see reverse →

I am interested in the Arterial Road Policy Update as I am: (check all that apply)

- ❑ An owner/resident of an arterial road property (i.e., a property fronting on an arterial road within the Arterial Road Policy area, such as No. 1 Road, Williams Road, etc. as shown on Board #1);
- ❑ An owner/resident of a property located adjacent to an arterial road property;
- ❑ A Richmond Resident;
- ❑ A Richmond builder/developer;
- ❑ Other (please specify) _____

My postal code is:_____

My name is (optional):_____

My e-mail address is (optional):_____

I heard about this public consultation process via (check all that apply):

- ❑ Newspaper story
- ❑ Newspaper advertisement: Richmond News
- ❑ City of Richmond website: richmond.ca
- ❑ LetsTalkRichmond.ca website
- ❑ Facebook
- ❑ Twitter
- ❑ Word of mouth
- ❑ Saw poster in City facility

Thank you for your time and feedback.

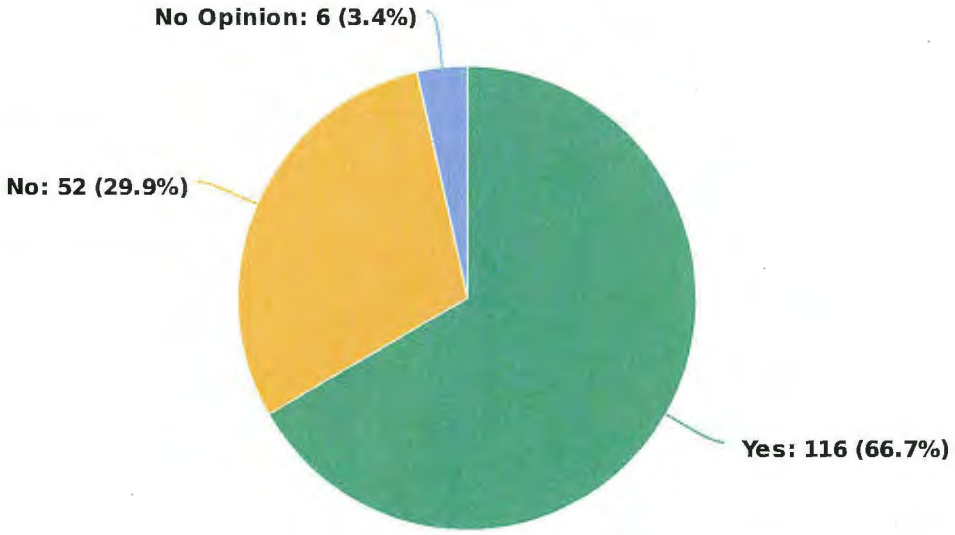
ENGAGEMENT TOOL: SURVEY TOOL

Tool title/name: Arterial Road Policy Update Survey

VISITORS 365	CONTRIBUTORS 145	CONTRIBUTIONS 175

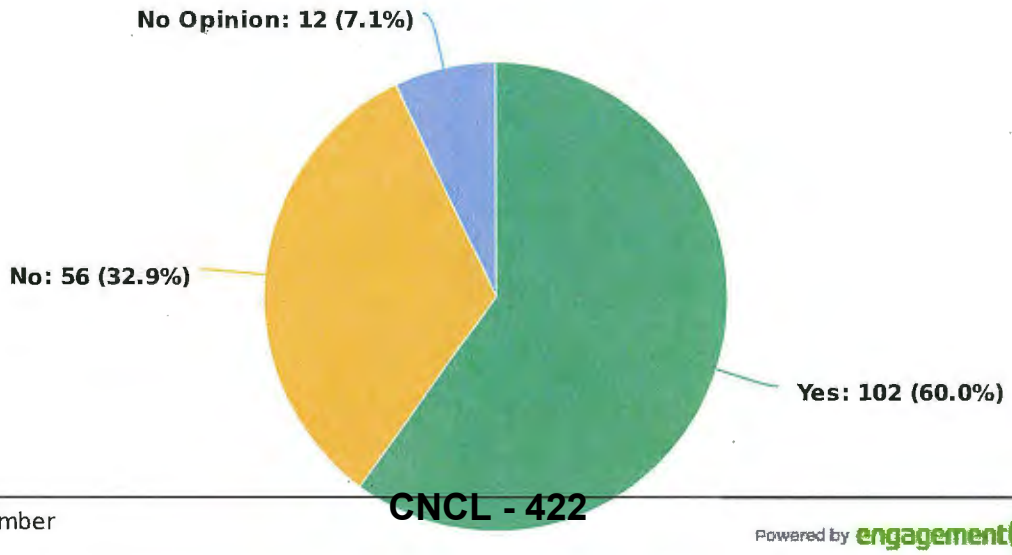
I support the policy to encourage densification along certain arterial roads to accommodate the City's share of normal regional growth outside of the City Centre

Optional question



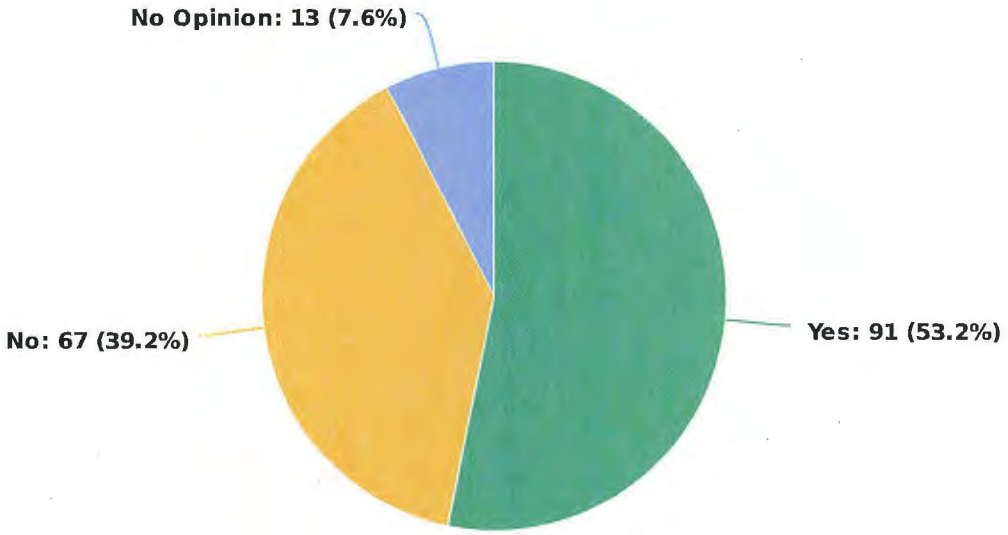
I support the proposed locations of townhouse development and the associated development requirements and design guidelines

Optional question



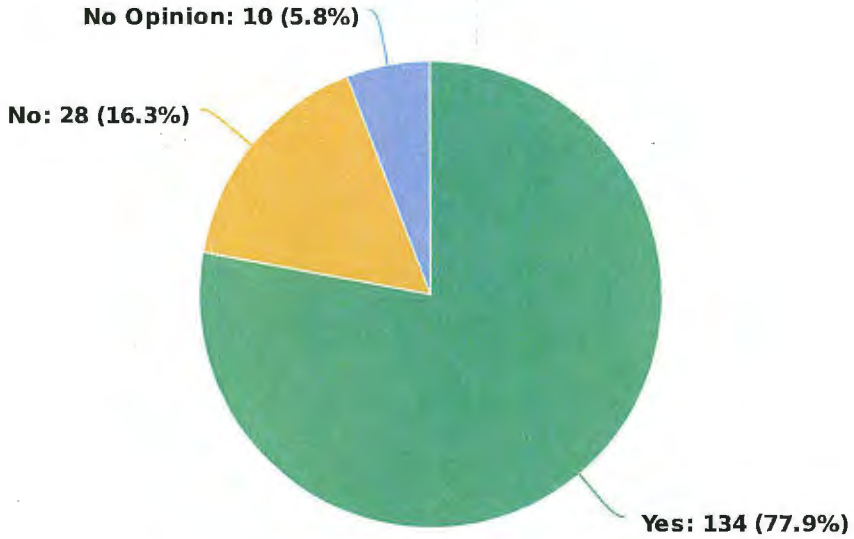
I support the proposal to allow more flexibility on minimum site assembly on designated townhouse blocks with newer homes and narrower lots

Optional question



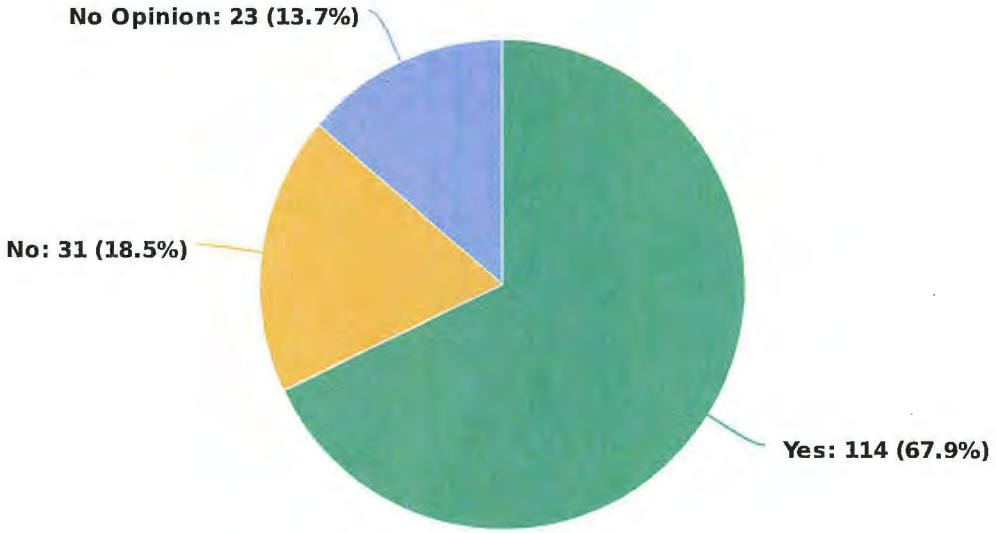
Townhouse building height should be limited to 2 storeys along rear yards next to single family lots

Optional question



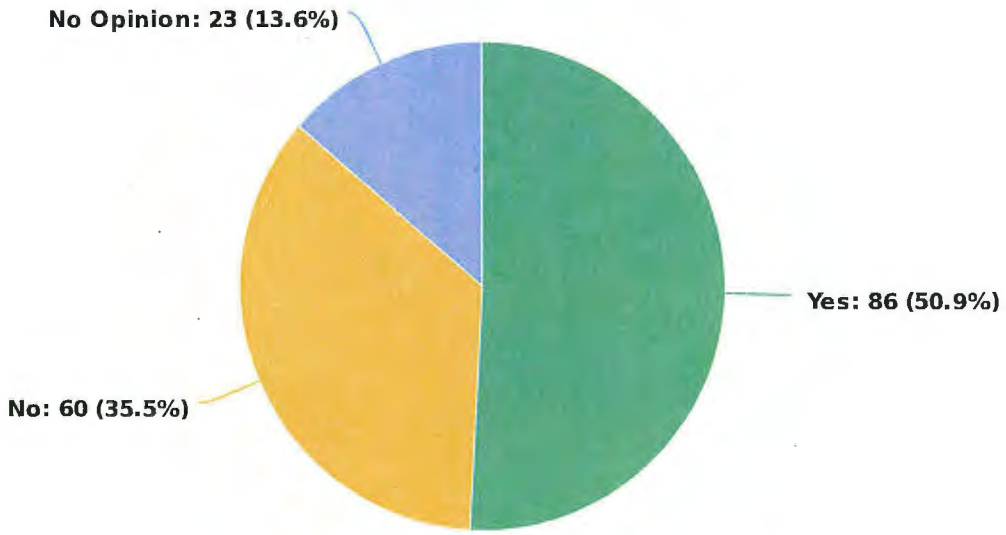
The minimum second storey setback for townhouses along rear yards, next to single family lots, should be at least 6.0 m

Optional question



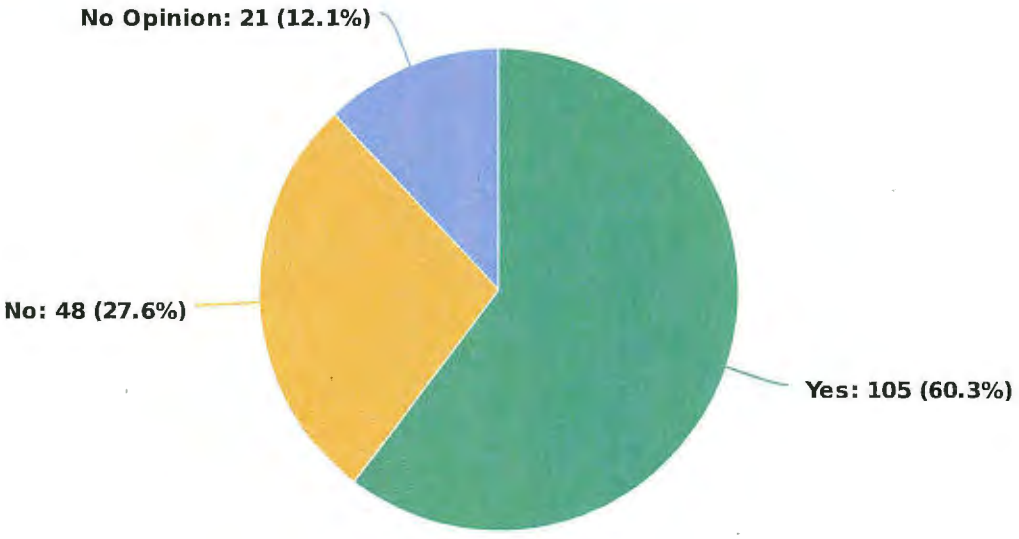
The minimum ground floor setback along rear yards next to single family lots should be at least 4.5 m

Optional question



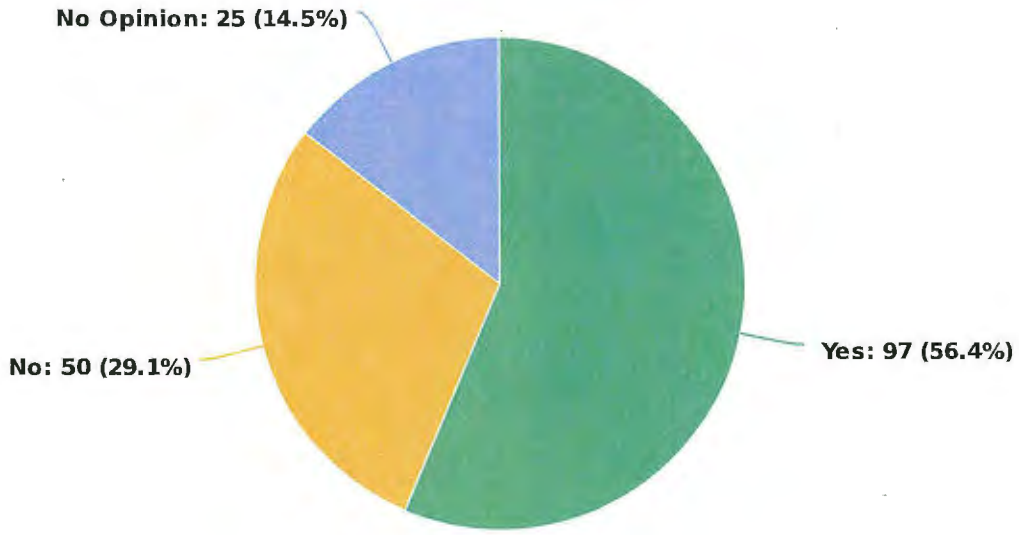
I support the proposed lane network for compact lots and support a new strategy to facilitate lane construction

Optional question



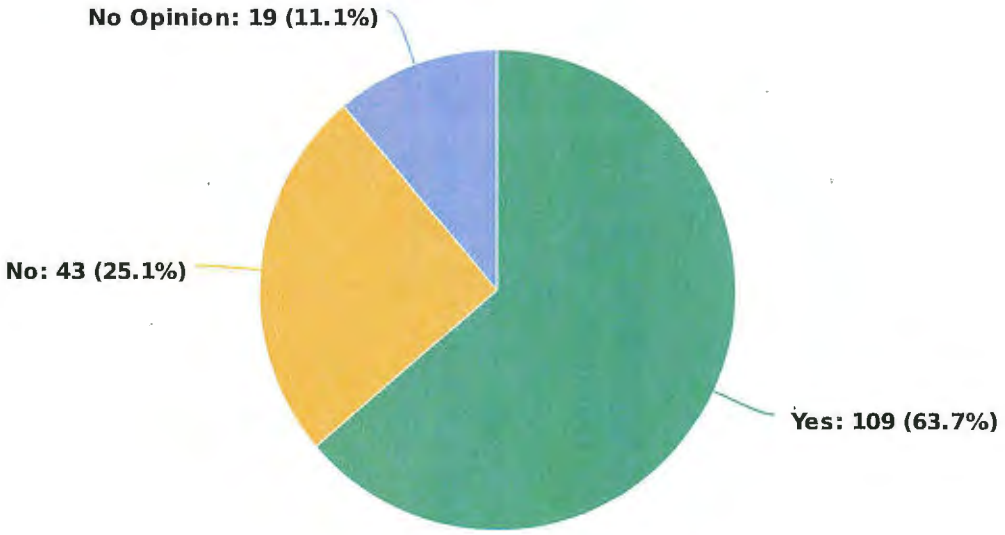
I support the proposed locations of compact lot development and the associated development requirements

Optional question



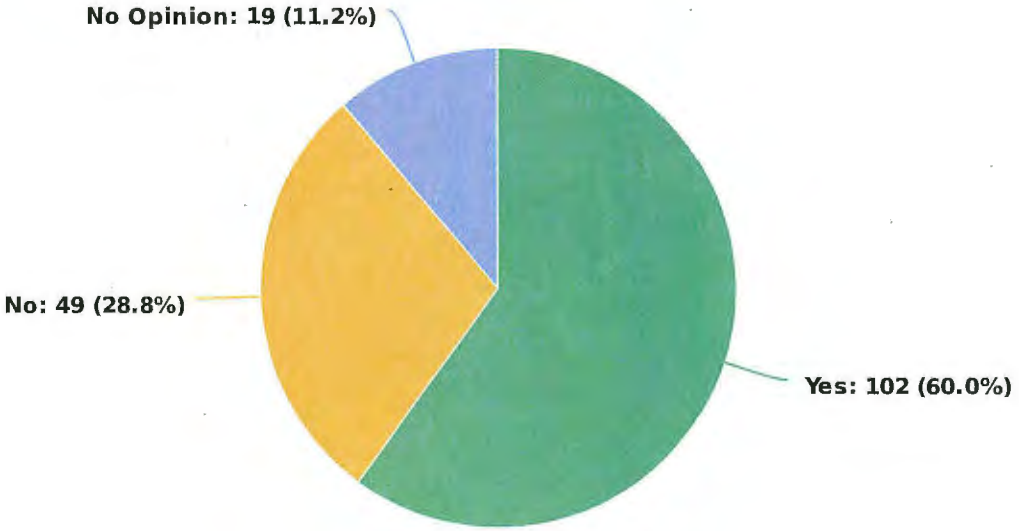
I support the concept of Compact Lot Duplexes and the proposed requirements >

See Board... Optional question



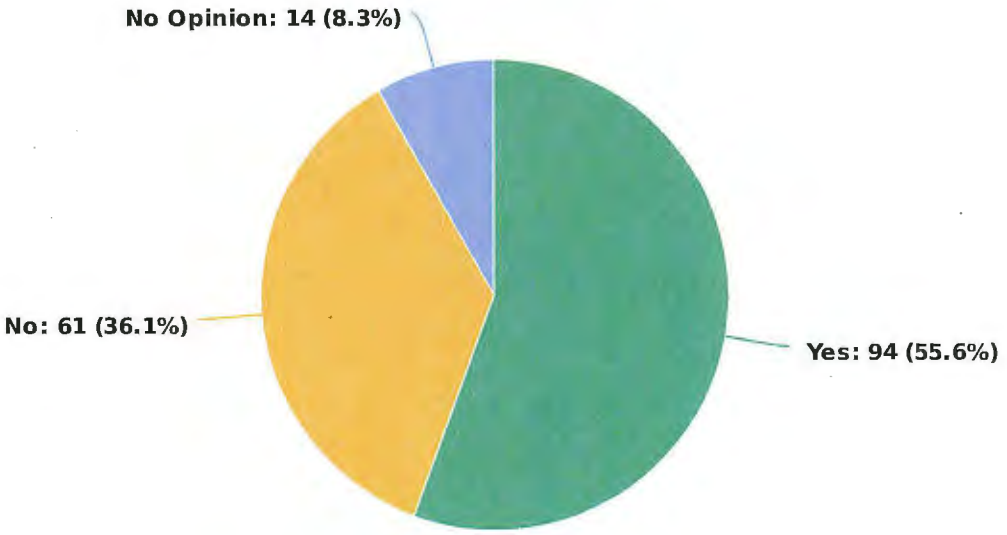
I support the concept and proposed locations of row house development and the proposed requirements

Optional question



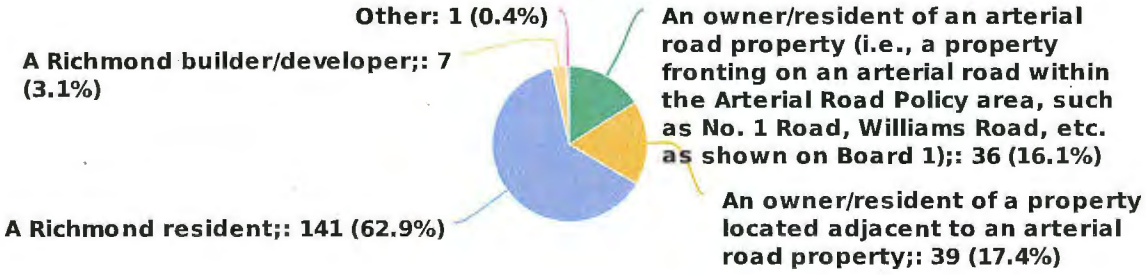
I support the concept and proposed locations of arterial road duplexes/triplexes and the proposed requirements >

Optional question



I am interested in the Arterial Road Policy Update as I am: (check all that apply)

Optional question



Arterial Road Policy Update – Public Consultation

Comments received during the public consultation:

Traffic:

1. Development should address potential traffic impacts and parking demands generated by new housing units.

   Transportation impact arising from development is reviewed as part of a development application. Mitigation measures for adjacent road geometry or operation are secured through the development.

   The off-street parking requirements for development are governed by the City Zoning Bylaw. This bylaw includes the provision of parking for residents, as well as visitors on-site. The City's bylaw parking rates are established to make provision for parking availability on-site and to support the 2041 Official Community Plan (OCP) vision to encourage alternate modes of transportation; such as walking, cycling and transit.

   If some residents or visitors prefer to park on the street, they are permitted to do so where parking restrictions do not exist. This is typical of local streets in Richmond, which are designed to accommodate on-street parking. On-street parking on local roads has the benefit of acting as a traffic calming measure, as it helps to slow vehicles down, yet still provide gaps created by driveways and fire hydrants for vehicles in opposing directions to pass one another.

2. Parking on all arterial roads (especially on No. 1 Road) should be restricted.

   Parking restrictions are based on traffic volumes. If off peak volumes do not require the use of the curb lane, on-street parking may be permitted. With any development, a comprehensive review is carried out to determine whether any changes are needed to existing on-street parking regulations to support the proposed land use.

3. "No Parking" signs should be installed in back lanes.

   Parking in lanes is regulated by Section 12 of Bylaw 5870; which prohibits a vehicle from "stopping or standing in or upon any lane, unless parking is designated". If there are any issues regarding this matter, Bylaw Enforcement should be notified.

4. Driveways should be located away from the intersection.

   Driveway locations along arterial road are currently regulated and controlled by Residential Lot (Vehicular) Access Regulation Bylaw 7222. Guidelines on access locations and setbacks are proposed to be included in the development requirements for townhouses and arterial road duplex/triplex developments. Minimum corner lot dimensions for the proposed arterial road duplex and triplex developments have taken this bylaw into account.

5. Duplex and triplex development with vehicle access from arterial road with bike lanes should not be permitted; townhouse and lane access developments are preferred to minimize traffic disruption.

   The proposed guidelines will require that as part of any duplex/triplex development proposal, special stamped/tinted concrete treatment for the sidewalk will be required across each driveway and green bike lane paint for the bike lane will be required at the crossings to each development in order to ensure safety within bike lanes for cyclists and on sidewalks for pedestrians.

6. More bike lanes along arterial roads within the Policy area should be built.

   Section 8.4 (Mobility & Access – Cycling) within the OCP identifies the major streets that are planned bike routes (see map on Page 8-19 of the OCP). In addition, Section 3.5 (Connected Neighbourhoods with Special Places - Specific Richmond Neighbourhoods) of the OCP identifies complementary planned neighbourhood links; which are cycling facilities on local roads with off-street connections that generally run parallel between the major streets.

7. Railway Avenue should be widened to four (4) lanes and/or to accommodate pullouts for buses.

   Widening of Railway Avenue is limited due to the width of the existing road right-of-way. Pullouts for buses are not favoured by Coast Mountain Bus Company or TransLink, as they cause delay and safety concerns for buses changing lanes in order to merge into traffic.

Housing Typology:

8. Smaller ground-oriented housing units should be built for young families and seniors who cannot afford large single-family homes.

   The proposed Arterial Road Policy Update will encourage new housing typologies such as Arterial Road Compact Lot Duplexes, Row Houses, and Arterial Road Duplexes/Triplexes. The minimum unit size of compact lot duplex units and row house units is approximately 108 m^2 or 1,160 ft^2. The maximum unit size of arterial road duplex units and triplex units is 167 m^2 or 1,800 ft^2.

9. A variety of housing typologies and unit sizes should be made available within each neighbourhood, including stacked townhouses, and low rise apartments.

   The proposed Arterial Road Policy Update will continue to encourage a range of housing typologies (from larger to compact single-family homes; from duplexes to triplexes, from row houses to townhouses) along arterial roads within the Policy area. While there will be a mix of housing typologies within each neighbourhood, the Policy encourages similar built forms on each block to ensure a consistent, pedestrian-friendly streetscape on the block.

