



## City Council

Council Chambers, City Hall  
6911 No. 3 Road

Tuesday, November 14, 2017  
7:00 p.m.

Pg. #      ITEM

### MINUTES

1. *Motion to:*

- (1) *adopt the minutes of the Regular Council meeting held on October 23, 2017 (distributed previously);*
- CNCL-12      (2) *adopt the **minutes** of the Regular Council meeting for Public Hearings held on October 16, 2017; and*
- CNCL-27      (3) *receive for information the Metro Vancouver **'Board in Brief'** dated October 27, 2017.*



### AGENDA ADDITIONS & DELETIONS

### PRESENTATION

Peter Russell, Senior Manager, Sustainability and District Energy, to present the Canadian Consulting Engineering Award of Excellence for the Alexandra District Energy Utility's Garden City District Energy System Mini-Plant.

## COMMITTEE OF THE WHOLE

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

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3. Delegations from the floor on Agenda items.

**PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS – ITEM NO. 19.**

4. *Motion to rise and report.*

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## RATIFICATION OF COMMITTEE ACTION

## CONSENT AGENDA

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

## CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- 2017 Garry Point Park Legacy Pier and Floating Dock
- Brazilian Elodea Management: Mariner's Village (11291 - 11491 7th Ave)
- Advancement of Partial Funding for the Canada Line Capstan Station
- 2018 Council and Committee Meeting Schedule
- Funding for Richmond Hospital Acute Care Tower
- Development Cost Charges Reserve Fund Establishment Bylaw No. 9779
- 2018 Utility Budgets and Rates/ 2018 Utility Rate Amendment Bylaws
- 2018 Operating and Capital Budgets for Richmond Public Library
- Proposed Draft Market Rental Housing Policy



## Council Agenda – Tuesday, November 14, 2017

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

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Consent  
Agenda  
Item

6. COMMITTEE MINUTES

*That the minutes of:*

- CNCL-33 (1) the **Parks, Recreation and Cultural Services Committee** meeting held on October 24, 2017;
- CNCL-38 (2) the **General Purposes Committee** meeting held on November 6, 2017;
- CNCL-44 (3) the **Finance Committee** meeting held on November 6, 2017; and
- (4) the **Planning Committee** meeting held on November 7, 2017 (distributed separately);
- be received for information.*

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Consent  
Agenda  
Item

7. **2017 GARRY POINT PARK LEGACY PIER AND FLOATING DOCK**  
(File Ref. No. 06-2345-20-GARR2) (REDMS No. 5445584 v. 11)

CNCL-47

See Page CNCL-47 for full report

### PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

*That Option 1: New 600 foot Breakwater Floating Dock as described in the staff report titled “2017 Garry Point Park Legacy Pier and Floating Dock,” dated October 4, 2017, from the Interim Director, Parks and Recreation, be selected to provide staff direction regarding future advanced planning, detailed design and Capital submissions and that the installation of a 300-foot permanent float on the City-owned waterlot portion, a 300-foot temporary float on the provincial waterlot portion and a removable section in between the permanent and temporary floats be included within the Option 1 concept.*

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Consent  
Agenda  
Item

8. **BRAZILIAN ELODEA MANAGEMENT: MARINER'S VILLAGE (11291 - 11491 7TH AVE)**  
(File Ref. No. 10-6160-07-01) (REDMS No. 5574535 v. 10)

CNCL-59

See Page CNCL-59 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That a letter be sent to the BC Ministry of Forests, Lands and Natural Resource Operations, with copies to Richmond MLAs, to request their immediate involvement and the allocation of appropriate funding to manage Brazilian elodea infestations in Richmond.*



Consent  
Agenda  
Item

9. **ADVANCEMENT OF PARTIAL FUNDING FOR THE CANADA LINE CAPSTAN STATION**  
(File Ref. No. 10-6525-07-04-05) (REDMS No. 5547299 v. 12)

CNCL-65

See Page CNCL-65 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That up to \$3.5 million be approved for the advancement of funds to TransLink to initiate design work for the new Canada Line Capstan Station including \$1,097,817 for Preliminary Design with the balance to be for Detailed Design; and*
- (2) *That The 5-Year Financial Plan (2018-2022) reflects this accordingly.*



Consent  
Agenda  
Item

10. **2018 COUNCIL AND COMMITTEE MEETING SCHEDULE**  
(File Ref. No. 01-0105-01) (REDMS No. 5494360 v. 2)

CNCL-72

See Page CNCL-72 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the 2018 Council and Committee meeting schedule as shown in Attachment 2 to the staff report dated October 2, 2017, from the Director, City Clerk's Office, be approved with the following revisions included:*

- (1) *That in order to accommodate the August meeting break and the December holiday season,*
- (a) *the Regular Council meetings (open and closed) of August 13, August 27 and December 24, 2018 be cancelled;*



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- (b) *the Public Hearing of August 20, 2018 be rescheduled to September 4, 2018 at 7:00 p.m. in the Council Chambers at Richmond City Hall;*
- (2) *That in order to adjust the “fifth week” in January 2018,*
  - (a) *the Regular Council meetings (open and closed) of January 8 and January 22, 2018 be rescheduled to January 15 and January 29, 2018 respectively, with all January Committee meetings readjusted accordingly; and*
  - (b) *the Public Hearing of January 15, 2018 be rescheduled to January 22, 2018 at 7:00 p.m. in the Council Chambers at Richmond City Hall.*



Consent  
Agenda  
Item

### 11. **FUNDING FOR RICHMOND HOSPITAL ACUTE CARE TOWER** (File Ref. No.) (REDMS No.)

#### GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That a letter be sent to the Premier, the B.C. Minister of Health, and B.C. Minister of Finance, with copies to the Leader of the Opposition, Leader of the B.C. Green Party, Richmond MLAs, and the Richmond Hospital Foundation, stressing the urgency of a new acute care tower for the Richmond Hospital including the funding commitment in 2018.*



Consent  
Agenda  
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### 12. **DEVELOPMENT COST CHARGES RESERVE FUND ESTABLISHMENT BYLAW NO. 9779** (File Ref. No.: 12-8060-20-009779) (REDMS No. 5598385; 5596236 v. 2)

CNCL-79

See Page CNCL-79 for full report

#### FINANCE COMMITTEE RECOMMENDATION

*That the Development Cost Charges Reserve Fund Establishment Bylaw No. 9779 be introduced and given first, second and third readings.*



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13. **2018 UTILITY BUDGETS AND RATES**  
(File Ref. No. 10-6060-03-01) (REDMS No. 5536775 v. 12)

CNCL-84

See Page CNCL-84 for full report

CNCL-112

See Page CNCL-112 for full Utility Rate Amendment Bylaws

### FINANCE COMMITTEE RECOMMENDATION

*That the 2018 Utility Budgets, as outlined under Option 1 for Water, Option 2 for Sewer, Option 2 for Drainage and Diking, and Option 1 for Solid Waste and Recycling, as contained in the staff report dated October 31, 2017 from the General Manager, Finance & Corporate Services and the Deputy CAO and General Manager, Engineering & Public Works, be approved as the basis for establishing the 2018 Utility Rates and preparing the 5 Year Financial Plan (2018-2021) Bylaw.*



### ADDITIONAL STAFF RECOMMENDATION

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

- (1) *Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9781;*
- (2) *Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9785;*
- (3) *Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 9782; and*
- (4) *Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 9791.*



Consent  
Agenda  
Item

14. **2018 OPERATING AND CAPITAL BUDGETS FOR RICHMOND PUBLIC LIBRARY**  
(File Ref. No.) (REDMS No. 5646446)

CNCL-140

See Page CNCL-140 for full report

### FINANCE COMMITTEE RECOMMENDATION

*That the 2018 Richmond Public Library Operating and Capital budgets as presented in the report dated October 27, 2017 from the Chief Librarian and Secretary to the Board be approved with a same level of service municipal contribution of \$9,143,000 representing a 1.66% increase.*





Consent  
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15. **PROPOSED DRAFT MARKET RENTAL HOUSING POLICY**  
(File Ref. No. 08-4057-08) (REDMS No. 5322200 v. 15)

CNCL-147

See Page CNCL-147 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That the staff report titled, “Proposed Draft Market Rental Housing Policy”, dated November 2, 2017 be received for information; and*
- (2) *That staff be directed to seek comments and feedback from key stakeholders and the public regarding the proposed Draft Market Rental Housing Policy and report back to Planning Committee.*



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CONSIDERATION OF MATTERS REMOVED FROM THE  
CONSENT AGENDA

\*\*\*\*\*

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

16. **APPLICATION FOR A NEW LIQUOR PRIMARY LIQUOR LICENCE – LUCKY 9 BOWLING CENTRE LTD, DOING BUSINESS AS: MONKEY 9 BREW PUB, 180-14200 ENTERTAINMENT BLVD.**  
(File Ref. No. 12-8275-30-001) (REDMS No. 5559386 v. 3)

CNCL-190

See Page CNCL-190 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllrs. Au, Day, and Steves

- (1) *That the application from Lucky 9 Bowling Centre Ltd., doing business as, Monkey 9 Brew Pub, for a new Liquor Primary Liquor Licence to operate a brew pub, at premises located at 180-14200 Entertainment Blvd. be supported for:*
  - (a) *a new Liquor Primary Liquor Licence with the primary business focus on food and liquor service with total person capacity of 200 persons (145 indoor and 55 patio);*
  - (b) *an outdoor bounded patio with capacity of 55 persons;*

- (c) *liquor service hours from Monday to Sunday, from 10:00 AM to next day 2:00 AM.*
- (2) *That a letter be sent to Liquor Control and Licensing Branch advising that:*
  - (a) *Council supports the applicant's new Liquor Primary Liquor Licence and the hours of liquor service with the conditions as listed above;*
  - (b) *the total person capacity at 145 persons indoor and 55 persons for the outdoor patio is acknowledged;*
  - (c) *Council's comments on the prescribed criteria (section 71 of the Liquor Control and Licensing Regulations) are as follows:*
    - (i) *the impact of noise and traffic in the vicinity of the establishment was considered;*
    - (ii) *the general impact on the community was assessed through a community consultation process; and*
    - (iii) *given that this is a new business, there is no history of non-compliance with this operation;*
  - (d) *As the operation of a licenced establishment may effect nearby residents, businesses and property owners, the general impact assessment was conducted through the City's community consultation process as follows:*
    - (i) *residents, businesses and property owners within a 50 meter radius of the establishment were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and*
    - (ii) *signage was posted at the establishment and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how to submit comments or concerns.*
  - (e) *Council's comments on the general impact of the views of residents, businesses and property owners as follows:*
    - (i) *the community consultation process was completed within 90 days of the application process;*
    - (ii) *the comments and views of residents, businesses and property owners received through the community consultation process were assessed; and*
    - (iii) *the concerns of residents, businesses and property owners received through the community consultation process*

*could be mitigated by existing Bylaws;*

- (f) *Council recommends the approval of the licence for the reasons that this new application of the liquor primary license is acceptable to the majority of the residents, businesses and property owners in the area and the community.*

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## PUBLIC DELEGATION ON NON-AGENDA ITEM

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

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Kelly Greene to speak on house sizes on Agricultural Land Reserve land and present a petition.

18. *Motion to rise and report.*

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## RATIFICATION OF COMMITTEE ACTION

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## PUBLIC ANNOUNCEMENTS AND EVENTS

## NEW BUSINESS

## Council Agenda – Tuesday, November 14, 2017

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### BYLAWS FOR ADOPTION

- |                 |   |                          |
|-----------------|---|--------------------------|
| <b>CNCL-198</b> | Consolidated Fees Bylaw No. 8636, Amendment <b>Bylaw No. 9729</b><br>Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.  | <input type="checkbox"/> |
| <b>CNCL-239</b> | 5 Year Consolidated Financial Plan (2017-2021) Bylaw 9663, Amendment <b>Bylaw No. 9757</b><br>Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.   | <input type="checkbox"/> |
| <b>CNCL-244</b> | Richmond Zoning Bylaw No. 5300, Amendment <b>Bylaw No. 7840</b><br>(6511/6531 Williams Road, RZ 04-272351)<br>Opposed at 1 <sup>st</sup> Reading –None.<br>Opposed at 2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.           | <input type="checkbox"/> |
| <b>CNCL-246</b> | Richmond Zoning Bylaw No. 8500, Amendment <b>Bylaw No. 8700</b><br>(6551/6553 Williams Road, RZ 12-521413)<br>Opposed at 1 <sup>st</sup> Reading – None.<br>Opposed at 2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.          | <input type="checkbox"/> |
| <b>CNCL-248</b> | Richmond Zoning Bylaw No. 8500, Amendment <b>Bylaw No. 8750</b><br>(22560, 22600 & 22620 Gilley Road, RZ 06-344606)<br>Opposed at 1 <sup>st</sup> Reading – None.<br>Opposed at 2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None. | <input type="checkbox"/> |
| <b>CNCL-250</b> | Richmond Zoning Bylaw No. 8500, Amendment <b>Bylaw No. 9498</b><br>(10644 Railway Avenue, RZ 14-662864)<br>Opposed at 1 <sup>st</sup> Reading – None.<br>Opposed at 2 <sup>nd</sup> /3 <sup>rd</sup> Readings – Cllr. Day.        | <input type="checkbox"/> |
| <b>CNCL-257</b> | Richmond Zoning Bylaw No. 8500, Amendment <b>Bylaw No. 8748</b><br>(9251 and 9291 Alexandra Road, RZ 10-534751)<br>Opposed at 1 <sup>st</sup> Reading – None.<br>Opposed at 2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.     | <input type="checkbox"/> |





## DEVELOPMENT PERMIT PANEL

### 19. RECOMMENDATION

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

CNCL-261

CNCL-270

- (1) *That the **minutes** of the Development Permit Panel meeting held on October 25, 2017 and the **Chair's report** for the Development Permit Panel meetings held on February 27, 2013, December 10, 2014, August 24, 2016, and October 25, 2017, be received for information; and*
- (2) *That the recommendations of the Panel to authorize the issuance of:*
  - (a) *a Development Permit (DP 12-613923) for the property at 9251 and 9291 Alexandra Road;*
  - (b) *a Development Permit (DP 13-637372) for the property at 22560, 22600 and 22620 Gilley Road;*
  - (c) *a Development Permit (DP 10-521415) for the property at 6551 Williams Road (formerly 6511/6531 and 6551/6553 Williams Road); and*
  - (d) *a Development Variance Permit (DV 17-771661) for the property at 8480 No. 5 Road;**be endorsed, and the Permits so issued; and*
- (3) *That the recommendation of the Panel to authorize the approval of changes to the design of the Development Permit (DP 15-700370) issued for the property at 9560 Alexandra Road be endorsed, and the changes so deemed to be in General Compliance with the Permit.*



## ADJOURNMENT





**Regular Council meeting for Public Hearings  
Monday, October 16, 2017**

Place: Council Chambers  
Richmond City Hall

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

Claudia Jesson, Acting Corporate Officer

Absent: Councillor Ken Johnston

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

1. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9702**  
(Location: 7580 Ash Street; Applicant: Westmark Development Ltd.)

*Applicant's Comments:*

The applicant was available to respond to queries.

*Written Submissions:*

None.

*Submissions from the floor:*

None.

PH17/9-1 It was moved and seconded  
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9702 be given  
second and third readings.*

**CARRIED**



**Regular Council meeting for Public Hearings  
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2. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9727**  
(Location: 3751 Shuswap Avenue; Applicant: Sandeep Kang)

*Applicant's Comments:*

The applicant was not present to respond to queries.

*Written Submissions:*

Fraser Lawrie, 3731 Shuswap Avenue (Schedule 1)

*Submissions from the floor:*

None.

PH17/9-2

It was moved and seconded

***That Richmond Zoning Bylaw 8500, Amendment Bylaw 9727 be given second and third readings.***

**CARRIED**

Opposed: Cllr. Day

3. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9740**  
(Location: 9511 and 9531 Williams Road; Applicant: Yamamoto Architecture Inc.)

*Applicant's Comments:*

The applicant was available to respond to queries.

Wayne Craig, Director, Development, advised that an agreement was reached between the Strata Council of the adjacent property and the developer. He noted that the developer will be required to fulfill all rezoning considerations prior to final adoption.

*Written Submissions:*

None.

*Submissions from the floor:*

None.

PH17/9-3

It was moved and seconded

***That Richmond Zoning Bylaw 8500, Amendment Bylaw 9740 be given second and third readings.***

**CARRIED**



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4. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9749**  
(Location: 9291, 9311 and 9331 No. 2 Road; Applicant: Jhujar Construction Ltd.)

*Applicant's Comments:*

The applicant was available to respond to queries.

*Written Submissions:*

None.

*Submissions from the floor:*

None.

PH17/9-4

It was moved and seconded

***That Richmond Zoning Bylaw 8500, Amendment Bylaw 9749 be given second and third readings.***

**CARRIED**

5. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9750**  
(Location: 9211 and 9231 Williams Road; Applicant: Interface Architecture Inc.)

*Applicant's Comments:*

The applicant was available to respond to queries.

*Written Submissions:*

None.

*Submissions from the floor:*

None.

PH17/9-5

It was moved and seconded

***That Richmond Zoning Bylaw 8500, Amendment Bylaw 9750 be given second and third readings.***

**CARRIED**

6. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9752**  
(Location: 9371 Dayton Avenue; Applicant: Satnam Shergill and Gurjit Pooni)

*Applicant's Comments:*

The applicant was not present to respond to queries.



**Regular Council meeting for Public Hearings  
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*Written Submissions:*

Llewellyn Lee-Son, 9431 Dayton Avenue (Schedule 2)

*Submissions from the floor:*

None.

PH17/9-6

It was moved and seconded

***That Richmond Zoning Bylaw 8500, Amendment Bylaw 9752 be given second and third readings.***

**CARRIED**

7. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9758**  
(Location: 9200 and 9220 Glenallan Drive; Applicant: Timothy Tse)

*Applicant's Comments:*

The applicant was available to respond to queries.

*Written Submissions:*

(a) Norman W. Roberts, 9300 Glenacres Drive (Schedule 3)

(b) Duane Kilburn, 9300 Glenacres Drive, (Schedule 4)

*Submissions from the floor:*

None.

PH17/9-7

It was moved and seconded

***That Richmond Zoning Bylaw 8500, Amendment Bylaw 9758 be given second and third readings.***

**CARRIED**

Opposed: Cllr. Day

8. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9744, 9745, 9746, 9747 AND 9748**  
(Location: 8520 Cambie Road; 4940 and 3791 No. 3 Road; 8191 Alderbridge Way; 8260, 8280, 8300, 8380 Bridgeport Road and 8211 Sea Island Way; Applicant: City of Richmond)

*Applicant's Comments:*

The applicant was available to respond to queries.



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*Written Submissions:*

Racheal Wong, H.G.L. Investments Ltd, (Schedule 5)

*Submissions from the floor:*

None.

- PH17/9-8      It was moved and seconded  
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9744 be given  
second and third readings.*  
**CARRIED**
- PH17/9-9      It was moved and seconded  
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9745 be given  
second and third readings.*  
**CARRIED**
- PH17/9-10      It was moved and seconded  
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9746 be given  
second and third readings.*  
**CARRIED**
- PH17/9-11      It was moved and seconded  
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9747 be given  
second and third readings.*  
**CARRIED**
- PH17/9-12      It was moved and seconded  
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9748 be given  
second and third readings.*  
**CARRIED**
- PH17/9-13      It was moved and seconded  
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9745 be adopted.*  
**CARRIED**



**Regular Council meeting for Public Hearings  
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PH17/9-14

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9747 be adopted.*

**CARRIED**

9. **OFFICIAL COMMUNITY PLAN BYLAW 7100, AMENDMENT  
BYLAW 9062**

**RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9063**

(Location: 4020, 4080, 4100, 4180, 4280 and 4300 Bayview Street (formerly 4300 Bayview Street); Applicant: Onni Development (Imperial Landing) Corp.)

*Applicant's Comments:*

Chris Evans, Executive Vice-President, Onni Development, commented on the history of the application and spoke on various efforts by Onni to address the concerns of the City and other stakeholders. He remarked that Onni has met with the Steveston Merchants Association, the Steveston Community Association, the Steveston 20/20 group, and the Steveston Harbour Authority. Mr. Evans advised that an Open House was held in September 2017 for the public to provide input on the current proposed application. Mr. Evans remarked that Onni has made every effort to address the comments of the different stakeholders in Steveston Village, and was of the opinion that the proposed 32-unit hotel will be a tremendous addition to the area.

Blair Erb, Coriolis Consulting Corporation, representing the Applicant, spoke to his role as it relates to the calculation of the proposed amenity contribution, noting that the intent of the process was to determine the potential increase in land value should the proposed application be approved. Mr. Erb noted that the City does not have a policy that prescribes the appropriate amount for an amenity contribution based on the potential increase in land value. Mr. Erb then commented on other municipalities' practices with regard to community amenity contributions, and was of the opinion that a community amenity contribution reflecting 50% of the anticipated land lift is fair and equitable.

*Written Submissions:*

- (a) David Chinn, Richmond resident, (Schedule 6)
- (b) Ann Phelps, International Dragon Boat Festival Society, (Schedule 7)
- (c) Matthias Meier, 4333 Bayview Street, (Schedule 8)
- (d) Alexander and Margaret Brodie, Richmond residents, (Schedule 9)
- (e) Walter Nieboer, 4111 Bayview Street, (Schedule 10)





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- (f) Donald Flintoff, 6071 Dover Road, (Schedule 11)
- (g) Thelma Smith, 4111 Bayview Street, (Schedule 12)
- (h) Geoff Snell, Richmond resident, (Schedule 13)
- (i) Shelley Makaoft, Richmond Street, (Schedule 14)
- (j) Jim van der Tas, President, Steveston Merchants Association, (Schedule 15)
- (k) Scott Mcquistin, 4020 Bayview Street, (Schedule 16)
- (l) Sean Lawson, 12235 No. 1 Road, (Schedule 17)
- (m) John Roston, 12262 Ewen Avenue, (Schedule 18)
- (n) Kathy Seymour, Andrews Road, (Schedule 19)
- (o) Michael Carey, Gerrard Place, (Schedule 20)
- (p) Dulcie Mercado, Westwater Drive, (Schedule 21)
- (q) Lisa Nunn, Railway Avenue, (Schedule 22)
- (r) Shelley Gray, Richmond resident, (Schedule 23)
- (s) Linda Barnes, 4551 Garry Street, (Schedule 24)
- (t) Carol Schmitz, Moncton Street, (Schedule 25)
- (u) Lisa Colby, 4628 Duncliffe Road, (Schedule 26)
- (v) Jeff Jones, Richmond resident, (Schedule 27)
- (w) Jay Morrison, 3100 Steveston Highway, (Schedule 28)
- (x) Jeanette Krehel, 4500 Westwater Drive, (Schedule 29)
- (y) Imperial Landing Open House comment sheet (4 submissions), (Schedule 30)
- (z) Anne DeVent, 12880 Railway Avenue, (Schedule 31)
- (aa) Kelly Illerbrun, Bayview Street, (Schedule 32)
- (bb) Kevin Loong, 4388 Bayview Street, (Schedule 33)
- (cc) Brian Burke, Andrews Road, (Schedule 34)
- (dd) Nancy Dickinson, Richmond resident, (Schedule 35)
- (ee) [REDACTED] Richmond resident, (Schedule 36)
- (ff) Sharon Renneberg, 4211 Bayview Street, (Schedule 37)





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- (gg) Gudrun Heckerott, 12333 English Avenue, (Schedule 38)
- (hh) Andrea Hunter, 4233 Bayview Street, (Schedule 39)
- (ii) Peggy Johnson, 9451 Dayton Avenue, (Schedule 40)
- (jj) David Lindsay, Richmond resident, (Schedule 41)
- (kk) Kevin Skipworth, Andrews Road, (Schedule 42)
- (ll) Alexander Brodie, 4300 Bayview Street, (Schedule 43)
- (mm) Jennifer Anderson, 4500 Westwater Drive, (Schedule 44)
- (nn) Eleanor Hamilton, 4233 Bayview Street, (Schedule 45)
- (oo) Marc Thomas, Gilbert Road, (Schedule 46)
- (pp) Dave and Brenda Wood, 10171 No. 1 Road, (Schedule 47)
- (qq) Peter and Vivienne Lowenstein, 3371 Richmond Street, (Schedule 48)
- (rr) Sherwin Hinds, Richmond resident, (Schedule 49)
- (ss) Sandy Sveinson, 4655 Britannia Drive, (Schedule 50)
- (tt) Jim van der Tas, President, Steveston Merchants Association, (Schedule 51)
- (uu) Brenda Yttri, President, Steveston Community Society, (Schedule 52)
- (vv) Tim Main, Richmond resident, (Schedule 53)
- (ww) Edita Whipple, 4233 Bayview Street, (Schedule 54)
- (xx) Dieter Nachtigall, 4280 Bayview Street, (Schedule 55)
- (yy) Egon S. Frank, 5800 Andrews Road, (Schedule 56)
- (zz) Bruce Laing, 4335 Bayview Street, (Schedule 57)
- (aaa) Bob Ransford, 12333 English Avenue, (Schedule 58)
- (bbb) Allyn Rodden, 11220 Frigate Court, (Schedule 59)
- (ccc) Brian and Doreen Coleman, 10740 Rosecroft Crescent, (Schedule 60)
- (ddd) Walter Nieboer, 4111 Bayview Street, (Schedule 61)
- (eee) J. Morrison, 4233 Bayview Street, (Schedule 62)
- (fff) Clarence Lameman, Princess Lane, (Schedule 63)
- (ggg) [REDACTED] (Schedule 64)



**Regular Council meeting for Public Hearings  
Monday, October 16, 2017**

- (hhh) Melanie Rupp, 12206 Imperial Drive, (Schedule 65)
- (iii) Sandy Smithbower, 12560 Harrison Avenue, (Schedule 66)
- (jjj) Linda Barnes, 4551 Garry Street, (Schedule 67)
- (kkk) Gari Volpov, 4600 Westwater Drive, (Schedule 68)
- (lll) Don Yee, 4471 Wyne Crescent, (Schedule 69)
- (mmm) Roy Langstaff, 4500 Westwater Drive, (Schedule 70)
- (nnn) Eleanor Hamilton, 4233 Bayview Street, (Schedule 71)
- (ooo) Don Rodden, 11220 Frigate Court, (Schedule 72)
- (ppp) Marina Goldberg, 4600 Westwater Drive, (Schedule 73)
- (qqq) Linda Rosas, 4600 Westwater Drive, (Schedule 74)
- (rrr) C. Burke, 4311 Bayview Street, (Schedule 75)
- (sss) Deborah Turner, 4311 Bayview Street, (Schedule 76)
- (ttt) G. Isaac, 4280 Moncton Street, (Schedule 77)
- (uuu) Kelly Greene, Richmond resident, (Schedule 78)

*Submissions from the floor:*

Thelma Smith, 4111 Bayview Street, spoke in opposition to the proposed development, citing concerns on the integrity of the Applicant as she was of the opinion that the Applicant had always intended to submit an additional rezoning application to allow other uses other than Mixed Maritime Use. Ms. Smith further spoke to the current subject site, stating that the existing buildings were designed in a manner in which they can easily be converted and utilized for other uses, as currently included in the proposed application. Ms. Smith then urged Council to protect the quiet nature of surrounding neighbourhoods and reject the application.

Colleen Burke, 4311 Bayview Street, spoke in opposition to the proposed development and read from her submission (attached to and forming part of these minutes as Schedule 75).

Tom Beaupre, Hammersmith Way, spoke in favour of the proposed development, noting that he will be relocating to Steveston Village in the near future, and is looking forward to a more vibrant life during his retirement. Mr. Beaupre then remarked that tourism decreases during the winter months and local businesses suffer, therefore he was of the opinion that the proposed hotel would attract more tourists to the area throughout the year.



**Regular Council meeting for Public Hearings  
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John Roston, 12262 Ewen Avenue, referred to tables related to the amenity contribution calculations (attached to and forming part of these minutes as Schedule 18) and drew attention to anticipated lease rates for each building based on use. Mr. Roston was of the opinion that regardless of what is permitted in each building, the space will likely be occupied by the services that yield the highest lease. He then spoke on the proposed community amenity contribution amount and was of the opinion that Council should insist on receiving the maximum land lift value and not 50% as currently being offered.

Jay Nunns, 10200 4<sup>th</sup> Avenue, spoke in favour of the proposed development. He was of the opinion that revitalizing the boardwalk will continue to serve as a bridge from Steveston Village to Britannia Heritage Shipyard, and that the proposed boutique hotel would be a great opportunity to provide a tourism amenity.

Cynthia Rautio, 12282 English Avenue, spoke in opposition to the proposed hotel development as she was of the opinion that it would provide no benefit to the residents of Steveston Village. Ms. Rautio remarked that she would prefer to see businesses such as doctors' offices on the subject site as these uses would be good resources for retirees and older adults with mobility issues. Ms. Rautio also commented on the proposed community amenity contribution amount and was of the opinion that a larger figure needed to be considered.

Jim van der Tas, President of the Steveston Merchants Association, suggested that the development be split into thirds whereby each third would be Retail, Commercial, and Maritime Mixed Use.

Lorne Slye, 11911 3<sup>rd</sup> Avenue, spoke in favour of the proposed development, as he wished to see an increase in tourism in Steveston Village and the proposed hotel would provide much needed viability to the area.

Phil Karlsson, 3560 Broadway Street, spoke in favour of the proposed development, noting that the existing zoning is not viable and it is time to move forward. He was of the opinion that developing a hotel on the site would be advantageous to Steveston Village and beneficial for tourism within the City. Mr. Karlsson spoke on the community amenity contribution amount and urged Council to acquire the maximum.

Ann Phelps, Vancouver resident, spoke in favour of the proposed development. She stated that she is heavily involved with the Dragon Boat Festival in Steveston and was of the opinion that developing a hotel in the area would benefit Festival goers.



**Regular Council meeting for Public Hearings  
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Owen Fan, 7531 Minoru Boulevard, was of the opinion that Steveston Village is in need of further development, and the proposed hotel would benefit the community, particularly in light of the various festivals that take place in the community. Mr. Fan was in favour of the proposed development moving forward as he no longer wished to see the subject site vacant.

David Chinn, 9388 Odlin Road, spoke in support of the proposed development, as he wished to see the subject site completed as the emptiness acts as a disconnect between Steveston Village and Britannia Heritage Shipyard. He was of the opinion that the proposed development would further increase usage of the boardwalk, and that the vacant space needs to be utilized.

Carl Hibbert, 12633 No. 2 Road, spoke in favour of the proposed development, and was of the opinion that leaving the site vacant gives the impression that the location is abandoned. Mr. Hibbert then spoke on the proposed rent rates, noting that a low rate would be detrimental to other properties as businesses would likely relocate to take advantage of said low rates. Mr. Hibbert wished to see the application move forward and urged Council to approve the proposal before them.

Agnes Gaglewski, 4080 Bayview Street, owner of Generation Daycare Incorporated, commented on her positive experience with Onni as it relates to her business, and spoke in favour of the proposal as she believes that it will be of great benefit to the community.

Brian Burke, 5500 Andrews Road, spoke in favour of the proposed development, stating that it is time to move forward with the application and enhance Steveston Village by providing services that will undoubtedly benefit the community.

Karl Palla, 11839 Dunford Road, spoke in support of the proposed application, wishing to see the vacant subject site developed as it is currently unsightly. He was of the opinion that the addition of commercial development to the area would be timely and a great benefit to the community. He then spoke on the proposed community amenity contribution, noting that a reasonable compromise should be reached utilizing the two parties' economic consultants' findings.



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Jeff Jones, 12333 English Avenue, spoke in favour of the proposed development, as he wished to see the area grow and incorporate vital amenities. He then remarked that small businesses in the area would benefit from the new developments being proposed, and was of the opinion that the Applicant has put forth a quality proposal for Imperial Landing. Mr. Jones then urged Council to approve the proposed development.

Georgeann Glover, 5600 Andrews Road, spoke in favour of the proposed development and was of the opinion that keeping the Mixed Maritime Use would only exasperate vacancies. Ms. Glover remarked that she is agreeable to having more retail choices in Steveston Village, noting that appropriate use of the site supersedes the proposed community amenity contribution amount.

Jane Pratt, 5500 Andrews Road, spoke in support of the proposed development, noting that she is in favour of all the proposed uses as it will further complement Steveston Village's appeal.

Allyn Rodden, 11220 Frigate Court, expressed support for the proposed application, noting that she wishes to see it move forward. Ms. Rodden supported the proposed hotel use as she believed that it would benefit the community. She then urged Council to consider the advantages to the community when making their decision on the proposed application.

Dieter Nachtigall, 4280 Bayview Street, spoke in support of the proposed development, and stated that he believed it is an opportunity for the community to grow and build for future generations. He was of the opinion that the proposed hotel will fit well with the artistic parameters of the community, and urged Council to approve the proposal.

Mayor Brodie acknowledged the conclusion of the first round of public speakers and invited the Applicant to address Council on comments made by the public delegations.

Mr. Evans spoke on the proposed community amenity contribution, stating that land appraisals are often contentious, which is why independent professionals were retained. In response to queries from Council, Mr. Evans provided the following information:

- the anticipated average hotel stay would vary by season;
- gaining support for an application is a time consuming process, hence the delay in bringing one forward sooner;
- the proposal suggested by the Steveston Merchants' Association for the the property to encompass equal parcels of Retail, Commercial, and Mixed Maritime Use is not feasible; and



**Regular Council meeting for Public Hearings  
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- in addition to the proposed new zones, Mixed Maritime Use will continue to be in place.

Mr. Evans then stated that as the proposed application has undergone a significant and lengthy process, and in the interest of moving the proposal forward, the proposed current amenity contribution would be increased by \$1 million.

Five speakers then addressed Council for a second time with new information.

Cynthia Rautio, 12282 English Avenue, spoke in opposition to the proposed hotel, however noted that other land uses, such as commercial uses, on the subject site should move forward. Ms. Rautio queried whether the current rental units on the subject site were permitted to be used as hotel rooms in the future and it was noted that this was not a possibility. She was of the opinion that should the proposed hotel be approved, the vacant space could no longer be used for commercial uses that would benefit the community and that for hotel room prices would be too high..

Jim van der Tas, President, the Steveston Merchants Association, queried if the application were to be approved is the Applicant required to build a hotel. In response to his query staff advised that the Mixed Maritime Use would continue to be in place and the hotel use would be an addition.

Lorne Slye, 11911 3<sup>rd</sup> Avenue, was of the opinion that Steveston Village requires density in order for this area to remain viable for businesses, and expressed support for the proposal before Council.

John Roston, 12262 Ewen Avenue, spoke on the specifics of the two economic consultants' community amenity contribution calculations. He stated that although he is frustrated with the vacant subject site, he believes the Applicant must increase their proposed community amenity contribution amount significantly.

Blair Erb, Coriolis Consulting Corporation, representing the Applicant, commented on how the land lift value was calculated.

The Chair stated that there were no further speakers and then acknowledged the end of the speakers on the issue.

Discussion took place and Council expressed concern with regard to the proposed community amenity contribution amount and the proposed land uses were further discussed.



**Regular Council meeting for Public Hearings  
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Council discussed the merits of referring the matter back to staff versus deferring Council consideration to the November Public Hearing. The Chair suggested that if Council was not satisfied with the land uses, that a referral back to staff would be appropriate.

In response to a Council query regarding deferral to the November Public Hearing, Mayor Brodie stated that the matter would not be delegable in November re-iterating that the public commentary on the matter was done and that Council consideration would simply continue from this point. He further noted that deferral of the discussion on Bylaws 9062 and 9063 to the next Public Hearing was for the specific purpose of having further discussion on the amenity contribution component.

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

PH17/9-15

It was moved and seconded

*That Council consideration of Official Community Plan Bylaw 7100, Amendment Bylaw 9062 and Richmond Zoning Bylaw 8500, Amendment Bylaw 9063 be deferred to the November 20, 2017 Public Hearing scheduled for 7:00 p.m. in the Council Chambers at Richmond City Hall for further discussion, analysis and information regarding the amenity contribution component.*

**CARRIED**

Opposed: Cllrs. Day  
McPhail  
Steves

**ADJOURNMENT**

PH17/9-16

It was moved and seconded

*That the meeting adjourn (10:49 p.m.).*

**CARRIED**



**City of  
Richmond**

**Minutes**

**Regular Council meeting for Public Hearings  
Monday, October 16, 2017**

Certified a true and correct copy of the  
Minutes of the Regular meeting for Public  
Hearings of the City of Richmond held on  
Monday, October 16, 2017.

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Mayor (Malcolm D. Brodie)

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Acting Corporate Officer  
(Claudia Jesson)



## **For Metro Vancouver meetings on Friday, October 27, 2017**

*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@metrovanancouver.org](mailto:Greg.Valou@metrovanancouver.org) or [Kelly.Sinowski@metrovanancouver.org](mailto:Kelly.Sinowski@metrovanancouver.org)*

## **Metro Vancouver Regional District**

### **Electric Mobility Canada's 8th Annual EV/VÉ Conference and Trade Show**

**RECEIVED**

Metro Vancouver received a report on Electric Mobility Canada's 8th Annual EV/VÉ Conference and Trade Show, which was attended by a Metro Vancouver Director and a staff member from the Parks, Planning and Environment Department. Electric Mobility Canada is a national membership-based not-for-profit organization dedicated exclusively to the promotion of electric mobility as an available and important solution to Canada's emerging energy and environmental issues.

### **Strata Energy Advisor Program – Additional Information Regarding Air Quality Reserve Request**

**APPROVED**

The Board approved a request to contribute \$192,500 from the Air Quality Reserve to fund the delivery of a revised Strata Energy Advisor pilot program. The Program will pilot the effectiveness of an "energy coaching and training" approach to overcoming the behavioural and cultural barriers that have been identified to inhibit energy efficiency and GHG emissions reduction in stratas.

### **Consultation on Potential Amendments to the Metro Vancouver Automotive Refinishing Emission Regulation Bylaw**

**APPROVED**

The MVRD Board agreed to begin consultations on potential amendments, including updates to regulatory scope, standards and requirements, to the Greater Vancouver Regional District Automotive Refinishing Emission Regulation Bylaw No. 1086, 2008 (Bylaw 1086) to address concerns that vehicle/equipment refinishing facilities in Metro Vancouver release air contaminants associated with adverse health effects.

### **Staff Appointments as Board-designated Officers**

**APPROVED**

The MVRD Board appointed Brendan Smith as an officer under the Greater Vancouver Regional District Air Quality Management Bylaw and the Environmental Management Act, while rescinding the appointments of Jeffrey Gogol, Grace Cockle and Alexander Clifford and former Metro Vancouver employees Terry Sunar, Johanna Hercun and Francis Yuen.

## **Air Quality Advisories During the Summer of 2017**

**RECEIVED**

The Board received a report on the number of air quality advisories issued by Metro Vancouver during the summer of 2017. The wildfire smoke episodes of 2017 were unprecedented in terms of their duration and geographic scope, leading to broad regional impacts.

Staff was also directed to report back to committee on the feasibility of installing additional air quality monitoring stations south of the Fraser River.

## **Response to Delegations about Metro Vancouver's Air Quality Permitting Process**

**RECEIVED**

The Board received a report outlining the response to issues concerning two air quality permit applications raised by delegates at the July 5, 2017 Climate Action Committee Meeting. The concerns focused on air quality permit applications by Weir Canada Inc. (Weir) and Ebco Metal Finishing Limited Partnership (Ebco), both of which are located in Southeast Surrey.

## **Consultation on a Residential Wood Smoke Regulation for Metro Vancouver**

**APPROVED**

The Board agreed to start consultations on proposals to regulate the emission of wood smoke from indoor residential wood burning activities. Restricting emissions of wood smoke from indoor residential wood burning is recognized as a polarizing issue and could potentially require the future adoption of a bylaw by Metro Vancouver that would apply to the general public in their homes.

## **2017 Community to Community Forum**

**RECEIVED**

The Board received an information report on the 2017 Community to Community Forum with the Tsawwassen First Nation. The forum provides an opportunity to bring together First Nations and local governments to foster positive relationships between communities.

## **Quarterly Report on Reconciliation Activities**

**RECEIVED**

The Board received a quarterly report on reconciliation activities, aimed discussed strengthening relationships with local First Nations.

## **TransLink Application for Federal Gas Tax Funding from the Greater Vancouver Regional Fund for 2019 Fleet Expansion and Modernization**

**APPROVED**

The Board approved \$121.150 million in federal gas tax funding from the Greater Vancouver Regional Fund for the several transit projects proposed by TransLink for 2019, including double-decker diesel buses, conventional 40' and 60' hybrid buses, more HandyDART shuttles and community shuttle gasoline vehicles. TransLink will be testing the viability of double decker buses beginning in October 2017 using two leased vehicles for a three-month trial period, but this will not be included in the funding.

## **2016 Greater Vancouver Regional Fund Semi-Annual Report**

**RECEIVED**

The Board MVRD Board received the first status report from TransLink on its active projects funded by federal gas tax funds through the Greater Vancouver Regional Fund (GVRF) as of December 31, 2016. The report also provides an overview of future funding requests in relationship to the current 10-year investment plan and the Mayors' Council vision.

## **Homelessness Partnering Strategy Community Entity Updates on the 2017 Homeless Count**

**RECEIVED**

The Board received the final results from the 2017 Homeless Count in Metro Vancouver, which was held over a 24-hour period between March 7 and 8, 2017. The Aboriginal Homelessness 2017 Count in Metro Vancouver and the 2017 Homeless Count Final Report were published September 25 and 26, respectively, generating widespread media coverage on the issues of homelessness. The 2017 Report on Homelessness in the Lower Mainland, a joint effort of communities in Metro Vancouver and the Fraser Valley, was published October 4.

## **Changes in Voting Strength and Director Representation on the Board**

**RECEIVED**

The Board received a report on the changes to voting allocation and director representation as a result of population changes identified in the 2016 Federal Census. These changes affect the board's composition by increasing the number of directors to 40. holding among them 134 votes. This change takes effect November 1, 2017.

## **Delegations Received at Committee October 2017**

**RECEIVED**

The Board received a report containing submissions received from the following delegates, Dale Littlejohn, Executive Director, Community Energy Association (CEA), in October. Littlejohn spoke to the Climate Action Committee about local government collaborations, Federal funding for climate change projects and energy actions, and CEA activities. No further action was taken.

## **Metro Vancouver 2040: Shaping our Future Amendment to Reflect Accepted Regional Context Statements**

**APPROVED**

The Board adopted an amendment to Metro Vancouver 2040: Shaping our Future (Metro 2040) to reflect accepted Regional Context Statements from the Township of Langley, City of Surrey and City of North Vancouver.

## **Greater Vancouver Water District**

### **Summer 2017 Water Supply Performance**

**RECEIVED**

The GVWD Board received a preliminary review of water use and water supply system performance during summer 2017. Peak water use Greater Vancouver Water District was above the levels seen in 2016, but below the levels seen in the 2015 drought year and other recent years, likely benefiting from water conservation campaigns by Metro Vancouver and member local governments.

## **Greater Vancouver Sewerage and Drainage District**

### **Northwest Langley Wastewater Treatment Projects – Project Definition Phase Update**

**RECEIVED**

The GVS&DD Board received an update on the work completed to date for the Northwest Langley Wastewater Treatment Projects. The project includes upgrading the service capacity of the treatment plant; a new pump station and sanitary sewer overflow storage tank sited next to the existing Katzie Pump Station; a drilled river crossing under the Fraser River; and investigating several options for placement of the new larger outfall.

### **2017 Regional Grease Campaign – Wipe It, Green Bin It**

**RECEIVED**

The GVS&DD Board received a report on the 2017 regional campaign (Wipe it, Green Bin), which aims to reduce the disposal of grease into the regional sewer system. Metro Vancouver will be launching a regional campaign in 2017 to target residential sources of grease, which can cause clogs and sewer overflows into homes, businesses and the environment.

### **Expanded Polystyrene Disposal Ban Consultation Summary and Proposed Implementation Approach**

**APPROVED**

The GVS&DD Board received a report on the consultation activities and feedback on a potential Expanded Polystyrene Disposal Ban. Metro Vancouver is proposing an Expanded Polystyrene Disposal Ban at Regional Facilities, with an initial threshold of 20% and a surcharge of 100% of the Tipping Fee.

As with other disposal bans, the ban would begin with an educational period where no surcharges are issued to allow customers, businesses and recycling facilities to adjust to the new requirement.

## **Generator Levy and Commercial Hauler Licensing Update**

**APPROVED**

The GVS&DD Board agreed to move ahead with plans prepare bylaws on the Mixed Municipal Solid Waste Generator Levy and Commercial Hauler Licensing. Under the proposed Generator Levy, all residential, commercial and institutional generators of solid waste would be required to contribute to the fixed costs of transfer stations and solid waste planning. Haulers would be required to collect and remit the Generator Levy to Metro Vancouver.

## **Bylaw 181 Review Update**

**APPROVED**

The GVS&DD Board directed staff to prepare a bylaw to replace Greater Vancouver Sewerage and Drainage District Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996.

## **Composting Best Practices Study**

**APPROVED**

The GVS&DD Board directed staff to work with local member jurisdictions and other stakeholders to review solid waste regulatory requirements for organics facilities as part of the 2018 work plan and incorporate the key findings of the 2017 Composting Best Practices study into future regulatory and procurement processes.

## **Single-Use Item Reduction Strategy Update**

**APPROVED**

The GVS&DD Board directed staff to determine how to reduce waste from Single-Use Items such as disposable cups, take-out containers and shopping bags on a regional level, based on the City of Vancouver's Single-Use Item Reduction Strategy.

## **Staff Appointments as a Board-designated Officers pursuant to Greater Vancouver Sewerage and Drainage District Municipal Solid Waste and Recyclable Material Regulatory Bylaw**

**APPROVED**

The GVS&DD Board, pursuant to Greater Vancouver Sewerage and Drainage District Municipal Solid Waste and Recyclable Material Regulatory Bylaw, appointed the following officers: Permitting and Enforcement Officers Craig Shishido, Kristen Beattie, Donna Hargreaves and Brendon Smith and Senior

Project Engineers Maari Hirvi Mayne, and Rob Kemp. The appointments of Don Miller, Francis Yuen, and Terry Sunar were rescinded.

**Delegations Received at Committee October 2017****RECEIVED**

The GVS&DD Board received a report on the delegations to the Zero Waste Committee in October, which included Josh JansenVandoorn, Super Save Group; Angus Gardner, Belcorp; and Steve Bryan, WMABC. The delegations related Generator Levy and Commercial Hauler Licensing Update and Bylaw 181 Review Update.

**Development Cost Charge Review Process and Rate Amending Bylaw****APPROVED**

The GVS&DD Board approved the implementation of new Development Cost Charge rates, effective date of May 1st, 2018. It also adopted the Greater Vancouver Sewerage and Drainage District Development Cost Charge Amending Bylaw No. 305, 2017 and directed staff to forward the bylaw to the Inspector of Municipalities for approval.

**GVS&DD Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 306, 2017****APPROVED**

The GVS&DD Board adopted several changes to its tipping fee bylaw for 2018, including a three per cent increase in garbage tipping fees, a new Surcharge for Expanded Polystyrene Packaging and a new \$50 deposit for customers with a rental vehicle, out-of-province or dealer licence plate, or who previously left without payment, among others.

**Metro Vancouver Regional District Parks****2017 Annual Visitor Use and Program Statistics Preview****RECEIVED**

The Board received a preview of 2017 Regional Parks annual visitor use and program statistics as of August 31, 2017. For the first eight months of 2017, nearly 8.2 million visits were recorded (a decrease of 0.5% from 2016). As visitation is strongly correlated to weather conditions, 2017's extended winter and wet spring contributed to a decline in visitors over the first four months compared to last year. Conversely, the warm and dry summer and the addition of Grouse Mountain Regional Park contributed to a visitation increase of 9.9% from May to August over 2016.



## Parks, Recreation and Cultural Services Committee

Date: Tuesday, October 24, 2017

Place: Anderson Room  
Richmond City Hall

Present: Councillor Harold Steves, Chair  
Councillor Ken Johnston  
Councillor Carol Day (entered at 4:02 p.m.)  
Councillor Bill McNulty  
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 20, 2017, be adopted as circulated.*

**CARRIED**

*Councillor Day entered the meeting (4:02 p.m.).*

### NEXT COMMITTEE MEETING DATE

November 28, 2017, (tentative date) at 4:00 p.m. in the Anderson Room

### COMMUNITY SERVICES DIVISION

1. **2017 GARRY POINT PARK LEGACY PIER AND FLOATING DOCK**

(File Ref. No. 06-2345-20-GARR2) (REDMS No. 5445584 v. 11)

Jamie Esko, Manager, Parks Planning, Design and Construction, provided background information and commented on next steps following the selection of a preferred option by Council.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, October 24, 2017**

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In reply to queries from Committee regarding the attractiveness of Option 1, Ms. Esko advised that much of the structural components would be below water level, thus not visible to users. Also, she remarked that the proposed new structural infrastructure is purposeful in that the design is safer and more stable.

The Chair distributed a rendering that illustrates a new breakwater floating dock (attached to and forming part of these minutes as Schedule 1). In referencing the rendering, he remarked that a permanent 600 foot floating dock would extend onto a provincial waterlot, which would require the City to enter into an agreement for its use; it was noted that an agreement is currently in place for use of the waterlot, however only temporary structures may be installed.

The Chair then suggested that in an effort to maximize potential future uses of a new floating dock and to avoid any potential challenges regarding the use of the provincial waterlot, the following be examined as part of the Option 1 concept: (i) the installation of a 300-foot permanent float on the City-owned waterlot portion, (ii) a 300-foot temporary float on the provincial waterlot, and (iii) a removable section in between the permanent and temporary floats. In this scenario, the Chair highlighted that the temporary float could be utilized elsewhere such as at the Gill Net Loft and re-attached to the permanent float at Garry Point Park during major events. Also, he remarked that the aforementioned configuration would allow for small boats to access the north side of the float.

In reply to queries from Committee, Cathryn Volkering Carlile, General Manager, Community Services, advised that a 30-year lease has been renewed for the use of the provincial waterlot and that staff can liaise with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding the feasibility of a lease that would permit for the installation of a permanent structure.

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

It was moved and seconded

*That Option 1: New 600 foot Breakwater Floating Dock as described in the staff report titled "2017 Garry Point Park Legacy Pier and Floating Dock," dated October 4, 2017, from the Interim Director, Parks and Recreation, be selected to provide staff direction regarding future advanced planning, detailed design and Capital submissions and that the installation of a 300-foot permanent float on the City-owned waterlot portion, a 300-foot temporary float on the provincial waterlot portion and a removable section in between the permanent and temporary floats be included within the Option 1 concept.*

**CARRIED**



**Parks, Recreation & Cultural Services Committee**  
**Tuesday, October 24, 2017**

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**2. DELEGATION TO MYSTIC SEAPORT**

(File Ref. No. 11-7000-01) (REDMS No. 5553582 v. 3)

Marie Fenwick, Manager, Museum and Heritage Services, provided background information and in reply to queries from Committee advised that a Council-approved delegation visited Mystic, Connecticut in 2014, and that a future delegation to Mystic, Connecticut would vary from the 2014 delegation as it would include a structured itinerary with pre-scheduled meetings with various stakeholders. Also, Ms. Fenwick stated that staff did examine the potential to visit neighbouring maritime-focused communities as part of the delegation to Mystic, Connecticut; however, due to logistics, it was determined that this would not be possible.

Ms. Carlile advised that staff could gauge Council's interest in attending Mystic Seaport and report back in 2018.

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

It was moved and seconded

*That staff canvas interest from members of Council regarding visiting Mystic Seaport and report back.*

**CARRIED**

**2A. TREE, BENCH AND PICNIC TABLE DONATION PROGRAM**

(File Ref. No.)

The Chair spoke to a letter dated October 11, 2017 regarding the City's Tree, Bench and Picnic Table Donation Program (copy on file, City Clerk's Office), and expressed concern regarding the lack of memorial opportunities to honour pioneer Richmond families.

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

*That staff examine (i) options to increase memorial plaques, (ii) options to incorporate memorial recognition in public art, and (iii) funding options for dedications to be in place in perpetuity with a single donation and report back.*

**CARRIED**

**3. MANAGER'S REPORT**

**(i) Minoru Aquatics Centre**

John Woolgar, Manager, Aquatic and Arena Services, updated Committee on the Minoru Aquatics Centre, noting that the pool will be closed for three days next week for repairs.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, October 24, 2017**

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**(ii) *Garden City Lands***

Ms. Esko provided an update on activities at the Garden City Lands, noting that the soil has been tilled and seeded and further highlighted that Kwantlen Polytechnic University is pleased with the results of the soil matter. Also, she remarked that in an effort to increase the soil's nutrient content, Red Clover and Fall Rye have been selected as the cover crop.

**ADJOURNMENT**

It was moved and seconded

***That the meeting adjourn (4:22 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 24, 2017.

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Councillor Harold Steves  
Chair

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Sarah Kurian  
Legislative Services Coordinator



- ① 300' Permanent Floating Dock.
- ② 300' Temporary Floating Dock.
- ③ Renewable Floating Dock

(I may provide 300' log buoys later if needed)

Purpose:  
• No need for permanent float  
• on cross waterlot  
• Allows small boat access to North  
side of float.



## General Purposes Committee

Date: Monday, November 6, 2017

Place: Anderson Room  
Richmond City Hall

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

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

### ADDITIONS AND DELETIONS

It was moved and seconded

*That "Funding for Richmond Hospital Acute Care Tower" be added to the agenda as Item No. 5.*

**CARRIED**

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on October 16, 2017, be adopted as circulated.*

**CARRIED**

### ENGINEERING AND PUBLIC WORKS DIVISION

## **General Purposes Committee**

### **Monday, November 6, 2017**

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#### **1. BRAZILIAN ELODEA MANAGEMENT: MARINER'S VILLAGE (11291 - 11491 7TH AVE)**

(File Ref. No. 10-6160-07-01) (REDMS No. 5574535 v. 10)

Peter Russell, Senior Manager, Sustainability and District Energy, provided Committee with an update in regards to recent actions taken by the City:

- mapping of the area to understand depth and surface area is to be completed;
- staff received an opinion from a certified applicator on the use of herbicide as the Integrated Pest Management Regulation restricts the use of herbicides in bodies of water such as this;
- staff met with Val Miller, Chair of the Inter-Ministry Invasive Species working group, and a risk assessment started in 2014 by the Province is expected to be completed this fall;
- the working group is exploring further mechanical excavation and obtaining a pesticide use permit internally; and
- the Province intends to bring options and costing of removal to the community for consultation in February 2018.

Committee spoke to the concerns of residents of Mariner's Village noted in correspondence distributed on table (copy on file, City Clerk's Office) and expressed concern over the Ministry's management of the infestation.

In response to queries from Committee, Mr. Russell commented that (i) the situation is unprecedented and only one other occurrence has been noted in B.C., (ii) staff are actively working with the Province to find a solution, (iii) staff have assessed that the elodea in the pond is currently under control and continue to monitor areas that have the potential to spread, (iv) there could be an opportunity this fall to investigate if the site can be contained and water levels dropped, as the pond is ground water fed, to see if the infestation can be managed by the colder weather, (v) there was a resolution introduced by Squamish at UBCM to ban the sale of invasive species and has been put forward by the Inter-Ministry Invasive Species working group, and (vi) public engagement and consultation by the provincial government will help the issuance of a permit for herbicide application as there is the ability to appeal.

It was moved and seconded

***That a letter be sent to the BC Ministry of Forests, Lands and Natural Resource Operations, with copies to Richmond MLAs, to request their immediate involvement and the allocation of appropriate funding to manage Brazilian elodea infestations in Richmond.***

The question on the motion was not called as Committee heard from two public delegations on the matter.

2.



## **General Purposes Committee**

### **Monday, November 6, 2017**

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Chris Allnut, resident of Mariner's Village, noted that he has recently witnessed water going over the berm and is of the opinion that it would be advantageous to deal with the infestation now rather than waiting until February as the biomass will have increased.

Michael Krygier, strata council president at Mariner's Village, stated that the strata council is willing to cooperate with any activities required to eliminate this infestation.

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

Direction was given to staff to provide Council with regular updates regarding the Brazilian Elodea infestation.

## **COMMUNITY SAFETY DIVISION**

### **2. APPLICATION FOR A NEW LIQUOR PRIMARY LIQUOR LICENCE – LUCKY 9 BOWLING CENTRE LTD, DOING BUSINESS AS: MONKEY 9 BREW PUB, 180-14200 ENTERTAINMENT BLVD.**

(File Ref. No. 12-8275-30-001) (REDMS No. 5559386 v. 3)

It was moved and seconded

- (1) That the application from Lucky 9 Bowling Centre Ltd., doing business as, Monkey 9 Brew Pub, for a new Liquor Primary Liquor Licence to operate a brew pub, at premises located at 180-14200 Entertainment Blvd. be supported for:*
  - (a) a new Liquor Primary Liquor Licence with the primary business focus on food and liquor service with total person capacity of 200 persons (145 indoor and 55 patio);*
  - (b) an outdoor bounded patio with capacity of 55 persons;*
  - (c) liquor service hours from Monday to Sunday, from 10:00 AM to next day 2:00 AM.*
- (2) That a letter be sent to Liquor Control and Licensing Branch advising that:*
  - (a) Council supports the applicant's new Liquor Primary Liquor Licence and the hours of liquor service with the conditions as listed above;*
  - (b) the total person capacity at 145 persons indoor and 55 persons for the outdoor patio is acknowledged;*
  - (c) Council's comments on the prescribed criteria (section 71 of the Liquor Control and Licensing Regulations) are as follows:*
    - (i) the impact of noise and traffic in the vicinity of the*

3.



## General Purposes Committee

Monday, November 6, 2017

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*establishment was considered;*

- (ii) the general impact on the community was assessed through a community consultation process; and*
- (iii) given that this is a new business, there is no history of non-compliance with this operation;*
- (d) As the operation of a licenced establishment may effect nearby residents, businesses and property owners, the general impact assessment was conducted through the City's community consultation process as follows:*
  - (i) residents, businesses and property owners within a 50 meter radius of the establishment were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and*
  - (ii) signage was posted at the establishment and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how to submit comments or concerns.*
- (e) Council's comments on the general impact of the views of residents, businesses and property owners as follows:*
  - (i) the community consultation process was completed within 90 days of the application process;*
  - (ii) the comments and views of residents, businesses and property owners received through the community consultation process were assessed; and*
  - (iii) the concerns of residents, businesses and property owners received through the community consultation process could be mitigated by existing Bylaws;*
- (f) Council recommends the approval of the licence for the reasons that this new application of the liquor primary license is acceptable to the majority of the residents, businesses and property owners in the area and the community.*

The question on the motion was not called as discussion took place in regards to adjusting the hours of liquor service and the following **amendment** to Part (1)(c) was introduced:

It was moved and seconded

***That the liquor service hours be from Monday to Sunday, from 11:30 AM to next day 1:00 AM.***

The question on the amendment motion was not called as discussion ensued in regards to other establishments in the area and their operating hours.

**General Purposes Committee**  
**Monday, November 6, 2017**

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The question on the amendment motion was called and it was **DEFEATED** with Mayor Brodie, Cllrs. Dang, Johnston, Loo, McNulty, and McPhail opposed.

The question on the main motion was then called and it was **CARRIED** with Cllrs. Au, Day, and Steves opposed.

**PLANNING AND DEVELOPMENT DIVISION**

**3. ADVANCEMENT OF PARTIAL FUNDING FOR THE CANADA LINE CAPSTAN STATION**

(File Ref. No. 10-6525-07-04-05) (REDMS No. 5547299 v. 12)

It was moved and seconded

- (1) *That up to \$3.5 million be approved for the advancement of funds to TransLink to initiate design work for the new Canada Line Capstan Station including \$1,097,817 for Preliminary Design with the balance to be for Detailed Design; and*
- (2) *The 5-Year Financial Plan (2018-2022) reflects this accordingly.*

**CARRIED**

**FINANCE AND CORPORATE SERVICES DIVISION**

**4. 2018 COUNCIL AND COMMITTEE MEETING SCHEDULE**

(File Ref. No. 01-0105-01) (REDMS No. 5494360 v. 2)

Discussion took place regarding the three options outlined in the staff report and whether there was a need to cancel meetings the week of the UBCM convention.

