



### **City Council**

### Council Chambers, City Hall 6911 No. 3 Road Monday, November 25, 2019 7:00 p.m.

Pg. # ITEM

CNCL-32

### MINUTES

- 1. Motion to:
- CNCL-9 (1) adopt the minutes of the Regular Council meeting held on November 12, 2019;
- CNCL-29 (2) adopt the minutes of the Special Council meeting held on November 12, 2019;
  - (3) adopt the minutes of the Regular Council meeting for Public Hearings held on November 18, 2019; and
  - (4) receive for information the Metro Vancouver 'Board in Brief' dated November 1, 2019.

### AGENDA ADDITIONS & DELETIONS

### 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. 17.

4. *Motion to rise and report.* 

### RATIFICATION OF COMMITTEE ACTION

### CONSENT AGENDA

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

RECOMMENDATIONS FROM COMMITTEE WILL APPEAR ON THE REVISED COUNCIL AGENDA, EITHER ON THE CONSENT AGENDA OR NON-CONSENT AGENDA DEPENDING ON THE OUTCOME AT COMMITTEE.

### CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Touchstone Family Association Restorative Justice Contract Renewal & Annual Performance Outcome Evaluation Report
- Non-Farm Use Fill Application for the Properties Located 11300 & 11340 Blundell Road (Athwal & Yau)
- Cultural Harmony Plan 2019–2029
- Review of Licencing and Enforcement of Short-Term Rentals
- Richmond Council Code of Conduct
- Land use applications for first reading (to be further considered at the Public Hearing on December 16, 2019):
  - 11480 and 11500 Railway Avenue Rezone from RS1/E to RDA (Design Work Group Ltd. – applicant)
  - 11891 Dunavon Place Rezone from RS1/E to RS2/A (Dmitri Dudchenko – applicant)

	Pg. #	IIEM	
			<ul> <li>Application by Dagneault Planning Consultants Ltd. for ALR Non-Farm Use at 9500 No. 5 Road</li> </ul>
			<ul> <li>UBCM Community Emergency Preparedness Fund 2019/2020 Application</li> </ul>
		5.	Motion to adopt Items No. 6 through No. 15 by general consent.
		6.	COMMITTEE MINUTES
J			That the minutes of:
			(1) the Community Safety Committee meeting held on November 13, 2019;
			(2) the General Purposes Committee meeting held on November 18, 2019;
			(3) the Planning Committee meeting held on November 19, 2019;
			(4) the Public Works and Transportation Committee meeting held on November 20, 2019; and
	CNCL-47		(5) the Council/School Board Liaison Committee meeting held on October 2, 2019;
			be received for information.
		7.	TOUCHSTONE FAMILY ASSOCIATION RESTORATIVE JUSTICE CONTRACT RENEWAL & ANNUAL PERFORMANCE OUTCOME EVALUATION REPORT (File Ref. No. 09-5350-01) (REDMS No. 6327158)
	CNCL-52		See Page CNCL-52 for full report
			COMMUNITY SAFETY COMMITTEE RECOMMENDATION

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(1) That Council approve a six per cent increase in annual funding and renew the contract with Touchstone Family Association for the provision of Restorative Justice for three-years (2020-2022);

Consent Agenda Item

Consent

Agenda

Item

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			(2) That the Chief Administrative Officer and the General Manager, Community Safety, be authorized to execute the renewal of the contract with Touchstone Family Association under the same terms and conditions described in this report; and								
			(3) That the staff report titled "Touchstone Family Association Restorative Justice Contract Renewal & Annual Performance Outcome Evaluation Report" be forwarded to the Council/School Board Liaison Committee for information.								
Consent Agenda Item		8.	NON-FARM USE FILL APPLICATION FOR THE PROPERTIES LOCATED 11300 & 11340 BLUNDELL ROAD (ATHWAL & YAU) (File Ref. No. 12-8080-12-01) (REDMS No. 6194412)								
	CNCL-78		See Page CNCL-78 for full report								
			Recommendations will be considered at the open General Purposes Committee meeting.								
Consent Agenda Item		9.	<b>CULTURAL HARMONY PLAN 2019 – 2029</b> (File Ref. No. 07-3300-01) (REDMS No. 6309135)								
	CNCL-136		See Page CNCL-136 for full report								
			Recommendations will be considered at the open General Purposes Committee meeting.								
Consent Agenda Item		10.	REVIEW OF LICENCING AND ENFORCEMENT OF SHORT-TERM RENTALS (File Ref. No. 12-8275-01) (REDMS No. 6201134 v. 7)								
	CNCL-188	5	See Page CNCL-188 for staff memorandum								
	CNCL-198	5	See Page CNCL-198 for full report								
			Recommendations will be considered at the open General Purposes Committee meeting.								