   Stacked townhouses are permitted under the current Policy and relevant townhouse zones; this typology will continue be permitted within the identified townhouse areas along arterial roads.

New low rise apartments along arterial roads are not currently encouraged by the Policy; as this type of housing would be a departure from the established character of the residential areas within the Policy area.

10. Row houses should not only be allowed on arterial road properties within 800 m from a Neighbourhood Service Center; this type of housing should be allowed in additional areas.

    The location criteria included in the proposed Policy follows the direction of the current OCP (Section 3.3 Diverse Range of Housing Types, Tenure and Affordability). The intent of including row house developments in the Arterial Road Policy is to clarify where row houses may be developed and under what conditions and criteria.

Form and Character:

11. More design variety should be allowed; different forms and characters should be required in different neighbourhoods to create a sense of place and sense of community.

    Staff will continue to encourage variation in townhouse designs to avoid repetition of architectural appearance, building form and elevations.

Scale of Developments:

12. Duplex/triplex developments should be allowed on townhouse blocks to avoid the need of land assembly.

    Townhouse developments are generally encouraged at locations in close proximity to amenities such as commercial services, community centres, schools and parks. Staff ensures minimal traffic disruption by eliminating driveways along the arterial roads. Single lot duplex/triplex development with access from an arterial road is not considered to be the highest and best use of those properties identified for townhouse use on the Arterial Road Housing Development Map. The proposed Arterial Road Policy Update, however, will accommodate redevelopments of orphan lots.

13. Lot Size Policies that prohibited multiple family developments should be eliminated to allow sites which meet the location criteria for duplex/triplex and/or townhouse developments to be redeveloped.

    This report does not include options to amend the Lot Size Policy. Separate consultation with owners and residents within those Lot Size Policy Areas will be required if any changes are proposed to be made to the Lot Size Policies. Staff are currently addressing a Council referral on the Lot Size Policy, and will present a separate report in the future.

Population Increase and Community Services Capacity:

14. Additional community services; such as new parks, commercial developments, community centres, schools, day care centres, as well as emergency services including increased hospital capacity, should be provided with population increase.

    Staff estimate that approximately 1,265 arterial properties may have redevelopment potential based on the current location criteria for townhouse and compact lot developments; and approximately 4,800 new units may be created.

    With the proposed provisions for duplex and triplex developments, staff estimate that approximately an additional 360 arterial properties may have redevelopment potential and approximately 1,000 additional new units may be created.

    These 5,800 new ground-oriented housing units could house approximately 17,600 residents. This is an approximately 12,200 increase in population; which is approximately 40% of the expected population growth envisioned in the 2041 OCP, adopted in 2012, for areas outside of the City Centre.

    Capacities of various community services were reviewed when the 2041 OCP was drafted. It is beyond the scope of this Arterial Road Policy Update to revisit the capacities of community services including schools and hospital, which are not under the City's jurisdiction.

Additional Development Potential:

15. Compact lots, coach houses, duplexes/triplexes, and row houses should not only be permitted on certain blocks of arterial road, but also within the internal subdivisions.

    This is beyond the scope of this Arterial Road Policy Update. A separate report on small lot subdivision or duplex/triplex developments within existing established single-family neighbourhoods will be presented to the Planning Committee at a later date.

RICHMOND
SCHOOL DISTRICT NO.38

Facilities Planning
School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3
Tel: (604) 668-6000 Fax: (604) 233-0150

May 11, 2016

Wayne Craig,
Director of Development,
City of Richmond,
6911 No.3 Road,
Richmond, BC V6Y 2C1

Re: Arterial Road Policy Updates, 2016

Dear Mr. Craig,

Recently the School District was notified of the Policy Updates proposed for the City's Arterial Roads.

Our general understanding of the report's purpose and intent is to introduce various types of housing for consideration on arterial roads in specific areas and be able to do so in a manner that safely addresses vehicular access and egress to these homes.

In principle, the District supports the potential increasing numbers of families your Update will provide, while at the same time, the District is also cautious about ensuring child and family safety around major and minor arterial roads, particularly where driveways occur and sidewalk space is minimal and sometimes non-existent.

Coincidentally with the Implementation Strategy noted near the end of your Report, the District would like to see an Arterial Road pedestrian safety plan that might address such concerns as new and upgraded traffic lights, crosswalks, traffic calming devices, sidewalk widening, bus pullouts, biking provisions etc... that would reinforce the community and pedestrian safety aspects of the Policy Update that will result in your successful arterial road development proposal.

Sincerely,

Clive Mason, Architect AIBC, LEED AP
Director of Facilities Planning

Cc: Sherry Elwood, Superintendent of Schools
Mark De Mello, Secretary Treasurer

URBAN DEVELOPMENT INSTITUTE – PACIFIC REGION
#200 – 602 West Hastings Street
Vancouver, British Columbia V6B 1P2 Canada
T. 604.669.9585 F. 604.689.8691
www.udi.bc.ca

June 22, 2016

Edwin Lee
Policy and Planning Department
City of Richmond
6911 No. 3 Road
Richmond BC V6Y 2C1
Canada

Dear Mr. Lee,

The Urban Development (UDI) supports the proposed Arterial Road Policy Update. This is a great step towards adding much needed housing supply in areas that are ideal for densification.

We thank Richmond Staff for providing ample opportunity for consultation on this policy. On behalf of the UDI membership, and particularly the UDI/Richmond Liaison Committee, we look forward to continuing to work with the City of Richmond as you explore opportunities for density along arterial roads.

Regards,

Anne McMullin
President and CEO

3.6 Specific Policies and Guidelines

3.6.1 Arterial Road Policy

OVERVIEW:

The City has permitted densification along its arterial roads since the 1999 OCP was adopted. This densification includes compact lots (e.g., 9 m or 30 ft. wide lots) and coach house development with a rear lane as well as townhouses without a lane. The purpose of this densification is to locate development where there is transit service and to direct it away from the internal single family neighbourhoods which are not located on arterial roads. The City has reviewed and refined this policy over the years, including as part of the 2041 OCP Update.

OBJECTIVE 1:

Direct appropriate development onto certain arterial roads outside the City Centre.

1. Arterial Road Map

The 2041 OCP Arterial Road Policy only applies to the arterial roads in Central Richmond and Steveston shown on the Arterial Road Map. It does not apply to lands located within the City Centre Area Plan (City Centre), the Agricultural Land Reserve (ALR) or Riverside Industrial Park.

2. Additional New Arterial Road Areas

Additional new areas to the Arterial Road Policy outside Central Richmond and Steveston may be considered as part of the update of the applicable Area Plans (e.g., Bridgeport Area Plan; East Cambie Area Plan; West Cambie Area Plan; Hamilton Area Plan) after, the 2041 OCP Update.

3. Areas Not Within Arterial Road Policy

The Arterial Road Policy does not apply to excluded areas shown on the Arterial Road Map (e.g., other land use designations; large single family lot size policy; not on arterial road; neighbourhood service centre; community centre; commercial service; public school; park).

4. Arterial Road Development Map

The Arterial Road Development Map will be used to guide townhouse, compact lot (e.g., 9 m or 30 ft. wide lots) and coach house development. It is a conceptual map that does not need to be amended to show new townhouse or compact residential lot development areas approved by Richmond City Council.

5. Additional New Townhouse Areas (Not on Arterial Road Development Map)

Rezoning and development permit applications for townhouse development on arterial roads in Central Richmond and Steveston may be considered in additional areas not identified on the Arterial Road Development Map if the townhouse development is within walking distance of any one of the following sites identified on the Arterial Road Map:

a) 800 m (2,625 ft. or 10 minute walk) of a Neighbourhood Centre (e.g., Broadmoor, Blundell, Garden City, Seafair, Terra Nova or Ironwood Shopping Centres); or

b) 800 m (2,625 ft. or 10 minute walk) of a City Community Centre (e.g., South Arm, Thompson, West Richmond or Steveston Community Centres); or

c) 400 m (1,312 ft. or 5 minute walk) of a Commercial Service use (e.g., store, shopping plaza or gas/service station with a retail sales area); or

d) 400 m (1,312 ft. or 5 minute walk) of a Public School (e.g., elementary or secondary school); or

e) 400 m (1,312 ft. or 5 minute walk) of a Park on City or School Board lands (e.g., playing field or open space).

6. No Townhouse Development

Townhouse development will not be considered in Central Richmond and Steveston on sites identified for Arterial Road Compact Lot Coach House on the Arterial Road Development Map, except if the proposed townhouse development is within 800 m (2,625 ft. or 10 minute walk) of a Neighbourhood Centre (e.g., shopping centre) where there is an existing fully operational municipal lane.

7. Additional New Compact Lot and Coach House Areas (Not on Arterial Road Development Map)

Rezoning and subdivision applications for compact lot (e.g., 9 m or 30 ft. wide lots) and coach house development on arterial roads in Central Richmond and Steveston may be considered in additional areas not identified on the Arterial Road Development Map if the compact lot and coach house development:

a) is located outside a Single Family Lot Size Policy;

b) dedicates and constructs a fully operational municipal lane.

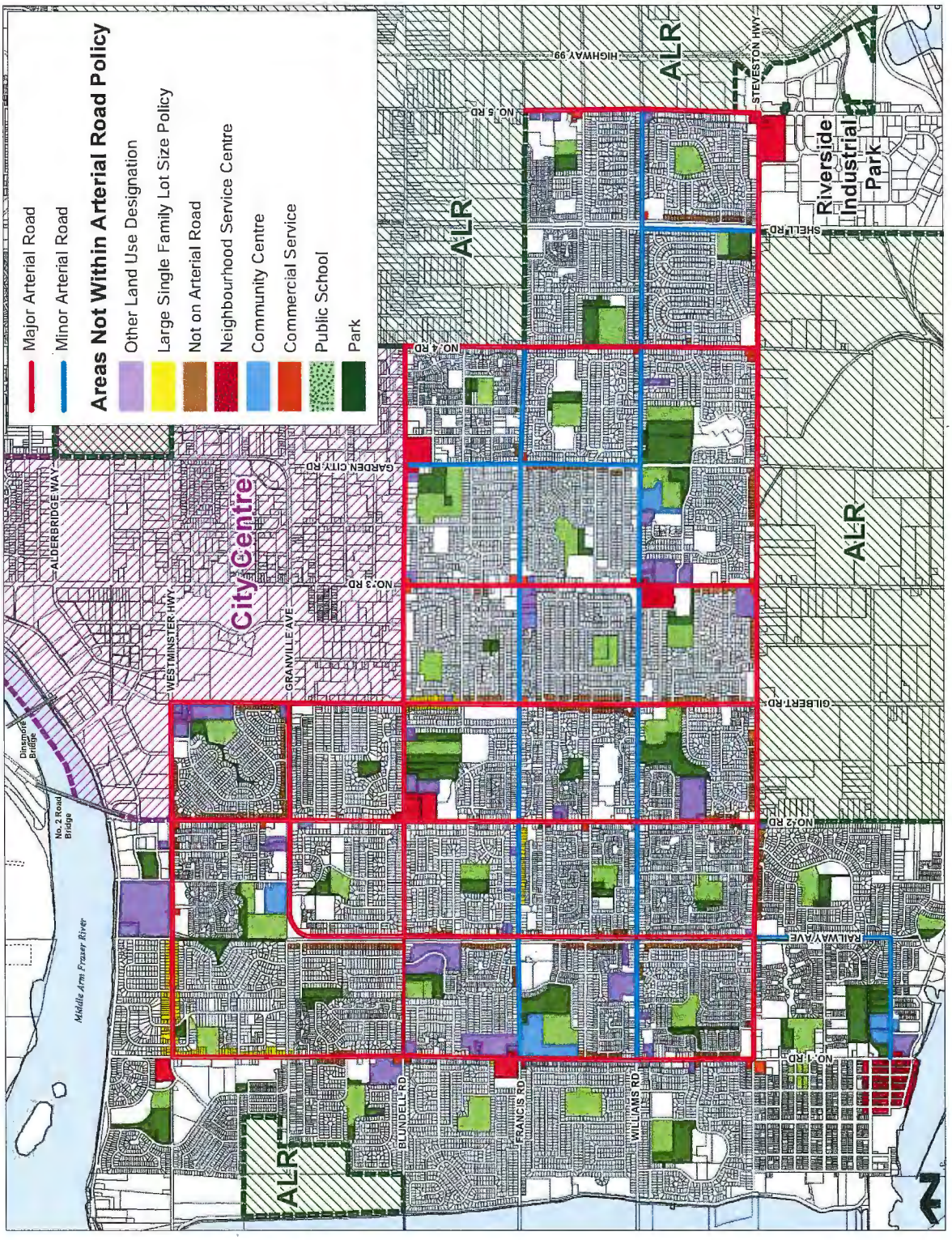
8. No Compact Lot and Coach House Development

Compact lot and coach house development will not be considered in Central Richmond and Steveston on sites identified for Arterial Road Townhouse Development on the Arterial Road Development Map.

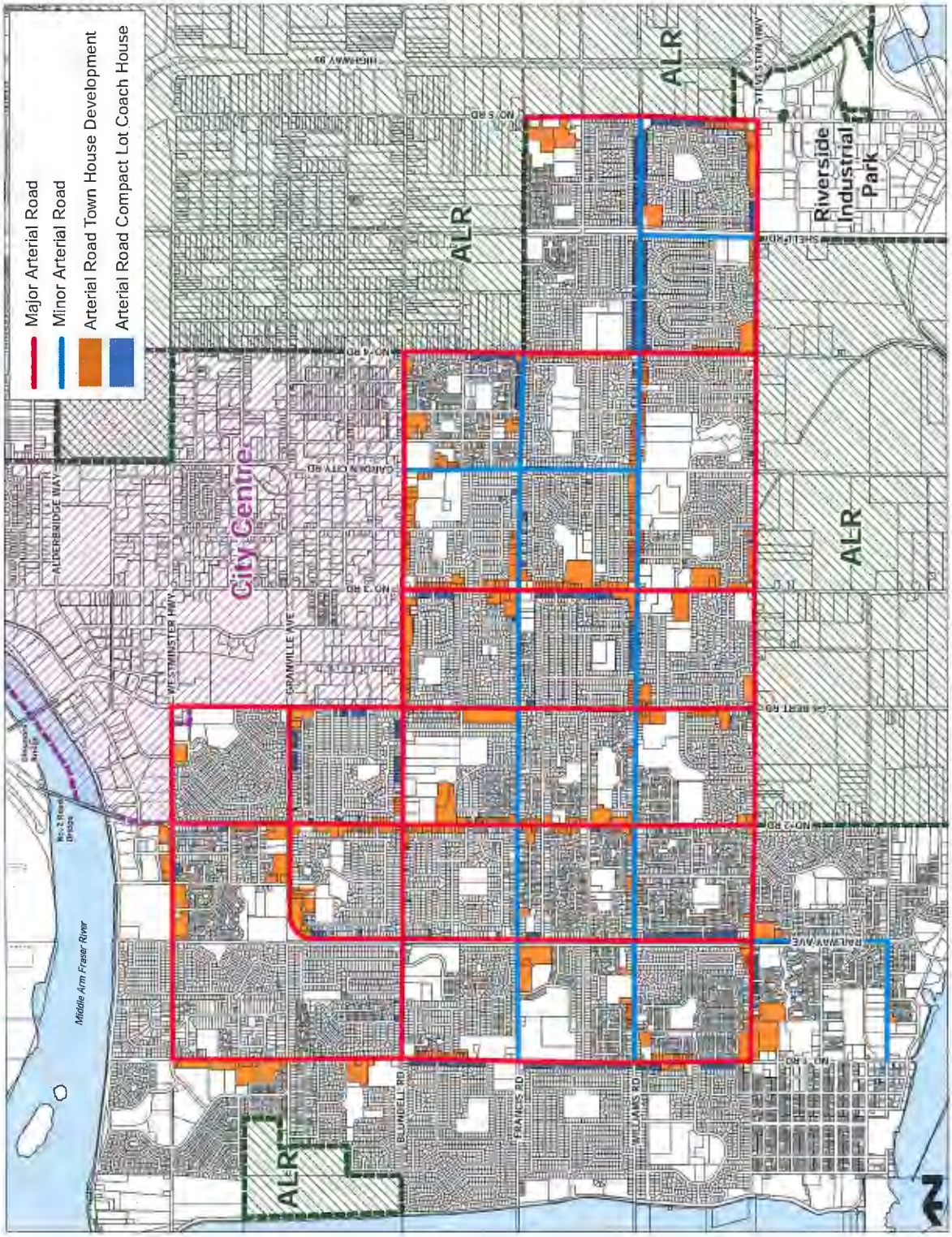
9. Granny Flat Locations

Rezoning applications for the construction of a granny flat on arterial roads in Central Richmond and Steveston may be considered on isolated sites that do not have potential for a townhouse, compact lot or coach house development (e.g., single lot without a lane).

Arterial Road Map



Arterial Road Development Map



Townhouse Development Requirements

All townhouse developments in Central Richmond and Steveston on the arterial roads shown on the Arterial Road Map, whether or not they are on the Arterial Road Development Map, should meet the following development requirements.

Land Assembly

1. Involve a land assembly with at least 50 m (165 ft.) frontage on a major arterial road and 40 m (130 ft.) frontage on a minor arterial road.

Residual Sites

2. Leave a residual site for future townhouse development with at least 50 m (165 ft.) frontage on a major arterial road and 40 m (130 ft.) frontage on a minor arterial road.

Public Consultation

3. Include public consultation prior to Public Hearing where determined by Richmond City Council or City staff (e.g., if the site is the first townhouse development on that block of the arterial road; if it is expected that the surrounding property owners will want input into the development; etc.).

Newer Homes or Narrower Lots

4. Recognize that developing townhouses on lots with new houses (e.g., less than 10–20 years old) and with narrow frontages (e.g., less than 18 m or 60 ft.), will be more difficult, especially for land assembly purposes.

Internal Lot

5. An internal lot facing and addressed off a local road may be included in a townhouse development if the lots facing and abutting the arterial road are less than 35 m (115 ft.) deep.

Access—Local Road or Lane

6. Access should not be from a local road or lane, unless acceptable to the City.

Shared Access

7. Access may be required to be provided through or shared with another townhouse development by means of a statutory right-of-way or other suitable arrangement to the City.

Access Locations

8. Driveway accesses should be located across from a local road or commercial access, where possible.

Access Setbacks

9. Townhouse access points should generally be setback:
   a) 35 m (115 ft.) to 50 m (164 ft.) from a local road;
   b) 50 m (164 ft.) to 75 m (246 ft.) from a minor arterial road intersection;
   c) 75 m (246 ft.) to 100 m (328 ft.) from a major arterial road intersection;
   d) 80 m (262 ft.) to 100 m (328 ft.) from another townhouse access point.

Additional Density

10. Additional density along arterial roads (e.g., increase from the normal density range of 0.60–0.65 FAR outside the City Centre to an additional density of 0.65–0.70 FAR) may be considered:
    a) on corner lots with required frontage improvements on two or more streets; or
    b) where significant road dedication is required; or
    c) on a land assembly with more than 100 m (328 ft.) frontage on a major arterial road and 80 m (262 ft.) on a minor arterial road; or
    d) on a site abutting a park or other non-residential land use; or
    e) where additional community benefits are provided (not including affordable housing contributions).

Compact Lot and Coach House Development Requirements

All compact lot (e.g., 9 m or 30 ft. wide lots) and coach house developments in Central Richmond and Steveston on the arterial roads shown on the Arterial Road Map, whether or not they are on the Arterial Road Development Map, should meet the following development requirements.

Landscape Plan

1. A landscape plan, prepared by a registered landscape architect must be submitted as a condition of rezoning adoption.

Landscape Cost

2. The landscape architect must submit a cost estimate of the proposed landscaping (including fencing, paving and installation costs) as a condition of rezoning adoption.

Landscape Security

3. Security in the amount of the cost estimate submitted by the landscape architect for landscaping must be received by the City as a condition of rezoning adoption.

Grade—Front Yard

4. The grade between the City's sidewalk and the landscaping along the front property line should be the same.

Grass Strip—Front Yard

5. Wherever possible, a grassed strip with at least one deciduous tree (minimum 6 cm or 2.5 in. calliper) per lot should be installed along the front property line (see New Trees—Front Yard).

Existing Tree and Hedge Retention

6. Wherever possible, existing trees and hedges should be retained, particularly if the trees are in the front yard and the hedges are in the side yard.

Replacement Trees

7. Where existing trees are being removed, the replacement trees shall:
   a) meet the City's 2:1 replacement policy;
   b) comply with the minimum planting sizes specified in the City's Tree Protection Bylaw, unless approved otherwise by the Director of Development or designate;
   c) include an appropriate mixture of coniferous and deciduous trees.

New Trees—Front Yard

8. In addition to the aforesaid landscaping along the front property line, one deciduous tree (minimum 6 cm or 2.5 in. calliper) or one coniferous tree (minimum height 3.5 m or 11.5 ft.) is to be planted on each lot in the front yard.

Coniferous Trees

9. Coniferous trees must be sized and spaced appropriately and be subject to CPTED principles.

Fencing—Front Yard

10. Fencing in the front yard is limited to a maximum height of 1.2 m (4 ft.) and must be picket, wicket or post-rail rather than solid panel, which could be setback from the front property line if possible.

Flowers and Low Lying Landscaping—Front Yard

11. Fencing should incorporate flower beds, flowering shrubs and other low lying landscaping to provide improved articulation.

Decorative Features—Front Yard

12. Decorative arbours/brackets/trellis features may be used to further articulate the fencing provided that they are in scale with and totally complementary to the fencing details.

Planting—Front Yard

13. All front yard areas and front property lines must be planted with a combination of lawn, flower beds, flowering shrubs and ground cover to provide seasonal interest and water permeability.

Shrubs—Front Yard

14. If individual shrubs are planted in the front yard, they must be of a low height that will not exceed 1.2 m (4 ft.) and must be located behind any fencing on the front property line.

Hedges—Front Yard

15. Continuous hedges are not permitted in the front yard.

Walkways/Pathways—Front Yard

16. Walkways/pathways from the arterial road to the entrance of the single family residence or coach house are not to consist of asphalt materials (e.g., should be aggregate concrete, stamped concrete, paving stones, pervious paving or other acceptable material to the City.

- pavement in contrasting colour and texture across driveway entrances;
- minor architectural elements;
- appropriate landscaping.

d) Individual gates that access street fronting yards and the main door of street oriented townhouse units are encouraged.

e) Trellises, arbours and low walls may be considered at the entrance point of walkways from the street to the interior of townhouse sites or ending of internal drive aisle to screen paved areas from view and to clearly define the threshold between public and private spaces.

f) Fences within the front yard should be no higher than 1.2 m (3.94 ft.) and should be placed a minimum of 0.50 m (1.64 ft.) from the internal edge of the sidewalk. Trellises and arbours should be placed a minimum of 0.50 m (1.64 ft.) from the fences along the front property line. In yards that abut public spaces, landscaped terraces no greater than 0.5 m (1.64 ft.) high and no less than 0.75 m (2.46 ft.) deep should be used to reach the new grade.

g) Internal drive aisles that provide access to garages should be treated as vehicle courtyards and include textured, contrasting, coloured pavers.

h) The use of decorative pavers within a drive aisle is encouraged to define a pedestrian pathway where there is no other means of pedestrian circulation through the site.

14.4.13 Arterial Road Guidelines for Townhouses

The intent is to provide articulation and character to the building form and landscaping of townhouse development on the arterial roads.

14.4.13.A Side Yard—Building Heights

a) Step down to a maximum building height of 2 storeys within 7.5 m (25 ft.) of the side yard interface with single-family housing and other townhouse developments along the arterial road.

14.4.13.B Rear Yard—Building Heights and Form

a) Along the rear yard interface with single-family housing:
- the building height should be 2 to 2½ storeys (not any 3 storey townhouses);
- the building form should consist of duplex townhouse units, except in certain situations where the City deems triplex townhouse units as being appropriate.

14.4.13.C Rear Yard—Setbacks

a) Along the rear yard interface with single-family housing:
- may have a 6 m (20 ft.) setback where deemed necessary;
- may have 1 storey projections less than 1.5 m (5 ft.) into the rear yard, subject to:
  - appropriate opportunities for tree planting;
  - the provision of appropriate private outdoor space.

14.4.13.D Front Yard—Setbacks

a) Along the front yard facing the arterial road, may have a 4.5 m (15 ft.) setback where a 6 m (20 ft.) rear yard is deemed necessary, subject to:
- an appropriate interface with neighbouring properties;
- the provision of appropriate private outdoor space;
- balconies and porches not projecting into the 4.5 m (15 ft.) front yard setback.

14.4.13.E Design Fronting Local Roads

a) Design the townhouse units fronting onto a local road to look like single-family houses (e.g., 2 storey height, except that 2½ storeys may be permitted at the corner of the arterial road and local road).

14.4.13.F Overlook and Privacy

a) Locate windows and private outdoor areas carefully to avoid adjacent overlook and privacy concerns.

14.4.13.G Roof Lines

a) Vary roof lines to break down the massing, promote opportunities for sunlight penetration and provide visual interest.