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

It was moved and seconded

*That the 2018 Council and Committee meeting schedule as shown in Attachment 2 to the staff report dated October 2, 2017, from the Director, City Clerk's Office, be approved with the following revisions included:*

- (1) *That in order to accommodate the August meeting break and the December holiday season,*
  - (a) *the Regular Council meetings (open and closed) of August 13, August 27 and December 24, 2018 be cancelled;*

5.

**General Purposes Committee**  
**Monday, November 6, 2017**

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- (b) *the Public Hearing of August 20, 2018 be rescheduled to September 4, 2018 at 7:00 p.m. in the Council Chambers at Richmond City Hall;*
- (2) *That in order to adjust the "fifth week" in January 2018,*
  - (a) *the Regular Council meetings (open and closed) of January 8 and January 22, 2018 be rescheduled to January 15 and January 29, 2018 respectively, with all January Committee meetings readjusted accordingly; and*
  - (b) *the Public Hearing of January 15, 2018 be rescheduled to January 22, 2018 at 7:00 p.m. in the Council Chambers at Richmond City Hall.*

**CARRIED**

**5. FUNDING FOR RICHMOND HOSPITAL ACUTE CARE TOWER**

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

Discussion ensued in regards to the urgent need for a new acute care tower at Richmond Hospital and the following **motion** was introduced:

It was moved and seconded

*That a letter be sent to the Premier, the B.C. Minister of Health, and B.C. Minister of Finance, with copies to the Leader of the Opposition, Leader of the B.C. Green Party, Richmond MLAs, and the Richmond Hospital Foundation, stressing the urgency of a new acute care tower for the Richmond Hospital including the funding commitment in 2018.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:41 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 6, 2017.

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Mayor Malcolm D. Brodie  
Chair

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Amanda Welby  
Legislative Services Coordinator





## Finance Committee

Date: Monday, November 6, 2017

Place: Anderson Room  
Richmond City Hall

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

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Finance Committee held on October 2, 2017, be adopted as circulated.*

**CARRIED**

### FINANCE AND CORPORATE SERVICES DIVISION

1. **DEVELOPMENT COST CHARGES RESERVE FUND  
ESTABLISHMENT BYLAW NO. 9779**  
(File Ref. No.: 03-0900-01) (REDMS No. 5598385; 5596236 v. 2)

It was moved and seconded

*That the Development Cost Charges Reserve Fund Establishment Bylaw No. 9779 be introduced and given first, second and third readings.*

**CARRIED**

**Finance Committee**  
**Monday, November 6, 2017**

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2. **2017 AUDIT ENGAGEMENT**

(File Ref. No.: 03-0905-01) (REDMS No. 5601786; 5633496)

It was moved and seconded

*That the 2017 Audit Planning Letter from KPMG, LLP, dated October 26, 2017, as provided in Attachment 1 of the staff report titled, "2017 Audit Engagement", dated October 27, 2017, from the Director, Finance, be received for information.*

**CARRIED**

3. **2018 UTILITY BUDGETS AND RATES**

(File Ref. No. 10-6060-03-01) (REDMS No. 5536775 v. 12)

It was moved and seconded

*That the 2018 Utility Budgets, as outlined under Option 1 for Water, Option 2 for Sewer, Option 2 for Drainage and Diking, and Option 1 for Solid Waste and Recycling, as contained in the staff report dated October 31, 2017 from the General Manager of Finance & Corporate Services and the Deputy CAO and General Manager of Engineering & Public Works, be approved as the basis for establishing the 2018 Utility Rates and preparing the 5 Year Financial Plan (2018-2021) Bylaw.*

The question on the motion was not called as in response to a question from Committee, Lloyd Bie, Manager, Engineering Planning stated that approximately \$400,000 a year is spent on the Dyke Repair Program.

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

**RICHMOND PUBLIC LIBRARY**

4. **2018 OPERATING AND CAPITAL BUDGETS FOR RICHMOND PUBLIC LIBRARY**

(File Ref. No.) (REDMS No. 5646446)

In response to queries from Committee, Susan Walters, Chief Librarian, noted that (i) library staff continuously review collections and utilize a tool that allows staff to track circulation and use, (ii) staff are also looking at ways to increase barrier-reduced access, (iii) the book vending technology purchase will be a proof of service and aims to serve neighbourhoods without close access to a library branch, and (iv) materials available in the book vending machine can be changed and adapted depending on community feedback and demand.

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

**Finance Committee**  
**Monday, November 6, 2017**

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It was moved and seconded

*That the 2018 Richmond Public Library Operating and Capital budgets as presented in this report dated October 27, 2017 from the Chief Librarian and Secretary to the Board be approved with a same level of service municipal contribution of \$9,143,000 representing a 1.66% increase.*

**CARRIED**

Discussion further ensued and in response to questions from Committee, Ms. Walters commented that in 2018, the library will be seeking public consultation in creating their Strategic Plan for 2019-2021 and will focus on library services.

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (4:55 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 6, 2017.

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Mayor Malcolm D. Brodie  
Chair

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Amanda Welby  
Legislative Services Coordinator





# City of Richmond

## Report to Committee

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

**Date:** October 4, 2017

**From:** Serena Lusk  
Interim Director, Parks and Recreation

**File:** 06-2345-20-  
GARR2/Vol 01

**Re:** 2017 Garry Point Park Legacy Pier and Floating Dock

### Staff Recommendation

That a preferred alternative from the options described in the staff report titled "2017 Garry Point Park Legacy Pier and Floating Dock," dated October 4, 2017, from the Interim Director, Parks and Recreation, be identified to provide staff direction regarding future advanced planning, detailed design and Capital submissions.

Serena Lusk  
Interim Director, Parks and Recreation  
(604-233-3344)

Att. 5

| REPORT CONCURRENCE                                       |               |
|--|---------------|
| CONCURRENCE OF GENERAL MANAGER                           |               |
|  |               |
| REVIEWED BY STAFF REPORT /<br>AGENDA REVIEW SUBCOMMITTEE | INITIALS:<br> |
| APPROVED BY CAO  |               |
|  |               |

## Staff Report

### Origin

At the May 26, 2015, Parks, Recreation and Cultural Services Committee meeting, staff received the following referral:

*That staff prepare a concept and develop cost estimates for the modification of the Garry Point Park marine pilings and associated structures for the creation of a permanent pier and accessible float to be considered as a legacy project for the Canada 150 Fund and report back to Committee.*

And on June 27, 2017, Parks, Recreation and Cultural Services Committee meeting, staff received the following referral:

*That staff examine options for a permanent float at Garry Point and report back.*

The purpose of this report is in response to the above referrals and to present options for consideration of a 2017 legacy waterfront community infrastructure to celebrate and commemorate Richmond's maritime history.

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.*

*2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

This report supports Council's 2014-2018 Term Goal #6 Quality Infrastructure Networks:

*Continue diligence towards the development of infrastructure networks that are safe, sustainable, and address the challenges associated with aging systems, population growth, and environmental impact.*

*6.1. Safe and sustainable infrastructure.*

*6.2. Infrastructure is reflective of and keeping pace with community need.*

### Analysis

#### Background

In October 2010, a new waterfront development legacy project was initiated at Garry Point Park to enhance, promote and accommodate tourism and maritime activities within the Steveston Harbour. The improvements, which included a 600 foot floating dock and 12 steel piles to secure

the structure, are located on both City-owned water covered lot/parkland and partly on Crown Provincial's waterlot managed by the Ministry of Forests, Lands and Natural Resources Operations (FLNRO) (Attachment 1).

In January 2017, the City received a 30 year tenure license lease agreement with FLNRO for the use of their waterlot that allows the City to host special events on a seasonal and temporary basis only. Any new permanent structure proposed in their waterlot will require a formal application for review and approval from the Ministry. This lease agreement with the FLNRO will expire in 2046.

This waterlot location in front of Garry Point's western beach is where Richmond has the deepest water depths available to accommodate large Class A vessels requiring a minimum of 7 metres draft. In comparison, Steveston Harbour's navigation channel from the mouth of Garry Point to Imperial Landing only has a maximum depth of 4 to 5 metres. Alternatively, the No. 3 Road Pier waterfront currently has up to 5 metres depth as well and will require ongoing maintenance dredging and disposal of sediment materials if the City wishes to host a large Class A vessel at that site in the future.

The works in 2010 at Garry Point Park included:

- The construction and installation of a 600 x 20 foot wide steel and timber modular float located approximately 150 feet from the main beach/shoreline;
- The installation of 12 permanent steel piles, 42 inch diameter, to secure the float (at depths of more than 3 metres below local low water); and
- The installation of temporary approach ramps and gangways situated on top of the existing rip-rap (boulder/rocks) areas for access to the float and mitigation of habitat vegetation along the shoreline (temporary piles would be used to secure the approach floats).

The improvements at Garry Point Park, some which were temporary and some which are permanent, were used in 2011 to host the first annual Ships to Shore event. While the steel pilings from the 2011 installation remain in place at Garry Point Park, the 600 foot timber and steel float has been relocated to Imperial Landing (Attachment 2), where it is currently programmed for the annual Ships to Shore and Maritime Festival events.

The Imperial Landing float is also marketed on the Pacific West Coast as a destination for recreational boating with overnight and day moorage service in the protected Steveston Cannery Channel. The Imperial Landing dock has become a popular location for both local residents and visitors allowing them a chance to get close to the water in the Steveston Cannery Channel.

#### Garry Point Park's Waterlot Challenges

Garry Point Park's waterfront location connects the Steveston Harbour's secondary channel to the main navigational channel of the Fraser River and Sturgeon Banks. As a result, this has significant challenges due to the natural strong currents of the Fraser River and the wave action from marine vessels of all sizes utilizing the main navigational channel leading to open waters. From small fishing boats to large shipping vessels, the wave action from these vessels creates

both a safety concern and a maintenance issue with the erosion of the foreshore and the beaches at Garry Point Park.

This also creates a challenge with the design of a permanent structure to accommodate a maritime use facility in the form of a floating dock or a pier. The floating docks that were constructed in 2010 were designed as a temporary use structure at Garry Point Park to accommodate large Class A vessels such as the Nippon Maru and the Kaiwo Maru only during special events. Applications to the Port of Vancouver for the use of Crown Province's waterlot in 2010 were for hosting annual maritime special events only during the summer season. The floating docks were designed to be modular in four 150 foot sections so they can easily be transported to the Imperial Landing location where they are designed to be located year round.

When the 600 foot long floating docks are located at Garry Point Park, they can be exposed to significant tidal action caused by marine vessel traffic and storm events, resulting in safety concerns for the public during these times. Both in 2011 and in 2017, staff had to close the docks to the public for most of the time prior to the start of the major events. Perimeter fencing was erected around the docks to provide some additional safety measures, however, the storms/winds that were experienced earlier this year from January to May, presented additional concerns for public safety.

The concept of constructing a new pier would alleviate the safety concerns regarding tidal actions since its foundations would be based on a fixed pile structure, however, it would not provide the moorage opportunities for small to medium vessels that will still require a floating dock. The option of constructing a new pier and a new type of floating dock that would allow for both year-round public use of the pier and only seasonal use of the floating dock could be considered.

#### Permanent Legacy Waterfront Opportunity

A permanent pier and floating dock structure at Garry Point Park will enhance both maritime and special event activities similar to destinations found at White Rock's waterfront and Vancouver's Coal Harbour, where the public can stroll directly at the waterfront's edge or recreationally fish at one of the most desirable waterfront locations in Richmond.

The City's Ships to Shore event in 2011 and the recent 2017 King of the Sea, Kaiwo Maru event to start off the celebrations with Canada 150, have demonstrated the popularity of a major maritime event within the heart of the Steveston Village.

The Garry Point Park is already a popular tourist destination and a permanent new pier and floating dock will only add to the unique character and experience of the Steveston Village. In addition, it would be a legacy infrastructure to celebrate and commemorate Richmond's maritime history and would be enjoyed for years to come.

This proposed legacy project is responsive to Council's adopted Steveston Waterfront Strategy vision of:

*A world-class, internationally recognized maritime waterfront that respects the past and lives the future.*

*The Steveston Waterfront area, with its working fishing harbor, historic village centre, active street life, festivals, and beautiful riverfront setting, will be a unique and popular place to live, work, and play and a key visitor destination for the region.*

If approved, the proposed legacy pier and floating dock will be an inclusive amenity accessible by all. Leveraging the strategic location at Garry Point Park, the legacy pier is an innovative modification of the existing 2011 improvements and current investments at the site.

Given the strategic location of the Garry Point Park pilings and the unique deep water access of the site, the location at Garry Point Park can be modified with improvements to facilitate a permanent pier and floating dock infrastructure.

In response to the referral from the June 27, 2017, Parks Recreation and Cultural Services Committee "That staff examine options for a permanent float at Garry Point and report back" staff present the following five options for consideration:

Option 1: New 600 foot Breakwater Floating Dock (Recommended)

Option 1 (Attachment 3) is to design a new permanent floating dock that would provide more stability in an open-water environment such as the waterfront at Garry Point Park. Conceptual designs for a combination floating breakwater/dock suggest that the structure would need to be much wider and deeper than the steel and timber floating docks currently at Imperial Landing. The design would incorporate a concrete and steel structure with deep wedged shaped edges that will provide more stability.

This option does not incorporate a fixed piled pier structure as a view point or a formal headland staging area and will still be exposed to high storm weather conditions that may require the docks to be closed during those times.

Preliminary estimate: \$2.0 million.

Option 2: Permanent Legacy Pier and Float at Garry Point Park

This option (Attachment 4) would take advantage of the strategic location at Garry Point Park and involve the installation of a permanent steel and timber pier structure connecting the two eastern headlands at the man-made Garry Point Park western beach area. The resulting pier would be a significant recreational amenity and legacy addition to the park site. Taking advantage of the existing steel piles, the permanent pier can facilitate water access to a temporary or permanent float, permitting large vessels with deep drafts a safe and secure deep water moorage which is not available anywhere else in the Steveston Cannery Channel.

As in the year 2000 when the City partnered with the Steveston Harbour Authority and Small Craft Harbours to construct permanent piers along Bayview Street over the Fraser River, this proposed installation at Garry Point Park would be located at the entrance to the Steveston Cannery Channel and would become an instant tourist destination as a new amenity that is safe and publicly accessible at Garry Point Park for water viewing, tall ship or other vessel moorage and would also serve as a unique fishing pier.

The architectural and marine engineering consultants have provided a preliminary cost estimate of \$6.0 million.

#### Option 3: Single Pier Head and New Breakwater Float Located on City's Waterlot

The location of this new concrete floating breakwater/dock could be situated closer to the Steveston Harbour Channel entrance, therefore eliminating the need to consider the Province's waterlot for the installation of City's infrastructure. Five of the existing steel piles at Garry Point Park's waterfront are currently located on the Crown Provincial's waterlot; however, they could be relocated entirely onto the City's water covered lot to support a new single pier head and proposed floating structure. This option would eliminate FLNRO's regulatory requirements and approvals for the use of their waterlot for hosting ongoing maritime special events.

This option would involve the construction of a new pier head at the middle headland of Garry Point Park's beachfront and a new 600 foot long floating breakwater dock with new gangways (Attachment 5).

Preliminary estimate: \$4.0 million.

#### Option 4: Staus Quo

If neither the permanent legacy pier nor float alternatives presented above are selected, the existing steel piles could remain at the Garry Point Park location, but would only be used for moorage opportunities if the current float at Imperial Landing is temporarily relocated there when required. The costs associated for the transport and set-up of the float and gangways is approximately \$80,000 for a maritime special event at Garry Point Park.

#### Option 5: Removal of Existing Steel Piles

If Council decides not to host any future maritime special events or an invitation of a Class A type tall ship such as the Nippon Maru or the Kaiwo Maru, the existing 12 steel piles along Garry Point Park's waterfront could be removed.

#### **Next Steps**

If a legacy pier project is to be considered as part of the City's Capital process, detailed design along with permitting requirements from federal partners would need to be submitted for approval. Scheduling for the project from design to completion suggests a minimum 15 month timeline.



The summary scope of work includes:

- Detailed design and engineering;
- Topographical depth soundings survey;
- Permit applications to the Ministry of Forest, Lands, and Resource Operations, Environment Canada, Canadian Coast Guard, and the Department of Fisheries and Oceans; and
- Tender for construction.

### **Financial Impact**

None.

### **Conclusion**

This staff report is in response to Council's referral requests from the May 26, 2015, and June 27, 2017, Parks Recreation and Cultural Services Committee meetings. Five options have been presented for consideration. The first three options strategically maximize the location at Garry Point Park and would utilize the existing steel pile infrastructure that was installed in 2011 for future maritime activities.

A Capital submission could be included for consideration as part of the 5-Year Financial Plan Capital Program for 2019, should Council wish to proceed with the construction of a legacy pier and/or breakwater float installation. A detailed design estimate will serve as the total upset figure for future construction and consideration for funding as part of the Capital budget process.



Marcus Liu  
Parks Project Technologist  
(604-233-3313)

- Att. 1: Garry Point Park Temporary Float Installation in 2011 and 2017
- 2: Imperial Landing Float (Current Location)
  - 3: Option 1 – New 600 foot Breakwater Floating Dock
  - 4: Option 2 – Permanent Legacy Pier and Float at Garry Point Park
  - 5: Option 3 – Single Pier Head and New Breakwater Float located on City's Waterlot

Garry Point Park Temporary Float Installation in 2011 and 2017

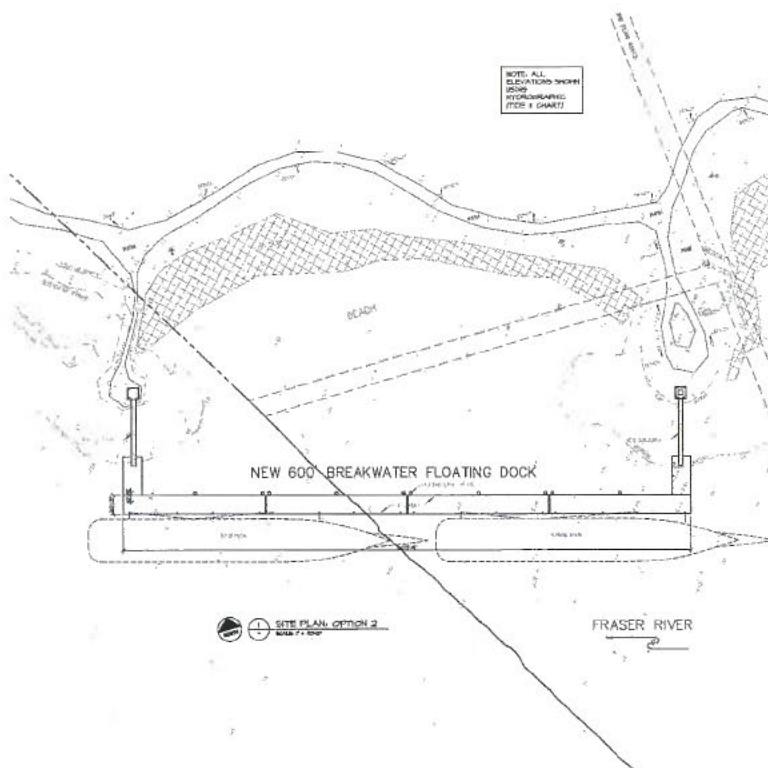


Imperial Landing Float (Current Location)

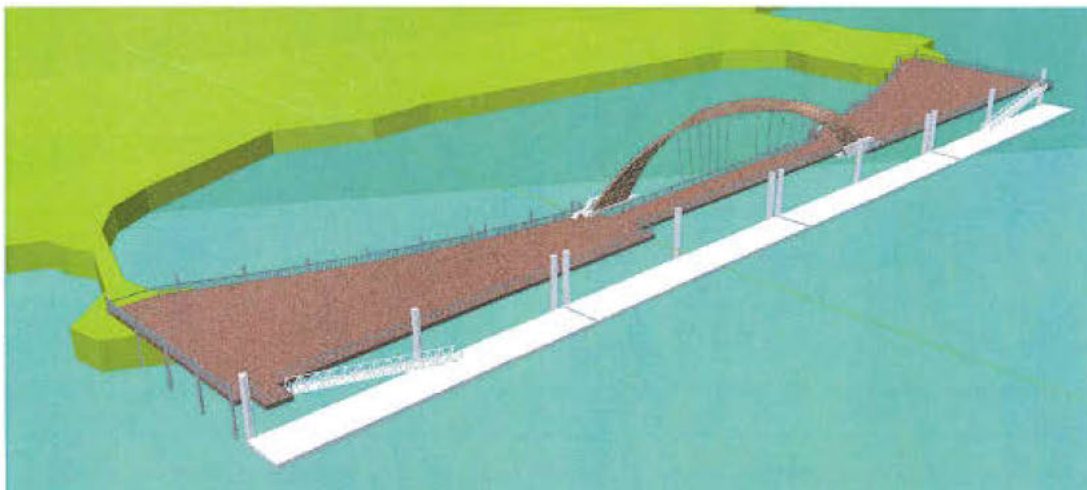




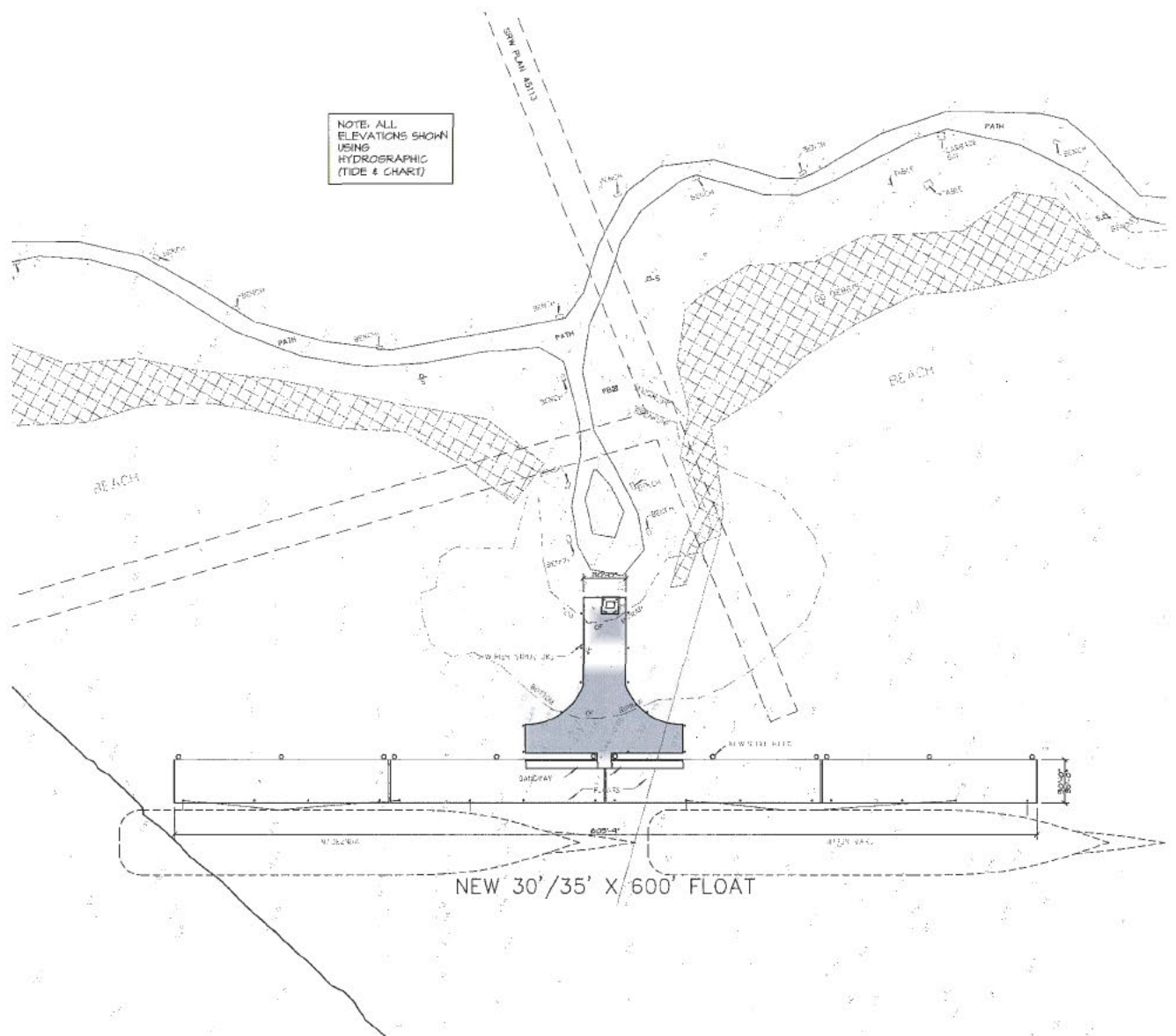
(Option 1) New 600'-0" Breakwater Floating Dock (example photo shown below)



Option 2-- Permanent Legacy Pier and Float at Garry Point Park



Option 3 – Single Pier Head and New Breakwater Float located on City's Waterlot







## City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** October 5, 2017

**From:** John Irving, P.Eng. MPA  
Director, Engineering

**File:** 10-6160-07-01/2017-  
Vol 01

**Re:** Brazilian Elodea Management: Mariner's Village (11291 - 11491 7th Ave)

### Staff Recommendation

That a letter be sent to the BC Ministry of Forests, Lands and Natural Resource Operations, to request their immediate involvement and the allocation of appropriate funding to manage Brazilian elodea infestations in Richmond.

John Irving, P.Eng. MPA  
Director, Engineering  
(604-276-4140)

| REPORT CONCURRENCE   |   |                                       |
|--|---|---------------------------------------|
| <b>ROUTED TO:</b>  | <b>CONCURRENCE</b>  | <b>CONCURRENCE OF GENERAL MANAGER</b> |
| Parks Services<br>Sewerage & Drainage<br>Law                     | <input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/> |                                       |
| <b>REVIEWED BY STAFF REPORT /<br/>AGENDA REVIEW SUBCOMMITTEE</b> | <b>INITIALS:</b><br>  | <b>APPROVED BY CAO</b><br>            |

## Staff Report

### Origin

Staff have encountered challenges associated with the eradication of Brazilian elodea (elodea) from a water feature located on City property that is currently exclusively used by residents in Mariner's Village. This report is seeking Council's support to issue a letter to the Minister of Forest, Lands and Natural Resource Operations for their immediate action to manage Brazilian elodea infestations in Richmond.

This report supports Council's 2014-2018 Term Goal #6 Quality Infrastructure Networks:

*Continue diligence towards the development of infrastructure networks that are safe, sustainable, and address the challenges associated with aging systems, population growth, and environmental impact.*

*6.1. Safe and sustainable infrastructure.*

### Background

Mariner's Village is a private condominium development constructed in 1973, located between 11291 and 11491 7<sup>th</sup> Ave in Richmond and consisting of several single- and multi-family dwellings (Attachment 1). A pond feature associated with the development is located on City property and is situated between the site and the west dike.

The pond is approximately 500 metres (m) long by approximately 25 m wide and is a linear water feature that forms part of the City's drainage system in the area. There are two embayments where the pond is notably larger and two gated pedestrian bridges have been installed to provide access to the multi-use pathway along the dike from Mariner's Village (Attachment 2).

In 2014, staff were notified by the Strata of the presence of elodea in the pond, which was likely the result of the improper disposal of the contents of an aquarium. Elodea is a highly invasive aquatic plant that poses a significant risk to flooding infrastructure and the environment as it has the ability to plug drainage and inhibit native vegetation. Currently, there are only two locations in BC that elodea is known to exist (including this one). As such, elodea is one of the City's priority species under the *Invasive Species Action Plan* and is provincially-mandated under the *Early Detection Rapid Response Plan (EDRRP)*. The elodea infestation within the pond feature has the potential risk to spread to the adjacent Sturgeon Banks Wildlife Management Area. Although elodea is a freshwater plant, staff have been monitoring the Sturgeon Banks as there may be pockets of freshwater that are at risk of infestation.

The City currently has a limited role in addressing the elodea but carries the risk that the infestation could spread beyond the pond. Several City programs can assist the Province with the elodea infestation including:



- Sewerage and Drainage Program – the pond is not currently included as part of the City's regular maintenance activities and City crews only undertake 'as needed' activities to control vegetation on weirs and displace nuisance beavers.
- Invasive Species Action Plan – the City adopted the *Invasive Species Action Plan* in January 2016 to mitigate the significant risks posed to our civil and ecological resources from the spread of invasive species.
- Ecological Network Management Strategy – the objectives set out within the strategy can be used to enhance the biological value of the property and maintain ecological connectivity to the surrounding lands through naturalization of the pond rather than a constructed water feature.
- Dike Master Planning – the west side of the pond is bounded by the west dike, which will be raised approximately 1.5 m over the next 25 to 75 years to accommodate climate change induced sea level rise. As a result of the raising efforts, the west dike will be approximately 10 m wider than it is today and some (or all) of the space required to widen the dike may come from the City's property currently occupied by the pond.
- Parks Open Space Strategy – Currently Parks does not provide any pond maintenance support to the strata. Future activities could include supporting a more desirable open and accessible public space.

#### Provincial Early Detection Rapid Response Plan

The Province is the lead agency for resourcing the elodea treatment efforts under the EDRRP, but benefits from coordination and engagement from all levels of government and land owners. The program is a proactive approach to managing new invasive species to BC that prevents establishment and subsequent impacts through targeted species risk assessment, verification, containment and eradication. Activities are guided by the EDRRP, which provides detailed direction on the decisions and actions required to address new incursions anywhere in BC. The Provincial government, through the Inter-Ministry Invasive Species Working Group, leads implementation of BC's EDRRP in partnership with federal agencies, with cooperation of key land managers and stakeholders throughout B.C. and adjacent jurisdictions.

As such, City staff have been working closely with the Province to determine a suitable management plan for the elodea since 2015, and have supported a remedial trial with City resources in 2016. The trial was ineffective and for this reason, the City and Province continued to explore alternative solutions. It was determined that alternative solutions come at a significantly higher cost and for this reason, the Province has not been able to commit the necessary resources to address the issue to date. In October 2017, City staff coordinated a meeting onsite with the Province to determine immediate action efforts and are presently waiting for further support.

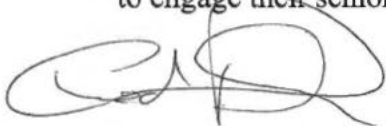
Given the current situation, a recommendation is included in this report to send a letter to the Minister of Forests, Lands and Natural Resource Operations, requesting the immediate deployment of appropriate resources.

### **Financial Impact**

None at this time. The City does not currently have operating or capital budgets allocated for managing the elodea but intend on developing a scope of work in partnership with the Province as needed.

### **Conclusion**

There is a need to address the risks associated with the spread of elodea to protect the City's broader drainage system and natural environment but the Province has the primary responsibility to address the infestation. To ensure that an effective, long term management plan for the pond is prioritized it is recommended that staff proceed with issuing a letter to the Province and continue to engage their senior officials for action.



Chad Paulin  
Manager, Environment  
(604-247-4672)



Peter Russell  
Senior Manager, Sustainability & District Energy  
(604-276-4130)

CP:th

Att. 1: Site location  
2: Site photographs

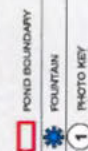




CNCL - 63

**CITY OF RICHMOND**  
MARINERS VILLAGE  
POND ASSESSMENT

**SITE LOCATION PLAN**  
FIGURE 1

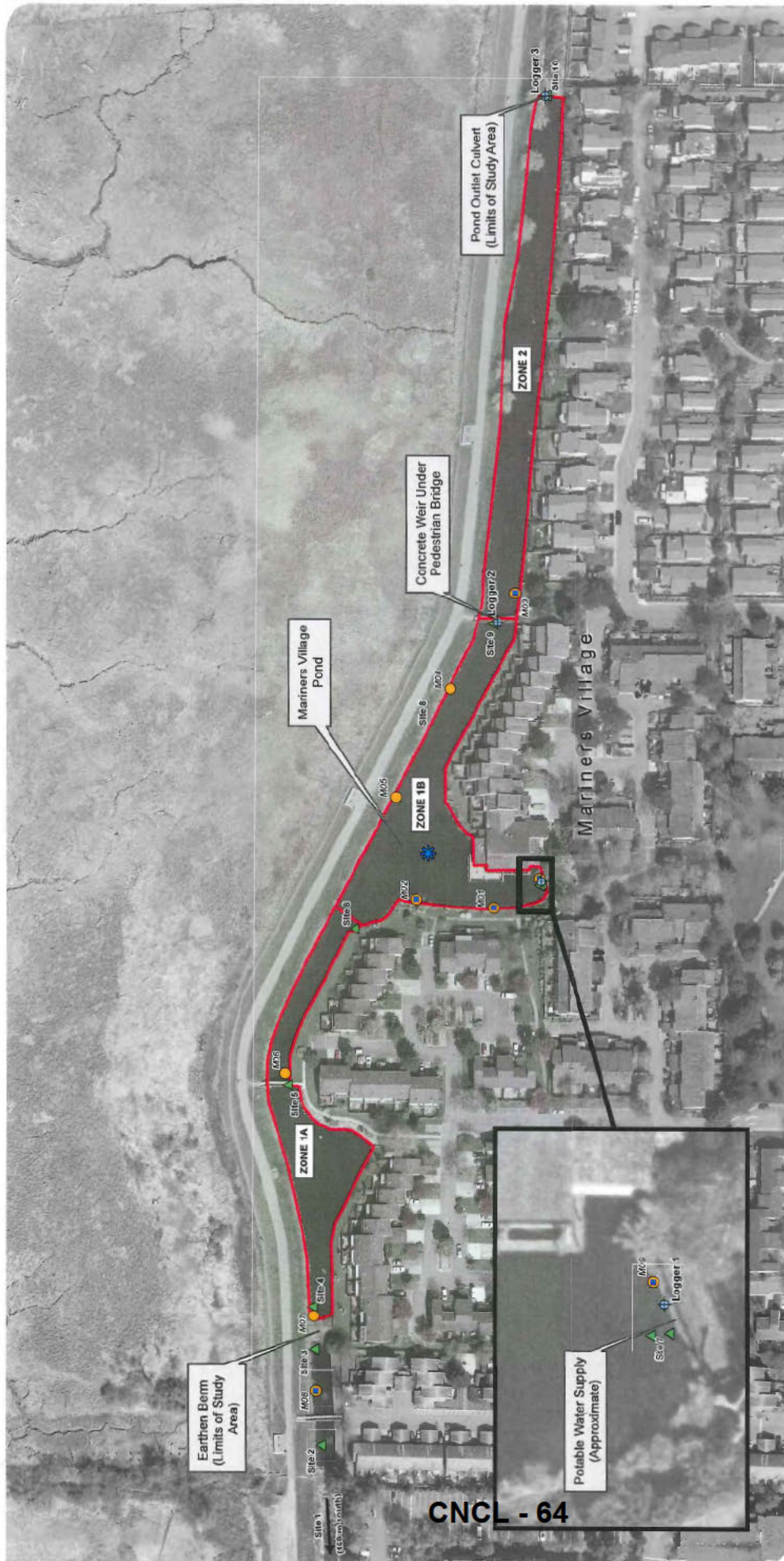


MAP DRAWING INFORMATION:  
DATA PROVIDED BY CITY OF RICHMOND  
MAP CREATED BY: JLD  
MAP CHECKED BY: JAW  
MAP PROJECTION: NAD 1983 UTM Zone 12N



FILE LOCATION: C:\0251\2109\FIGURE 1 - SITE PLAN.MXD  
PROJECT: 15-2109  
STATUS: FINAL  
DATE: 06/23/2015





CNCL - 64

**CITY OF RICHMOND**  
MARINERS VILLAGE  
POND ASSESSMENT  
**WATER QUALITY AND  
DATA LOGGER LOCATIONS**  
FIGURE 2



MAP SOURCES INFORMATION:  
DATA PROVIDED BY CITY OF RICHMOND  
MAP GENERATED BY DILLON  
MAP CHECKED BY JAW  
MAP PROJECTION: NAD 1983 UTM Zone 18N



FILE LOCATION: G:\081871\08POLINE 2 - MARINERS LOCATIONS (2).MXD  
PROJECT: 18-21-08  
SHEET: FINAL  
DATE: 04/23/18





# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** October 25, 2017


**From:** Victor Wei, P. Eng.  
Director, Transportation

**File:** 10-6525-07-04-  
05/2017-Vol 01

**Re:** **Advancement of Partial Funding for the Canada Line Capstan Station**

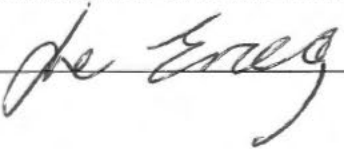

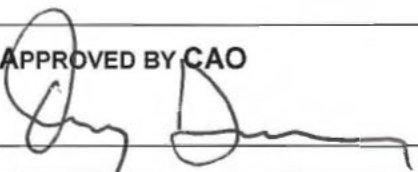
### Staff Recommendation

1. That up to \$3.5 million be approved for the advancement of funds to TransLink to initiate design work for the new Canada Line Capstan Station including \$1,097,817 for Preliminary Design with the balance to be for Detailed Design; and
2. The 5-Year Financial Plan (2018-2022) reflects this accordingly.



Victor Wei, P. Eng.  
Director, Transportation  
(604-276-4131)

Att. 2

| REPORT CONCURRENCE   |   |  |
|--|---|--|
| <b>ROUTED TO:</b>  | <b>CONCURRENCE</b>  | <b>CONCURRENCE OF GENERAL MANAGER</b>  |
| Finance  | <input checked="" type="checkbox"/>   |                           |
| Law  | <input checked="" type="checkbox"/>   |  |
| Engineering  | <input checked="" type="checkbox"/>   |  |
| Development Applications   | <input checked="" type="checkbox"/>   |  |
| Policy Planning  | <input checked="" type="checkbox"/>   |  |
| <b>REVIEWED BY STAFF REPORT /<br/>AGENDA REVIEW SUBCOMMITTEE</b> | <b>INITIALS:</b><br> | <b>APPROVED BY CAO</b><br> |

## Staff Report

### Origin

In March 2012, Bylaw No. 8837, to amend the Richmond Official Community Plan, Schedule 2.10 (City Centre), was adopted in order to facilitate the implementation of a funding strategy for the construction of and other related enhancements to the future Canada Line Capstan Station.

The Bylaw provides that:

1. developers of projects within the area described in the Capstan Station Bonus Map may be entitled to bonus density (called the Capstan Station Bonus) in return for making voluntary contributions ("Developer Contributions") to the planning, construction and implementation cost of the Capstan Station as well as other related improvements for users of the station; and
2. the collected developer contributions would be held by the City in a separate interest-bearing bank account and delivered to TransLink when the amount collected from developers is equal to the estimated Capstan Station capital cost as per the Capstan Station Funding Agreement of \$25,316,600.00 (2010\$) plus CPI.

Complementary bylaws also adopted in March 2012 to facilitate the Canada Line Capstan Station funding strategy include:

- Bylaw No. 8839 to Amend Richmond Zoning Bylaw 8500: adopted to enable collection of the voluntary developer contributions prior to issuance of the building permit; and
- Capstan Station Capital Reserve Fund Establishment Bylaw No. 8854: adopted to hold the voluntary developer contributions. The purposes of the Canada Line Capstan Station Reserve Fund (the Fund) are to pay the costs of constructing the station including passenger-related enhancements to the immediate public realm and improvements to roadways and other transportation infrastructure required due to the new station.

Contributions to the Fund have been accumulating more rapidly than the 15-year time frame originally anticipated when the City entered into the 2012 funding agreement with TransLink and thus reaching the target amount of approximately \$27.79 million (2017\$) for the station construction is fast approaching.

In anticipation of achieving the target amount sooner than previously estimated, City and TransLink staff have been in discussion over the past few months regarding next steps to ensure timely delivery of the station. On September 7, 2017, as per the funding agreement, TransLink sent the City a letter requesting the advancement of funds for the proposed Canada Line Capstan Station in order for the agency to proceed with Preliminary Design. This report presents the background for the request and seeks approval for the release of funds to support design work.

This report supports Council's 2014-2018 Term Goal #3 A Well-Planned Community:

### *3.3. Effective transportation and mobility networks.*



This report supports Council's 2014-2018 Term Goal #6 Quality Infrastructure Networks:

*Continue diligence towards the development of infrastructure networks that are safe, sustainable, and address the challenges associated with aging systems, population growth, and environmental impact.*

6.1. *Safe and sustainable infrastructure.*

## **Analysis**

### **Capstan Station Funding Agreement**

The contributions into the Canada Line Capstan Station Funding are secured on a project-by-project basis via the City's rezoning processes and paid, phase-by-phase, based on the Council-approved rate in effect at the time of Building Permit issuance. The contribution rate is currently \$8,562.97 per dwelling unit (as of October 2017) and is adjusted annually each October based on any increase in the Consumer Price Index (CPI) as of October 1<sup>st</sup> of that year. The average CPI increase applied for this adjustment, over the past three years, was 1.73% per year.

In order for station construction to proceed today, approximately \$27.79 million (as of October 2017) is required based on the initial station cost of approximately \$25.32 million from September 2010 adjusted for inflation. Once the entirety of the required funds has been collected by the City and Council approves their transfer to TransLink, the funding agreement stipulates that (barring factors outside of TransLink's control) station construction must be completed and fully functional within 30 months. TransLink is not obligated to initiate any work in advance of receiving the entirety of the required funds. Any funding shortfall will be the sole responsibility of TransLink.

### **TransLink Request for Preliminary Design Funds**

The City has collected \$19.36 million (as of September 30, 2017) in developer contributions towards station funding. There is a funding gap of \$8.43 million between this figure and the total cost of \$27.79 million (i.e., initial station cost of approximately \$25.32 million from September 2010 adjusted for inflation to October 2017). Based on in-stream development permits pending issuance, staff anticipate that the full funding could potentially be achieved as early as Spring 2018 (i.e., within only six years of the initiation of the funding strategy versus the originally anticipated 15-year time frame).

Given the rate of accumulation of the funding, the release of some of the funds at this time for design work would be prudent and timely. The 2012 funding agreement between the City and TransLink provides for \$1.0 million for Preliminary Design and \$2.0 million for Detailed Design to be drawn from the Fund to support the design work. As such, TransLink has sent the City a letter (Attachment 1) requesting the advancement of funds in the amount of \$1,095,197 (\$1.0 million adjusted for inflation to September 2017) for the proposed Canada Line Capstan Station in order for the agency to proceed with the Preliminary Design.<sup>1</sup> The Preliminary Design would be the next step towards confirming any land requirements needed for the new station.

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<sup>1</sup> Note that the reference to Yuanheng in TransLink's letter is with respect to a potential funding arrangement with that company for Capstan Station that is no longer valid.

Per Sections 2.3(a) and 2.3(b) of the 2012 Funding Agreement, should TransLink wish to carry out, respectively, Preliminary and Detailed Design work in advance of the City collecting full funding for the station, and requests in writing for funding for these works to the City, the City is legally obliged to release the amount requested for these works.

Further, the submission of the rezoning application by Concord for the lands immediately adjacent to the proposed station location also necessitates the need to advance the Preliminary Design funding given that Section 2.5 of the 2012 Funding Agreement obligates the City to secure any additional lands required for the design, construction, operation, maintenance, and repair of the station via the development approval process.

Therefore, staff recommend that up to \$3.5 million be authorized for release from the Capstan Station Capital Reserve Fund (i.e., combined funding for the full costs of Preliminary and Detailed Design adjusted for inflation), which includes \$1,097,817 (i.e., \$1,095,197 as requested by TransLink adjusted for inflation to October 2017 CPI) for Preliminary Design and, given the rate of accumulation of the voluntary developer contributions, the remainder for subsequent Detailed Design.

The funding agreement allows for the continued collection of voluntary developer contributions beyond when the full cost for the station construction is reached. When this full station cost has been collected, which is anticipated to be some time in 2018, staff will bring back a further report to seek Council approval for the release of the larger fund along with a comprehensive plan for the use of any supplemental funding to fulfill the purposes of the Fund as stated earlier in this report. Per Section 2.1 of the 2012 Funding Agreement, the City is legally obliged to deliver the station funding to TransLink once the full cost for the station construction is attained.

#### Potential Integration of Station to Adjacent Development

The *City Centre Area Plan* outlines policies to enhance No. 3 Road as Richmond's civic spine and make the roadway a "great street" by ensuring that its streetscape will be attractive, pedestrian-friendly and supportive of a lively public realm. With respect to fronting buildings, the *City Centre Area Plan* states that typically, buildings will be set back from the Canada Line guideway and stations to ensure adequate openness in the public realm and minimize potential privacy impacts on the tenants of fronting buildings. Given the unique opportunity of the proximity and coincident timing of adjacent new development to the Canada Line Capstan Station, there is merit to pursuing some form of integration at Capstan Station with the adjacent development.

In staff's discussion with the affected parties to pursue station integration, TransLink has advised that integration at the platform level at Capstan Station (as at Aberdeen Station) is not desirable due to operational issues (e.g., increased fare gate costs and security concerns). Furthermore, integration at platform level at this location would necessitate a higher "third-level" walkway over the existing guideway to provide access to the far side of the tracks, which is not considered collectively by TransLink, Concord and staff to be the most user-friendly way to integrate from a functional and urban design perspective.

Hence, a lower-level integration of the station with the adjacent development (like Marine-Gateway Station) is considered to be the best form of integration. This design would feature



continuous weather protection and a seamless walking surface and appearance of surroundings to enhance passenger convenience, comfort and safety which is strongly supported by all parties. As indicated in Attachment 2, TransLink is very supportive of an integrated design concept at the ground level provided that any necessary additional lands are provided and incremental integration costs are funded by sources other than TransLink; the adjacent developer (Concord) has also expressed full support for ground level integration. Therefore, it is expected by all parties that the design would proceed on this basis.

The 2012 funding agreement states that "Capstan Station shall be designed to at least the same standard of finish as the existing Aberdeen and Lansdowne Stations," both of which at the time were stand-alone stations. The agreement does not, however, preclude the possibility of any form of station integration with adjacent development. Depending on the final detailed design, it is possible that a ground level integrated station model may incur additional costs versus a stand-alone station. If so, further discussion would be needed amongst TransLink, the City and the developer to determine the funding strategy for the incremental cost. To this end, the prompt release of funds to TransLink to initiate preliminary design would enable TransLink to confirm integrated design concepts, land requirements and integration opportunities.

### Financial Impact

None. In order for TransLink to commence Preliminary Design, staff recommend that an existing Council-approved capital project be utilized as a temporary funding source (i.e., draw upon unspent funding for approved Roads capital projects) until the 2018 Capital Budget and 5-Year Financial Plan (2018-2022) is approved.

### Conclusion

This report seeks approval for the advancement of funds to TransLink to initiate the Preliminary Design of the Capstan Station. Implementation of the Capstan Station would help achieve the vision of the *City Centre Area Plan* to support transit-oriented development and maximize the use of the Canada Line as well as support the *Official Community Plan* objectives to reduce car dependence and greenhouse gas emissions by providing a rapid transit station in a growing area of the City Centre.



Donna Chan, P. Eng., PTOE  
Manager, Transportation Planning  
(604-276-4126)



Joan Caravan  
Transportation Planner  
(604-276-4035)

DC:jc

Att. 1: Letter dated September 7, 2017 from TransLink to the City of Richmond requesting funding for Preliminary Design of the Canada Line Capstan Station

Att. 2: Confirmation of Support for Ground Level Integrated Station Design from TransLink and Concord



**TransLink**  
400 - 287 Nelson's Court  
New Westminster, BC V3L 0E7  
Canada  
Tel 778-375-7500  
[www.translink.ca](http://www.translink.ca)

South Coast British Columbia  
Transportation Authority

07 September 2017

Our File: 6100-16/0409-2400

Mr. Victor Wei  
Director, Transportation Division  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

Dear Victor,

**RE: Canada Line Future Capstan Station Funding**

TransLink refers to TransLink correspondence File: 6100-16/0409-2400 dated May 19, 2017, City of Richmond response File: 10-6525-01/2017-Vol 01 dated June 28, 2017 and our follow up meeting with Yuanheng on July 25, 2017.

Notwithstanding the fact that Yuanheng has decided to not advance funding for Capstan Station at this time, TransLink believes it's in the best interests of the project, given potential impacts from pending adjacent developments, to commence some preliminary design work to determine whether Additional Land Interests, as defined in the Capstan Station Funding Agreement are required.

Accordingly, pursuant to clause 2.3 a) of the Capstan Station Funding Agreement, TransLink requests that City of Richmond advance the Preliminary Design funds to TransLink as soon as possible. The Preliminary Design amount of \$1,000,000 (September 2010 dollars) adjusted for inflation totals \$1,095,197.

TransLink looks forward to working with City of Richmond to achieve a successful implementation of the Capstan Station project.

Kind regards,

A handwritten signature in black ink, appearing to read "Derrick Cheung".

SOUTH COAST BRITISH COLUMBIA TRANSPORTATION AUTHORITY

Derrick Cheung  
Vice President, Strategic Sourcing & Real Estate

c. J. Herold, HDS Consulting



---

**From:** Herold, Jeff  
**Sent:** Tuesday, October 17, 2017 11:24 AM

**Subject:** RE: Capstan Station Integration

TransLink is also very supportive of an integrated design concept at the ground level provided that any necessary additional lands are provided and incremental integration costs are funded by sources other than TransLink.

Jeff

Jeff Herold  
Contractor – Senior Commercial Advisor

[www.translink.ca](http://www.translink.ca)  
TransLink  
South Coast British Columbia Transportation Authority  
307 Columbia Street  
New Westminster, BC  
V3L 0E7 Canada

*A better place to live, built on transportation excellence*

---

**From:** Brian Jackson  
**Sent:** Friday, October 13, 2017 10:09 AM

**Subject:** Re: Capstan Station Integration

Concord is very supportive of the integration at the ground level and will work with the City on the costs associated with the connection, perhaps using our Public Art money to develop a creative solution to the integration.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** David Weber  
Director, City Clerk's Office  
**Re:** 2018 Council and Committee Meeting Schedule

**Date:** October 2, 2017

**File:** 01-0105-01

### Staff Recommendation

*That the 2018 Council and Committee meeting schedule as shown in Attachment 3 to the staff report dated October 2, 2017, from the Director, City Clerk's Office, be approved with the following revisions included:*

- (1) *That in order to accommodate the August meeting break and the December holiday season,*
  - (a) *the Regular Council meetings (open and closed) of August 13, August 27 and December 24, 2018 be cancelled;*
  - (b) *the Public Hearing of August 20, 2018 be rescheduled to September 4, 2018 at 7:00 p.m. in the Council Chambers at Richmond City Hall;*
- (2) *That in order to adjust the "fifth week" in January 2018,*
  - (a) *the Regular Council meetings (open and closed) of January 8 and January 22, 2018 be rescheduled to January 15 and January 29, 2018 respectively, with all January Committee meetings readjusted accordingly;*
  - (b) *the Public Hearing of January 15, 2018 be rescheduled to January 22, 2018 at 7:00 p.m. in the Council Chambers at Richmond City Hall; and*
- (3) *That in order to avoid meeting conflicts with the 2018 UBCM convention, the Regular Council meeting (open and closed) of September 10, 2018 be cancelled and that a Special Council meeting be called in conjunction with the last Committee meeting during the week of September 4, 2018, if necessary, to deal with any business arising through Committee.*

David Weber  
Director, City Clerk's Office  
604-276-4098

| REPORT CONCURRENCE                                       |               |
|--|---------------|
| CONCURRENCE OF GENERAL MANAGER<br>                       |               |
| REVIEWED BY STAFF REPORT /<br>AGENDA REVIEW SUBCOMMITTEE | INITIALS:<br> |
| APPROVED BY CAO<br>                                      |               |

## Staff Report

### Origin

Under the *Community Charter* and the Council Procedure Bylaw, Council must provide for advance public notice of Council and Committee meetings and, at least once per year, advertise the availability of the Council meeting schedule. Accordingly, the 2018 Council meeting schedule is being presented at this time to provide certainty and advance notice of Council's regular meeting schedule.

### Analysis

#### Option 1 – August Meeting Break and December Holiday Season

It has been the City's usual practice to observe a meeting break in August and to close City Hall during the December holiday season. In 2018, City Hall will be closed Monday, December 24 and will re-open on Wednesday, January 2, 2019.

Accordingly, adjustments to the meeting schedule are proposed to:

- cancel the open and closed Regular Council meetings of August 13 and 27, 2018 and the Committee meetings associated to those Council meeting cycles;
- reschedule the August 20, 2018 Public Hearing to September 4, 2018;
- cancel the open and closed Regular Council meetings that would otherwise fall during the December City Hall closure (on December 24, 2018) and, instead, plan to hold a Special Council meeting in conjunction with the last Committee meetings of the year in order to deal with any business arising from the Committees that is of a time-sensitive nature; and
- schedule the July Parks, Recreation and Cultural Services Committee (PRCS) meeting for Thursday, July 19, 2018 and the December PRCS meeting for December 19, 2018 so that Council may consider any recommendations from the PRCS meetings at the last Regular Council meeting before the August break on July 23, 2018 and at the December 19 Special Council "wrap-up" meeting respectively.

A draft meeting schedule for Option 1 is presented in Attachment 1.

#### Option 2 – Includes all adjustments under Option 1

##### PLUS a change for the "fifth week" in January 2018

The Council and Committee meeting calendar is primarily based upon the scheduling of two Council meetings per month held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays, with the Committee schedule being built upon this cycle accordingly. It is important to note during the scheduling process that when a given month includes 5 Mondays, it becomes necessary to include a week at the end of such months during which no meetings would normally be scheduled. This adjustment is required in order to maintain the standard cycle of Council meetings occurring on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays in subsequent months. The week during which no meetings are normally scheduled is colloquially referred to as a *fifth week* and usually occurs 4 times a year. In 2018, so-called fifth weeks occur at the end of January, April, July and October.

With a fifth week occurring at the end of January 2018, there is an opportunity to adjust the usual schedule for January such that the fifth week is observed at the beginning of January instead of at



the end of that month. In essence, this adjustment would see all of the meetings in January moved forward on the calendar by one week from where they would otherwise normally fall. This adjustment does not impact the normal pattern of meetings scheduled in subsequent months.

This adjustment to the January 2018 fifth week would assist in the production of more substantive agendas and reports being made available for the first Council and Committee cycle in January. By contrast, the usual approach presents challenges in this regard due to the fact that there are very few business days between the last meetings of the year and the first meetings of the New Year due to the City Hall closure in December. By adjusting the January schedule to observe the fifth week at the beginning of January, staff would be in a better position to respond to and bring forward to Committee any emerging issues occurring during the closure period and the period immediately after City Hall re-opens.

A draft meeting schedule for Option 2 is presented in Attachment 2, which incorporates adjustments for the August meeting break, the December holiday season City Hall closure and an adjusted January schedule as described above.

Option 3 – Includes all adjustments under Option 1 and Option 2

**PLUS a change to accommodate the Union of BC Municipalities (UBCM) convention (Recommended)**

In 2016, Council first considered whether changes to the meeting schedule would be made to accommodate attendance at the FCM or UBCM Conventions and the direction given was that the circumstances be considered each year.

No schedule change would be necessary to accommodate the FCM convention as the 2018 convention (May 31 - June 3) does not conflict with any usual meeting days.

The UBCM convention is scheduled for September 10-14, 2018 in Whistler and if the meeting schedule were to be adjusted to accommodate the convention, staff propose that the Community Safety Committee meeting be rescheduled to the previous Wednesday (September 5<sup>th</sup>) and held immediately following the Planning Committee meeting. In addition, a Special Council meeting could be called on September 5<sup>th</sup> to deal with any matters arising from Committee during that week. This would allow for the cancellation of the Regular Council meeting (open and closed) that would otherwise fall on September 10<sup>th</sup>. These adjustments would avoid a scheduling conflict for those wishing to attend the UBCM convention.

A draft meeting schedule for Option 3 (**Recommended**) is presented in Attachment 3, which incorporates adjustments for:

- the August meeting break,
- the December holiday season City Hall closure;
- the scheduling of the fifth week in January at the beginning of the month; and
- the UBCM convention.

It is noted for information only that due to changes in provincial legislation, the 2018 General Local and School Election will be held in the month of October, specifically October 20, 2018. Accordingly, the Inaugural Council meeting following the election would be held on the first

Monday in November. Both of these dates are shown on the proposed 2018 meeting calendar and are noted here because they fall approximately one month earlier than in previous election years.

**Financial Impact**

None.

**Conclusion**

It is recommended that the 2018 Council and Committee meeting schedule be approved as shown in Attachment 3, on the understanding that a Special Council meeting can be called with 24 hours' notice should any unusual or urgent circumstances arise outside of the usual schedule. Likewise, Council and Committee may make adjustments to the meeting schedule through the year as circumstances may necessitate. The approval of the meeting schedule at this time provides Council and the public with certainty and advance notice of the meeting schedule.



David Weber  
Director, City Clerk's Office  
(604-276-4098)

- Att. 1 Proposed 2018 Council and Committee Meeting Schedule – Option 1
- Att. 2 Proposed 2018 Council and Committee Meeting Schedule – Option 2
- Att. 3 Proposed 2018 Council and Committee Meeting Schedule – Option 3 (Recommended)



## 2018 MEETING SCHEDULE

## ATTACHMENT 1

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

**CO** Regular Council Mtg., 7:00pm  
Regular (Closed) Council Mtg., 4:00pm

**CS** Community Safety, 4:00pm  
**DP** Development Permit Panel, 3:30pm

**FC** Finance, following 1st General Purposes Meeting of each month  
**GP** General Purposes, 4:00pm

**PC** Planning, 4:00pm

**PH** Public Hearing, 7:00pm

**PRC** Parks, Recreation & Cultural Services, 4:00pm

**PWT** Public Works & Transportation, 4:00pm

**FCM** FCM

**UBCM** UBCM

Note: All meeting dates are subject to change.