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Consent Agenda Item		11.	RICHMOND COUNCIL CODE OF CONDUCT (File Ref. No. 01-0005-01) (REDMS No. 6319868 v. 4)					
	CNCL-221		See Page CNCL-221 for full report					
			Recommendations will be considered at the open General Purposes Committee meeting.					
Consent Agenda Item		12.	APPLICATION BY DESIGN WORK GROUP LTD. FOR REZONING AT 11480 AND 11500 RAILWAY AVENUE FROM THE "SINGLE DETACHED (RS1/E)" ZONE TO THE "ARTERIAL ROAD TWO- UNIT DWELLINGS (RDA)" ZONE (File Ref. No. RZ 17-771371) (REDMS No. 6325357 v. 2)					
	CNCL-231		See Page CNCL-231 for full report					
			Recommendations will be considered at the open Planning Committee meeting.					
Consent Agenda Item		13.	APPLICATION BY DMITRI DUDCHENKO FOR REZONING AT 11891 DUNAVON PLACE FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/A) (File Ref. No. RZ 19-850681) (REDMS No. 6260322)					
	CNCL-280	)	See Page CNCL-280 for full report					
			Recommendations will be considered at the open Planning Committee meeting.					
Consent Agenda Item	CNCL-299	14.	APPLICATION BY DAGNEAULT PLANNING CONSULTANTS LTD. FOR ALR NON-FARM USE AT 9500 NO. 5 ROAD (File Ref. No. AG 18-842960) (REDMS No. 6337160)					
		)	See Page CNCL-299 for full report					
			Recommendations will be considered at the open Planning Committee meeting.					

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15. UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND 2019/2020 APPLICATION

(File Ref. No. 10-6060-04-01) (REDMS No. 6310970)

**CNCL-389** 

See Page CNCL-389 for full report

Recommendations will be considered at the open Public Works and Transportation Committee meeting.

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CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

16. *Motion to rise and report.* 

PUBLIC ANNOUNCEMENTS AND EVENTS

**NEW BUSINESS** 

**BYLAWS FOR ADOPTION** 

**CNCL-393** Lane Closure and Removal of Lane Dedication **Bylaw No. 9851** (Portion of Lane Adjacent to 7811 Alderbridge Way) Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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CNCL-396	Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10085 Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.
CNCL-415	Oval Village District Energy Utility Bylaw No. 9134, Amendment <b>Bylaw</b> <b>No.10086</b> Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.
CNCL-430	City Centre District Energy Utility Bylaw No. 9895, Amendment <b>Bylaw</b> No.10087 Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.
CNCL-432	Municipal and Regional District Tax Imposition Bylaw No. 9631, Amendment <b>Bylaw No. 10099</b> Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.
CNCL-433	Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10113 Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – Cllr. Au.
CNCL-442	Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10114 Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – Cllr. Au.
CNCL-447	Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10115 Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – Cllr. Au.
CNCL-451	Richmond Zoning Bylaw No. 8500, Amendment <b>Bylaw No. 9293</b> (11671 & 11691 Cambie Road, RZ 14-670471) Opposed at 1 <sup>st</sup> Reading – None. Opposed at 2 <sup>nd</sup> /3 <sup>rd</sup> Readings – Cllr. Day.