14.4.13.H Landscaping

a) Landscaping for townhouse developments shall:

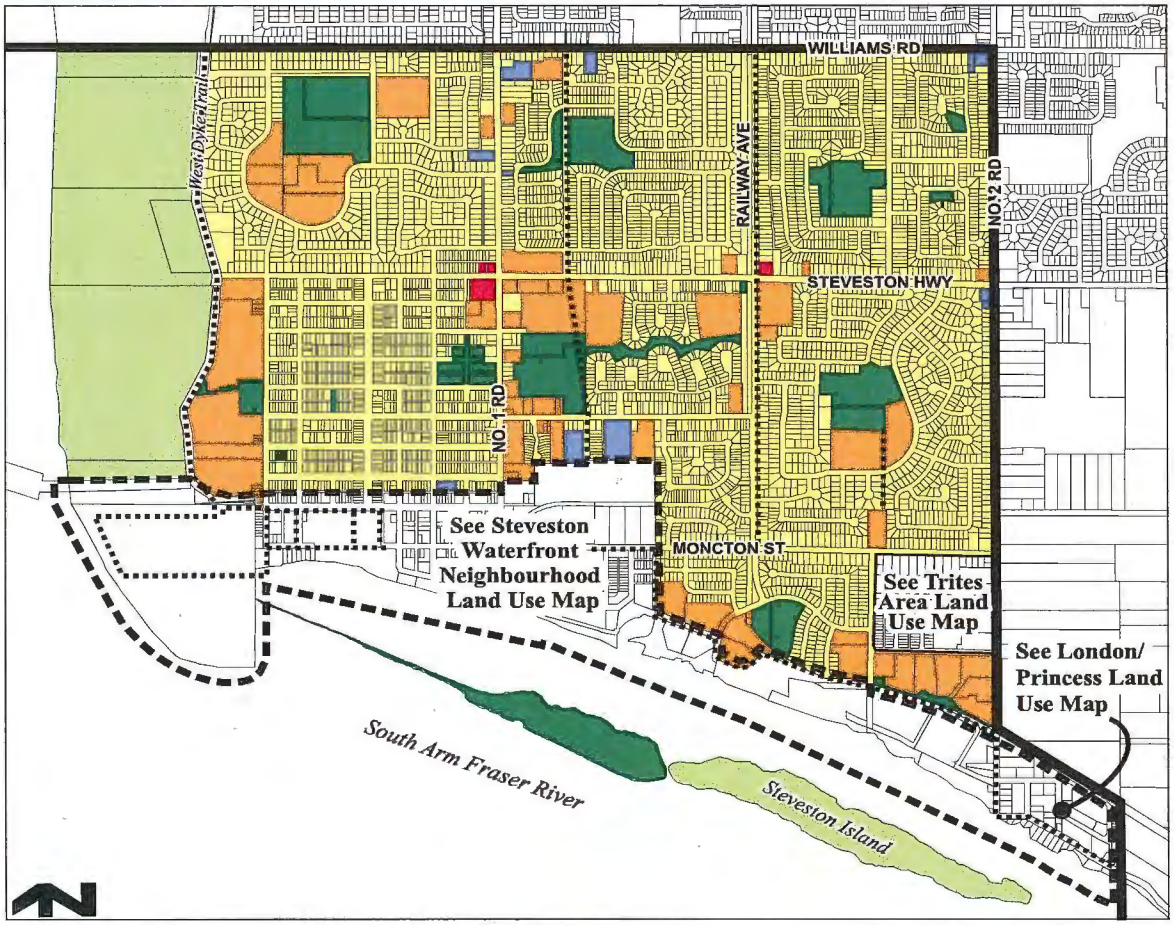
- meet the City's 2:1 replacement policy where existing trees are being removed;
- comply with the minimum planting sizes specified in the City's Tree Protection Bylaw where replacement trees are being planted, unless approved otherwise by the Director of Development or designate;
- have a minimum planting height of 0.3 m–0.45 m (1 ft.–1.48 ft.) for shrubs; shrubs over 1.2 m (3.94 ft.) in height is discouraged;
- include an appropriate mixture of deciduous and coniferous trees, with the coniferous being sized and spaced appropriately and to address Crime Prevention Through Environmental Design (CPTED) principles.

C. LOW TO MID-RISE HOUSING

The intent is to integrate 4-storey buildings (and up to 6 storeys at some locations) into some areas located in close proximity to future Neighbourhood Centres (e.g., Broadmoor, Blundell and Garden City Shopping Centres), to provide a more urban character to the Neighbourhood Centres and to define a transition between the Neighbourhood Centres and lower density townhouses and single family neighbourhoods.

Steveston Area Land Use Map

Bylaw 7783
2010/04/12



Note:

Please see Supplementary Information Binder for Official Community Plan Amendments - Arterial Road Policy Appendices 1 to 5

City of Richmond

Bylaw 9603

Richmond Official Community Plan Bylaw 9000 Amendment Bylaw 9603 (Arterial Road Land Use Policy)

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Official Community Plan Bylaw 9000 is amended by:

   a) deleting Section 3.6.1 Arterial Road Policy in its entirety and replace it with the following:

   "3.6.1 Arterial Road Land Use Policy

   OVERVIEW:
   The City supports densification along its arterial roads. The purpose of this densification is to locate developments on arterial road properties in close proximity to commercial services, public amenities, schools, and transit service. Two (2) guiding principles have been established for this form of developments:

   1. Densification along major arterial roads should minimize traffic disruption by eliminating driveways along arterial roads; and
   2. Densification along minor arterial roads should result in no net increase in the number of driveways to maintain existing traffic flow.

   This densification includes the following housing types:

   a. **Arterial Road Townhouse** – two (2) to three (3) storey townhouse units
   b. **Arterial Road Row House** – attached dwelling units on fee simple lots (lane access)
   c. **Arterial Road Duplex/Triplex** – two (2) to three (3) attached dwelling units on one (1) lot (road access, no lane)
   d. **Arterial Road Compact Lot Duplex** – compact front to back duplex (lane access)
   e. **Arterial Road Compact Lot Coach House** – single detached dwelling with a coach house unit above a detached garage (lane access)
   f. **Arterial Road Compact Lot Single Detached** – single detached dwelling with or without a secondary suite (lane access)

   OBJECTIVE 1:
   Direct appropriate development onto certain arterial roads outside the City Centre.

1. Arterial Road Land Use Policy Area

The 2041 OCP Arterial Road Land Use Policy only applies to the arterial roads in Central Richmond and Steveston shown on the Arterial Road Housing Development Map. It does not apply to lands located within the City Centre Area Plan (City Centre), the Agricultural Land Reserve (ALR) or Riverside Industrial Park.

2. Additional New Arterial Road Areas

Additional new areas to the Arterial Road Land Use Policy outside Central Richmond and Steveston may be considered as part of the update of the applicable Area Plans (e.g., Bridgeport Area Plan; East Cambie Area Plan; West Cambie Area Plan; Hamilton Area Plan).

3. Areas Not Within Arterial Road Policy

The Arterial Road Land Use Policy does not apply to "excluded areas" shown on the Arterial Road Housing Development Map. The excluded areas are:

a) designated for uses other than Neighbourhood Residential on the City of Richmond 2041 OCP Land Use Map;

b) zoned for other residential uses such as Edgemere Granny Flat or Coach House;

c) located within a Single Family Lot Size Policy area that does not permit small lot subdivision or multiple-family development; or

d) not considered fronting onto an arterial road.

4. Arterial Road Housing Development Map

The Arterial Road Housing Development Map will be used to guide townhouse, row house, duplex/triplex and compact lot (e.g., min. 9 m or 30 ft. wide lots with lane access, including single detached dwelling with or without a secondary suite, single detached dwelling with a coach house unit above a detached garage, and compact front to back duplex) developments. This Arterial Road Housing Development Map is developed based on the location criteria identified in the subsequent sections and this map is a guiding map that does not need to be amended to show new or re-designated development areas approved by Richmond City Council.

5. Arterial Road Townhouse Areas

Rezoning and Development Permit applications for Townhouse development may be considered in Central Richmond and Steveston where the site is located within walking distance of any one of the following sites identified on the Arterial Road Housing Development Map:

a) 800 m (2,625 ft. or 10 minute walk) of a Neighbourhood Centre (e.g., Broadmoor, Blundell, Garden City, Seafair, Terra Nova or Ironwood Shopping Centres); or

b) 800 m (2,625 ft. or 10 minute walk) of a City Community Centre (e.g., South Arm, Thompson, West Richmond or Steveston Community Centres); or

c) 400 m (1,312 ft. or 5 minute walk) of a Commercial Service use (e.g., store, shopping plaza or gas/service station with a retail sales area); or

d) 400 m (1,312 ft. or 5 minute walk) of a Public School (e.g., elementary or secondary school); or

e) 400 m (1,312 ft. or 5 minute walk) of a Park on City or School Board lands (e.g., playing field or open space).

Townhouse development will not be considered in Central Richmond and Steveston on sites identified for any other Arterial Road Land Uses on the Arterial Road Housing Development Map, except if the proposed townhouse development is within 800 m (2,625 ft. or 10 minute walk) of a Neighbourhood Centre (e.g., shopping centre).

6. Arterial Road Row House Areas

Rezoning and Development Permit applications for Row House development may be considered in Central Richmond and Steveston on sites:

a) where there is access to/from an operational municipal lane; and

b) located within 800 m (2,625 ft. or 10 minute walk) of a Neighbourhood Centre (e.g., Broadmoor, Blundell, Garden City, Seafair, Terra Nova or Ironwood).

7. Arterial Road Duplex/Triplex Areas

Rezoning and Development Permit applications for Arterial Road Duplex/Triplex development may be considered in Central Richmond and Steveston on sites along minor arterial roads where there is no opportunity for lane establishment.

Arterial Road Duplex/Triplex development will not be considered in Central Richmond and Steveston on sites identified for Arterial Road Townhouse on the Arterial Road Housing Development Map.

8. Arterial Road Compact Lot Areas

Rezoning and Development Permit applications, as required, for Arterial Road Compact Lot development (i.e., Arterial Road Compact Lot Single Detached, Arterial Road Compact Lot Coach House and Arterial Road Compact Lot Duplex) may be considered in Central Richmond and Steveston:

a) where the site is located outside a Single Family Lot Size Policy; and

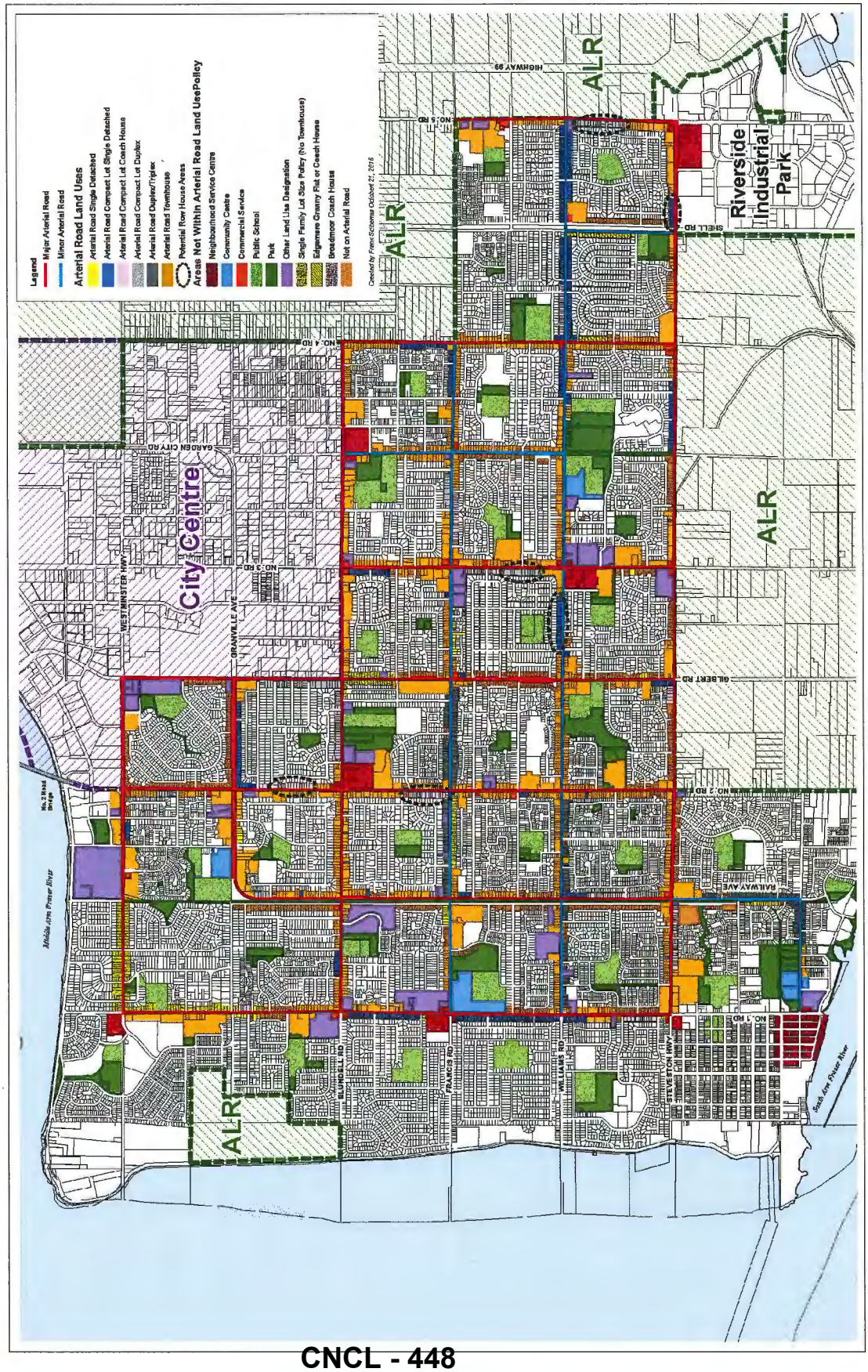
b) where there is access to/from an operational municipal lane.

Compact lot development will not be considered in Central Richmond and Steveston on sites identified for Arterial Road Townhouse on the Arterial Road Housing Development Map.

9. Isolated Sites

Rezoning and Development Permit applications, as required, for the construction of a coach house, granny flat or duplex/triplex along arterial road may be considered on isolated sites identified for Arterial Road Single Detached on the Arterial Road Housing Development Map based on its own merit.

Arterial Road Housing Development Map



Arterial Road Townhouse Development Requirements

All townhouse developments in Central Richmond and Steveston on the arterial roads shown on the Arterial Road Housing Development Map, should meet the following development requirements.

Land Assembly

1. Involve a land assembly with at least 50 m (164 ft.) frontage on a major arterial road and 40 m (131 ft.) frontage on a minor arterial road.

Residual Sites

2. Leave a residual site for future townhouse development with at least 50 m (164 ft.) frontage on a major arterial road and 40 m (131 ft.) frontage on a minor arterial road.

Newer Houses or Narrower Lots

3. Recognize that developing townhouses on lots with new houses (e.g., less than 10–20 years old) and/or with narrow frontages (e.g., less than 18 m or 59 ft.) will be more difficult, especially for land assembly purposes. Such new townhouse development may deviate from the minimum land assembly or residual site sizes, provided that:
   a) the development site is an isolated (orphaned) site and is not able to consolidate with adjacent properties (e.g., surrounding lots recently redeveloped);
   b) the development would not compromise the guiding principles of this policy and compromise the ability to consolidate access points;
   c) it can be demonstrated that high quality development can be achieved in full compliance with the objectives of the Arterial Road Policy, Development Permit Guidelines, all other Townhouse Development Requirements, and the provisions of the Zoning Bylaw.
   d) the form and character of the development, including massing and building height, are compatible with the adjacent existing developments;
   e) density (i.e., in terms of total floor area and unit yield) and building height are reduced, where necessary, to ensure appropriate interface with adjacent existing single-family homes; and
   f) the proposed development provides a recognizable benefit to the area, such as tree retention and high quality pedestrian environment along the fronting streets.

Public Consultation

4. Include public consultation prior to Public Hearing where determined by Richmond City Council or City staff (e.g., if the site is the first townhouse development on that block of the arterial road; if it is expected that the

surrounding property owners will want input into the development; if variances to any planning policy and/or zoning bylaw are being proposed; etc.).

Internal Lot

5. An internal lot facing and addressed off a local road may be included in a townhouse development if the lots facing and abutting the arterial road are less than 35 m (115 ft.) deep.

Access – Arterial Roads Only

6. Access should not be from a local road or lane, unless acceptable to the City.

Shared Access

7. Access may be required to be provided through or shared with adjacent townhouse development by means of a statutory right-of-way or other suitable arrangement to the City.

Access Locations

8. Driveway accesses should be located across from a local road or commercial access, where possible.
9. Townhouse access points should generally be located:
   a) 35 m (115 ft.) to 50 m (164 ft.) from a local road;
   b) 50 m (164 ft.) to 75 m (246 ft.) from a minor arterial road intersection;
   c) 75 m (246 ft.) to 100 m (328 ft.) from a major arterial road intersection;
   d) 80 m (262 ft.) to 100 m (328 ft.) from another townhouse access point.

Additional Density

10. Additional density along arterial roads (e.g., increase from the typical density of 0.60 FAR to a density of 0.70 FAR) may be considered:
    a) on corner lots with required frontage improvements on two (2) or more streets and where significant road dedication is required, provided that the density bonus is used solely to balance the loss of land for road dedication; and/or
    b) on a land assembly with more than 100 m (328 ft.) frontage on a major arterial road and 80 m (262 ft.) on a minor arterial road; and/or
    c) on a site abutting a park or other non-residential land use if affordable housing is provided on site; and/or
    d) where additional community benefits are provided (not including affordable housing contributions).

11. Additional density along arterial roads may also be considered for the provision of secured Low End Market Rental housing units, provided that:
    a) the additional density is used for the provision of built Low End market Rental units secured by a Housing Agreement;
    b) the built affordable housing units comply with the City's Affordable Housing strategy provisions related to unit sizes, tenant eligibility criteria and maximum rental rates; and
    c) the overall project complies with the form and character as per the Development Permit guidelines for arterial road townhouse developments.

Development Permit

12. A Development Permit is required for all townhouse developments.

Arterial Road Row House Development Requirements

All row house developments in Central Richmond and Steveston on the arterial roads shown on the Arterial Road Housing Development Map, should meet the following development requirements.

Land Assembly

1. Involve a land assembly with at least 19.65 m (64 ft.) frontage on an arterial road; or involve a land assembly including a corner lot with a minimum overall development site frontage of 21.45 m (70 ft.) along an arterial road; in order to facilitate a subdivision to accommodate a minimum of three (3) row house lots.

Residual Sites

2. Leave a residual site for future row house development with at least 19.65 m (64 ft.) frontage along an arterial road for an internal site and at least 21.45 m (70 ft.) frontage along an arterial road for a corner site.

Lot Configuration

3. Minimum lot depth must be at least 30 m (98 ft.) after lane dedication, where applicable.

Density

4. The maximum density for row house developments is 0.6 FAR.

Lane Access

5. Vehicle access should be from a functional municipal lane.

Public Consultation

6. Include public consultation prior to Public Hearing where determined by Richmond City Council or City staff (e.g., if the site is the first row house development on that block of the arterial road; if it is expected that the surrounding property owners will want input into the development; if variances to any planning policy and/or zoning bylaw are being proposed; etc.).

Development Permit

7. A Development Permit is required for all row house developments.

Arterial Road Duplex/Triplex Development Requirements

All duplex/triplex developments in Central Richmond and Steveston on the arterial roads shown on the Arterial Road Housing Development Map, should meet the following development requirements.

Land Assembly

1. Existing single family lot with at least 13.4 m (44 ft.) frontage on a minor arterial road may be redeveloped with a front to back duplex/triplex.
2. A land assembly with at least 20.7 m (68 ft.) frontage on a minor arterial road may be redeveloped into two (2) front to back duplex or triplex lots with a shared access, by means of a statutory right-of-way or other suitable arrangement to the City.

Internal Lot

3. An internal lot facing and addressed off a local road may be included in a duplex/triplex development fronting onto a minor arterial road if the adjacent corner lot abutting the arterial road is less than 35 m (115 ft.) wide or deep measured from the property line along the arterial road.

Lot Size

4. The minimum lot area for a duplex development is 464.5 m^2 (5,000 ft^2) and the minimum lot area for a triplex development is 743.2 m^2 (8,000 ft^2).

Density

5. The maximum density for duplex/triplex developments is 0.6 FAR.
6. No secondary suite is permitted in a duplex/triple unit.

Access

7. Duplex/triplex access points should generally be located at least 12 m (39 ft.) from a road intersection.

8. For corner lots, access should be from a local road, where appropriate.

Public Consultation

9. Include public consultation prior to Public Hearing where determined by Richmond City Council or City staff (e.g., if the site is the first duplex or triplex development on that block of the arterial road; if it is expected that the surrounding property owners will want input into the development; if variances to any planning policy and/or zoning bylaw are being proposed; etc.).

Development Permit

10. A Development Permit is required for all duplex/triplex developments.

Arterial Road Compact Lot Development Requirements

All compact lot developments in Central Richmond and Steveston on the arterial roads shown on the Arterial Road Housing Development Map, should meet the following development requirements.

Lane Access

1. All compact lot developments must have vehicle access from a functional municipal lane.

Internal Lot

2. An internal lot facing and addressed off a local road may be included in a compact lot development fronting onto an arterial road if it is located between the arterial road and the proposed back lane as shown on the Lane Network Map.

Compact Lot Single Detached

3. Single detached housing with a secondary suite is permitted on all compact lots (e.g., min. 9 m or 30 ft. wide lots).

Compact Lot Coach House

4. Single detached housing with a detached coach house unit is permitted on compact lots with at least 35 m (115 ft.) lot depth.

Compact Lot Duplex

5. A front to back duplex is permitted on compact lots with at least 40 m (131 ft.) lot depth.
6. Duplex development may be considered on corner sites with lane access.
7. No secondary suite is permitted in a duplex unit.
8. A Development Permit is required for all compact lot duplex developments.

Density

9. The maximum density for compact lot developments is 0.6 FAR.

10. The maximum number of units on each compact lot is two (2) (i.e., a single detached dwelling with a secondary suite, a single detached dwelling with a coach house unit above a detached garage, or a front to back duplex).

Corner Lot Building Facades

11. Appropriate design treatment to both street facades shall be provided when the building is on a corner. The design of a corner should be unique and incorporate special features.

Landscape Plan

12. For Compact Lot Single Detached and Compact Lot Coach House developments, a landscape plan, prepared by a registered landscape architect, must be provided as a condition of Rezoning. Landscaping in Compact Lot Duplex developments is subject to a Development Permit.

Landscape Cost Estimates

13. The landscape architect must submit a cost estimate of the proposed landscaping (including fencing, paving, installation costs and a 10% contingency) with the landscape plan as a condition of Rezoning.

Landscape Security

14. Security in the amount of the cost estimate submitted by the landscape architect for landscaping must be provided as a condition of Rezoning.

Grade—Front Yard

15. The site grade between the City's sidewalk and the landscaping along the front property line should be the same.

Grass Strip—Front Yard

16. Wherever possible, a grassed strip with at least one (1) deciduous tree (minimum 6 cm or 2.5 in. caliper) per lot should be installed along the front property line (see New Trees—Front Yard).

Existing Tree and Hedge Retention

17. Wherever possible, existing trees and hedges should be retained, particularly if the trees are in the front yard and the hedges are in the side yard.

Replacement Trees

18. Where existing trees are being removed, the replacement trees shall:

a) meet the City's 2:1 replacement policy;
b) comply with the minimum planting sizes specified in the City's Tree Protection Bylaw, unless approved otherwise by the Director of Development or designate;
c) include an appropriate combination of coniferous and deciduous trees.

New Trees—Front Yard

19. In addition to the aforesaid landscaping along the front property line, one (1) deciduous tree (minimum 6 cm or 2.5 in. caliper) or one (1) coniferous tree (minimum height 3.5 m or 11.5 ft.) is to be planted on each lot in the front yard.

Coniferous Trees

20. Coniferous trees must be sized and spaced appropriately and be subject to Crime Prevention Through Environmental Design (CPTED) principles.

Fencing—Front Yard

21. Fencing in the front yard is limited to a maximum height of 1.2 m (3.94 ft.) and must be picket, wicket or post-rail rather than solid panel, which could be setback from the front property line if possible.

Flowers and Low Lying Landscaping—Front Yard

22. Fencing should incorporate flower beds, flowering shrubs and other low lying landscaping to provide improved articulation.

Decorative Features—Front Yard

23. Decorative arbours/brackets/trellis features may be used to further articulate the fencing provided that they are in scale with and totally complementary to the fencing details.

Planting—Front Yard

24. All front yard areas and front property lines must be planted with a combination of lawn, flower beds, flowering shrubs and ground cover to provide seasonal interest and water permeability.

Shrubs—Front Yard

25. If individual shrubs are planted in the front yard, they must be of a low height that will not exceed 1.2 m (3.94 ft.) and must be located behind any fencing on the front property line.

Hedges—Front Yard

26. Continuous hedges are not permitted in the front yard.

Walkways/Pathways—Front Yard

27. Walkways/pathways from the arterial road to the entrance of the single family residence or coach house are not to consist of asphalt materials (e.g., should be aggregate concrete, stamped concrete, paving stones, pervious paving or other acceptable material to the City.

Lane Network for Compact Lots

Lane Network Map

1. The Lane Network Map identifies areas where lane establishment and/or extension are possible.

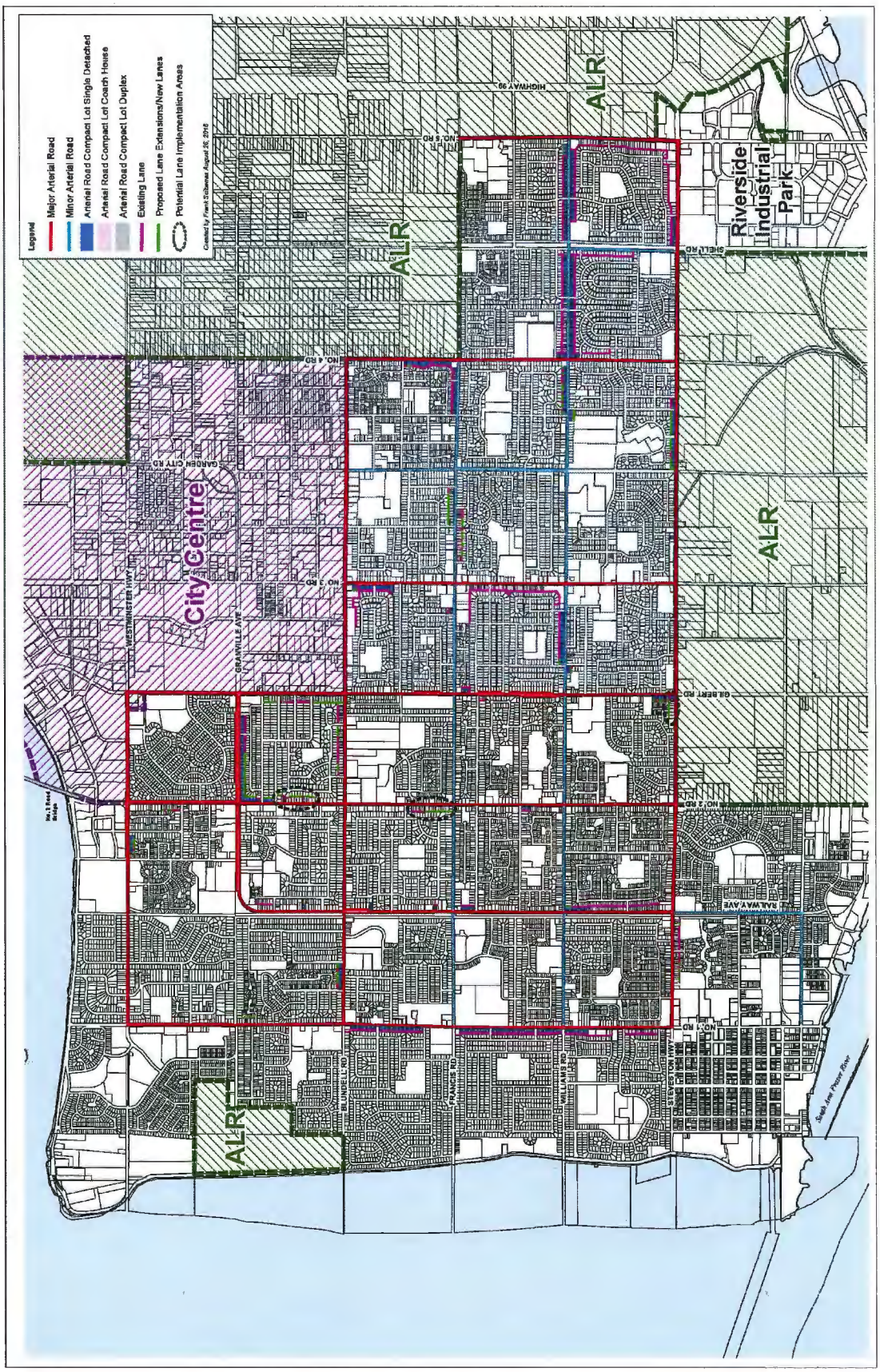
Connecting Lane

2. Where a city block has been identified for Compact Lot development on the Arterial Road Housing Development Map but has limited opportunity for the existing lane to be extended to a local road, a connecting lane to an arterial road may be considered.