## 2018 MEETING SCHEDULE

## ATTACHMENT 2

| SUN            | MON       | TUE       | WED      | THU       | FRI       | SAT | SUN             | MON        | TUE       | WED      | THU       | FRI       | SAT | SUN  | MON       | TUE        | WED        | THU        | FRI      | SAT      |
|----------------|-----------|-----------|----------|-----------|-----------|-----|-----------------|------------|-----------|----------|-----------|-----------|-----|--|-----------|------------|------------|------------|----------|----------|
| <b>JANUARY</b> |           |           |          |           |           |     | <b>FEBRUARY</b> |            |           |          |           |           |     | <b>MARCH</b>                               |           |            |            |            |          |          |
|                | STAT<br>1 | 2         | 3        | 4         | 5         | 6   |                 |            |           |          | 1         | 2         | 3   |  |           |            |            | 1          | 2        | 3        |
| 7              | GP<br>8   | FC<br>9   | PC<br>10 | 11        | 12        | 13  | 4               | GP<br>5    | FC<br>6   | PC<br>7  | 8         | 9         | 10  | 4  | GP<br>5   | FC<br>6    | PC<br>7    | 8          | 9        | 10       |
| 14             | CO<br>15  | CS<br>16  | DP<br>17 | 18        | 19        | 20  | 11              | STAT<br>12 | CO<br>13  | CS<br>14 | DP<br>15  | 16        | 17  | 11   | CO<br>12  | CS<br>13   | DP<br>14   | 15         | 16       | 17       |
| 21             | GP<br>22  | PH<br>23  | PC<br>24 | PWT<br>25 | 26        | 27  | 18              | GP<br>19   | PH<br>20  | PC<br>21 | PWT<br>22 | 23        | 24  | 18   | GP<br>19  | PH<br>20   | PC<br>21   | PWT<br>22  | 23       | 24       |
| 28             | CO<br>29  | PRC<br>30 | DP<br>31 |           |           |     | 25              | CO<br>26   | PRC<br>27 | DP<br>28 |           |           |     | 25   | CO<br>26  | PRC<br>27  | DP<br>28   | STAT<br>29 | 30       | 31       |
|                |           |           |          |           |           |     |                 |            |           |          |           |           |     |  |           |            |            |            |          |          |
| <b>APRIL</b>   |           |           |          |           |           |     | <b>MAY</b>      |            |           |          |           |           |     | <b>JUNE</b>                                |           |            |            |            |          |          |
| 1              | STAT<br>2 | GP<br>3   | FC<br>4  | PC<br>5   | 6         | 7   |                 |            | 1         | 2        | 3         | 4         | 5   |  |           |            |            |            | FCM<br>1 | FCM<br>2 |
| 8              | CO<br>9   | CS<br>10  | DP<br>11 | 12        | 13        | 14  | 6               | GP<br>7    | FC<br>8   | PC<br>9  | 10        | 11        | 12  | FCM<br>3                                   | GP<br>4   | FC<br>5    | PC<br>6    | 7          | 8        | 9        |
| 15             | GP<br>16  | PH<br>17  | PC<br>18 | PWT<br>19 | 20        | 21  | 13              | CO<br>14   | CS<br>15  | DP<br>16 | 17        | 18        | 19  | 10   | CO<br>11  | CS<br>12   | DP<br>13   | 14         | 15       | 16       |
| 22             | CO<br>23  | PRC<br>24 | DP<br>25 | 26        | 27        | 28  | 20              | STAT<br>21 | GP<br>22  | PH<br>23 | PC<br>24  | PWT<br>25 | 26  | 17   | GP<br>18  | PH<br>19   | PC<br>20   | PWT<br>21  | 22       | 23       |
| 29             | 30        |           |          |           |           |     | 27              | CO<br>28   | PRC<br>29 | DP<br>30 | FCM<br>31 |           |     | 24   | CO<br>25  | PRC<br>26  | DP<br>27   | 28         | 29       | 30       |
|                |           |           |          |           |           |     |                 |            |           |          |           |           |     |  |           |            |            |            |          |          |
| <b>JULY</b>    |           |           |          |           |           |     | <b>AUGUST</b>   |            |           |          |           |           |     | <b>SEPTEMBER</b>                           |           |            |            |            |          |          |
| 1              | STAT<br>2 | GP<br>3   | FC<br>4  | PC<br>5   | 6         | 7   |                 |            | 1         | 2        | 3         | 4         |     |  |           |            |            |            |          | 1        |
| 8              | CO<br>9   | CS<br>10  | DP<br>11 | 12        | 13        | 14  | 5               | STAT<br>6  | 7         | 8        | 9         | 10        | 11  | 2  | STAT<br>3 | GP<br>4    | FC<br>5    | PH<br>6    | PC<br>7  | 8        |
| 15             | GP<br>16  | PH<br>17  | PC<br>18 | PWT<br>19 | PRC<br>20 | 21  | 12              | 13         | 14        | DP<br>15 | 16        | 17        | 18  | 9  | CO<br>10  | CS<br>11   | DP<br>12   | 13         | 14       | 15       |
| 22             | CO<br>23  | 24        | DP<br>25 | 26        | 27        | 28  | 19              | 20         | 21        | 22       | 23        | 24        | 25  | 16   | GP<br>17  | PH<br>18   | PC<br>19   | PWT<br>20  | 21       | 22       |
| 29             | 30        | 31        |          |           |           |     | 26              | 27         | 28        | DP<br>29 | 30        | 31        |     | 23   | CO<br>24  | PRC<br>25  | DP<br>26   | 27         | 28       | 29       |
|                |           |           |          |           |           |     |                 |            |           |          |           |           |     | 30   |           |            |            |            |          |          |
| <b>OCTOBER</b> |           |           |          |           |           |     | <b>NOVEMBER</b> |            |           |          |           |           |     | <b>DECEMBER</b>                            |           |            |            |            |          |          |
|                | GP<br>1   | FC<br>2   | PC<br>3  | 4         | 5         | 6   |                 |            |           | 1        | 2         | 3         |     |  |           |            |            |            |          | 1        |
| 7              | STAT<br>8 | CO<br>9   | CS<br>10 | DP<br>11  | 12        | 13  | 4               | CO<br>5*   | GP<br>6   | FC<br>7  | PC<br>8   | 9         | 10  | 2  | GP<br>3   | FC<br>4    | PC<br>5    | 6          | 7        | 8        |
| 14             | GP<br>15  | PH<br>16  | PC<br>17 | PWT<br>18 | 19        | 20  | 11              | STAT<br>12 | CO<br>13  | CS<br>14 | DP<br>15  | 16        | 17  | 9  | CO<br>10  | CS<br>11   | DP<br>12   | 13         | 14       | 15       |
| 21             | CO<br>22  | PRC<br>23 | DP<br>24 | 25        | 26        | 27  | 18              | GP<br>19   | PH<br>20  | PC<br>21 | PWT<br>22 | 23        | 24  | 16   | GP<br>17  | PH<br>18   | PC<br>19*  | 20         | 21       | 22       |
| 28             | 29        | 30        | 31       |           |           |     | 25              | CO<br>26   | PRC<br>27 | DP<br>28 | 29        | 30        |     | 23   | 24        | STAT<br>25 | STAT<br>26 | 27         | 28       | 29       |
| ★ Election Day |           |           |          |           |           |     | ★ Inaugural     |            |           |          |           |           |     | 30 31 STAT 1 JAN ★ Special Council Meeting |           |            |            |            |          |          |

**CO** Regular Council Mtg., 7:00pm  
Regular (Closed) Council Mtg., 4:00pm

**CS** Community Safety, 4:00pm

**DP** Development Permit Panel, 3:30pm

**FC** Finance, following 1st General Purposes Meeting of each month

**GP** General Purposes, 4:00pm

**PC** Planning, 4:00pm

**PH** Public Hearing, 7:00pm

**PRC** Parks, Recreation & Cultural Services, 4:00pm

**PWT** Public Works & Transportation, 4:00pm

**FCM** FCM

**UBCM** UBCM

Note: All meeting dates are subject to change.

## 2018 MEETING SCHEDULE

## ATTACHMENT 3

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

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

Note: All meeting dates are subject to change **CNCL - 78**





# City of Richmond

## Report to Committee

**To:** Finance Committee

**Date:** October 12, 2017

**From:** Jerry Chong  
Director, Finance

**File:** 03-0900-01/2017-Vol  
01

**Re:** Development Cost Charges Reserve Fund Establishment Bylaw No. 9779

### Staff Recommendation

That the Development Cost Charges Reserve Fund Establishment Bylaw No. 9779 be introduced and given first, second and third readings.

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

Att. 1

| REPORT CONCURRENCE   |                                     |                                       |
|--|-------------------------------------|---------------------------------------|
| <b>ROUTED TO:</b>  | <b>CONCURRENCE</b>                  | <b>CONCURRENCE OF GENERAL MANAGER</b> |
| Law  | <input checked="" type="checkbox"/> |                                       |
| <b>REVIEWED BY STAFF REPORT /<br/>AGENDA REVIEW SUBCOMMITTEE</b> | <b>INITIALS:</b><br>                | <b>APPROVED BY CAO</b><br>            |

## **Staff Report**

### **Origin**

In accordance with Section 188 of the Community Charter and Section 566 of the Local Government Act, money received from the imposition of a development cost charge is to be placed to the credit of a separate development cost charge reserve fund established for each purpose for which the local government imposes the development cost charge.

Since the inception of DCCs, all funds collected have been reported separately in accordance with the intended purposes identified in the applicable DCC imposition bylaws. This report and Bylaw address the administrative requirement of a Bylaw to establish the DCC reserve fund.

### **Analysis**

In 2017, the City adopted a new development cost charges (DCC) imposition bylaw, Bylaw No. 9499 to collect funds to assist the City in paying the capital costs of providing, constructing, altering or expanding sewage, water, drainage and highway facilities, other than off-street parking facilities, and providing and improving park land to service, directly or indirectly.

There are currently two development cost areas:

1. The Alexandra area; and
2. The remaining area of Richmond.

Staff recommends that the following reserve funds be established:

- a) DCC Drainage
  - b) DCC Park Land Acquisition
  - c) DCC Park Development
  - d) DCC Roads
  - e) DCC Sanitary Sewer
  - f) DCC Water
  - g) DCC Alexandra Drainage
  - h) DCC Alexandra Park Land Acquisition
  - i) DCC Alexandra Park Development
  - j) DCC Alexandra Roads
  - k) DCC Alexandra Sanitary Sewer
  - l) DCC Alexandra Water
- (collectively, the "DCC Reserve Funds")

Expenditures from the DCC reserve funds must be approved by bylaw and be used in accordance with the Local Government Act for the purpose intended.

The DCC reserve funds are different from the existing reserve funds that have been established. DCC reserve funds are considered liabilities as their use is externally restricted, whereas the other reserve funds form part of the City's accumulated surplus.

**Financial Impact**

None.

**Conclusion**

In accordance with the Community Charter, staff recommends that the specific development cost charges reserve funds be established and that the money collected through the development cost charges imposition Bylaw No. 9499 be placed to the credit of these reserve funds.



Cindy Gilfillan, CPA, CMA  
Manager, Financial Reporting  
(604-276-4077)

CG:cg

Att. 1: Development Cost Charges Reserve Fund Establishment Bylaw No. 9779





# City of Richmond

## Bylaw 9779

### Development Cost Charges Reserve Fund Establishment Bylaw No. 9779

WHEREAS pursuant to Section 188(2)(a) of the *Community Charter*, if a municipality receives money from the imposition of a development cost charge, the money received must be placed to the credit of a reserve fund in accordance with section 566 [*use of development cost charges*] of the *Local Government Act*;

AND WHEREAS pursuant to Section 188(1) of the *Community Charter*, a council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

AND WHEREAS pursuant to Section 566(1) of the *Local Government Act*, a development cost charge paid to a local government must be deposited by the local government in a separate special development cost charge reserve fund established for each purpose for which the local government imposes the development cost charge,

NOW THEREFORE, The Council of the City of Richmond enacts as follows:

### PART ONE: DEVELOPMENT COST CHARGES RESERVE FUNDS

1.1 The development cost charges reserve funds hereby established are:

- a) DCC Drainage
- b) DCC Park Land Acquisition
- c) DCC Park Development
- d) DCC Roads
- e) DCC Sanitary Sewer
- f) DCC Water
- g) DCC Alexandra Drainage
- h) DCC Alexandra Park Land Acquisition
- i) DCC Alexandra Park Development
- j) DCC Alexandra Roads
- k) DCC Alexandra Sanitary Sewer
- l) DCC Alexandra Water

(collectively, the "DCC Reserve Funds")

### PART TWO: SOURCE OF FUNDS

2.1 All monies paid to the City of Richmond under any development cost charges imposition bylaw for the purposes of Drainage, Park Land Acquisition, Park Development, Roads,

Sanitation Sewer, Water, shall be deposited into the applicable DCC Reserve Fund established under Section 1.1 of this Bylaw that corresponds to the purpose and area for which the charge was imposed.

### PART THREE: DEPOSIT AND INVESTMENT OF FUNDS

3.1 Monies paid into the DCC Reserve Funds may, until required to be used, be invested in the manner provided in the Community Charter for the investment of municipal funds.

### PART FOUR: USE OF FUNDS

4.1 In accordance with Section 566(2) of the *Local Government Act*, money in a DCC Reserve Fund, together with interest on it, may be used only for the following:

- a) to pay the capital costs on projects related to the purpose for which the DCC charge was imposed;
- b) to pay the principal and interest on a debt incurred by the City as a result of an expenditure incurred under paragraph 4.1(a); or
- c) as expended by the City in accordance with the requirements in Section 189 of the *Community Charter*.

### PART FIVE: MISCELLANEOUS PROVISIONS

5.1 This bylaw is cited as "Development Cost Charges Reserve Fund Establishment Bylaw No. 9779".

FIRST READING

SECOND READING

THIRD READING

INSPECTOR OF MUNICIPALITIES APPROVAL

ADOPTED

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\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee

**To:** Finance Committee

**Date:** October 31, 2017

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

**File:** 03-0970-01/2017-Vol  
01

Robert Gonzalez, P.Eng.  
Deputy CAO and General Manager,  
Engineering & Public Works

**Re:** 2018 Utility Budgets and Rates

### Staff Recommendation

That the 2018 Utility Budgets, as outlined under Option 1 for Water, Option 2 for Sewer, Option 2 for Drainage and Diking, and Option 1 for Solid Waste and Recycling, as contained in the staff report dated October 31, 2017 from the General Manager of Finance & Corporate Services and the Deputy CAO and General Manager of Engineering & Public Works, be approved as the basis for establishing the 2018 Utility Rates and preparing the 5 Year Financial Plan (2018-2021) Bylaw.

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

Robert Gonzalez, P.Eng.  
Deputy CAO and General Manager,  
Engineering and Public Works  
(604-276-4150)

| REPORT CONCURRENCE                     |                 |
|--|-----------------|
| CONCURRENCE OF GENERAL MANAGER<br>     |                 |
| REVIEWED BY SENIOR MANAGEMENT TEAM<br> | INITIALS:<br>CJ |
| APPROVED BY CAO<br>                    |                 |



## Staff Report

### Origin

This report presents the recommended 2018 utility budgets and rates for Water, Sewer, Drainage and Diking, and Solid Waste and Recycling. The utility rates need to be established by December 31, 2017, in order for the rates to take effect on January 1, 2018.

### Analysis

In September 2017, Canada's Ecofiscal Commission released a report discussing best practices for pricing and improving municipal water and sewer services. The report identifies universal water metering, identification of long-term funding requirements, developing full cost recovery strategies for infrastructure and adopting user fees as best practices. The City of Richmond has largely implemented these best practices and staff will continue to explore means to further improve upon the existing budget strategy and remain a leader in the region.

The three primary cost drivers increasing the City's utility budget are:

- Metro Vancouver fees;
- Solid waste processing contract costs; and
- Ageing infrastructure replacement (Capital Program).

Metro Vancouver's 2018 utility rates, as approved by the Metro Vancouver Board on October 27, 2017 are included in the City's 2018 utility rates and are as follows:

- Greater Vancouver Water District (GVWD) unit rate increase is 3.9%. GVWD's water purchase cost represents almost 60% of the total water utility budget.
- Greater Vancouver Sewerage and Drainage District (GVS&DD) sewer levy increase for Richmond is 3.4%. GVS&DD's sewer levy represents 66% of the total sewer utility budget.
- Metro Vancouver solid waste tipping fees for municipal customers will be \$103 per tonne for 2018, plus a transaction fee of \$5 per load. A tiered structure based on load size/weight will continue to be used for small vehicles and commercial customers.

Another component of the City's utility budget relates to replacement of ageing municipal infrastructure. The City's "Ageing Utility and Road Infrastructure Planning – 2017 Update" report received by Council on July 24, 2017 outlines annual funding requirements to support long-term infrastructure replacement. The City has achieved the target range for long-term ageing infrastructure replacement in both the water and drainage utilities and has achieved 72% of the long-term funding target for the sanitary sewer utility. The ageing infrastructure component is discussed in the water, sewer and drainage sections of this report.

The introduction of many new successful recycling and waste reduction services and programs in Richmond has contributed to high recycling rates by residents. Residents are currently recycling approximately 78% of their waste, just 2% short of the regional target of 80% waste diversion by 2020. Increased emphasis on food scraps recycling, coupled with disincentives to waste disposal



(such as switching to bi-weekly garbage collection), has helped advance diversion rates. A key challenge in 2017 has emerged in relation to food scraps processing, and the need for new approaches to address the odour challenges resulting from managing increasing volumes of this material. The lack of suitable, enclosed facilities for composting food scraps is driving processing capacity shortages in the region. Greater processing infrastructure investment from the private sector is needed to respond to these emerging challenges, given traditional outdoor composting methods are not sufficient to capture and treat odours. These are key issues driving the budget increases and rates in the 2018 Solid Waste and Recycling budget.

Recognizing the challenges of cost increases outside of the City's control and those associated with maintaining City infrastructure, staff have presented various budget and rate options for 2018. Budgets and rates presented include three different options for each of the City's utilities. Option 1 presents the minimum non-discretionary increases necessary to meet demands placed on the City by factors outside of the City's direct control (e.g. regional or other agency increases, contractual obligations, plant growth, fuel, insurance, etc.) based on the currently approved level of service. Options 2 and 3 present various actions the City can take to either reduce or increase the budget and rates depending on the varying circumstances and needs within each budget area. The various options are presented for each of the City utilities in the following sections, and a summary of proposed rates for 2018 is shown in Tables 14 and 15.

**Water Utility**

Table 1. Water Utility Budget

| Key Budget Areas                                  | 2017 Base Level Budget<br>(Restated for Comparison) | Option 1<br>(Recommended)<br>Non-Discretionary<br>Increases | Option 2<br>Non-Discretionary<br>Increases with<br>\$100,000 increase<br>to Capital | Option 3<br>Non-Discretionary<br>Increases with<br>\$540,000<br>drawdown from<br>Rate Stabilization<br>for Zero Rate<br>Increase |
|---|---|---|---|--|
| <b>Expenditures</b>                               |   |   |   |  |
| Salaries  | \$5,472,100   | \$138,200   | \$138,200   | \$138,200  |
| PW Materials/Equipment/Power Costs                | \$2,129,900   | \$60,500  | \$60,500  | \$60,500   |
| Operating Expenditures <sup>1</sup>               | \$1,387,000   | \$46,200  | \$46,200  | \$46,200   |
| Water Meter Reading and Maintenance               | \$234,900   | \$1,000   | \$1,000   | \$1,000  |
| Toilet Rebate Program                             | \$100,000   | \$0   | \$0   | \$0  |
| GVWD Water Purchases (Metro Vancouver)            | \$24,303,700  | \$129,500   | \$129,500   | \$129,500  |
| Capital Infrastructure Replacement Program        | \$7,500,000   | \$0   | \$100,000   | \$0  |
| Firm Price/Receivable                             | \$2,544,300   | \$33,800  | \$33,800  | \$33,800   |
| Residential Water Metering Program                | \$1,320,000   | \$0   | \$0   | \$0  |
| Overhead Allocation                               | \$981,100   | \$0   | \$0   | \$0  |
| <b>Total Base Level Expenditure Budget</b>        | <b>\$45,973,000</b>                                 | <b>\$46,382,200</b>   | <b>\$46,482,200</b>   | <b>\$46,382,200</b>  |
| <b>Revenues</b>                                   |   |   |   |  |
| Provision (Rate Stabilization)                    | \$0   | \$0   | \$0   | -\$540,000   |
| Investment Income                                 | -\$392,000  | \$0   | \$0   | \$0  |
| Firm Price/Receivable                             | -\$2,544,300  | -\$33,800   | -\$33,800   | -\$33,800  |
| Water Meter Fixed Charge                          | -\$2,040,000  | \$163,000   | \$163,000   | \$163,000  |
| YVR Maintenance                                   | -\$30,000   | \$0   | \$0   | \$0  |
| Provision (Toilet Rebate/Flushing)                | -\$251,100  | \$0   | \$0   | \$0  |
| Provision (OBI Adjustment) <sup>2</sup>           | -\$354,900  | \$354,900   | \$354,900   | \$354,900  |
| Meter Re-Reads and Other Services                 | -\$80,800   | \$0   | \$0   | \$0  |
| <b>Total Base Level Revenue Budget</b>            | <b>-\$5,693,100</b>                                 | <b>-\$5,209,000</b>   | <b>-\$5,209,000</b>   | <b>-\$5,209,000</b>  |
| <b>Net Budget</b>                                 | <b>\$40,279,900</b>                                 | <b>\$41,173,200</b>   | <b>\$41,273,200</b>   | <b>\$40,633,200</b>  |
| <b>Net Difference Over 2017 Base Level Budget</b> |   | <b>\$893,300</b>  | <b>\$993,300</b>  | <b>\$353,300</b>   |

<sup>1</sup> Operating Expenditures includes internal shared costs, vehicle charges, and asset management system costs<sup>2</sup> See "Provision (OBI Adjustment)" on page 6



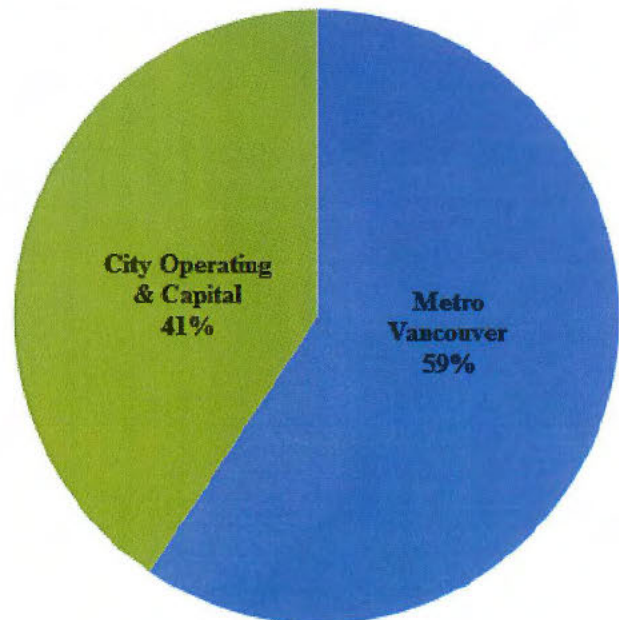
The following is an explanation of the budget reductions and increases outlined in Table 1.

#### GVWD Water Purchases – Metro Vancouver

Bulk water is purchased from Metro Vancouver on a unit volume basis and accounts for 59% of Richmond's water rate (Figure 1). Highlights of the 2018 GVWD water purchase budget are as follows:

- Metro Vancouver's water unit rate increase is 3.9%. Metro Vancouver's 5-year water rate projections are identified in Table 2.
- Richmond's water purchase budget net increase is 0.5% (\$129,500). Richmond's successful Water Demand Management Program has mitigated Metro Vancouver's unit rate increase through reduced water volume purchases. The reduced water purchase was achieved primarily through water metering and pressure management.

**Figure 1. 2018 Water Utility User Fee Breakdown**



**Table 2. Metro Vancouver 5-Year Water Rate Projection**

|  | 2017     | 2018     | 2019     | 2020     | 2021     | 2022     |
|--|----------|----------|----------|----------|----------|----------|
| <b>Blended Rate (\$/m<sup>3</sup>)</b> | \$0.6728 | \$0.6990 | \$0.7399 | \$0.7966 | \$0.8583 | \$0.9259 |
| <b>% Change</b>                        |          | 3.9%     | 5.8%     | 7.7%     | 7.8%     | 7.9%     |

The volume of water the City purchases and is subsequently consumed by property owners has a degree of variability, primarily due to weather impacts on summer irrigation demands and the level of water use restrictions activated by Metro Vancouver. The total volume estimated for budget purposes is based on average City water demand over the last 4 years. The variability in the demand during this period has been plus or minus 5%, and similar variability can be anticipated in the 2018 water purchase.

#### Capital Infrastructure Replacement Program

The annual capital contribution for water-related infrastructure replacement is currently \$7.5 million. The "Ageing Utility and Road Infrastructure Planning – 2017 Update" report received by Council on July 24, 2017 identified long-term annual water infrastructure funding requirements of \$7.6 million, which has increased by 1.3% due to inflation. Options 1 and 3 maintain current funding levels for water capital project contributions; Options 2 includes an increase of \$100,000 to meet the increase in ageing infrastructure target funding levels.

### Provision (OBI Adjustment)

One-time transfers from the Provision are utilized each year to fund operating budget impacts (OBIs) for the current year's capital program. This amount is incorporated into the utility in the following year to become part of the base level budget. In 2017, \$354,900 was transferred from the Provision to fund OBIs associated with the 2017 Capital Program.

### Water Metering Program

Residential water metering plays a significant role in the City's water demand management program. Canada's Ecofiscal Commission's report on Best Practices for Pricing and Improving Municipal Water and Wastewater Services published in September 2017 identified water metering as the number one best practice for designing municipal water fees as it allows for implementation of volume-based user fees, allows the municipality to identify leaks, and contributes to long-term planning.

The City's Universal Single-Family Water Meter Program will be complete by the end of 2017. All industrial, commercial and institutional (ICI) properties are currently metered. By 2018, all single-family units and 44% of multi-family units in Richmond will be metered. There continue to be opportunities to advance water metering within the City through the switching out of touchpad meters for implementation of fixed base water metering and continuation of the voluntary multi-family water metering program. Staff will bring forward recommendations for the water metering program as part of the 2018 Capital Program for Council's consideration.

### Water Rate Stabilization Contribution

The Water Levy Stabilization Provision was established by Council as a funding source for water rate stabilization. The Provision, which has a balance of \$9.4 million as of September 30, 2017, has been used to offset significant increases in regional water purchase costs. Options 1 and 2 maintain a \$0 impact on the Water Levy Stabilization Provision; Option 3 includes a \$540,000 drawdown from the Provision to subsidize the water rate. Option 1 is recommended as impacts from Metro Vancouver's 2018 water rate increases have been largely mitigated through water use reductions resulting from Richmond's successful water demand management program.

### Construction Period Revenues

The City receives construction period revenues from development customers for water use during construction. This revenue is not budgeted due to the long term variability in these revenues. Any actual revenue will be transferred to the Water Levy Stabilization Provision for future rate stabilization funding.

### Impact on 2018 Water Rates

The impact of the three budget options on water rates is shown in Tables 3 and 4. Table 3 shows the various options for metered rate customers; Table 4 shows the options for flat rate customers. The rates presented include fixed costs for metering such as meter reading, billing and maintenance. Numbers in italics represent the difference between 2017 rates and 2018 optional rates.



Option 3 results in the lowest rates as it includes drawdown from the Water Levy Stabilization Provision to minimize rate impacts; Option 2 results in the highest rates as it includes additional contribution to the Capital Infrastructure Replacement Program.

| Table 3. 2018 Metered Rate Water Options (net of discount)      |            |                           |                      |                      |
|---|------------|---------------------------|----------------------|----------------------|
| Customer Class  | 2017 Rates | Option 1<br>(Recommended) | Option 2             | Option 3             |
| Single-Family Dwelling<br>(based on 315 m <sup>3</sup> average) | \$408.41   | \$413.55<br>\$5.14        | \$414.49<br>\$6.08   | \$408.41<br>\$0.00   |
| Townhouse<br>(based on 210 m <sup>3</sup> average)              | \$279.47   | \$282.90<br>\$3.43        | \$283.53<br>\$4.06   | \$279.47<br>\$0.00   |
| Apartment<br>(based on 160 m <sup>3</sup> average)              | \$194.50   | \$197.11<br>\$2.61        | \$197.59<br>\$3.09   | \$194.50<br>\$0.00   |
| Metered Rate (\$/m <sup>3</sup> )                               | \$1.1595   | \$1.1757<br>\$0.0162      | \$1.1787<br>\$0.0192 | \$1.1595<br>\$0.0000 |

| Table 4. 2018 Flat Rate Water Options (net of discount) |            |                           |                     |                    |
|---|------------|---------------------------|---------------------|--------------------|
| Customer Class  | 2017 Rates | Option 1<br>(Recommended) | Option 2            | Option 3           |
| Single-Family Dwelling                                  | \$615.62   | \$624.30<br>\$8.68        | \$625.90<br>\$10.28 | \$615.62<br>\$0.00 |
| Townhouse   | \$503.94   | \$511.04<br>\$7.10        | \$512.36<br>\$8.42  | \$503.94<br>\$0.00 |
| Apartment   | \$324.73   | \$329.31<br>\$4.58        | \$330.15<br>\$5.42  | \$324.73<br>\$0.00 |

The rates outlined in Tables 3 and 4 are net rates. The Water Bylaw provides a 10% discount for utility bills paid prior to a deadline. The rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery.

#### Advantages/Disadvantages of Various Options

##### Option 1 (Recommended)

- Represents the minimum increase necessary to maintain the current level of service.
- Maintains a \$7.5 million contribution to the Capital Infrastructure Replacement Program, which is within the target range identified in the "Ageing Utility and Road Infrastructure Planning – 2017 Update" report.
- Maintains a \$0 impact on the Water Levy Stabilization Provision.

##### Option 2

- Represents the minimum increase necessary to maintain the current level of service.
- Includes a \$100,000 increase to the Capital Infrastructure Replacement Program in order to meet the target funding level identified in the "Ageing Utility and Road Infrastructure Planning – 2017 Update" report.
- Maintains a \$0 impact on the Water Levy Stabilization Provision.

Option 3

- Represents the minimum increase necessary to maintain the current level of service.
- Maintains a \$7.5 million contribution to the Capital Infrastructure Replacement Program, which is within the target range identified in the “Ageing Utility and Road Infrastructure Planning – 2017 Update” report.
- Includes a contribution of \$540,000 drawdown from the Water Levy Stabilization Provision.

Recommended Option

Staff recommends the budgets and rates identified in Option 1 for Water Services. This option represents the minimum increase necessary to maintain the current level of service without subsidizing the water rate using the Water Levy Stabilization Provision. Staff recommends maintaining the current contribution to the Capital Infrastructure Replacement Program at this time since the current funding levels remain within the target funding range. Staff will continue to undertake further assessments to determine infrastructure replacement requirements going forward and identify any recommended changes to the annual contribution.

Reductions in water purchase volumes achieved through the City’s successful water demand management program is mitigating impacts of Metro Vancouver’s water rate increases on Richmond’s rate payers. As such, it is recommended that no additional drawdown from the Provision be utilized at this time. This will allow the Provision to accumulate until such time that Metro Vancouver introduces additional projects requiring that the rate be subsidized to level significant increases in water rates.

2017 Townhouse Flat Rate Credit

The rate identified in the 2017 Utility Budgets and Rates report for townhouse flat rate customers is \$559.93 and the corresponding bylaw indicates a townhouse flat rate of \$599.93. The Utility Rate Amendment Bylaws report that follows this report will include amendments to the 2017 Waterworks and Water Rate Bylaw to reflect the rate identified in the 2017 Utility Budgets and Rates report and recommendations for providing a one-time credit to compensate impacted residents for the additional charge.



**Sewer Utility****Table 5. Sewer Utility Budget**

| <b>Key Budget Areas</b>                           | <b>2017 Base Level Budget (Restated for Comparison)<sup>1</sup></b> | <b>Option 1 Non-Discretionary Increases</b> | <b>Option 2 (Recommended) Non-Discretionary Increases with Full-time Grease Inspector</b> | <b>Option 3 Non-Discretionary Increases with Full-time Grease Inspector and \$500,000 Additional Capital Infrastructure Replacement</b> |
|---|---|---|---|---|
| <b><u>Expenditures</u></b>                        |   |   |   |   |
| Salaries  | \$2,850,700   | \$60,400                                    | \$100,270   | \$100,270   |
| PW Materials/Equipment/Power Costs                | \$1,722,400   | \$6,900                                     | \$6,900   | \$6,900   |
| Operating Expenditures <sup>2</sup>               | \$766,400   | \$37,900                                    | \$37,900  | \$37,900  |
| GVS&DD O&M (Metro Vancouver)                      | \$20,139,000  | \$679,000                                   | \$679,000   | \$679,000   |
| GVS&DD Debt (Metro Vancouver)                     | \$434,300   | -\$61,600                                   | -\$61,600   | -\$61,600   |
| Capital Infrastructure Replacement Program        | \$5,256,400   | \$0   | \$0   | \$500,000   |
| Firm Price/Receivable                             | \$613,900   | \$7,500                                     | \$7,500   | \$7,500   |
| Overhead Allocation                               | \$565,400   | \$0   | \$0   | \$0   |
| <b>Total Base Level Expenditure Budget</b>        | <b>\$32,348,500</b>   | <b>\$33,078,600</b>                         | <b>\$33,118,470</b>   | <b>\$33,618,470</b>   |
| <b><u>Revenues</u></b>                            |   |   |   |   |
| Provision (Rate Stabilization)                    | -\$500,000  | \$0   | \$0   | \$0   |
| Provision (OBI Adjustment) <sup>3</sup>           | -\$226,200  | \$226,200                                   | \$226,200   | \$226,200   |
| Investment Income                                 | -\$152,000  | \$0   | \$0   | \$0   |
| Firm Price/Receivable                             | -\$613,900  | -\$7,500                                    | -\$7,500  | -\$7,500  |
| Property Tax for GVS&DD Debt <sup>4</sup>         | -\$434,300  | \$61,600                                    | \$61,600  | \$61,600  |
| <b>Total Base Level Revenue Budget</b>            | <b>-\$1,926,400</b>   | <b>-\$1,646,100</b>                         | <b>-\$1,646,100</b>   | <b>-\$1,646,100</b>   |
| <b>Net Budget</b>                                 | <b>\$30,422,100</b>   | <b>\$31,432,500</b>                         | <b>\$31,472,370</b>   | <b>\$31,972,370</b>   |
| <b>Net Difference Over 2017 Base Level Budget</b> |   | <b>\$1,010,400</b>                          | <b>\$1,050,270</b>  | <b>\$1,550,270</b>  |

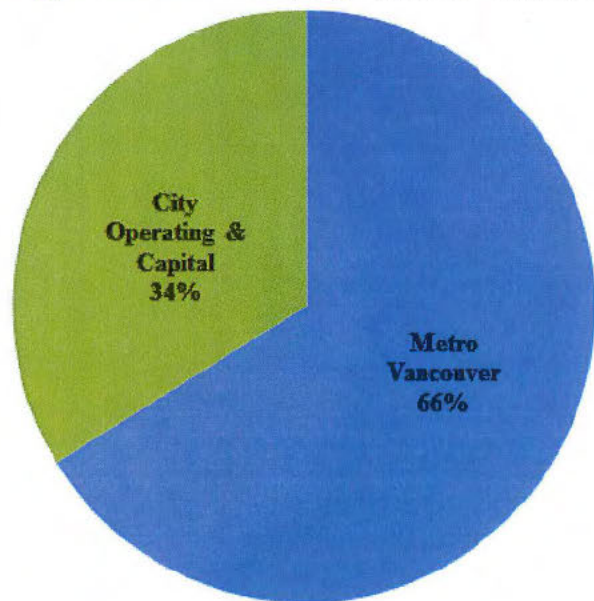
<sup>1</sup> One-time transfer from Provision for funding of grease inspector is excluded for sake of comparison<sup>2</sup> Operating Expenditures includes internal shared costs, vehicle charges, and asset management system costs<sup>3</sup> See "Provision (OBI Adjustment)" on page 11<sup>4</sup> See "Metro Vancouver GVS&DD Operating and Maintenance (O&M) Costs" on page 10

The following is an explanation of the budget reductions and increases outlined in Table 5.

#### Metro Vancouver GVS&DD Operating and Maintenance (O&M) Costs

The Metro Vancouver GVS&DD O&M levy will increase by \$679,000 (3.4%) to \$20,818,000 for 2018. Richmond pays Metro Vancouver for bulk transmission and treatment of collected liquid waste on a flat rate basis through the Metro Vancouver O&M levy, which accounts for approximately 66% of Richmond's sewer rate and is a primary budget driver (Figure 2). 87% of non-discretionary expenditure increases proposed for the 2018 Sewer Utility Budget are attributed to increases in Metro Vancouver's rates.

**Figure 2. 2018 Sewer Utility User Fee Breakdown**



Metro Vancouver's overall 2018 sewer cost increase of 3.0% for Richmond includes a \$679,000 (3.4%) increase in the GVS&DD O&M levy to \$20,818,000 that is recovered through the City's sewer utility rate, and a \$61,600 (14%) decrease in the GVS&DD debt to \$372,600, which is recovered through Richmond's tax levy.

Metro Vancouver's 5-year projections for overall sewer increases for the Lulu Island Sewerage Area (LSA) are identified in Table 6. The City of Richmond comprises all of LSA, and small percentages of the Fraser Sewerage Area (FSA) and Vancouver Sewerage Area (VSA). While 5-year projections have not been provided for Richmond, it is anticipated that increases in Richmond's levy will be largely similar to projected increases for LSA.

|                                       | 2017   | 2018   | 2019   | 2020   | 2021   | 2022   |
|---------------------------------------|--------|--------|--------|--------|--------|--------|
| <b>Sewer Levy – LSA (\$ Millions)</b> | \$19.3 | \$19.9 | \$21.2 | \$22.4 | \$24.7 | \$26.9 |
| <b>% Change</b>                       |        | 3.1%   | 6.4%   | 5.7%   | 10.0%  | 8.9%   |

#### Grease Bylaw Inspector

The impact of grease on the sanitary sewer collection system is an ongoing concern for the City of Richmond. The City manages grease through source control, sanitary sewer system monitoring and inspection and on-going maintenance. Richmond's Drainage, Dyke and Sanitary System Bylaw No. 7551 requires food sector establishments to have and maintain grease traps as part of Richmond's efforts for grease source control. In 2008, funding for a part-time Bylaw Enforcement staff member was established to ensure that grease interceptors are installed and maintained in accordance with the bylaw in all new food sector buildings.



In 2017, a one-time transfer of \$37,700 from the Sewer Levy Stabilization Provision to fund the increase in level of service from a part-time inspector to a full-time inspector was approved as part of the 2017 Utility Budgets and Rates to assess the effectiveness of the increased level of service. With the grease inspector upgraded from part-time to full-time in 2017, there has been an increase in bylaw compliance, indicating that the additional efforts from the grease inspector through increased education and inspection efforts has been successful in reducing grease discharge. In addition, expanded efforts from the grease inspector have led to development of an improved integrated inspection program that enhances efficiency and effectiveness. Due to the added value observed, the "Grease Inspector Update 2017" report dated September 22, 2017 from the Director, Engineering recommends:

*That a full-time grease inspector be submitted as part of the 2018 Utility Budgets for Council consideration.*

Options 2 and 3 include an additional level of service for upgrading the grease inspector position from part-time to full-time through the Sewer Utility, with a budget impact of \$39,870.

#### Capital Infrastructure Replacement Program

The annual capital contribution for sewer-related infrastructure replacement is currently \$5.25 million. The "Ageing Utility and Road Infrastructure Planning – 2017 Update" report identifies a long-term sustainable funding level of \$7.3 million for sanitary sewer infrastructure. Options 1 and 2 maintain the annual contribution to the capital infrastructure replacement program at its current level of \$5.25 million, while Option 3 increases the program by \$500,000, reducing the funding gap.

#### Provision (OBI Adjustment)

One-time transfers from the Provision are utilized each year to fund operating budget impacts (OBIs) for the current year's capital program. This amount is incorporated into the utility in the following year to become part of the base level budget. In 2017, \$226,200 was transferred from the Provision to fund OBIs associated with the 2017 Capital Program.

#### Construction Period Revenues

The City receives construction period revenues from development customers for sewer use during construction. This revenue is not budgeted due to the long term variability in these revenues. Any actual revenue will be transferred to the Sewer Levy Stabilization Provision for future rate stabilization funding.

#### Sewer Rate Stabilization Provision

The Sewer Levy Stabilization Provision was established by Council as a funding source for sewer rate stabilization. The Provision, which has a balance of \$7.5 million as of September 30, 2017 has been used to offset significant increases in regional sewer treatment and capacity costs. All options maintain the current \$500,000 drawdown on the Sewer Rate Stabilization Provision to partially offset Metro Vancouver GVS&DD O&M increases.

### Impact on 2018 Sewer Rates

The impact of the three budget options on the sewer rates is shown in Tables 7 and 8. Table 7 identifies the impact of each option on metered customers; Table 8 identifies the impact on flat rate customers. Numbers in italics represent the difference between 2017 rates and 2018 optional rates.

| Table 7. 2018 Metered Rate Sewer Options (net of discount)      |            |                             |                             |                             |
|---|------------|-----------------------------|-----------------------------|-----------------------------|
| Customer Class  | 2017 Rates | Option 1                    | Option 2<br>(Recommended)   | Option 3                    |
| Single-Family Dwelling<br>(based on 315 m <sup>3</sup> average) | \$321.05   | \$329.71<br><i>\$8.66</i>   | \$330.15<br><i>\$9.10</i>   | \$335.51<br><i>\$14.46</i>  |
| Townhouse<br>(based on 210 m <sup>3</sup> average)              | \$214.03   | \$219.81<br><i>\$5.78</i>   | \$220.10<br><i>\$6.07</i>   | \$223.67<br><i>\$9.64</i>   |
| Apartment<br>(based on 160 m <sup>3</sup> average)              | \$163.07   | \$167.47<br><i>\$4.40</i>   | \$167.70<br><i>\$4.63</i>   | \$170.42<br><i>\$7.35</i>   |
| Metered Rate (\$/m <sup>3</sup> )                               | \$1.0192   | \$1.0467<br><i>\$0.0275</i> | \$1.0481<br><i>\$0.0289</i> | \$1.0651<br><i>\$0.0459</i> |

| Table 8. 2018 Flat Rate Sewer Options (net of discount) |            |                            |                            |                            |
|---|------------|----------------------------|----------------------------|----------------------------|
| Customer Class  | 2017 Rates | Option 1                   | Option 2<br>(Recommended)  | Option 3                   |
| Single-Family Dwelling                                  | \$417.89   | \$429.19<br><i>\$11.30</i> | \$429.74<br><i>\$11.85</i> | \$436.71<br><i>\$18.82</i> |
| Townhouse   | \$382.35   | \$392.69<br><i>\$10.34</i> | \$393.20<br><i>\$10.85</i> | \$399.57<br><i>\$17.22</i> |
| Apartment   | \$318.45   | \$327.06<br><i>\$8.61</i>  | \$327.48<br><i>\$9.03</i>  | \$332.79<br><i>\$14.34</i> |

The rates outlined in Tables 7 and 8 are net rates. The bylaw provides a 10% discount for utility bills paid prior to a deadline. The rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery.

### Advantages/Disadvantages of Various Options

#### Option 1

- Represents the minimum increase necessary to maintain the current level of service.
- Maintains a \$5.25 million contribution to the Capital Infrastructure Replacement Program.
- Maintains a \$500,000 drawdown from the Sewer Levy Stabilization Provision to minimize the impact of regional increases on sewer rates.

#### Option 2 (Recommended)

- Represents the minimum increase necessary to maintain the current level of service.
- Maintains a \$5.25 million contribution to the Capital Infrastructure Replacement Program.
- Maintains a \$500,000 drawdown from the Sewer Levy Stabilization Provision to minimize the impact of regional increases on sewer rates.



- Includes an additional level of service for upgrading the part-time Grease Inspector to a full-time position, as recommended in the “Grease Inspector Update 2017” report.

#### Option 3

- Represents the minimum increase necessary to maintain the current level of service.
- Includes a \$500,000 increase to the capital infrastructure replacement program, in order to reduce the gap between the current funding level of approximately \$5.25 million and the long-term annual funding requirement of \$7.3 million, as recommended in the “Ageing Utility and Road Infrastructure Planning – 2017 Update” report.
- Maintains a \$500,000 drawdown from the Sewer Levy Stabilization Provision minimize the impact of regional increases on sewer rates.
- Includes an additional level of service for upgrading the part-time Grease Inspector to a full-time position, as recommended in the “Grease Inspector Update 2017” report.

#### Recommended Option

Staff recommends the budgets and rates identified in Option 2 for Sewer Services. This option accommodates an additional level of service for upgrading the part-time grease inspector to full-time, which demonstrated added values during the one-time trial in 2017. Due to significant Metro Vancouver’s O&M levy increases, staff recommends maintaining the current \$5.25 million contribution to the Capital Infrastructure Replacement Program to limit increases to sewer rates. Current funding levels are adequate for short to medium-term sanitary infrastructure replacement needs; however, the funding shortfall defers the financial obligation to future years and bridging the funding gap will be an important consideration in future utility budgets.

## **Drainage and Diking Utility**

The drainage and diking utility was created to develop a reserve fund to maintain, operate and upgrade drainage and diking infrastructure. The objective, as outlined in the “Ageing Utilities and Roads Infrastructure Planning – 2017 Update” report, is to build the fund to an anticipated annual target contribution of approximately \$12.8 million, subject to on-going review of the drainage and diking infrastructure replacement requirements.

### **Box Culvert Preventative Maintenance Program**

Through the 2017 Utility Budgets and Rates report, Council approved annual funding of \$240,000 to implement a Box Culvert Preventative Maintenance Program through the Drainage and Diking Utility. The program includes inspection and minor repairs along the City’s 56 kilometers of concrete box culverts. Inspection completed in 2017 has identified more minor defects than originally anticipated, and additional funding would be required to adequately address minor defects encountered during the inspection process. Staff recommends introducing an additional level of service with respect to the box culvert preventative maintenance program with a budget impact of \$140,000 to address defects encountered during box culvert inspections.

### **Dyke Repair Program**

The City’s dikes are continually subject to erosion, vegetation growth and human activity that damages the dikes. Staff proactively identify and repair this damage to maintain the dike’s high level of flood protection through the Dyke Repair program. Staff have identified a funding gap in the dikes maintenance program and are recommending that \$149,000 be allocated through the Drainage and Diking Utility to close this gap.

### **Drainage Rate Equity (Drainage Rate Options)**

In 2003, Council adopted a starting net rate of \$10 per property for drainage infrastructure replacements and a net rate of \$10 per property for dike upgrades, with an increase of \$10 each year. Since 2016, new rate classes have been introduced to enhance equity amongst users and ensure that user rates reflect varying demands users place on the City’s drainage and diking systems. In 2016, drainage and diking rates were increased for non-stratified industrial, commercial and institutional (ICI) properties with lot areas greater than 800 m<sup>2</sup> to enhance equity amongst users; in 2017, rates were further increased for large non-stratified ICI properties with lot areas greater than 10,000 m<sup>2</sup>. Residential and smaller ICI properties received no drainage and diking rate increases in 2015 and 2016.

Staff propose to further improve equity by introducing a new rate class for multi-family residential units which include apartments and townhouses. These units are associated with a smaller impermeable area and hence place less demand on the drainage system. Option 1 has no increase to individual rate payers, however, there is a budget increase due to growth (projecting an estimated 1,625 additional residential units to the City’s inventory for 2018). Option 2 maintains current drainage and diking rates for multi-family properties, increases rates for large, non-stratified ICI properties by 4% and increases rates for all other properties by 1%. Option 3 increases drainage and diking rates for all properties except multi-family units by 2%.



### Drainage and Diking System Fees – Bylaw No. 7551

The City's Drainage Improvement Reserve Fund was established in 2000 to fund the maintenance, operation and upgrade of drainage and diking infrastructure. Drainage and diking infrastructure works are funded through one utility as key components such as pump stations and canals are shared between the drainage and diking networks which operate as one integrated flood protection system.

The Drainage, Dyke, and Sanitary Sewer System Bylaw No. 7551 can be interpreted to include separate fees for the drainage system and the dike system. Additionally, language in the bylaw can be interpreted to limit use of the funds collected through the Drainage and Diking Utility for capital purposes. Staff will bring forward amendments through the 2018 Utility Rate Amendment Bylaws report that follows this report for clarifying the collection of fees and that the utility funds can be allocated to both capital and maintenance programs.

### Impact on 2018 Drainage and Diking Rates

| Table 9. 2018 Drainage and Diking Rate Options (Net of Discount)              |                     |  |  |   |
|---|---------------------|--|--|---|
| Rate Class  | 2017 Rates          | Option 1<br>Non-discretionary<br>increases | Option 2<br>(Recommended)<br>4% increase to Non-stratified<br>ICI Properties > 800 m <sup>2</sup> , 1%<br>increase to all other properties<br>except Multi-family Properties | Option 3<br>2% increase to all<br>properties except<br>Multi-family<br>Properties |
| Multi-family Residential  | \$140.31            | \$140.31<br>\$0.00                         | \$140.31<br>\$0.00   | \$140.31<br>\$0.00  |
| Single-family and Agricultural  | \$140.31            | \$140.31<br>\$0.00                         | \$141.71<br>\$1.40   | \$143.12<br>\$2.81  |
| ICI - Non-Stratified,<br>between 800 m <sup>2</sup> and 10,000 m <sup>2</sup> | \$290.00            | \$290.00<br>\$0.00                         | \$301.60<br>\$11.60  | \$295.80<br>\$5.80  |
| ICI - Non-Stratified,<br>above 10,000 m <sup>2</sup>                          | \$580.00            | \$580.00<br>\$0.00                         | \$603.20<br>\$23.20  | \$591.60<br>\$11.60   |
| ICI - Others  | \$140.31            | \$140.31<br>\$0.00                         | \$141.71<br>\$1.40   | \$143.12<br>\$2.81  |
| <b>Net Budget</b>   | <b>\$11,631,000</b> | <b>\$11,859,000</b>                        | <b>\$11,920,000</b>  | <b>\$11,956,000</b>   |
| Capital Infrastructure<br>Replacement Program                                 | \$11,391,000        | \$11,391,000                               | \$11,391,000   | \$11,427,000  |
| Box Culvert Preventative<br>Maintenance Program                               | \$240,000           | \$240,000                                  | \$380,000  | \$380,000   |
| Dyke Repair Program   | \$0                 | \$0  | \$149,000  | \$149,000   |
| <b>Net Difference Over 2017<br/>Base Level Budget</b>                         |                     | <b>\$228,000</b>                           | <b>\$289,000</b>   | <b>\$325,000</b>  |

The rates outlined in Table 9 are net rates. The bylaw provides a 10% discount for utility bills paid prior to a deadline. The net rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery. Numbers in italics represent the difference between 2017 rates and 2018 optional rates.

Advantages/Disadvantages of Various OptionsOption 1

- Represents no increase to Drainage and Diking rates.
- Maintains the current Drainage and Diking capital program value of \$11,391,000.

Option 2 (Recommended)

- Improves equity by introducing a new rate class for multi-family residential properties and maintaining current rates for this rate class, which place the lowest demands on the City's drainage and diking system.
- Increases the rate for all large, non-stratified ICI properties by 4% and all single-family residential, agricultural and small or stratified ICI properties by 1%.
- Includes additional funding of \$140,000 for the Box Culvert Preventative Maintenance program to include repair of minor deficiencies encountered during box culvert inspections.
- Includes additional funding of \$149,000 for the Dyke Repair Program.
- Maintains the current Drainage and Diking capital program value of \$11,391,000.

Option 3

- Improves equity by introducing a new rate class for multi-family residential properties and maintaining current rates for this rate class, which place the lowest demands on the City's drainage and diking system.
- Increases the rate for all properties except multi-family residential units by 2%.
- Includes additional funding of \$140,000 for the Box Culvert Preventative Maintenance program to include repair of minor deficiencies encountered during box culvert inspections.
- Includes additional funding of \$149,000 for the Dyke Repair Program.
- Increases the Drainage and Diking capital program value by \$36,000 to \$11,427,000.

Recommended Option

Staff recommends the budgets and rates identified in Option 2 for Drainage and Diking Services. This option continues the City's ongoing efforts to increase equity within the drainage and diking utility rates, accommodates an additional level of service for addressing minor deficiencies encountered during box culvert inspections as part of the Box Culvert Preventative Maintenance Program, provides additional funding to address identified funding gaps in the Dyke Repair Program, and supports an incremental increase to the Drainage and Diking capital program to address the funding gap identified in the "Ageing Utility and Road Infrastructure Planning – 2017 Update" report.



**Solid Waste and Recycling**

Table 10. 2018 Solid Waste &amp; Recycling Budget

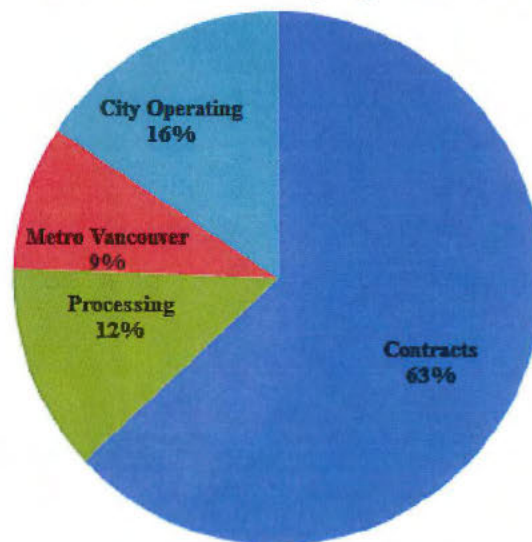
| Key Budget Areas                                  | 2017 Base Level Budget (Original) | Option 1 (Recommended) Non-Discretionary Increases | Option 2 Non-Discretionary Increases \$200,000 Transfer from Provision | Option 3 Non-Discretionary Increases with \$400,000 Transfer from Provision |
|---|-----------------------------------|--|--|---|
| <b>Expenditures</b>                               |                                   |  |  |   |
| Salaries  | \$2,596,800                       | \$43,600   | \$43,600   | \$43,600  |
| Contracts   | \$8,182,000                       | \$669,800  | \$669,800  | \$669,800   |
| Equipment/Materials                               | \$565,000                         | \$85,600   | \$85,600   | \$85,600  |
| Metro Vancouver Disposal Costs                    | \$1,241,000                       | \$42,500   | \$42,500   | \$42,500  |
| Recycling Materials Processing                    | \$1,275,800                       | \$553,900  | \$553,900  | \$553,900   |
| Container Rental/Collection                       | \$154,100                         | \$3,600  | \$3,600  | \$3,600   |
| Operating Expenditures                            | \$310,900                         | \$1,800  | \$1,800  | \$1,800   |
| Internal Shared Costs                             | \$342,700                         | -\$2,200   | -\$2,200   | -\$2,200  |
| Agreements  | \$183,500                         | \$4,600  | \$4,600  | \$4,600   |
| Rate Stabilization                                | \$369,500                         | -\$1,100   | -\$1,100   | -\$1,100  |
| <b>Base Level Expenditure Budget</b>              | <b>\$15,221,300</b>               | <b>\$16,623,400</b>                                | <b>\$16,623,400</b>  | <b>\$16,623,400</b>   |
| <b>Revenues</b>                                   |                                   |  |  |   |
| Transfer from Provision                           | \$0                               | \$0  | -\$200,000   | -\$400,000  |
| Recycling Material                                | -\$223,600                        | \$46,800   | \$46,800   | \$46,800  |
| Garbage Tags                                      | -\$17,500                         | \$0  | \$0  | \$0   |
| Revenue Sharing Grant                             | -\$2,500                          | -\$600   | -\$600   | -\$600  |
| MMBC Incentive                                    | -\$1,700,000                      | -\$131,700   | -\$131,700   | -\$131,700  |
| <b>Base Level Revenue Budget</b>                  | <b>-\$1,943,600</b>               | <b>-\$2,029,100</b>                                | <b>-\$2,229,100</b>  | <b>-\$2,429,100</b>   |
| <b>Net Budget</b>                                 | <b>\$13,277,700</b>               | <b>\$14,594,300</b>                                | <b>\$14,394,300</b>  | <b>\$14,194,300</b>   |
| <b>Net Difference Over 2017 Base Level Budget</b> |                                   | <b>\$1,316,600</b>                                 | <b>\$1,116,600</b>   | <b>\$916,600</b>  |

### Key Cost Drivers

There are unique issues impacting the Solid Waste and Recycling Budget and rates in 2018, including:

- Contract (transportation) and processing cost increases associated with improved practices to transport and process organic materials. The need for added infrastructure to incorporate improved odour management practices is driving cost increases across the region, so this issue is not unique only to Richmond.
- Metro Vancouver tipping fee costs for waste disposal are increasing by 3%. The impacts from increasing tipping fee costs are mitigated by increased diversion of recyclables, including organics. The City is currently diverting 78% of single-family residential waste.

**Figure 3. 2018 Solid Waste and Recycling User Rate Breakdown**



The following is an explanation of the budget reductions and increases outlined in Table 10.

### Salaries

All options include non-discretionary salary increases.

### Contracts

Contract cost increases relate to non-discretionary increases for solid waste and recycling collection services as outlined in Council-approved agreements and an amount for growth in the number of units serviced. Cost increases also included projected amounts for additional hauling services associated with transportation of organics.

### Equipment/Materials

Equipment and material cost increases are primarily associated with increasing costs for handling illegally dumped drywall. WorkSafe requirements for handling drywall relating to the potential presence of asbestos has led to increased illegal dumping of this material as well as added costs for handling and disposal. Increases in this category also relate to handling and replacement of Green Carts, which have higher damage rates due to the weight of organic materials.



### Metro Vancouver Disposal Costs

The regional tipping fee for local governments will increase by 3% or to \$103/tonne in 2018 (up from \$100/tonne in 2017). The \$5 per load transaction fee remains in effect and is unchanged.

The tiered rate structure with varying rates per tonne for solid waste disposal based on load size remains in effect, as outlined in the following table. The 2018 – 2022 Solid Waste Budget outlines a projected annual 3% increase, as shown in Table 11.

| Table 11. Metro Vancouver 2018 – 2022 Solid Waste Budget |       |       |       |       |       |       |
|--|-------|-------|-------|-------|-------|-------|
|  | 2017  | 2018  | 2019  | 2020  | 2021  | 2022  |
| <b>Tipping Fees</b>                                      |       |       |       |       |       |       |
| Up to 1 tonne  | \$133 | \$137 | \$141 | \$145 | \$150 | \$155 |
| 1 to 9 tonnes  | \$112 | \$115 | \$119 | \$122 | \$126 | \$130 |
| Over 9 tonnes  | \$80  | \$82  | \$85  | \$87  | \$90  | \$93  |
| Municipal  | \$100 | \$103 | \$106 | \$109 | \$113 | \$116 |

### Recycling Materials Processing

Recycling material processing costs are increased slightly associated with increased volumes from commercial landscape drop off of yard and garden trimmings at Ecowaste.

The most substantial increase relates to additional costs for organic materials processing due to odour management challenges. Greater emphasis on food scraps recycling is creating additional volumes of these more odorous materials as a component of yard and garden trimmings. Traditional low-cost open window composting methods are proving insufficient to treat and capture odours associated with composting food scraps. This is changing the landscape of organics material processing in the region, pointing to the need for developing better (indoor) facilities designed to treat and capture odour. Additional processing infrastructure investment in locally based facilities is needed as part of a broader regional strategy to help address odour management issues.

### Container Rental/Collection and Operating Expenditures

Container rental/collection costs are increased slightly associated with Recycling Depot costs under a new service contract 5757 EOI, awarded by Council on May 23, 2017.

### Internal Shared/Agreements

Internal Shared Costs are reduced to more closely align with expected costs. Agreement costs are increased slightly based on the consumer price index and contractual increase with Vancouver Coastal Health Authority for the City's public health protection service agreement.

### Rate Stabilization

Rate stabilization costs have decreased slightly associated with budget rounding. The Sanitation and Recycling provision has a current balance of \$1.8 million as of September 30, 2017.

### Base Level Expenditure Budget – General

The recommended Solid Waste & Recycling budget also includes a full-time Sanitation & Recycling Assistant position to support the variety of new programs implemented, including bi-weekly garbage, multi-family organics recycling, MMBC program, etc. There is no financial impact to the 2018 utility budget as the funding was approved in prior years as part of implementation of these programs and only represents a consolidation of temporary functions into a single, regular full time position. There is no change in service level or increased staffing levels associated with this full time position as the work is currently being performed on a temporary full-time basis by several staff.

### Construction Period Revenues

The City receives construction period revenues from development customers for solid waste and recycling during construction. This revenue is not budgeted due to the long term variability in these revenues. Any actual these revenues will be transferred to the Sanitation and Recycling Provision for future rate stabilization funding.

### Revenues – General Solid Waste and Recycling Provision

#### *Transfer from Provision*

Option 1 reflects no funds being drawn from the Sanitation and Recycling provision to offset rates, thereby reflecting full program cost increases of \$1,316,600. Options 2 and 3 include optional transfers from existing provision funding to offset rates. Option 2 draws \$200,000 from provision for a net budget increase of \$1,116,600 to be recovered from rates. Option 3 draws \$400,000 from provision for a net budget increase of \$916,600 to be recovered from rates. These options can be considered as part of a rate leveling strategy to transition the cost increases over two years.