### CNCL-7

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CNCL-453 Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9533 (8431 No. 1 Road, RZ 15-691873) Opposed at 1<sup>st</sup> Reading – None. Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

### DEVELOPMENT PERMIT PANEL

17. RECOMMENDATION

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

- (1) That the minutes of the Development Permit Panel meeting held on November 14, 2019, and the Chair's report for the Development Permit Panel meetings held on May 30, 2019, be received for information; and
- (2) That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 17-772227) for the property at 11671 & 11691 Cambie Road be endorsed, and the Permit so issued.

ADJOURNMENT

**CNCL-455** 



### **Regular Council**

### Tuesday, November 12, 2019

- Place: **Council Chambers Richmond City Hall** Present: Mayor Malcolm D. Brodie Councillor Chak Au Councillor Carol Day Councillor Kelly Greene Councillor Alexa Loo Councillor Bill McNulty Councillor Linda McPhail Councillor Harold Steves Councillor Michael Wolfe Corporate Officer - Claudia Jesson Call to Order: Mayor Brodie called the meeting to order at 7:00 p.m. RES NO. ITEM MINUTES R19/18-1 It was moved and seconded 1.
  - That:
    - (1) the minutes of the Regular Council meeting held on October 28, 2019, be adopted as circulated; and
    - (2) the minutes of the Special Council meeting held on October 28, 2019, be adopted as circulated.

CARRIED



### **Regular Council** Tuesday, November 12, 2019

2. APPOINTMENT OF COUNCIL MEMBERS TO EXTERNAL ORGANIZATIONS

R19/18-2 It was moved and seconded

- (a) That Councillor Linda McPhail be appointed as the Council alternate to the Translink Mayors' Council until November 9, 2020;
- (b) That Councillor Alexa Loo be appointed as the Council representative to the Richmond Olympic Oval Corporation until November 9, 2020;
- (c) That Councillor Bill McNulty be appointed to the Board of the Emergency Communications for Southwest British Columbia (E-COMM) until the Annual General Meeting of E-COMM in June 2020;
- (d)
- (1) That Councillor Harold Steves be appointed as the Council representative to the Steveston Harbour Authority Board until the Annual General Meeting of the Board in October 2020; and
- (2) That Councillor Carol Day be appointed as the alternate Council representative to the Steveston Harbour Authority Board until the Annual General Meeting of the Board in October 2020.

#### CARRIED

 NAMING OF STANDING COMMITTEES AND THEIR COMPOSITION BY THE MAYOR (in accordance with the *Community Charter*)

Mayor Brodie announced the following Standing Committees and their membership:



### Regular Council Tuesday, November 12, 2019

#### **COMMUNITY SAFETY COMMITTEE**

Cllr. Bill McNulty *(Chair)* Cllr. Carol Day *(Vice-Chair)* Cllr. Kelly Greene Cllr. Alexa Loo Cllr. Harold Steves

#### **FINANCE COMMITTEE**

Mayor Malcolm Brodie *(Chair)* All members of Council

#### **GENERAL PURPOSES COMMITTEE**

Mayor Malcolm Brodie *(Chair)* All members of Council

#### PARKS, RECREATION & CULTURAL SERVICES COMMITTEE

**CNCL - 11** 

Cllr. Harold Steves *(Chair)* Cllr. Michael Wolfe *(Vice-Chair)* Cllr. Chak Au Cllr. Bill McNulty Cllr. Linda McPhail

#### **PLANNING COMMITTEE**

Cllr. Linda McPhail *(Chair)* Cllr. Alexa Loo *(Vice-Chair)* Cllr. Carol Day Cllr. Bill McNulty Cllr. Harold Steves

4.



### Regular Council Tuesday, November 12, 2019

#### PUBLIC WORKS AND TRANSPORTATION COMMITTEE

Cllr. Chak Au *(Chair)* Cllr. Kelly Greene *(Vice-Chair)* Cllr. Alexa Loo Cllr. Linda McPhail Cllr. Michael Wolfe

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

R19/18-3It was moved and secondedThat the following Council liaisons (and where applicable, their alternates)be appointed until November 9, 2020:

- (a) Advisory Committee on the Environment Councillor Michael Wolfe;
- (b) Child Care Development Advisory Committee Councillor Kelly Greene;
- (c) Council / School Board Liaison Committee Councillor Kelly Greene and Councillor Alexa Loo;
- (d) Economic Advisory Committee Councillor Chak Au and Councillor Alexa Loo;
- (e) Heritage Commission Councillor Michael Wolfe;
- (f) Major Facility Building / Project Technical Advisory Committee Councillor Harold Steves (Chair) and Councillor Michael Wolfe;
- (g) Richmond 2020 55+ BC Games Board of Directors Councillor Harold Steves;
- (h) Richmond Centre for Disability Councillor Alexa Loo;
- (i) Richmond Chamber of Commerce Councillor Alexa Loo and Councillor Carol Day (alternate);
- (j) Richmond Community Services Advisory Committee Councillor Bill McNulty;



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- (k) Richmond Family and Youth Court Advisory Committee Councillor Chak Au;
- (1) Richmond Food Security and Agricultural Advisory Committee Councillor Harold Steves;
- (m) Richmond Intercultural Advisory Committee Councillor Linda McPhail;
- (n) Richmond Public Art Advisory Committee Councillor Kelly Greene;
- (o) Richmond Sister City Advisory Committee Councillor Linda McPhail;
- (p) Richmond Sports Council Councillor Bill McNulty;
- (q) Richmond Sports Wall of Fame Nominating Committee Councillor Harold Steves;
- (r) Seniors Advisory Committee Councillor Carol Day;
- (s) Steveston Historic Sites Building Committee Councillor Bill McNulty and Councillor Harold Steves; and
- (t) Vancouver Coastal Health/Richmond Health Services Local Governance Liaison Group Councillor Chak Au.

**CARRIED** Opposed: Cllr. Day

- 5. APPOINTMENT OF MEMBERS OF COUNCIL AS LIAISONS TO COMMUNITY ASSOCIATIONS
- R19/18-4 It was moved and seconded *That the following Council liaisons to community associations (and where applicable, their alternates) be appointed until November 9, 2020:*





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- (a) Arenas Community Association Councillor Michael Wolfe;
- (b) City Centre Community Association Councillor Chak Au;
- (c) East Richmond Community Association Councillor Carol Day;
- (d) Hamilton Community Association Councillor Michael Wolfe;
- (e) Richmond Art Gallery Association Councillor Carol Day;
- (f) Richmond Fitness and Wellness Association Councillor Carol Day;
- (g) Sea Island Community Association Councillor Harold Steves;
- (h) South Arm Community Association Councillor Bill McNulty;
- (i) Thompson Community Association Councillor Linda McPhail; and
- (j) West Richmond Community Association Councillor Kelly Greene.

CARRIED

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

#### R19/18-5 It was moved and seconded *That the following Council liaisons (and where applicable, their alternates) be appointed until November 9, 2020:*

- (a) Aquatic Services Board Councillor Kelly Greene;
- (b) Museum Society Board Councillor Michael Wolfe;
- (c) Richmond Gateway Theatre Society Board Councillor Chak Au; and
- (d) Richmond Public Library Board Councillor Linda McPhail and Councillor Bill McNulty (Alternate).

#### CARRIED



### **Regular Council** Tuesday, November 12, 2019

### 7. APPOINTMENT OF MEMBERS OF COUNCIL AS LIAISONS TO VARIOUS SOCIETIES

#### R19/18-6 It was moved and seconded *That the following Council liaisons (and where applicable, their alternates) be appointed until November 9, 2020:*

- (a) Britannia Heritage Shipyard Society Councillor Harold Steves;
- (b) Gulf of Georgia Cannery Society Councillor Chak Au;
- (c) London Heritage Farm Society -- Councillor Carol Day;
- (d) Minoru Seniors Society Councillor Kelly Greene;
- (e) Richmond Nature Park Society Councillor Michael Wolfe;
- (f) Steveston Community Society Councillor Alexa Loo; and
- (g) Steveston Historical Society Councillor Bill McNulty.