Local Lane Implementation Strategy

3. Where a new connecting lane between the rear lane and the arterial road is required, a local lane implementation strategy may be established to ensure that the initial developers will be able to recover their lane costs from later developments. Potential local lane implementation areas are identified on the Lane Network Map.
4. The location of the Connecting Lane will be determined at the time of a development application based on:
   a) the overall access needs for the entire block;
   b) location of the existing driveways; and
   c) type of traffic movements appropriate for the block.
5. Only one (1) additional lane access per block will be considered.
6. At the time of the development, the first developer will dedicate and build the Connecting Lane; the costs of land and construction would be reimbursed by later benefiting developers.
7. Future developments will contribute lane costs on a proportional basis (i.e., based on their development site area)";

Lane Network Map



b) inserting the following in Section 14.1.5 Development Permit Area Designations:

"• intensive residential areas where duplexes and triplexes are permitted along arterial roads within the Arterial Road Land Use Policy Area";

c) deleting the title and introduction of Section 14.3,

"14.3 Intensive Residential Guidelines – Granny Flats and Coach Houses

These Guidelines are intended to ensure that granny flats and coach houses achieve high quality design, as well as integrate and blend into the form and character of existing neighbourhoods, in the following intensive residential areas:"

and replacing it with the following:

"14.3 Intensive Residential Guidelines

These Guidelines are intended to provide direction on the general form and character of intensive residential developments.

A. GRANNY FLATS AND COACH HOUSES

The intent is to ensure that granny flats and coach houses achieve high quality design, as well as integrate and blend into the form and character of existing neighbourhoods, in the following intensive residential areas:";

d) inserting the following after Section 14.3.2.P:

"B. DUPLEXES AND TRIPLEXES

These Guidelines are intended to ensure appropriate articulation and character to the building form and landscaping for duplex and triplex development on arterial roads.

14.3.3 Neighbourhood Character

The intent is to achieve variety in form and design to ensure this form of housing is compatible with existing neighbourhood character.

a) The form and character, scale and siting of new buildings should be compatible with the existing character and scale of the surrounding single-family neighbourhood.

b) The exterior finish of duplexes/triplexes should

i. complement, but not replicate, the overall character of the existing neighbourhood; and

ii. have a high quality of architectural design and detailing.

14.3.3.A Variety in Design

a) Developments should include a variety of unit types, sizes, and unit treatments to encourage architectural diversity.

b) Variations in the design of duplex/triplex clusters should be encouraged so as not to repeat the same architectural appearance, building form and elevations on the same block.

c) No two (2) substantially similar duplex/triplex clusters should be located side by side.

d) Duplex/triplex units within the same building cluster should avoid the mirror image effect.

e) Variations in height and roof lines are recommended between building clusters and between units within a building cluster to provide visual diversity within the same development; however, overall expression should be a cohesive urban form and unity of architectural expression.

14.3.3.B Streetscape

a) The design of duplexes and triplexes should enhance the streetscape, and should include landscaped front yards and strong front doors and building entries.

b) Small variations in setbacks between building clusters should be utilized, in order to reflect the scale and articulation found in single family areas.

14.3.4 Site Planning

The intent is to provide direction on the location of the building clusters, services and parking.

14.3.4.A Circulation

a) Each development should have adequate, well-defined circulation routes, parking areas and site access.

b) Vehicle access should be from a lane or a local road, where possible.

c) Access driveways from arterial roads should be limited to 6.0 m (19.7 ft.) in width, and driveways to adjacent lots should be combined/shared.

d) All shared access must provide vehicle access and egress between the front lot line and the garages, carports, and parking pads on site.

e) Internal drive aisle(s) providing access to garages should be designed to accommodate a turnaround area allowing for passenger vehicles.

f) Fire access, adequate space for garbage and recycling facilities, and mail services should be provided on site to the satisfaction of the relevant authorities.

14.3.4.B Entrances

a) Entrances to units should front public streets, where possible, and be directly accessible from the adjacent public sidewalk with minimal changes in grade.

b) Individual unit entrances should be designed to be highly visible from the street.

c) Entry porches are encouraged. The maximum depth of the porches should be limited to 1.5 m (4.92 ft.). Design porches to incorporate prominent main entries and integrate into the façade.

d) Verandas are encouraged. Verandas should be between 1.8 m (5.91 ft.) and 2.5 m (8.2 ft.) deep to allow for usability. Design verandas to be integrated into the facade and the main entries.

14.3.4.C Parking and Garages

a) Garages should be designed to minimize the visual impact along any rear lane and the internal drive aisle.

b) Garage door width and driveway width should be minimized and driveways should be paired or combined to provide additional landscaping opportunities along the rear lane and internal drive aisle.

c) Paired garage doors should be separated by a small landscaped area large enough to accommodate a tree with a minimum caliper size of 6 cm (2.5 in.).

d) Garage doors should not front onto an arterial road.

e) Front yards and flanking side yards should not be used for parking.

f) Resident parking should be covered and screened from the street.

14.3.4.D Outdoor Amenity Space

a) Each dwelling unit should have a well-defined private outdoor space of 30 m^2 (323 ft^2) unoccupied and unobstructed by any buildings, structures, projections and on-site parking, except for cantilevered roofs and balconies which may project into private outdoor space for a distance of not more than 0.6 m (1.97 ft.).

b) Private outdoor space provided in the form of yard space should have a depth no less than 4.5 m 14.8 ft.); or 3.0 m (9.84 ft.) for duplexes on compact lots.

c) Paved patio or deck space within a private outdoor space in the yard space should have a depth no more than 2.5 m 8.2 ft.).

d) Private outdoor space provided in the form of balcony and/or deck above the ground floor should have a depth no less than 1.8 m (5.91 ft.).

e) Where the only private open space of a unit is provided on the yard facing an arterial road, a balcony or deck space facing the interior side or back yard should be provided.

14.3.4.E Garbage, Recycling and Organics Storage

a) Garbage, recycling and organics storage bins should be easily accessible, and be contained within a roofed/walled enclosure.

b) Where there is lane access, the roofed/walled enclosure should be set back a minimum of 1.5 m (4.92 ft.) from the rear lot line.

c) Where vehicle access is from the fronting street, a paved area for the placement of garbage, recycling and organics storage bins should be provided within the front yard by the entry driveway; and this area should be screened from the street.

14.3.5 Building Form

The intent is to ensure that duplexes/triplexes are attractive and do not adversely impact adjacent homes.

14.3.5.A Scale and Massing

a) Building mass should be arranged to minimize shadowing and optimize natural lighting.

b) At least 40% of the gross floor area of each duplex unit developed as a Compact Lot Duplex should be located on the second floor.

c) The minimum length of party wall connecting duplex/triplex units on the same lot should be the greater of:

i. 5.4 m (17.7 ft.); or

ii. 70% of the overall width of the front-to-back units or 70% of the overall depth of the side-by-side units.

d) Party wall between duplex/triple units on the same lot should be no less than one (1) storey high.

14.3.5.B Adjacencies

a) Privacy of adjacent dwellings should be maintained through increased setbacks above the ground floor, careful placement of doors and patios, and offsetting windows on adjacent facades.

b) Site design should include fencing, screening and landscaping, to ensure privacy for adjacent properties.

14.3.6 Architectural Treatment

The intent is to ensure that development has a high quality character and finishing.

14.3.6.A Character

a) The primary façade of duplex/triplex unit facing the street should be articulated to create architectural interest.

b) Entrances should be designed to articulate the individual units and to enhance the pedestrian-scale character of the site through a strong connection with public streets.

c) Finished site grade of the main unit entries should be no more than 1.2 m (3.94 ft.) above the public sidewalk to ensure an appropriate level of street interface.

d) Architectural treatment of unit entrances should reinforce proximity to grade level (e.g., avoid two-storey features).

e) Duplexes and triplexes that are developed on flanking lots should be designed with sufficient articulation and building character to "address" both the flanking and fronting streets.

f) The primary façade of duplex/triplex unit facing the internal drive aisle should be visually broken into smaller components or sections to discourage wide, flat unbroken facades.

g) Discourage situations where the main entrances to units are adjacent to, or on the same façade as garage doors. Where this situation is unavoidable, unit entry should be visually prominent.

h) Garage doors should be recessed behind the main façade along the internal drive aisle.

i) In order to minimize the apparent bulk of a building, recessed and partly recessed balconies are preferred to projecting balconies.

j) Exterior stairs should be designed to be integrated into the overall architectural and/or landscape concept of the development.

k) Eaves, bay windows and other projections from the building face are encouraged.

14.3.6.B Windows

a) Windows should be visually prominent in street fronting façades and should be articulated with colour and/or white trim. The use of muntins and mullions in street fronting windows is encouraged.

b) Scale and proportions of dominant windows should be compatible with the massing and roof forms of the building or portion of the building that contains them. Large, horizontal picture windows are not considered appropriate.

c) Side yard windows should also be modest in size and be recessed in that section of the building façade.

d) Building faces and dormers should not be windowless, and sidelight windows should be incorporated into bay projections.

14.3.6.C Exterior Finishing

a) Materials to convey an image of quality, durability and a high level of craftsmanship.

b) Buildings and roofing materials should reflect the heritage and climate of Richmond.

14.3.6.D Materials

a) A variety of complementary materials and colours is encouraged for visual interest.

b) Strong, bold colours in contrast with white or light colours for façade details and trim is encouraged.

c) Stone is recommended as an accent material.

d) Stucco is acceptable when used in combination with other exterior finishing materials.

e) Vinyl siding is acceptable if finished with wood or other high quality detailing.

14.3.6.E Roof Materials

a) Cedar shingles or a similar type of roofing (in terms of colour and texture), or high profile asphalt shingles are preferred to accentuate a single family character.

14.3.6.F Flashing and Gutters

a) Flashing and gutters should be integrated into the design of the building in terms of colour, location on the façade, or other method.

14.3.7 Landscaping

The intent is that landscaping be lush and that fences or gate be attractive, particularly along any street frontages or common area.

14.3.7.A Trees Retention and Replacement

a) Existing natural landscaping, including significant trees, should be retained and incorporated into site development plans.

14.3.7.B Tree Planting

a) The City's 2:1 replacement policy must be met where existing trees are being removed.

b) Comply with the minimum planting sizes specified in the City's Tree Protection Bylaw where replacement trees are being planted.

c) A grassed strip with at least one (1) deciduous tree (minimum 6 cm or 2.5 in. caliper) per lot should be installed along the front property line.

d) A minimum of one (1) deciduous tree (minimum 6 cm or 2.5 in. caliper) or one (1) coniferous tree (minimum height 3.5 m or 11.5 ft.) should be planted on each lot in the front yard.

e) In the case of a corner lot, additional trees should be planted within the flanking side yard.

f) Include an appropriate mixture of deciduous and coniferous trees, with the coniferous being sized and spaced appropriately.

14.3.7.C Landscaping

a) Landscaping should pay special attention to front yard quality, including protection of mature trees. Low-maintenance, native plant materials are preferred.

b) The grade between the City's sidewalk and the landscaping along the front property line should be the same.

c) All front yard areas along front property lines should be planted with a combination of lawn, flower beds, flowering shrubs and ground cover to provide seasonal interest and water permeability.

d) If individual shrubs are planted in the front yard, they should be of a low height that will not exceed 1.2 m (3.94 ft.) and should be located behind any fencing on the front property line.

e) Continuous hedges are not permitted within the front yard.

f) For duplex development on a compact lot, an unobstructed, permeable pathway of a minimum 0.9 m (2.95 ft.) wide should be provided between the front or flanking lot line and the pedestrian entry to each of the dwelling units.

g) A walkway should also be provided between parking garage/area and each of the duplex units.

h) Material for walkways/pathways from the arterial road to the entrance of the duplex/triplex units should be aggregate concrete, stamped concrete, paving stones, pervious paving or other acceptable material to the City. Asphalt is not permitted.

i) Permeable material is strongly encouraged for use in unenclosed surface parking areas and carports as well as paths.

j) Landscaping should be provided on areas along the rear property line and internal drive aisle where the areas are not used for parking purposes.

k) Provide adequate lighting to enhance security and visibility, particularly along the rear lane and internal drive aisle. Exterior lighting should be designed to avoid "light-spill" onto adjoining properties.

14.3.7.D Fences and Gates

a) Fences within the front and flanking side yards should be a maximum of 1.2 m (3.94 ft.) in height and should be placed a minimum of 0.50 m (1.64 ft.) from the internal edge of the sidewalk.

b) Fences in front yards and flanking side yards should be picket, wicket or post-rail; metal transparent fences with brick or stone pilasters are also encouraged. Solid panel is not permitted.

c) Fencing areas should be designed to incorporate flower beds, flowering shrubs and other low lying landscaping.

d) Decorative arbours/brackets/trellis features may be used to further articulate the fencing provided that they are in scale with and complementary to the

fencing details and be placed a minimum of 2.0 m (6.56 ft.) from the front property line.

e) Vehicle gates at duplex/triplex site entrances are discouraged. To define the boundary between private and public space, provide:
   i. pavement in contrasting colour and texture across driveway entrances;
   ii. minor architectural elements;
   iii. appropriate landscaping.

f) Fences within the side and rear yards should be a maximum of 1.83 m (6 ft.) in height.";

e) deleting Section 14.4.13 Arterial Road Guidelines for Townhouses in its entirety and replacing it with the following:

"**14.4.13 Arterial Road Guidelines for Townhouses**

The intent is to provide articulation and character to the building form and landscaping of townhouse development on the arterial roads.

14.4.13.A **Front Yard—Building Heights and Form**

a) Building massing of 3 storey townhouse units should be reduced by stepping back the top storey or enclosing it under a pitched roof.

14.4.13.B **Side Yard—Building Heights**

a) Step down to a maximum building height of 2 storeys or 9 m (30 ft.), whichever is less, within 7.5 m (25 ft.) of the side yard interface with single-family housing and 2 storey townhouse developments. For townhouse buildings with a flat roof, the maximum height is 7.5 m (25 ft.).

14.4.13.C **Rear Yard—Building Heights and Form**

a) Along the rear yard interface with single-family housing:
   - the building height should be 2 storeys or 9 m (30 ft.), whichever is less. For townhouse buildings with a flat roof, the maximum height is 7.5 m (25 ft.).
   - the building form should be limited to two (2) units in a townhouse cluster (i.e., duplex), except in certain situations where the City deems three (3) units in a townhouse cluster (i.e., triplex) as being appropriate.

14.4.13.D **Rear Yard—Setbacks**

a) Along the rear yard interface with single-family housing:
   - should have a 6 m (19.7 ft.) setback;
   - may have a ground floor setback of 4.5 m (14.8 ft.) up to 50% of the width of the building, subject to:
     - no impact to tree preservation;

- appropriate opportunities for tree planting (e.g. a landscaped area that could accommodate a tree with a minimum caliper size of 8 cm (3 in.) or a minimum height of 4.0 m (14 ft.), outside of any SRW's;
- the provision of appropriate private outdoor space (e.g. minimum 30 m^2 or 323 ft^2); and
- bay windows and porches not projecting into the 4.5 m (14.8 ft.) setback.

14.4.13.E **Front Yard—Setbacks**

a) Along the front yard facing the arterial road:
   - should may have a 6 m (19.7 ft.) setback;
   - may have a 4.5 m (14.8 ft.) setback where a 6 m (19.7 ft.) rear yard setback to both the ground and second floors of the rear units is provided, subject to:
     - no impact to tree preservation;
     - an appropriate interface with neighbouring properties;
     - appropriate building articulation with a mix of projections, recesses, and staggered or varied building setbacks;
     - appropriate opportunities for tree planting (e.g. a landscaped area that could accommodate a tree with a minimum caliper size of 8 cm (3 in.) or a minimum height of 4.0 m (14 ft.), outside of any SRW's;
     - the provision of appropriate private outdoor space (e.g. minimum 30 m^2 or 323 ft^2); and
     - balconies, bay windows, and porches not projecting into the 4.5 m (14.8 ft.) setback.

14.4.13.F **Design Fronting Local Roads**

a) Design the townhouse units fronting onto a local road to have a single-family character (e.g., 2 storey height, except that 2½ storeys may generally be permitted at the corner of the arterial road and local road).

14.4.13.G **Overlook and Privacy**

a) Locate windows and private outdoor areas carefully to avoid adjacent overlook and privacy concerns.

14.4.13.H **Roof Lines**

a) Vary roof lines to break down the massing, promote opportunities for sunlight penetration and provide visual interest.

14.4.13.I **Landscaping**

a) Landscaping for townhouse developments shall:
   - meet the City's 2:1 replacement policy where existing trees are being removed;
   - comply with the minimum planting sizes specified in the City's Tree Protection Bylaw where replacement trees are being planted, unless approved otherwise by the Director of Development or designate;

- have a minimum planting height of 0.3 m–0.45 m (1 ft.–1.48 ft.) for shrubs; shrubs over 1.2 m (3.94 ft.) in height is discouraged;
- include an appropriate mixture of deciduous and coniferous trees, with the coniferous being sized and spaced appropriately and to address Crime Prevention Through Environmental Design (CPTED) principles.";

f) inserting the following as Section 14.4.14 and renumbering the remaining sections accordingly:

"**14.4.14 Arterial Road Guidelines for Row Houses**

The intent is to provide articulation and character to the building form and landscaping of row house development on the arterial roads.

14.4.14.A **Site Planning**

a) All row house units should be oriented toward the arterial road with vehicle access from a rear lane.

14.4.14.B **Variety in Design**

a) Developments should include a variety of unit types, sizes, and unit treatments to encourage architectural diversity.

b) Variations in the design of row house clusters should be encouraged so that no two (2) substantially similar row house clusters are located side by side.

c) Row house clusters should avoid the mirror image effect.

14.4.14.C **Street Presence**

a) All row housing units should be oriented towards the street through individual front entrances and landscaped front yards.

b) Row housing units that are developed on flanking lots should be designed to address both the flanking and fronting streets.

14.4.14.D **Entrances**

a) Pedestrian entry for the corner unit should be designed to face the flanking street.

b) Entrances should be designed to articulate the individual units in keeping with surrounding neighbourhood character and to enhance the pedestrian-scale character of the area.

14.4.14.E **Private Outdoor Space**

a) A private outdoor space with a minimum area of 30 m^2 (323 ft^2) and a minimum width and depth of 4.5 m (14.8 ft.) should be provided on the lot outside of the front yard and flanking side yard unoccupied and unobstructed by any buildings, structures, projections and on-site parking, except for cantilevered roofs and balconies which may project into private outdoor space for a distance of not more than 0.6 m (1.97 ft.).

14.4.14.F **Parking and Garages**

a) All row housing lots should have direct access to a rear lane from which parking can be accessed.

b) Garages should be designed to minimize the visual impact along the rear lane.

c) Garage door width should be minimized and paired up to provide additional landscaping opportunities along the rear lane.

d) Paired garage doors should be separated by a small landscaped area that is sufficiently large to accommodate a tree with a minimum caliper size of 6 cm (2.5 in.).

14.4.14.G **Garbage, Recycling and Organics Storage**

a) Garbage, recycling and organics storage bins should be easily accessible, and should be contained within a roofed/walled enclosure that is set back a minimum of 1.5 m (4.92 ft.) from the rear lot line.

14.4.14.H **Building Massing and Scale**

a) Building mass should be arranged to minimize shadowing and optimize natural lighting. Consider terracing upper levels to increase sun penetration to the interior of the site, especially toward the private outdoor areas.

b) The maximum number of units in a row house cluster should be 6 units and the maximum length of a row house cluster should be of 35 m (115 ft.).

c) At least 40% of the gross floor area of each row house unit should be located on the second floor.

d) The maximum building depth of an interior unit should be 15 m (49 ft.).

e) Party wall between two (2) row housing units should be no less than 75% of the total area of the exterior walls on or adjacent to the common side lot line on either unit.

f) The maximum length of a garage cluster should be 20 m (66 ft.).

14.4.14.I **Character**

a) Row house developments should use visual means to separate units in order to avoid monotony and avoid the impression of one long, continuous and unarticulated building front.

b) Row house units should be designed to be identifiable through single family residential design features that will also reinforce a unified residential character along the street.

14.4.14.J **Windows**

a) Side yard windows should be modest in size and be recessed in that section of the building façade.

b) Building faces and dormers should not be windowless, and sidelight windows should be incorporated into bay projections.

14.4.14.K **Materials**

a) Vinyl siding is acceptable if finished with wood or other high quality detailing.

14.4.14.L **Tree Planting**

a) The City's 2:1 replacement policy must be met where existing trees are being removed.

b) Comply with the minimum planting sizes specified in the City's Tree Protection Bylaw where replacement trees are being planted.

c) A grassed strip with at least one (1) deciduous tree (minimum 6 cm or 2.5 in. caliper) per lot should be installed along the front property line.

d) A minimum of one (1) deciduous tree (minimum 6 cm or 2.5 in. caliper) or one (1) coniferous tree (minimum height 3.5 m or 11.5 ft.) should be planted on each lot in the front yard.

e) In the case of a corner lot, additional trees should be planted within the flanking side yard.

f) Include an appropriate mixture of deciduous and coniferous trees, with the coniferous being sized and spaced appropriately.

14.4.14.M **Landscaping**

a) The grade between the City's sidewalk and the landscaping along the front property line should be the same.

b) All front yard areas along front property lines should be planted with a combination of lawn, flower beds, flowering shrubs and ground cover to provide seasonal interest and water permeability.

c) If individual shrubs are planted in the front yard, they should be of a low height that will not exceed 1.2 m (3.94 ft.) and should be located behind any fencing on the front property line.

d) Continuous hedges are not permitted within the front yard.

e) Material for walkways/pathways from the arterial road to the entrance of the row house units should be aggregate concrete, stamped concrete, paving stones, pervious paving or other acceptable material to the City. Asphalt is not permitted.

f) An unobstructed, permeable pathway of a minimum 0.9 m (2.95 ft.) wide should be provided between the rear lane and the private outdoor space of the lot if the lot in question is an interior lot or an end lot, which has a lot width equals to or great than 7.2 m (24 ft.).

g) Landscaping should be provided on areas along the rear property line and internal drive aisle where the areas are not used for parking purposes.

h) Provide adequate lighting to enhance security and visibility, particularly along the rear lane. Exterior lighting should be designed to avoid "light-spill" onto adjoining properties.

14.4.14.N **Fences and Gates**

a) Fences in front yards and flanking side yards should be picket, wicket or post-rail; metal transparent fences with brick or stone pilasters are also encouraged. Solid panel is not permitted.

b) Fencing area should be designed to incorporate flower beds, flowering shrubs and other low lying landscaping.

c) Decorative arbours/brackets/trellis features may be used to further articulate the fencing provided that they are in scale with and complementary to the fencing details and be placed a minimum of 2.0 m (6.56 ft.) from the front property line. ";

2. This Bylaw may be cited as **"Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 9603".**

FIRST READING _____

PUBLIC HEARING _____

SECOND READING _____

THIRD READING _____

ADOPTED _____

CITY OF RICHMOND
APPROVED by
BIC
APPROVED by Manager or Solicitor

_____ MAYOR

_____ CORPORATE OFFICER

City of Richmond

Bylaw 9604

Richmond Official Community Plan Bylaw 7100 Amendment Bylaw 9604 (Arterial Road Land Use Policy)

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Official Community Plan Bylaw 7100, Schedule 2.4 (Steveston Area Plan), is amended by deleting the Steveston Area Land Use Map and replacing it with the Steveston Area Land Use Map shown in "Schedule A" attached to and forming part of Bylaw 9604.