#### *Recycling Material Revenues*

Recycling material revenues are reduced associated with the decline in commodity markets for materials received at the Recycling Depot. Commodity pricing was sought under a new service contract 5757 EOI, awarded by Council on May 23, 2017.

#### *MMBC Revenue Incentive*

The net MMBC revenue incentive is increased to offset inflationary cost increases in order to maintain no net impact in the Blue Box/Multi-Family Recycling Rate. Overall, the MMBC program is expected to generate net revenue of approximately \$1 million for 2017 and can be deposited into the solid waste provision account subject to Council approval. This is in alignment



with previous Council direction (November 25, 2013) when the decision to join MMBC was made.

### Impact on 2018 Rates

The impact of the budget options to ratepayers is provided in the tables which follow. The principal reason for the increase in 2018 relates to increased organics processing requirements associated with odour management challenges. Numbers in italics represent the difference between 2017 rates and 2018 optional rates.

Table 12 provides total costs based on standard garbage cart sizes for single-family (240L) and townhouse (120L). Table 13 provides a more detailed breakdown of Option 1 rates based on the four different garbage cart size options that are available to residents in single-family and townhouse units. The percentage of container sizes subscribed to by each customer class is also shown for information. Residents are able to reduce or increase the amount they pay for service based on the cart size they select for garbage collection service.

| Customer Class                                 | 2017 Rates | Option 1<br>(Recommended) | Option 2            | Option 3            |
|--|------------|---------------------------|---------------------|---------------------|
| Single Family Dwelling<br>(Standard 240L Cart) | \$285.10   | \$313.10<br>\$28.00       | \$306.10<br>\$21.00 | \$299.15<br>\$14.05 |
| Townhouse<br>(Standard 120L Cart)              | \$213.60   | \$223.95<br>\$10.35       | \$223.95<br>\$10.35 | \$223.95<br>\$10.35 |
| Apartment                                      | \$94.45    | \$99.80<br>\$5.35         | \$99.80<br>\$5.35   | \$99.80<br>\$5.35   |
| Business Rate                                  | \$29.31    | \$32.29<br>\$2.98         | \$32.29<br>\$2.98   | \$32.29<br>\$2.98   |

| Cart Size | Single Family   |   | Townhomes   |   |
|-----------|---|---|---|---|
|           | Full Service Rate<br>(Including Recycling,<br>Organics, Other Services) | Approximate<br>Percent -<br>Subscribed Size | Full Service Rate<br>(Including Recycling,<br>Organics, Other Services) | Approximate<br>Percent -<br>Subscribed Size |
| 80L       | \$275.10  | 5%  | \$201.95  | 13%   |
| 120L      | \$297.10  | 12%   | \$223.95  | 78%   |
| 240L      | \$313.10  | 78%   | \$239.95  | 8%  |
| 360L      | \$413.10  | 5%  | \$339.95  | 1%  |

The rates outlined in Tables 12 and 13 are net rates. The bylaw provides a 10% discount for utility bills paid prior to a deadline. The rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery.



### Regional Issues

In 2018, tipping fees are expected to increase by 3%. Further, Metro Vancouver has indicated annual projected increases over the next 5-year period, i.e. 2018 – 2022, to be consistent at 3% per year.

Metro Vancouver has undertaken consultation on a proposed new Generator Levy on all residential and commercial/institutional waste generated in the region, regardless of whether it is managed at Metro Vancouver facilities. This proposed levy, coupled with a proposed new Hauler Licensing bylaw, is aimed at ensuring all waste generators in the region contribute to the fixed costs of the region's transfer station network. Public consultation on changes to Greater Vancouver Sewerage and Drainage District Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996 (Bylaw 181) was also undertaken to seek feedback on updated regulation of privately operated solid waste and recycling facilities. These proposed new regulations are being objected to by some members of private industry, who consider the approach as overly prescriptive, potentially limiting of the competitive landscape, and being pursued in a manner too quickly to support adequate consultation.

Metro Vancouver has reported expected overall positive performance in 2017. This is due to higher than expected waste flows combined with management of expenditures which has led to projected results being better than anticipated when compared to the approved 2017 budget. The expected net operational gains will increase the projected surplus to around \$10.9 million compared to a planned budget reserves contribution from generated surplus of \$4.9 million.

Key actions in 2018 include the introduction of an expanded polystyrene disposal ban, the Coquitlam Transfer Station replacement, Surrey small vehicle drop-off facility, and reduction activities focused on food waste and construction and demolition waste. The expanded polystyrene disposal ban would apply to polystyrene used for packaging and distributing products (excludes food and beverage packaging, packing peanuts, etc.) and would attract a 100% surcharge on threshold levels above 20% (by weight or volume). While expected to impact mostly commercial sources, the City could expect that illegal dumping of polystyrene will increase once the ban comes into effect, as typically occurs when disposal bans are introduced.

As noted previously in this report, a key emerging issue impacting the region is a lack of adequate organics processing capacity. In light of the increased focus on food scraps recycling, there is a lack of suitable processing facilities designed to capture, treat and manage odour from those facilities which manage food scraps. Additional efforts at the regional level to encourage greater processing capacity investment are needed.

Advantages/Disadvantages of Various OptionsOption 1 (Recommended)

- Represents full cost recovery via rates of all program costs, including substantial cost increases in organics processing.
- Includes funding for a full-time Sanitation & Recycling Assistant position to support the variety of new programs implemented, with no financial impact to the 2018 utility budget or rates as funding was approved in prior years.

Option 2

- Represents partial cost recovery via rates of all programs costs, including substantial cost increases in organics processing.
- Includes a \$200,000 offset from the Sanitation & Recycling provision to temporarily offset the rate impact of program cost increases.
- Includes funding for a full-time Sanitation & Recycling Assistant position to support the variety of new programs implemented, with no financial impact to the 2018 utility budget or rates as funding was approved in prior years.

Option 3

- Represents partial cost recovery via rates of all programs costs, including substantial cost increases in organics processing.
- Includes a \$400,000 offset from the Sanitation & Recycling provision to temporarily offset the rate impact of program cost increases.
- Includes funding for a full-time Sanitation & Recycling Assistant position to support the variety of new programs implemented, with no financial impact to the 2018 utility budget or rates as funding was approved in prior years.

Recommended Option

Staff recommend the budget and rates identified in Option 1 for Solid Waste and Recycling. This option provides full funding for all existing programs in 2018. This option also ensures continuity of service by providing adequate resource levels to support solid waste and recycling programs through securing a full-time Sanitation & Recycling Assistant position.

### Total Recommended 2018 Utility Rate Option

In light of the significant challenges associated with the impacts of regional costs and new programs in the City, staff recommend the budget and rates options as follows:

- Option 1 is recommended for Water
- Option 2 is recommended for Sewer
- Option 2 is recommended for Drainage and Diking
- Option 1 is recommended for Solid Waste and Recycling

Table 14 summarizes the estimated total metered rate utility charge, based on average water and sewer consumption. Table 15 summarizes the total flat rate utility charge. Numbers in italics represent the difference between 2017 rates and 2018 proposed rates.

| Table 14. 2018 Estimated Total Net Rates to Metered Customers                       |                                  |   |
|---|----------------------------------|---|
| Customer Class  | 2017 Estimated Net Metered Rates | 2018 Estimated Net Metered Rates<br>(Recommended) |
| Single-Family Dwelling<br>(based on 315 m <sup>3</sup> average)                     | \$1,154.87                       | \$1,198.51<br><i>\$43.64</i>                      |
| Townhouse<br>(on City garbage service)<br>(based on 210 m <sup>3</sup> average)     | \$847.41                         | \$867.26<br><i>\$19.85</i>                        |
| Townhouse<br>(not on City garbage service)<br>(based on 210 m <sup>3</sup> average) | \$760.41                         | \$777.76<br><i>\$17.35</i>                        |
| Apartment<br>(based on 160m <sup>3</sup> average)                                   | \$592.33                         | \$604.92<br><i>\$12.59</i>                        |
| <b>Commercial/Industrial</b>  |                                  |   |
| Metered Water (\$/m <sup>3</sup> )  | \$1.1595                         | \$1.1757<br><i>\$0.0162</i>                       |
| Metered Sewer (\$/m <sup>3</sup> )  | \$1.0192                         | \$1.0481<br><i>\$0.0289</i>                       |
| Business: General Environmental<br>Charge   | \$29.31                          | \$32.29<br><i>\$2.98</i>                          |
| Business: Drainage & Diking<br>(800 m <sup>2</sup> to 10,000 m <sup>2</sup> )       | \$290.00                         | \$301.60<br><i>\$11.60</i>                        |
| Business: Drainage & Diking<br>(above 10,000 m <sup>2</sup> )                       | \$580.00                         | \$603.20<br><i>\$23.20</i>                        |
| Business: Drainage & Diking<br>(Others)   | \$140.31                         | \$141.71<br><i>\$1.40</i>                         |



| Table 15. 2018 Total Net Rates to Flat Rate Customers |                     |                                      |
|---|---------------------|--------------------------------------|
| Customer Class  | 2017 Net Flat Rates | 2018 Net Flat Rates<br>(Recommended) |
| Single-Family Dwelling                                | \$1,458.92          | \$1,508.86<br>\$49.94                |
| Townhouse<br>(on City garbage service)                | \$1,240.20          | \$1,268.50<br>\$28.30                |
| Townhouse<br>(not on City garbage service)            | \$1,153.20          | \$1,179.00<br>\$25.80                |
| Apartment   | \$877.94            | \$896.90<br>\$18.96                  |

The rates outlined in Tables 14 and 15 are net rates. The bylaw provides a 10% discount for utility bills paid prior to a deadline. The rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery. The recommended rates outlined above result in gross rate charges to residents as outlined in Attachment 1. These rates would be reflected in the amending bylaws for each utility area, should they be approved by Council.

#### Flat Rate and Metered Customers

By January 1, 2018, the residential metering program will be successful in transitioning 100% of single-family households from flat rates to metered rates. The single-family residential flat rate will continue to apply to duplex units that share one water service. These units require significant internal plumbing separation work to facilitate metering and were not included in the universal metering program. The majority of townhouses and apartments are still on flat rate; however, the number with meters will continue to increase with the ongoing volunteer and mandatory water meter programs for multi-family dwellings. The number of units by customer class is identified in Table 16:

| Table 16. Flat Rate and Metered Property Unit Counts |                                |                           |                                    |            |
|--|--------------------------------|---------------------------|------------------------------------|------------|
|  | 2017 Percentages<br>(Mid-year) | 2017 Counts<br>(Mid-year) | 2018 Counts<br>(Mid-year Estimate) | Difference |
| Single-Family Residential                            | Flat Rate (6%)                 | 1,567                     | 681                                | -886       |
|  | Metered (94%)                  | 26,909                    | 28,028                             | 1,119      |
| Townhouse  | Flat Rate (70%)                | 11,647                    | 11,479                             | -168       |
|  | Metered (30%)                  | 5,099                     | 5,383                              | 284        |
| Apartment  | Flat Rate (48%)                | 15,010                    | 14,460                             | -550       |
|  | Metered (52%)                  | 16,178                    | 18,004                             | 1,826      |
| Total Residential Units                              |                                | 76,410                    | 78,035                             | 1,625      |
| Commercial Units                                     | Metered                        | 3,538                     | 3,538                              | 0          |
| Farms  | Metered                        | 47                        | 47                                 | 0          |

### Comparison of 2017 City Utility Rates to Other Major Household Expenses

In relation to other common household expenses, City utility expenses represent good value when compared with other daily major household expenses, such as telephone, cable, internet, electricity, transit and others. Water, sewer, garbage and drainage utility services are fundamental to a quality lifestyle for residents as well as necessary infrastructure to support the local economy. Figure 4 illustrates the value of these services when compared to other common household expenses.

Figure 4. Cost Comparison of Main Household Expenses for a Single-Family Dwelling

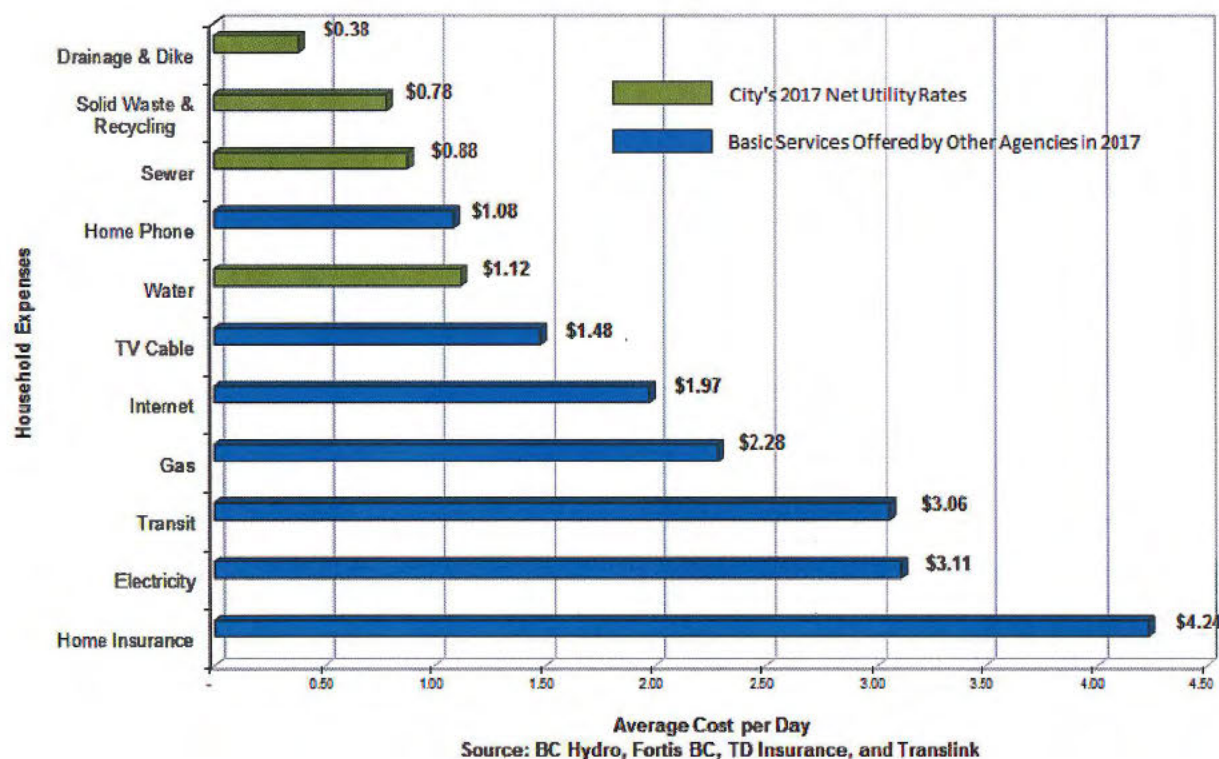


Figure 1 Reference REDMS 5590609

### Comparison of City Utility Budgets to Comparative Municipalities

Figure 5 provides a comparison between the City's 2017 utility budget and comparative municipalities.

Figure 5. 2017 Utility Budgets

| Division:              | Coquitlam           | Richmond             | Burnaby              | Surrey               | Vancouver            |
|------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| Waterworks             | 33,000,000          | 46,590,100           | 55,342,700           | 72,644,000           | 116,140,000          |
| Sanitary Sewer         | 34,000,000          | 34,197,300           | 43,147,900           | 49,980,000           | 72,369,000           |
| Sanitation & Recycling | 8,250,000           | 15,221,300           | 18,300,000           | 42,079,000           | 63,771,000           |
| Storm Drainage         | -                   | 19,584,300           | -                    | 36,386,000           | -                    |
| <b>TOTAL</b>           | <b>\$75,250,000</b> | <b>\$115,593,000</b> | <b>\$116,790,600</b> | <b>\$201,089,000</b> | <b>\$252,280,000</b> |



## Financial Impact

The budget and rate impacts associated with each option are outlined in detail in this report. In all options, the budgets and rates represent full cost recovery for each City service.

The key impacts to the recommended 2018 utility budgets and rates stem from estimated Metro Vancouver increases for bulk water purchase and the sewer levy. Staff recommend the budget and rates options as follows:

- Option 1 is recommended for Water
- Option 2 is recommended for Sewer
- Option 2 is recommended for Drainage and Diking
- Option 1 is recommended for Solid Waste & Recycling

Considerable effort has been made to minimize City costs and other costs within our ability in order to minimize the impact to property owners.

## Conclusion

This report presents the 2018 proposed utility budgets and rates for City services relating to the provision of water, the connection of wastewater, drainage and flood protection, as well as the provision of solid waste and recycling services. Considerable measures are taken to reduce costs where possible in order to minimize rate increases. A significant portion of the City's costs relate to impacts from influences outside of the City's direct control, such as regional cost impacts, organics material processing and hauling cost increases, power and postage increases, etc. Regional costs are expected to continue increasing to meet demands for high quality drinking water and sewer treatment.

Staff recommend that the budgets and rates as outlined in this report be approved and that the appropriate amending bylaws be brought forward to Council to bring these rates into effect.



Lloyd Bie, P.Eng.  
Manager, Engineering Planning  
(604-276-4075)



Suzanne Bycraft  
Manager, Fleet &  
Environmental Programs  
(604-233-3338)



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

Att. 1 2017 Annual Utility Charges – Recommended Gross Rates per Bylaw



## Attachment 1

**2018 Annual Utility Charges – Recommended Gross Rates per Bylaw (Estimated Metered and Actual Flat Rates)**

|   | Water    | Sewer    | Drainage/<br>Diking | Garbage/<br>Recycling | Total      |
|---|----------|----------|---------------------|-----------------------|------------|
| <b>Metered (Based on Average Consumption)</b>   |          |          |                     |                       |            |
| Single-Family Dwelling  | \$459.50 | \$366.83 | \$157.46            | \$347.89              | \$1,331.68 |
| Townhouse (with City garbage)   | \$314.33 | \$244.56 | \$155.90            | \$248.83              | \$963.62   |
| Townhouse (no City garbage)   | \$314.33 | \$244.56 | \$155.90            | \$149.39              | \$864.18   |
| Apartment   | \$219.01 | \$186.33 | \$155.90            | \$110.89              | \$672.13   |
| <b>Flat Rate (Actual)</b>   |          |          |                     |                       |            |
| Single-Family Dwelling  | \$693.67 | \$477.49 | \$157.46            | \$347.89              | \$1,676.51 |
| Townhouse (with City garbage)   | \$567.82 | \$436.89 | \$155.90            | \$248.83              | \$1,409.44 |
| Townhouse (no City garbage)   | \$567.82 | \$436.89 | \$155.90            | \$149.39              | \$1,310.00 |
| Apartment   | \$365.90 | \$363.87 | \$155.90            | \$110.89              | \$996.56   |
| <b>General – Other/Business</b>   |          |          |                     |                       |            |
| Metered Water (\$/m <sup>3</sup> )  | \$1.3063 |          |                     |                       |            |
| Metered Sewer (\$/m <sup>3</sup> )  |          | \$1.1646 |                     |                       |            |
| Business: General<br>Environmental Charge   |          |          |                     | \$35.88               |            |
| Non-Stratified ICI: Drainage &<br>Diking (800 m <sup>2</sup> to 10,000 m <sup>2</sup> ) |          |          | \$335.11            |                       |            |
| Non-Stratified ICI: Drainage &<br>Diking (above 10,000 m <sup>2</sup> )                 |          |          | \$670.22            |                       |            |
| ICI: Drainage & Diking (Others)   |          |          | \$157.46            |                       |            |



# City of Richmond

## Report to Council

**To:** Richmond City Council  
**From:** Robert Gonzalez, P.Eng.  
Deputy CAO and General Manager, Engineering  
and Public Works  
Andrew Nazareth  
General Manager, Finance & Corporate Services  
**Date:** November 10, 2017  
**File:** 03-0970-01/2016-Vol  
01  
**Re:** 2018 Utility Rate Amendment Bylaws

### Staff Recommendation

1. That each of the following bylaws be introduced and given first, second, and third readings:
  - a. Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9781;
  - b. Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9785;
  - c. Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 9782; and
  - d. Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 9791.

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

Robert Gonzalez, P.Eng.  
Deputy CAO and General Manager,  
Engineering and Public Works  
(604-276-4150)

Att. 4

| REPORT CONCURRENCE   |                                     |                                       |
|--|-------------------------------------|---------------------------------------|
| <b>ROUTED TO:</b>  | <b>CONCURRENCE</b>                  | <b>CONCURRENCE OF GENERAL MANAGER</b> |
| Law  | <input checked="" type="checkbox"/> |                                       |
| <b>REVIEWED BY STAFF REPORT /<br/>AGENDA REVIEW SUBCOMMITTEE</b> | <b>INITIALS:</b><br>n/a             | <b>APPROVED BY CAO</b><br>            |

## Staff Report

### Origin

The Waterworks and Water Rates Bylaw No. 5637 governs the use of and access to the City's water distribution system as well as fees associated with such use and access. The Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551 governs the use of the City's drainage, diking and sanitary sewer system and fees associated with such use. The Solid Waste & Recycling Regulation Bylaw No. 6803 governs the provision of solid waste and recycling collection services and the fees associated with such use, including service levels.

At the November 6, 2017 Finance Committee, the following recommendation was endorsed by Committee as part of their consideration of the 2018 Utility Budgets and Rates:

*That the 2018 Utility Budgets, as outlined under Option 1 for Water, Option 2 for Sewer, Option 2 for Drainage and Diking, and Option 1 for Solid Waste and Recycling, as contained in the staff report dated October 31, 2017 from the General Manager of Finance & Corporate Services and General Manager of Engineering & Public Works, be approved as the basis for establishing the 2018 Utility Rates and preparing the 5 Year Financial Plan (2018-2021) Bylaw.*

Subject to Council's endorsement of the above Finance Committee recommendation, this report presents the amending bylaws to set the 2018 utility rates. In addition, a number of housekeeping amendments are proposed to the above-noted bylaws, as outlined in this report.

### Analysis

#### Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9781

##### *Townhouse Flat Rate Amendment*

The rate identified in the 2017 Utility Budgets and Rates report for townhouse flat rate customers is \$559.93 and the corresponding bylaw indicates a townhouse flat rate of \$599.93. Staff recommended that bylaw No. 5637 be amended as of December 1, 2017 to reflect the townhouse flat rate approved by Council as part of the 2017 Utility Budgets and Rates report, and that a one-time credit be provided to compensate impacted residents for the additional charge.

#### Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9785

##### *Multi-Family Water Meter Program – Five-Year Rate Guarantee*

At the July 24, 2017 Regular Council Meeting, the following recommendation was endorsed:

*That the Advanced Volunteer Multi-Family Water Meter Program, as outlined in Option 2 in the staff report titled "Multi-Family Water Meter Program" from the Director of Engineering, dated June 26, 2017, be included in the 2018 to 2022 Capital Program for Council's Consideration.*



The endorsed program includes providing a five-year guarantee for multi-family complexes that take part in the volunteer multi-family water meter program, allowing residents five years to adjust water use habits without financial risk. Under this guarantee, if metered water charges exceed the flat rate in the first five years of the meter install, the complex is only responsible for the flat rate charge. Provisions for providing this guarantee to encourage participation in the volunteer multi-family water metering program are included within the proposed bylaw amendments.

#### *Water Meter Fixed Charge*

Bylaw No. 9785 specifies a *water meter rental rate* for metered properties. This is a fixed charge to account for costs associated with meter reading, billing and maintenance of water meters which are owned and maintained by the City. Staff recommends this charge be re-named the *water meter fixed charge* to better reflect the intended use of the charge.

#### *Fees for Hydrant Use*

Section 37 and 37.1 of the bylaw outlines the fees associated with fire hydrant use. Staff recommends that the fees be removed from the body of the bylaw and incorporated within Schedule "F" – Miscellaneous Charges where costs are reviewed and adjusted as required annually for inflation.

#### *Invoice Due Date*

Bylaw No. 5637 specifies that flat rate user fees must be paid on or before March 31<sup>st</sup> of each calendar year. As this date may vary from year to year, Amendment Bylaw No. 9785 proposes housekeeping amendments to indicate that the applicable fees shall be paid on or before the invoice due date.

#### Drainage, Dyke, and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 9782

##### *Multi-Family Water Meter Program – Five-Year Rate Guarantee*

Properties which have a water meter installed are charged sanitary sewer user fees based on the property's metered water consumption. Through the Multi-Family Water Meter Program report dated June 26, 2017 from the Director, Engineering, Council endorsed an advanced volunteer multi-family water meter program that includes providing a five-year guarantee for multi-family complexes that participate in the volunteer multi-family water meter program. This guarantee extends to sanitary sewer user fees, and provisions for providing this guarantee are included within the proposed bylaw amendments.

#### *Flood Protection System Fees*

The City's Drainage Improvement Reserve Fund was established in 2000 to fund the maintenance, operation and upgrade of drainage and diking infrastructure. Drainage and diking infrastructure works are funded through one utility as key components such as pump stations and canals are shared between the drainage and diking networks which operate as one integrated flood protection system.

The Drainage, Dyke, and Sanitary Sewer System Bylaw No. 7551 can be interpreted to include separate fees for the drainage system and the dike system. Additionally, language in the bylaw can be interpreted to limit use of the funds collected through the Drainage and Diking Utility for capital purposes. Amendment Bylaw No. 9782 proposes housekeeping amendments to clarify the Drainage System Fee and the Dyke System Fee as one Flood Protection System Fee that is used for improvements to and the operation, maintenance and replacement of the City's flood protection system.

#### *Invoice Due Date and Payment Discount*

Bylaw No. 7551 specifies that flat rate user fees must be paid on or before March 31<sup>st</sup> of each calendar year. As this date may vary from year to year, Amendment Bylaw No. 9782 proposes housekeeping amendments to indicate that the applicable fees shall be paid on or before the invoice due date.

#### Solid Waste & Recycling Regulation Bylaw No. 6803 Amendment Bylaw No. 9791

##### *Multi-Family Cardboard Container Collection*

In addition to the specified rates, Amendment Bylaw No. 9791 includes the addition of a rate for weekly cardboard container collection service for multi-family dwellings (i.e. in dumpster-style containers). Currently, Bylaw No. 6803 includes a rate for cardboard collection every two weeks only. To respond to requests from multi-family developments for weekly collection of cardboard, a rate of \$60.00 per bin per month is included in the rate schedules provided. The rate for both weekly or every two week collection service is only charged to those multi-family properties which request the service and specify the desired service level.

#### *Invoice Due Date and Payment Discount*

Bylaw No. 6803 specifies that flat rate user fees must be paid on or before March 31<sup>st</sup> of each calendar year. As this date may vary from year to year, Amendment Bylaw No. 9791 proposes housekeeping amendments to indicate that the applicable fees shall be paid on or before the invoice due date, as specified on the invoice, and that an early payment discount of 10% shall be applicable on all invoices paid on or before the invoice due date.

#### Summary of Proposed Bylaw Amendments

The following is a summary of the proposed changes for Waterworks and Water Rates Bylaw No. 5637, Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, and Solid Waste and Recycling Bylaw No. 6803:

##### **1. Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9781**

- Changes to amend the 2017 water utility flat rate for townhouses to reflect the rate identified in the 2017 Utility Budgets and Rates report.



**2. Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9785**

- Changes to implement the 2018 water rates as outlined in Option 1 of the 2018 Utility Budgets and Rates report dated October 31, 2017.
- Changes to provide multi-family complexes with a five-year guarantee as part of the volunteer multi-family water meter program as outlined in Option 2 in the Multi-Family Water Meter Program report dated June 26, 2017.
- Changes to re-name the *water meter rental rate* as the *water meter fixed charge*.
- Consolidation of fees associated with fire hydrant usage into Schedule F of the bylaw and update of the fees to account for inflation.
- Amendments to indicate that applicable fees are due on or before the invoice due date.

**3. Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 9782**

- Changes to implement the 2018 sanitary sewer rates as outlined in Option 2, and drainage and diking rates as outlined in Option 2 of the 2018 Utility Budgets and Rates report dated October 31, 2017.
- Changes to provide multi-family complexes with a five-year guarantee as part of the volunteer multi-family water meter program as outlined in Option 2 in the Multi-Family Water Meter Program report dated June 26, 2017.
- Changes to consolidate the Drainage System Fee and the Dyke System Fee to one Flood Protection System Fee that is used for improvements to and the operation, maintenance and replacement of the City's flood protection system.
- Amendments to indicate that applicable fees are due on or before the invoice due date.

**4. Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 9791**

- Changes to implement the 2018 solid waste and recycling rates as outlined in Option 1 of the 2018 Utility Budgets and Rates report dated October 31, 2017.
- Introduces a weekly collection rate for cardboard collection from multi-family developments, where such service level is requested.
- Amendments to indicate that applicable fees are due on or before the invoice due date, and that an early payment discount of 10% shall be applicable on all invoices paid on or before the invoice due date.

**Financial Impact**

The rates outlined in the proposed amending bylaws represent full cost recovery for each respective utility area. The impact to ratepayers is outlined in the "2018 Utility Budgets and Rates" report, dated October 31, 2017.



## Conclusion


The amending bylaws presented with this report require Council's approval to charge for the various utility services in 2018. These services include the provision of high-quality drinking water for all residents and businesses, sewage conveyance and treatment, and solid waste and recycling services.

A strong fiscal management approach is applied towards ensuring that on-going replacement costs are also included in the City's rates, as part of ensuring sound capital investment for infrastructure. This ensures a high level of consistent services for the community.

The costs and rates strategy outlined manage these competing costs effectively while balancing the fiscal challenges presented by increases in regional costs.



Lloyd Bie, P.Eng.  
Manager, Engineering Planning  
(604-276-4075)



Suzanne Bycraft  
Manager, Fleet & Environmental Programs  
(604-233-3338)

- Att. 1: Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9781  
2: Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9785  
3: Drainage, Dyke, and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 9782  
4: Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 9791



**City of  
Richmond**

**Bylaw 9781**

**Waterworks and Water Rates Bylaw No. 5637,  
Amendment Bylaw No. 9781**

The Council of the City of Richmond enacts as follows:

1. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting Schedule A and substituting the schedule attached to and forming part of this Bylaw.
2. This Bylaw comes into force and effect on December 1, 2017
3. This Bylaw is cited as "**Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9781**".

FIRST READING


SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

|  |
|--|
| CITY OF<br>RICHMOND  |
| APPROVED<br>for content by<br>originating<br>dept<br> |
| APPROVED<br>for legality<br>by Solicitor<br>          |

**SCHEDULE TO BYLAW NO. 9781****SCHEDULE "A" to BYLAW NO. 5637****BYLAW YEAR - 2017****FLAT RATES FOR  
RESIDENTIAL, AGRICULTURAL, AND INSTITUTIONAL PROPERTIES**

|   | <b>Annual Fee</b> |
|---|-------------------|
| A. Residential dwellings per unit   |                   |
| One-Family Dwelling or Two-Family Dwelling  | \$684.02          |
| Townhouse   | \$559.93          |
| Apartment   | \$360.81          |
| B. Stable or Barn per unit  | \$137.82          |
| C. Field Supply – each trough or water receptacle or tap                          | \$86.16           |
| D. Public Schools for each pupil based on registration<br>January 1 <sup>st</sup> | \$8.16            |





# City of Richmond

## Bylaw 9785

### Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9785

The Council of the City of Richmond enacts as follows:

1. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended:
  - a) By deleting section 13(b) and substituting the following:
 

“(b) Every owner of a property which does not have metered water service will be invoiced annually and must pay the rates specified in Schedule A on or before the invoice due date.”
  - b) by deleting section 13(c)(i) and substituting the following:
 

“(i) must pay for water consumption at the rates specified in Schedule B or C, as applicable, and pay the **water meter** fixed charge specified in Schedule B or C, as applicable;”
  - c) by inserting the following and new subsection 13(e) and renumbering the remaining subsections:
 

“(e) Every owner of a **multi-family dwelling** which has a **water meter** installed pursuant to section 9(b) of this Bylaw will receive a credit to be applied to future water charges equal to the difference between the metered charges for the first 60 months of consumption subsequent to the initial meter reading for billing purposes and the amount that would have been payable on a flat rate basis, provided:

    - (i) the metered charges exceed the flat rate by more than \$10; and
    - (ii) the **property owner** or **property owners** submits a request for the credit to the City in writing within 15 months of the calendar year over which the credit shall be applied. The credit will be the difference of the metered charges and the flat rate charge for the applicable calendar year.
  - d) by deleting section 37(c) and 37(d) and substituting the following:
 

“(c) An applicant who is required to have a water meter shall pay a refundable deposit for the water meter and the fees set out in Schedule F of this Bylaw.

- (d) An applicant who is not required to have a water meter shall pay fees set out in Schedule F of this Bylaw.
  - e) by deleting section 37.1(c) and 37(d) and substituting the following:
    - “(c) An applicant who is required to have a water meter shall pay a refundable deposit for the water meter and the fees set out in Schedule F of this Bylaw.
    - (d) An applicant who is not required to have a water meter shall pay fees set out in Schedule F of this Bylaw.
  - f) by deleting Schedules A through G and substituting the Schedules attached to and forming part of this Bylaw.
2. This Bylaw comes into force and effect on January 1, 2018.
  3. This Bylaw is cited as **“Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9785”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

|  |
|--|
| CITY OF<br>RICHMOND  |
| APPROVED<br>for content by<br>originating<br>dept<br> |
| APPROVED<br>for legality<br>by Solicitor<br>          |

**SCHEDULE TO BYLAW NO. 9785****SCHEDULE "A" to BYLAW NO. 5637****BYLAW YEAR - 2018****FLAT RATES FOR  
RESIDENTIAL, AGRICULTURAL, AND INSTITUTIONAL PROPERTIES**

|   | <b>Annual Fee</b> |
|---|-------------------|
| A. Residential dwellings per unit   |                   |
| One-Family Dwelling or Two-Family Dwelling  | \$693.67          |
| Townhouse   | \$567.82          |
| Apartment   | \$365.90          |
| B. Stable or Barn per unit  | \$139.76          |
| C. Field Supply – each trough or water receptacle or tap                          | \$87.37           |
| D. Public Schools for each pupil based on registration<br>January 1 <sup>st</sup> | \$8.28            |



**SCHEDULE "B" TO BYLAW NO. 5637****BYLAW YEAR 2018****METERED RATES FOR  
INDUSTRIAL, COMMERCIAL, INSTITUTIONAL, MULTI-FAMILY,  
STRATA-TITLED AND FARM PROPERTIES****1. RATES**

|  |          |
|--|----------|
| Consumption per cubic metre:                                   | \$1.3063 |
| Minimum charge in any 3-month period (not applicable to Farms) | \$114.00 |

**2. WATER METER FIXED CHARGE**

Fixed charge per **water meter** for each 3-month period:

| <u>Meter Size</u>          | <u>Fixed Charge</u> |
|----------------------------|---------------------|
| 16 mm to 25 mm (inclusive) | \$15                |
| 32 mm to 50 mm (inclusive) | \$30                |
| 75 mm                      | \$110               |
| 100 mm                     | \$150               |
| 150 mm                     | \$300               |
| 200 mm and larger          | \$500               |

**SCHEDULE "C" TO BYLAW NO. 5637****BYLAW YEAR 2018****METERED RATES FOR  
ONE-FAMILY DWELLING AND TWO-FAMILY DWELLING****1. RATES**

Consumption per cubic metre: \$1.3063

**2. WATER METER FIXED CHARGE**

Fixed charge per **water meter** for each 3-month period:

| <u>Meter Size</u>          | <u>Fixed Charge</u> |
|----------------------------|---------------------|
| 16 mm to 25 mm (inclusive) | \$12                |
| 32 mm to 50 mm (inclusive) | \$14                |
| 75 mm                      | \$110               |
| 100 mm                     | \$150               |
| 150 mm                     | \$300               |
| 200 mm and larger          | \$500               |

**SCHEDULE "D" to BYLAW 5637****BYLAW YEAR - 2018****1. WATER CONNECTION CHARGE**

| One-Family, Two-Family,<br>Multi-Family, Industrial,<br>Commercial Water<br>Connection Size | Connection Charge                |                                       |
|---|----------------------------------|---------------------------------------|
|   | Tie In Charge                    | Price Per<br>Metre of<br>Service Pipe |
| 25 mm (1") diameter   | \$2,550                          | \$175.00                              |
| 40 mm (1 ½") diameter   | \$3,500                          | \$175.00                              |
| 50 mm (2") diameter   | \$3,650                          | \$175.00                              |
| 100 mm (4") diameter or larger  | in accordance<br>with Section 38 | in accordance<br>with Section 38      |

**2. DESIGN PLAN PREPARED BY CITY**

Design plan prepared by City for One-Family Dwelling or Two-Family Dwelling \$1,000 each

Design plan for all other buildings \$2,000

**3. WATER METER INSTALLATION FEE**

Install water meter [s. 3A(a)] \$1,000 each



**SCHEDULE "E" to BYLAW 5637****BYLAW YEAR - 2018****CONSTRUCTION PERIOD WATER CONSUMPTION RATES –  
RESIDENTIAL**

| <b>MONTH<br/>(2018)</b> | <b>ONE-FAMILY<br/>DWELLINGS &amp;<br/>EACH UNIT IN<br/>A TWO-FAMILY<br/>DWELLING (rate<br/>per unit)</b> | <b>START<br/>BILL YEAR</b> | <b>MULTI-<br/>FAMILY<br/>LESS THAN 4<br/>STOREYS<br/>(rate per unit)</b> | <b>START BILL<br/>YEAR</b> | <b>MULTI-<br/>FAMILY<br/>4 STOREYS<br/>OR MORE<br/>(rate per unit)</b> | <b>START BILL<br/>YEAR</b> |
|-------------------------|--|----------------------------|--|----------------------------|--|----------------------------|
| January                 | \$694  | 2019                       | \$568  | 2019                       | \$750  | 2020                       |
| February                | \$636  | 2019                       | \$1,117  | 2020                       | \$720  | 2020                       |
| March                   | \$578  | 2019                       | \$1,069  | 2020                       | \$689  | 2020                       |
| April                   | \$520  | 2019                       | \$1,022  | 2020                       | \$659  | 2020                       |
| May                     | \$462  | 2019                       | \$975  | 2020                       | \$628  | 2020                       |
| June                    | \$405  | 2019                       | \$927  | 2020                       | \$598  | 2020                       |
| July                    | \$347  | 2019                       | \$880  | 2020                       | \$567  | 2020                       |
| August                  | \$1,017  | 2020                       | \$833  | 2020                       | \$940  | 2021                       |
| September               | \$960  | 2020                       | \$785  | 2020                       | \$910  | 2021                       |
| October                 | \$902  | 2020                       | \$738  | 2020                       | \$879  | 2021                       |
| November                | \$844  | 2020                       | \$691  | 2020                       | \$849  | 2021                       |
| December                | \$786  | 2020                       | \$644  | 2020                       | \$818  | 2021                       |

**CONSTRUCTION PERIOD WATER CONSUMPTION RATES –  
COMMERCIAL AND INDUSTRIAL**

| <b>Water Connection Size</b>  | <b>Consumption Charge</b> |
|-------------------------------|---------------------------|
| 20mm (3/4") diameter          | \$140                     |
| 25mm (1") diameter            | \$275                     |
| 40mm (1 1/2") diameter        | \$685                     |
| 50mm (2") diameter and larger | \$1,715                   |

**SCHEDULE "F" to BYLAW 5637****BYLAW YEAR - 2018****MISCELLANEOUS CHARGES**

|     |  |                   |
|-----|--|-------------------|
| 1.  | For an inaccessible meter as set out in Section 7  | \$174 per quarter |
| 2.  | For each turn on or turn off   | \$100             |
| 3.  | For each non-emergency service call outside regular hours  | Actual Cost       |
| 4.  | Fee for testing a water meter  | \$365             |
| 5.  | Water Service Disconnections:  |                   |
|     | (a) when the service pipe is temporarily disconnected at the property line for later use as service to a new building                            | \$165             |
|     | (b) when the service pipe is not needed for a future development and must be permanently disconnected at the watermain, up to and including 50mm | \$1,100           |
|     | (c) if the service pipe is larger than 50mm  | Actual Cost       |
| 6.  | Troubleshooting on private property  | Actual Cost       |
| 7.  | Fire flow tests of a watermain:  |                   |
|     | First test   | \$250             |
|     | Subsequent test  | \$150             |
| 8.  | Locate or repair of curb stop service box or meter box   | Actual Cost       |
| 9.  | Toilet rebate per replacement  | \$100             |
| 10. | Fee for water meter verification request   | \$50              |
| 11. | Fee for use of City fire hydrants:   |                   |
|     | (a) Where the installation of a water meter is required:   |                   |
|     | Refundable deposit:  | \$340             |
|     | Consumption fee: the greater of the rates set out in Item 1 of Schedule B or C, or   | \$218             |

- |     |  |       |
|-----|--|-------|
| (b) | Where the installation of a water meter is not required: |       |
|     | First day  | \$218 |
|     | Each additional day of use beyond the first day          | \$72  |
12. Fee for use of Private fire hydrants:
- |     |   |       |
|-----|---|-------|
| (a) | Where the installation of a water meter is required:                                  |       |
|     | Refundable deposit:   | \$360 |
|     | Consumption fee: the greater of the rates set out<br>in Item 1 of Schedule B or C, or | \$210 |
- |     |  |       |
|-----|--|-------|
| (b) | Where the installation of a water meter is not required: |       |
|     | First day  | \$100 |
|     | Each additional day of use beyond the first day          | \$65  |



**SCHEDULE "G" to BYLAW 5637****BYLAW YEAR - 2018****RATES FOR VANCOUVER INTERNATIONAL AIRPORT AUTHORITY (YVR)**

Applicable rate is \$0.7767 per cubic meter of water consumed, plus the following amounts:

- YVR's share of future water infrastructure capital replacement calculated at \$0.3372 per m<sup>3</sup>
- 50% of the actual cost of operations and maintenance activities on water infrastructure shared by the City and YVR, as shown outlined in red on the plan attached as Schedule H
- 100% of the actual cost of operations and maintenance activities on water infrastructure serving only YVR, as shown outlined in red on the plan attached as Schedule H
- 100% of the actual cost of operations and maintenance activities on a section of 1064 m water main, as shown outlined in green on the plan attached as Schedule H from the date of completion of the Canada Line public transportation line for a period of 5 years. After the 5 year period has expired, costs for this section will be equally shared between the City and YVR
- 76 m<sup>3</sup> of water per annum at a rate of \$0.7767 per cubic meter for water used annually for testing and flushing of the tank cooling system at Storage Tank Farm TF2 (in lieu of metering the 200 mm diameter water connection to this facility)

(Note: water infrastructure includes water mains, pressure reducing valve stations, valves, hydrants, sponge vaults and appurtenances)



City of  
Richmond

## Bylaw 9782

### Drainage, Dyke and Sanitary Sewer Bylaw No. 7551, Amendment Bylaw No. 9782

The Council of the City of Richmond enacts as follows:

1. The **Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551**, as amended, is further amended:

- a) by deleting Section heading **PART TWO: USER AND INFRASTRUCTURE REPLACEMENT FEES** and replacing it with **PART TWO: FLOOD PROTECTION SYSTEM AND SANITARY SEWER USER FEES**
- b) by deleting subsection 2.1 and replacing it with the following:

#### **"2.1 Imposition of Flood Protection System and Sanitary User Fees**

2.1.1 Unless otherwise provided in this Bylaw, every **property owner** whose property has been connected to the **City sanitary sewer** must pay user fees as follows:

- (a) for properties which are not **metered properties**, the flat-rate **sanitary sewer** user fees specified in Part 1 of Schedule B for the period from January 1 to December 31 of each year;
- (b) for **metered properties** which are not commercial, industrial, institutional or agricultural properties, the **sanitary sewer** metered rate or rates specified in Part 2 of Schedule B; and
- (c) except where subsection 2.1.1(d) applies, for **metered properties** which are commercial, industrial, institutional or agricultural properties, the greater of:
  - (i) the **sanitary sewer** metered rate or rates specified in Part 2 of Schedule B; or
  - (ii) minimum **sanitary sewer** charge specified in Part 3 of Schedule B; and

- (d) for industrial, commercial, and institutional properties which are **metered properties** and operate under a Metro Vancouver permit and do not receive fee reductions in accordance with section 2.3.2 of this bylaw, 75% of the rates specified in subsection 2.1.1(c).

2.1.2 Every owner of a **one-family dwelling** or **two-family dwelling** which has a water meter installed:

- (a) pursuant to the universal or voluntary water metering program under section 14(b) or 22A of the *Waterworks and Water Rates Bylaw No. 5637*; or
- (b) as a consequence of a **City** infrastructure renewal program,

will receive a credit to be applied to future sewer charges equal to the difference between the metered charges for the first 12 months of consumption subsequent to the initial meter reading for billing purposes and the amount that would have been payable on a flat rate basis, provided:

- (c) the metered charges exceed the flat rate by more than \$10;
- (d) the **property owner** submits a request for the credit to the **City** in writing within 15 months of the initial metered billing start date; and
- (e) there has been no change in ownership of the property.

2.1.3 Every owner of a **multiple-family dwelling** which has a **water meter** installed pursuant to section 9(b) of the *Waterworks and Water Rates Bylaw No. 5637* will receive a credit to be applied to future sewer charges equal to the difference between the metered charges for the first 60 months of consumption subsequent to the initial meter reading for billing purposes and the amount that would have been payable on a flat rate basis, provided:

- (a) the metered charges exceed the flat rate by more than \$10; and
- (b) the **property owner** or **property owners** submits a request for the credit to the **City** in writing within 15 months of the calendar year over which the credit shall be applied. The credit will be the difference of the metered charges and the flat rate charge for the applicable calendar year.

2.1.4 Every property owner in the city must pay a **Flood Protection System** fee in the amount specified in Schedule C for the period from January 1 to December 31 of each year."

c) by deleting subsection 2.4 and replacing it with the following:

**"2.4 Date of User and Flood Protection System Fee Payments**



2.4.1 All **sanitary sewer** system user fees calculated on a flat-rate basis and all **flood protection system** fees must be paid on or before the invoice due date.

2.4.2 **Sanitary sewer** system user fees for **metered properties** are invoiced quarterly and are due and payable within 30 days of being invoiced."

d) by deleting subsection 2.5.1 and replacing it with the following:

"2.5.1 All **sanitary sewer** system user fees and **flood protection system** fees which are paid on or before the due dates specified in section 2.4 will be subject to a 10 percent discount."

e) by deleting Part Four: Dyke System in its entirety;

f) by inserting following definition in alphabetical order:

**"FLOOD PROTECTION SYSTEM** means all components of the **drainage system** or the **dyke system**.

g) by deleting Schedule B and Schedule C in their entirety and substituting the schedules attached to and forming part of this Bylaw.

2. This Bylaw comes into force and effect on January 1, 2018.

3. This Bylaw is cited as **"Drainage, Dyke and Sanitary Sewer Bylaw No. 7551, Amendment Bylaw No. 9782"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

|  |
|--|
| CITY OF<br>RICHMOND                                      |
| APPROVED<br>for content by<br>originating<br>dept.<br>CB |
| APPROVED<br>for legality<br>by Solicitor<br>SS           |

**SCHEDULE to Bylaw 9782****SCHEDULE B to BYLAW NO. 7551****SANITARY SEWER USER FEES****1. FLAT RATES FOR NON-METERED PROPERTIES****Annual Fee Per Unit**

|     |   |          |
|-----|---|----------|
| (a) | Residential Dwellings   |          |
|     | (i) One-Family Dwelling or Two-Family Dwelling                  | \$477.49 |
|     | (ii) Multiple-Family Dwellings of less than 4 storeys in height | \$436.89 |
|     | (iii) Multiple-Family Dwellings 4 or more storeys in height     | \$363.87 |
| (b) | Public School (per classroom)                                   | \$373.67 |
| (c) | Shops and Offices   | \$442.48 |

**2. RATES FOR METERED PROPERTIES**

Regular rate per cubic metre of water delivered to the property: \$ 1.1646

**3. RATES FOR COMMERCIAL, INDUSTRIAL, INSTITUTIONAL AND AGRICULTURAL**

Minimum charge in any quarter of a year: \$ 86.00

**SCHEDULE B to BYLAW NO. 7551****SANITARY SEWER USER FEES****4. CONSTRUCTION PERIOD – PER DWELLING UNIT**

| Month<br>(2016) | One-Family<br>Dwellings &<br>Each Unit in a<br>Two-Family<br>Dwelling<br>(rate per unit) | Start Bill<br>Year | Multi-Family<br>Dwelling<br>Less than 4<br>Storeys<br>(rate per unit) | Start Bill<br>Year | Multi-Family<br>Dwelling<br>4 Storeys or<br>More<br>(rate per unit) | Start Bill<br>Year |
|-----------------|--|--------------------|---|--------------------|---|--------------------|
| January         | \$477  | 2019               | \$437   | 2019               | \$746   | 2020               |
| February        | \$438  | 2019               | \$859   | 2020               | \$716   | 2020               |
| March           | \$398  | 2019               | \$823   | 2020               | \$685   | 2020               |
| April           | \$358  | 2019               | \$786   | 2020               | \$655   | 2020               |
| May             | \$318  | 2019               | \$750   | 2020               | \$625   | 2020               |
| June            | \$279  | 2019               | \$714   | 2020               | \$594   | 2020               |
| July            | \$239  | 2019               | \$677   | 2020               | \$564   | 2020               |
| August          | \$700  | 2020               | \$641   | 2020               | \$935   | 2021               |
| September       | \$661  | 2020               | \$604   | 2020               | \$905   | 2021               |
| October         | \$621  | 2020               | \$568   | 2020               | \$874   | 2021               |
| November        | \$581  | 2020               | \$532   | 2020               | \$844   | 2021               |
| December        | \$541  | 2020               | \$495   | 2020               | \$814   | 2021               |



**SCHEDULE C to BYLAW NO. 7551****FLOOD PROTECTION SYSTEM FEES**

|   | <b>Annual Fee Per Unit</b> |
|---|----------------------------|
| <b>1. FLOOD PROTECTION SYSTEM FEES</b>  |                            |
| (a) Residential Dwellings   |                            |
| (i) One-Family Dwelling or Two-Family Dwelling  | \$157.46                   |
| (ii) Multiple-Family Dwellings  | \$155.90                   |
| (b) Agricultural properties   | \$157.46                   |
| (c) Stratified industrial, commercial and institutional properties  | \$157.46                   |
| (d) Non-stratified industrial, commercial and institutional properties<br>with lot areas less than 800 m <sup>2</sup>       | \$157.46                   |
| (e) Non-stratified industrial, commercial and institutional properties<br>with lot areas greater than 800 m <sup>2</sup>    | \$335.11                   |
| (f) Non-stratified industrial, commercial and institutional properties<br>with lot areas greater than 10,000 m <sup>2</sup> | \$670.22                   |



**City of  
Richmond**

**Bylaw 9791**

**Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment  
Bylaw No. 9791**

The Council of the City of Richmond enacts as follows:

1. The **Solid Waste and Recycling Regulation Bylaw No. 6803**, as amended, is further amended:
  - (a) by deleting subsection 11.1(b) and substituting it with the following:
 

“(b) in subsequent years are due on or before the invoice due date, and if paid on or before the invoice due date, are subject to a 10% discount.”
  - (b) by deleting Schedules A through D and substituting Schedule A attached to and forming part of this Bylaw.
2. This Bylaw is cited as **“Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 9791”** and is effective January 1, 2018.

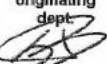
FIRST READING

SECOND READING

THIRD READING

ADOPTED

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|   |
|---|
| CITY OF<br>RICHMOND   |
| APPROVED<br>for content by<br>originating<br>dept.<br> |
| APPROVED<br>for legality<br>by Solicitor<br>           |

\_\_\_\_\_  
MAYOR

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

**SCHEDULE A to BYLAW NO. 9791****BYLAW YEAR: 2018****SCHEDULE A to BYLAW NO. 6803**

| <b>FEES FOR CITY GARBAGE COLLECTION SERVICE</b>  |           |
|--|-----------|
| Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 80L container  | \$ 75.00  |
| Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 80L container  | \$ 90.00  |
| Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 120L container | \$ 99.44  |
| Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 120L container   | \$ 119.33 |
| Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 240L container | \$ 117.22 |
| Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 240L container   | \$ 140.67 |
| Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 360L container | \$ 228.33 |
| Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 360L container   | \$ 274.00 |
| Annual City garbage collection service fee for each unit in a multi-family dwelling  |           |
| - Weekly service   | \$ 40.00  |
| - Twice per week service   | \$ 78.33  |
| Optional Monthly City garbage collection service fee for Commercial customers  |           |
| - Weekly service   | \$ 74.39  |
| - Cost per additional cart   | \$ 29.76  |
| Optional Monthly City garbage collection service fee for Commercial customers  |           |
| - Twice weekly service   | \$ 131.61 |
| - Cost per additional cart   | \$ 57.22  |
| Fee for garbage cart replacement   | \$ 25.00  |
| Fee for each excess garbage container tag  | \$ 2.00   |
| Large Item Pick Up fee   | \$ 9.72   |



**SCHEDULE A to BYLAW NO. 9791****SCHEDULE B to BYLAW NO. 6803**

| <b>FEES FOR CITY RECYCLING SERVICE</b>  |  |
|---|--|
| Annual City recycling service fee:  |  |
| (a) For residential properties, which receive blue box service (per unit)   | \$ 51.61   |
| (b) For multi-family dwellings or townhouse developments which receive centralized collection service (per unit)                  | \$ 36.17   |
| Annual City recycling service fee:  |  |
| (a) For yard and garden trimmings and food waste from single-family dwellings and from each unit in a duplex dwelling (per unit)  | \$ 136.22  |
| (b) For yard and garden trimmings and food waste from townhome dwellings that receive City garbage or blue box service (per unit) | \$ 54.94   |
| (c) For yard and garden trimmings and food waste from multi-family dwellings  |  |
| - Weekly Service  | \$ 41.61   |
| - Twice per week service  | \$ 61.39   |
| Cardboard bin recycling service for multi-family dwellings, collected once every 2 weeks  | \$ 50.00/bin/month   |
| Cardboard bin recycling service for multi-family dwellings, collected weekly  | \$ 60.00/bin/month   |
| Fee for yard/food waste cart replacement  | \$ 25.00   |
| Annual City recycling service fee for non-residential properties  | \$ 2.77  |
| Optional Monthly City organics collection service fee for Commercial customers  |  |
| - Weekly service  | \$ 66.67   |
| - Cost per additional cart  | \$ 27.78   |
| Optional Monthly City organics collection service fee for Commercial customers  |  |
| - Twice weekly service  | \$ 105.56  |
| - Cost per additional cart  | \$ 44.44   |
| City recycling service fee for the Recycling Depot:   |  |
| (a) (i) for yard and garden trimmings from residential properties   | \$20.00 per cubic yard for the second and each subsequent cubic yard |
| (ii) for recyclable material from residential properties  | \$ 0.00  |
| (b) For yard and garden trimmings from non-residential properties   | \$20.00 per cubic yard   |
| (c) For recycling materials from non-residential properties   | \$ 0.00  |

**SCHEDULE C to BYLAW NO. 6803**

| <b>FEES FOR CITY LITTER COLLECTION SERVICE</b>   |          |
|--|----------|
| Annual City litter collection service fee for both residential properties and non-residential properties | \$ 33.11 |

## SCHEDULE A to BYLAW NO. 9791

## SCHEDULE D TO BYLAW 6803

| NEW RESIDENTIAL PROPERTY PAYMENT FEE SCHEDULE                  |  |  |                          |  |                          |  |                          |      |  |  |
|--|--|--|--------------------------|--|--------------------------|--|--------------------------|------|--|--|
| GARBAGE, RECYCLING & LITTER COLLECTION FEE                     |  |  |                          | RECYCLING & LITTER COLLECTION FEE PER STRATA LOT |                          |  |                          |      |  |  |
| Month in Current Year<br>in which Building<br>Permit is Issued | Single-Family Dwellings<br>& Each Unit in a Duplex<br>Dwelling |  | Townhouse Development    |  | Townhouse Development    |  | Multi-Family Development |      | Year in which<br>Annual Fee<br>Commences |  |
|  | Prorated Fee<br>Per Unit                                       | Year in which<br>Annual Fee<br>Commences | Prorated Fee<br>Per Unit | Year in which<br>Annual Fee<br>Commences         | Prorated Fee Per<br>Unit | Year in which<br>Annual Fee<br>Commences | Prorated Fee<br>Per Unit |      |  |  |
|  |  |  |                          |  |                          |  |                          |      |  |  |
| January 2018   | \$ 157   | 2019                                     | \$ -                     | 2019   | \$ -                     | 2019                                     | \$ 51                    | 2020 | \$ 51                                    |  |
| February 2018  | \$ 130   | 2019                                     | \$ 209                   | 2020   | \$ 118                   | 2020                                     | \$ 42                    | 2020 | \$ 42                                    |  |
| March 2018   | \$ 104   | 2019                                     | \$ 190                   | 2020   | \$ 107                   | 2020                                     | \$ 34                    | 2020 | \$ 34                                    |  |
| April 2018   | \$ 78  | 2019                                     | \$ 171                   | 2020   | \$ 96                    | 2020                                     | \$ 25                    | 2020 | \$ 25                                    |  |
| May 2018   | \$ 52  | 2019                                     | \$ 152                   | 2020   | \$ 85                    | 2020                                     | \$ 17                    | 2020 | \$ 17                                    |  |
| June 2018  | \$ 26  | 2019                                     | \$ 133                   | 2020   | \$ 75                    | 2020                                     | \$ 8                     | 2020 | \$ 8                                     |  |
| July 2018  | \$ -   | 2019                                     | \$ 114                   | 2020   | \$ 64                    | 2020                                     | \$ -                     | 2020 | \$ -                                     |  |
| August 2018  | \$ 293   | 2020                                     | \$ 95                    | 2020   | \$ 53                    | 2020                                     | \$ 95                    | 2021 | \$ 95                                    |  |
| September 2018   | \$ 266   | 2020                                     | \$ 76                    | 2020   | \$ 43                    | 2020                                     | \$ 87                    | 2021 | \$ 87                                    |  |
| October 2018   | \$ 240   | 2020                                     | \$ 57                    | 2020   | \$ 32                    | 2020                                     | \$ 78                    | 2021 | \$ 78                                    |  |
| November 2018  | \$ 213   | 2020                                     | \$ 38                    | 2020   | \$ 21                    | 2020                                     | \$ 69                    | 2021 | \$ 69                                    |  |
| December 2018  | \$ 186   | 2020                                     | \$ 19                    | 2020   | \$ 11                    | 2020                                     | \$ 61                    | 2021 | \$ 61                                    |  |



# City of Richmond

## Report to Committee

**To:** Finance Committee

**Date:** November 2, 2017

**From:** Joe Erceg  
General Manager, Planning & Development

**File:**


Andrew Nazareth  
General Manager, Finance and Corporate Services

**Re:** 2018 Operating and Capital Budgets for Richmond Public Library

### Staff Recommendation

That the 2018 Richmond Public Library budget of \$9,143,000 as presented in Attachment 1 from the Chief Librarian and the Secretary to the Board, has been reviewed by the Senior Management Team.

Attach. 1

| REPORT CONCURRENCE   |  |  |
|--|--|--|
| <b>ROUTED TO:</b>  | <b>CONCURRENCE</b>   | <b>APPROVED BY CAO</b>   |
| Finance Department<br>Senior Management Team                     | <input checked="" type="checkbox"/><br><input checked="" type="checkbox"/> |  |
| <b>REVIEWED BY STAFF REPORT /<br/>AGENDA REVIEW SUBCOMMITTEE</b> | <b>INITIALS:</b><br>CT   |  |



**Report to Committee**

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**To:** Finance Committee **Date:** October 27, 2017

**From:** Susan Walters  
Chief Librarian and Secretary to the Board  
Richmond Public Library

**Re:** 2018 Operating and Capital Budgets for Richmond Public Library

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**Staff Recommendation**

That the 2018 Richmond Public Library Operating and Capital budgets as presented in this report dated October 27, 2017 from the Chief Librarian and Secretary to the Board be approved with a same level of service municipal contribution of \$9,143,000 representing a 1.66% increase.