#### CARRIED

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

R19/18-7 It was moved and seconded *That the members of the Public Works and Transportation Committee be appointed as the Parcel Tax Roll Review Panel for Local Area Services until November 9, 2020.* 

#### CARRIED



### Regular Council Tuesday, November 12, 2019

 APPOINTMENT OF ACTING MAYORS FROM NOVEMBER 13, 2019 TO NOVEMBER 9, 2020

R19/18-8 It was moved and seconded *That the following Acting Mayors be appointed until November 9, 2020:* 

> *November* 13 – *December* 31, 2019 **Councillor Bill McNulty** January 1 – February 15, 2020 **Councillor Kelly Greene** *February 16 – March 31, 2020* **Councillor Michael Wolfe** Councillor Linda McPhail April 1 – May 15, 2020 May 16 – June 30, 2020 Councillor Chak Au **Councillor Harold Steves** July 1 – August 15, 2020 August 16 – September 30, 2020 **Councillor** Alexa Loo October 1 – November 9, 2020 Councillor Carol Day

> > CARRIED

### COMMITTEE OF THE WHOLE

R19/18-9 10. It was moved and seconded *That Council resolve into Committee of the Whole to hear delegations on agenda items (7:10 p.m.).* 

#### CARRIED

11. Delegations from the floor on Agenda items.

Item No. 25 – Application by Vivid Green Architecture Inc. for Rezoning at 5500 Williams Road from the "Single Detached (RS1/E)" Zone to the "Arterial Road Two-Unit Dwellings (RDA)" Zone

Jim McGrath, Richmond resident, spoke on the application and expressed concern with regard to (i) the proposed density and setbacks, (ii) the proposed building height and potential shadowing to adjacent properties, (iii) the proposed tree retention plan and potential damage to existing trees, and (iv) reduced green space on-site and the proposed number of parking spaces.



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# R19/18-10 12. It was moved and seconded *That Committee rise and report (7:15 p.m.).*

#### CARRIED

### CONSENT AGENDA

Discussion ensued with regard to the secondary suites proposed for Item No. 22 - Application by Cherdu Properties Ltd. for Rezoning at 10671 and 10691 Gilmore Crescent, and as a result, staff were directed to work with the applicant on options for a two bedroom secondary suite prior to the Public Hearing.

Discussion then ensued with regard to the proposed outdoor spaces for Item No. 23 - Application by Mosaic on No. 3 Road and Williams Road, and as a result, staff were directed to work with the applicant on options to expand outdoor spaces.

R19/18-11 13. It was moved and seconded *That Items No. 14 through No. 23 be adopted by general consent.* 

#### CARRIED

#### 14. **COMMITTEE MINUTES**

#### That the minutes of:

- (1) the Parks, Recreation and Cultural Services Committee meeting held on October 29, 2019;
- (2) the General Purposes Committee meeting held on November 4, 2019;
- (3) the Finance Committee meeting held on November 4, 2019;
- (4) the Planning Committee meeting held on November 5, 2019; and

be received for information.

#### ADOPTED ON CONSENT

9.



### Regular Council Tuesday, November 12, 2019

#### 15. STEVESTON HERITAGE SITES UPDATE (File Ref. No. 08-4200-09) (REDMS No. 6319822 v. 3)

That staff develop a Steveston Heritage Sites Interpretive Plan to guide the future conservation, interpretation, exhibit and program development of City-owned heritage sites in Steveston, as described in the staff report titled "Steveston Heritage Sites Update," dated October 4, 2019, from the Director, Arts, Culture and Heritage Services.

#### ADOPTED ON CONSENT

#### 16. **THE DUGOUT CLUB** (File Ref. No. 11-7000-10-01) (REDMS No. 6342248)

That the request for City support from the Dugout Club be referred to staff and that staff work with the Dugout Club on the documentation required, including a letter of support, for their grant application to the Vancouver Canadians Baseball Foundation.