2. This Bylaw may be cited as **"Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9604".**

FIRST READING	
PUBLIC HEARING	
SECOND READING	
THIRD READING	
ADOPTED	

CITY OF RICHMOND
APPROVED by
B/C
APPROVED by Manager or Solicitor

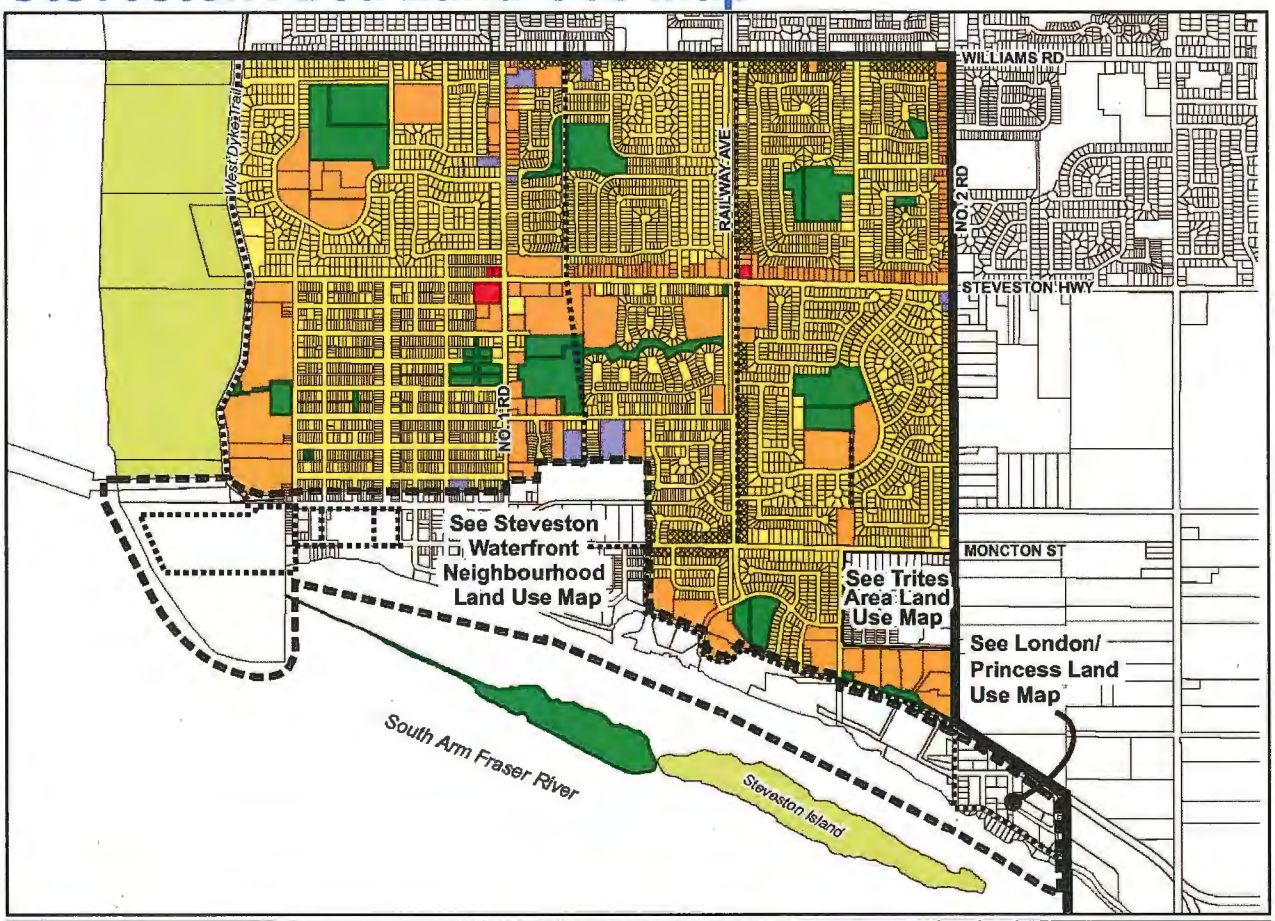
MAYOR

CORPORATE OFFICER

"Schedule A" attached to and forming part of Bylaw 9604

Schedule A

Steveston Area Land Use Map



- Single-Family
- Single-Detached/Duplex/Triplex
- Multiple-Family
- Commercial
- Public Open Space
- Institutional
- Conservation Area
- Trail
- Steveston Area Boundary
- Steveston Waterfront Neighbourhood Boundary

City of Richmond

Bylaw 9539

Traffic Bylaw No. 5870
Amendment Bylaw No. 9539

The Council of the City of Richmond enacts as follows:

1. **Traffic Bylaw No. 5870**, as amended, is further amended at Section 1.2 by deleting:

(a) the definition of "Bylaw Enforcement Officer" and replacing it with the following:

"**Bylaw Enforcement Officer** means an employee of the **City** of Richmond, appointed to the job position or title of bylaw enforcement officer, or acting in another capacity, on behalf of the **City** for the purpose of the enforcement of one or more of the **City** bylaws.";

(b) the definition of "Commercial Vehicle" and replacing it with the following:

"**Commercial Vehicle** means a **vehicle** used for the transportation of persons, freight or for artisan use that is:
(a) a truck or tractor with a licensed gross vehicle weight of 5,500 Kg or greater; or
(b) a truck or tractor with a maximum height in excess of 2.25 meters; or
(c) a vehicle with a seating capacity greater than nine persons; or
(d) a vehicle as defined in the Commercial Vehicle Licensing Bylaw No.4716

(c) the definition of "Park/Parked/Parking" and replacing it with the following:

"**Park/Parked/Parking** means the **standing** of a **vehicle**, whether occupied or not, other than for the purpose of and while actually engaged in, loading or unloading of property, goods, or the discharge or taking on of passengers, or in compliance with the directions of:
(a) a **police officer**, a **bylaw enforcement officer**, or a person contracted by the **City** for traffic regulation purposes, or
(b) a **traffic control device**.".

2. **Traffic Bylaw No.5870,** as amended, is further amended at Section 1.2 by adding:

(a) the following definition after the definition of "Centre Median":

"**Chattel** means personal items, objects, material, fill, refuse, equipment or machinery.";

(b) the following definitions after the definition of "Construction Zone":

"**Container** means a receptacle, without a motive power unit, designed for moving or storing property, which must be loaded or unloaded by means of a winch, lift, tilt deck or rails, not to exceed 2.6 meters in width nor 6.0 meters in length.

Corner Clearance Parking means an area on a **street** adjacent to the **curb** located between a **crosswalk** and the nearest legal parking space not signed for **motorcycle, moped** or bicycle parking, and that the **General Manager , Engineering & Public Works** had marked by **traffic control device**(s) for corner clearance **motorcycle, moped** and/or bicycle parking.

Crosswalk means the portion of a **street** indicated for pedestrian crossing by lines or other markings, and at **intersections** means the portion of the **street** between the extension of the lateral edge of the **street** and the adjacent property line, but does not include **lane intersections**.";

(c) the following definition after the definition of "Idle/Idling":

"**Intersection** means the area created by the extension of the lateral lines of **streets** which join one another, whether such **streets** at the junction cross each other or meet at an angle without crossing each other.

Jaywalk means to cross a Major or Minor Arterial Road at any place except:
(a) at the **intersection** of two **streets,** whether controlled by a **traffic control device** or not;
(b) within a **crosswalk** at an **intersection,** whether controlled by a **traffic control device** or not; or
(c) within any other **crosswalk**, whether controlled by a **traffic control device** or not.";

(d) the following definition after the definition of "Loading Zone":

"**Major or Minor Arterial Road** means any road identified as Major Arterial or Minor Arterial on the Road Classification Map forming part

of Part 8 of Schedule 1 of the City's Official Community Plan, Bylaw 9000.";

(e) the following definitions after the definition of "Mobile Workshop":

"**Moped** means a low powered **motorcycle** that relies on a small conventional gas powered motor (50 cc or less) or a small electric motor (1500 W or less) capable of travel up to 70 Km/h, which is registered, licensed and insured.

Motorcycle means a two wheeled self-propelled gasoline engine **vehicle** or scooter or a two wheeled **vehicle** powered by an electric motor, which is registered, licensed and insured.";

(f) the following definition after the definition of "Permit Zone":

"**Place/Placed/Placing** means to **stop** or **stand** a **container** or **chattel** on a **street** or **boulevard** for more than 30 minutes.";

(g) the following definition after the definition of "Public Utility Corporation":

"**Recreation Vehicle** means a **vehicle** designed to provide temporary living accommodation for travel, vacation or recreational use, and designed to be driven, towed or transported."; and

(h) the following definition after the definition of "Street":

"**Taxi** means a **vehicle** used for the carrying, transportation or conveyance of passengers that with its driver is operated for hire, but does not include limousines or **tour buses**.

Taxi Zone means an area on any **street** adjacent to the **curb** designated for a maximum of three minutes for the **stopping** of **taxis** to facilitate the loading and unloading of passengers only.

Time Period means the amount of time purchased through a **block meter machine** as indicated by a purchase time and date and an expiration time and date.

Tour Bus means a bus for hire, not operated by TransLink, its designate or successor, used to operate tours to various locations in the **City**.

Tour Bus Zone means an area on any **street** adjacent to the **curb,** or edge of the **street,** designated for a maximum of 15 minutes for the **stopping** of **tour buses** to facilitate the loading and unloading of passengers only.".

(3) **Traffic Bylaw No. 5870**, as amended, is further amended at Section 5 – "[Visibility Clearance at Intersections]" by replacing the existing paragraph 5.1 with the following:

"5.1 Visibility clearance at **intersections** will be in accordance with Schedule L (Policy 7008 – Sight Line Investigation and Enforcement) which is attached and forms part of this Bylaw.".

(3) **Traffic Bylaw No. 5870**, as amended, is further amended by adding the following as a new section between Section 9 and 10:

"**9A CONTAINERS**

9A.1 No person shall deliberately or accidentally **place**, permit or cause to be **placed** a **container** or **chattel** on a **street** or **boulevard**, unless a temporary placement permit therefore has been issued pursuant to this Section 9A by the **General Manager , Engineering & Public Works.**

9A.2 Any owner or operator of a **container**, who desires a temporary placement permit required pursuant to subsection 9 A.1 above shall make an application in writing for such permit to the **General Manager, Engineering & Public Works** and shall provide such particulars therein, as the **General Manager, Engineering & Public Works** may require.

9A.3 The temporary placement permits for **containers** shall be in a form attached as Schedule M to this Bylaw and shall only be issued upon the applicant having satisfied the following conditions:

(a) the application form provided by the **City** being fully complete;

(b) if the **container** is to be placed on a **street** or **boulevard** adjacent to a residence for use by the owners or occupants of said residence, the **General Manager, Engineering & Public Works** is satisfied that there is no practical location on the residences property to place the **container**; and

(c) fees, in the amount of $30 per day plus applicable taxes, being fully paid. The **General Manager, Engineering & Public Works** is hereby authorized to increase this fee annually effective January 1st of each year by an amount equal to the previous year's Consumer Price Index for Greater Vancouver and rounded to the nearest $0.10.

9A.4 The **General Manager, Engineering & Public Works** may grant a temporary placement permit not to exceed:
(a) forty-eight (48) hours in duration if only inclusive of business days;

(b) seventy-two (72) hours in duration if inclusive of a Saturday or Sunday; or
(c) ninety-six (96) hours in duration if inclusive of a Saturday or Sunday, and a Statutory Holiday,

authorizing the placement of a **container** on a **street** or **boulevard** for the purpose of loading, unloading or storing **chattel**.

9A.5 The owner or operator of any **container**, for which a temporary placement permit has been issued pursuant to this Section 9A shall at all times be subject to the conditions stated therein, and shall display such permit on the permitted **container**.

9A.6 The owner or operator of any **container**, for which a temporary placement permit has been issued pursuant to this Section 9A, must abide by all the terms and conditions of such permit.

9A.7 Any temporary placement permit issued pursuant to this Section 9A shall be subject to immediate cancellation without notice, in the event of any condition of the said permit being violated or in the event of false information being given by the applicant.

9A.8 Any owner or operator of a **container** who places a **container** on a **street** or **boulevard** without displaying a valid temporary placement permit issued pursuant to this Section 9A, or who has obtained a temporary placement permit by submitting incomplete, inaccurate or erroneous information, or who fails to abide by all terms and conditions of the temporary placement permit for their **container**, shall be guilty of an offence.

9A.9 The **General Manager, Engineering & Public Works** may detain, seize, cause to be removed or impound a **container** and /or **chattel** found to be placed on a **street** or **boulevard** without a temporary placement permit issued pursuant to this Section 9A without notice to the owner and/or operator thereof.".

(5) **Traffic Bylaw No. 5870**, as amended, is amended further at Section 12 by replacing subsections 12.3 (c) and 12.3 (k) with the following:

"(c) within 6.0 meters (19.69 feet) of the property line of any intersecting **street**, excepting **lanes**, and excepting that persons may **stop** or **stand** a **motorcycle**, **moped** or bicycle within parking spaces signed and marked as **corner clearance parking**.

(k) within 6.0 meters (19.69 feet) of either side of a **crosswalk**, excepting that persons may **stop** or **stand** a **motorcycle**, **moped** or bicycle within parking spaces

signed and marked for the parking of **motorcycles**, **mopeds** or bicycles located within such 6.0 meters.".

(6) **Traffic Bylaw No. 5870**, as amended, is amended further at Section 12 by replacing subsection 12.4 (d) with the following:

"(d) at any one place on any **street** for a period longer than 72 consecutive hours";

(7) **Traffic Bylaw No. 5870**, as amended, is amended further at Section 12 by adding subsections 12.4 (v) ,12.4 (w) and 12.4(x) with the following:

"(v) other than a **taxi**, in a **taxi zone**;

(w) which is a **recreational vehicle** on any **street** between the hours of 8:00 p.m. and 6:00 a.m for the purposes of living in, sleeping in, or occupying such **recreational vehicle**; and

(x) other than a **tour bus**, in a **tour bus zone**.".

(8) **Traffic Bylaw No. 5870**, as amended, is amended further at Section 12A deleting subsection 12.A.1 and replacing it with the following:

"12A.1 Certain areas contained within the City Centre Parking Management Zone as shown shaded on Schedule K, which is attached and forms part of this Bylaw, are designated as **block meter zones** shown outlined in a dashed line on Schedule K of this Bylaw."

(9) **Traffic Bylaw No. 5870**, as amended, is amended further at Section 12A by replacing subsection 12A.2(a) with the following:

"12A.2 A person may only park a vehicle in a **block meter zone** if:

(a) (i) a **time period** has been selected and payment has been accepted by the **block meter machine** and a **parking receipt** has been obtained from the **block meter machine** and placed face up inside the windshield of the **vehicle**, with the amount paid, time and date of purchase and time and date of expiration clearly visible from outside the **vehicle** and the purchased **time period**, as indicated on the **parking receipt**, remains valid; or

(10) **Traffic Bylaw No. 5870**, as amended, is amended further at Section 12B by replacing subsections 12B.1 and 12B.2 and 12B.3 with the following:

"12B.1 Certain areas contained within the City Centre Parking Management Zone, as shown shaded on Schedule K of this Bylaw, are designated as **permit zones** as shown outlined in a dashed line on Schedule K of this Bylaw;

12B.2 The **Manager, Community Bylaws** is authorized to issue **parking permits** for **permit zones** authorizing parking between the hours of 6:00 a.m. to 9:00 p.m. daily.

12B.3 A **parking permit** issued under subsection 12B.2 is valid for **parking** within the portion of the **street** designated by a **traffic control device** for permit parking.".

(11) **Traffic Bylaw No. 5870**, as amended, is amended further at Section 12B by replacing subsection 12B.2 with the following:

"12B.2 The **Manager, Community Bylaws** is authorized:

(a) to issue **parking permits** or **permit decals** under such conditions as considered necessary for the proper and orderly administration of **parking**;

(b) to revoke or reinstate **parking permits** or **permit decals** issued under this Part 12.B of this Bylaw."

(12) **Traffic Bylaw No. 5870**, as amended, is amended further at Section 12B by adding after subsection 12B.7 the following as new subsections 12B.8 and 12B.9:

"12B.8 A person to whom a **parking permit** has been issued must comply with any conditions established for that **parking permit**, and:

(a) where the **parking permit** is in the form of an identification card, attach such card to the rear-view mirror of the **vehicle**; or

(b) where the **parking permit** is in the form of a decal, prominently display such decal on the dash or front windshield of the **vehicle**.

12B.9 The **City** will not issue refunds for any fees paid to the **City** in respect of **parking permits**.".

(13) **Traffic Bylaw No. 5870**, as amended, is amended further at Section 30 by replacing subsection 30.1 with the following:

"30.1 Pedestrians shall not **jaywalk**.".

(14) **Traffic Bylaw No. 5870**, as amended, is amended further at Section 30 by adding after subsection 30.2 the following new subsections 30.3 and 30.4:

"30.3 Pedestrians shall not cross, nor attempt to cross a **street** in any **crosswalk** in contravention of a **traffic control device**.

30.4 Drivers of **vehicles** must stop at a **crosswalk** when a pedestrian is crossing the **street** in a **crosswalk** and the pedestrian is on the half of the **street** on which the **vehicle** is travelling.".

(15) **Traffic Bylaw No. 5870**, as amended, is amended further at Section 37 by replacing subsection 37.1 with the following:

"37.1 Schedules "A", "B", "C", "D", "E", "F", "G", "H", "J", "K", "L "and "M" attached hereto shall form an integral part of this Bylaw."

(16) **Traffic Bylaw No. 5870**, as amended, is amended further by replacing Schedule B with Schedule A attached hereto as a new Schedule B to Bylaw No. 5870.

(17) **Traffic Bylaw No. 5870**, as amended, is amended further by deleting Schedule K and replacing it with Schedule B attached hereto as the new Schedule K to Bylaw No. 5870.

(18) **Traffic Bylaw No. 5870**, as amended, is amended further by deleting Schedule L and replacing it with Schedule C attached hereto as the new Schedule L to Bylaw No. 5870.

(19) **Traffic Bylaw No. 5870**, as amended, is amended further by deleting Schedule M and replacing it with Schedule D attached hereto as the new Schedule M to Bylaw No. 5870.

(20) This Bylaw is cited as "**Traffic Bylaw No. 5870, Amendment Bylaw No. 9539**".

FIRST READING	OCT 24 2016
SECOND READING	OCT 24 2016
THIRD READING	OCT 24 2016
ADOPTED	

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

MAYOR

CORPORATE OFFICER

SCHEDULE A to AMENDMENT BYLAW NO. 9539

SCHEDULE B to BYLAW NO. 5870

SPEED ZONES

Highways On Which Traffic Is Limited To 30 Kilometres (18.64 Miles) Per Hour

1. River Road between No. 7 Road and a point one half mile east of the centre line of Nelson Road and measured at right angles to the said Nelson Road.

2. River Road from a point 198 metres (649.61 feet) east of the northerly projection of the centre line of Queen Road, measured at right angles to the said northerly projection of Queen Road, to Boundary Road.

3. Finn Road and No. 4 Road, from a point 244 metres (800.52 feet) east of the intersection of Garden City Road to the junction of No. 4 Road, from this point north on No. 4 Road to 30.5 metres (l00.06 feet) north of the bridge over Green Slough.

4. Dyke Road from Boundary Road to Hamilton Road.

5. Ryan Road from the west boundary line of Lot 137, Section 33, Block 4 North, Range 6 West, being the South Arm Park to a point 15 metres (49.21 feet) north of the north boundary line of Ryan Place.

6. All roads within the Burkeville area subdivision bounded by the south property line of Miller Road, the west property line of Russ Baker Way, and the Vancouver International Airport on the west.

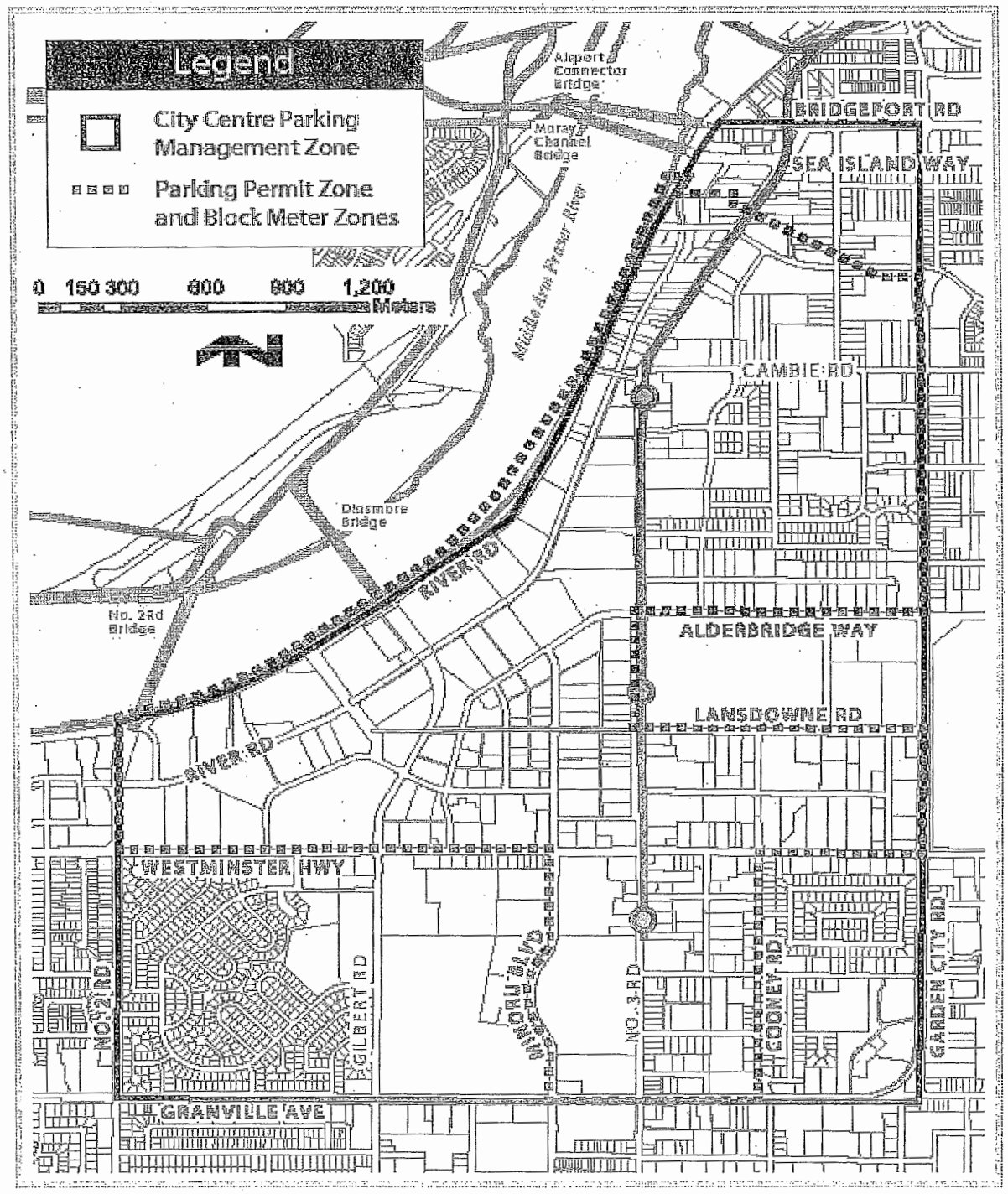
7. All roads within the Steveston Village Core bounded by the north property line of Chatham Street, the west property line of No.1 Road, the south property line of Bayview Street and the west property line of Third Avenue.

8. Chatham Street from Third Avenue to Seventh Avenue.

SCHEDULE B to AMENDMENT BYLAW NO. 9539

SCHEDULE K to BYLAW NO. 5870

CITY CENTRE PARKING MANAGEMENT ZONE



SCHEDULE C to AMENDMENT BYLAW NO. 9539

SCHEDULE L to BYLAW NO.5870

SIGHTLINE INVESTIGATION AND ENFORCEMENT POLICY NO. 7008

City of Richmond **Policy Manual**

Page 1 of 1	Adopted by Council: Dec. 9/91 Amended: Jan. 11/93	POLICY 7008
File Ref: 6450-00	SIGHTLINE INVESTIGATION AND ENFORCEMENT	

POLICY 7008:

It is Council policy that:

1. Staff will investigate sightline obstructions as per the following criteria:

   a) Sightline investigations shall be undertaken only upon citizens' requests or as otherwise required during staff's normal course of duty.

   b) A sightline obstruction shall be considered to exist when one or more objects restrict motorists' visibility within the triangular area formed by measuring 16.0 m back from the theoretical collision point of two approaching vehicles on a corner of an intersection which is not controlled by a stop sign. (Diagram 1)

   c) A sightline obstruction shall be considered to exist when one or more objects restrict motorists' visibility within the triangular area formed by measuring back the safe stopping distance from the theoretical collision point of the vehicle on the uncontrolled leg of the intersection and a vehicle on a corner of an intersection controlled by a stop sign. (Diagram 2)

2. Sightline enforcement shall be as per the following:

   a) Where a sightline obstruction is on private property, the City will advise the property owner of the violation. If, after a reasonable time, (21 days) the obstruction has not been remedied to the standard of the policy or Bylaw whichever is less, the matter will be referred to the Community Bylaws Department for enforcement of Section 5 of Traffic Bylaw 5870.

   If the sightline obstruction is determined to be an urgent safety matter, the City may request the property owner to take immediate action to rectify the unsafe sightline obstruction. If the property owner does not take immediate action, the matter will be referred to the Community Bylaws Department for enforcement of Section 5 of Traffic Bylaw 5870.

   b) Where a sightline obstruction is on public property, the City shall work cooperatively with the owner of the fronting property to have the obstruction removed.