A handwritten signature in cursive script, appearing to read "S Walters".

Susan Walters  
Chief Librarian and Secretary to the Board  
Richmond Public Library  
(604-231-6466)

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## Staff Report

### Origin

In accordance with the *BC Library Act, Section 10(1)*, the Richmond Public Library Board must prepare and submit to City Council its 2018 budget for providing library services on or before March 1, 2018. Council must approve the budget with or without amendment. This library staff report details the Draft 2018 Operating and Capital Budgets, which were approved for submission to the City by the Library Board at its September 27, 2017 meeting.

### Analysis

#### 2018 Outlook

The Library Board is entering the final year of its Strategic and Long Range Plan 2014-2018 and continues to transform library services from a primarily print-based information service to a blend of traditional and digital services.

One focus of the Library Board and senior library staff in 2018 will be the development of a new 3-year strategic plan. Public consultation with key stakeholders, including the City, will improve current services and guide future library services.

The shift to blended traditional and digital library services has been greatly enhanced with the introduction of the Launchpad, a Canada 150 Infrastructure project that opened to the public at the Brighthouse branch in June 2017. The Launchpad provides Richmond residents with access to new technology, equipment and learning spaces that facilitate daily training and workshops led by staff and community partners. Many innovative programs are planned for 2018 that will increase youth, adult and seniors' digital literacy skills.

To accommodate the Launchpad project, over 40,000 books were relocated at the Brighthouse branch. Some key collections shifted to the 2<sup>nd</sup> floor. This service point, seating, and adjacent collaborative space required a review. The Library Board has allocated operating surplus funding for a minor renovation on the 2<sup>nd</sup> floor. With the support of Capital Buildings Project Development staff, this work should be completed in April 2018. The refreshed space will include an improved service desk, better lighting and comfortable seating for library members browsing the non-fiction and Chinese collections.

As part of the library's 2017 budget, Council approved additional operational funds to assist in restoring the hours of operation at the Cambie, Ironwood and Steveston branches in February 2017. This level of service will continue through 2018 to meet the needs of Richmond residents. Many library members, especially families and seniors, greatly value the extended hours at their neighbourhood libraries.

2018 Operating Budget**Revenues:**

The 2017 Per Capita Operating Grant increased by 1.64% due to population growth. This slight increase should balance any decreases in the three smaller grants. Revenues from provincial grants are expected to see a similar increase in 2018.

Revenues from book fines were higher in 2017 due to a change to the fines threshold. A continuing increase in fines revenue is not projected for 2018.

Non-resident borrowing from other InterLINK libraries is also expected to decline due to the general downward trend in circulation and the collection improvements made by other libraries. We expect a decline in the InterLINK reimbursement revenue of \$18,900.

Overall, revenue is expected to drop by \$35,600 or -4.85% to \$697,700.

**Expenditures:**

Salaries and benefits are anticipated to increase by \$101,400 or 1.43% to \$7,171,300. This increase includes an allowance for anticipated contract increases, which are currently under negotiation, and step increments.

General and Administration expenses increased by \$378,000, mostly due to Subscriptions increasing by \$377,700. That increase was due to eBook expenses being reallocated from Collections to Subscriptions, as recommended by KPMG during the 2016 Audit. The increase in Subscriptions has been offset by a reduction in Collections.

Total expenses increased by \$113,400 or 1.17% to \$9,840,700.

**Richmond Public Library  
2018 Operating Budget**

|                         | <b>2017<br/>Approved<br/>Budget</b> | <b>2018<br/>Budget as<br/>Submitted</b> | <b>Difference</b> | <b>%<br/>Difference</b> |
|-------------------------|-------------------------------------|---|-------------------|-------------------------|
| <b>REVENUES</b>         |                                     |   |                   |                         |
| Provincial Grants       | \$395,700                           | \$402,200                               | \$6,500           | 1.64%                   |
| Book Fines              | 177,600                             | \$156,300                               | -\$21,300         | -11.99%                 |
| Interlink Reimbursement | 69,600                              | \$50,700                                | -\$18,900         | -27.16%                 |
| Printers & photocopiers | 39,400                              | \$39,100                                | -\$300            | -0.76%                  |
| In House Book Sales     | 34,900                              | \$33,900                                | -\$1,000          | -2.87%                  |
| Other Revenue           | 16,100                              | \$15,500                                | -\$600            | -3.73%                  |
|                         |                                     |   |                   |                         |
| <b>Total Revenues</b>   | <b>\$733,300</b>                    | <b>\$697,700</b>                        | <b>-\$35,600</b>  | <b>-4.85%</b>           |
|                         |                                     |   |                   |                         |



|  | 2017<br>Approved<br>Budget | 2018<br>Budget as<br>Submitted | Difference        | %<br>Difference |
|--|----------------------------|--------------------------------|-------------------|-----------------|
| <b>EXPENDITURES</b>                            |                            |                                |                   |                 |
| <b>Total Salaries and Benefits</b>             | \$7,069,900                | \$7,171,300                    | \$101,400         | 1.43%           |
|  |                            |                                |                   |                 |
| Contracts                                      | 442,500                    | 446,600                        | \$4,100           | 0.93%           |
| General and Administration                     | 361,900                    | 739,900                        | \$378,000         | 104.45%         |
| Leases   | 240,100                    | 240,100                        | \$0               | 0.00%           |
| Utilities                                      | 122,500                    | 133,200                        | \$10,700          | 8.73%           |
| Supplies                                       | 114,000                    | 114,000                        | \$0               | 0.00%           |
| Equipment Purchases                            | 72,200                     | 72,200                         | \$0               | 0.00%           |
| Professional Fees and Insurance                | 20,700                     | 21,900                         | \$1,200           | 5.80%           |
| <b>Total Operating Expenses</b>                | <b>\$1,373,900</b>         | <b>\$1,767,900</b>             | <b>\$394,000</b>  | <b>28.68%</b>   |
|  |                            |                                |                   |                 |
| <b>Transfer to Provision - Collection</b>      | <b>\$1,274,400</b>         | <b>\$892,400</b>               | <b>-\$382,000</b> | <b>-29.97%</b>  |
| <b>Transfer to Provision - Enterprise Fund</b> | <b>9,100</b>               | <b>9,100</b>                   | <b>\$0</b>        | <b>0.00%</b>    |
|  |                            |                                |                   |                 |
| <b>TOTAL EXPENSES</b>                          | <b>\$9,727,300</b>         | <b>\$9,840,700</b>             | <b>\$113,400</b>  | <b>1.17%</b>    |
|  |                            |                                |                   |                 |
| <b>SUMMARY:</b>                                |                            |                                |                   |                 |
| <b>REVENUE</b>                                 | <b>\$733,300</b>           | <b>\$697,700</b>               | <b>-\$35,600</b>  | <b>-4.85%</b>   |
| <b>EXPENDITURE</b>                             | <b>\$9,727,300</b>         | <b>\$9,840,700</b>             | <b>\$113,400</b>  | <b>1.17%</b>    |
| <b>NET BUDGET (MUNICIPAL CONTRIBUTION)</b>     | <b>\$8,994,000</b>         | <b>\$9,143,000</b>             | <b>\$149,000</b>  | <b>1.657%</b>   |

### 2018 Capital Budget

#### Collection:

The library's capital budget for 2018 is \$892,400 shown under Expenditures – Transfer to Provision – Collection. This is the amount of money the library spends on the acquisition, cataloguing and processing of collection materials including books and multimedia. The collection budget for 2018 has been reduced by \$382,000 due to \$377,700 being reallocated to subscriptions for eBooks.

#### Ongoing Additional Level Requests

#### Expanded Service for Seniors – \$203,004 Ongoing:

Richmond seniors are one of the primary user groups of library services. They depend on barrier-reduced access to collections and programs both in the library and in their homes. Expanded programs and services that focus on technology, the library's collections and healthy aging would support senior's wellbeing. Given the increasing diversity of Richmond seniors, there is a need to develop multilingual seniors outreach services, refocus home delivery, and diversify the library's community volunteer program.

This level of increased service will require two specialized library positions to assist seniors in accessing library resources in an increasingly digital environment. These additional resources will support participation in intergenerational learning and meaningful volunteer opportunities; access to library resources that support reading and learning for seniors who cannot come to a physical branch; and increased awareness and use of specialized collections and resources for seniors.

With specialized outreach several favourable outcomes will be achieved. Library services and programs will be delivered to seniors where they reside in the community. New partnerships will be developed with community organizations and city departments to provide collaborative services to seniors. Access to and awareness of library resources and services will be enhanced. Community volunteer capabilities will grow and support greater outreach services to seniors.

#### Book Vending Technology – \$76,950 One-time:

The library is a vital community resource to support literacy, life-long learning and education, and to assist in building a vibrant and informed community.

The library currently offers one day a week “pop-up” library service to a rapidly growing community at the Hamilton Community Centre in East Richmond. Hamilton residents have daily access to a library kiosk for placing holds and a book return bin during the community centre’s open hours, but must wait until library service returns on Saturdays to access new materials. With the closest library branch nearly 12 km away, access is a barrier for families and seniors living in this community.

Innovative book vending technology would provide residents of all ages with access to expanded library collections during all Hamilton Community Centre operational hours.

Impact and outcome measures would be analysed to determine collection preferences and overall use of this new service. Launching this innovative technology in Hamilton Community Centre as a proof-of-concept service will determine if the technology could be expanded to other neighbourhoods and locations across Richmond, wherever an immediate need for increased access to library collections is identified.

#### **Financial Impact**

The 2018 library budget has a decrease in revenues of \$35,600 (-4.85%) and an increase in expenditures of \$113,400 (1.17%).

The total municipal contribution for operating and capital is \$9,143,000, an increase of \$149,000 or 1.66%.

## **Conclusion**

This report recommends a same level of service budget with a municipal contribution of \$9,143,000 be approved, and requests consideration of two additional level requests.

A handwritten signature in cursive script, appearing to read "S. Walters", followed by a period.

Susan Walters, Chief Librarian  
and Secretary to the Board  
Richmond Public Library  
(604-231-6466)





# City of Richmond

## Report to Committee

**To:** Planning Committee

**Date:** November 2, 2017

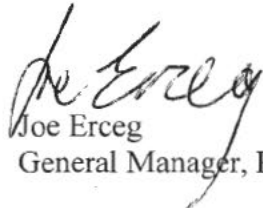
**From:** Joe Erceg  
General Manager, Planning and Development

**File:** 08-4057-08/2017-Vol 01

**Re:** Proposed Draft Market Rental Housing Policy

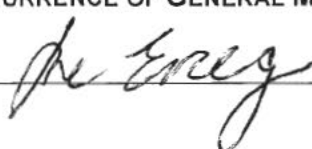

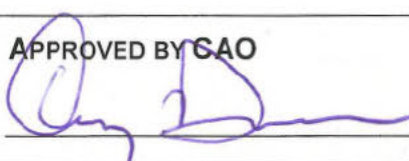
### Staff Recommendation

1. That the report entitled, "Proposed Draft Market Rental Housing Policy", dated November 2, 2017 be received for information; and
2. That staff be directed to seek comments and feedback from key stakeholders and the public regarding the proposed Draft Market Rental Housing Policy and report back to Planning Committee.



Joe Erceg  
General Manager, Planning and Development

Att. 8

| REPORT CONCURRENCE   |   |  |
|--|---|--|
| <b>ROUTED TO:</b>  | <b>CONCURRENCE</b>  | <b>CONCURRENCE OF GENERAL MANAGER</b>  |
| Arts, Culture & Heritage   | <input checked="" type="checkbox"/>   |                           |
| Affordable Housing   | <input checked="" type="checkbox"/>   |  |
| Building Approvals   | <input checked="" type="checkbox"/>   |  |
| Development Applications   | <input checked="" type="checkbox"/>   |  |
| Transportation   | <input checked="" type="checkbox"/>   |  |
| <b>REVIEWED BY STAFF REPORT /<br/>AGENDA REVIEW SUBCOMMITTEE</b> | <b>INITIALS:</b><br> | <b>APPROVED BY CAO</b><br> |

## Staff Report

### Origin

This report is in response to the Planning Committee and Council referrals described below:

(1) April 8, 2015 Planning Committee referral:

It was moved and seconded:

*That staff examine strategies and incentives to encourage development of below market rental housing in the city and report back.*

Below market rental housing is addressed primarily through the City's Affordable Housing Strategy (AHS). The Affordable Housing Strategy is in the process of being updated and Council recently approved new maximum rents for low-end market rental (LEMR) units. Rents are set at 10% below average market rents for Richmond, or \$811-1,480 per month depending on unit size.

Since 2007, when the Affordable Housing Strategy was adopted, Richmond Council has approved the following numbers and types of units<sup>1</sup>:

- 320 low-end market rental (LEMR) units;
- 477 non-market, social housing units;
- over 400 market rental housing units;
- approximately 229 secondary suites secured in single family dwellings at the time of rezoning through the Affordable Housing Strategy;
- approximately 1,018 secondary suites approved through the building permit process;
- 62 coach houses; and
- 7 secondary suites in townhouses (the Zoning Bylaw was amended in 2017 to allow secondary suites in townhouses).

While the Affordable Housing Strategy responds to below market rental housing, this report addresses market rental housing. Market rental housing is provided by the private sector and rented at prevailing market rates. Encouraging the protection of existing market rental housing and increasing the supply would support and build on the City's Official Community Plan. Current OCP policy calls for a no net loss of rental housing and a 1:1 replacement of existing rental units at affordable rents, when redevelopment is approved.

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<sup>1</sup> City of Richmond, CMHC

(2) January 19, 2016, Planning Committee referral:

It was moved and seconded:

*That staff review the City's requirements for density and outdoor amenity space in new multi-family townhouse developments in order to accommodate additional units dedicated for rental housing, and report back.*

(3) April 10, 2017 Council referral:

It was moved and seconded:

*That staff develop a policy on market rental suites and secondary suites in multi-family developments and report back.*

This report responds to the above three referrals and focusses on market rental housing. The report proposes a Draft Market Rental Housing Policy for stakeholder consultation. The draft Policy aims to:

- (1) Protect and enhance the existing market rental housing stock and protect existing tenants; and
- (2) Encourage the development of new market rental units.

This report supports the following Council's 2014-2018 Term Goals:

– 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.*

– Goal 8: A Supportive Economic Development Environment:

*Review, develop and implement plans, policies, programs and practices to increase business and visitor appeal and promote local economic growth and resiliency.*

*8.1. Richmond's policies, programs, and processes are business-friendly.*

This report also supports Social Development Strategy Goal #1: Enhance Social Equity and Inclusion:

*Strategic Direction #1: Expand Housing Choices*



## Background

Through the 2041 Official Community Plan and other Council adopted policies, the City encourages a diverse range of housing types, tenure and affordability. The proposed Draft Market Rental Housing Policy aims to protect and increase the supply of market rental housing.

Market rental housing is an important part of Richmond's housing stock and meets the needs of many residents. Richmond has approximately 18,910 renter households (2016 Census). It is estimated that almost 18% of renter households (or approximately 3,400 households) find housing in the primary rental market. This market is comprised of units that were purposely built to be rented at prevailing market rates ("market rental housing"). (Attachment 1 provides a glossary of housing types referred to in this report.)

Approximately 82% of renter households (or approximately 15,500 households) find accommodation in the secondary rental market. The secondary rental market includes rented condominiums, single family houses, secondary suites, coach houses and subsidized rental housing. The secondary rental market is an important part of the rental market in Richmond. As such, staff are looking at ways to better understand this segment of the market and how redevelopment proposals (particularly of older housing stock) may impact it.

The 2041 OCP seeks to protect the existing rental supply by limiting the demolition or strata conversion of existing units and encouraging the replacement of rental units when redevelopment occurs. When rental units are proposed to be converted (e.g. to strata titled condominiums), Council considers a range of matters before deciding on the conversion. These matters include the impact of the proposed conversion on the housing stock and the views of tenants. These matters are set out in Council Policy 5012, "Strata Title Conversion Applications – Residential" (Attachment 2).

This report describes a range of proposed policy directions that would form part of a Draft Market Rental Housing Policy. The draft directions seek to:

- protect the supply of existing market rental housing;
- support tenants of market rental housing who may be displaced by redevelopment; and
- incentivize the construction of new market rental housing.

It is proposed that these directions would form a new "Market Rental Housing Policy" which would be incorporated into the Official Community Plan.

On July 24, 2017, Council adopted changes to the City's Affordable Housing Strategy which address low-end market rental (LEMR) and non-market, social housing units. These changes included amendments to the low-end market rental policy and cash-in-lieu contribution rates. An implementation framework for the Affordable Housing Strategy will be included in a final Council update expected in early 2018.

A significant part of the Affordable Housing Strategy is the LEMR program. This is a 'made in Richmond' approach that identifies maximum monthly rents for different sized housing units and

a maximum annual household income limit. The City also has policies outside of Richmond's LEMR program. This includes the West Cambie Alexandra Neighbourhood Mixed Use Employment – Residential area which has different maximum monthly rents than the LEMR program (these are referred to as the West Cambie Modest Rental Rates). Both of these programs, which are referenced in Attachment 3, would be defined as low-end market rental units as they involve the security of rental units through inclusionary zoning and target low to moderate income households with rents set at below market rates. This type of housing is not typically funded or managed through senior levels of government.

The Draft Market Rental Housing Policy seeks to encourage housing units that rent at market rates for tenants, with no restrictions on income levels. The draft Policy would protect existing market rental buildings and tenants. It would also seek to encourage developers and investors to build new market rental units as these are an important part of Richmond's housing continuum.

### **Changing Market Rental Housing Landscape**

In 1966, the Provincial Government passed the Strata Titles Act, ushering in the condominium era by allowing developers to subdivide apartment blocks and sell individual units. Throughout the 1970s and 1980s, federal funding and tax incentive programs aimed to increase the supply of purpose built rental housing. Since then, changes to the federal tax system have discouraged the development of market rental properties. These changes include, but are not limited to:

- reducing the amount of depreciation that investors in rental housing could claim against taxable income from the property (reduced in 1972 from 10% per year on wood frame buildings to 5% and later 4%);
- eliminating “rollover” provisions where an owner who sold a rental building paid no taxes on the profits if they were re-invested in rental housing within the calendar year (eliminated in 1972 when a capital gains tax was also imposed); and
- no longer treating small rental businesses as “small businesses” (as of 1972), which were subject to lower taxes.

Due to changes such as these, the business case for building market rental housing became uncompetitive compared to the more profitable strata title market. As a result, new market rental housing development declined significantly in BC and across Canada.

While municipalities have the ability to set policy to encourage and incentivize market rental housing, direct action by other levels of government to actually provide housing, is critical to making significant advances in increasing the supply. A summary of current rental housing related initiatives undertaken by different levels of government and other agencies is provided in Attachment 4. While many of these initiatives pertain primarily to non-market, social housing, some potential changes related to the provision of market rental housing are also highlighted. It is expected, for example, that the proposed new National Housing Strategy, which will be released in late 2017, will include tax measures to support the development of market rental housing. While funding for rental housing has also been announced by the BC government, the amount that may be provided for market rental housing in particular is unclear at this time.

### Indicators of Need for Market Rental Housing

Since 2007, Richmond has made significant strides in support of new rental housing in the city. Approximately 1,700 market rental housing units have been approved since 2007. As noted earlier, this includes:

- over 400 new market rental housing units;
- approximately 229 secondary suites secured in single family dwellings at the time of rezoning through the Affordable Housing Strategy;
- approximately 1,018 secondary suites approved through the building permit process;
- 62 coach houses; and
- 7 secondary suites in townhouses.

Despite these achievements, challenges remain for renter households. Metro Vancouver's Rental Housing Index labelled Richmond's rental housing situation "critical", as the third least affordable municipality for renters in BC.<sup>2</sup> Renter households may experience difficulty finding affordable accommodation in the city due to persistently low vacancy rates, high average rents and the increasing gap in income relative to housing costs.

Metro Vancouver has identified a demand for 3,200 rental units across all incomes in Richmond between 2016 and 2026 (see Attachment 4). Of this, 1,200 rental units are required for modest and higher incomes.

Feedback from consultation undertaken as part of Richmond's Affordable Housing Strategy Update highlighted the decreasing supply of rental housing in the community, the demand for purpose-built market rental units and the growing need for family-friendly rental units (2 BR+). A Draft Market Rental Housing Policy would complement the updated AHS in helping to achieve a broader mix of rental housing in the city.

Attachment 5 provides information on rental housing in Richmond, including an estimate of the total number of units in both the primary and secondary rental markets.

Attachment 6 profiles Richmond's persistently low vacancy rates, increasing average rents, and the incomes required to rent in Richmond. In 2016, the vacancy rate in Richmond was 0.9 % (source: CMHC 2016 Rental Market Report).

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<sup>2</sup> The Rental Housing Index, is developed by the BC Non Profit Housing Association (BCNPHA) and Vancity and provides a detailed analysis of suitability of rental housing in over 800 municipalities across Canada. In 2015, Richmond was ranked 70 out of 72 BC municipalities in terms of affordability and suitability of rental housing. 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 suitable for household size) and bedroom shortfall (additional bedrooms needed to suitably house renters).



## **Market Rental Housing Tools and Policies**

Local governments may use a range of tools available to protect and expand the rental housing stock. Several tools, such as requiring the replacement of existing rental units and policies for strata conversion are already in place in Richmond and are proposed to be enhanced as part of the Draft Market Rental Housing Policy.

Richmond also has a Rental Premises Standards of Maintenance Bylaw 8159. This Bylaw, which was adopted in 2006, identifies minimum maintenance standards related to heat, water and light. It states that an owner of a rental premises must maintain the premises in accordance with the Bylaw and not permit its use unless the premises conforms at all times with the minimum maintenance standards set out in the Bylaw. Staff in the Buildings Approval Department note that reported violations of Bylaw 8159 are seldom received and that most landlords maintain their buildings in compliance with the Bylaw's requirements.

This report discusses additional tools, such as a tenant relocation policy and lower market rental parking rates, which could be implemented as part of Richmond's Draft Market Rental Housing Policy.

## **Richmond's Response to Market Rental Housing**

### **A. Federal Responsibility**

Over the past two to three decades, the Federal Government has decreased its role in the direct provision of affordable and rental housing.<sup>3</sup> It has not directly built any new market rental housing and by 1982, eliminated incentives and tax provisions that supported new rental housing construction<sup>4</sup>. The key mandate of the Canada Mortgage and Housing Corporation (CMHC) includes mortgage loan insurance, policy and research (e.g. the annual Rental Market Report) and administering affordable housing.

In April 2017, the Federal Government, through CMHC, committed to spending \$11.2 billion over the next 11 years towards the creation of affordable housing. The first step of the financial commitment is to provide \$2.5 billion over five years in loans and financing for new rental housing construction across Canada. While more details are expected when CMHC releases the National Housing Strategy in late 2017, the direct construction of market rental housing units is not anticipated.

Once the National Housing Strategy has been released, staff will consider if there are any specific funding or other opportunities related to rental housing in Richmond, as well as any that may be specifically targeted to market rental housing. Staff will review the National Housing Strategy and provide an update for Council as needed.

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<sup>3</sup> Federal investment in social housing, as a percentage of Gross Domestic Product (GDP), was 40% less in 2009 than in 1989. (<https://cpj.ca/affordable-housing-federal-investments-decline>)

<sup>4</sup> McClanaghan & Associates, City of Vancouver Rental Housing Strategy Research and policy Development, Synthesis Report, Final, August 2010 <http://vancouver.ca/docs/policy/housing-rental-housing-strategy-synthesis.pdf>

## **B. Provincial Responsibility**

During the 2017 provincial election campaign, the New Democratic Party (NDP) promised to develop 114,000 affordable housing units (including co-operative, non-market rental, and low-end market rental housing) over the next 10 years. The recent budget announcement by the new Provincial Government included \$208 million over four years for 1,700 new units of affordable rental housing for low and moderate income renters, seniors and adults with developmental disabilities or mental health challenges. While this funding announcement does not appear to address market rental housing specifically, the recent budget did include \$7 million to reduce waiting times and to establish a new compliance unit for the Residential Tenancy Branch. Staff will monitor further announcements and actions by the Province and apprise Council accordingly of any relevant developments or opportunities.

Once consultation on the Draft Market Rental Policy has been completed, staff will further identify any specific actions where senior levels of government can best help Richmond meets its overall housing demand estimates. The Province is not building or assisting in building enough market rental housing in Richmond.

Some incentives that have been proposed for senior levels of government to facilitate market rental include:

- Allowing rental building owners and developers to :
  - claim a high depreciation against the taxable income generated from rents;
  - claim losses based on accelerated depreciation;
  - get a “break” from capital gains if they are reinvesting in rental housing development within the same calendar year (“rollover provision”);
- Restoring soft cost deductibility as a direct incentive for rental construction;
- Allowing small landlords to qualify for the small business tax deduction;
- Creating a rental housing protection tax credit for property owners selling affordable assets to non-profit housing providers; and
- Allowing GST exemption for capital costs related to new affordable rental units and extending exemption eligibility to mixed market projects.

## **C. Proposed Richmond Draft Market Rental Housing Policy Directions**

Staff recommend that Council consider strengthening existing policies that will protect and enhance the current market rental housing stock in Richmond and support tenants. Staff further recommend considering incentives such as density bonusing, waiving specific amenity contributions and reducing parking requirements, to encourage the development of new market rental units in certain locations. These policies would complement the updated Affordable Housing Strategy.

Staff recommend that the directions proposed in the Draft Market Rental Housing Policy, which are described below, form the basis of consultation with the development community, landlords and other key stakeholders. Staff would report back to Planning Committee in the second quarter of 2018.

For ease of use, staff recommend that the Final Market Rental Housing Policy be incorporated into the City's 2041 Official Community Plan (OCP). Proposed bylaw amendments would be prepared for Council's consideration following public consultation.

Objective #1: Protect the Existing Market Rental Housing Stock and Tenants

***Policy Direction #1: Strengthen Existing Strata Conversion Policy***

Council adopted Policy 5012, "Strata Title Conversion Applications – Residential" in 1987 (see Attachment 2). The policy sets out matters that Council shall consider before deciding on any strata title or cooperative conversion involving three or more units, including:

- Refusing the application if the vacancy rates are under 2% and the number of units affected are 12 or more; and
- Considering the written views of affected tenants.

Since Policy 5012 was adopted in 1987, no applications for the conversion of multi-family rental to strata have been received in Richmond. In the last ten years, the vacancy rate in Richmond has exceeded two percent only twice – in 2009 and 2013.

The Draft Market Rental Housing Policy proposes to maintain the intent of Policy 5012 but to incorporate it into the OCP and strengthen specific elements. The proposed changes are:

- Increase the rental vacancy rate threshold from 2% to 4% so that a strata conversion application would not be considered if the rates are below 4%. This rate increase is recommended by staff as it is close to the rental rate considered healthy by most housing professionals. As the current vacancy rate in Richmond is less than 1%, it is unlikely that vacancy rates will rise above 4% in the next few years. Strengthening this provision would effectively prohibit the conversion of rental units to ownership;
- Reduce the number of affected units from 12 to 4 to further strengthen efforts to retain existing rental units (Richmond has many smaller townhouse projects with fewer than 12 units). This would prevent the conversion of smaller rental projects, even if the vacancy rate is 4% or more;
- Require a Tenant Relocation Plan to ensure tenants are provided with various forms of assistance as described below:
  - A minimum of two months' notice to end the tenancy as required by the *BC Residential Tenancy Act*;



- Granting existing tenants a right-of-first-refusal to purchase one of the converted rental units at a 5% discount from market prices;
- For existing tenants residing in the building longer than one year:
  - three months' free rent or lump sum equivalent at the discretion of the tenant (the *BC Residential Tenancy Act* requires a landlord to provide the equivalent of one month's rent);
  - assistance in finding alternative accommodation, which should:
    - be located in Richmond, or in another location at the tenant's discretion and be located in a community with similar amenities;
    - meet the tenant's specific needs (e.g., pet friendly, accessible, close to transit); and
    - not exceed Canada Mortgage and Housing Corporation's (CMHC) average area rents for Richmond.
- Require the submission of a Building Condition Assessment Report, which would reference the life expectancy of the building, the state of repair, general workmanship and degree of compliance with all City bylaws, servicing standards and requirements; and
- Require submission of the views of affected tenants, along with landscaping, parking and other siting elements. These are currently required under the Policy 5012 and would continue to assist Council in making their decision on whether to allow the conversion of rental units to strata.

***Policy Direction #2: Encourage Owners to Maintain Buildings in Good Repair***

Richmond's Rental Premises Standards of Maintenance Bylaw 8159 requires owners to ensure that rental premises conform to minimum livability and comfort standards. The Draft Market Rental Housing Policy proposes an additional policy direction to emphasize the expectation that market rental buildings be kept in good repair and in a safe condition for the benefit of tenants. If repairs or renovations to rental units are required, the Policy would encourage owners to undertake such works while the tenant still lives in the unit or has temporary alternate accommodation. This is intended to help minimize the disruption and displacement of tenants.

When buildings are maintained properly, a long life span can be expected. Bylaw 8159 requires that owners maintain buildings so that livability and comfort are provided. The Draft Market Rental Housing Policy proposes to reinforce the importance of keeping buildings in good condition and provides no incentive for allowing buildings to deteriorate. If a market rental building becomes dilapidated due to a lack of adequate maintenance, this would not be considered a reasonable justification for demolition.

As noted earlier, most landlords in Richmond maintain their buildings in compliance with the requirements of the Rental Premises Standards of Maintenance Bylaw. It is further

acknowledged that most landlords act in good faith when they invest in their rental buildings and that renovations improve the quality of housing for tenants.

### Objective #2: Increase the Supply of Market Rental Housing

While protecting the existing market rental stock is a critical objective of the Draft Market Rental Housing Policy, increasing the supply of new market rental housing is also important. The draft Policy identifies directions and incentives to encourage development of new market rental buildings. Over time, this is anticipated to help meet housing demand in Richmond.

### ***Policy Direction #3: Enhance the Current 1:1 Replacement Policy***

Richmond's current OCP policy calls for a no net loss of rental units and encourages a 1:1 replacement. Under this OCP policy, market rental replacement units would be secured at low-end market rental (LEMR) rates through the registration of a Housing Agreement. The Draft Market Rental Housing Policy proposes to strengthen the existing 1:1 replacement policy to ensure that the base number and type of rental units does not decrease over time. The proposed new measures are as follows:

- Require that the replacement market rental units have the same number of bedrooms, or more, as originally provided;
- Require existing ground-oriented units to be replicated in the new development; and
- Continue to require replacement units to be available at affordable rents (e.g. LEMR rates), but do not require a minimum income level for returning tenants.

Requiring market rental replacement units to be available at LEMR rates would ensure that existing tenants who choose to move back into the redeveloped units have affordable housing in the same location. While existing tenants of market rental buildings would not have to meet the LEMR income levels, new and future tenants would.

It is important to note that this 1:1 replacement policy, with its accompanying requirements, would apply to all market rental buildings, even those that may have existing strata titled tenure but are included in the annual Rental Market Report prepared by CMHC.

### ***Policy Direction #4: Require Family-Sized Market Rental Units***

The City of Richmond seeks to achieve unit sizes that are suitable for families ("family-friendly units") when considering redevelopment proposals. According to the 2016 Census, approximately 63% of the Richmond's renter households are occupied by families (couples with or without children, or a lone parent with at least one child)<sup>5</sup>. When these census families are further

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<sup>5</sup> 'Census family' is defined as a married couple and the children, if any, of either and/or both spouses; a couple living common law and the children, if any, of either and/or both partners; or a lone parent of any marital status with at least one child living in the same dwelling and that child or those children. All members of a particular census family live in the same dwelling. A couple may be of opposite or same sex. Children may be children by birth, marriage, common-law union or adoption regardless of their age or marital status as long as they live in the dwelling and do not have their own married spouse, common-law partner or child living in the dwelling. Grandchildren living with their grandparent(s) but with no parents present also constitute a census family.

investigated, the percentage of renter families with children is reduced to approximately 30 to 40%.

The Draft Market Rental Housing Policy seeks to meet the needs of families with children by requiring a percentage of new market rental units to have two bedrooms or more. (Other families, such as couples without children, would not likely have the same space needs.) The following three options for family-friendly units in new market rental townhouses and apartments are proposed for consultation:

- 4.1 minimum 20% family friendly units (e.g. 15%- 2 bedroom and 5% -3bedroom);  
  
(The above percentages are based on an environmental scan of local municipalities and are consistent with the relatively conservative family-friendly rates proposed as part of the Affordable Housing Strategy update.)
- 4.2 minimum 30% family-friendly units (e.g. 20% - 2 bedroom and 10%- 3bedroom); and
- 4.3 minimum 40% family-friendly units (e.g. 30% -2 bedroom and 10% 3bedroom)

Feedback during consultation will help identify an appropriate requirement for family-sized market rental units that will meet the needs of renter families with children.

#### ***Policy Direction #5: Require Tenant Relocation Plans***

It is recommended that a Tenant Relocation Plan be required where existing market rental units are proposed to be replaced, either through rezoning and redevelopment or strata conversion. The proposed elements of a market rental Tenant Relocation Plan are similar to those required when strata conversion is proposed (at strata conversion, however, LEMR rents would not be required given that rental units would be converted to ownership). The following are proposed to comprise the Tenant Relocation Plan requirements for replacement market rental housing:

- For all existing tenants:
  - a minimum of two months' notice to end the tenancy as required by the BC Residential Tenancy Act;
  - a right-of-first-refusal to return to the new building;
  - Securing the replacement units at the City's established LEMR rates;
    - Returning tenants would not be required to meet income eligibility levels for the new development, but new and future tenants would;
    - Replacement unit tenure and LEMR rates will be secured through a Housing Agreement; and
    - The developer would be required to provide proof to City staff that all existing tenants were offered the right-of-first refusal and LEMR rates.



- For existing tenants residing in the building longer than one year:
  - three months' free rent or lump sum equivalent at the discretion of the tenant (the *BC Residential Tenancy Act* requires a landlord to provide the equivalent of one month's rent);
  - assistance in finding alternative accommodation, which should:
    - be located in Richmond, or in another location at the tenant's discretion and be located in a community with similar amenities;
    - meet the tenant's specific needs (e.g., pet friendly, accessible, close to transit); and
    - not exceed CMHC's average area rents for Richmond.

This proposed tenant relocation package is similar to what is required in New Westminster, Vancouver, Burnaby and Victoria. In some instances, a third-party coordinator is retained by the property owner to manage the tenant relocation process.

As noted earlier, this tenant relocation policy, with its accompanying requirements, would apply to all market rental buildings, even those with strata title tenure that appear on the annual Rental Market Report prepared by CMHC.

***Policy Direction #6: Incentives to Increase the Supply of Market Rental Housing***

Four incentives areas are proposed to increase the supply of market rental housing in Richmond:

6.1 Increase supply through a:

- 6.1.a Density Bonus Incentive (where the market determines take-up);
- 6.1.b Mandatory Requirement (where the City sets targets which must be achieved within current OCP densities); or
- 6.1.c Hybrid Approach (where the City sets targets but an additional density bonus is provided beyond the current OCP densities).

6.2 Reduce parking requirements;

6.3 Provide amenity and fee waivers; and

6.4 Fast track development applications.

Each of the four incentive areas is described in more detail below.

### 6.1 Increase Supply through a Density Bonus Incentive, Mandatory Requirement or Hybrid Approach

To increase the overall supply of market rental housing units in Richmond, three distinct approaches are possible. One approach is to offer a density bonus as an incentive (the proposed density bonus framework is shown in Figure 1). The second approach is to require that market rental units are provided in all new multi-family buildings (subject to compliance with the OCP). The third approach is a hybrid one that combines targets with an additional density bonus incentive. Each of these approaches is described further, with pros and cons of each identified in Figure 2.

#### 6.1.a Density Bonus Incentive (where the market determines take-up)

Density bonus zoning can be an important incentive to encourage more market rental housing development in Richmond. The framework identified in Figure 1 proposes the highest density bonus for sites that provide 100% market rental housing and a smaller density bonus for sites that provide a mix market rental and strata units:

- Density bonus for 100% market rental buildings:
  - 0.20 FAR for ground oriented townhouses and wood frame apartments (inside or outside City Centre); and
  - 0.25 FAR for concrete buildings in City Centre only;
- Density bonus for mixed market rental and strata buildings:
  - 0.10 FAR to be used exclusively for market rental units (city-wide, subject to locational requirements identified in Figure 1).

To be eligible for a market rental density bonus, buildings must meet the locational, consultation and other requirements that are described in Figure 1. The modest scale of the proposed density bonuses is intended to maintain the form of development envisioned in the OCP. This will help ensure that new buildings with market rental units fit within established neighbourhoods.

Economic analysis has shown that these proposed density bonuses, together with the other incentive areas described below, are sufficient to encourage the development of new market rental buildings in Richmond.

Strata residential construction, however, with its higher revenue stream, will likely continue to be more profitable. To make the construction of a 100% market rental building as attractive as a pure residential strata building, the allowable density bonus would have to increase to a point where the form of development would be substantially altered. It could also mean that rather than townhouses, a three to four storey apartment would be required. This could also mean that, rather than a four storey building, a six storey apartment would be required in some parts of the city.

In order for 100% rental projects to generate the same profit margin as condominiums, the density bonus would need to potentially be greater and the form of development may need to be significantly changed. If improvements to the current taxation regimes are implemented by senior government— as are recommended in this report - it is possible that Richmond's proposed modest density bonus would provide developers with the same, or potentially even better profit margins as strata developments.

For buildings that mix market rental and strata units, the proposed 0.10 FAR density bonus is similar to the density bonus provided for low-end market rental units established as part of the Arterial Road Land Use Policy in the Official Community Plan. That policy allows for additional density along arterial roads to be considered if:

- The additional density is used solely for LEMR units secured by a Housing Agreement;
- The units comply with the requirements of the Affordable Housing Strategy related to unit size, tenant eligibility criteria and maximum rental rates; and
- The project complies with Development Guidelines related to form and character.

Some arterial road townhouse projects have provided approximately 15% of the overall density as low-end market rental housing.

The density bonus framework proposed in the Draft Market Rental Housing Policy respects the character of Richmond's existing neighbourhoods and supports the scale of development envisioned in the OCP. The proposed framework will also continue to allow for the accommodation on site of required outdoor amenity space for the use and enjoyment of residents. The relatively modest scale of the proposed density bonus framework, however, may have limited success, particularly in areas such as City Centre where construction costs are higher.

While Richmond's proposed density bonuses and other incentives are intended to encourage more market rental development, action by other levels of government is required if the city's housing demand estimates are to be met.



**Figure 1: Maximum Proposed Density Bonus**

| <b>Figure 1: Maximum Proposed Density Bonus</b> |  |  |  |
|---|--|--|--|
| <b>Tenure</b>                                   | <b>Housing Type</b>  | <b>Maximum Density Bonus (above base density)</b>  | <b>Requirements and Incentives</b>   |
| 100% market rental                              | Ground-oriented townhouse and wood frame apartment                     | 0.20 FAR   | <ul style="list-style-type: none"> <li>Sites are located within City Centre, within Neighbourhood Centres identified in the OCP, or within 400 m of the existing and future Frequent Transit Network (key transit corridors with higher levels of all day demand in both directions)</li> <li>Proposed development demonstrates a good fit for the neighbourhood and compliance with the existing OCP land-use designations and Development Permit Guidelines applicable to the site</li> <li>Family-friendly units (see Policy Direction #4)</li> <li>Provision of Basic Universal Housing features (see Policy Direction #8)</li> <li>Proposed development meets or exceeds the City's sustainability objectives related to building energy and emissions performance</li> <li>Substantial community consultation is undertaken</li> <li>A Housing Agreement is registered on title to secure the market rental tenure in perpetuity. (No restrictions on rents or tenants' incomes – except for replacement units.)</li> <li>Market rental parking rates (see Policy Direction #6.2)</li> <li>Amenity &amp; fee waivers (see Policy Direction #6.3)</li> </ul>  |
|   | Concrete high-rise   | 0.25 FAR   |  |
| Mixed market rental and strata                  | Ground-oriented townhouse, wood frame apartment and concrete high-rise | 0.10 FAR to be used solely for market rental units | <ul style="list-style-type: none"> <li>Sites are located within City Centre, within Neighbourhood Centres identified in the OCP, or within 400 m of the existing and future Frequent Transit Network (key transit corridors with higher levels of all day demand in both directions)</li> <li>Proposed development demonstrates a good fit for the neighbourhood and compliance with the existing OCP land-use designations and Development Permit Guidelines applicable to the site</li> <li>Family-friendly units for market rental housing (see Policy Direction #4)</li> <li>Provision of Basic Universal Housing features for market rental units (see Policy Direction #8)</li> <li>Proposed development meets or exceeds the City's sustainability objectives related to building energy and emissions performance</li> <li>Substantial community consultation is undertaken</li> <li>A Housing Agreement is registered on title to secure the market rental tenure in perpetuity. (No restrictions on rents or tenants' incomes except for replacement units.)</li> <li>Market rental units would be required to be retained as a block (e.g. no separate sale allowed) to facilitate management by a non-profit or management company</li> <li>Market rental parking rates (see Policy Direction #6.2)</li> <li>Amenity &amp; fee waivers for market rental units only (see Policy Direction #6.3)</li> </ul> |

#### 6.1.b Mandatory Requirement (where the City sets targets which must be achieved within current OCP densities)

A second approach to increasing the amount of market rental housing units in Richmond is to require that all new multi-family residential developments include a proportion of market rental units. Under this approach, the City would set targets and the development would be required to fit within current OCP densities and designations. Economic analysis has demonstrated that a mandatory requirement for market rental units would be feasible without a density bonus. (Incentives related to parking reductions and fee waivers described below, however, would be available). The economic analysis also has shown that the following percentage requirements for market rental units would be viable, even with the recently approved updates to the City's Affordable Housing Strategy:

- 15% market rental units in wood frame townhouses or apartments outside City Centre;
- 10% market rental units in wood frame apartments in City Centre; and
- 5% market rental units in City Centre concrete high rises.

Although shown to be economically viable, requiring market rentals units in new townhouses or apartments may present a number of challenges, such as:

- The potential to generate significant push back from the development community. Note that the change in the Affordable Housing Strategy to increase the proportion of built affordable housing from 5 to 10% was only recently introduced and has already generated some concerns from the development community;
- The relatively low yield of market rental units in some buildings could be harder to manage. (The difficulty of managing small numbers of low-end market rental units was raised repeatedly during the update to the Affordable Housing Strategy). This issue may be lessened, however, by requiring market rental units only in buildings above a certain size (e.g. in apartment buildings that have more than 60 units); and
- New market rental units could be secured through rezoning only. Where properties are developed for multi-family use under existing zoning and with a Development Permit only, market rental units could not be required.

#### 6.1.c Hybrid Approach (where the City sets targets but an additional density bonus is provided beyond the current OCP densities)

The City could adopt a hybrid approach to increasing the supply of market rental units in new multi-family developments. In addition to requiring a certain amount of market rental units (as laid out above), an additional density bonus beyond current OCP densities could be provided. A hybrid approach such as this would address some of the challenges anticipated with a mandatory requirement approach.

Figure 2, below, identifies some of the pros and cons of each of three suggested approaches to increasing the supply of market rental housing in Richmond. Feedback on the approaches will be requested during the stakeholder consultation process.

**Figure 2: Comparison of Three Different Approaches to Increase the Supply of Market Rental Housing in Richmond**

| Figure 2: Comparison of Three Different Approaches to Increase the Supply of Market Rental Housing in Richmond |   |  |
|--|---|--|
| Approach/Option  | Pros  | Cons   |
| A. Density Bonus   | <ul style="list-style-type: none"> <li>• Likely to be well received by the development community as it does not affect development rights</li> <li>• Consistent with existing approach to secure affordable housing units</li> <li>• Sufficient bonus could result in buildings that offer 100% of units as market rental</li> <li>• Proposed density bonus would maintain form of development envisioned in the City's Official Community Plan</li> </ul>                                    | <ul style="list-style-type: none"> <li>• Could get zero take up (especially in City Centre where construction costs are higher)</li> <li>• Strata development may continue to be more attractive</li> </ul>  |
| B. Mandatory Requirement   | <ul style="list-style-type: none"> <li>• Will ensure market rental units are provided in multi-family developments (amount of units to be generated would depend on the specified proportion required)</li> <li>• Maintains form of development envisioned in the City's Official Community Plan</li> </ul>   | <ul style="list-style-type: none"> <li>• Could generate significant push back from the development community</li> <li>• New market rental units could only be secured through rezoning (not through Development Permit)</li> <li>• Amount of units generated may be small and difficult to manage</li> </ul> |
| C. Hybrid  | <ul style="list-style-type: none"> <li>• Likely to be better received by the development community (e.g. if an additional density bonus is provided)</li> <li>• Will ensure market rental units are provided in multi-family developments (amount of units to be generated would depend on the specified proportion required)</li> <li>• Depending on the scale of the density bonus provided, could maintain form of development envisioned in the City's Official Community Plan</li> </ul> | <ul style="list-style-type: none"> <li>• New market rental units could only be secured through rezoning (not through Development Permit)</li> <li>• Amount of units generated may be small and difficult to manage</li> </ul>  |

## 6.2 Reduce Parking Requirements for Market Rental Units

Lower parking requirements are considered one of the primary incentives municipalities may offer to encourage the development of more market rental housing. Structured parking spaces in particular, are expensive to construct and add significantly to development costs. Currently, Section 7 (Parking and Loading) of Richmond Zoning Bylaw 8500 identifies the requirements for off-street parking (motor vehicles and bicycles) and loading spaces for residential, commercial and other land uses. The Bylaw contains a lower parking requirement for affordable



housing compared to market housing (e.g. strata apartments or strata townhouses). There is an opportunity for Richmond to provide a separate parking rate for market rental housing.

The 2012 Apartment Parking Study by Metro Vancouver found that the supply of parking in apartment buildings generally exceeds the demand. The study also found that parking demand is lower for renters than owners. That study, however, did not take into consideration available on-street parking, which can affect on-site parking usage.

As Metro Vancouver is in the early stages of commencing an update of their Apartment Parking Study, a comprehensive parking assessment of rental sites was undertaken in Richmond. The purpose of the Richmond study was to determine if a specific market rental parking rate(s) was warranted, and if so, what the rate(s) would be. The parking study surveyed numerous market rental housing sites in different parts of the city to determine the parking demand. The Richmond study also included a review of the adjacent on-street parking conditions for each rental site as this can affect the utilization of on-site parking. (As part of the report back in 2018 on the Draft Market Rental Housing Policy stakeholder consultation, staff will also report on the findings of the Metro Vancouver updated Apartment Parking Study, should they be available.)

Overall, the Richmond market rental parking study found that the demand for parking was less than the amount of parking provided. Separate and lower parking rates therefore warrant consideration. Figure 3 shows proposed parking rates for market rental housing, as supported by the parking assessment.

**Figure 3: Proposed Market Rental Housing Parking Rates**

| Figure 3: Proposed Market Rental Housing Parking Rates |                                   |  |   |
|--|-----------------------------------|--|---|
| Market Rental Housing Type                             | Location of Market Rental Housing | Recommended Parking Rate (spaces per unit) | Current Multi-Family Parking Rate (as of June 2017) |
| Apartment  | City Centre Zone 1                | 0.8  | 1.0   |
|  | City Centre Zone 2                | 1.0  | 1.2   |
|  | City Centre Zone 3                | 1.2  | 1.4   |
|  | Outside City Centre               | 1.2  | 1.5   |
| Townhouse  | City Centre Zone 1                | 0.9  | 1.0   |
|  | City Centre Zone 2                | 1.1  | 1.2   |
|  | City Centre Zone 3                | 1.3  | 1.4   |
|  | Outside City Centre               | 1.8  | 2.0   |

The City Centre is divided into three zones (see Attachment 7) for the purpose of determining parking requirements, with Zone 1 being the closest area to the Canada Line and Zone 3 the farthest.

As shown in Figure 3, the parking study proposes separate parking requirements for rental apartments and townhouses with rates dependent on location. The results of the study support lower parking rates for market rental housing in City Centre, close to the Canada Line. This

recognizes the higher transit use in this area. A higher parking rate is proposed for market rental housing in other parts of the city.

It should be noted that no change in visitors' parking requirements are proposed. This should help avoid issues related to spillover of visitor parking onto nearby residential roads. If endorsed by Council, staff will seek feedback on the proposed parking rates through the stakeholder consultation process.

### 6.3 Provide Amenity and Fee Waivers to Incentivize New Market Rental Housing

In addition to the parking reductions recommended above, waiving specific amenity and fee contributions are proposed to incentivize the creation of new market rental housing in Richmond. These proposed waivers include:

- Waiving the affordable housing requirements for replacement and new market rental housing. Both the requirement to build affordable housing units and to provide cash-in-lieu (where applicable) would be waived for the market rental units only. This financial incentive acknowledges the significant community benefit provided by replacement and new market rental housing.
- Waiving the public art contribution rate (\$0.83 per square foot) and the community planning contribution rate (\$0.25 per square foot in City Centre and Broadmoor and \$0.07 per square foot in West Cambie) for replacement and new market rental housing. This is consistent with the City's current practice to waive these fees for affordable housing developments.

The above exemptions would not apply to areas of the city that have specific affordable and rental housing requirements.

Regarding the January 19, 2016 referral from Planning Committee, Richmond's OCP establishes a minimum amount of outdoor amenity space for multiple family developments of more than three units. No change to this requirement is proposed as part of the Draft Market Rental Housing Policy. Outdoor amenity space provides important benefits to residents, including a place for children to play, and should continue to be required in new developments, regardless of tenure.

### 6.4 Fast Track Development Applications for Market Rental Housing

Applications related to the redevelopment of sites with 100% market rental units are proposed to be expedited. Applications for rezoning, development permit (DP) and building permit will be fast tracked at no extra fast tracking cost and assigned to a staff member who will prioritize the project ahead of in-stream market housing applications.

Staff estimate that fast tracking will reduce processing times to get a rezoning application to Public Hearing by a minimum of two to four months. An expedited development permit process for 100% market rental projects is expected to reduce the processing time required to present a development permit to the Development Permit Panel for review also by approximately two to four months. Staff further estimate that an expedited building permit process will save

approximately one to one and a half months. Together, processing times may be reduced from approximately five to nine and half months for expedited 100% market rental projects if the applications are submitted sequentially. If the applications are run concurrently process times would be further reduced.

Treating 100% market rental projects as a priority will help reduce carrying costs for developers while also facilitating the construction of new housing units.

***Policy Direction #7: Increase the Supply of Secondary Suites in Townhouses and Apartments through an Incentives-Based Approach or a Mandatory Requirement Approach***

Council's referral of April 10, 2017 directed staff to develop a policy on secondary suites in multi-family developments. A first action was to amend the city's townhouse zones to permit secondary suites. Richmond's Zoning Bylaw does not currently permit secondary suites within apartment units. Several municipalities around Metro Vancouver, however, have allowed smaller suites, sometimes referred to as "lock-off" suites, in apartment buildings. These units are typically accessed through a separate entrance from the hallway, as well as through an internal entry from the main unit. While amending the townhouse zones has removed a barrier to increasing the stock of rental housing in Richmond, allowing suites in apartments could also help advance this objective.

Two different approaches may be pursued to increase the supply of suites in townhouses or apartments. One approach is to provide incentives and the other is to make the provision of suites mandatory.

7.1 Incentives-Based Approach

This approach to increasing the supply of market rental suites in townhouses and apartments would entail offering specific incentives. The proposed parking reductions and fee waivers are described below:

- Parking for secondary suites:
  - Townhouses:
    - Non-Arterial Road: Not required;
    - Arterial Road: An additional parking space would be required unless the dwelling unit has two dedicated side-by-side (non-tandem) arranged parking spaces
  - Apartments:
    - City Centre: Not required;
    - Outside City Centre, Non-Arterial Road: Not required;
    - Outside City Centre, Arterial Road: An additional parking space would be required unless the dwelling unit has two dedicated (non-tandem) arranged parking spaces

- Waive the affordable housing cash-in-lieu (based on square footage) and built requirements for the secondary suite area only. (The remainder of the unit would be required to make the applicable affordable housing contributions);
- Waive the public art and community planning contribution rates for the secondary suite area only. (The remainder of the unit would be required to make the applicable public art and community planning contributions).

## 7.2 Mandatory Approach

Under a mandatory approach, all new townhouse and apartment developments would be required to provide secondary suites. This would set a clear expectation and as such, may lead to a higher number of secondary suites in multi-family developments, when compared to a voluntary, incentives- based approach. It may be reasonable, however, to prescribe minimum and maximum percentages of townhouse or apartment units that are permitted to contain secondary suites. This would help to minimize any negative impacts on multi-family neighbourhoods. The following parameters are proposed:

- Require a minimum of 10% of townhouse or apartment units to contain secondary suites; and
- Allow a maximum of 50% of townhouse or apartment units to contain suites.

Regardless of which approach is pursued, a more robust set of provisions regulating suites in townhouses and apartments may be warranted. The following provisions are proposed to apply to both the incentives-based and mandatory approach:

- Establish a minimum secondary suite size of 25 m<sup>2</sup> in townhouses and 20m<sup>2</sup> in apartments to ensure the livability of the suites;
- Prescribing a maximum cap of 50% of units that may contain suites;
- Require a separate parking space for the secondary suite only in townhouse and apartment developments on arterial roads where the parent unit does not have a minimum of two (non-tandem) parking spaces;
- Where secondary suites are provided in an apartment building, allow flexibility in meeting family friendly requirements (e.g. require fewer units with two or more bedrooms); and
- Require a legal agreement to prohibit stratification of the secondary suite. The owner of the parent strata unit would own the suite as well.



During the consultation process for the Draft Market Rental Housing Policy, other elements related to secondary suites in multi-family developments may also be considered. These may include establishing:

- a maximum secondary suite size;
- a requirement for a connecting door from the suite to the parent unit;
- the tenure of the parent unit (e.g. should secondary suites be required in market rental, strata and affordable housing units?); and
- the size of the parent unit (e.g. should secondary suites be required in all unit sizes, or only larger ones?)

Figure 4 identifies some of the pros and cons of each approach to increasing the supply of secondary suites in townhouses and apartments. Feedback on both approaches will be requested during the stakeholder consultation process. Subject to further consultation, and Council direction, amendments to the Zoning Bylaw and the OCP would be required to implement either an incentives-based or mandatory requirement approach to allowing secondary suites in townhouses and apartments.

**Figure 4: Comparison of Two Approaches to Increase the Supply of Secondary Suites in Townhouses or Apartments**

| Figure 4: Comparison of Two Approaches to Increase the Supply of Secondary Suites in Townhouses or Apartments |  |  |
|---|--|--|
| Approach  | Pros   | Cons   |
| 1. Incentives-Based   | <ul style="list-style-type: none"> <li>• Allows marketplace to test and adapt to new housing type (e.g. given that the demand for, and the implications of suites in multi-family units, have not been fully tested)</li> <li>• May result in some secondary suites being provided in multi-family developments</li> </ul> | <ul style="list-style-type: none"> <li>• Amount of secondary suites provided may be small</li> <li>• May need additional incentives to differentiate voluntary provision of suites from mandatory provision</li> <li>• No guarantee that suites will be rented</li> </ul>  |
| 2. Mandatory Requirement  | <ul style="list-style-type: none"> <li>• Will result in secondary suites being provided in all new multi-family developments</li> </ul>  | <ul style="list-style-type: none"> <li>• Could generate push back from the development community</li> <li>• Uncertain demand &amp; limited experience in the region with suites in multi-family developments</li> <li>• No guarantee that suites will be rented</li> </ul> |

***Policy Direction #8: Encourage Accessible Market Rental Units***

Richmond Zoning Bylaw 8500 currently allows a floor area exemption of 1.86 m<sup>2</sup> (20 ft<sup>2</sup>) for townhouse or apartment units that incorporate all of the Basic Universal Housing (BUH) features described in the Zoning Bylaw. BUH features identified in the Zoning Bylaw include wider doorways, easy to grasp handles and sufficient space in bedrooms to accommodate wheelchairs. These features facilitate universal access and use of the dwelling, particularly for people with physical disabilities.

Through the Draft Market Rental Housing Policy, developers of new market rental units would be encouraged to incorporate BUH features in all units. To be eligible for a density bonus, the provision of BUH features would be mandatory. These features help accommodate the needs of Richmond's aging population and support broader accessibility to and within rental housing units.

***Incentives Not Endorsed at this Time***

A number of potential incentives for new market rental housing were considered but are not endorsed for consultation at this time.

***Development Cost Charges (DCC) Waivers or Reductions***

A guiding principle of DCCs is that infrastructure costs should be paid by those who will use and benefit from the installation of such systems. Waiving or reducing DCCs for market rental housing would mean the cost of such housing would not be equitably born by all users.

In May 2017, Richmond Council adopted new DCC rates. The new rates seek to ensure that the infrastructure required to support anticipated growth is available. Economic analysis conducted during development of the Draft Market Rental Housing Policy indicated that the new DCC rates would not impact the viability of market rental housing. Waiving or reducing DCCs for market rental housing are not recommended at this time.

***Property Tax Reductions or Exemptions***

Rental buildings generally have lower assessed values than buildings with other forms of tenure. This generally means that total taxes paid will be lower. Notwithstanding the above, if market rental buildings were taxed at a lower rate, or exempted from paying property taxes, the costs needed to provide services to a growing population would need to be transferred to other taxpayers.

***Development and Building Permit Fee Reductions***

Richmond's development and building permit fees are determined on a cost recovery basis and are competitive with other municipalities in the region. While reducing these fees for market rental housing projects is not recommended, expedited processing is proposed.

Attachment 8 identifies various market rental housing scenarios and applicable requirements and incentives that are proposed in the Draft Market Rental Housing Policy.

### **Proposed Consultation**

Feedback on the proposed market rental housing directions set out in this report is critical to ensuring that they are appropriate to Richmond and implementable. Staff have heard from several parties interested in building market rental units in the city. To date, discussions have been general in nature. It is recommended that staff be directed to consult with relevant stakeholders and interested residents in order to more fully explore the preliminary directions outlined in this report. Such consultation would be done prior to Council considering a revised Market Rental Housing Policy and any associated OCP and Bylaw amendments.

Building on the format used for Affordable Housing Strategy Update consultation, staff propose to convene facilitated workshops on the Draft Market Rental Housing Policy outlined in this report. The workshops would take place in early 2018. The stakeholders proposed to be consulted include:

- members of the development community (e.g., Urban Development Institute, Small Builders' Group);
- housing and not-for-profit sectors (e.g., Community Land Trust, Metro Vancouver, Greater Vancouver Housing Corporation, Richmond Centre for Disability, Richmond School District);
- market rental building owners and managers in Richmond;
- Landlord BC, an industry resource and advocacy group for the rental housing industry across the province; and
- interested members of the public.

Let's Talk Richmond.ca and other social media will also be used to encourage discussion from the public on the Draft Market Rental Housing Policy. At completion of the public engagement period, a report will be forwarded to Council which summarizes the consultation findings and any proposed revisions to the policy. This is expected to be done in the second quarter of 2018.

Staff propose that, after stakeholder consultation, a revised Market Rental Housing Policy be included in the OCP and that Council Policy 5012, "Strata Title Conversion Applications – Residential" (Attachment 2) be rescinded and also incorporated into the proposed OCP market rental housing policies.

If authorized by Council, staff will continue to refine the consultation approach and update Council of any changes.

**Financial Impact**

Staff are forecasting that implementation of a new Draft Market Rental Housing Policy will require additional staffing resources. As the policy moves forward, further detail on the anticipated level of additional resources will be brought forward for Council's consideration.

**Conclusion**

Richmond's existing market rental supply is an important component of the city's housing continuum. However, demand for market rental housing outpaces the supply. New measures are required to incentivize the creation of additional market rental housing. This will help meet the needs of Richmond residents and families and contribute to a healthy and livable community. The Draft Market Rental Housing Policy identifies recommendations that will both protect the city's existing stock of market rental housing and encourage new market rental housing.