#### ADOPTED ON CONSENT

#### 17. MUNICIPAL AND REGIONAL DISTRICT TAX (MRDT) REVENUE FROM ONLINE ACCOMMODATION PLATFORMS (File Ref. No. 08-4150-03-01; 12-8060-20-010099) (REDMS No. 6271592)

- (1) That staff be directed to submit the necessary documentation to Destination BC for allocation of future Online Accommodation Platform (OAP) Municipal and Regional District Tax (MRDT) revenue to affordable housing initiatives in accordance with the City's Affordable Housing Strategy; and
- (2) That Municipal and Regional District Tax Imposition Bylaw No. 9631, Amendment Bylaw No. 10099, to add "affordable housing initiatives" as a permitted use for Online Accommodation Platform (OAP) MRDT revenue be introduced and given first, second and third reading.



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# 18. 2020 DISTRICT ENERGY UTILITY RATES AND BYLAW HOUSEKEEPING AMENDMENTS

(File Ref. No. 10-6600-10-02; 12-8060-20-010085/010086/010087) (REDMS No. 6242601 v. 6; 6260381; 6260385; 6260389)

- (1) That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10085 be introduced and given first, second and third readings; and
- (2) That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No.10086 be introduced and given first, second and third readings; and
- (3) That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No.10087 be introduced and given first, second and third readings.

ADOPTED ON CONSENT

- 19. REVIEW OF STAFFING AND SERVICE LEVELS RELATED TO BYLAW ENFORCEMENT (EXCLUDING SHORT-TERM RENTALS) (File Ref. No. 12-8080-01; 01-0340-35-CSER5) (REDMS No. 6201149 v. 8)
  - (1) That "Option A Enhanced Enforcement" as described in the report titled, "Review of Staffing and Service Levels Related to Bylaw Enforcement (Excluding Short-Term Rentals)", dated October 10, 2019, from the General Manager Community Safety, be endorsed;
  - (2) That a position complement control number be assigned to create a new Regular Full-Time Business License Inspector position using existing funding; and
  - (3) That staffing and service levels related to bylaw enforcement be reviewed in one year.



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- 20. APPLICATION BY GRA GREIG HOLDINGS LTD. FOR A STRATA TITLE CONVERSION AT 11120 HAMMERSMITH GATE (File Ref. No. SC 19-850047) (REDMS No. 6126388; 5372957)
  - (1) That the application for a Strata Title Conversion by GRA Greig Holdings Ltd. for the property located at 11120 Hammersmith Gate be approved on fulfilment of the following conditions:
    - (a) Payment of all City utility charges and property taxes up to and including the year 2019;
    - (b) Registration of a flood indemnity covenant on Title identifying a minimum habitable elevation of 2.9 m GSC;
    - (c) Submission of appropriate plans and documents for execution by the Approving Officer within 180 days of the date of this resolution;
    - (d) Provision of a pedestrian connection from the sidewalk to the building, to the satisfaction of the Director, Development;
    - (e) Final inspection approval of Building Permit (BB 19-866247) for previous interior works without a permit; and
    - (f) Final building check of the removal of non-compliant outdoor structures.



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21. APPLICATION BY PINNACLE LIVING (CAPSTAN VILLAGE) LANDS INC. FOR A ZONING TEXT AMENDMENT TO THE "RESIDENTIAL / LIMITED COMMERCIAL AND ARTIST RESIDENTIAL TENANCY STUDIO UNITS (ZMU25) – CAPSTAN VILLAGE (CITY CENTRE)" ZONE FOR THE PROPERTIES AT 3208, 3211, AND 3328 CARSCALLEN ROAD

(File Ref. No. ZT 18-827860; 12-8060-20-010107) (REDMS No. 6152169 v. 4; 4179714; 6319381; 6311885)

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10107, for a Zoning Text Amendment to the "Residential / Limited Commercial and Artist Residential tenancy Studio Units (ZMU25) – Capstan Village (City Centre)" zone, to transfer 436 m2 of un-built permitted residential floor area from 3328 Carscallen Road (Area B) to 3208 Carscallen Road (Area C), and to transfer the developer's required Area D affordable housing contribution from 3211 Carscallen Road (Area D) to 3208 Carscallen Road (Area C), be introduced and given first reading.