3. That all new property development and changes to properties, including the construction of fences and other structures, berms and all new planting of vegetation, shall conform to the Sightline Bylaw. (Diagram 3)

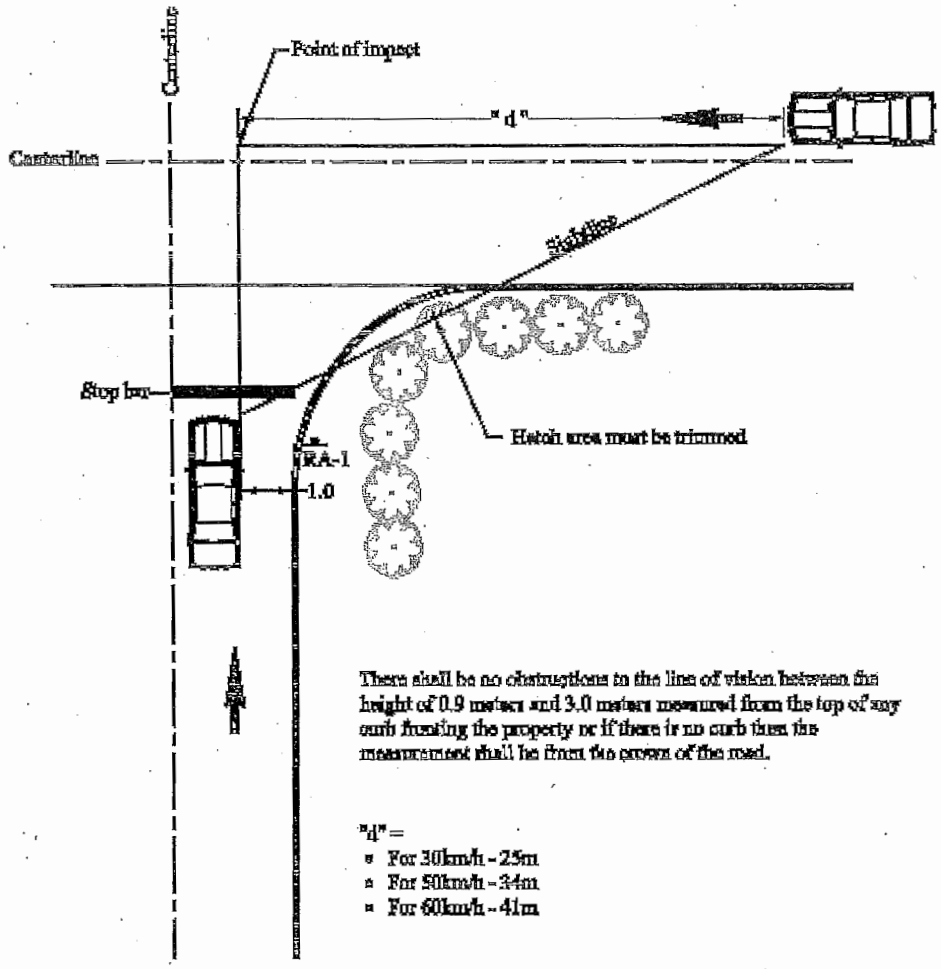
(Engineering Department)

5012945 / 6450-00

Diagram 1

CITY OF RICHMOND

SIGHTLINE ENFORCEMENT POLICY

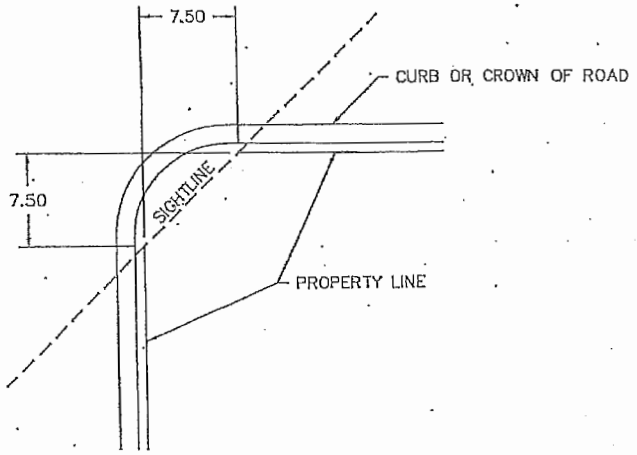


There shall be no obstructions to the line of vision between the height of 0.9 meters and 3.0 meters measured from the top of any curb fronting the property or if there is no curb then the measurement shall be from the crown of the road.

"d" =

- For 30km/h - 25m
- For 50km/h - 34m
- For 60km/h - 41m

Diagram 2



NOTE:

THERE SHALL BE NO OBSTRUCTIONS TO THE LINE OF VISION BETWEEN THE HEIGHT OF 0.9 METRES AND 3.0 METRES MEASURED FROM THE TOP OF ANY CURB FRONTING A PROPERTY OR IF THERE IS NO SUCH CURB THE MEASUREMENT SHALL BE FROM THE CROWN OF THE ROAD, IN THE AREA BOUNDED BY THE PROPERTY LINES ADJOINING THE STREETS AND A LINE DRAWN TO CONNECT THE PROPERTY LINES 7.5 METRES DISTANT FROM THEIR POINT OF INTERSECTION.

PASSED AND ADOPTED ON JULY 13, 1987.

THE CORPORATION OF THE TOWNSHIP OF RICHMOND

DES:	ENG:	SIGHTLINE BY-LAW (TRAFFIC BY-LAW No. 5870 SECTION 5.1)	DR. No. S-LINE
DR: S.L.M.	DATE: JUL/98		SHEET No. 1 OF 1
CHK: CJR	SCALE: N.T.S.		

SCHEDULE D to AMENDMENT BYLAW NO. 9539

SCHEDULE M TO BYLAW NO.5870

City of Richmond

Page 1 of 2

FEE: $_____

TEMPORARY PLACEMENT PERMIT
CONTAINER PLACEMENT ON STREET OR BOULEVARD

Applicant: _____ Permit No. _____

Address: _____ Phone No. _____

Owner of Container: _____

Business Address: _____

Business Phone: _____ email: _____

Temporary Placement Location: _____

_____

Effective Dates: _____ to _____

Failure to comply with the conditions set out in this permit may result in its immediate cancellation.

_____ _____
Applicants Signature *Date*

_____ _____
For City *Date*

Distribution: Supervisor, Parking Enforcement
Supervisor, Property Use Inspectors
NCO i/c Traffic Section - RCMP

Temporary Placement Permit
Container Placement on Street or Boulevard

The owner or operator of a container must abide by all terms and conditions listed below. Failure to do so will immediately render the permit null and void and subject to fine.

The owner or operator of the container must:

1. **Have a valid City of Richmond Business Licence**
2. **Ensure that General Liability Insurance is in place in the minimum amount of $5,000,000.00 satisfactory to the City, with the City of Richmond named as additional insured**
3. **That the temporary placement permit is affixed to the container**
4. **That the temporary placement permit clearly shows the street address of placement and effective dates**
5. **The container must be clearly marked with the owners name, business address and phone number**
6. **The container must be sufficiently marked with high visibility reflective material or devices**
7. **The container must be placed with the longest side parallel to the curb**
8. **Must ensure four (4.0) meters of unobstructed road clearance after the container has been placed**
9. **The container must not be placed within six (6.0) meters of an intersecting street**
10. **The container must not be placed within one and one half (1.5) meters of a private road, driveway or sidewalk crossing**
11. **The container must not be placed within six (6.0) meters of a crosswalk, fire hydrant or other traffic control device**
12. **A container may be placed on the street fronting a residence, only if it is determined by the City that there is no practical location on the site for the container.**
13. **Only one container will be allowed on the street or boulevard per site.**

City of Richmond

Bylaw 9550

Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 9550

The Council of the City of Richmond enacts as follows:

1. Municipal Ticket Information Authorization Bylaw No. 7321, as amended, is further amended at Schedule B 12A by deleting Schedule B 12A and replacing it with the following:

SCHEDULE B 12A

TRAFFIC BYLAW NO. 5870

Column 1	Column 2	Column 3
Offence	**Section**	**Fine**
Failure to drive or operate a Neighbourhood Zero Emission Vehicle in lane closest to right hand curb or shoulder	10.7(b)	$100
Jaywalking	30.1	$50.00
Pedestrian crossing a street in a crosswalk in contravention of a traffic control device	30.3	$50.00
Failure of vehicle to yield to a pedestrian in a crosswalk	30.5	$150.00

2. This Bylaw is cited as **"Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw 9550".**

FIRST READING	OCT 24 2016
SECOND READING	OCT 24 2016
THIRD READING	OCT 24 2016
ADOPTED	

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

MAYOR

CORPORATE OFFICER

City of Richmond

Bylaw 9554

Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No.9554

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended at Schedule A by adding to, or replacing in, the Traffic Bylaw No. 5870 (1992) section, as applicable, the sections attached to this Bylaw as Schedule A.

2. This Bylaw is cited as **"Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9554 ".**

FIRST READING	OCT 24 2016
SECOND READING	OCT 24 2016
THIRD READING	OCT 24 2016
ADOPTED	

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

MAYOR

CORPORATE OFFICER

Amendments to Traffic Bylaw No. 5870 (1992) Section of Schedule A of Bylaw No. 8122 Additional Designated Bylaw Contraventions and Corresponding Penalties

A 1 Bylaw	A 2 Description Of Contravention	A 3 Section	A 4 Compliance Agreement Available	A 5 Penalty	A 6 Early Payment Option	A 7 Late Payment Amount	A 8 Compliance Agreement Discount
	Period of time from receipt (inclusive)		n/a	29 – 60 days	1 to 28 days	61 days or more	n/a
Traffic Bylaw No. 5870 (1992)	Container / POD on a roadway or boulevard more than permitted time	9A.2	n/a	$ 50.00	$ 35.00	$ 75.00	n/a
	Container / POD on a roadway or boulevard without permit displayed	9A.3	n/a	$ 50.00	$ 35.00	$ 75.00	n/a
Traffic Bylaw No.5870 (1992)	Parking over 72 hours	12.4 (d)	n/a	$ 50.00	$ 35.00	$ 75.00	n/a
Traffic Bylaw No. 5870 (1992)	Parking in a taxi zone except a taxi	12.4 (v)	n/a	$ 50.00	$ 35.00	$ 75.00	n/a
	Parking of recreational vehicle on a roadway between 8:00 pm to 6:00 am	12.4 (w)	n/a	$ 50.00	$ 35.00	$ 75.00	n/a
	Parking in a tour bus zone, except a tour bus	12.4 (x)	n/a	$ 50.00	$ 35.00	$ 75.00	n/a

City of Richmond

Bylaw 9602

Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9602

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended by deleting, in their entirety, the schedules attached to Bylaw No. 8636, as amended, and substituting the schedules attached to and forming part of this Bylaw.

2. This Bylaw comes into force and effect on January 1, 2017.

3. This Bylaw is cited as **"Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9602".**

FIRST READING	OCT 1 1 2016
SECOND READING	OCT 1 1 2016
THIRD READING	OCT 1 1 2016
ADOPTED	

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

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	$40.50

Animal Control Regulation Bylaw No. 7932
Impoundment Fees
Section 8

Description	Fee
1st time in any calendar year	
Neutered male or spayed female dog	$46.75
Non-neutered male or unspayed female dog	$140.00
Dangerous Dog*	$576.00
2nd time in any calendar year	
Neutered male or spayed female dog	$92.25
Non-neutered male or unspayed female dog	$290.00
Dangerous Dog*	$1,148.00
3rd time and subsequent times in any calendar year	
Neutered male or spayed female dog	$290.00
Non-neutered male or unspayed female dog	$576.00
Dangerous Dog*	$1,148.00
Bird	$6.75
Domestic farm animal	$69.25
Impoundment fee also subject to transportation costs	
Other animal	$35.00
Impoundment fee also subject to transportation costs	

**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	$14.50
Cat	$14.50
Bird	$3.75
Domestic farm animal	$35.00
Other animal	$11.75

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

SCHEDULE – ARCHIVES AND RECORDS

Archives and Records
Image Reproduction Fees

Description	Fee	Units
Records		
Photocopying and printing of files/bylaw (First 4 pages free)	$0.35	per b+w page
per page	$0.50	per colour page
Microfilm printing	$0.35	
per page		
Photograph Reproductions		
Scanned image (each)	$18.25	
CD	$6.75	
5" x 7"	$14.50	
8" x 10"	$18.25	
11" x 14"	$27.00	
16" x 20"	$37.50	
20" x 24"	$46.75	

Archives
Tax Searches Fees

Description	Fee
Tax Searches and Printing of Tax Records	
Searches ranging from 1 to 5 years	$29.75
Each year greater than 5 years	$6.75

Archives and Records
Preliminary Site Investigation

Description	Fee
Active Records Check Survey (per civic address searched)	$232.00

Archives
Mail Orders

Description	Fee
Mail orders	$6.75

Archives
Research Service Fee

Description	Fee	Unit
Commercial Research Service Fee	$46.00	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 (publication and commercial fees still apply).

SCHEDULE – BILLING AND RECEIVABLES

Billing and Receivables
Receivables Fees

Description	Fee
Administrative charges for receivable projects undertaken for arm's length third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	$34.50

SCHEDULE – BOARD OF VARIANCE

Board of Variance Bylaw No. 9259
Application Fees
Section 3.1.2(c), 3.2.3

Description	Fee
Application for order under section 901 of *Local Government Act* [Variance or exemption to relieve hardship]	$664.00
Application for order under section 901.1 of *Local Government Act* [Exemption to relieve hardship from early termination of land use contract]	$664.00
Application for order under section 902 of *Local Government Act* [Extent of damage preventing reconstruction as non-conforming use]	$664.00
Fee for notice of new hearing due to adjournment by applicant	$154.00

SCHEDULE – BOULEVARD AND ROADWAY PROTECTION AND REGULATION

Boulevard and Roadway Protection and Regulation Bylaw No. 6366
Inspection Charges
Section 11

Description	Fee
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m2 in size; In-ground Swimming Pools & Demolitions	$175.00
Move-Offs; Single or Two Family Dwelling Construction	$175.00
Combined Demolition & Single or Two Family Dwelling Construction	$175.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	$232.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	$232.00
Each additional inspection as required	$87.00

SCHEDULE – BUILDING REGULATION

Building Regulation Bylaw No. 7230
Plan Processing Fees
Section 5.13

Description		Fee
For a new one family dwelling		$634.00
For other than a new one family dwelling	(a)	$72.50
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		$147.00

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)		$72.50
Exceeding $1,000.00 up to $100,000.00		$72.50
**per $1,000.00 of construction value or fraction of construction exceeding $1,000.00*	*Plus	$11.25
Exceeding $100,000.00 to $300,000.00		$1,186.25
***per $1,000.00 of construction value or fraction of construction exceeding $100,000.00*	**Plus	$10.75
Exceeding $300,000.00		$3,336.25
****per $1,000.00 of construction value or fraction of construction exceeding $300,000.00*	***Plus	$8.75

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

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

Description		Fee
Nil to $1,000.00 (minimum fee)		$72.50
Exceeding $1,000.00 up to $100,000.00		$72.50
**per $1,000.00 of construction value or fraction of construction exceeding $1,000.00*	*Plus	$11.50
Exceeding $100,000.00 up to $300,000.00		$1,211.00
***per $1,000.00 of construction value or fraction of construction exceeding $100,000.00*	**Plus	$11.00
Exceeding $300,000.00		$3,411.00
****per $1,000.00 of construction value or fraction of construction exceeding $300,000.00*	***Plus	$9.00

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	Fee	Units
(i) new construction of first storey	$1,215.00	per m^2
(ii) new construction of second storey	$1,120.00	per m^2
(iii) garage	$622.00	per m^2
(iv) decks or porches	$513.00	per m^2
(v) interior finishing on existing buildings	$574.00	per m^2
(vi) additions	$1,215.00	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
Building Design Modification Fee		
Plan Review (per hour or portion thereof)		$130.00
Building Permit Fee for Temporary Building for Occupancy		$576.00
Re-inspection Fees		
(a) for the third inspection		$87.00
(b) for the fourth inspection		$119.00
(c) for the fifth inspection		$232.00
Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection		
Special Inspection Fees:		
(a) during the City's normal business hours		$130.00
(b) outside the City's normal business hours		$507.00
**for each hour or part thereof after the first four hours*	*Plus	$130.00
Building Permit Transfer or Assignment Fee	(a)	$72.50
or (b) a fee of 10% to the nearest dollar of the original building permit fee - whichever is greater of (a) or (b)		
Building Permit Extension Fee	(a)	$72.50
or (b) a fee of 10% to the nearest dollar of the original building permit fee - whichever is greater of (a) or (b)		
Building Move Inspection Fee:		
(a) within the City boundaries		$130.00
(b) outside the City boundaries when travel is by City vehicle		$130.00
*** per km travelled*	**Plus	$2.75

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

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

Description	Fee
Provisional Occupancy Inspection Fee (per building permit inspection visit)	$290.00
Provisional Occupancy Notice Extension Fee	$461.00
Building Demolition Inspection Fee for each building over 50 m^2 in floor area	$454.00
Sewage Holding Tank Permit Fee	$290.00
Use of Equivalents Fees:	
(a) each report containing a maximum of two separate equivalents	$632.00
(b) for each equivalent greater than two contained in the same report	$260.00
(c) for an amendment to an original report after the acceptance or rejection of the report	$130.00
(d) for Air Space Parcels (treating buildings as one building)	$2,257.00

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)	$72.50	
- whichever is greater (a) or (b)	(b)	$27.00	per appliance
Domestic/Commercial/Industrial Installations – **two family dwellings**, multiple unit residential buildings, including townhouse units)			
(a) appliance input up to 29 kW		$72.50	
(b) appliance input exceeding 29 kW		$119.00	
Special Inspection Fees:			
(a) during the City's normal business hours		$130.00	
(b) outside the City's normal business hours		$507.00	
**for each hour or part thereof after the first four hours*	*Plus	$130.00	

Building Regulation Bylaw No. 7230
Gas Permit Fees (cont.)
Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description		Fee
Re-Inspection Fee:		
(a) for the third inspection		$87.00
(b) for the fourth inspection		$119.00
(c) for the fifth inspection		$232.00
Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection		
For a vent and/or gas valve or furnace plenum (no appliance)		$72.50
Piping alteration – for existing appliances		
First 30 metres of piping		$72.50
Each additional 30 metres or part thereof		$27.00
Gas permit transfer or assignment fee	(a)	$72.50
or (b) a fee of 10% to the nearest dollar of the original gas permit fee - whichever is greater of (a) or (b)		
Gas permit extension fee	(a)	$72.50
or (b) a fee of 10% to the nearest dollar of the original gas permit fee - whichever is greater of (a) or (b)		

Building Regulation Bylaw No. 7230
Plumbing Permit Fees
Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description		Fee	Units
Plumbing			
(a) installation of each plumbing fixture		$27.00	
(b) minimum plumbing fee		$72.50	
(c) connection of City water supply to any hydraulic equipment		$72.50	
Sprinkler & Standpipes			
(a) installation of any sprinkler system		$72.50	
**per additional head*	*Plus	$3.25	
(b) installation of each hydrant, standpipe, hose station,	(c)	$72.50	
hose valve, or hose cabinet used for fire fighting	(d)	$27.00	per item
-whichever is greater of (c) or (d)			

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
Water Service		
(a) for the first 30 metres of water supply service pipe to a building or structure	$72.50	
(b) for each additional 30 metres of water supply service pipe to a building and structure	$27.00	
Sanitary & Storm Sewers: Building Drains & Water Distribution		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	$72.50	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	$27.00	
(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	$72.50	
(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	$27.00	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole *- whichever is greater of (f) or (g)* (f) (g)	$72.50 $27.00	per item
Special Inspections		
(a) during the City's normal business hours	$130.00	
(b) outside the City's normal business hours or each hour	$507.00	
**for part thereof exceeding the first four hours* *Plus	$130.00	
Design Modification Fees		
Plan review *Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions*	$130.00	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
Plumbing Re-Inspection Fee (a) for the third inspection (b) for the fourth inspection (c) for the fifth inspection *Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection*		 $87.00 $119.00 $232.00
Plumbing Permit Transfer or Assignment Fee *or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee* *- whichever is greater of (a) or (b)*	(a)	$72.50
Plumbing Permit Extension Fee *or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee* *- whichever is greater of (a) or (b)*	(a)	$72.50
Provisional Plumbing Compliance Inspection Fee (per permit visit) Provisional Plumbing Compliance Notice Extension Fee Potable Water Backflow Preventer Test Report Decal		$147.00 $232.00 $23.50

SCHEDULE – BUSINESS LICENCE

Business Licence Bylaw No. 7360
Assembly Use Group 1

Group 1 – Business Licence Fee assessed by total floor area *Except Food Caterers which are assessed a fee in accordance with Group 3*		
Square Metres (m^2)	**(Square Feet) (ft^2)**	**Fee**
0.0 to 93.0	(0 to 1000)	$168.00
93.1 to 232.5	(1001 to 2500)	$255.00
232.6 to 465.0	(2501 to 5000)	$440.00
465.1 to 930.0	(5001 to 10000)	$700.00
930.1 to 1860.1	(10001 to 20000)	$1,240.00
1860.2 to 2790.1	(20001 to 30000)	$1,775.00
2790.2 to 3720.2	(30001 to 40000)	$2,315.00
3720.3 to 4650.2	(40001 to 50000)	$2,848.00
4650.3 to 5580.3	(50001 to 60000)	$3,387.00
5580.4 and over	(60001 and over)	$3,839.00
Food Primary Liquor Licence Fee		$350.00
Mobile Vendors (Food) Fee (per vehicle)		$81.50

Business Licence Bylaw No. 7360
Assembly Use Group 2

Group 2 – Business Licence Fee assessed by Number of Seats	
Seats	**Fee**
0 to 30	$529.00
31 to 60	$1,052.00
61 to 90	$1,578.00
91 to 120	$2,105.00
121 to 150	$2,625.00
151 to 180	$3,150.00
181 to 210	$3,672.00
211 and over	$3,839.00

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	$136.00
6 to 10	$227.00
11 to 15	$326.00
16 to 25	$484.00
26 to 50	$700.00
51 to 100	$1,011.00
101 to 200	$1,426.00
201 to 500	$2,057.00
501 to 1000	$3,107.00
1001 and over	$3,839.00

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

Business Licence Bylaw No. 7360
Residential Use

Residential Use – Business Licence Fee assessed by Number of Rental Units	
Units	**Fee**
0 to 5	$162.00
6 to 10	$250.00
11 to 25	$425.00
26 to 50	$690.00
51 to 100	$1,214.00
101 to 200	$1,737.00
201 to 300	$2,262.00
301 to 400	$2,782.00
401 to 500	$3,300.00
501 and over	$3,839.00

Business Licence Bylaw No. 7360
Service Use

Service Use – Business Licence Fee assessed by Number of Employees (including owners)*	
Employees	**Fee**
0 to 5	$136.00
6 to 10	$233.00
11 to 15	$340.00
16 to 25	$500.00
26 to 50	$715.00
51 to 100	$1,039.00
101 to 200	$1,457.00
201 to 500	$2,110.00
501 to 1000	$3,176.00
1001 and over	$3,839.00

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

Business Licence Bylaw No. 7360
Mercantile Use

Mercantile Use – Business Licence Fee assessed by total floor area		
Square Metres (m^2)	**(Square Feet) (ft^2)**	**Fee**
0.0 to 93.0	(0 to 1000)	$136.00
93.1 to 232.5	(1001 to 2500)	$215.00
232.6 to 465.0	(2501 to 5000)	$394.00
465.1 to 930.0	(5001 to 10000)	$662.00
930.1 to 1860.1	(10001 to 20000)	$1,197.00
1860.2 to 2790.1	(20001 to 30000)	$1,738.00
2790.2 to 3720.2	(30001 to 40000)	$2,270.00
3720.3 to 4650.2	(40001 to 50000)	$2,804.00
4650.3 to 5580.3	(50001 to 60000)	$3,341.00
5580.4 and over	(60001 and over)	$3,839.00

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	$162.00
6 to 10	$267.00
11 to 15	$373.00
16 to 25	$529.00
26 to 50	$743.00
51 to 100	$1,052.00
101 to 200	$1,473.00
201 to 500	$2,098.00
501 to 1000	$3,144.00
1001 and over	$3,839.00

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

Business Licence Bylaw No. 7360
Vehicle for Hire Businesses

Description	**Fee**
Vehicle for Hire Business Fee	
Each Vehicle for Hire applicant must pay (1) and (2)*:	
(1) Vehicle for Hire office fee	$136.00
(2) Per vehicle licence fee*	
based on the number of vehicles	
CLASS "A" Taxicab	$126.00
CLASS "B" Limousine	$81.50
CLASS "C" Sightseeing Taxicab	$126.00
CLASS "D" Airport Taxicab	$126.00
CLASS "E" Private Bus	$126.00
CLASS "I" Charter Minibus	$126.00
CLASS "J" Rental Vehicle	
Group 1	$16.00
Group 2	$81.50
CLASS "K" Driver Training Vehicle	$60.75
CLASS "M" Tow-Truck	$126.00
CLASS "N" Taxicab for Persons with Disabilities	$126.00
CLASS "P" Pedicab	$126.00

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

Description	Fee
Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business	$3,839.00
Transferring a Vehicle for Hire Licence within any calendar year	$47.00
Replacing a Vehicle for Hire Licence plate or decal	$14.00

Business Licence Bylaw No. 7360
Vending Machine Uses

Description	Fee
Vending Machine Business Licence Fee	
Group 1 (per machine)	$30.50
Group 2 (per machine)	$42.50
Group 3 (per machine)	$9.50
Banking Machine licence fee (per machine)	$131.00
Amusement Machine licence fee (per machine)	$30.50

Business Licence Bylaw No. 7360
Adult Orientated Uses

Description	Fee
Adult entertainment establishment licence	$3,839.00
Casino	$6,074.00
Body-Painting Studio	
Studio licence	$3,839.00
Each body-painting employee	$136.00
Body-Rub Studio	
Studio licence	$3,839.00
Each body-rub employee	$136.00
Escort Service	
Escort service licence	$3,839.00
Each escort employee	$136.00

Business Licence Bylaw No. 7360
Farmer's Market

Description	Fee
Farmer's market licence	$136.00

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

Description	Fee
Requests for comfort letters (includes GST) per address/business	$60.50
Transferring a licence from one person to another, or for issuing a new licence because of a change in information on the face of such licence, except a change between licence categories or subcategories	$47.00
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)*	$47.00
Licence reprint	$11.50

Business Licence Bylaw No. 7360
Off-Leash Permits

Description	Fee
Annual permit	$116.00

SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEES

Community Bylaws Documentation Fees

Description	Fee
Requests for Comfort Letters (+ GST) per civic address & per unit	$57.25

SCHEDULE – DEMOLITION WASTE AND RECYCLABLE MATERIALS

Demolition Waste and Recyclable Materials Bylaw No.9516

Section 4.1

Description	Fee
Application Fee	$256.00 per waste disposal and recycling services plan submission
Waste Disposal and Recycling Service Fee	$2.00 per square feet of structure to be demolished

SCHEDULE – DEVELOPMENT APPLICATION FEES

Zoning Amendments

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	$1,779.00	Not Applicable
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS) No lot size policy applicable Requiring a new or amended lot size policy *plus all associated public notification costs	 $2,261.00 $2,825.00	 Not Applicable Not Applicable
Section 1.2.1	Zoning Bylaw Designation Amendment for 'site specific zones'	$3,388.00	For residential portion of development: - $43.00 per dwelling unit for first 20 dwelling units and $22.00 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - $27.50 per 100 m² of building area for the first 1,000 m² and $17.00 per 100 m² thereafter
	Zoning Bylaw Designation Amendment for all other zoning districts	$2,261.00	For residential portion of development: - $22.00 per dwelling unit for first 20 dwelling units and $11.50 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - $17.00 per 100 m² of building area for the first 1,000 m² and $6.50 per 100 m² thereafter
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	$852.00	$852.00 for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	$1,134.00	Not Applicable