Terry Crowe  
Manager, Policy Planning  
(604-276-4139)



Tina Atva  
Senior Planning Coordinator  
(604-276-4164)

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(1987)

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**ATTACHMENT 1:**  
**Glossary of Housing Types**


| Housing Type   | Description/Policy Mechanism   |
|--|--|
| Market rental housing<br><i>– focus of Draft Market Rental Housing Policy</i>          | <ul style="list-style-type: none"> <li>Market-based rental housing provided by the private sector and rented at prevailing market rates.</li> <li>May also be referred to as "purpose-built market rental" which indicates that the units were built with the intention of being rented at prevailing market rents.</li> <li>May also be referred to as "secured market rental housing", which indicates that the rental tenure has been secured through a legal agreement for a specified period of time or in perpetuity.</li> <li>Richmond's market rental housing consists of 3,372 units (this does not include co-ops that are currently rented at market rates).</li> </ul> |
| Primary rental market  | <ul style="list-style-type: none"> <li>Approximately 18% of renter households in Richmond find rental accommodation in the "primary rental market".</li> <li>"Primary rental market" includes units that were purposely built to be rented at prevailing market rates. These may include townhouses and apartments.</li> <li>Units in this market do not include subsidized rental housing or rented condominiums.</li> <li>Units or buildings in this market may have one or more owners and managed by a management company.</li> </ul>  |
| Secondary rental market  | <ul style="list-style-type: none"> <li>Approximately 80% of renter households in Richmond find rental accommodation in the "secondary rental market".</li> <li>"Secondary rental market" includes rented condominiums, single family houses, secondary suites, coach houses and subsidized rental housing.</li> <li>Units in this market are not secured by legal agreement and are available for rent at the discretion of the owner.</li> <li>Such units may also be provided by a non-profit organization or housing agency. In these cases, the rental tenure and rates may be secured by a legal agreement.</li> </ul>  |
| Low-end market rental (LEMR)   | <ul style="list-style-type: none"> <li>Rental units secured through inclusionary housing approaches. Targets low to moderate income households with rents set at below market rates.</li> <li>This may include units secured through Richmond's LEMR program in the City's Affordable Housing Strategy, or through separate programs such as the West Cambie Alexandra Neighbourhood's policy for modest rent controlled rental units.</li> </ul>  |
| Low-end market rental housing (LEMR) program in Richmond's Affordable Housing Strategy | <ul style="list-style-type: none"> <li>Affordable housing units targeted at low to moderate income households earning \$34,650-58,050 and secured through the City's inclusionary housing policy.</li> <li>Maximum rents based on 10% below Canada Mortgage and Housing Corporation's (CMHC) average annual market rents.</li> <li>Richmond has secured 423 LEMR units through rezoning as of April 2017.</li> </ul>   |
| Non-market, social housing   | <ul style="list-style-type: none"> <li>Housing funded by senior government and managed by non-profit groups.</li> <li>Provides affordable rental units for households requiring deep subsidies. (Maximum rents typically 25% below CMHC's average annual market rents.)</li> <li>May also be referred to as "subsidized rental housing" or "below-market rental housing".</li> </ul>   |

| Housing Type              | Description/Policy Mechanism   |
|---------------------------|--|
| Co-operative housing      | <ul style="list-style-type: none"> <li>• Non-profit housing with a form of shared ownership which provides homes to its members who purchase a share and pay a monthly housing charge.</li> <li>• Established under the <u>Co-op Act</u>. Most non-profit housing co-ops receive money from the government (federal or provincial) to help house some low-income members. The housing charge for these units is adjusted to the household's income. This is often referred to as "rent-geared-to-income" or "RGI" or a subsidized housing charge. The subsidy makes up the difference between what the member pays and the co-op's normal housing charge.</li> </ul> |
| Entry level homeownership | <ul style="list-style-type: none"> <li>• Modest housing units that are affordable for first-time homebuyers.</li> <li>• One of three priority areas in the 2007 Richmond Affordable Housing Strategy.</li> <li>• Also referred to as "affordable homeownership".</li> </ul>  |
| Congregate Housing        | <ul style="list-style-type: none"> <li>• Housing where each individuals or family has a private bedroom but shares facilities, including a kitchen/dining room and living quarters with other residents. Congregate care is usually used when referring to seniors housing with a component of care. This type of housing is typically not included in a municipal housing continuum and is licenced through a health authority</li> </ul>   |
| <b>Seniors' Housing</b>   |  |
| Supportive Housing        | <ul style="list-style-type: none"> <li>• Generally includes at least one meal a day, emergency response system, housekeeping and social and recreational opportunities. This housing option is usually private (not subsidized), though there are a few subsidized supportive housing units available through BC Housing's Seniors Supported Housing (SSH) program</li> </ul>  |
| Assisted Living           | <ul style="list-style-type: none"> <li>• Housing for older adults; includes meal services, emergency response system, housekeeping, social and recreational opportunities with additional assistance with personal activities such as bathing or taking medications. Assisted Living is available with or without subsidies. Public assisted living facilities are operated by the local health authority (for example Vancouver Coastal Health), require a health assessment for admittance, and generally cost 70% of income.</li> </ul>   |
| Residential Care          | <ul style="list-style-type: none"> <li>• Residential Care provides care and supervision for individuals who can no longer manage in their own homes. Residential Care is available with or without subsidies.</li> </ul>   |



**ATTACHMENT 2:**

**Existing Council Policy 5012, "Strata Title Conversion Applications – Residential" (1987)**

|  |   |                      |
|--|---|----------------------|
|   | <b>City of Richmond</b>                                   | <b>Policy Manual</b> |
| Page 1 of 1  | Adopted by Council: May 25/87                             | <b>POLICY 5012</b>   |
| File Ref: 4105-00  | <b>STRATA TITLE CONVERSION APPLICATIONS - RESIDENTIAL</b> |                      |
| <p><b>POLICY 5012:</b></p> <p>It is Council policy that:</p> <p>The following matters shall be considered before deciding on any residential strata title or cooperative conversion applications involving three or more dwelling units:</p> <ol style="list-style-type: none"> <li>1. The impact a proposed conversion will have on the stock of rental housing in Richmond. If rental vacancy rates are low (under 2%) and the number of affected units is significant (a dozen or more), then Council should consider refusing the application until vacancy rates have risen again.</li> <li>2. The written proposals by the owner/developer for the accommodation or relocation of tenants. The application should be refused if undue hardship would result.</li> <li>3. The written views of the affected tenants, both in favour and not in favour. This should be taken into account in evaluating the previous two criteria.</li> </ol> <p style="padding-left: 40px;">A standard form prepared by Urban Development Division staff can be used to solicit tenant views.</p> <ol style="list-style-type: none"> <li>4. A written report in an acceptable form from a registered architect, engineer, or any other qualified person, that the building is of a reasonable quality for its age, including reference to the state of repair, general workmanship and measure of compliance with relevant City Bylaws.</li> <li>5. Any proposals for open space, landscaping, common facilities, off-street parking and loading spaces.</li> <li>6. Any other conditions that might be appropriate to the specific circumstances. Where additional conditions are imposed by Council, approval shall not be granted until they are met.</li> </ol> <p>All applications for strata title and cooperative conversion will be expected to comply with all City Bylaws and servicing standards/requirements.</p> <p style="margin-top: 40px;">(Urban Development Division)</p> <p style="font-size: x-small; margin-top: 20px;">113685</p> |   |                      |

### ATTACHMENT 3: Low-End Market Rental (LEMR) Rates

Low-end market rental (LEMR) units are rental units secured through inclusionary zoning and targets low to moderate income households with rents set at below market rates. Council recently increased the LEMR rates and income thresholds, as well as the two bedroom unit size, as part of the City's Affordable Housing Strategy (AHS) Update. Figure 1 below indicates the new LEMR rates per unit type, unit size and eligible tenant annual income.

**Figure 1: Richmond Low End Market Rental (LEMR) Rates per Unit Type, Unit Size & Eligible Tenant Annual Income**

| Richmond Low End Market Rental (LEMR) Rates per Unit Type, Unit Size & Eligible Tenant Annual Income  |  |                       |  |
|---|--|-----------------------|--|
| Unit Type   | Minimum Unit Sizes                       | Maximum Monthly Rent* | Total Household Annual Income <sup>1</sup> * |
| Bachelor  | 37 m <sup>2</sup> (400 ft <sup>2</sup> ) | \$811                 | \$34,650 or less                             |
| One bedroom   | 50 m <sup>2</sup> (535 ft <sup>2</sup> ) | \$975                 | \$38,250 or less                             |
| Two bedroom   | 69 m <sup>2</sup> (741 ft <sup>2</sup> ) | \$1,218               | \$46,800 or less                             |
| Three bedroom   | 91 m <sup>2</sup> (980 ft <sup>2</sup> ) | \$1,480               | \$58,050 or less                             |
| Notes:<br>*Denotes 2017 amounts adopted by Council on July 24, 2017.<br><sup>1</sup> Subject to Council approval, household income may be increased annually by the Consumer Price Index. |  |                       |  |

Council has also adopted LEMR rates for the West Cambie Alexandra Neighbourhood Mixed Use Employment- Residential area which are outside of the City's Affordable Housing Strategy. These are referred to as Modest Rental Rates. The rates, shown in Figure 2 below, indicate the maximum monthly rental rates which are less than the AHS rental rates.

**Figure 2: Modest Rental Rates for West Cambie Alexandra Neighbourhood Mixed Use Employment – Residential Area**

| Modest Rental Rates for West Cambie Alexandra Neighbourhood Mixed Use Employment – Residential Area |  |   |
|---|--|---|
| Unit Type   | Maximum Monthly Rent<br>(May be reviewed periodically) | Total Household Annual Income<br>(May be reviewed periodically) |
| Bachelor  | \$700  | \$34,000 or less  |
| One bedroom   | \$750  | \$38,000 or less  |
| Two bedroom   | \$1,100  | \$46,500 or less  |
| Three bedroom   | \$1,400  | \$57,500 or less  |



**ATTACHMENT 4:**

**Summary of Rental Housing Initiatives by Government and Related Agencies**

Federal Government

- **Canada Mortgage and Housing Corporation (CMHC):**  
When CMHC was created in 1946, it focussed on housing returning war veterans and administering the (then) National Housing Act. Later, CMHC facilitated federal-provincial public housing projects and commenced providing mortgage loan insurance. CMHC's key mandates continue to include mortgage loan insurance (e.g. for buyers who have less than 20% down payment), policy and research (e.g. annual Rental Market Report) and affordable housing (e.g. administers approximately 20% of existing social housing in Canada).
- **National Housing Strategy (NHS):**  
In 2012, the Federal Government adopted a priority resolution calling for the development of a comprehensive National Housing Strategy (NHS). The purpose of the strategy was to create a national housing action plan that would produce affordable, safe housing for Canadians at all income levels. The plan would also include tax measures to support the development of market rental housing.

Managed by CMHC, the consultation process for the new National Housing Strategy took place in 2016. Richmond staff participated in the NHS' "Let's Talk Housing" survey and commented on the need for more market rental housing, more family friendly housing and more operating funding for non-market and subsidized housing.

In November 2016, CMHC released its summary report on the NHS consultation. The key themes heard from across the country were: 1) helping those in greatest need; 2) better housing outcomes for indigenous peoples; 3) eliminating homelessness; and 4) making housing more affordable.

The National Housing Strategy is expected to be released later in 2017.

Provincial Government

- **BC Housing:**
  - BC Housing is a provincial Crown Corporation that provides assistance to renters and emergency and subsidized housing for low income families and the disabled. It develops, manages and administers a wide range of subsidized housing options across BC. It provides favourable financing options for non-profit and affordable housing groups to develop or re-develop properties for affordable, rental housing (e.g. Kiwanis). Through the Provincial Investment in Affordable Housing (PIAH) program, BC Housing has committed \$255 million to create 2,000 affordable rental housing units over 5 years. BC Housing also licenses residential builders and conducts research.

- **Residential Tenancy Act:**  
Landlord tenant relations are a provincial responsibility. The *Residential Tenancy Act* (RTA) sets out the rights and responsibilities for landlords and tenants in a tenancy situation. These include minimum notification periods to end tenancies and maximum allowable rent increases for tenants. Landlords, for example, may only increase rent once in a 12 month period. In 2017, the maximum allowable rent increase in BC was set at 3.7%.
- The new BC Provincial Government committed to several rental housing related initiatives during the 2017 election campaign. These included:
  - building 114,000 rental, social, co-op and owner-purchase homes over 10 years;
  - a \$400 annual rebate to renters; and
  - amendments to the Residential Tenancy Act to prohibit fixed-term leases and to provide fair treatment for tenants during renovations and demolitions.

Recent budget announcements in September 2017 focussed on the following specific areas:

- \$208 million over four years for 1,700 new units of affordable rental housing for low and moderate income renters, seniors and adults with developmental disabilities or mental health challenges; and
- \$7 million to reduce waiting times and to establish a new compliance unit for the Residential Tenancy Branch.

### Metro Vancouver

- The Metro Vancouver Housing Corporation (MVHC) owns and operates close to 50 sites that provide market rental and subsidized rental housing for more than 10,000 people in the Lower Mainland. For subsidized units, rent is directly based on the tenant's income and is usually set at 30% of the gross monthly household income. The MVHC operates nine projects in Richmond. These projects include townhouses and apartments and were all built between 1984 and 2005. The Metro Vancouver Housing Corporation is currently proposing to redevelop one site in Vancouver. The 83-unit Heather Place project, built in 1983, will be redeveloped with 230 units. Construction is expected to commence in early 2018 with occupancy in late 2019.
- The Metro Vancouver Regional District formulates housing policy that affects its member municipalities. This includes:
  - Metro Vancouver 2040 Shaping Our Future (2011). The Regional Growth Strategy contains a specific strategy to provide diverse and affordable housing choices. Metro Vancouver also assists municipalities in developing Housing Action Plans.
  - Regional Affordable Housing Strategy (RAHS, 2016). The RAHS includes 10 year housing demand estimates by municipality (2016-2026) for both ownership and rental units. The ten year demand estimate for all rental units in Richmond is 3,200 units (Figure 1). The demand for market rental units is 1,200 units

(moderate, above moderate and high income categories). On an annual basis, 120 market rental units per year would be required in Richmond to meet these demand estimates.

**Figure 1: Ten Year Rental Housing Demand, Richmond, 2016-2026**

| Ten Year Rental Housing Demand, Richmond (2016-2026)                |                 |
|---|-----------------|
| Income Level  | Number of Units |
| Very Low  | 1,300           |
| Low Income  | 700             |
| Moderate Income   | 600             |
| Above Moderate  | 300             |
| High Income   | 300             |
| <b>Total</b>  | <b>3,200</b>    |
| Source: Metro Vancouver, 2016. Regional Affordable Housing Strategy |                 |

Metro Vancouver also advocates to senior government for incentives to stimulate private rental supply, conducts research and collects and analyzes data to support rental and municipal housing policy. Relevant recent research includes:

- *What Works: Municipal Measures for Sustaining and Expanding the Supply of Purpose-Built Rental Housing* (2016);
- *Metro Vancouver's Rental Inventory and Risk Analysis* (2012), and
- *Apartment Parking Study* (2012 with update in progress).

#### Other Actors

- A Community Land Trust is a community-based organization that acquires land, removes it from the private market and leases it to non-profit housing providers for affordable housing purposes. The Richmond Affordable Housing Strategy Update (Policy #8) recommends a feasibility study on establishing a locally based community land trust in Richmond.
- Vancity Credit Union provides favourable financing for affordable and rental housing projects. It also coaches socially minded organizations to develop or redevelop land through the "Impact Real Estate" program.

## ATTACHMENT 5: Rental Housing in Richmond

In 2016, there were 18,910 renter households in Richmond (2016 Census).

### Primary Rental Market

Only about 20% of renter households in Richmond found rental accommodation in the primary rental market (Metro Vancouver Housing Data Booklet, 2010). The primary rental market is comprised of townhouses and apartments that were built with the intention to be rented out at prevailing market rents.

### Secondary Rental Market

Approximately 80% of Richmond's renter households find rental accommodation in the secondary rental market, which is comprised of rented condominiums or suites, as well as non-market social housing. Units in the secondary rental market may be privately-owned and rented out or provided by a housing agency or non-profit organization.

- Currently, Richmond's total stock of market rental housing is approximately 3,372 apartment and townhouse units in 76 buildings.<sup>6</sup> The majority of the city's market rental housing was constructed before 1990. Newer rental buildings have been constructed in City Centre (110 replacement market rental units) and Broadmoor (68 units).
- The most recent market rental units developed in Richmond (e.g. 144 units at The Gardens) were secured through development on a voluntary basis or negotiated during the rezoning process. Housing Agreements were registered on title to secure these rental units in perpetuity.
- Figure 2 provides an estimate of the number of rental housing units in both the primary and secondary rental markets in Richmond. Protecting and augmenting the rental stock in both markets are important to meeting the needs of renter households in Richmond.

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<sup>6</sup> Each year, CMHC conducts a survey of market rental units in urban areas. According to the CMHC's 2016 Rental Market Report, there were 3,477 units of purpose built market rental townhouses and apartments in Richmond. This survey, however, includes co-ops that are rented at market rates. If co-op units are removed (271 units), and other newly constructed market rental units added (e.g. 166 units), Richmond's total purpose built market rental stock is 3,372 units in 76 buildings.



**Figure 2: Estimate of All Rental Housing Units in Richmond**

| <b>Estimate of All Rental Housing Units in Richmond</b>  |   |                                    |
|--|---|------------------------------------|
| <b>Market</b>  | <b>Housing Type</b>                                     | <b>Number of Units<sup>1</sup></b> |
| Primary Rental Market  | Market Rental Housing Units                             | 3,372                              |
|  | <b>Subtotal Primary Rental Market</b>                   | <b>3,372</b>                       |
| Secondary Rental Market  | Rented Private Condominiums (Apartments and Townhouses) | 4,223 <sup>2</sup>                 |
|  | Secondary Suites and Coach Houses                       | 2,600 <sup>3</sup>                 |
|  | Non-Market, Social Housing                              | 2,165 <sup>4</sup>                 |
|  | Co-operative Housing Units                              | 979                                |
|  | <b>Subtotal Secondary Rental Market</b>                 | <b>9,967</b>                       |
|  | <b>Total Estimate of All Rental Housing Units</b>       | <b>13,339<sup>5</sup></b>          |
| Notes/Sources:<br>1. All numbers are estimates based on best data available.<br>2. Metro Vancouver Housing Data Book, updated to 2017.<br>3. Metro Vancouver Housing Data Book, updated to 2017 (note there is the potential for additional unrecorded units such as unauthorized suites).<br>4. Includes housing units owned/managed by BC Housing, Metro Vancouver Housing Corporation and other non-profit housing providers).<br>5. Due to different data sources and dates and the potential for unrecorded units, the total number of units does not fully correlate to the estimated number of renter households (18,910 in Richmond according to the 2016 Census). |   |                                    |

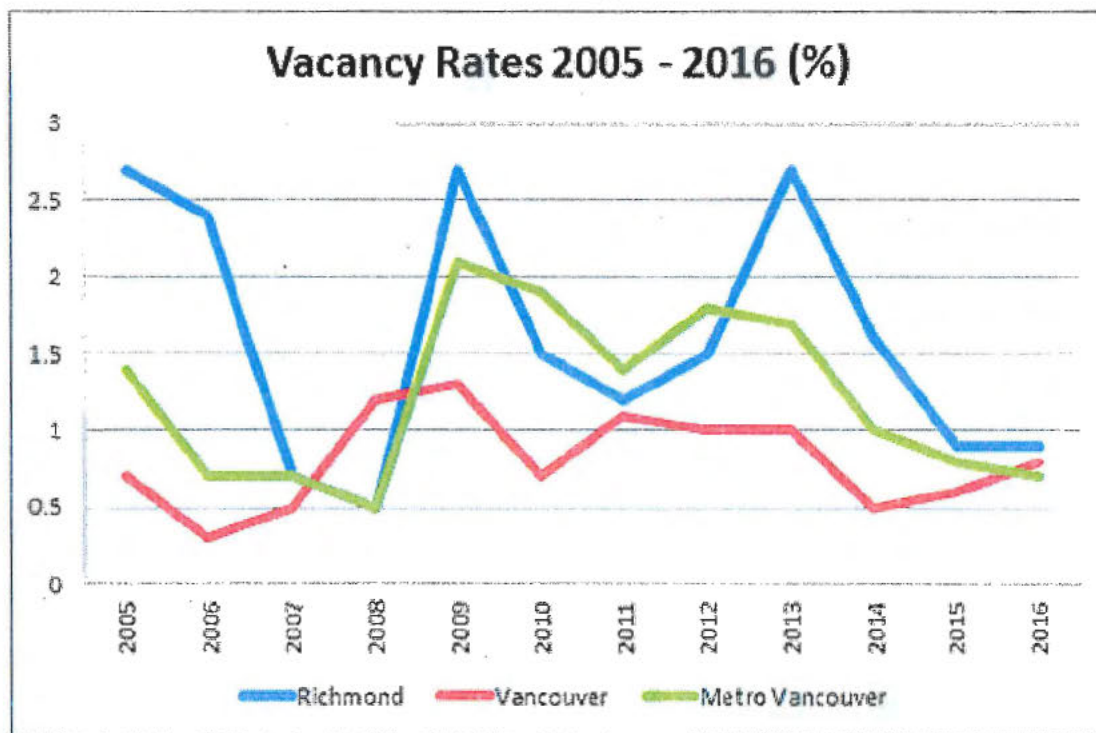
## ATTACHMENT 6: Indicators of Need for Market Rental Housing

### Persistently Low Vacancy Rates

In 2016, the overall rental vacancy rate in Richmond was 0.9%. This is an average decrease of 25% in vacancy since 2011. (The vacancy rates for one bedroom apartments in 2016 was slightly higher at 1.4%.) According to the most recent CMHC Rental Market Report (Fall 2016), the average vacancy rate for purpose-built apartments in Canada was 3.7%, a rate that many housing professionals believe to be a healthy rental market.

Figure 1 provides a summary of how vacancy rates have changed in Richmond from 2007 to 2016 with comparisons to Vancouver and Metro Vancouver.

**Figure 1: Vacancy Rates in Richmond, Vancouver and Metro Vancouver, 2007-2016**



### Increasing Average Rents

Between 2011 and 2016, the average rents for all sizes of purpose built rental units in Richmond have increased by 12.4%; the largest increase (24%) was for three bedroom units. Figure 2 displays the increase in rent for all unit types in Richmond from 2011 – 2016. The average rents, for all rented units in Richmond, are slightly lower than the Metro Vancouver average. However, rents throughout the region have been increasing at approximately the same rate since 2013. As rents may change any time, it is important to retain the existing rental housing stock and to increase the supply.

**Figure 2: Richmond Monthly Average Market Rents, by Unit Type, 2011-2016**

| Richmond Monthly Average Market Rents, by Unit Type, 2011-2016 |          |           |           |             |
|--|----------|-----------|-----------|-------------|
| Year   | 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       |
| 2016   | 901      | 1,083     | 1,353     | 1,644       |
| % Change   | 22.4     | 19.7      | 5.9       | 24          |
| Source: CMHC, 2011 – 2016 Rental Market Surveys                |          |           |           |             |

### The Growing Income Gap

In 2011<sup>7</sup>, the median annual income in Richmond was as follows:

- \$42,483 for renter households;
- \$66,661 for owner households (57% higher than the median annual renter household income); and
- \$60,479 for all Richmond households.<sup>8</sup>

While all household incomes increased between 2006 and 2011, renter household median incomes increased at a lower rate than other Richmond households:

- 9% increase in the median annual income of renter households between 2006 and 2011;
- 12% increase in the median annual income of owner households between 2006 and 2011; and
- 13% increase in the median annual income of all households between 2006 and 2011.

Despite having similar living costs, renters' incomes, on average in Richmond, are much lower than owners'.

Figure 3 identifies the minimum annual income needed by a Richmond household in order for the household to spend 30% or less of its annual income on an average priced rental unit.

<sup>7</sup> Metro Vancouver, based on 2011 Census.

<sup>8</sup> Median annual income for all Richmond households from the 2016 Census was \$65,241. Income by tenure at the municipal level will not be available until approximately late 2017.



**Figure 3: Annual Income Necessary to Rent in Richmond, by Unit Type**

| Annual Income Necessary to Rent in Richmond, by Unit Type  |            |           |           |          |
|--|------------|-----------|-----------|----------|
| Housing Type   | 3+ Bedroom | 2 Bedroom | 1 Bedroom | Bachelor |
| Average Monthly Rent   | \$1,644    | \$1,353   | \$1,083   | \$901    |
| Annual Income Necessary to Rent with 30% Gross Debt Service Ratio (GDS)<br>(GDS = annual housing costs/gross household income) | \$65,760   | \$54,120  | \$43,320  | \$36,040 |
| Source: Metro Vancouver, 2016. Housing Data Booklet & Community Social Development 2017  |            |           |           |          |

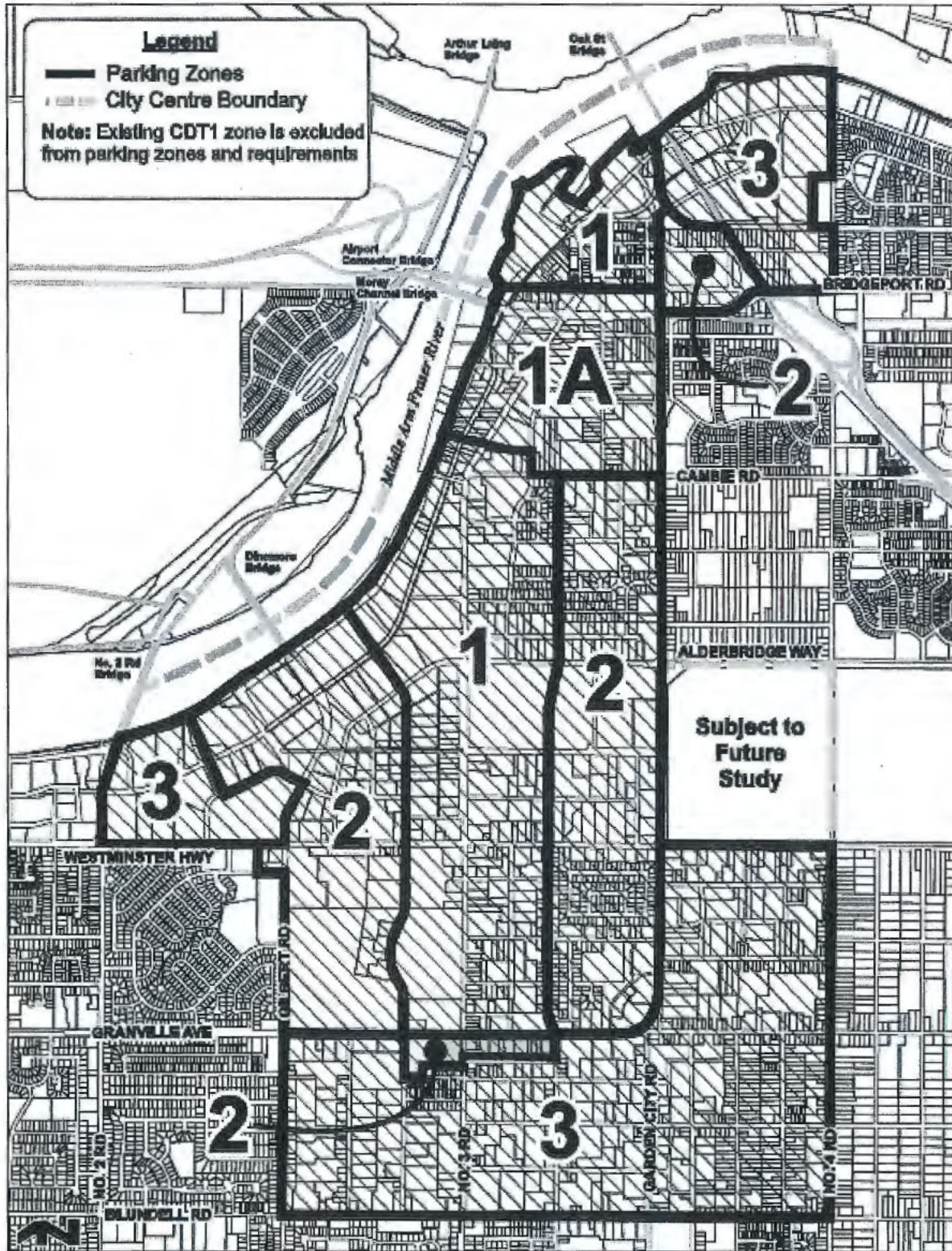
To affordably rent an average one-bedroom in Richmond, households would need to earn \$43,320 annually. Figure 4 highlights the top five occupations in Richmond (by number of employees) for individuals who live and rent in the city. Of these, only employees in professional, scientific & technical services appear to earn enough compensation to affordably rent a one bedroom apartment in Richmond (assuming 30% of annual income spent on shelter).

**Figure 4: Top Occupations for Richmond Renter Households and Average Salaries**

| Top Occupations for Richmond Renter Households 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: BC Non-Profit Housing Authority (BCNPHA) Rental Housing Index, 2014 |                                      |                           |



ATTACHMENT 7:  
City Centre Parking Zones





**ATTACHMENT 8:**  
**Market Rental Scenarios and Proposed Policy Requirements and Incentives**

| Scenario  | Proposed Policy Requirements and Incentives   |
|---|---|
| <p>1. Demolition and Replacement of Existing Market Rental Units and Rezoning to Allow Additional Market Rental Units</p> | <ul style="list-style-type: none"> <li>• Require site to be maintained for rental only</li> <li>• Require a Building Condition Assessment Report (to demonstrate need for demolition)</li> <li>• Require a Tenant Relocation Plan which would include:               <ul style="list-style-type: none"> <li>◦ Consultation with tenants</li> <li>◦ Right of First Refusal for existing tenants to move back in to new units</li> <li>◦ Financial and relocation assistance for tenants residing longer than one year which would include 3 months' free rent or lump sum equivalent at the discretion of the tenant</li> </ul> </li> <li>• Require 1:1 Replacement of existing units with:               <ul style="list-style-type: none"> <li>◦ Same number of bedrooms and ground orientation (units may be different sizes)</li> <li>◦ Low-End Market Rental (LEMUR) rates (existing tenants do not have to meet income thresholds)</li> <li>◦ Housing Agreement to secure Low-End Market Rental (LEMUR) rates for replacement units</li> </ul> </li> <li>• New (non-replacement) units:               <ul style="list-style-type: none"> <li>◦ Require market rental tenure</li> <li>◦ Require a minimum % of units to be family friendly (e.g., 2+BR)</li> </ul> </li> <li>• Allow a maximum density bonus:               <ul style="list-style-type: none"> <li>◦ 0.20 FAR for ground oriented townhouses and wood-frame apartments</li> <li>◦ 0.25 FAR for concrete high-rise apartments</li> <li>◦ Subject to locational requirements, DP compliance, consultation, etc. (see Figure 1 in report)</li> </ul> </li> <li>• Utilize proposed new market rental parking rates (see Figure 3 in report)</li> <li>• Waive built affordable housing or cash-in-lieu requirements for new market rental units only</li> <li>• Waive public art and community planning contribution costs for market rental units only</li> </ul> |
| <p>2. Rezone to Build 100% New Market Rental (no existing market rental on site)</p>                                      | <ul style="list-style-type: none"> <li>• <b>A: Density Bonus Incentive Approach</b> <ul style="list-style-type: none"> <li>◦ Allow a maximum density bonus:                   <ul style="list-style-type: none"> <li>▪ 0.20 FAR for ground oriented townhouses and wood-frame apartments</li> <li>▪ 0.25 FAR for concrete high-rise apartments</li> <li>▪ Subject to locational requirements, demonstrated fit with neighbourhood, compliance with OCP land-use designations and DP guidelines applicable to the site, consultation, etc. (see Figure 1 in report)</li> </ul> </li> <li>◦ Require a Housing Agreement to secure rental tenure in perpetuity</li> <li>◦ Require family friendly units (e.g. a minimum % of units to be 2+BR)</li> <li>◦ Waive built affordable housing or cash-in-lieu requirements – No Low-End Market Rental (LEMUR) requirement</li> <li>◦ Waive public art and community planning contribution costs</li> <li>◦ Utilize proposed new market rental parking rates (see Figure 3 in report)</li> </ul> </li> </ul>   |

| Scenario  | Proposed Policy Requirements and Incentives   |
|---|---|
| <p>3. Rezone to Build a Mix of Market Rental and Strata Units</p> | <ul style="list-style-type: none"> <li>• <b>A: Density Bonus Incentive Approach</b> <ul style="list-style-type: none"> <li>○ Allow a maximum 0.10 FAR density bonus - to be used solely for market rental units - for ground oriented townhouses, wood-frame apartments, concrete high-rise apartments</li> <li>○ Subject to locational requirements, demonstrated fit with neighbourhood, compliance with OCP land-use designations and DP guidelines applicable to the site, consultation, etc. (see Figure 1 in report)</li> <li>○ Maintain market rental units as a block (no separate sale)</li> <li>○ Require a Housing Agreement to secure rental tenure in perpetuity</li> <li>○ Require family friendly units (e.g. a minimum % of units to be 2+BR) for market rental units</li> <li>○ Waive public art and community planning contribution costs for market rental units only</li> <li>○ Waive built affordable housing or cash-in-lieu requirements for market rental units only – No Low-End Market Rental (LEMR) requirement for new market rental units</li> <li>○ Utilize proposed new market rental parking rates for market rental only (See Figure 3 in report)</li> </ul> </li> <li>• <b>B: Mandatory Requirement Approach</b> <ul style="list-style-type: none"> <li>○ Require a percentage of market rental units in all new residential developments (no additional density beyond current OCP provided):               <ul style="list-style-type: none"> <li>▪ 15% market rental units in wood frame townhouses or apartments outside City Centre</li> <li>▪ 10% market rental units in wood frame apartments in City Centre</li> <li>▪ 5% market rental units in City Centre concrete high rises</li> </ul> </li> <li>○ Maintain market rental units as a block (no separate sale)</li> <li>○ Require a Housing Agreement to secure rental tenure in perpetuity</li> <li>○ Require family friendly units (e.g. a minimum % of units to be 2+BR) for market rental units</li> <li>○ Waive public art and community planning contribution costs for market rental units only</li> <li>○ Waive built affordable housing or cash-in-lieu requirements for market rental units only – No Low-End Market Rental (LEMR) requirement for new market rental units</li> <li>○ Utilize proposed new market rental parking rates for market rental only (See Figure 3 in report)</li> </ul> </li> <li>• <b>C: Hybrid Approach</b> <ul style="list-style-type: none"> <li>○ Require a percentage of market rental units in all new residential developments with an additional density bonus beyond current OCP (amount of bonus to be determined):               <ul style="list-style-type: none"> <li>▪ 15% market rental units in wood frame townhouses or apartments outside City Centre</li> <li>▪ 10% market rental units in wood frame apartments in City Centre</li> <li>▪ 5% market rental units in City Centre concrete high rises</li> </ul> </li> <li>○ Maintain market rental units as a block (no separate sale)</li> <li>○ Require a Housing Agreement to secure rental tenure in perpetuity</li> <li>○ Require family friendly units (e.g. a minimum % of units to be 2+BR) for market rental units</li> <li>○ Waive public art and community planning contribution costs for market rental units only</li> </ul> </li> </ul> |



| Scenario   | Proposed Policy Requirements and Incentives   |
|--|---|
| <p>4. Secondary Suites in Townhouses or Apartments</p> | <ul style="list-style-type: none"> <li>○ Waive built affordable housing or cash-in-lieu requirements for market rental units only – No Low-End Market Rental (LEMR) requirement for new market rental units</li> <li>○ Utilize proposed new market rental parking rates for market rental only (See Figure 3 in report)</li> </ul> <p><u>Secondary Suites</u></p> <ul style="list-style-type: none"> <li>• <b>A: Incentives Based Approach</b> <ul style="list-style-type: none"> <li>○ Establish a minimum secondary suite size of 25 m<sup>2</sup> in townhouses and 20m<sup>2</sup> in apartments</li> <li>○ Allow a maximum of 50% of townhouse or apartment units to contain secondary suites</li> <li>○ Where secondary suites are provided in an apartment building, consider lowering the family friendly requirements (e.g. allow a lower % of 2 BR and 3 BR units)- to be determined in consultation with the developer</li> <li>○ Parking: <ul style="list-style-type: none"> <li>▪ Townhouses: an additional parking space only required on Arterial Roads, unless the dwelling unit has two dedicated side-by-side (non-tandem) arranged parking spaces</li> </ul> </li> <li>○ Parking: <ul style="list-style-type: none"> <li>▪ Apartments: an additional parking space only required outside City Centre on Arterial Roads, unless the dwelling unit has two dedicated (non-tandem) arranged parking spaces</li> </ul> </li> <li>○ Waive affordable housing cash-in-lieu and built requirements for the secondary suite area only (Strata units would continue to be required to make affordable housing contributions)</li> <li>○ Waive public art and community planning contribution rates for the market rental suite area only</li> <li>○ Secondary suite may not be strata-titled</li> </ul> </li> <li>• <b>B: Mandatory Approach</b> <ul style="list-style-type: none"> <li>○ Prescribe a minimum percentage of secondary suites required in all townhouses and apartments</li> <li>○ Require a minimum of 10% and a maximum of 50% of townhouse and apartment units to contain secondary suites</li> <li>○ Establish a minimum secondary suite size of 25 m<sup>2</sup> in townhouses and 20m<sup>2</sup> in apartments</li> <li>○ Where secondary suites are required in an apartment building, consider lowering the family friendly requirements (e.g. allow a lower % of 2 BR and 3 BR units)- to be determined in consultation with the developer</li> <li>○ Parking: <ul style="list-style-type: none"> <li>▪ Townhouses: an additional parking space only required on Arterial Roads, unless the dwelling unit has two dedicated side-by-side (non-tandem) arranged parking spaces</li> </ul> </li> <li>○ Parking: <ul style="list-style-type: none"> <li>▪ Apartments: an additional parking space only required outside City Centre on Arterial Roads, unless the dwelling unit has two dedicated (non-tandem) arranged parking spaces</li> </ul> </li> <li>○ Waive affordable housing cash-in-lieu and built requirements for the secondary suite area only (Strata units would continue to be required to make affordable housing contributions)</li> </ul> </li> </ul> |



| Scenario                                    |  | Proposed Policy Requirements and Incentives   |  |
|---|--|---|--|
| 5. Strata Conversion of Market Rental Units |  | <ul style="list-style-type: none"> <li>o Waive public art and community planning contribution rates for the market rental suite area only</li> <li>o Secondary suite may not be strata-titled</li> </ul>  |  |
|   |  | <ul style="list-style-type: none"> <li>• Vacancy rates must be more than 4% and the number of affected units 4 or more</li> <li>• Written views of tenants required</li> <li>• Building Condition Assessment Report (building life expectancy, compliance with City bylaws, etc.)</li> <li>• Right of First Refusal for existing tenants to purchase strata units at a 5% discount to market prices</li> <li>• Financial and relocation assistance for tenants residing longer than one year</li> <li>• Provision of open space, landscaping, common facilities, off-street parking and loading spaces</li> </ul> |  |



---

|              |  |              |                                |
|--------------|--|--------------|--------------------------------|
| <b>To:</b>   | General Purposes Committee   | <b>Date:</b> | October 16, 2017               |
| <b>From:</b> | Cecilia Achiam<br>General Manager, Community Safety  | <b>File:</b> | 12-8275-30-001/2017-<br>Vol 01 |
| <b>Re:</b>   | <b>Application for a new Liquor Primary Liquor Licence – Lucky 9 Bowling Centre Ltd, doing business as: Monkey 9 Brew Pub, 180-14200 Entertainment Blvd.</b> |              |                                |

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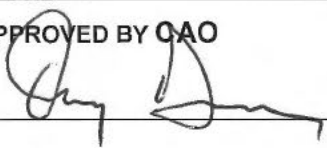
**Staff Recommendation**

1. That the application from Lucky 9 Bowling Centre Ltd., doing business as, Monkey 9 Brew Pub, for a new Liquor Primary Liquor Licence to operate a brew pub, at premises located at 180-14200 Entertainment Blvd. be supported for:
  - a) A new Liquor Primary Liquor Licence with the primary business focus on food and liquor service with total person capacity of 200 persons (145 indoor and 55 patio);
  - b) An outdoor bounded patio with capacity of 55 persons;
  - c) Liquor service hours from Monday to Sunday, from 10:00 AM to next day 2:00 AM.
2. That a letter be sent to Liquor Control and Licensing Branch advising that:
  - a) The Council supports the applicant's new Liquor Primary Liquor Licence and the hours of liquor service with the conditions as listed above;
  - b) The total person capacity at 145 persons indoor and 55 persons for the outdoor patio is acknowledged;
  - c) The Council's comments on the prescribed criteria (section 71 of the Liquor Control and Licensing Regulations) are as follows:
    - i) The impact of noise and traffic in the vicinity of the establishment was considered;
    - ii) The general impact on the community was assessed through a community consultation process;
    - iii) Given that this is a new business, there is no history of non-compliance with this operation.
  - d) As the operation of a licenced establishment may effect nearby residents, businesses and property owners, the general impact assessment was conducted through the City's community consultation process as follows:

- i) Residents, businesses and property owners within a 50 meter radius of the establishment were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and
  - ii) Signage was posted at the establishment and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how to submit comments or concerns.
- e) The Council's comments on the general impact of the views of residents, businesses and property owners as follows:
- i) The community consultation process was completed within 90 days of the application process; and
  - ii) The comments and views of residents, businesses and property owners received through the community consultation process were assessed; and
  - iii) The concerns of residents, businesses and property owners received through the community consultation process could be mitigated by existing Bylaws.
- f) The Council recommends the approval of the licence for the reasons that this new application of the liquor primary license is acceptable to the majority of the residents, businesses and property owners in the area and the community.



Cecilia Achiam  
General Manager, Community Safety  
Att. 2

| REPORT CONCURRENCE  |                     |
|---|---------------------|
| REVIEWED BY STAFF REPORT /<br>AGENDA REVIEW SUBCOMMITTEE  | INITIALS:<br><br>CJ |
| APPROVED BY CAO<br><br> |                     |



## Staff Report

### Origin

The Provincial Liquor Control and Licensing Branch (LCLB) issues licences in accordance with the *Liquor Control and Licensing Act* (the Act) and the Regulations made pursuant to the Act.

This report deals with an application to the LCLB and the City of Richmond by Lucky 9 Bowling Centre Ltd., doing business as Monkey 9 Brew Pub (hereinafter referred to as “the establishment”), for a new Liquor Primary Liquor Licence to:

- operate, Monday to Sunday, 10:00 AM to next day 2:00 AM;
- permit a total person capacity of 200 persons, with indoor capacity at 145 persons and outdoor patio at 55 persons; and
- an outdoor bounded patio that is immediately adjacent to the establishment.

The City is given the opportunity to provide written comments by way of a resolution to the LCLB with respect to the proposed Liquor Primary application. Regulatory criteria local government must consider are:

- the location of the establishment;
- the proximity of the establishment to other social or recreational facilities and public buildings;
- the person capacity and hours of liquor service of the establishment;
- the impact of noise on the community in the immediate vicinity of the establishment; and
- the general impact on the community if the application is approved.

### Analysis

#### Location of the Establishment

The Liquor Primary License applicant's establishment is located at 180-14200 Entertainment Blvd., under the business name Monkey 9 Brew Pub. This property is zoned Entertainment and Athletics (CEA) with the following relevant permitted uses respective to this application: liquor primary establishment, microbrewery, winery and distillery, restaurant and recreation indoor.

The establishment will operate out of the existing space of the previous business operated as the Big River Brew Pub. The primary focus of this business is to operate as a brew pub. The establishment will have a full service kitchen featuring a wood stone pizza oven, along with full menu options that feature appetizers, pizzas, burgers, sandwiches and bowl dishes. In keeping the theme of a brew pub, the establishment will have a pool table and a shuffle board table. The business intends to attract customers from the nearby theatre, sports arena and guests staying at the hotel.

This business is under new ownership and as such, there is no history of non-compliance or complaints. The establishment is situated in a commercial use area focusing on sports and entertainment. There are approximately 21 businesses covering a wide footprint. The largest footprint is the movie theatre followed by the City operated skating arena and swimming pool. The businesses in the area range from entertainment, sports, indoor recreation, retail shops and restaurants. There is also a residential complex southeast of this business.



### Proximity of the Establishment to Other Social, Recreational and Public Building

There are no schools or parks within 500 metres from the establishment but there are two recreational buildings, Watermania and Richmond Ice Centre, situated in the vicinity of the Monkey 9 Brew Pub. There is also one other liquor primary establishment within the vicinity of the establishment.

### Person Capacity and Hours of Liquor Service of the Establishment

The applicant is proposing to operate Monkey 9 Brew Pub with an occupant load of 200 persons. The applicants proposed operating hours of liquor service are Monday to Sunday, 10:00 AM to next day 2:00 AM which is consistent with City's Policy 9400.

### The Impact of Noise on the Community in the Immediate Vicinity of the Establishment

The establishment's location is situated in the entertainment district with various athletics and recreational facilities. Within the area, there are also other restaurants, businesses frequently visited by the public. Based on this assessment, the noise level is not a concern due to the location of the establishment.

### Summary of Community Consultation Process and Comments

The City's community consultation process for reviewing applications for liquor related licences is prescribed by the Development Application Fees Bylaw 8951 which under Section 1.8.1 calls for:

1.8.1 Every **applicant** seeking approval from the **City** in connection with:

- (a) a licence to serve liquor under the *Liquor Control and Licensing Act and Regulations*;

must proceed in accordance with subsection 1.8.2.

1.8.2 Pursuant to an application under subsection 1.8.1, every **applicant** must:

- (b) post and maintain on the subject property a clearly visible sign which indicates:
  - (i) type of licence or amendment application;
  - (ii) proposed person capacity;
  - (iii) type of entertainment (if application is for patron participation entertainment); and
  - (iv) proposed hours of liquor service; and
- (c) publish a notice in at least three consecutive editions of a newspaper that is distributed at least weekly in the area affected by the application, providing the same information required in subsection 1.8.2(b) above.

The required signage was posted on September 13, 2017 and three advertisements were published in the local newspaper on September 13, 2017, September 15, 2017 and September 20, 2017.

In addition to the advertised signage and public notice requirements, staff sent letters to businesses, residents and property owners within a 50 meter radius of the new establishment. On September 13, 2017, a total of 326 letters were mailed out to businesses, residents and property owners. The letter provided information on the proposed liquor licence application and contained instructions to comment on the application. The period for commenting for all public notifications ended October 13, 2017.

Based on the community consultative process described, the City has received one response opposed to this application. The concerns of the complaint pertains to traffic, noise and impaired driving that would affect public safety (Attachment 1).

All feedback and responses have been analyzed and staff conclude that these concerns can be mitigated by the operator following the terms and conditions of the Liquor Control and Licensing Branch. In addition, existing municipal Bylaws, along with regular inspections and enforcement, are sufficient to further mitigate the public's concerns of this application.

#### Other Agency Comments

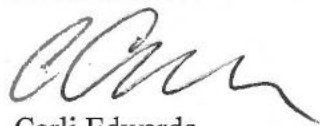
As part of the review process, staff requested comments from other agencies and departments such as Vancouver Coastal Health, Richmond R.C.M.P., Richmond Fire-Rescue and Building Approvals. These agencies and departments generally provide comments on the compliance history of the applicant's operations and premises. All of the agencies and departments expressed no concerns regarding this application.

#### **Financial Impact**

None.

#### **Conclusion**

The results of the community consultation of the Monkey 9 Brew Pub Liquor Primary Licence application were reviewed based on the LCLB criteria. The assessment concluded there is no potential impact from noise, no significant general impact in the community and no concerns raised by City departments or other agencies. The Monkey 9 Brew Pub operates out of the existing space of the previous business operated as the Big River Brew Pub. Based on the aggregate of these factors, the application of the Liquor Primary Licence with liquor service Monday to Sunday from 10AM to next day 2 AM, occupant capacity of 200 persons and an outdoor patio is recommended.



Carli Edwards  
Acting Senior Manager, Community Safety Policy & Programs and Licencing  
Chief Licence Inspector  
(604-276-4136)

- Att. 1: Complaint letter  
2: Ariel Map with 50 meter buffer area



Attachment 1

Neil and Gloria McLean  
311-14100 Riverport Way,  
Richmond BC

October 12, 2017

Lucky 9 pub

Application to extend opening hours

In response to the notice that Lucky 9 pub is requesting extending its opening hours to 2am I raise the following concerns.

- Why here? The location is far from any neighborhoods other than the residents on Riverport Way.
- Late opening hours will attract traffic and noise which will affect the residents on Riverport Way.
- Richmond does not treat this area east of #6 road as an urban area, visually apparent by the lack of maintenance to the Riverport approaches.
- Lucky 9 pub has shown, since opening, little to no attention to creating an appealing streetscape, perhaps falling in with the other vendors on Entertainment Blvd.

Which begs the question – Why? The Entertainment Blvd area is anchored by a cinema complex, a water based sports complex and an ice based sports complex. It is doubtful that many of their patrons will end their evening at a pub. Therefore Lucky 9 must be expecting to attract destination drinkers.

There were two pubs in this area, along with one licensed restaurant. Stanley's Sports Bar and Big River Brewing along with the Old Spaghetti Factory. Stanley's and the Old Spaghetti Factory have survived with a closing time of 11pm and 9pm respectively. Big River Brew pub closed up for some reason, speculations abound, but it is doubtful the reason was not serving between 11pm and 2am.

So, who is Lucky 9 expecting to serve from 11pm to 2am? Will it attract a gambling clientele? Will it lead to more incidents of impaired driving? Accidents? Sleep deprivation for Riverport Way residents?

**We cannot see any benefit to the local community and state that we are vehemently opposed to any extension of operating hours beyond 11pm.**

Additionally, Richmond council should take a drive by and look at the poor condition of approaches east of #5 road. West of #5 road gets lovely boulevard landscaping and maintenance. East of 5, the sidewalks have not been swept since all the sand was thrown up on them from last winter. Take a look at all the landscaping around the vendors on Entertainment Blvd – they have left over 10 mature trees to die from lack of water and more will not survive. Shrubbery has also expired from lack of care. The water feature at Steveston and Entertainment has not been functional for years. Councilors, you may not live here, but we do, we pay our taxes, we expect sensible municipal government, and a spend rate in our neighborhood commensurate with the tax levy.

From Richmond News <http://www.richmond-news.com/news/richmond-s-only-bowling-alley-guttered-again-1.2342888>

Snip<In September 2015, the entire Riverport Entertainment and Business Park sold for \$103 million to a Real Estate Investment Trust (REIT), according to Avison Young Real Estate. The *South China Morning Post* reported the sale was facilitated by Sun Commercial Real Estate (SunCom), a firm that specializes in "pooling wealthy investors from Vancouver's Chinese immigrant community."

Online, SunCom advertised the site as "River White Homes," despite the fact the properties are zoned commercial (city council would need to approve rezoning).>

Sincerely

  
Neil McLean

  
Gloria McLean

Home # 604 295 0775

Neils cel 778 888 7534

Ethoria's cel 778 988 7534



## City of Richmond Interactive Map



314.4 0 157.20 314.4 Meters

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

© City of Richmond

THIS MAP IS NOT TO BE USED FOR NAVIGATION





**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9729**

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, 2018.
3. This Bylaw is cited as **"Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9729"**.