ADOPTED ON CONSENT

22. APPLICATION BY CHERDU PROPERTIES LTD. FOR REZONING AT 10671 AND 10691 GILMORE CRESCENT FROM THE "SINGLE DETACHED (RS1/D)" ZONE TO THE "SINGLE DETACHED (RS2/B)" ZONE

(File Ref. No. RZ 19-857867; 12-8060-20-010108) (REDMS No. 6313565; 3370153; 6325531)

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10108, for the rezoning of 10671 and 10691 Gilmore Crescent from the "Single Detached (RS1/D)" zone to the "Single Detached (RS2/B)" zone to facilitate the creation of three single-family lots, be introduced and given First Reading.



### **Regular Council** Tuesday, November 12, 2019

23. APPLICATION BY MOSAIC NO. 3 ROAD AND WILLIAMS LIMITED PARTNERSHIP TO AMEND THE 2041 OCP LAND USE MAP DESIGNATION OF 8031 WILLIAMS ROAD IN SCHEDULE 1 OF RICHMOND OFFICIAL COMMUNITY PLAN BYLAW 9000. CREATE THE **"COMMERCIAL** MIXED USE (ZMU44) BROADMOOR" ZONE, AND REZONE 9900 NO. 3 ROAD AND 8031 WILLIAMS ROAD FROM THE "GAS & SERVICE STATIONS **"SINGLE** DETACHED (RS1/E)" (CG2)" AND ZONES (RESPECTIVELY), TO THE "COMMERCIAL MIXED USE (ZMU44) - BROADMOOR" ZONE

(File Ref. No. RZ 18-835532; 12-8060-20-010110/010111) (REDMS No. 6321188; 6321398; 6321399)

- (1) That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110, to redesignate 8031 Williams Road from "Neighbourhood Residential" to "Neighbourhood Service Centre" in Attachment 1 to Schedule 1 of Richmond Official Community Plan Bylaw 9000 (2041 OCP Land Use Map), be introduced and given First Reading; and
- (2) That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110, having been considered in conjunction with:
  - (a) the City's Financial Plan and Capital Program; and
  - (b) the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the Local Government Act; and

- (3) That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation; and
- (4) That Richmond Zoning Bylaw 8500, Amendment Bylaw 10111 to create the "Commercial Mixed Use (ZMU44) – Broadmoor" zone, and to rezone 9900 No. 3 Road from the "Gas & Service Stations (CG2)" zone, and 8031 Williams Road from the "Single Detached (RS1/E)" zone, to the "Commercial Mixed Use (ZMU44) – Broadmoor" zone, be introduced and given First Reading.



### Regular Council Tuesday, November 12, 2019

#### \*\*\*\*\*

# CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

### NON-CONSENT AGENDA ITEMS

### FINANCE COMMITTEE Mayor Malcolm D. Brodie, Chair

### 24. **2020 UTILITY BUDGETS AND RATES** (File Ref. No. 03-0970-01; 12-8060-20-010113/010114/010115) (REDMS No. 6326025; 6308439 v. 6; 6326091; 6326130; 6332129)

#### R19/18-12 It was moved and seconded

That the 2020 Utility Budgets, as outlined in Option 1 for Water, Option 2 for Sewer, Option 3 for Drainage and Diking, and Option 3 for Solid Waste and Recycling including a new personnel complement control number for a regular full-time Recycling Coordinator position, as outlined in the staff report, dated October 15, 2019 from the General Manager, Finance and Corporate Services and the General Manager, Engineering and Public Works, be approved as the basis for establishing the 2020 utility rates and preparing the Consolidated 5 Year Financial Plan (2020-2024) Bylaw.

The question on the motion was not called as discussion ensued with regard to (i) increasing public awareness on the effect of Metro Vancouver utility rate increases on the City's rates, (ii) the impact of the proposed rates on local businesses, (ii) accelerating funding dedicated to diking and drainage improvements, and (iv) the impact of climate change on current dike infrastructure.

In reply to queries from Council, staff noted that a large portion of the proposed increases in utility rates stem from the utility rate increases implemented by Metro Vancouver and that City initiatives such as water metering contribute to overall utility efficiencies.



### Regular Council Tuesday, November 12, 2019

Discussion then took place on seeking senior level government support for dike and drainage improvements and minimizing the impact of the proposed rate increases on small businesses.