Official Community Plan Amendments

Section	Description	Base Fee	Incremental Fee
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	$3,388.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment *for second public hearing*	$852.00	$852.00 for each subsequent Public Hearing required

Development Permits

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	$1,697.00	$564.00 for the first 464.5 m^2 of gross floor area plus: - $116.00 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 - $22.50 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	$1,085.00	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)	$1,697.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	$571.00	Not Applicable
Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	$1,134.00	Not Applicable

Development Variance Permits

Section	Description	Base Fee	Incremental Fee
Section 1.5.1	Development Variance Permit	$1,697.00	Not Applicable

Temporary Use Permits

Section	Description	Base Fee	Incremental Fee
Section 1.6.1	Temporary Use Permit	$2,261.00	Not Applicable
	Temporary Use Permit Renewal	$1,134.00	Not Applicable

Land Use Contract Amendments

Section	Description	Base Fee	Incremental Fee
Section 1.7.1	Land Use Contract Amendment	$1,085.00	Not Applicable

Liquor-Related Permits

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	$571.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	$301.00	Not Applicable

Subdivision and Consolidation of Property

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	$852.00	$116.00 for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	$289.00	$289.00 for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	$852.00	(In addition to the application fee for the subdivision)
Section 1.9.4	Air Space Subdivision	$6,638.00	$163.00 for each air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	$116.00	Not Applicable

Strata Title Conversion of Existing Building

Section	Description	Base Fee	Incremental Fee
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	$2,261.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings	$3,388.00	Not Applicable

Phased Strata Title Subdivisions

Section	Description	Base Fee	Incremental Fee
Section 1.11.1	Phased Strata Title	$571.00 for first phase	$571.00 for each additional phase

Servicing Agreements and Latecomer Fees

Section	Description	Base Fee	Incremental Fee
Section 1.12.1	Servicing Agreement	Processing fee of $1,134.00	Subject to Section 1.12.2 of Development Application Fees Bylaw No.8951, an inspection fee of 4% of the approved off-site works and services
Section 1.12.3	Latecomer Agreement	$5,419.00	Not Applicable

Civic Address Changes

Section	Description	Base Fee	Incremental Fee
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	$289.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	$289.00	Not Applicable
	Civic Address change due to personal preference	$1,134.00	Not Applicable

Telecommunication Antenna Consultation and Siting Protocol

Section	Description	Base Fee	Incremental Fee
Section 1.14.1	Telecommunication Antenna Consultation and Siting	$2,261.00	Not Applicable

Heritage Applications

Section	Description	Base Fee	Incremental Fee
Section 1.15.1 (a)	Heritage Alteration Permit No Development Permit or Rezoning application With Development Permit or Rezoning application	$247.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable
Section 1.15.1 (b)	Heritage Revitalization Agreement No Development Permit or Rezoning application With Development Permit or Rezoning application	$247.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable

Administrative Fees
Section 1.16

Section	Description	Base Fee	Incremental Fee
Section 1.16.1	Change in property ownership or authorized agent	$289.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	$54.50	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	$289.00	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	$60.25 per legal plan	Not Applicable
Section 1.16.5	Site Profile submission	$60.25 per site profile	Not Applicable
Section 1.16.6	Amendment To or Discharge of Legal Agreement that does not require City Council approval	$289.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment To or Discharge of Legal Agreement that requires City Council approval	$1,134.00 per legal agreement	Not Applicable
Section 1.16.8	Additional Landscape inspection because of failure to comply with City requirements	$122.00 for second inspection	$122.00 for each additional inspection required
Section 1.16.9	Preparation of Information Letter (Comfort Letter) for general land use	$70.75 per property	Not Applicable
Section 1.16.10	Preparation of Information Letter (Comfort Letter) for building issues	$70.75 per property	Not Applicable

SCHEDULE – DOG LICENCING

Dog Licencing Bylaw No. 7138
Sections 2.1, 2.3

Description	Fee
Dog – Not neutered or spayed	
Normal Fee	$79.50
Prior to March 1st of the year for which the application is made	$57.00
Dog – Neutered or spayed	
Normal Fee	$34.50
Prior to March 1st of the year for which the application is made	$23.00
For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made	$11.50
Dangerous Dog – Not neutered or spayed	
Normal Fee	$284.00
Prior to March 1st of the year for which the application is made	$228.00
Dangerous Dog – Neutered or spayed	
Normal Fee	$228.00
Prior to March 1st of the year for which the application is made	$172.00
For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made	$85.75
Replacement tag* **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*	$6.50

SCHEDULE – DONATION BIN REGULATION

Donation Bin Regulation Bylaw No.9502
Section 2.1

Description	Fee
Annual Permit Fee	$103.00 per donation bin
Damage Deposit Fee	$1,000.00 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	$103.00 per donation bin
Bin Retrieval Fee	$205.00 per donation bin
Storage Fee	$15.50 per day per donation bin
Disposal Fee	$81.75 per donation bin disposal

SCHEDULE – EMPLOYMENT AND PAYROLL RECORDS

Description	Fee
Fee per request	$103.00
Photocopying fees additional	$0.50 per page $0.75 per page (double sided)

Note: Employment and/or payroll record requests from Solicitors where such disclosure is authorized.

SCHEDULE – FILMING APPLICATION AND FEES

Filming Application and Fees Bylaw No. 8172
Administration Fees
Section 3

Description	Fee
Application for Filming Agreement	$110.00
Film Production Business Licence	$130.00
Street Use Fee (100 feet/day)	$54.50

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

Description	Fee	Units
Major Park		
Per day	$814.00	
Per ½ day	$544.00	
Neighbourhood Park		
Per day	$544.00	
Per ½ day	$326.00	
Britannia Shipyard		
Filming	$2,168.00	per day
Preparation & Wrap	$1,085.00	per day
Per Holding Day	$544.00	per day
City Employee		
Per regular working hour	$38.50	
Per hour after 8 hours	$57.25	
Minoru Chapel		
Filming		
October through June	$2,710.00	per day
July through September	$3,252.00	per day
Preparation & Wrap	$1,085.00	per day
Per Holding Day	$544.00	per day
City Employee		
Per regular working hour	$38.50	
Per hour after 8 hours	$57.25	

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

Description	Fee	Units
Nature Park		
Filming	$1,085.00	per day
Preparation & Wrap	$544.00	per day
City Employee		
Per regular working hour	$22.00	
Per hour after 8 hours	$33.00	
Gateway Theatre		
Filming	$2,710.00	per day
Preparation & Wrap	$1,085.00	per day
City Employee		
Per regular working hour	$36.25	
Per hour after 8 hours	$54.50	
City Hall		
Filming on regular business days	$2,168.00	per day
Filming on weekends or statutory holidays	$1,085.00	per day
Preparation & Wrap	$1,085.00	per day
City Employee		
Per regular working hour	$22.00	
Per hour after 8 hours	$33.00	

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

Description	Fee	Units
RCMP (4-hour minimum)		
Per person	$112.00	per hour
Fire Rescue (4-hour minimum)		
Fire Engine	$140.00	per hour
Fire Captain	$96.50	per hour
Firefighter (minimum 3 firefighters)	$79.25	per hour, per person
Use of special effects	$110.00	per day
Use of Fire Hydrant		
First day	$213.00	
Each additional day	$70.75	

SCHEDULE – FIRE PROTECTION AND LIFE SAFETY

Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery

Description	Section	Fee	Units
Permit	4.1	$23.50	
Permit Inspection, first hour	4.3	$92.25	
Permit Inspection, subsequent hours or part thereof	4.3	$58.00	
Attendance – open air burning without permit *first hour*	4.5.1	$482.00	per vehicle
Attendance – open air burning without permit *subsequent half-hour or part thereof*	4.5.1	$243.00	per vehicle
Attendance – open air burning in contravention of permit conditions *first hour or part thereof*	4.5.3	$482.00	per vehicle
Attendance – open air burning in contravention of permit conditions *subsequent half-hour or part thereof*	4.5.3	$243.00	per vehicle
Attendance – false alarm – by Fire-Rescue - standby fee – contact person not arriving within 30 minutes after alarm *per hour or portion of hour Fire Dept standing by*	6.1.4 (b)	$482.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Vacant premises – Richmond Fire-Rescue response	9.7.5(a)	$482.00	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	$119.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Fire Extinguisher Training	15.1.1	$26.50	per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1	$69.50	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 m² area		$119.00
Any building > 600 m² area		$175.00
High building, institutional		$232.00
Revisions (per occurrence)		$58.00
Inspection	15.2.1 (a)	
4 stories or less and less than 914 m² per floor		$232.00
4 stories or less and between 914 and 1524 m² per floor		$348.00
5 stories or more and between 914 and 1524 m² per floor		$576.00
5 stories or more and over 1524 m² per floor		$804.00
Inspection or follow-up to an order *first hour*	15.2.1 (b)	$92.25
Re-inspection or follow-up to an order *subsequent hours or part of hour*	15.2.1 (b)	$58.00
Nuisance investigation, response & abatement	15.4.1	Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost
Attendance – False alarm		
No false alarm reduction program in place	15.5.1	$348.00
False alarm reduction progam 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	$116.00
Caused by security alarm system	15.6.1	$232.00
Monitoring agency not notified	15.7.1	$232.00
Alternate solution report or application review	General	$175.00

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	$164.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	$81.50, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	$110.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspaper	$272.00, plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	$110.00, plus applicable taxes, per year

SCHEDULE – PLAYING FIELD USER FEES

Playing Field User Fees
Natural Turf Field Fees

Description	Fee	Units
Sand Turf (With Lights)		
Commercial (all ages)		
Full size	$38.00	per hour
Mini field	$19.25	per hour
Private or Non-resident (all ages)		
Full size	$30.75	per hour
Mini field	$16.00	per hour
Richmond Youth Groups*		
Full size	$10.75	per hour
Mini field	$5.75	per hour
Richmond Adult Groups*		
Full size	$22.75	per hour
Mini field	$11.50	per hour
Sand Turf (No Lights)		
Commercial (all ages)		
Full size	$27.50	per hour
Private or Non-resident (all ages)		
Full size	$22.00	per hour
Richmond Youth Groups*		
Full size	$8.00	per hour
Richmond Adult Groups*		
Full size	$17.00	per hour

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

Description	Fee	Units
Soil Turf (No Lights)		
Commercial (all ages)		
Full size	$9.50	per hour
Mini field	$5.00	per hour
Private or Non-resident (all ages)		
Full size	$7.75	per hour
Mini field	$4.25	per hour
Richmond Youth Groups*		
Full size	$3.25	per hour
Mini field	$2.00	per hour
Richmond Adult Groups*		
Full size	$5.75	per hour
Mini field	$3.25	per hour

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

Playing Field User Fees
Artificial Turf Fees

Description	Fee	Units
Richmond Youth Groups*		
Full size	$23.00	per hour
Mini field	$11.50	per hour
Richmond Adult Groups*		
Full size	$38.75	per hour
Mini field	$19.75	per hour
Commercial/Non-residents (all ages)		
Full size	$56.75	per hour
Mini field	$28.75	per hour

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

Playing Field User Fees
Ball Diamonds

Description	Fee	Units
Sand Turf (With Lights)		
Commercial (all ages)		
Full size	$24.25	per hour
Private or Non-resident (all ages)		
Full size	$19.50	per hour
Richmond Youth Groups*		
Full size	$7.00	per hour
Richmond Adult Groups*		
Full size	$15.00	per hour
Sand Turf (No Lights)		
Commercial (all ages)		
Full size	$22.00	per hour
Private or Non-resident (all ages)		
Full size	$18.00	per hour
Richmond Youth Groups*		
Full size	$6.50	per hour
Richmond Adult Groups*		
Full size	$13.75	per hour
Soil Turf (No Lights)		
Commercial (all ages)		
Full size	$6.75	per hour
Private or Non-resident (all ages)		
Full size	$5.50	per hour
Richmond Youth Groups*		
Full size	$2.50	per hour
Richmond Adult Groups*		
Full size	$4.50	per hour
Artificial Turf (With Lights)		
Commercial (all ages)		
Full size	$60.50	per hour
Private or Non-resident (all ages)		
Full size	$60.50	per hour
Richmond Youth Groups*		
Full size	$24.25	per hour
Richmond Adult Groups*		
Full size	$41.25	per hour

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

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	$790.00	per year
Richmond Youth Meets*	$147.00	per meet
Richmond Adult Meets*	$230.00	per meet
Private Group Track Meets or Special Events	$575.00	per day
Private Group Track Meets or Special Events	$48.50	per hour

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

SCHEDULE – PROPERTY TAX CERTIFICATES FEES

Property Tax Certificate Fees

Description	Fee
Requested in person at City Hall	$41.00
Requested through BC Online	$35.50

SCHEDULE – PROPERTY TAX BILLING INFORMATION

Description	Fee
Tax Apportionment – per child folio	$35.00
Mortgage Company Tax Information Request – per folio	$10.25
Additional Tax and/or Utility Bill reprints – per folio/account	$5.75

SCHEDULE – PUBLICATION FEES

Publication Fees

Description	Fee
Computer Sections Maps, 24" x 24"	
Individual	$6.25
CD	$84.50
Custom Mapping (per hour)	$68.00
Design Specifications (contents only)	$107.00
Drafting Standards	$107.00
Drawing Prints (As-Builts)	
A-1 Size, 24" x 36"	$6.25
B Size, 18" x 24"	$4.50
GIS Data Requests	
Service fee	$119.00
First layer*	$168.00
Each additional layer*	$58.00
CD or DVD of GIS layers of Municipal works of City of Richmond	$6,868.00
Single-Family Lot Size Policy, March 1990	$23.50
Supplemental Specifications and Detail Drawings (contents only)	$107.00
Street Maps	
Large, 36" x 57"	$9.00
Small, 22" x 34"	$6.25
Utility Section Maps, 15" x 24"	
Individual	$4.50
CD	$84.50

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

SCHEDULE – RCMP DOCUMENTATION FEES

RCMP Documentation Fees

Description		Fee
Criminal Record Checks		$63.00
Volunteer Criminal Record Checks – Volunteering outside the City of Richmond		$27.00
Volunteer Criminal Record Checks – Volunteering within the City of Richmond		No Charge
Police Certificate (including prints)		$63.00
Fingerprints		$63.00
Record of Suspension / Local Records Checks		$63.00
Name Change Applications		$63.00
Collision Analyst Report		$589.00
Field Drawing Reproduction		$42.50
Scale Drawing		$122.00
Mechanical Inspection Report		$252.00
Police Report and Passport Letter		$63.00
Insurance Claim Letter		$63.00
Court Ordered File Disclosure		$63.00
* per page	*Plus	$2.00
**Shipping cost	**Plus	$8.50
Photos 4" x 6" (per photo)		$3.50
***Shipping cost	***Plus	$8.50
Photos (each laser)		$2.50
Photos – Burn CD		$20.00
Video Reproduction		$48.25
Audio Tape Reproduction		$46.00

SCHEDULE – RESIDENTIAL LOT (VEHICULAR) ACCESS REGULATION

Residential Lot (Vehicular) Access Regulation Bylaw No. 7222
Administration Fees
Section 2.3

Description	Fee
Driveway Crossing Application Administration/Inspection Fee	$87.00

SCHEDULE – SIGN REGULATION

Sign Regulation Bylaw No. 5560
Sign Permit Fees

Description	Fee
Application processing fee*	$52.50
Up to 5 m^2	$52.50
5.01 m^2 to 15 m^2	$69.25
15.01 m^2 to 25 m^2	$104.00
25.01 m^2 to 45 m^2	$140.00
45.01 m^2 to 65 m^2	$186.00
65.01 m^2 or more	$232.00
Permit to alter a sign or relocate a sign on the same lot	$52.50

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

SCHEDULE – TREE PROTECTION

Tree Protection Bylaw No. 8057
Permit Fees
Sections 4.2, 4.6

Description	Fee
Permit application fee	
To remove a hazard tree	No Fee
One (1) tree per parcel during a 12 month period	No Fee
Two (2) or more trees	$58.00
Renewal, extension or modification of a permit	$58.00

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	$6.75	per trunk
Towing permit	$58.00	
Inspection fee for each inspection after the second inspection	$29.75	

SCHEDULE – VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR

Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068
Section 2.1

Description		Fee
City Hall Tour		$256.00 plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	$256.00 plus room rental fee
	2 to 4 hours	$511.00 plus room rental fee
	More than 4 hours	$1,021.00 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))	$35.00
Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b))	$35.00
Permit application fee for nematode applications for European Chafer Beetle control, where property has water meter service (s.3.1.1(b))	NIL

SCHEDULE – WATERCOURSE PROTECTION AND CROSSING

Watercourse Protection and Crossing Bylaw No. 8441
Application Fees

Description		Fee
Culvert		
Application Fee		$342.00
City Design Option		$1,130.00
Inspection Fee	*	$23.00
**Per linear metre of culvert*		
Bridge		
Application Fee		$116.00
Inspection Fee		$228.00

Note: There is no City Design Option for bridges.

City of Richmond

Bylaw 9616

5 Year Consolidated Financial Plan (2016-2020) Bylaw 9521 Amendment Bylaw 9616

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B", and Schedule "C" of the 5 Year Consolidated Financial Plan (2016-2020) Bylaw 9521, are deleted and replaced with Schedule "A", Schedule "B", and Schedule "C" attached to and forming part of this amendment bylaw.

2. This Bylaw is cited as **"5 Year Consolidated Financial Plan (2016-2020) Bylaw 9521, Amendment Bylaw 9616".**

FIRST READING	OCT 11 2016
SECOND READING	OCT 11 2016
THIRD READING	OCT 11 2016
ADOPTED	

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

MAYOR

CORPORATE OFFICER

SCHEDULE A:

City of Richmond 5 Year Consolidated Amended Financial Plan 2016-2020 Revenue and Expenses (In $000's)					
	2016 Amended	2017 Amended	2018 Amended	2019	2020
Revenue:					
Property Taxes	197,965	206,823	215,531	223,666	232,083
User Fees	98,303	102,953	107,361	110,771	115,129
Sales of Services	33,692	34,260	34,854	35,656	36,255
Gaming Revenue	18,088	18,400	18,400	18,400	18,400
Investment Income	14,694	14,694	14,694	14,694	14,694
Payments In Lieu Of Taxes	13,473	13,473	13,473	13,473	13,473
Other Revenue	9,929	9,803	9,906	10,029	10,159
Licenses And Permits	9,184	9,363	9,546	9,741	9,941
Grant Revenue	7,489	7,494	7,613	7,727	7,820
Developer Contributed Assets	55,000	55,000	55,000	55,000	55,000
Development Cost Charges	30,229	15,602	12,137	9,437	9,327
Other Capital Funding Sources	30,923	21,805	10,500	10,440	10,040
	$518,969	**$509,670**	**$509,015**	**$519,034**	**$532,321**
Expenses:					
Law and Community Safety	93,370	94,855	97,383	99,956	102,603
Engineering and Public Works	65,864	64,382	66,067	66,707	67,654
Community Services	59,780	58,343	59,941	61,282	62,540
Finance and Corporate Services	24,301	23,360	23,884	24,441	25,013
Fiscal	14,361	17,730	18,153	16,063	15,950
Debt Interest	1,677	1,677	1,677	1,677	1,677
Corporate Administration	9,059	8,452	8,641	8,843	9,051
Planning and Development Services	14,835	14,502	14,847	15,232	15,627
Utility Budget					
Water Utility	40,469	42,606	44,576	46,168	47,831
Sanitary Sewer Utility	29,746	30,958	32,834	34,405	36,072
Sanitation and Recycling	14,944	15,248	15,557	15,888	16,226
Richmond Public Library	9,754	9,946	10,141	10,349	10,562
Richmond Olympic Oval Corporation	14,890	15,288	15,719	16,131	16,594
Lulu Island Energy Company	1,590	1,524	2,451	2,211	2,647
	394,640	**398,871**	**411,871**	**419,353**	**430,047**
Annual Surplus	124,329	110,799	97,144	99,681	102,274
Transfers:					
Debt Principal	4,402	4,402	4,402	4,402	4,402
Transfer To Reserves	62,222	64,421	66,707	69,092	71,561
Transfer To (From) Surplus	(555)	8,971	10,089	10,591	11,126
Capital Expenditures - Current Year	146,349	122,935	96,340	85,259	60,065
Capital Expenditures - Prior Years	267,870	211,956	176,060	160,921	153,488
Capital Expenditures - Developer Contributed Assets	55,000	55,000	55,000	55,000	55,000
Capital Funding	(410,959)	(356,886)	(311,454)	(285,584)	(253,368)
	124,329	**110,799**	**97,144**	**99,681**	**102,274**
Balanced Budget	**$0**	**$0**	**$0**	**$0**	**$0**
Tax Increase	**3.11%**	**2.97%**	**2.96%**	**2.97%**	**2.96%**

SCHEDULE B:

City of Richmond 5 Year Consolidated Amended Financial Plan 2016-2020 Capital Funding Sources (In $000's)					
	2016 Amended	2017 Amended	2018 Amended	2019	2020
DCC Reserves					
Drainage DCC	3,354	1,344	-	97	97
Parks DCC	16,570	7,289	5,361	5,643	5,408
Roads DCC	8,492	5,489	4,307	3,384	2,956
Sanitary DCC	582	724	1,943	23	-
Water DCC	1,231	755	527	290	866
Total DCC Reserves	**$30,229**	**$15,601**	**$12,138**	**$9,437**	**$9,327**
Statutory Reserves					
Affordable Housing Reserve Fund	1,114	625	625	625	625
Capital Building and Infrastructure Reserve Fund	600	-	-	1,000	-
Capital Reserve Fund	39,262	53,202	42,128	29,997	11,701
Child Care	60	50	50	50	50
Drainage Improvement	14,604	7,981	4,748	11,557	8,912
Equipment Replacement Reserve Fund	3,778	4,375	2,945	3,921	3,044
Local Improvement Reserve	1,011	-	-	-	-
Public Art Program	1,120	100	100	100	100
Sanitary Sewer	4,738	4,369	4,909	4,217	4,290
Waterfront Improvement	-	-	250	-	-
Watermain Replacement	7,000	7,873	8,428	7,987	7,902
Total Statutory Reserves	**73,287**	**78,575**	**64,183**	**59,454**	**36,624**
Other Sources					
Appropriated Surplus	8,491	5,004	7,649	5,378	3,524
Enterprise Fund	1,202	630	550	550	550
Water Levy/Meter Stabilization	2,217	1,320	1,320	-	-
Grant and Developer Contribution	30,923	21,805	10,500	10,440	10,040
Total Other Sources	**42,833**	**28,759**	**20,019**	**16,368**	**14,114**
Total Capital Program	**$146,349**	**$122,935**	**$96,340**	**$85,259**	**$60,065**

SCHEDULE C:

CITY OF RICHMOND
5 YEAR CONSOLIDATED AMENDED FINANCIAL PLAN (2016-2020)
STATEMENT OF POLICIES AND OBJECTIVES

Revenue Proportions By Funding Source

Property taxes are the largest portion of revenue for any municipality. Taxes provide a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as community safety, general government, libraries and park maintenance.

Objective:

- Maintain revenue proportion from property taxes at current level or lower

Policies:

- Tax increases will be at CPI + 1% for transfers to reserves
- Annually, review and increase user fee levels by consumer price index (CPI).
- Any increase in alternative revenues and economic development beyond all financial strategy targets can be utilized for increased levels of service or to reduce the tax rate.

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2016.

Table 1:

Funding Source	% of Total Revenue
Property Taxes	49.1%
User Fees	24.4%
Sales of Services	8.4%
Gaming Revenue	4.5%
Investment Income	3.6%
Payments in Lieu Of Taxes	3.3%
Licenses and Permits	2.3%
Grants	1.9%
Other	2.5%
Total Operating and Utility Funding Sources	100.0%

SCHEDULE C (CONT'D):

CITY OF RICHMOND
5 Year Consolidated AMENDED FINANCIAL PLAN (2016-2020)
STATEMENT OF POLICIES AND OBJECTIVES

Distribution of Property Taxes

Table 2 provides the estimated 2016 distribution of property tax revenue among the property classes.

Objective:

- Maintain the City's business to residential tax ratio in the middle in comparison to other municipalities. This will ensure that the City will remain competitive with other municipalities in attracting and retaining businesses.

Policies:

- Regularly review and compare the City's tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.
- Continue economic development initiatives to attract businesses to the City of Richmond.

Table 2: (Estimated based on the 2016 Completed Roll figures)

Property Class	% of Tax Burden
Residential (1)	54.6%
Business (6)	35.5%
Light Industry (5)	8.2%
Others (2,4,8 & 9)	1.7%
Total	100.0%

Permissive Tax Exemptions

Objective:

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

Policy:

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

City of Richmond

Bylaw 9617

Alexandra District Energy Utility Bylaw No. 8641 Amendment Bylaw No. 9617

The Council of the City of Richmond enacts as follows:

1. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended:

   a) by deleting Schedule C (Rates and Charges) in its entirety and replacing with a new Schedule C attached as Schedule A to this Amendment Bylaw.

2. This Bylaw is cited as **"Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9617".**

FIRST READING	OCT 24 2016
SECOND READING	OCT 24 2016
THIRD READING	OCT 24 2016
ADOPTED	

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

MAYOR

CORPORATE OFFICER

Schedule A to Amendment Bylaw No. 9617

SCHEDULE C to BYLAW NO. 8641

Rates and Charges

PART 1 - RATES FOR SERVICES

The following charges will constitute the Rates for Services for the Service Area excluding shaded Area A as shown in Schedule A to this Bylaw:

(a) Capacity charge – a monthly charge of $0.090 per square foot of Gross Floor Area, and a monthly charge of $1.217 per kilowatt of the annual peak heating load supplied by DEU as shown in the energy modeling report required under Section 21.1(c); and

(b) Volumetric charge – a charge of $3.893 per megawatt hour of Energy returned from the Heat Exchanger and Meter Set at the Designated Property.