FIRST READING

OCT 10 2017

SECOND READING

OCT 10 2017

THIRD READING

OCT 10 2017

ADOPTED

|   |
|---|
| CITY OF<br>RICHMOND   |
| APPROVED<br>for content by<br>originating<br>dept.                                    |
|  |
| APPROVED<br>for legality<br>by Solicitor  |
|  |

\_\_\_\_\_  
MAYOR

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

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

| <b>Description</b>                  | <b>Fee</b> |
|-------------------------------------|------------|
| Cat breeding permit for three years | \$41.50    |

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

| <b>Description</b>  | <b>Fee</b> |
|---|------------|
| <b>1st time in any calendar year</b>                        |            |
| Neutered male or spayed female dog                          | \$47.75    |
| Non-neutered male or unspayed female dog                    | \$143.00   |
| Dangerous Dog*  | \$589.00   |
| <b>2nd time in any calendar year</b>                        |            |
| Neutered male or spayed female dog                          | \$94.25    |
| Non-neutered male or unspayed female dog                    | \$297.00   |
| Dangerous Dog*  | \$1,173.00 |
| <b>3rd time and subsequent times in any calendar year</b>   |            |
| Neutered male or spayed female dog                          | \$297.00   |
| Non-neutered male or unspayed female dog                    | \$589.00   |
| Dangerous Dog*  | \$1,173.00 |
| Bird  | \$7.00     |
| Domestic farm animal  | \$70.75    |
| <i>Impoundment fee also subject to transportation costs</i> |            |
| Other animal  | \$35.75    |
| <i>Impoundment fee also subject to transportation costs</i> |            |

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

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



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

| Description          | Fee     |
|----------------------|---------|
| Dog                  | \$15.00 |
| Cat                  | \$15.00 |
| Bird                 | \$4.00  |
| Domestic farm animal | \$35.75 |
| Other animal         | \$12.00 |

*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                           |
|---|------------------|---------------------------------|
| <b><u>Copying Records</u></b>   |                  |                                 |
| <i>Note: careful consideration will be given to requests for copying of fragile archival records. The City will not copy records if there is the possibility that an original record could be damaged during the copying process.</i> |                  |                                 |
| Photocopying and printing (First 4 pages free)  | \$0.35<br>\$0.50 | per b+w page<br>per colour page |
| Scanned electronic copy of a paper record   | \$0.10           | per b+w or colour page          |
| Microfilm printing  | \$0.35           | per page                        |
| Digitization of audio recording   | \$10.00          | per audio file                  |
| <b><u>Photograph Reproductions</u></b>  |                  |                                 |
| Scanned image (each)  | \$18.75          |                                 |

**Archives  
Tax Searches Fees**

| <b>Description</b>                              | <b>Fee</b> |
|---|------------|
| <u>Tax Searches and Printing of Tax Records</u> |            |
| Searches ranging from 1 to 5 years              | \$30.50    |
| Each year greater than 5 years                  | \$7.00     |

**Archives and Records  
Preliminary Site Investigation**

| <b>Description</b>                                       | <b>Fee</b> |
|--|------------|
| Active Records Check Survey (per civic address searched) | \$237.00   |

**Archives  
Mail Orders**

| <b>Description</b> | <b>Fee</b> |
|--------------------|------------|
| Mail orders        | \$7.00     |

**Archives  
Research Service Fee**

| <b>Description</b>              | <b>Fee</b> | <b>Unit</b> |
|---------------------------------|------------|-------------|
| Commercial Research Service Fee | \$47.00    | 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.*

**SCHEDULE – BILLING AND RECEIVABLES**

**Billing and Receivables  
Receivables Fees**

| <b>Description</b>   | <b>Fee</b>           |
|--|----------------------|
| Administrative charges for receivable projects undertaken for arm's length third parties | (20% of actual cost) |
| Non-Sufficient Fund (NSF) charges  | \$35.25              |

**SCHEDULE – BOARD OF VARIANCE****Board of Variance Bylaw No. 9259****Application Fees**

Section 3.1.2(c), 3.2.3

| <b>Description</b>  | <b>Fee</b> |
|---|------------|
| Application for order under section 901 of <i>Local Government Act</i><br>[Variance or exemption to relieve hardship]                                   | \$678.00   |
| Application for order under section 901.1 of <i>Local Government Act</i><br>[Exemption to relieve hardship from early termination of land use contract] | \$678.00   |
| Application for order under section 902 of <i>Local Government Act</i><br>[Extent of damage preventing reconstruction as non-conforming use]            | \$678.00   |
| Fee for notice of new hearing due to adjournment by applicant   | \$158.00   |

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

Section 11

| <b>Description</b>   | <b>Fee</b> |
|--|------------|
| Additions & Accessory Buildings Single or Two Family Dwellings<br>over 10 m <sup>2</sup> in size; In-ground Swimming Pools & Demolitions | \$179.00   |
| Move-Offs; Single or Two Family Dwelling Construction  | \$179.00   |
| Combined Demolition & Single or Two Family Dwelling Construction   | \$179.00   |
| Commercial; Industrial; Multi-Family; Institutional; Government<br>Construction  | \$237.00   |
| Combined Demolition & Commercial; Industrial; Multi-family;<br>Institutional or Government Construction                                  | \$237.00   |
| Each additional inspection as required   | \$89.00    |



**SCHEDULE – BUILDING REGULATION****Building Regulation Bylaw No. 7230****Plan Processing Fees****Section 5.4**

| <b>Description</b>   | <b>Fee</b> |
|--|------------|
| For a new one family dwelling  | \$648.00   |
| For other than a new one family dwelling (a)<br>or (b) 50% to the nearest dollar of the estimated building<br>permit fee specified in the applicable Building Permit Fees<br>in Subsection 5.13.6 and other Building Types to a maximum<br>of \$10,000.00<br>-whichever is greater of (a) or (b) | \$74.25    |
| For a sewage holding tank  | \$151.00   |

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

| <b>Description</b>   | <b>Fee</b> |
|--|------------|
| Nil to \$1,000.00 (minimum fee)  | \$74.25    |
| Exceeding \$1,000.00 up to \$100,000.00  | \$74.25    |
| *per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00 *Plus       | \$11.50    |
| Exceeding \$100,000.00 to \$300,000.00   | \$1,212.75 |
| **per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00 **Plus   | \$11.00    |
| Exceeding \$300,000.00   | \$3,412.75 |
| ***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.*

**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)   |                | \$74.25    |
| Exceeding \$1,000.00 up to \$100,000.00   |                | \$74.25    |
| <i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i>     | <i>*Plus</i>   | \$11.75    |
| Exceeding \$100,000.00 up to \$300,000.00   |                | \$1,237.50 |
| <i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i>  | <i>**Plus</i>  | \$11.25    |
| Exceeding \$300,000.00  |                | \$3,487.50 |
| <i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i> | <i>***Plus</i> | \$9.25     |

*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         | \$1,241.00 | per m <sup>2</sup> |
| (ii) new construction of second storey       | \$1,144.00 | per m <sup>2</sup> |
| (iii) garage                                 | \$636.00   | per m <sup>2</sup> |
| (iv) decks or porches                        | \$524.00   | per m <sup>2</sup> |
| (v) interior finishing on existing buildings | \$587.00   | per m <sup>2</sup> |
| (vi) additions                               | \$1,241.00 | per m <sup>2</sup> |

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

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

| <b>Description</b>  | <b>Fee</b>            |
|---|-----------------------|
| <b><u>Building Design Modification Fee</u></b>  |                       |
| Plan Review (per hour or portion thereof)   | \$133.00              |
| Building Permit Fee for Temporary Building for Occupancy  | \$589.00              |
| <b><u>Re-inspection Fees</u></b>  |                       |
| (a) for the third inspection  | \$89.00               |
| (b) for the fourth inspection   | \$122.00              |
| (c) for the fifth inspection  | \$237.00              |
| <i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>  |                       |
| <b><u>Special Inspection Fees:</u></b>  |                       |
| (a) during the City's normal business hours   | \$133.00              |
| (b) outside the City's normal business hours  | \$518.00              |
| <i>*for each hour or part thereof after the first four hours</i>  | <i>*Plus</i> \$133.00 |
| Building Permit Transfer or Assignment Fee (a)<br><i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i><br><i>- whichever is greater of (a) or (b)</i> | \$74.25               |
| Building Permit Extension Fee (a)<br><i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i><br><i>- whichever is greater of (a) or (b)</i>              | \$74.25               |
| <b><u>Building Move Inspection Fee:</u></b>   |                       |
| (a) within the City boundaries  | \$133.00              |
| (b) outside the City boundaries when travel is by City vehicle  | \$133.00              |
| <i>** per km travelled</i>  | <i>**Plus</i> \$3.00  |

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



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

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

| <b>Description</b>   | <b>Fee</b> |
|--|------------|
| Provisional Occupancy Inspection Fee (per building permit inspection visit)                | \$297.00   |
| Provisional Occupancy Notice Extension Fee   | \$471.00   |
| Building Demolition Inspection Fee for each building over 50 m <sup>2</sup> in floor area  | \$464.00   |
| Sewage Holding Tank Permit Fee   | \$297.00   |
| <b>Use of Equivalents Fees:</b>  |            |
| (a) each report containing a maximum of two separate equivalents                           | \$646.00   |
| (b) for each equivalent greater than two contained in the same report                      | \$266.00   |
| (c) for an amendment to an original report after the acceptance or rejection of the report | \$133.00   |
| (d) for Air Space Parcels (treating buildings as one building)                             | \$2,305.00 |

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

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

| <b>Description</b>   | <b>Fee</b> | <b>Units</b>     |
|--|------------|------------------|
| Domestic Installation – <b>one family dwelling</b> (a)   | \$74.25    | per<br>appliance |
| - <i>whichever is greater (a) or (b)</i> (b)   | \$27.75    |                  |
| Domestic/Commercial/Industrial Installations – <b>two family dwellings</b> , multiple unit residential buildings, including townhouse units) |            |                  |
| (a) appliance input up to 29 kW  | \$74.25    |                  |
| (b) appliance input exceeding 29 kW  | \$122.00   |                  |
| <b>Special Inspection Fees:</b>  |            |                  |
| (a) during the City's normal business hours  | \$133.00   |                  |
| (b) outside the City's normal business hours   | \$518.00   |                  |
| <i>*for each hour or part thereof after the first four hours</i> *Plus   | \$133.00   |                  |

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

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

| Description  | Fee      |
|--|----------|
| <u>Re-Inspection Fee:</u>  |          |
| (a) for the third inspection   | \$89.00  |
| (b) for the fourth inspection  | \$122.00 |
| (c) for the fifth inspection   | \$237.00 |
| <i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i> |          |
| For a vent and/or gas valve or furnace plenum (no appliance)   | \$74.25  |
| <u>Piping alteration – for existing appliances</u>   |          |
| First 30 metres of piping  | \$74.25  |
| Each additional 30 metres or part thereof  | \$27.75  |
| Gas permit transfer or assignment fee (a)  | \$74.25  |
| <i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>  |          |
| <i>- whichever is greater of (a) or (b)</i>  |          |
| Gas permit extension fee (a)   | \$74.25  |
| <i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>  |          |
| <i>- whichever is greater of (a) or (b)</i>  |          |

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

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

| Description  | Fee                 | Units    |
|--|---------------------|----------|
| <u>Plumbing</u>  |                     |          |
| (a) installation of each plumbing fixture                      | \$27.75             |          |
| (b) minimum plumbing fee                                       | \$74.25             |          |
| (c) connection of City water supply to any hydraulic equipment | \$74.25             |          |
| <u>Sprinkler &amp; Standpipes</u>                              |                     |          |
| (a) installation of any sprinkler system                       | \$74.25             |          |
| <i>*per additional head</i>                                    | <i>*Plus</i> \$3.50 |          |
| (b) installation of each hydrant, standpipe, hose station,     | (c) \$74.25         |          |
| hose valve, or hose cabinet used for fire fighting             | (d) \$27.75         |          |
| <i>-whichever is greater of (c) or (d)</i>                     |                     | per item |

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

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

| Description  | Fee                        | Units    |
|--|----------------------------|----------|
| <u>Water Service</u>   |                            |          |
| (a) for the first 30 metres of water supply service pipe to a building or structure  | \$74.25                    |          |
| (b) for each additional 30 metres of water supply service pipe to a building and structure   | \$27.75                    |          |
| <u>Sanitary &amp; Storm Sewers: Building Drains &amp; Water Distribution</u>   |                            |          |
| (a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof  | \$74.25                    |          |
| (b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof  | \$27.75                    |          |
| (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       | \$74.25                    |          |
| (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 | \$27.75                    |          |
| (e) for the installation of any neutralizing tank, catch basin, sump, or manhole   | (f) \$74.25<br>(g) \$27.75 | per item |
| - whichever is greater of (f) or (g)   |                            |          |
| <u>Special Inspections</u>   |                            |          |
| (a) during the City's normal business hours  | \$133.00                   |          |
| (b) outside the City's normal business hours or each hour  | \$518.00                   |          |
| *for part thereof exceeding the first four hours   | *Plus \$133.00             |          |
| <u>Design Modification Fees</u>  |                            |          |
| Plan review  | \$133.00                   | per hour |
| <i>Applicable to Plumbing, Sprinkler &amp; Standpipes, Water Service, and Sanitary &amp; Storm Sewers; Building Drains &amp; Water Distributions</i>                           |                            |          |



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

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

| Description  | Fee                             |
|--|---------------------------------|
| <u>Plumbing Re-Inspection Fee</u><br>(a) for the third inspection<br>(b) for the fourth inspection<br>(c) for the fifth inspection<br><br><i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i> | \$89.00<br>\$122.00<br>\$237.00 |
| Plumbing Permit Transfer or Assignment Fee (a)<br><i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i><br><i>- whichever is greater of (a) or (b)</i>  | \$74.25                         |
| Plumbing Permit Extension Fee (a)<br><i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i><br><i>- whichever is greater of (a) or (b)</i>   | \$74.25                         |
| Provisional Plumbing Compliance Inspection Fee (per permit visit)<br>Provisional Plumbing Compliance Notice Extension Fee<br>Potable Water Backflow Preventer Test Report Decal  | \$151.00<br>\$237.00<br>\$24.00 |

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

| <b>Group 1 – Business Licence Fee assessed by total floor area</b><br><i>Except Food Caterers which are assessed a fee in accordance with Group 3</i> |                                       |            |
|---|---------------------------------------|------------|
| <b>Square Metres (m<sup>2</sup>)</b>  | <b>(Square Feet) (ft<sup>2</sup>)</b> | <b>Fee</b> |
| 0.0 to 93.0   | (0 to 1000)                           | \$172.00   |
| 93.1 to 232.5   | (1001 to 2500)                        | \$261.00   |
| 232.6 to 465.0  | (2501 to 5000)                        | \$450.00   |
| 465.1 to 930.0  | (5001 to 10000)                       | \$715.00   |
| 930.1 to 1860.1   | (10001 to 20000)                      | \$1,267.00 |
| 1860.2 to 2790.1  | (20001 to 30000)                      | \$1,813.00 |
| 2790.2 to 3720.2  | (30001 to 40000)                      | \$2,364.00 |
| 3720.3 to 4650.2  | (40001 to 50000)                      | \$2,908.00 |
| 4650.3 to 5580.3  | (50001 to 60000)                      | \$3,459.00 |
| 5580.4 and over   | (60001 and over)                      | \$3,920.00 |
| Food Primary Liquor Licence Fee   |                                       | \$358.00   |
| Mobile Vendors (Food) Fee (per vehicle)   |                                       | \$83.25    |

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

| <b>Group 2 – Business Licence Fee assessed by Number of Seats</b> |            |
|---|------------|
| <b>Seats</b>  | <b>Fee</b> |
| 0 to 30   | \$541.00   |
| 31 to 60  | \$1,075.00 |
| 61 to 90  | \$1,612.00 |
| 91 to 120   | \$2,150.00 |
| 121 to 150  | \$2,681.00 |
| 151 to 180  | \$3,217.00 |
| 181 to 210  | \$3,750.00 |
| 211 and over  | \$3,920.00 |

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

| <b>Group 3 – Business Licence Fee assessed by Number of Employees (including owners)*</b> |            |
|---|------------|
| <b>Employees</b>  | <b>Fee</b> |
| 0 to 5  | \$139.00   |
| 6 to 10   | \$232.00   |
| 11 to 15  | \$333.00   |
| 16 to 25  | \$495.00   |
| 26 to 50  | \$715.00   |
| 51 to 100   | \$1,033.00 |
| 101 to 200  | \$1,456.00 |
| 201 to 500  | \$2,101.00 |
| 501 to 1000   | \$3,173.00 |
| 1001 and over   | \$3,920.00 |

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

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

| <b>Residential Use – Business Licence Fee assessed by Number of Rental Units</b> |            |
|--|------------|
| <b>Units</b>   | <b>Fee</b> |
| 0 to 5   | \$166.00   |
| 6 to 10  | \$256.00   |
| 11 to 25   | \$434.00   |
| 26 to 50   | \$705.00   |
| 51 to 100  | \$1,240.00 |
| 101 to 200   | \$1,774.00 |
| 201 to 300   | \$2,310.00 |
| 301 to 400   | \$2,841.00 |
| 401 to 500   | \$3,370.00 |
| 501 and over   | \$3,920.00 |

**Business Licence Bylaw No. 7360**  
**Bed & Breakfast Use**

| <b>Description</b>               | <b>Fee</b> |
|----------------------------------|------------|
| Bed & Breakfast Business License | \$166.00   |



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

| <b>Service Use – Business Licence Fee assessed by Number of Employees (including owners)*</b> |            |
|---|------------|
| <b>Employees</b>  | <b>Fee</b> |
| 0 to 5  | \$139.00   |
| 6 to 10   | \$238.00   |
| 11 to 15  | \$348.00   |
| 16 to 25  | \$511.00   |
| 26 to 50  | \$731.00   |
| 51 to 100   | \$1,061.00 |
| 101 to 200  | \$1,488.00 |
| 201 to 500  | \$2,155.00 |
| 501 to 1000   | \$3,243.00 |
| 1001 and over   | \$3,920.00 |

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

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

| <b>Mercantile Use – Business Licence Fee assessed by total floor area</b> |                                       |            |
|---|---------------------------------------|------------|
| <b>Square Metres (m<sup>2</sup>)</b>                                      | <b>(Square Feet) (ft<sup>2</sup>)</b> | <b>Fee</b> |
| 0.0 to 93.0   | (0 to 1000)                           | \$139.00   |
| 93.1 to 232.5   | (1001 to 2500)                        | \$220.00   |
| 232.6 to 465.0  | (2501 to 5000)                        | \$403.00   |
| 465.1 to 930.0  | (5001 to 10000)                       | \$676.00   |
| 930.1 to 1860.1   | (10001 to 20000)                      | \$1,223.00 |
| 1860.2 to 2790.1  | (20001 to 30000)                      | \$1,775.00 |
| 2790.2 to 3720.2  | (30001 to 40000)                      | \$2,318.00 |
| 3720.3 to 4650.2  | (40001 to 50000)                      | \$2,863.00 |
| 4650.3 to 5580.3  | (50001 to 60000)                      | \$3,412.00 |
| 5580.4 and over   | (60001 and over)                      | \$3,920.00 |

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

| <b>Industrial/Manufacturing Use – Business Licence Fee assessed by Number of Employees (including owners)*</b> |            |
|--|------------|
| <b>Employees</b>   | <b>Fee</b> |
| 0 to 5   | \$166.00   |
| 6 to 10  | \$273.00   |
| 11 to 15   | \$381.00   |
| 16 to 25   | \$541.00   |
| 26 to 50   | \$759.00   |
| 51 to 100  | \$1,075.00 |
| 101 to 200   | \$1,504.00 |
| 201 to 500   | \$2,143.00 |
| 501 to 1000  | \$3,211.00 |
| 1001 and over  | \$3,920.00 |

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

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

| <b>Description</b>                                     | <b>Fee</b> |
|--|------------|
| <b>Vehicle for Hire Business Fee</b>                   |            |
| Each Vehicle for Hire applicant must pay (1) and (2)*: |            |
| (1) Vehicle for Hire office fee                        | \$139.00   |
| (2) Per vehicle licence fee*                           |            |
| <i>based on the number of vehicles</i>                 |            |
| CLASS "A" Taxicab                                      | \$129.00   |
| CLASS "B" Limousine                                    | \$83.25    |
| CLASS "C" Sightseeing Taxicab                          | \$129.00   |
| CLASS "D" Airport Taxicab                              | \$129.00   |
| CLASS "E" Private Bus                                  | \$129.00   |
| CLASS "I" Charter Minibus                              | \$129.00   |
| CLASS "J" Rental Vehicle                               |            |
| Group 1  | \$16.50    |
| Group 2  | \$83.25    |
| CLASS "K" Driver Training Vehicle                      | \$62.25    |
| CLASS "M" Tow-Truck                                    | \$129.00   |
| CLASS "N" Taxicab for Persons with Disabilities        | \$129.00   |
| CLASS "P" Pedicab                                      | \$129.00   |

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

| <b>Description</b>  | <b>Fee</b> |
|---|------------|
| <i>*Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business</i> | \$3,920.00 |
| Transferring a Vehicle for Hire Licence within any calendar year  | \$48.00    |
| Replacing a Vehicle for Hire Licence plate or decal   | \$14.50    |

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

| <b>Description</b>                          | <b>Fee</b> |
|---|------------|
| <u>Vending Machine Business Licence Fee</u> |            |
| Group 1 (per machine)                       | \$31.25    |
| Group 2 (per machine)                       | \$43.50    |
| Group 3 (per machine)                       | \$9.75     |
| Banking Machine licence fee (per machine)   | \$134.00   |
| Amusement Machine licence fee (per machine) | \$31.25    |

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

| <b>Description</b>                        | <b>Fee</b> |
|---|------------|
| Adult entertainment establishment licence | \$3,920.00 |
| Casino                                    | \$6,202.00 |
| <u>Body-Painting Studio</u>               |            |
| Studio licence                            | \$3,920.00 |
| Each body-painting employee               | \$139.00   |
| <u>Body-Rub Studio</u>                    |            |
| Studio licence                            | \$3,920.00 |
| Each body-rub employee                    | \$139.00   |
| <u>Escort Service</u>                     |            |
| Escort service licence                    | \$3,920.00 |
| Each escort employee                      | \$139.00   |



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

| <b>Description</b>      | <b>Fee</b> |
|-------------------------|------------|
| Farmer's market licence | \$139.00   |

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

| <b>Description</b>   | <b>Fee</b> |
|--|------------|
| Requests for comfort letters<br>(includes GST) per address/business  | \$62.00    |
| Transferring a licence from one person to another, or for issuing a new licence because of a change in information on the face of such licence, except a change between licence categories or subcategories                | \$48.00    |
| Changing the category or subcategory of a licence (a)<br><i>or (b) the difference between the existing licence fee<br/> and the fee for the proposed category or subcategory<br/> - whichever is greater of (a) or (b)</i> | \$48.00    |
| Licence reprint  | \$11.75    |

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

| <b>Description</b> | <b>Fee</b> |
|--------------------|------------|
| Annual permit      | \$119.00   |

**SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEES**

## Community Bylaws Documentation Fees

| <b>Description</b>   | <b>Fee</b> |
|--|------------|
| Requests for Comfort Letters<br>(+ GST) per civic address & per unit | \$58.50    |

**SCHEDULE – DEMOLITION WASTE AND RECYCLABLE MATERIALS****Demolition Waste and Recyclable Materials Bylaw No. 9516**

## Section 4.1

| <b>Description</b>                       | <b>Fee</b>   |
|--|--|
| Application Fee                          | \$262.00 per waste disposal and recycling services plan submission |
| Waste Disposal and Recycling Service Fee | \$2.25 per square feet of structure to be demolished               |

**SCHEDULE – DEVELOPMENT APPLICATION FEES****Zoning Amendments No. 8951**

| <b>Section</b>       | <b>Application Type</b>   | <b>Base Fee</b> | <b>Incremental Fee</b>   |
|----------------------|---|-----------------|--|
| Section 1.2.1<br>(a) | Zoning Bylaw Text Amendment   | \$1,817.00      | Not Applicable   |
| Section 1.2.1<br>(b) | Zoning Bylaw Designation Amendment for Single Detached (RS)   | \$2,309.00      | Not Applicable   |
|                      | No lot size policy applicable<br>Requiring a new or amended lot size policy<br>*plus all associated public notification costs | \$2,885.00      | Not Applicable   |
| Section 1.2.1        | Zoning Bylaw Designation Amendment for 'site specific zones'  | \$3,460.00      | For residential portion of development:<br>- \$44.00 per dwelling unit for first 20 dwelling units and \$22.50 per dwelling unit for each subsequent dwelling unit<br><br>For non-residential building area:<br>- \$28.25 per 100 m <sup>2</sup> of building area for the first 1,000 m <sup>2</sup> and \$17.50 per 100 m <sup>2</sup> thereafter |
|                      | Zoning Bylaw Designation Amendment for all other zoning districts   | \$2,309.00      | For residential portion of development:<br>- \$22.50 per dwelling unit for first 20 dwelling units and \$11.75 per dwelling unit for each subsequent dwelling unit<br><br>For non-residential building area:<br>- \$17.50 per 100 m <sup>2</sup> of building area for the first 1,000 m <sup>2</sup> and \$6.75 per 100 m <sup>2</sup> thereafter  |
|                      |   |                 |  |
| Section 1.2.3        | Additional Public Hearing for Zoning Bylaws Text or Designation Amendments  | \$870.00        | \$870.00 for each subsequent Public Hearing required   |
| Section 1.2.5        | Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)  | \$1,158.00      | Not Applicable   |



**Official Community Plan Amendments No. 8951**

| Section       | Description   | Base Fee   | Incremental Fee                                      |
|---------------|---|------------|--|
| Section 1.3.1 | Official Community Plan Amendment without an associated Zoning Bylaw Amendment                      | \$3,460.00 | Not Applicable                                       |
| Section 1.3.2 | Additional Public Hearing for Official Community Plan Amendment<br><i>for second public hearing</i> | \$870.00   | \$870.00 for each subsequent Public Hearing required |

**Development Permits No. 8951**

| Section       | Description   | Base Fee   | Incremental Fee  |
|---------------|---|------------|--|
| Section 1.4.1 | Development Permit for other than a Development Permit referred to in Sections 1.4.2 and 1.4.3 of the Development Application Fees No. 8951   | \$1,733.00 | \$576.00 for the first 464.5 m <sup>2</sup> of gross floor area plus:<br>- \$119.00 for each additional 92.9 m <sup>2</sup> or portion of 92.9 m <sup>2</sup> of gross floor area up to 9,290 m <sup>2</sup> , plus<br><br>- \$23.00 for each additional 92.9 m <sup>2</sup> or portion of 92.9 m <sup>2</sup> of gross floor area over 9,290 m <sup>2</sup> |
| Section 1.4.2 | Development Permit for Coach House or Granny Flat   | \$1,108.00 | Not Applicable   |
| Section 1.4.3 | Development Permit, which includes property:<br>(a) designated as an Environmentally Sensitive Area (ESA); or<br>(b) located within, or adjacent to the Agricultural Land Reserve (ALR) | \$1,733.00 | Not Applicable   |
| Section 1.4.4 | General Compliance Ruling for an issued Development Permit  | \$583.00   | Not Applicable   |
| Section 1.4.5 | Expedited Timetable for a Development Permit (Fast Track Development Permit)  | \$1,158.00 | Not Applicable   |

**Development Variance Permits No. 8951**

| Section       | Description                 | Base Fee   | Incremental Fee |
|---------------|-----------------------------|------------|-----------------|
| Section 1.5.1 | Development Variance Permit | \$1,733.00 | Not Applicable  |

**Temporary Use Permits No. 8951**

| Section       | Description                  | Base Fee   | Incremental Fee |
|---------------|------------------------------|------------|-----------------|
| Section 1.6.1 | Temporary Use Permit         | \$2,309.00 | Not Applicable  |
|               | Temporary Use Permit Renewal | \$1,158.00 | Not Applicable  |

**Land Use Contract Amendments No. 8951**

| Section       | Description                 | Base Fee   | Incremental Fee |
|---------------|-----------------------------|------------|-----------------|
| Section 1.7.1 | Land Use Contract Amendment | \$1,108.00 | Not Applicable  |

**Liquor-Related Permits No. 8951**

| Section              | Description   | Base Fee | Incremental Fee |
|----------------------|---|----------|-----------------|
| Section 1.8.2<br>(a) | Licence to serve liquor under the Liquor Control and Licensing Act and Regulations; or change to existing license to serve liquor | \$583.00 | Not Applicable  |
| Section 1.8.5<br>(b) | Temporary changes to existing liquor licence  | \$308.00 | Not Applicable  |

**Subdivision and Consolidation of Property No. 8951**

| Section       | Description   | Base Fee   | Incremental Fee  |
|---------------|---|------------|--|
| Section 1.9.1 | Subdivision of property that does not include an air space subdivision or the consolidation of property | \$870.00   | \$119.00 for the second and each additional parcel       |
| Section 1.9.2 | Extension or amendment to a preliminary approval of subdivision letter                                  | \$296.00   | \$296.00 for each additional extension or amendment      |
| Section 1.9.3 | Road closure or road exchange   | \$870.00   | (In addition to the application fee for the subdivision) |
| Section 1.9.4 | Air Space Subdivision   | \$6,778.00 | \$167.00 for each air space parcel created               |
| Section 1.9.5 | Consolidation of property without a subdivision application   | \$119.00   | Not Applicable   |

**Strata Title Conversion of Existing Building No. 8951**

| <b>Section</b>        | <b>Description</b>   | <b>Base Fee</b> | <b>Incremental Fee</b> |
|-----------------------|--|-----------------|------------------------|
| Section 1.10.1<br>(a) | Strata Title Conversion of existing two-family dwelling  | \$2,309.00      | Not Applicable         |
| Section 1.10.1<br>(b) | Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings | \$3,460.00      | Not Applicable         |

**Phased Strata Title Subdivisions No. 8951**

| <b>Section</b> | <b>Description</b>  | <b>Base Fee</b>                | <b>Incremental Fee</b>                |
|----------------|---------------------|--------------------------------|---------------------------------------|
| Section 1.11.1 | Phased Strata Title | \$583.00<br>for<br>first phase | \$583.00 for each<br>additional phase |

**Servicing Agreements and Latecomer Fees No. 8951**

| <b>Section</b> | <b>Description</b>  | <b>Base Fee</b>                    | <b>Incremental Fee</b>   |
|----------------|---------------------|------------------------------------|--|
| Section 1.12.1 | Servicing Agreement | Processing<br>fee of<br>\$1,158.00 | Subject to Section 1.12.2<br>of Development<br>Application Fees Bylaw<br>No.8951, an inspection<br>fee of 4% of the approved<br>off-site works and<br>services |
| Section 1.12.3 | Latecomer Agreement | \$5,533.00                         | Not Applicable   |

**Civic Address Changes No. 8951**

| <b>Section</b> | <b>Description</b>  | <b>Base Fee</b> | <b>Incremental Fee</b> |
|----------------|---|-----------------|------------------------|
| Section 1.13.1 | Civic Address change associated with the subdivision or consolidation of property | \$296.00        | Not Applicable         |
|                | Civic Address change associated with a new building constructed on a corner lot   | \$296.00        | Not Applicable         |
|                | Civic Address change due to personal preference                                   | \$1,158.00      | Not Applicable         |



**Telecommunication Antenna Consultation and Siting Protocol No. 8951**

| Section        | Description                                       | Base Fee   | Incremental Fee |
|----------------|---|------------|-----------------|
| Section 1.14.1 | Telecommunication Antenna Consultation and Siting | \$2,309.00 | Not Applicable  |

**Heritage Applications No. 8951**

| Section               | Description  | Base Fee   | Incremental Fee                  |
|-----------------------|--|--|----------------------------------|
| Section 1.15.1<br>(a) | <u>Heritage Alteration Permit</u><br>No Development Permit or Rezoning application<br>With Development Permit or Rezoning application        | \$253.00<br>(20% of the total applicable development permit or rezoning fee, whichever is greater) | Not Applicable<br>Not Applicable |
| Section 1.15.1<br>(b) | <u>Heritage Revitalization Agreement</u><br>No Development Permit or Rezoning application<br>With Development Permit or Rezoning application | \$253.00<br>(20% of the total applicable development permit or rezoning fee, whichever is greater) | Not Applicable<br>Not Applicable |

**Administrative Fees No. 8951****Section 1.16**

| <b>Section</b>  | <b>Description</b>  | <b>Base Fee</b>                | <b>Incremental Fee</b>                           |
|-----------------|---|--------------------------------|--|
| Section 1.16.1  | Change in property ownership or authorized agent  | \$296.00                       | Not Applicable                                   |
| Section 1.16.2  | Change in mailing address of owner, applicant or authorized agent   | \$55.75                        | Not Applicable                                   |
| Section 1.16.3  | Submission of new information that results in any of the following changes:<br>(a) increase in proposed density; or<br>(b) addition or deletion of any property associated with the application | \$296.00                       | Not Applicable                                   |
| Section 1.16.4  | Approving Officer legal plan signing or re-signing fee  | \$61.75 per legal plan         | Not Applicable                                   |
| Section 1.16.5  | Site Profile submission   | \$61.75 per site profile       | Not Applicable                                   |
| Section 1.16.6  | Amendment To or Discharge of Legal Agreement that does not require City Council approval  | \$296.00 per legal agreement   | Not Applicable                                   |
| Section 1.16.7  | Amendment To or Discharge of Legal Agreement that requires City Council approval  | \$1,158.00 per legal agreement | Not Applicable                                   |
| Section 1.16.8  | Additional Landscape inspection because of failure to comply with City requirements   | \$125.00 for second inspection | \$125.00 for each additional inspection required |
| Section 1.16.9  | Preparation of Information Letter (Comfort Letter) for general land use   | \$72.25 per property           | Not Applicable                                   |
| Section 1.16.10 | Preparation of Information Letter (Comfort Letter) for building issues  | \$72.25 per property           | Not Applicable                                   |

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

Sections 2.1, 2.3

| <b>Description</b>  | <b>Fee</b> |
|---|------------|
| <u>Dog – Not neutered or spayed</u>   |            |
| Normal Fee  | \$81.25    |
| Prior to March 1 <sup>st</sup> of the year for which the application is made  | \$58.25    |
| <u>Dog – Neutered or spayed</u>   |            |
| Normal Fee  | \$35.25    |
| Prior to March 1 <sup>st</sup> of the year for which the application is made  | \$23.50    |
| <i>For seniors who are 65 years of age or older that have paid prior to March 1<sup>st</sup> of the year for which the application is made</i>      | \$11.75    |
| <u>Dangerous Dog – Not neutered or spayed</u>   |            |
| Normal Fee  | \$290.00   |
| Prior to March 1 <sup>st</sup> of the year for which the application is made  | \$233.00   |
| <u>Dangerous Dog – Neutered or spayed</u>   |            |
| Normal Fee  | \$233.00   |
| Prior to March 1 <sup>st</sup> of the year for which the application is made  | \$176.00   |
| <i>For seniors who are 65 years of age or older that have paid prior to March 1<sup>st</sup> of the year for which the application is made</i>      | \$87.75    |
| Replacement tag*  | \$6.75     |
| <i>*Fee for a replacement tag for each dog tag lost or stolen; or for each dog licence to replace a valid dog licence from another jurisdiction</i> |            |



**SCHEDULE – DONATION BIN REGULATION****Donation Bin Regulation Bylaw No. 9502****Section 2.1**

| <b>Description</b> | <b>Fee</b>   |
|--------------------|--|
| Annual Permit Fee  | \$106.00 per donation bin  |
| Damage Deposit Fee | \$1,021.00 per donation bin location to a maximum of \$3,000 per permittee |

**Donation Bin Regulation Bylaw No. 9502****Section 2.2.7**

| <b>Description</b> | <b>Fee</b>  |
|--------------------|-------------|
| Clean-up Fee       | Actual Cost |

**Donation Bin Regulation Bylaw No. 9502****Section 2.4**

| <b>Description</b> | <b>Fee</b>                        |
|--------------------|-----------------------------------|
| Bin Removal Fee    | \$106.00 per donation bin         |
| Bin Retrieval Fee  | \$210.00 per donation bin         |
| Storage Fee        | \$16.00 per day per donation bin  |
| Disposal Fee       | \$83.50 per donation bin disposal |

**SCHEDULE – EMPLOYMENT AND PAYROLL RECORDS**

| <b>Description</b>           | <b>Fee</b>   |
|------------------------------|--|
| Fee per request              | \$106.00   |
| Photocopying fees additional | \$0.75 per page<br>\$1.00 per page<br>(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**

| <b>Description</b>                | <b>Fee</b> |
|-----------------------------------|------------|
| Application for Filming Agreement | \$200.00   |
| Film Production Business Licence  | \$133.00   |
| Street Use Fee (100 feet/day)     | \$55.75    |

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

| <b>Description</b>               | <b>Fee</b> | <b>Units</b> |
|----------------------------------|------------|--------------|
| <b>Major Park</b>                |            |              |
| <i>Per day</i>                   | \$832.00   |              |
| <i>Per ½ day</i>                 | \$556.00   |              |
| <b>Neighbourhood Park</b>        |            |              |
| <i>Per day</i>                   | \$556.00   |              |
| <i>Per ½ day</i>                 | \$333.00   |              |
| <b><u>Britannia Shipyard</u></b> |            |              |
| Filming                          | \$2,214.00 | per day      |
| Preparation & Wrap               | \$1,108.00 | per day      |
| Per Holding Day                  | \$556.00   | per day      |
| City Employee                    |            |              |
| <i>Per regular working hour</i>  | \$39.50    |              |
| <i>Per hour after 8 hours</i>    | \$58.50    |              |
| <b><u>Minoru Chapel</u></b>      |            |              |
| Filming                          |            |              |
| <i>October through June</i>      | \$2,767.00 | per day      |
| <i>July through September</i>    | \$3,321.00 | per day      |
| Preparation & Wrap               | \$1,108.00 | per day      |
| Per Holding Day                  | \$556.00   | per day      |
| City Employee                    |            |              |
| <i>Per regular working hour</i>  | \$39.50    |              |
| <i>Per hour after 8 hours</i>    | \$58.50    |              |

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

| <b>Description</b>                        | <b>Fee</b> | <b>Units</b> |
|---|------------|--------------|
| <u>Nature Park</u>                        |            |              |
| Filming                                   | \$1,108.00 | per day      |
| Preparation & Wrap                        | \$556.00   | per day      |
| City Employee                             |            |              |
| <i>Per regular working hour</i>           | \$22.50    |              |
| <i>Per hour after 8 hours</i>             | \$33.75    |              |
| <u>Gateway Theatre</u>                    |            |              |
| Filming                                   | \$2,767.00 | per day      |
| Preparation & Wrap                        | \$1,108.00 | per day      |
| City Employee                             |            |              |
| <i>Per regular working hour</i>           | \$37.25    |              |
| <i>Per hour after 8 hours</i>             | \$55.75    |              |
| <u>City Hall</u>                          |            |              |
| Filming on regular business days          | \$2,214.00 | per day      |
| Filming on weekends or statutory holidays | \$1,108.00 | per day      |
| Preparation & Wrap                        | \$1,108.00 | per day      |
| City Employee                             |            |              |
| <i>Per regular working hour</i>           | \$22.50    |              |
| <i>Per hour after 8 hours</i>             | \$33.75    |              |

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

| <b>Description</b>                   | <b>Fee</b>                         | <b>Units</b>            |
|--------------------------------------|------------------------------------|-------------------------|
| <u>RCMP (4-hour minimum)</u>         |                                    |                         |
| Per person                           | \$115.00                           | per hour                |
| <u>Fire Rescue (4-hour minimum)</u>  |                                    |                         |
| Fire Engine                          | \$143.00                           | per hour                |
| Fire Captain                         | \$98.75                            | per hour                |
| Firefighter (minimum 3 firefighters) | \$81.00                            | per hour,<br>per person |
| <u>Use of Fire Hydrant</u>           |                                    |                         |
| Metered:                             |                                    |                         |
| Refundable Deposit                   | \$340.00                           |                         |
| Consumption Cost                     | Greater of actual cost or \$218.00 |                         |
| Un-Metered:                          |                                    |                         |
| First day                            | \$218.00                           |                         |
| Each additional day                  | \$72.25                            |                         |



**SCHEDULE – FIRE PROTECTION AND LIFE SAFETY****Fire Protection and Life Safety Bylaw No. 8306****Fees & Cost Recovery**

| <b>Description</b>  | <b>Section</b> | <b>Fee</b>  | <b>Units</b>                 |
|---|----------------|-------------|------------------------------|
| Permit  | 4.1            | \$24.00     |                              |
| Permit Inspection, first hour   | 4.3            | \$94.25     |                              |
| Permit Inspection, subsequent hours or part thereof   | 4.3            | \$59.25     |                              |
| Attendance – open air burning without permit<br><i>first hour</i>   | 4.5.1          | \$493.00    | per vehicle                  |
| Attendance – open air burning without permit<br><i>subsequent half-hour or part thereof</i>   | 4.5.1          | \$249.00    | per vehicle                  |
| Attendance – open air burning in contravention of permit conditions<br><i>first hour or part thereof</i>  | 4.5.3          | \$493.00    | per vehicle                  |
| Attendance – open air burning in contravention of permit conditions<br><i>subsequent half-hour or part thereof</i>  | 4.5.3          | \$249.00    | per vehicle                  |
| Attendance – false alarm – by Fire-Rescue - standby fee – contact person not arriving within 30 minutes after alarm<br><i>per hour or portion of hour Fire Dept standing by</i> | 6.1.4 (b)      | \$493.00    | per vehicle                  |
| Vacant premises – securing premises   | 9.7.4          | Actual cost |                              |
| Vacant premises – Richmond Fire-Rescue response   | 9.7.5 (a)      | \$493.00    | 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         | \$122.00    |                              |
| Work done to effect compliance with order in default of owner   | 14.1.6         | Actual cost |                              |
| Fire Extinguisher Training  | 15.1.1 (h)     | \$27.25     | per person for profit groups |
| Fire Records (Research, Copying or Letter)  | 15.1.1 (i)     | \$71.00     | per address                  |

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

| <b>Description</b>  | <b>Section</b> | <b>Fee</b>  |
|---|----------------|-------------|
| Review – Fire Safety Plan any building  | 15.1.1 (b)     |             |
| Any building < 600 m <sup>2</sup> area  |                | \$122.00    |
| Any building > 600 m <sup>2</sup> area  |                | \$179.00    |
| High building, institutional  |                | \$237.00    |
| Revisions (per occurrence)  |                | \$59.25     |
| Inspection  | 15.2.1 (a)     |             |
| 4 stories or less and less than 914 m <sup>2</sup> per floor  |                | \$237.00    |
| 4 stories or less and between 914 and 1524 m <sup>2</sup> per floor   |                | \$356.00    |
| 5 stories or more and between 914 and 1524 m <sup>2</sup> per floor   |                | \$589.00    |
| 5 stories or more and over 1524 m <sup>2</sup> per floor  |                | \$821.00    |
| Inspection or follow-up to an order<br><i>first hour</i>  | 15.2.1 (b)     | \$94.25     |
| Re-inspection or follow-up to an order<br><i>subsequent hours or part of hour</i>   | 15.2.1 (b)     | \$59.25     |
| Nuisance investigation, response & abatement  | 15.4.1         | Actual cost |
| Mitigation, clean-up, transport, disposal of<br>dangerous goods   | 15.4.2         | Actual cost |
| <u>Attendance – False alarm</u>   |                |             |
| No false alarm reduction program in place   | 15.5.1         | \$356.00    |
| False alarm reduction program in place<br>and participation   | 15.5.5         | No charge   |
| Attendance – false alarm – by bylaw, police<br>or health officers where the intentional or<br>unintentional activation of a security alarm<br>system causes the unnecessary response<br>of an inspector | 15.5.10        | \$119.00    |
| Caused by security alarm system   | 15.6.1         | \$237.00    |
| Monitoring agency not notified  | 15.7.1         | \$237.00    |
| Alternate solution report or application review   | General        | \$179.00    |

**SCHEDULE – NEWSPAPER DISTRIBUTION REGULATION****Newspaper Distribution Regulation Bylaw No. 7954**

| <b>Section</b> | <b>Application Type</b>   | <b>Fee</b>                                |
|----------------|---|---|
| Section 2.1.3  | Each compartment within a multiple publication news rack (MPN) for paid or free newspaper | \$168.00, plus applicable taxes, per year |
| Section 2.1.3  | Each newspaper distribution box for paid newspapers                                       | \$83.25, plus applicable taxes, per year  |
| Section 2.1.3  | Each newspaper distribution box for free newspapers                                       | \$113.00, plus applicable taxes, per year |
| Section 2.1.3  | Each newspaper distribution agent for paid or free newspaper                              | \$278.00, plus applicable taxes, per year |
| Section 2.4.3  | Storage fee for each newspaper distribution box   | \$113.00, plus applicable taxes, per year |



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

| <b>Description</b>                    | <b>Fee</b> | <b>Units</b> |
|---------------------------------------|------------|--------------|
| <b><u>Sand Turf (With Lights)</u></b> |            |              |
| Commercial (all ages)                 |            |              |
| <i>Full size</i>                      | \$39.00    | per hour     |
| <i>Mini field</i>                     | \$19.75    | per hour     |
| Private or Non-resident (all ages)    |            |              |
| <i>Full size</i>                      | \$31.50    | per hour     |
| <i>Mini field</i>                     | \$16.50    | per hour     |
| Richmond Youth Groups*                |            |              |
| <i>Full size</i>                      | \$11.00    | per hour     |
| <i>Mini field</i>                     | \$6.00     | per hour     |
| Richmond Adult Groups*                |            |              |
| <i>Full size</i>                      | \$23.25    | per hour     |
| <i>Mini field</i>                     | \$11.75    | per hour     |
| <b><u>Sand Turf (No Lights)</u></b>   |            |              |
| Commercial (all ages)                 |            |              |
| <i>Full size</i>                      | \$28.25    | per hour     |
| Private or Non-resident (all ages)    |            |              |
| <i>Full size</i>                      | \$22.50    | per hour     |
| Richmond Youth Groups*                |            |              |
| <i>Full size</i>                      | \$8.25     | per hour     |
| Richmond Adult Groups*                |            |              |
| <i>Full size</i>                      | \$17.50    | per hour     |
| <b><u>Soil Turf (No Lights)</u></b>   |            |              |
| Commercial (all ages)                 |            |              |
| <i>Full size</i>                      | \$9.75     | per hour     |
| <i>Mini field</i>                     | \$5.25     | per hour     |
| Private or Non-resident (all ages)    |            |              |
| <i>Full size</i>                      | \$8.00     | per hour     |
| <i>Mini field</i>                     | \$4.50     | per hour     |
| Richmond Youth Groups*                |            |              |
| <i>Full size</i>                      | \$3.50     | per hour     |
| <i>Mini field</i>                     | \$2.25     | per hour     |
| Richmond Adult Groups*                |            |              |
| <i>Full size</i>                      | \$6.00     | per hour     |
| <i>Mini field</i>                     | \$3.50     | per hour     |

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

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

| <b>Description</b>                  | <b>Fee</b> | <b>Units</b> |
|-------------------------------------|------------|--------------|
| Richmond Youth Groups*              |            |              |
| <i>Full size</i>                    | \$23.50    | per hour     |
| <i>Mini field</i>                   | \$11.75    | per hour     |
| Richmond Adult Groups*              |            |              |
| <i>Full size</i>                    | \$39.75    | per hour     |
| <i>Mini field</i>                   | \$20.25    | per hour     |
| Commercial/Non-residents (all ages) |            |              |
| <i>Full size</i>                    | \$58.00    | per hour     |
| <i>Mini field</i>                   | \$29.50    | per hour     |

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

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

| <b>Description</b>                 | <b>Fee</b> | <b>Units</b> |
|------------------------------------|------------|--------------|
| <u>Sand Turf (With Lights)</u>     |            |              |
| Commercial (all ages)              |            |              |
| <i>Full size</i>                   | \$25.00    | per hour     |
| Private or Non-resident (all ages) |            |              |
| <i>Full size</i>                   | \$20.00    | per hour     |
| Richmond Youth Groups*             |            |              |
| <i>Full size</i>                   | \$7.25     | per hour     |
| Richmond Adult Groups*             |            |              |
| <i>Full size</i>                   | \$15.50    | per hour     |
| <u>Sand Turf (No Lights)</u>       |            |              |
| Commercial (all ages)              |            |              |
| <i>Full size</i>                   | \$22.50    | per hour     |
| Private or Non-resident (all ages) |            |              |
| <i>Full size</i>                   | \$18.50    | per hour     |
| Richmond Youth Groups*             |            |              |
| <i>Full size</i>                   | \$6.75     | per hour     |
| Richmond Adult Groups*             |            |              |
| <i>Full size</i>                   | \$14.25    | per hour     |

**Playing Field User Fees**  
**Ball Diamonds (cont.)**

|   |         |          |
|---|---------|----------|
| <u>Soil Turf (No Lights)</u>                    |         |          |
| Commercial (all ages)<br>Full size              | \$7.00  | per hour |
| Private or Non-resident (all ages)<br>Full size | \$5.75  | per hour |
| Richmond Youth Groups*<br>Full size             | \$2.75  | per hour |
| Richmond Adult Groups*<br>Full size             | \$4.75  | per hour |
| <u>Artificial Turf (With Lights)</u>            |         |          |
| Commercial (all ages)<br>Full size              | \$62.00 | per hour |
| Private or Non-resident (all ages)<br>Full size | \$62.00 | per hour |
| Richmond Youth Groups*<br>Full size             | \$25.00 | per hour |
| Richmond Adult Groups*<br>Full size             | \$42.25 | 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 | \$807.00 | per year |
| Richmond Youth Meets*                        | \$151.00 | per meet |
| Richmond Adult Meets*                        | \$235.00 | per meet |
| Private Group Track Meets or Special Events  | \$588.00 | per day  |
| Private Group Track Meets or Special Events  | \$49.75  | 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.*



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

| <b>Description</b>               | <b>Fee</b> |
|----------------------------------|------------|
| Requested in person at City Hall | \$42.00    |
| Requested through BC Online      | \$36.25    |

**SCHEDULE – PROPERTY TAX BILLING INFORMATION**

| <b>Description</b>  | <b>Fee</b> |
|---|------------|
| Tax Apportionment – per child folio                             | \$35.00    |
| Mortgage Company Tax Information Request – per folio            | \$10.50    |
| Additional Tax and/or Utility Bill reprints – per folio/account | \$6.00     |

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

| <b>Description</b>  | <b>Fee</b> |
|---|------------|
| <u>Computer Sections Maps, 24" x 24"</u>                        |            |
| Individual  | \$6.50     |
| CD  | \$86.50    |
| Custom Mapping (per hour)                                       | \$69.50    |
| Design Specifications (contents only)                           | \$110.00   |
| Drafting Standards  | \$110.00   |
| <u>Drawing Prints (As-Built)</u>                                |            |
| A-1 Size, 24" x 36"   | \$6.50     |
| B Size, 18" x 24"   | \$4.75     |
| <u>GIS Data Requests</u>  |            |
| Service fee   | \$122.00   |
| First layer*  | \$172.00   |
| Each additional layer*  | \$59.25    |
| CD or DVD of GIS layers of Municipal works of City of Richmond  | \$7,013.00 |
| Single-Family Lot Size Policy, March 1990                       | \$24.00    |
| Supplemental Specifications and Detail Drawings (contents only) | \$110.00   |
| <u>Street Maps</u>  |            |
| Large, 36" x 57"  | \$9.25     |
| Small, 22" x 34"  | \$6.50     |
| <u>Utility Section Maps, 15" x 24"</u>                          |            |
| Individual  | \$4.75     |
| CD  | \$86.50    |

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

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

| <b>Description</b>   | <b>Fee</b>     |
|--|----------------|
| Criminal Record Checks   | \$64.50        |
| Volunteer Criminal Record Checks – Volunteering outside the City of Richmond | \$27.75        |
| Volunteer Criminal Record Checks – Volunteering within the City of Richmond  | No Charge      |
| Police Certificate (including prints)  | \$64.50        |
| Fingerprints   | \$64.50        |
| Record of Suspension / Local Records Checks                                  | \$64.50        |
| Name Change Applications   | \$64.50        |
| Collision Analyst Report   | \$602.00       |
| Field Drawing Reproduction   | \$43.50        |
| Scale Drawing  | \$125.00       |
| Mechanical Inspection Report   | \$258.00       |
| Police Report and Passport Letter  | \$64.50        |
| Insurance Claim Letter   | \$64.50        |
| Court Ordered File Disclosure  | \$64.50        |
| * per page   | *Plus \$2.25   |
| **Shipping cost  | **Plus \$8.75  |
| Photos 4" x 6" (per photo)   | \$3.75         |
| ***Shipping cost   | ***Plus \$8.75 |
| Photos (each laser)  | \$2.75         |
| Photos – Burn CD   | \$20.50        |
| Video Reproduction   | \$49.50        |
| Audio Tape Reproduction  | \$47.00        |

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

| <b>Description</b>                   | <b>Fee</b> |
|--------------------------------------|------------|
| <u>Driveway Crossing Application</u> |            |
| Administration/Inspection Fee        | \$89.00    |



**SCHEDULE – SIGN REGULATION****Sign Regulation Bylaw No. 9700**

Sections 1.12, 1.14

| <b>Description</b>   | <b>Fee</b>  |
|--|---|
| Base application fee<br>(non-refundable)   | \$80.00<br>(creditable towards appropriate permit fee)  |
| Fee for home-based sign  | \$80.00   |
| Fee based on sign area (awning, banner, canopy, changeable copy, fascia, mansard roof, marquee, projected-image, projecting, under awning/canopy, window signs >25%) | $<15.0\text{m}^2$ : \$100<br>$15.01\text{-}45.0\text{m}^2$ : \$200<br>$>45.01\text{m}^2$ : \$350  |
| Fee for new freestanding signs   | $<3.0\text{m}^2$ : \$200<br>$3.01\text{-}9.0\text{m}^2$ : \$400<br>$9.01\text{-}15.0\text{m}^2$ : \$600   |
| Fee for temporary construction freestanding/fencing signs  | Single/two family: \$100<br>\$50.00 for each additional 6 months.<br><br>3+ family construction: \$200<br>\$100.00 for each additional 6 months |
| Freestanding sign relocation fee (on same site)  | \$200 (same as base f/s fee)  |
| Permit processing fee for a sign without a permit  | 2x actual permit fee  |

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

Sections 4.2, 4.6

| <b>Description</b>                               | <b>Fee</b> |
|--|------------|
| Permit application fee                           |            |
| To remove a hazard tree                          | No Fee     |
| One (1) tree per parcel during a 12 month period | No Fee     |
| Two (2) or more trees                            | \$59.25    |
| Renewal, extension or modification of a permit   | \$59.25    |

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

Sections 3.7, 6.3

| <b>Description</b>   | <b>Fee</b> | <b>Units</b> |
|--|------------|--------------|
| Transporting of trunks   | \$7.00     | per trunk    |
| Towing permit  | \$59.25    |              |
| Inspection fee for each inspection after the second inspection | \$30.50    |              |

**SCHEDULE – VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR****Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068**

Section 2.1

| <b>Description</b>                   |                   | <b>Fee</b>                         |
|--------------------------------------|-------------------|------------------------------------|
| City Hall Tour                       |                   | \$262.00<br>plus room rental fee   |
| Visiting Delegation<br>or Study Tour | Up to 2 hours     | \$262.00<br>plus room rental fee   |
|                                      | 2 to 4 hours      | \$522.00<br>plus room rental fee   |
|                                      | More than 4 hours | \$1,043.00<br>plus room rental fee |

**SCHEDULE – WATER USE RESTRICTION****Water Use Restriction Bylaw No. 7784****Permit Fees****Section 3.1**

| <b>Description</b>   | <b>Fee</b> |
|--|------------|
| Permit application fee for new lawns or landscaping (s.3.1.1(a))   | \$35.75    |
| Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b)) | \$35.75    |
| Permit application fee for nematode applications for European Chafer Beetle control, where property has water meter service (s.3.1.1(b))           | NIL        |

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

| <b>Description</b>                  | <b>Fee</b> |
|-------------------------------------|------------|
| <b><u>Culvert</u></b>               |            |
| Application Fee                     | \$350.00   |
| City Design Option                  | \$1,154.00 |
| Inspection Fee                      | \$23.50    |
| <i>*Per linear metre of culvert</i> |            |
| <b><u>Bridge</u></b>                |            |
| Application Fee                     | \$119.00   |
| Inspection Fee                      | \$233.00   |

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





**5 Year Consolidated Financial Plan (2017-2021) Bylaw 9663  
Amendment Bylaw 9757**

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 (2017-2021) Bylaw 9663, 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 (2017-2021) Bylaw 9663, Amendment Bylaw 9757**".

FIRST READING

OCT 10 2017

SECOND READING

OCT 10 2017

THIRD READING

OCT 10 2017

ADOPTED

|   |
|---|
| CITY OF<br>RICHMOND   |
| APPROVED<br>for content by<br>originating<br>dept.<br><i>SC</i> |
| APPROVED<br>for legality<br>by Solicitor<br><i>JA</i>           |

\_\_\_\_\_  
MAYOR

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

## SCHEDULE A:

| City of Richmond<br>Consolidated Financial Plan 2017-2021<br>Revenue and Expenses<br>(in \$000s) |                 |                 |                 |                 |                 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
|  | 2017<br>Amended | 2018<br>Amended | 2019<br>Amended | 2020<br>Amended | 2021<br>Amended |
| <b>Revenue:</b>  |                 |                 |                 |                 |                 |
| Property Taxes   | 206,490         | 215,335         | 223,934         | 232,430         | 241,226         |
| User Fees  | 100,718         | 104,627         | 108,251         | 111,910         | 115,792         |
| Sales of Services  | 37,106          | 36,914          | 37,437          | 37,915          | 38,402          |
| Gaming Revenue   | 18,088          | 18,088          | 18,088          | 18,088          | 18,088          |
| Investment Income  | 14,694          | 14,694          | 14,694          | 14,694          | 14,694          |
| Payments In Lieu Of Taxes  | 13,860          | 14,276          | 14,704          | 15,146          | 15,600          |
| Other Revenue  | 10,363          | 10,254          | 10,545          | 10,847          | 11,159          |
| Licenses And Permits   | 9,688           | 9,773           | 10,012          | 10,216          | 10,426          |
| Grant Revenue  | 7,788           | 7,704           | 7,824           | 7,911           | 8,000           |
| Developer Contributed Assets   | 31,219          | 30,610          | 30,610          | 30,610          | 30,610          |
| Development Cost Charges   | 18,933          | 22,946          | 21,167          | 11,683          | 10,958          |
| Other Capital Funding Sources  | 14,819          | 10,525          | 10,490          | 10,463          | 10,463          |
|  | <b>483,766</b>  | <b>495,746</b>  | <b>507,756</b>  | <b>511,913</b>  | <b>525,418</b>  |
| <b>Expenses:</b>   |                 |                 |                 |                 |                 |
| Community Safety   | 96,176          | 98,176          | 100,660         | 102,977         | 105,304         |
| Engineering and Public Works   | 69,571          | 63,645          | 64,612          | 65,508          | 66,455          |
| Community Services   | 64,064          | 58,777          | 61,063          | 63,224          | 64,685          |
| Finance and Corporate Services   | 26,593          | 24,408          | 24,983          | 25,481          | 25,963          |
| Fiscal   | 21,323          | 17,891          | 17,838          | 17,766          | 17,689          |
| Debt Interest  | 1,677           | 1,677           | 1,677           | 1,677           | 1,677           |
| Corporate Administration   | 10,375          | 9,702           | 9,916           | 10,100          | 10,288          |
| Planning and Development Services  | 14,985          | 13,891          | 14,249          | 14,592          | 14,966          |
| Utility Budget   |                 |                 |                 |                 |                 |
| Water Utility  | 41,258          | 42,458          | 43,977          | 45,543          | 47,179          |
| Sanitary Sewer Utility   | 30,774          | 32,117          | 33,879          | 35,675          | 37,611          |
| Sanitation and Recycling   | 15,591          | 15,223          | 15,597          | 15,917          | 16,252          |
| Library  | 9,983           | 10,177          | 10,413          | 10,611          | 10,812          |
| Richmond Olympic Oval Corporation  | 15,652          | 15,949          | 16,253          | 16,562          | 16,877          |
| Lulu Island Energy Company   | 4,473           | 3,576           | 3,637           | 3,691           | 3,746           |
|  | <b>422,495</b>  | <b>407,667</b>  | <b>418,754</b>  | <b>429,324</b>  | <b>439,504</b>  |
| <b>Annual Surplus</b>  | <b>61,271</b>   | <b>88,079</b>   | <b>89,002</b>   | <b>82,589</b>   | <b>85,914</b>   |
| <b>Transfers:</b>  |                 |                 |                 |                 |                 |
| Debt Principal   | 4,578           | 4,761           | 4,951           | 5,149           | 5,355           |
| Transfer To (From) Reserves  | 66,584          | 68,906          | 71,059          | 73,298          | 75,622          |
| Transfer To (From) Surplus   | (32,811)        | (9,469)         | (2,498)         | (158)           | 1,382           |
| Capital Expenditures - Current Year  | 126,159         | 126,193         | 112,740         | 68,807          | 74,012          |
| Capital Expenditures - Prior Years   | 258,261         | 207,063         | 178,693         | 170,137         | 135,109         |
| Capital Expenditures - Developer Contributed Assets  | 30,610          | 30,610          | 30,610          | 30,610          | 30,610          |
| Capital Expenditures - Richmond Public Library   | 1,274           | 1,274           | 1,274           | 1,274           | 1,274           |
| Capital Expenditures - Lulu Island Energy Company  | 609             | -               | -               | -               | -               |
| Capital Expenditures - Richmond Olympic Oval Corporation   | 2,670           | -               | -               | -               | -               |
| Capital Funding  | (396,663)       | (341,259)       | (307,827)       | (266,528)       | (237,450)       |
|  | <b>61,271</b>   | <b>88,079</b>   | <b>89,002</b>   | <b>82,589</b>   | <b>85,914</b>   |
| <b>Balanced Budget</b>   | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>Tax Increase</b>  | <b>2.95%</b>    | <b>2.98%</b>    | <b>2.99%</b>    | <b>2.99%</b>    | <b>2.98%</b>    |



**SCHEDULE B:**

| CITY OF RICHMOND                           |                 |                |                |               |               |
|--|-----------------|----------------|----------------|---------------|---------------|
| 5 YEAR CONSOLIDATED AMENDED FINANCIAL PLAN |                 |                |                |               |               |
| CAPITAL FUNDING SOURCES (2017-2021)        |                 |                |                |               |               |
| (In \$000's)                               |                 |                |                |               |               |
|  | 2017<br>Amended | 2018           | 2019           | 2020          | 2021          |
| <b>DCC Reserves</b>                        |                 |                |                |               |               |
| Drainage DCC                               | -               | 1,344          | -              | 97            | 97            |
| Parks DCC                                  | 10,097          | 10,362         | 10,801         | 7,757         | 8,091         |
| Roads DCC                                  | 7,008           | 9,744          | 8,747          | 3,005         | 2,770         |
| Sanitary DCC                               | 1,425           | 12             | 1,337          | 23            | -             |
| Water DCC                                  | 403             | 1,484          | 282            | 802           | -             |
| <b>Total DCC</b>                           | <b>18,933</b>   | <b>22,946</b>  | <b>21,167</b>  | <b>11,684</b> | <b>10,958</b> |
| <b>Statutory Reserves</b>                  |                 |                |                |               |               |
| Affordable Housing                         | 5,035           | 625            | 625            | 625           | 625           |
| Arts Culture Heritage                      | 893             | -              | -              | -             | -             |
| Capital Building and Infrastructure        | 4,698           | -              | 2,311          | -             | -             |
| Capital Reserve                            | 28,438          | 50,400         | 38,985         | 13,517        | 20,416        |
| Capstan Station                            | -               | -              | -              | -             | -             |
| Child Care                                 | 120             | 50             | 50             | 50            | 50            |
| Drainage Improvement                       | 16,021          | 11,050         | 11,354         | 11,393        | 11,263        |
| Equipment Replacement                      | 4,350           | 2,596          | 3,486          | 2,662         | 2,110         |
| Neighbourhood Improvement                  | 8               | -              | -              | -             | -             |
| Public Art Program                         | 611             | 100            | 100            | 100           | 100           |
| Sanitary Sewer                             | 6,540           | 5,383          | 6,614          | 5,807         | 5,070         |
| Waterfront Improvement                     | -               | 1,000          | -              | -             | -             |
| Watermain Replacement                      | 6,992           | 7,483          | 10,099         | 6,848         | 7,317         |
| <b>Total Statutory Reserves</b>            | <b>73,706</b>   | <b>78,687</b>  | <b>73,624</b>  | <b>41,002</b> | <b>46,951</b> |
| <b>Other Sources</b>                       |                 |                |                |               |               |
| Enterprise Fund                            | 545             | 550            | 550            | 550           | 550           |
| Grant and Developer Contribution           | 13,419          | 10,525         | 10,490         | 10,463        | 10,463        |
| Other Sources                              | 13,531          | 11,395         | 6,329          | 4,582         | 4,540         |
| Sewer Levy                                 | 205             | -              | -              | 50            | -             |
| Solid Waste and Recycling                  | 300             | 300            | 300            | 300           | 300           |
| Water Levy                                 | 2,020           | 1,790          | 280            | 176           | 250           |
| <b>Total Other Sources</b>                 | <b>30,020</b>   | <b>24,560</b>  | <b>17,949</b>  | <b>16,121</b> | <b>16,103</b> |
| <b>Total Capital Program</b>               | <b>122,659</b>  | <b>126,193</b> | <b>112,740</b> | <b>68,807</b> | <b>74,012</b> |



**SCHEDULE C:**

**CITY OF RICHMOND  
5 YEAR CONSOLIDATED AMENDED FINANCIAL PLAN (2017-2021)  
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 2017.

**Table 1:**

| <b>Funding Source</b>                       | <b>% of Total Revenue</b> |
|---|---------------------------|
| Property Taxes                              | 49.3%                     |
| User Fees                                   | 24.0%                     |
| Sales of Services                           | 8.9%                      |
| Gaming Revenue                              | 4.3%                      |
| Investment Income                           | 3.5%                      |
| 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 (2017-2021)  
STATEMENT OF POLICIES AND OBJECTIVES**

**Distribution of Property Taxes**

Table 2 provides the estimated 2017 distribution of property tax revenue among the property classes.

**Objective:**

- Maintain the City's business to residential tax ratio in the middle in comparison to other municipalities. This will ensure that the City will remain competitive with other municipalities in attracting and retaining businesses.

**Policies:**

- Regularly review and compare the City's tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.

**Table 2:** (Estimated based on the 2017 Completed Roll figures)

| Property Class     | % of Tax Burden |
|--------------------|-----------------|
| Residential (1)    | 55.5%           |
| Business (6)       | 35.3%           |
| Light Industry (5) | 7.1%            |
| Others (2,4,8 & 9) | 2.1%            |
| 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*.



**Richmond Zoning and Development Bylaw 5300  
Amendment Bylaw 7840 (RZ 04-272351)  
6511/6531 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 and Development Bylaw 5300, is amended by repealing the existing zoning designation of the following area and by designating it **TOWNHOUSE DISTRICT (R2 - 0.6)**.

P.I.D. 003-797-317

Lot 24 Except:

Firstly: Parcel "B" (Explanatory Plan 14390 and Secondly: Part contained within Lot 161 Plan 47432; Block 'C' Section 30 Block 4 North Range 6 West New Westminster District Plan 2777 .

2. This Bylaw may be cited as "**Richmond Zoning and Development Bylaw 5300, Amendment Bylaw 7840**".

FIRST READING

NOV 22 2004

PUBLIC HEARING

DEC 20 2004

SECOND READING

DEC 20 2004

THIRD READING

RESCINDED ON DEC. 18, 2012

DEC 20 2004

JAN 21 2013

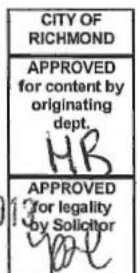
OTHER REQUIREMENTS SATISFIED

NOV 06 2017

ADOPTED

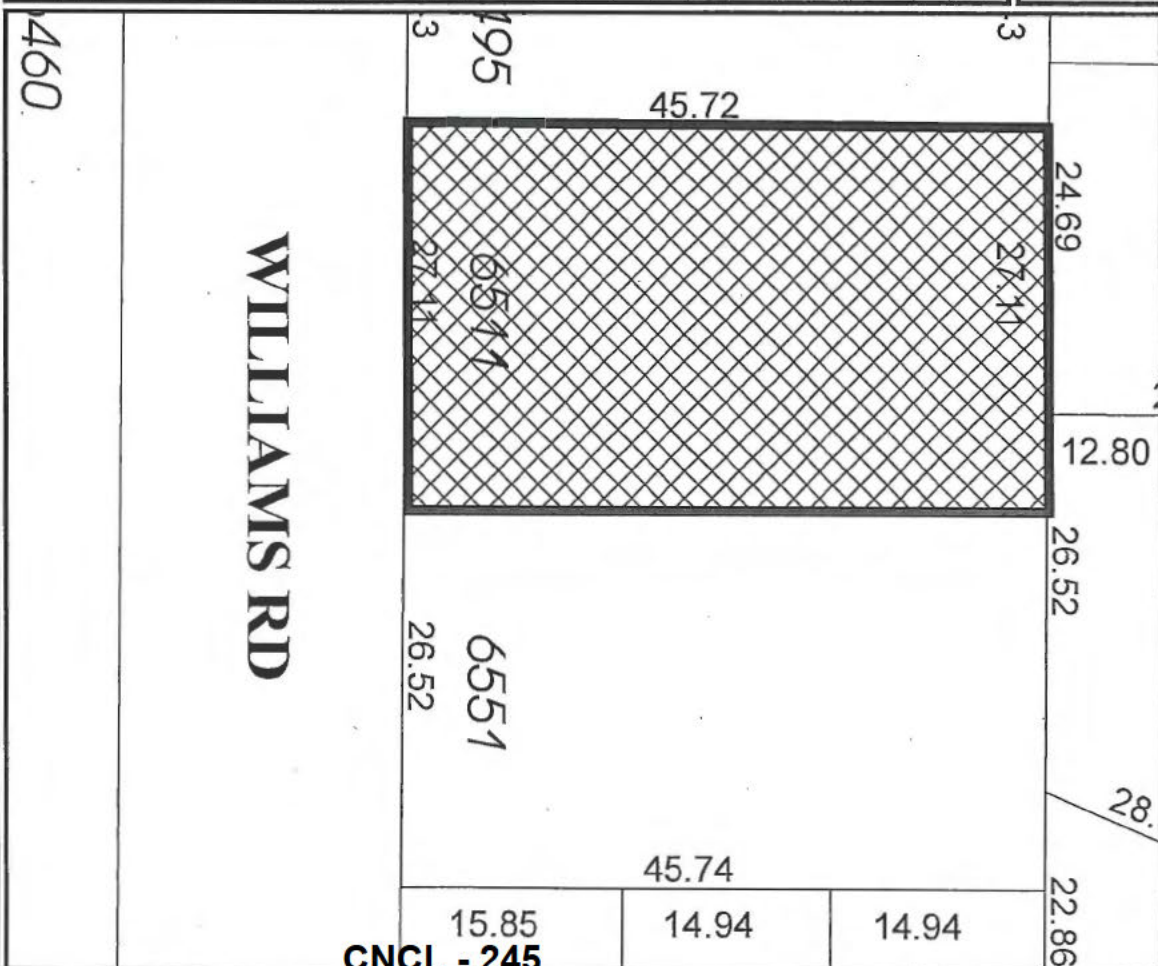
MAYOR

CITY CLERK





## City of Richmond



RZ 04-272351

Original Date: 07/08/04

Revision Date:

Note: Dimensions are in METRES

**CNCL - 245**



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 8700 (RZ 12-521413)  
6551/6553 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 **LOW DENSITY TOWNHOUSES (RTL3)**.

P.I.D. 002-082-241

Parcel "B" (Explanatory Plan 14390) Lot 24 Except: Part Subdivided by Plan 46369; Block "C" Section 30 Block 4 North Range 6 West New Westminster District Plan 2777

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 8700"**.

FIRST READING

DEC 18 2012

A PUBLIC HEARING WAS HELD ON

JAN 21 2013

SECOND READING

JAN 21 2013

THIRD READING

JAN 21 2013

OTHER REQUIREMENTS SATISFIED

NOV 06 2017

ADOPTED

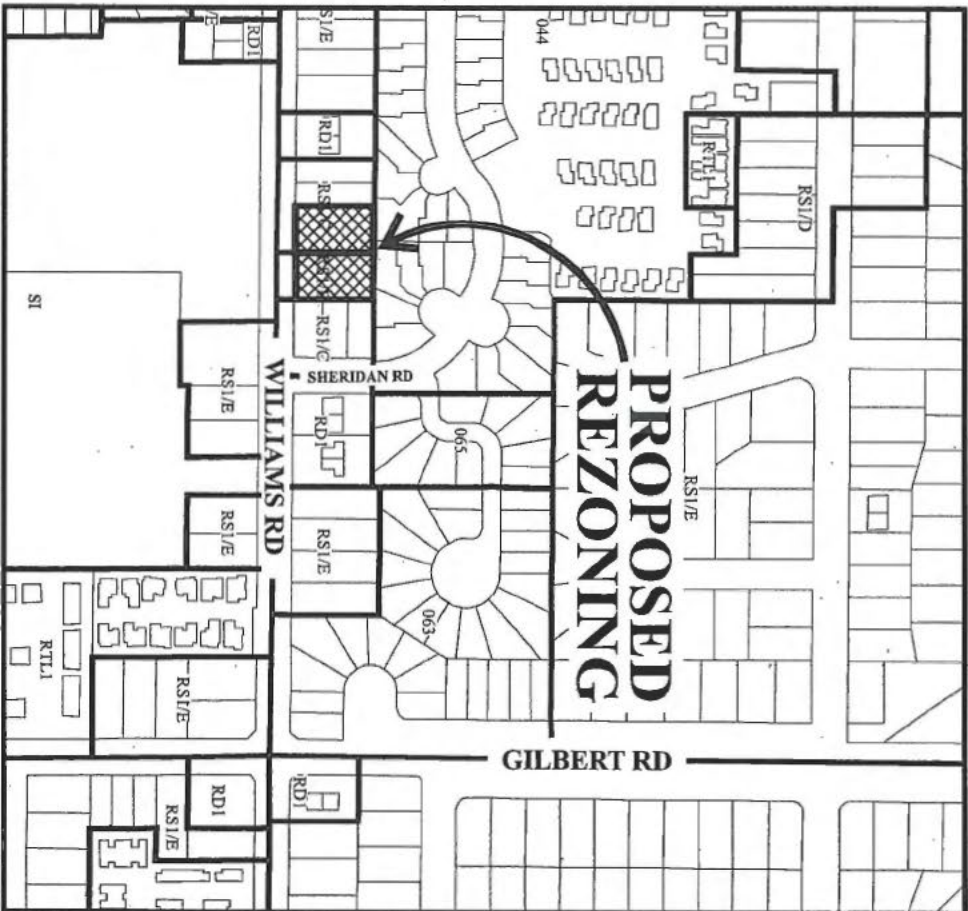


\_\_\_\_\_  
MAYOR

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

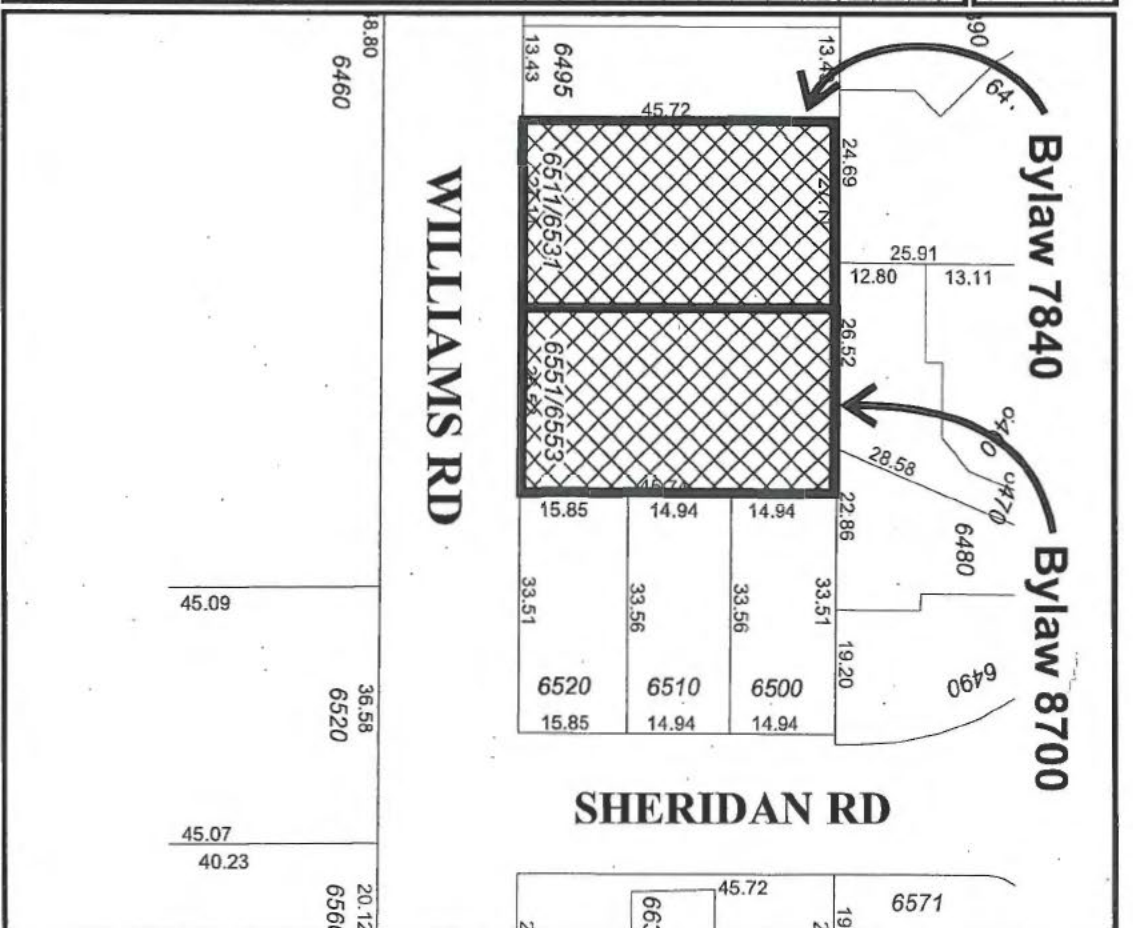


# City of Richmond



Bylaw 7840

Bylaw 8700



RZ 10-521413 & RZ 04-272351

Original Date: 12/06/12  
Revision Date: 12/17/12  
Note: Dimensions are in METRES





**Richmond Zoning Bylaw 8500  
Amendment Bylaw 8750 (RZ 06-344606)  
22560, 22600 & 22620 GILLEY ROAD**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **TOWN HOUSING (ZT11) - HAMILTON**.

P.I.D. 003-911-985

Parcel "A" (Explanatory Plan 29178) Lot 2 Section 2 Block 4 North Range 4 West New Westminster District Plan 5334

P.I.D. 003-558-622

Parcel A (RD14733E) Lot 1 Except: Part Subdivided by Plan 79860, Section 2 Block 4 North Range 4 West New Westminster District Plan 5334

P.I.D. 010-724-915

Easterly Half Lot 1 Except: Part Subdivided by Plan 79860, Section 2 Block 4 North Range 4 West New Westminster District Plan 5334

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 8750"**.

FIRST READING

APR 26 2011

A PUBLIC HEARING WAS HELD ON

MAY 16 2011 + JUN 18 2012

SECOND READING

JUN 18 2012

THIRD READING

JUN 18 2012

MINISTRY OF TRANSPORTATION  
AND INFRASTRUCTURE

AUG 09 2012

DEVELOPMENT REQUIREMENTS SATISFIED

NOV 07 2017

ADOPTED



MAYOR

CORPORATE OFFICER







**Richmond Zoning Bylaw 8500  
Amendment Bylaw 9498 (RZ 14-662864)  
10644 Railway Avenue**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended by inserting the following into Section 8 (Residential Zones), in numerical order:

**“ 8.15 Large Lot Arterial Road Coach House (RCH2)**

**8.15.1 Purpose**

The **zone** provides for a detached **coach house** in conjunction with **single detached housing** where there is **vehicle access** to a rear lane.

**8.15.2 Permitted Uses**

- **housing, single detached**  
with a detached **coach**  
**house**

**8.15.3 Secondary Uses**

- **bed and breakfast**
- **boarding and lodging**
- **community care facility, minor**
- **home business**

**8.15.4 Permitted Density**

1. The maximum **density** is limited to one **principal dwelling unit** and one **coach house** per lot.
2. The maximum **floor area ratio** (FAR) including the **single detached housing** and **coach house** is 0.60 applied to a maximum of 464.5 m<sup>2</sup> of the **lot area**, together with 0.30 applied to the balance of the **lot area** in excess of 464.5 m<sup>2</sup>.
3. The **coach house** must have a minimum **floor area** of at least 33.0 m<sup>2</sup> and must not exceed a total **floor area** of 60.0 m<sup>2</sup>.
4. For the purposes of this **zone** only, 10% of the **floor area** total calculated for the **lot** in question must be used exclusively for covered areas of the **single detached housing** or **coach house** which are open on two or more sides, with the maximum for the **coach house** being 6.0 m<sup>2</sup>, and is not included in the calculation of the maximum **floor area ratio**.
5. An unenclosed and uncovered **balcony** of a **coach house** shall have a maximum area of 8.0 m<sup>2</sup>, and shall be located so as to face the **lane** on a mid block **lot**, and the **lane** or side street on a **corner lot**.



6. Stairs to the upper level of a **coach house** must be enclosed within the allowable **building area**.

#### 8.15.5 Permitted Lot Coverage

1. The maximum **lot coverage** is **45%** for **buildings**.
2. No more than 70% of a **lot** may be occupied by **buildings, structures and non-porous surfaces**.
3. 20% of the **lot area** is restricted to **landscaping** with live plant material.

#### 8.15.6 Yards & Setbacks

1. The minimum **front yard** is 6.0 m, except that **coach houses, carports, garages and parking spaces** must be set back a minimum of 20.0 m.
2. The minimum **interior side yard** is 1.2 m for the **single-detached housing**.
3. The minimum **interior side yard** for an **accessory building** containing a **coach house** to one **side lot line** is 1.2 m; and to the opposite and opposing **side lot line** is 1.8 m.
4. In addition to subsection 8.15.6.3, an **accessory building** containing a **coach house** on an **interior lot** with an east-west orientation shall be located closest to the southern **interior side lot line**, to reduce shadowing on the adjacent lot to the north.
5. The minimum **exterior side yard** is 3.0 m.
6. The minimum **rear yard** is 6.0 m for the **single detached housing**.
7. A detached **accessory building** other than a **coach house**, of more than 10.0 m<sup>2</sup> may be located in the **rear yard** but no closer than 3.0 m to a **lot line abutting** a public road or 1.2 m to any other **lot line**.
8. A **coach house** shall be located within 1.2 m and 10.0 m of the **rear lot line**.
9. The minimum **building separation space** between the principal **single detached housing** unit and the **accessory building** containing a **coach house** is 4.5 m.
10. **Coach houses** are not permitted in the **front yard**.
11. Waste and recycling bins for the **lot** shall be located within a **screened structure** that is set back a minimum of 1.5 m from the **rear lot line**.
12. **Building elements** in a **coach house** that promote sustainability objectives such as solar panels, solar hot water heating systems and rainwater collection systems may project 0.6 m into the **side yard and rear yard**.

13. An unenclosed and uncovered **balcony** of a **coach house** located so as to face the **lane** on a mid block lot, and the **lane** or side street on a **corner lot**, may project 0.6 m into the **rear yard**.

#### 8.15.7 Permitted Heights

1. The maximum **height** for **single detached housing** is 2 ½ **storeys** or 9.0 m, whichever is less, but it shall not exceed the **residential vertical lot width envelope** and the **residential vertical lot depth envelope**. For a principal **building** with a flat roof, the maximum **height** is 7.5 m
2. The ridge line of a side roof dormer may project horizontally up to 0.91 m beyond the residential vertical lot width envelope but no further than the setback required for the interior side yard or the exterior side yard.
3. The ridge line of front roof dormer may project horizontally up to 0.91 m beyond the **residential vertical lot depth envelope** but no further than the **setback** required for the **front yard**.
4. For the purpose of this **zone** only, **residential vertical lot depth envelope** means a vertical envelope located at the minimum front yard **setback** requirement for the lot in question.
5. The **residential vertical lot depth envelope** is:
  - a) calculated from the **finished site grade**; and
  - b) formed by a plane rising vertically 5.0 m to a point and then extending upward and away from the required **yard setback** at a rate of the two units of vertical rise for each single unit of horizontal run to the point at which the plane intersects to the maximum **building height**.
6. The maximum **height** for an **accessory building** containing a **coach house** shall be 2 **storeys** or 6.5 m above the highest elevation of the crown of the **abutting lane** measured to the roof ridge, whichever is less.
7. In this **zone**:
  - a) The **first storey** of an **accessory building** containing a **coach house** facing the **single detached housing** shall have a sloping skirt roof, and the maximum height of the **eave** of the sloping skirt roof shall be 3.7 m above **grade**;
  - b) the maximum **height** to the top of the sloping skirt roof of the **first storey** of an **accessory building** containing a **coach house** facing the **single detached housing** shall be 4.0 m above **grade**; and
  - c) for the purpose of this subsection 8.15.7.7 only, **grade** means the finished ground elevation around the **accessory building** containing the **coach house**.

8. The maximum **height** for **accessory structures** is 9.0 m.

#### 8.15.8 Subdivision Provisions/Minimum Lot Size

1. The minimum **lot** dimensions and areas are as follows, except that the minimum **lot width** for **corner lots** is an additional 2.0 m.

| Zone | Minimum frontage | Minimum lot width | Minimum lot depth | Minimum lot area     |
|------|------------------|-------------------|-------------------|----------------------|
| RCH2 | 6.0 m            | 12.0 m            | 35.0 m            | 420.0 m <sup>2</sup> |

2. A **coach house** may not be **subdivided** from the **lot** on which it is located.

#### 8.15.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0, except that in the RCH2 zone:
- fences**, when located within 3.0 m of a **side lot line abutting** a public road or 6.0 m of a **front lot line abutting** a public road, shall not exceed 1.2 m in **height**; and
  - fences**, when located elsewhere within a required **yard**, shall not exceed 1.83 m in **height**.
2. A private outdoor space shall be provided on the **lot** with a minimum area of 30 m<sup>2</sup> and a minimum width and depth of 3.0 m.
3. All private outdoor space shall not be:
- located in the **front yard**; and
  - occupied or obstructed by any **buildings, structures**, projections and on-site parking except for **cantilevered roofs** and **balconies** which may project into the private outdoor space for a distance of not more than 0.6 m.
4. A private outdoor space shall also be provided for the benefit of the **coach house** only, which:
- may include an open or covered deck, unenclosed **balcony**, **patio** pavers, **porch** or fenced yard space which is clearly defined and screened through the use of **landscaping**, planting or architectural features such as trellises, low **fencing** or planters, but not space used for parking purposes; and
  - shall be accessed from the **rear yard, lane** or **coach house**.



5. The **rear yard** between a **coach house** and the **lane**, including the **building entry** to the **coach house**, must incorporate:
  - a) the planting of appropriate trees (e.g. small species or fastigate/columnar) and other attractive soft **landscaping**, but not low ground cover, so as to enhance the visual appearance of the **lane**; and
  - b) high quality permeable materials where there is a driveway to **parking spaces** and where the **lane** has curb and gutter.
6. A high quality **screen** shall be located between a **lane** and any surface **parking spaces** parallel to the **lane**, and along the **lot line** adjacent to any surface **parking spaces** if **abutting** a neighbouring **lot**. Where the space is constrained, a narrow area sufficient for the growth of plant material shall be provided at the base of the **screen**.
7. The **yard** between the **coach house** and the **road** on a **corner lot** shall be designed and treated as the **front yard** of the **coach house**, not be used as private outdoor space and have quality surface treatment, soft **landscaping** and attractive plant materials.
8. Where vertical greening is used as a means to improve privacy, it may include walls and/or the provision of **fences** and arbours as support structures for plants. In constrained areas, tall plantings may include varieties of bamboo for **screening** and **landscaping**.
9. A minimum 0.9 m wide, unobstructed, permeable pathway must be provided:
  - a) clearly leading from the **road** to the **coach house** entry; and
  - b) clearly leading from the **lane** to the **coach house** entry.

#### 8.15.10 On-Site Parking & Loading

1. On-site **vehicle** parking shall be provided according to the standards set out in Section 7.0, except that the maximum driveway width shall be 6.0 m.
2. For the purpose of this **zone** only, a **driveway** is defined as any **non-porous surface** of the **lot** that is used to provide space for **vehicle** parking or **vehicle** access to or from a public **road** or **lane**.
3. A **coach house** may not be located above more than 2 **parking spaces** in the detached **garage** for the **single detached housing**.
4. The required **parking space** and driveway for a **coach house** must be unenclosed or uncovered and must be made of porous surfaces such as permeable pavers, gravel, grasscrete or impermeable wheel paths surrounded by ground-cover planting.

**8.15.11 Other Regulations**

1. **Boarding and lodging** shall be located only in a **single detached housing** unit, and not in the **coach house**.
  2. A **child care program** shall not be located in a **coach house**.
  3. The **coach house** must be located above a detached **garage**.
  4. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and Specific Use Regulations in Section 5.0 apply. "
2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it "**LARGE LOT ARTERIAL ROAD COACH HOUSE (RCH2)**".
- P.I.D. 003-832-481  
 Lot 462 Except: the northerly portion, Section 36 Block 4 North Range 7 West New Westminster District Plan 53481
3. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9498**".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER REQUIREMENTS SATISFIED

ADOPTED

JUL 25 2016SEP 06 2016SEP 06 2016SEP 06 2016OCT 25 2017\_\_\_\_\_  
MAYOR\_\_\_\_\_  
CORPORATE OFFICER







**Richmond Zoning and Development Bylaw 8500  
Amendment Bylaw 8748 (RZ 10-534751)  
9251 and 9291 Alexandra Road**

The Council of the City of Richmond enacts as follows:

1. Richmond Zoning and Development Bylaw 8500 is amended by inserting as Section 20.20 thereof the following:

20.20 "Residential/Limited Commercial (ZMU20) – Alexandra Neighbourhood (West Cambie)"

**20.20.1 PURPOSE**

The **zone** provides for mixed residential/commercial **development** with a **density bonus** for affordable housing.

**20.20.2 PERMITTED USES**

- child care
- health service, minor
- housing, apartment
- office
- restaurant
- retail, convenience
- retail, general
- service, financial
- service, personal

**20.20.3 SECONDARY USES**

- boarding and lodging
- community care facility, minor
- home business

**20.20.4 PERMITTED DENSITY**

1. The maximum **floor area ratio** is 1.25.
2. Notwithstanding Section 20.20.4.1, the reference to "1.25" is increased to a higher **density** of "1.50" if, prior to first occupancy of the **building**, the owner:
  - a) provides on the **lot** not less than four **affordable housing units** having a combined **habitable space** of at least 0.083 of the total maximum **floor area ratio**; and
  - b) enters into a **housing agreement** for the **affordable housing units** with the **City** and registers the **housing agreement** against the title to the **lot**, and files a notice in the Land Title Office.
3. Notwithstanding Section 20.20.4.2, the reference to "1.50" is increased to a higher **density** of "1.55" for the following **site** if, prior to the first occupancy of the **building**, the **owner** provides the amenity of a reduction in greenhouse gas emissions by connecting, or committing to connect in a manner satisfactory to the **City**, and **buildings** on the lands to the Alexandra District Energy Utility pursuant to Bylaw No. 8641.

9251 Alexandra Road  
P.I.D 004-222-431

East Half Lot 25 Block "B" Section 34 Block 5 North Range 6 West New Westminster  
District Plan 1224

9291 Alexandra Road

P.I.D 000-635-987

West Half Lot 24 Block B Section 34 Block 5 North Range 6 West New Westminster  
District Plan 1224

4. A minimum of 0.024 of the total **floor area ratio** must be used for non-residential **uses**. The maximum non-residential area on the lot can not exceed 0.14 of the total **floor area ratio**.

20.20.5 **MAXIMUM LOT COVERAGE**

- .01 **Maximum Lot Coverage:** 45%

20.20.6 **MINIMUM SETBACKS FROM PROPERTY LINES**

- .01 **Public Road Setback:**

- a) Alexandra Road: 0 m for non-residential use and 1.5 m for residential use
  - i. unenclosed patios may encroach into the **public road** setback; and
  - ii. the parking **structure** is setback 7.0 m.
- b) Tomicki Avenue: 6.0 m
  - i. a parking **structure** may project into the **public road** setback, but shall be no closer to a **public road** than 2.6 m. Such encroachments must be architecturally treated and landscaped by a combination of trees, shrubs, ornamental plants or lawn as specified by a Development Permit approved by the City.

- .02 **Side Yard setback:**

- a) 8.0 m for non-residential use and 6.0 m for residential use;
- b) unenclosed balconies may project into the **side yard** setback for a maximum distance of 1.2 m; and
- c) a parking **structure** may project into the **side yard** setback. Such encroachments must be landscaped or screened by a combination of landscaping and parking structure treatment as specified by a Development Permit approved by the City.

20.20.7 **MAXIMUM HEIGHTS**

- .01 **Buildings:** 20 m
- .02 **Accessory Buildings & Structures:** 5 m

20.20.8 **SUBDIVISION PROVISIONS/MINIMUM LOT SIZE**

- .01 There are no minimum **lot width**, **lot depth** or **lot area** requirements.

20.20.9 **OFF-STREET PARKING AND LOADING**

- .01 Off-street parking shall be provided in accordance with Division 400 of the Richmond Zoning and Development Bylaw 8500.

20.20.10 **SIGNAGE**

- .01 Signage must comply with the City of Richmond's Sign Bylaw No. 5560, as amended, as it applies to development in the "Neighbourhood Commercial (CN)" district.
2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning and Development Bylaw 8500, is amended by repealing the existing zoning designation of the following areas and by designating it "**Residential/Limited Commercial (ZMU20) – Alexandra Neighbourhood (West Cambie)**".
- P.I.D 004-222-431  
East Half Lot 25 Block "B" Section 34 Block 5 North Range 6 West New Westminster District Plan 1224
- P.I.D 000-635-987  
West Half Lot 24 Block B Section 34 Block 5 North Range 6 West New Westminster District Plan 1224
3. This Bylaw is cited as "**Richmond Zoning and Development Bylaw 8500, Amendment Bylaw 8748**".

FIRST READING

MAY 09 2011

A PUBLIC HEARING WAS HELD ON

JUN 20 2011

SECOND READING

JUN 20 2011

THIRD READING

JUN 20 2011

OTHER REQUIREMENTS SATISFIED

NOV 09 2017

ADOPTED

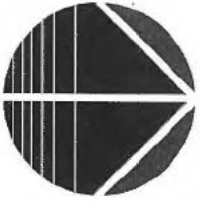
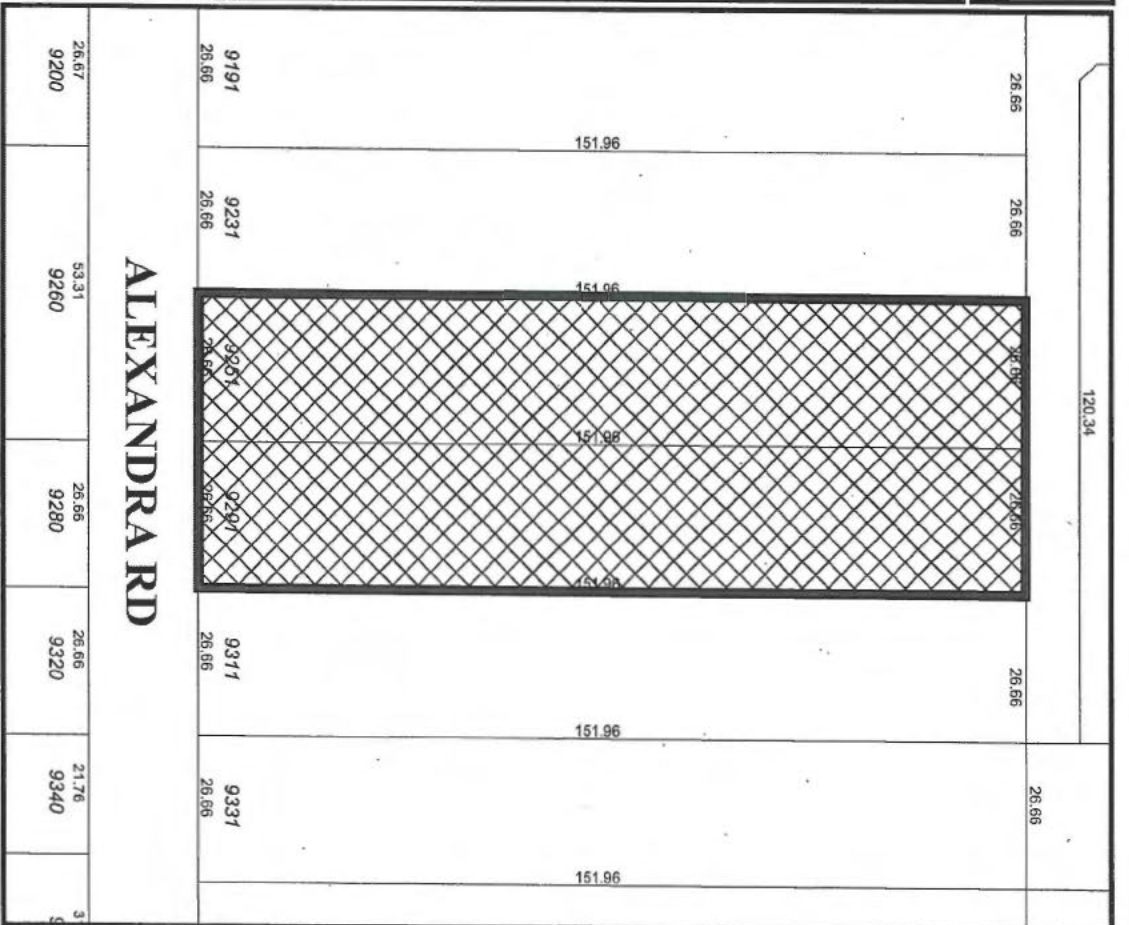
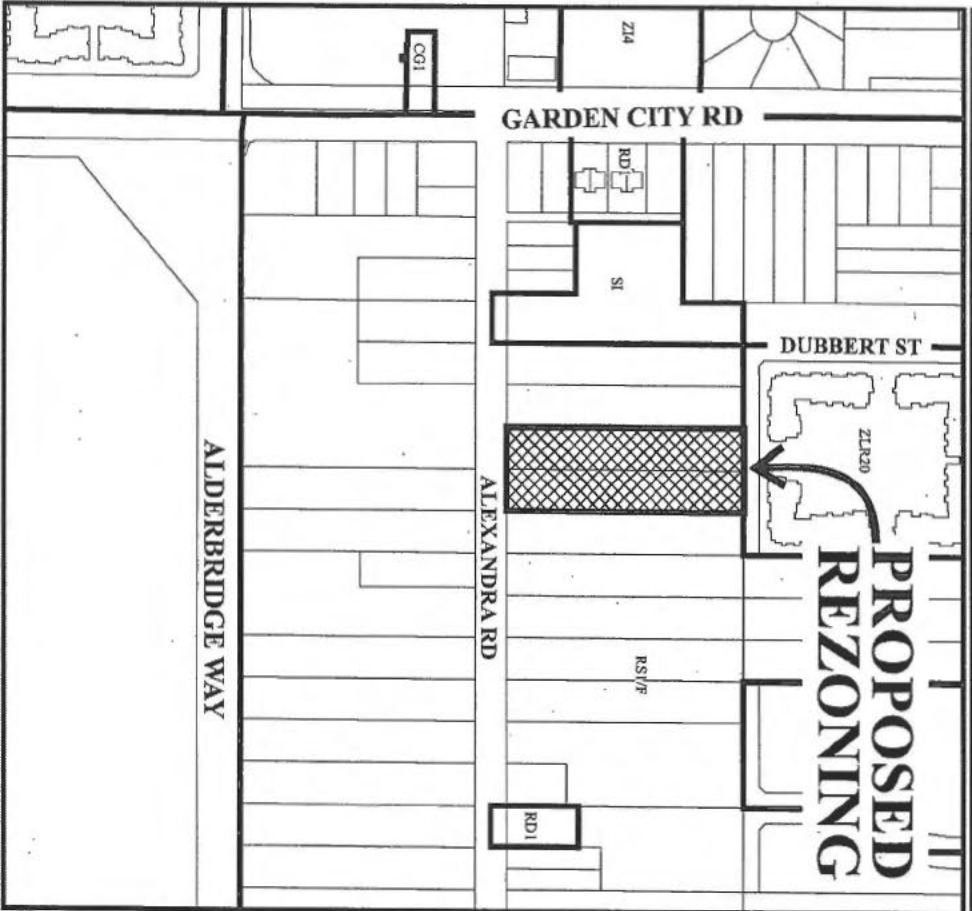
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\_\_\_\_\_  
MAYOR\_\_\_\_\_  
CORPORATE OFFICE





# City of Richmond



RZ 10-534751

Original Date: 06/16/10  
Revision Date:  
Note: Dimensions are in METRES



**Development Permit Panel  
Wednesday, October 25, 2017**

Time: 3:30 p.m.  
Place: Council Chambers  
Richmond City Hall  
Present: Joe Erceg, Chair  
Cathryn Volkering Carlile, General Manager, Community Services  
Cecilia Achiam, General Manager, Community Safety

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 11, 2017, be adopted.*

**CARRIED**

**1. Development Permit 16-754735**  
(REDMS No. 5544568)

APPLICANT: 1037533 BC Ltd.

PROPERTY LOCATION: 8620 Railway Avenue

INTENT OF PERMIT:

Permit the construction of 17 townhouses at 8620 Railway Avenue on a site zoned "Town Housing (ZT80) - Railway Avenue".

**Applicant's Comments**

Eric Law, Eric Law Architect, Inc., provided background information on the proposed development and highlighted the following:

1.

## Development Permit Panel

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- two-storey triplex buildings and three-storey buildings which step down to two storeys at the end units are proposed to address the surrounding single family neighbourhood;
- three affordable housing units and one convertible unit are proposed;
- the architectural character of the building cluster containing the three affordable units is consistent with the market units;
- durable and maintenance-free materials such as Hardie panel and siding/trim are proposed;
- the proposed colour scheme, primarily light with darker accents, will blend well with adjacent single family homes;
- vehicle access to the site is proposed from the existing east-west City lane off Railway Avenue, which will be widened and upgraded, and will connect to the proposed north-south internal drive aisle on the subject site;
- the north-south internal drive aisle has the potential to provide shared access to future developments to the north through a statutory right-of-way (ROW) to be registered on title; and
- the project aims to achieve an EnerGuide rating of 82 through its proposed sustainability features.

Denitsa Dimitrova, PMG Landscape Architects, briefed the Panel on the main landscaping features for the project, noting that: (i) proposed private outdoor spaces for each unit include either a landscaped front yard and balcony or a backyard with small patio, (ii) low stone post with aluminum rail fencing and entry gates for front yards are proposed for street-fronting units, (iii) an east-west pedestrian walkway is proposed between the two buildings along Railway Avenue, (iv) a six-foot wood fence at the east property line and a four-foot metal fence along the north property line are proposed to provide separation from adjacent properties and the walkway to the north, (v) the proposed outdoor amenity area incorporates natural play elements, bench seating, and bicycle racks, and (vi) two patterns of permeable pavers are proposed on the internal drive aisle to differentiate the proposed uses.

In response to a query from the Panel, Ms. Dimitrova confirmed that low shrub planting will be introduced between the bicycle racks and bench seating in the outdoor amenity area.

In response to queries from the Panel, Mr. Law acknowledged that (i) an accessible visitor parking stall will be provided in front of the convertible unit, (ii) the convertible unit will be provided with two side-by-side indoor parking spaces, (iii) parking stalls for the larger townhouse units will be constructed to accommodate future installation of electrical vehicle charging equipment and, (iv) windows overlooking the pedestrian walkway are proposed for units on both sides of the pedestrian walkway.



## Development Permit Panel

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#### Staff Comments

Wayne Craig, Director, Development, noted that (i) two off-site mature trees will be retained including one along Railway Avenue, and (ii) there will be servicing agreements associated with the proposed development for frontage improvements along Railway Avenue, widening of the City lane to the south, and improvements on the existing walkway along the north edge of the site.

In response to a query from the Panel, Mr. Craig acknowledged that a two-meter dedication is required along the entire south property line of the subject site for the widening of the City lane to increase its width to six meters.

#### Gallery Comments

None.

#### Correspondence

Kyle Shurry, 9000-1200 West 73<sup>rd</sup> Avenue, Vancouver (Schedule 1)

Mr. Craig noted that on behalf of Richmond Hospital Foundation, Mr. Shurry expressed support for the project, especially for the statutory right-of-way (ROW) for public-right-of-passage to be registered across the proposed internal drive aisle for potential shared vehicle access to future developments to the north of the subject site.

#### Panel Discussion

The Panel expressed support for the proposed development, noting that the project is well-designed, and the proposed three affordable housing units exceed the standard provision.

#### Panel Decision

It was moved and seconded

*That a Development Permit be issued which would permit the construction of 17 townhouses at 8620 Railway Avenue on a site zoned "Town Housing (ZT80) - Railway Avenue".*

**CARRIED**

#### 2. Development Variance 17-771661 (REDMS No. 5393224 v. 3)

APPLICANT: Matthew Cheng Architect Inc.

PROPERTY LOCATION: 8480 No. 5 Road

INTENT OF PERMIT:

Vary the provisions of Richmond Zoning Bylaw 8500 to increase the maximum height for

3.

## **Development Permit Panel**

### **Wednesday, October 25, 2017**

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buildings from 12m to 14.14m to permit the construction of a Buddhist Temple at 8480 No. 5 Road on a site zoned "Assembly (ASY)".

#### **Applicant's Comments**

Matthew Cheng, Matthew Cheng Architect, Inc., provided background information on the proposed development and highlighted the following:

- the subject site is a small parcel with an area of approximately 0.84 acres;
- the design and siting of the proposed Buddhist temple are intended to minimize visual conflict with the neighbouring Shia Muslim Community property;
- garbage and recycling area is located adjacent to the loading area at the northeast corner of the site to facilitate pick-ups;
- the project provides 74 parking spaces including two accessible parking stalls to be located in close proximity to the symmetrical accessible ramps leading to the main entrance of the building;
- railings for the accessible ramps will incorporate traditional Chinese motif;
- the perimeter of the site will be landscaped with trees and shrubs to provide buffering from adjacent properties;
- traditional Chinese Buddhist temple architecture is proposed for the two-storey wood building; however, the roof design was modified to minimize the massing of the building;
- a building height variance is proposed to achieve a modified version of the traditional Chinese temple roof design and the proposed variance is less than the other building height variances in the area;
- a customized sustainability checklist is proposed in lieu of LEED targets and will focus on HVAC and plumbing systems which aim to exceed existing minimum code requirements for energy efficiency; and
- proposed mechanical systems will be installed inside the building and exterior mechanical venting and intakes will be designed and screened to blend with the overall traditional Chinese architecture of the building.

Caelan Griffiths, PMG Landscape Architects, briefed the Panel on the main landscaping features for the proposed development, noting that (i) a naturalized traditional Buddhist garden is proposed at the building frontage facing No. 5 Road, (ii) the south and east property lines will be landscaped with a mixture of deciduous and coniferous trees to provide buffering to adjacent properties, and (iii) majority of existing off-site trees along the north side will be retained and protected from the adjacent paved parking area .

## Development Permit Panel

### Wednesday, October 25, 2017

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#### Staff Comments

Mr. Craig acknowledged support for the proposed building height variance, noting that (i) the proposed variance allows the traditional architectural form for a religious institution, (ii) there is no habitable space within the increased height area of the building, (iii) the Shia Muslim Community has reviewed the project and expressed no concern for the proposed height variance, and (iv) the extent of the proposed variance is less than the other variances granted to religious institutions along No. 5 Road.

#### Gallery Comments

None.

#### Correspondence

None.

#### Panel Discussion

The Panel expressed support for the project, noting that the proposed siting and orientation of the building address well the existing religious buildings in the area and the proposed parking areas are adequately landscaped and screened from adjacent properties.

#### 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 increase the maximum height for buildings from 12m to 14.14m to permit the construction of a Buddhist Temple at 8480 No. 5 Road on a site zoned "Assembly (ASY)".*

**CARRIED**

### 3. Development Permit 17-785221 (REDMS No. 5563572)

APPLICANT: Arcus Consulting Ltd.

PROPERTY LOCATION: 10019 Granville Avenue

#### INTENT OF PERMIT:

1. Permit the construction of a licensed child care facility for a maximum of 88 children with an accessory residential caretaker unit at 10019 Granville Avenue on a site zoned "Child Care (ZR8)- McLennan"; and
2. Vary the provision of Richmond Zoning Bylaw 8500 to reduce the required minimum width of a landscape buffer from a property line abutting a road from 3.0m to 1.7m.



## **Development Permit Panel**

### **Wednesday, October 25, 2017**

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#### **Applicant's Comments**

Doug Massie, Arcus Consulting Ltd., provided a brief background of the proposed development and highlighted the following:

- the current owner purchased the subject property with an approved development permit for child care facility for 88 children;
- the previously approved form and character of the development will be maintained; however, changes to the site lay-out, including the removal of the right-out exit on No. 4 Road and different locations for the children's play area, are proposed;
- the removal of the vehicular exit on No. 4 Road will improve the programming for the playground spaces at the northern portion of the site;
- various classrooms and multi-purpose rooms are proposed for different age groups; and
- the residential character of the proposed development will be a welcome addition to the adjacent single-family neighbourhood.

In response to a query from the Panel, Mr. Massie acknowledged that the wastewater in the proposed septic tank system will be processed and pumped out.

In response to a query from the Panel, Mr. Craig confirmed that the accessory residential unit in the child care facility is intended for an employee or caretaker of the property.

#### **Staff Comments**

Mr. Craig noted that there is a Servicing Agreement associated with the project for frontage improvements along No. 4 Road and Granville Avenue and upgrade of the existing traffic signal at the No.4 Road and Granville Avenue intersection.

Mr. Craig further noted that the proposed child care facility must be licensed by the Vancouver Coastal Health (VCH) prior to operation. He added that VCH has been part of the review process for the project and will be further involved through the Building Permit application process.

Lastly, Mr. Craig advised that a localized landscape variance is proposed for a landscape width adjacent to the parking stalls close to the driveway on Granville Avenue and noted that while the landscaped width is reduced, the planting intensity will provide adequate screening for parking stalls.

#### **Gallery Comments**

None.

#### **Correspondence**

None.

## Development Permit Panel

### Wednesday, October 25, 2017

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#### Panel Discussion

The Panel expressed support for the project and looked forward to seeing the project built.

#### Panel Decision

It was moved and seconded

*That a Development Permit be issued which would:*

1. *Permit the construction of a licensed child care facility for a maximum of 88 children with an accessory residential caretaker unit at 10019 Granville Avenue on a site zoned "Child Care (ZR8)- McLennan"; and*
2. *Vary the provision of Richmond Zoning Bylaw 8500 to reduce the required minimum width of a landscape buffer from a property line abutting a road from 3.0m to 1.7m.*

**CARRIED**

#### 4. **GENERAL COMPLIANCE – REQUEST BY SIAN GROUP INVESTMENTS (0846930 BC LTD.) FOR A GENERAL COMPLIANCE RULING AT 9560 ALEXANDRA ROAD**

(File Ref. No.: DP 15-700370) (REDMS No. 5573187 v. 3)

APPLICANT: Sian Group Investments (0846930 BC Ltd.)

PROPERTY LOCATION: 9560 Alexandra Road

#### INTENT OF PERMIT:

That the attached plans involving changes to the design of the perimeter retaining wall and associated landscaping features along the western property boundary and adjacent to the east-west greenway at the north end of the subject site be considered to be in General Compliance with Development Permit (DP 15-700370).

#### Applicant's Comments

Rick Sian, Sian Group Investments, provided background information on the application by Sian Group Investments (0846930 BC Ltd.) for a General Compliance to Development Permit (DP 15-700370) at 9560 Alexandra Road.

Mr. Sian indicated the revised landscape treatment along the west edge of the site responds to the grade changes on the city park to the west in keeping with the original development permit.

#### Gallery Comments

None.

**Development Permit Panel**  
**Wednesday, October 25, 2017**

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**Correspondence**

None.

**Panel Decision**

It was moved and seconded

*That the attached plans involving changes to the design of the perimeter retaining wall and associated landscaping features along the western property boundary and adjacent to the east-west greenway at the north end of the subject site be considered to be in General Compliance with Development Permit (DP 15-700370).*

**CARRIED**

**5. Date of Next Meeting: November 16, 2017**

**6. Adjournment**

It was moved and seconded

*That the meeting be adjourned at 4:21 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 25, 2017.

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Joe Erceg  
Chair

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Rustico Agawin  
Auxiliary Committee Clerk



Schedule 1 to the Minutes of the  
Development Permit Panel  
meeting held on Wednesday,  
October 25, 2017.

## ON TABLE ITEM

Date: OCTOBER 25, 2017

Meeting: DPP

Item: #1

**Jesson, Claudia**

**From:** Weber, David  
**Sent:** Tuesday, 24 October 2017 14:58  
**To:** Jesson, Claudia  
**Subject:** FW: DP 16-754735 - 8620 Railway Avenue

FOR DPP

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**From:** Kyle Shury [mailto:kyle@platformproperties.ca]  
**Sent:** Tuesday, 24 October 2017 2:45 PM  
**To:** Craig, Wayne; Lussier, Cynthia  
**Cc:** Weber, David; 'Natalie Meixner'; 'Rima Warchol'  
**Subject:** DP 16-754735 - 8620 Railway Avenue

Hi Wayne & Cynthia, I am writing today on behalf of the Richmond Hospital Foundation (RHF) with respect to the above referenced DP. I have just finished reviewing your report to the panel and wanted to share our support for the proposal and the applicant's submission. As you are aware our primary concern has been to ensure future connectivity between the subject property and the two properties to the north owned by the RHF, and suitable access to Railway Avenue via the planned SRW to be placed on the subject property. I note on page 6 of your report the following staff comment:

-A single vehicle access to the site is proposed from the east-west City-owned lane off Railway Avenue, which is required to be widened to a total of 6.0 m as part of this redevelopment proposal. The internal drive-aisle on the subject site, which extends north from the lane, has the potential to provide shared access to future developments to the north by means of a Statutory Right-of-Way (SRW) for public-right-of-passage (PROP), which must be registered on title prior to final adoption of the rezoning bylaw.

We just want to ensure that the SRW is secured as part of the rezoning considerations and will be included as part of the final approvals for this development. With the SRW in place the RHF is supportive of this development proceeding.

I did not have David Weber's email on file but presume my guess above may work but please ensure a copy of this email is provided to him in case my assumptions were incorrect. Lastly, if one of you could kindly acknowledge receipt of this email and that it will be included in correspondence shared tomorrow that would be appreciated.

Thank you in advance for your assistance,

Kyle Shury : Principal

plat\*form

Platform Properties Ltd.  
900 - 1200 West 73rd Avenue  
Vancouver BC V6P 6G5 Canada

t +1 604 563 5002 direct  
t +1 604 563 5000  
f +1 604 563 5001

[platformproperties.ca](http://platformproperties.ca)





# City of Richmond

## Report to Council

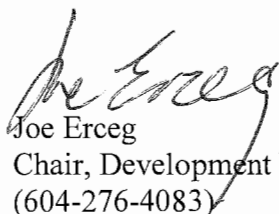
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**To:** Richmond City Council  
**From:** Joe Erceg  
Chair, Development Permit Panel  
**Date:** November 8, 2017  
**File:** 01-0100-20-DPER1-  
01/2017-Vol 01  
**Re:** Development Permit Panel Meetings Held on February 27, 2013;  
December 10, 2014; August 24, 2016; and October 25, 2017

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### Staff Recommendation

1. That the recommendation of the Panel to authorize the issuance of:
  - a) A Development Permit (DP 12-613923) for the property at 9251 and 9291 Alexandra Road;
  - b) A Development Permit (DP 13-637372) for the property at 22560, 22600 and 22620 Gilley Road;
  - c) A Development Permit (DP 10-521415) for the property at 6551 Williams Road (formerly 6511/6531 and 6551/6553 Williams Road); and
  - d) A Development Variance Permit (DV 17-771661) for the property at 8480 No. 5 Road;be endorsed, and the Permits so issued; and
2. That the recommendation of the Panel to authorize the approval of changes to the design of the Development Permit (DP 15-700370) issued for the property at 9560 Alexandra Road be endorsed, and the changes so deemed to be in General Compliance with the Permit.

  
Joe Erceg  
Chair, Development Permit Panel  
(604-276-4083)

SB:blg

### Panel Report

The Development Permit Panel considered the following items at its meetings held on February 27, 2013; December 10, 2014; August 24, 2016; and October 25, 2017.

DP 12-613923 – JINGON DEVELOPMENT GROUP – 9251 AND 9291 ALEXANDRA ROAD  
(February 27, 2013)

The Panel considered a Development Permit application to permit the construction of a four-storey 132-unit apartment building with a small commercial unit on the ground floor on a site zoned “Residential/Limited Commercial (ZMU20) – Alexandra neighbourhood (West Cambie)”. A variance is included in the proposal for a reduced west side yard setback.

Architect, Marco Ciriello, of Fred Adab Architects Inc.; and Landscape Architect, Mark Synan, of Van Der Zalm & Associates, gave a brief presentation of the proposal, noting:

- The project includes 104 basic universal housing units and eight affordable housing units.
- The design is in keeping with the commercial environment on Alexandra Road and the residential character on Tomicki Avenue. The roof form changes between the buildings. A proposed commercial space and parking fronts Alexandra Road and the underground parking for the residential units is accessed from Tomicki Avenue.
- The central courtyard contains a water feature and a seating, play, and open grassed area.

In response to Panel queries, it was noted that:

- Half of the public greenway will be developed on the subject site, and the ultimate surface material over the entire walkway will be constructed by the second developer.
- The amenity space is accessible from each building and from the underground parking.
- The centre green space between the two buildings is intended for the private use of the residents and not as a public walkway.

Staff noted that: (i) the greenway along the east portion of the site will be a publically-accessible walkway in a registered right-of-way; (ii) the central spine between the two buildings is not intended to be part of the public walkway; (iii) the buildings have been designed to address aircraft noise mitigation in keeping with the area plan, as well as, requirements under the Alexandra District Energy Utility (ADEU); (iv) a total of 104 units are designed to be basic universal housings units in accordance with the Zoning Bylaw provisions; (v) the applicant will be responsible to construct the half of the Alexandra greenway, the other half will be constructed as part of the neighbouring development, and the ultimate walkway surface will fall to the second developer.

No correspondence was submitted to the Panel regarding the Development Permit application.

The Panel recommends that the Permit be issued.



DP 13-637372 – DAVA DEVELOPMENTS LTD. – 22560, 22600 AND 22620 GILLEY ROAD  
(December 10, 2014)

The Panel considered a Development Permit application to permit the construction of 35 three-storey townhouse units on a site zoned “Town Housing (ZT11) – Hamilton”. A variance is included in the proposal to allow tandem parking in all of the townhouse units.

Architect, Taizo Yamamoto, of Yamamoto Architecture Inc.; and Landscape Architect, Patricia Campbell, of PMG Landscape Architects Ltd. provided a brief presentation, noting that:

- Pedestrian connections and frontage improvements are proposed for the western portion of the site and along Gilley Road to Westminster Highway.
- The site will have a grade change of one level and, as a result, adjacent properties to the south are fronted with two-storey units.
- The design is oriented to maximize the number of units fronting directly to the street.
- The amenity area will be centrally located, open to solar exposure, and will feature play structures, seating boulders, benches and plantings.
- The ditch will be enhanced through invasive plant removal and native species planting.
- The site lacks usable existing trees and replacement trees will be incorporated.
- Pedestrian walkways will be lit using bollard lights.

In response to Panel queries, Mr. Yamamoto and Ms. Campbell advised that:

- Tandem vehicle parking is preferred to reduce the footprints of the units and site layout.
- Walkway access to the electrical room would step down to the drive aisle. A retaining wall would be required to transition the grade to the adjacent property to east, would step down and use a combination of a timber, concrete and visually permeable picket fencing.
- The proposed trees will include five to six centimetre deciduous trees; a ten centimetre feature tree in the amenity area; and residential scale columnar conifer trees approximately 3.5 m to 4.0 m in height.

Staff advised that the Servicing Agreement associated with the proposed development will provide frontage improvements along Rathburn Drive and Gilley Road. The improvements along Gilley Road will include pavement widening, and pedestrian walkway improvements on south side of the road. Also, the Servicing Agreement will include a north-south walkway through the development site and an east-west walkway on-site beside the drainage canal.

In response to Panel queries, staff noted that, in response to concerns with respect to construction activity, on-site traffic management will be in place. As part of the Building Permit process, an updated construction management plan and on-going monitoring of the site will be required.

Staff noted that: (i) the section of Gilley Road from the site entrance to Westminster Highway will be widened to accommodate two-way traffic and a 1.5 m wide pedestrian walkway will be added along the south; (ii) the walkway would separate pedestrians from the road and the walkway connections to east of the site will be completed once eastern sites are developed; (iii) staff advised that the temporary walkway from the edge of the site to Westminster Highway will be a paved shoulder and marked with paint; (iv) the City is working with the applicant on additional delineations between the road and the walkway; and (v) the grass boulevard on the north side of Gilley Road will be retained.

A Richmond resident addressed the Panel, asking if the ditches would be filled in.

The Chair commented on the ditches adjacent to the site and noted that the road will be widened without filling the ditches; since the ditches are a riparian area protected under Provincial regulation. The Chair added that the ditches will be enhanced to remove invasive plant species.

The Chair advised that further review of the proposed road enhancements can be done to examine improvements to pedestrian safety.

Discussion ensued with regard to: (i) feedback from residents with respect to construction traffic; (ii) the proposed pedestrian connections; (iii) the proposed development meeting EnerGuide 82 standards; and (iv) pedestrian safety.

The Chair commended the applicant for the hard work done on the project and for successfully addressing the challenging condition at Westminster Highway.

No correspondence was submitted to the Panel regarding the Development Permit application.

Subsequent to the meeting, the Servicing Agreement design was revised to include wood bollards to provide separation between the walkway and the road.

The Panel recommends that the Permit be issued.

DP 10-521415 – MATTHEW CHENG ARCHITECT INC. - 6551 WILLIAMS ROAD  
(FORMERLY 6511/6531 AND 6551/6553 WILLIAMS ROAD)  
(August 24, 2016)

The Panel considered a Development Permit application to permit the construction of 13 townhouse units on a site zoned “Low Density Townhouses (RTL3)”. A variance is included in the proposal for seven small car parking spaces.

Architect, Matthew Cheng, of Matthew Cheng Architect Inc.; and Landscape Architect, David Rose, of PD Group Landscape Architecture Ltd., provided a brief presentation, noting that:

- The end unit along Williams Road adjacent to the single-family homes to the east is stepped down from three to two storeys. The proposed development is designed to match the scale of its single-family neighbourhood.

- The proposed heritage colours and exterior cladding materials such as fibre cement siding, shingles and bricks are consistent with the character of the existing neighbourhood.
- The increased 6 m rear yard setback provides a generous outdoor space for the rear units.
- Two trees in the front yard and one tree located on the adjacent property to the north are proposed to be retained. Rear yards of two units will be stepped down by approximately 2 ft. to provide usable outdoor space and protection to the tree's root system.
- A parking variance is requested by the applicant to allow one small car stall in each of the seven side-by-side double car garages. All indoor residential garages are provided with electric vehicle charging receptacles.
- The project design achieves EnerGuide 82 rating and pre-ducting for solar water heating.
- One convertible unit is provided for the townhouse development.
- Columnar trees will be planted along the side property lines.
- Permeable paving is used on the entrance driveway, internal drive aisle and visitor parking and compacted gravel pathway is provided between buildings.
- The proposed entrance to the driveway is skewed to provide a small landscape area for soft entry into the townhouse development and landscaping is incorporated on the internal drive aisle.
- The outdoor amenity space provides for play equipment for toddlers, resilient surface paving, seating, and lawn areas.

Staff advised that there will be a Servicing Agreement for frontage improvements along Williams Road; including storm sewer upgrades and site service connections.

Correspondence was submitted to the Panel regarding the Development Permit application. In response to the concerns expressed by the residents of 6470 Sheridan Road, staff commented that: (i) the proposed 6 m rear yard setback to the duplex buildings meets the site's zoning requirements and Arterial Road Guidelines for Townhouses in the Official Community Plan; and (ii) the architectural drawings submitted by the applicant show that the heights of the majority of the roof forms of the duplex buildings are significantly lower than a three-storey building.

The Panel recommends that the Permit be issued.

DV 17-771661 – MATTHEW CHENG ARCHITECT INC. – 8480 NO. 5 ROAD  
(October 25, 2017)

The Panel considered a Development Variance Permit application to vary the provisions of Richmond Zoning Bylaw 8500 to increase the maximum height for buildings from 12 m to 14.14 m to permit the construction of a Buddhist Temple on a site zoned "Assembly (ASY)".



Architect, Matthew Cheng, of Matthew Cheng Architect Inc.; and Landscape Architect, Caelan Griffiths, of PMG Landscape Architects, provided a brief presentation, noting:

- The design and siting of the proposed Buddhist temple are intended to minimize visual conflict with the neighbouring Shia Muslim Community property.
- The perimeter of the site will be landscaped with trees and shrubs to provide buffering.
- Traditional Chinese Buddhist temple architecture is proposed for the two-storey wood building; however, the roof design was modified to minimize the massing of the building.
- A building height variance is proposed and the proposed variance is less than the other building height variances in the area.
- A customized sustainability checklist is proposed in lieu of LEED targets and will focus on HVAC and plumbing systems which aim to exceed existing minimum code requirements for energy efficiency.
- Proposed mechanical systems will be installed inside the building and exterior mechanical venting and intakes will be designed and screened to blend with the overall traditional Chinese architecture of the building.
- A naturalized traditional Buddhist garden is proposed facing No. 5 Road.
- The south and east property lines will be landscaped with a mixture of deciduous and coniferous trees to provide buffering to adjacent properties.
- The majority of existing off-site trees along the north side will be retained and protected from the adjacent paved parking area.

Staff noted that: (i) the proposed variance allows for the traditional architectural form; (ii) there is no habitable space within the increased height area of the building; (iii) the neighbouring Shia Muslim Community has reviewed the project and expressed no concern for the proposed height variance; and (iv) the extent of the proposed variance is less than the other variances granted to other religious institutions along No. 5 Road.

No correspondence was submitted to the Panel regarding the Development Variance Permit application.

The Panel recommends that the Permit be issued.

GENERAL COMPLIANCE TO DP 15-700370 – SIAN GROUP INVESTMENTS  
(0846930 BC LTD.) – 9560 ALEXANDRA ROAD  
(October 25, 2017)

The Panel considered an application for changes to the design of the perimeter retaining wall and associated landscaping features along the western property boundary and adjacent to the east-west greenway at the north end of the subject site be considered to be in General Compliance with approved Development Permit (DP 15-700370).

Applicant, Rick Sian, of Sian Group Investments, provided background information, noting that the revised landscape treatment along the west edge of the site responds to the grade changes on the city park to the west in keeping with the original Development Permit.

No correspondence was submitted to the Panel regarding the General Compliance application.

The Panel recommends that the revisions be approved.