PART 2 - RATES FOR SERVICES APPLICABLE TO AREA A

The following charges will constitute the Rates for Services applicable only to the Designated Properties identified within the shaded area (Area A) shown in Schedule A to this bylaw:

(a) Volumetric charge – a charge of $69.60 per megawatt hour of Energy returned from the Heat Exchanger and Meter Set at the Designated Property calculated on each of (i) an energy use of 2644 MWh per annum ("Basic Supply Amount"), and (ii) any energy use in excess of the Basic Supply Amount.

City of Richmond

Bylaw 9622

Oval Village District Energy Utility Bylaw No. 9134 Amendment Bylaw No. 9622

The Council of the City of Richmond enacts as follows:

1. The **Oval Village District Energy Utility Bylaw No. 9134** is amended by deleting **Schedule D (Rates and Charges)** of the Bylaw in its entirety and replacing it with a new Schedule D as attached as Schedule A to this Amendment Bylaw.

2. This Bylaw is cited as **"Oval Village District Energy Utility Bylaw No. 9134".**

FIRST READING	OCT 24 2016
SECOND READING	OCT 24 2016
THIRD READING	OCT 24 2016
ADOPTED	

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

MAYOR

CORPORATE OFFICER

Schedule A to Amendment Bylaw No. 9622

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 $0.0495 per square foot of gross floor area; and

(b) volumetric charge – a monthly charge of $30.501 per megawatt hour of Energy returned from the Heat Exchanger and Meter Set at the Designated Property.

PART 2 - EXCESS DEMAND FEE

Excess demand fee of $0.14 for each watt per square foot of the aggregate of the estimated peak heat energy demand referred to in section 19.1(e) (i), (ii), and (iii) that exceeds 6 watts per square foot.

City of Richmond

Bylaw 9631

Municipal and Regional District Tax Imposition Bylaw No. 9631

The Council of the City of Richmond enacts as follows:

1) The Lieutenant Governor in Council is hereby requested to issue a regulation under Section 123(1) of the *Provincial Sales Tax Act* in respect to imposing a tax on accommodation purchased within the whole of the City of Richmond from and including July 1, 2017 to and including June 30, 2022.

2) The tax to be imposed under the provisions of the regulation referred to in section 1 of this Bylaw is requested to be three percent of the purchase price of the accommodation.

3) The purposes for which the amount paid to the City of Richmond out of the revenue collected from the tax to be imposed under the provisions of the regulation referred to in section 1 of this Bylaw may be expended are:

   a) tourism marketing, programs and projects;

   b) sport hosting marketing, programs and projects; and

   c) destination enhancement initiatives, including capital and non-capital investments in and operation of tourism attractions (including construction or renovation of infrastructure); major events; tourism product development; and direct sales.

4) This Bylaw is cited as **"Municipal And Regional District Tax Imposition Bylaw No. 9631"** and is effective July 1, 2017.

FIRST READING	NOV 07 2016
SECOND READING	NOV 07 2016
THIRD READING	NOV 07 2016
ADOPTED	

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

MAYOR

CORPORATE OFFICER

City of Richmond

Bylaw 9567

Richmond Zoning Bylaw 8500 Amendment Bylaw 9567 (RZ 15-704996) 10340/10360 Bird Road

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"SINGLE DETACHED (RS2/B)".**

   P.I.D. 006-372-899
   Strata Lot 1 Section 26 Block 5 North Range 6 West New Westminster District Strata Plan NW2513 together with an interest in the Common Property in proportion to the unit entitlement of the Strata Lot as shown on Form 1

   P.I.D. 006-372-945
   Strata Lot 2 Section 26 Block 5 North Range 6 West New Westminster District Strata Plan NW2513 together with an interest in the Common Property in proportion to the unit entitlement of the Strata Lot as shown on Form 1

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9567".**

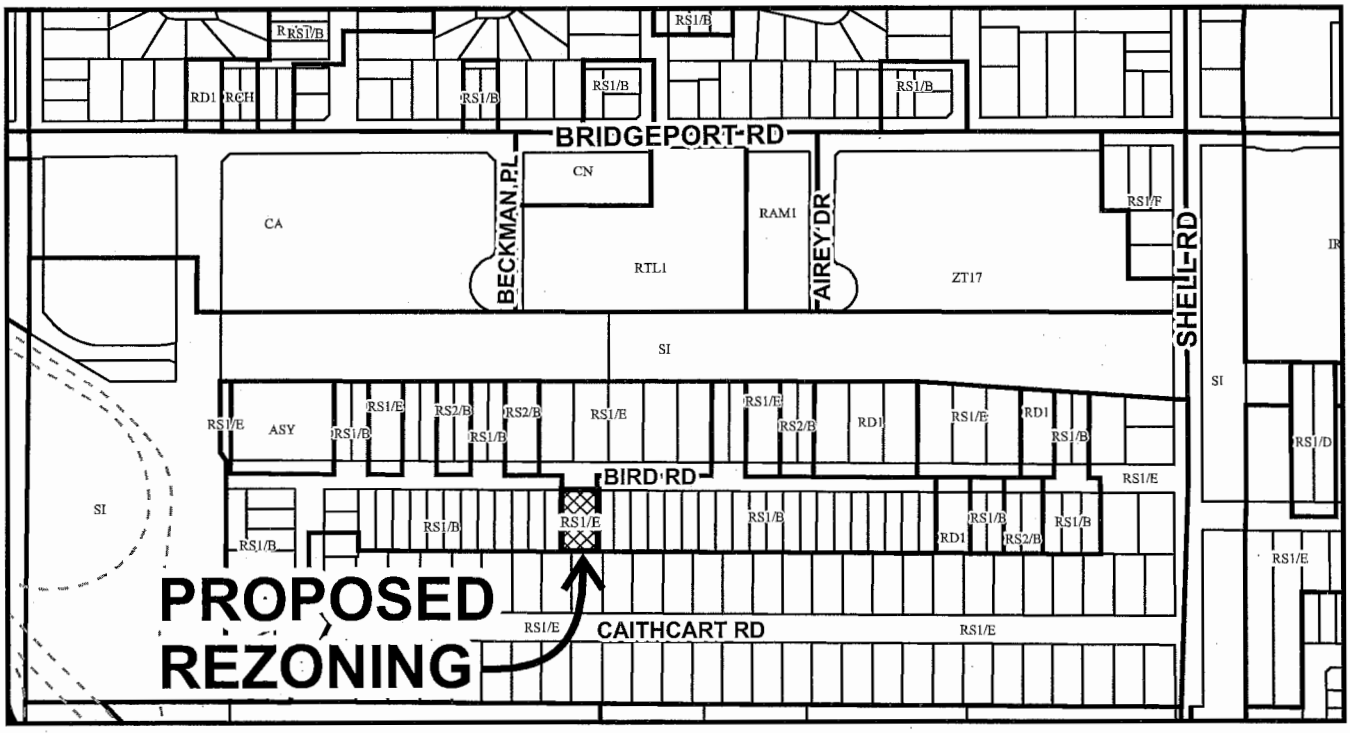
FIRST READING	JUN 27 2016
A PUBLIC HEARING WAS HELD ON	JUL 18 2016
SECOND READING	JUL 18 2016
THIRD READING	JUL 18 2016
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL	AUG 11 2016
OTHER REQUIREMENTS SATISFIED	NOV 07 2016
ADOPTED	

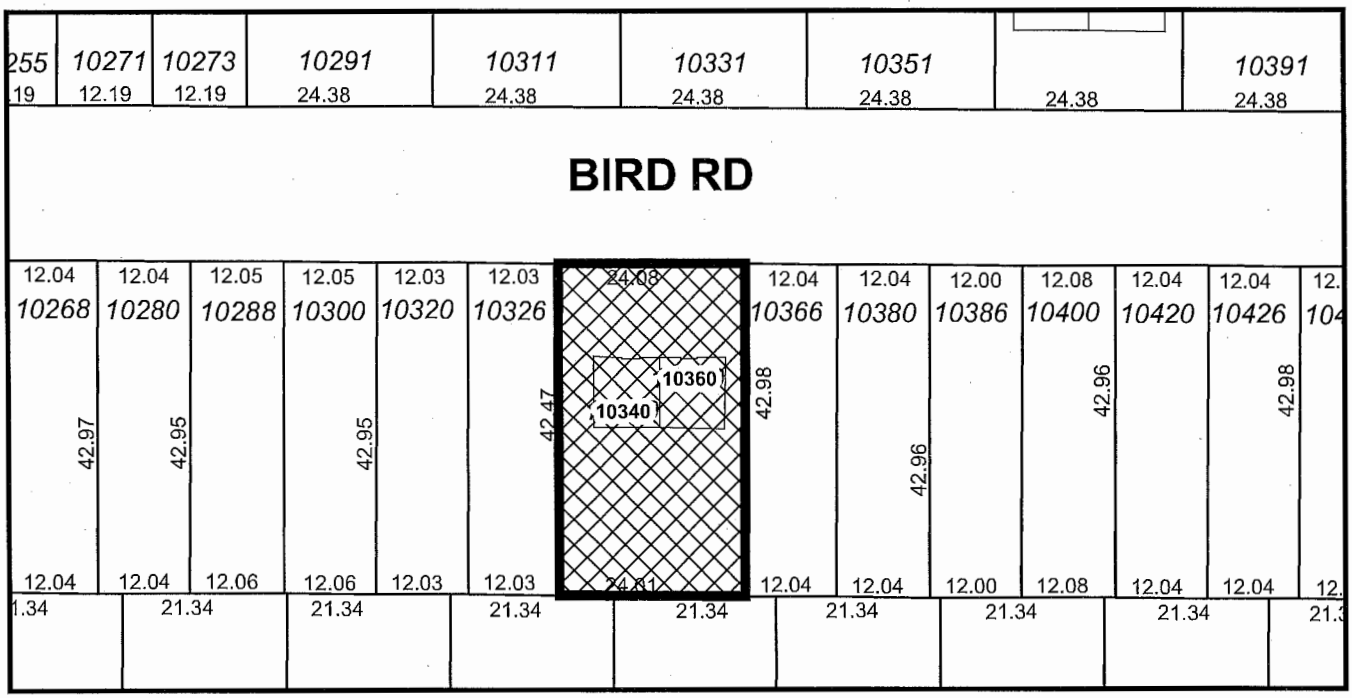
CITY OF RICHMOND
APPROVED by
BK
APPROVED by Director or Solicitor
JL

MAYOR

CORPORATE OFFICER

City of Richmond





RZ 15-704966

Original Date: 07/23/15

Revision Date:

Note: Dimensions are in METRES

City of Richmond

Minutes

Development Permit Panel
Wednesday, October 26, 2016

Time: 3:30 p.m.

Place: Council Chambers
Richmond City Hall

Present: Joe Erceg, Chair
Robert Gonzalez, General Manager, Engineering and Public Works
John Irving, Director, Engineering

The meeting was called to order at 3:30 p.m.

Minutes

It was moved and seconded
That the minutes of the meeting of the Development Permit Panel held on October 12, 2016, be adopted.

CARRIED

1. Development Permit 15-709934
(REDMS No. 5129825 v. 2)

APPLICANT: Citimark-Western Wembley Project Ltd.

PROPERTY LOCATION: 4991 No. 5 Road

INTENT OF PERMIT:

1. Permit the construction of a 109-unit townhouse development at 4991 No. 5 Road on a site zoned "Medium Density Townhouses (RTM2)"; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to:
   a) Reduce the minimum exterior side yard from 6 m to 3.6 m at the southeast corner of the site and from 6 m to 5.47 m at the southwest corner of the site.
   b) Reduce the minimum number of on-site loading spaces from 1 medium size loading space to nil and reduce the minimum on-site manoeuvring from a large size tractor trailer truck to a medium size truck.

Applicant's Comments

Reza Salehi, Salehi Architect Inc., provided background information on the proposed development and highlighted the following:

- 246 vehicle parking spaces will be provided, including six additional visitor parking stalls which will exceed the minimum Zoning Bylaw requirement;
- 78 resident and visitor bicycle parking spaces will be provided, exceeding the minimum bylaw requirement;
- 109 townhouse units are proposed, with a unit mix of two-bedroom plus den, three-bedroom, and four-bedroom units;
- the proposed development will provide seven convertible units;
- a two-storey accessible indoor amenity building will be sited at the southeast corner of the site;
- townhouse buildings will be oriented perpendicular to the highway to mitigate traffic noise;
- open spaces are introduced in certain locations to break the length of longer building blocks;
- building envelopes will be acoustically upgraded to mitigate aircraft noise and vehicular traffic noise;
- two types of units include units with front entries accessed through the internal drive aisles or through the pedestrian mews;
- cooling and heating system will be provided through geo-exchange heat pump and electric heating mechanical equipment;
- all units will be pre-ducted for solar hot water heating;
- proposed building materials were chosen for durability, functionality and low environmental impact;
- energy-star appliances and low-flow fixtures will be used in all units; and
- existing concrete materials and asphalt were recycled during demolition to minimize waste materials.

Fred Liu, Fred Liu and Associates, Inc., briefed the Panel on the main landscaping features of the project, noting that (i) three separate outdoor amenity spaces will be spread out in the proposed development, (ii) entries to individual units either front the pedestrian mews or internal drive aisles, (iii) landscaping for private outdoor space for individual units include an area of patio pavers, grass area, and planting, (iv) a four-foot high fence separates individual front yards, (v) existing trees located on neighbouring properties to the north and two trees inside the subject property will be retained and protected; (vi) a cluster of existing off-site trees along the middle of the south edge break down the long site, (vii) a series of walkways will be provided to connect the pedestrian to all units, with pedestrian crossings treated with decorative paving, (viii) the long east-west driveway is broken up with permeable interlocking paver treatment in some areas, (ix) porous asphalt is introduced in some areas to enhance water permeability, and (x) the applicant was able to achieve 25 percent minimum live planting in the proposed site lay-out.

In response to queries from the Panel, Mr. Liu advised that (i) the proposed landscaping along the north property line includes a solid wood privacy fence, alternating evergreen cedar hedges and other broad leaf planting, and new trees at the end of drive aisles, (ii) existing off-site vegetation on the landscape buffer adjacent to Highway 91 are proposed to be retained, and (iii) the proposed edge treatment along the south property line includes fencing and planting on the 0.6-meter planting strip.

In response to a further queries from the Panel, Mr. Liu stated that (i) low-growing evergreen shrubs are proposed to be planted on the narrow landscaping strip alongside the curb inside the south property line of the subject site, and (ii) he will consult with the applicant regarding the potential to plant trees at the south side of the subject property.

In response to queries from the Panel, Jacky Chan, Project Lead, Citimark, advised that (i) there is lush vegetation on the existing engineered embankment within the Provincial highway lands adjacent to the south property line, (ii) the existing vegetation on the embankment can only be trimmed to maintain the stability of the slope, and (iii) a 350-meter long, six-foot high sound barrier fencing will be built on top of the embankment to mitigate traffic noise in the highway and provide screening to the proposed development.

In response to further queries from the Panel, Mr. Liu and Mr. Salehi confirmed that (i) the proposal includes a fence that is no higher than two meters above lower neighbouring properties and maximum 1.8 meters in height above a maximum two-foot high retaining wall along the north property line, (ii) townhouse unit entries either front pedestrian mews between townhouse buildings or from the drive aisles, and (iii) access is provided for future strata maintenance of unit backyards.

Staff Comments

Wayne Craig, Director, Development, advised that (i) the two setback variances being proposed are at the southwest and southeast corners of the site, (ii) the other proposed variance intends to replace the required designated loading space with a scheme to accommodate a medium size SU-9 manoeuvring in the internal drive aisles throughout the site in view of the length of the site, (iii) trees being proposed to be retained are located predominantly along the north and west edges of the site, (iv) an existing tree will be retained along No. 5 Road, (v) the project has been designed to achieve an EnerGuide rating of 82, (vi) an acoustic report was provided by the applicant ensuring that all units will meet Canada Mortgage and Housing Corporation (CHMC) indoor noise standards, and (vii) a mechanical report was also provided noting that townhouse units could achieve ASHRAE standards through the ground source heat pump.

Panel Discussion

The Panel expressed support for the project moving forward to Council, subject to the applicant working with staff to find ways to increase the height of proposed planting on the planting strip adjacent to the wood fence along the south property line.

Discussion ensued regarding the status of existing trees on the landscape buffer adjacent to the south property line. In response to a query from the Panel, Mr. Chan confirmed that three trees on the existing landscape buffer on Ministry of Transportation and Infrastructure (MOTI) land adjacent to the south property line have already been removed with permission from MOTI and the rest of the trees will be retained.

Discussion ensued regarding the proposed landscape treatment at the south edge of the subject site and staff was directed to work with the applicant to review the proposed landscape treatment and consider increasing the height of plantings on the planting strip adjacent to the wood fence along the south property line.

Correspondence

None.

Gallery Comments

None.

Panel Decision

It was moved and seconded
That a Development Permit be issued which would:

1. ***Permit the construction of a 109-unit townhouse development at 4991 No. 5 Road on a site zoned "Medium Density Townhouses (RTM2)"; and***
2. ***Vary the provisions of Richmond Zoning Bylaw 8500 to:***

a) reduce the minimum exterior side yard from 6 m to 3.6 m at the southeast corner of the site and from 6 m to 5.47 m at the southwest corner of the site.

b) reduce the minimum number of on-site loading spaces from 1 medium size loading space to nil and reduce the minimum on-site manoeuvring from a large size tractor trailer truck to a medium size truck.

CARRIED

2. Development Variance 15-717479

(REDMS No. 5158709)

APPLICANT: Su Wang

PROPERTY LOCATION: 10691 Bromfield Place

INTENT OF PERMIT:

1. Vary the provisions of Richmond Zoning Bylaw 8500 to reduce the minimum required rear yard under the "Single Detached (RS1/E)" zone from 6.0 m to 3.0 m, in order to allow retention of a non-conforming deck for the single-family dwelling located at 10691 Bromfield Place.

Applicant's Comments

Ms. Lee, the applicant's realtor, accompanied by Mr. Wang, the applicant's husband, spoke on behalf of the applicant, noting that (i) the applicant knew about the existing non-conforming construction only after the applicant had entered into the contract for the house purchase, (ii) the new owners wanted to retain the existing deck due to its quality and safety, (iii) no complaints have been received from owners of neighbouring properties regarding the deck, and (iv) the applicant contacted City staff to comply with requirements for retaining the existing deck.

Staff Comments

Mr. Craig acknowledged that the City does not typically consider development variance applications after an unauthorized construction had been undertaken; however, staff are willing to consider the subject application as the applicant has provided letters of support from all five adjacent property owners and a significant hedge screens the deck from views of neighbouring properties.

Also, Mr. Craig advised that (i) a restrictive covenant will be registered to ensure the retention and maintenance of the existing hedge, and (ii) the proposed setback variance is specific to the existing deck only and precludes future extensions or improvements to the deck.

Correspondence

None.

Gallery Comments

None.

Panel Decision

It was moved and seconded

That a Development Variance Permit be issued which would vary the provisions of Richmond Zoning Bylaw 8500 to reduce the minimum required rear yard under the "Single Detached (RS1/E)" zone from 6.0 m to 3.0 m, in order to allow retention of a non-conforming deck for the single-family dwelling located at 10691 Bromfield Place.

CARRIED

3. Development Variance 16-733960

(REDMS No. 5064722)

APPLICANT: The Andrews Architects Inc.

PROPERTY LOCATION: 3251 Jesmond Avenue

INTENT OF PERMIT:

1. Vary the provisions of the Richmond Zoning Bylaw 8500 to reduce the minimum required front yard setback in the "Single Detached (RS1/E)" zone from 6.0 m to 4.04 m, to permit construction of a single storey addition to the existing single family dwelling at 3251 Jesmond Avenue.

Applicant's Comments

Wendy Andrews, Andrews Architects Inc., provided background information on the proposed addition to the existing single-family home, noting that (i) the single-storey addition is designed to be accessible to accommodate the needs of the mother-in-law of the homeowner who is returning to her original home, (ii) the proposed addition covers an area of 750 square feet, and (iii) all the neighbours directly affected by the proposed addition have expressed support to the project.

Michelle Netrval, Michelle Netrval Garden Design, briefed the Panel on the main landscaping scheme for the proposed addition, noting that (i) the existing hedge on the City-owned boulevard in front of the property is in poor condition and will be removed, and (ii) as per advice of Parks Department, new landscaping will be introduced on the subject property's front yard.

Tim Perry, owner of subject property, commented that he supports the proposed landscaping scheme, noting that the existing hedge to be removed is unsightly.

Staff Comments

Mr. Craig acknowledged support for the proposed variance and noted that staff had received letters from owners of immediately adjacent properties expressing support for the proposed variance.

Correspondence

Wayne Phillips, 9371 Florimond Road (Schedule 1)

Mr. Craig advised that Mr. Phillips, owner of property located two lots southwest of the subject site, expressed support for the proposed variance and stated that the Board of Variance approved his request for a similar setback variance in 1987.

Panel Discussion

The Panel expressed support for the proposed variance, noting that (i) the proposed addition is preferable than a redevelopment of the existing single-family home, and (ii) the proposed design of the addition incorporates aging-in-place features.

Panel Decision

It was moved and seconded
That a Development Variance Permit be issued that would vary the provisions of the Richmond Zoning Bylaw 8500 to reduce the minimum required front yard setback in the "Single Detached (RS1/E)" zone from 6.0 m to 4.04 m, to permit construction of a single storey addition to the existing single family dwelling at 3251 Jesmond Avenue.

CARRIED

4. Development Variance 16-738763
(REDMS No. 5119183)

APPLICANT: Infinity Living Inc.

PROPERTY LOCATION: 3880 Georgia Street

INTENT OF PERMIT:

1. Vary the provisions of Richmond Zoning Bylaw 8500 to reduce the minimum exterior side yard setback (Zoning Bylaw Section 8.1.6.4) from 3 m to 1.2 m.

Staff Comments

Mr. Craig advised that (i) an undeveloped road right-of-way is located to the west of the subject property, (ii) the road right-of-way is currently used by residents of neighbouring properties to access Georgia St., (iii) the adjacency of the subject property to the road right-of-way to the west requires an additional exterior side yard setback, (iv) the proposed variance permits the subject property to have a reduced exterior side yard setback that is normally required if the subject property was not adjacent to a road-right-way, and (iv) a similar setback variance request by the owner of the property to the west of the road right-of-way was previously granted by the Panel

In response to a query from the Panel, Mr. Craig confirmed that in the event of a road closure in the future, the City could subdivide the road right-of-way into two new single family lots.

Panel Decision

It was moved and seconded
That a Development Variance Permit be issued which would vary the provisions of Richmond Zoning Bylaw 8500 to reduce the minimum exterior side yard setback (Zoning Bylaw Section 8.1.6.4) from 3 m to 1.2 m.

CARRIED

5. New Business

6. Date of Next Meeting: November 16, 2016

7. Adjournment

It was moved and seconded
That the meeting be adjourned at 4:35 p.m.

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Development Permit Panel of the Council of the City of Richmond held on Wednesday, October 26, 2016.

Joe Erceg
Chair

Rustico Agawin
Auxiliary Committee Clerk

Schedule 1 to the Minutes of the Development Permit Panel meeting held on Wednesday, October 12, 2016.

De Sousa,Steven

From: Wayne Phillips <wsheldonphillips@gmail.com>
Sent: Wednesday, 26 October 2016 12:45
To: De Sousa,Steven
Subject: Development Variance Permit DV 16-733960 for 3251 Jesmond Avenue

Dear Mr. S. De Sousa,

Further to our phone conversation this morning, this email contains details for the record related to the subject DVP.

At the Richmond Board of Variance meeting October 7,1987, I was granted a front yard setback of 4.0m, where 6,0m is normally required. (Your file BOV 87-025, letter dated Oct 8/87) My property is at 9371 Florimond Road, on the same cup-de-sac as 3251 Jesmond.

If you require any further information for the meeting this afternoon please let me know ASAP.
(Sorry about the short notice. I had planned to come to the meeting this afternoon, but it is no longer practical)

Thanks,
Wayne Phillips
604-271-4347

RECEIVED
OCT 2 6 2016

City of Richmond

Report to Council

To:	Richmond City Council	**Date:**	November 9, 2016
From:	Joe Erceg Chair, Development Permit Panel	**File:**	01-0100-20-DPER1-01/2016-Vol 01
Re:	**Development Permit Panel Meeting Held on October 26, 2016**		

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of:

1. A Development Variance Permit (DV 16-733960) for the property at 3251 Jesmond Avenue; be endorsed, and the Permit so issued.

Joe Erceg
Chair, Development Permit Panel

SB:blg

Panel Report

The Development Permit Panel considered the following items at its meetings held on October 26, 2016.

DV 16-733960 – THE ANDREWS ARCHITECTS INC. – 3251 JESMOND AVENUE
(October 26, 2016)

The Panel considered a Development Variance Permit application to vary the provisions of the Richmond Zoning Bylaw 8500 to reduce the minimum required front yard setback in the "Single Detached (RS1/E)" zone from 6.0 m to 4.04 m, to permit construction of a single-storey addition to the existing single-family dwelling.

Architect, Wendy Andrews, of Andrews Architects Inc., and designer, Michelle Netrval, of Michelle Netrval Garden Design, provided a brief presentation, noting that:

- The 750 square foot addition is designed to be accessible to accommodate the needs of the mother-in-law of the homeowner who is returning to her original home.
- All the neighbours directly affected by the proposal have expressed support to the project.
- The existing hedge on the City-owned boulevard in front of the property is in poor condition and will be removed.
- New landscaping will be introduced on the subject property's front yard.

Tim Perry, owner of the subject property, commented that he supports the proposed landscaping scheme; noting that the existing hedge to be removed is unsightly.

Staff acknowledged support for the proposed variance and noted that staff had received letters from owners of the immediate adjacent properties, expressing support for the proposed variance.

Correspondence was submitted to the Panel regarding the application, advising that the owner of property, located two (2) lots southwest of the subject site, supported the proposed variance and stated that the Board of Variance approved his request for a similar setback variance in 1987.

The Panel expressed support for the proposed variance, noting that: (i) the proposed addition is preferable than a redevelopment of the existing single-family home; and (ii) the proposed design of the addition incorporates aging-in-place features.

The Panel recommends that the Permit be issued.