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

R19/18-13 It was moved and seconded That Option 2 for Drainage and Diking, as outlined in the staff report, dated October 15, 2019 from the General Manager, Finance and Corporate Services and the General Manager, Engineering and Public Works, be approved as the basis for establishing the 2020 utility rates for Drainage and Diking and for preparing the Consolidated 5 Year Financial Plan (2020-2024) Bylaw.

DEFEATED

Opposed: Cllrs. Day Greene McNulty Steves Wolfe

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

#### R19/18-14 It was moved and seconded

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. 10113;
- (2) Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10114; and
- (3) Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10115.

CARRIED Opposed: Cllr. Au



### Regular Council Tuesday, November 12, 2019

Discussion ensued with regard to options to improve Richmond's dikes and drainage system, and as a result the following **referral motion** was introduced:

R19/18-15 It was moved and seconded *That staff examine the timing, concepts and plans for the potential acceleration of improvements to the City's diking system and report back.* 

The question on the referral motion was not carried as discussion ensued with regard to collaborating with regional bodies such as the Fraser Basin Council and senior levels of government to develop flood mitigation strategies.

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

PLANNING COMMITTEE Councillor Linda McPhail, Chair

25. APPLICATION BY VIVID GREEN ARCHITECTURE INC. FOR REZONING AT 5500 WILLIAMS ROAD FROM THE "SINGLE DETACHED (RS1/E)" ZONE TO THE "ARTERIAL ROAD TWO-UNIT DWELLINGS (RDA)" ZONE

(File Ref. No. RZ 17-790028; 12-8060-20-010091) (REDMS No. 6226961; 6283018)

R19/18-16 It was moved and seconded That Richmond Zoning Bylaw 8500, Amendment Bylaw 10091, for the rezoning of 5500 Williams Road from the "Single Detached (RS1/E)" zone to the "Arterial Road Two Unit Dwellings (RDA)" zone, be introduced and given First Reading.

The question on the motion was not called as discussion ensued with regard to (i) the proposed building height, (ii) the proposed perimeter and tree retention plan, (iii) the proposed number of parking spaces, (iv) concerns related to limited green space, potential shadowing on adjacent properties and the site's proposed density, and (v) increasing density and higher future transit demand along arterial roads.

In reply to queries from Council, staff noted that the proposed height and the proposed duplex lots comply with the site's zoning and the area's Official Community Plan. Staff added that results of the shadow analysis have indicated that the majority of shadowing is cast on Williams Road.





### Regular Council Tuesday, November 12, 2019

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

R19/18-17 It was moved and seconded That the Application by Vivid Green Architecture Inc. for Rezoning at 5500 Williams Road from the "Single Detached (RS1/E)" zone to the "Arterial Road Two-Unit Dwellings (RDA)" Zone be referred back to staff to examine a lower density on the site.

> DEFEATED Opposed: Mayor Brodie Cllrs. Greene Loo McNulty McPhail Steves

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

### ANNOUNCEMENTS

Mayor Brodie announced that authorization was given for the City of Richmond to seek Intervener status and to participate as an Intervener in the matter of the Greenhouse Gas Pollution Pricing Act before the Supreme Court of Canada.

Mayor Brodie announced that for the purposes of meeting the requirements of the Municipal Insurance Association of BC, the Operating Agreement with the Steveston Historical Society was approved.



### Regular Council Tuesday, November 12, 2019

Mayor Brodie announced that the following people were appointed to the Richmond Public Art Advisory Committee for a two-year term to expire on December 31, 2021:

- (a) Bronwyn Bailey;
- (b) Imu Chan;
- (c) Ceri Chong;
- (d) Emily De Boer; and
- (e) Paul Dufour.

### BYLAWS FOR ADOPTION

R19/18-18 It was moved and seconded

That the following bylaws be adopted:

Traffic Bylaw No. 5870, Amendment Bylaw No. 10023;

Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 10024;

Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10025;

Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10026;

Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10056;

Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979 Amendment Bylaw No. 10078; and

Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9836.

CARRIED



### Regular Council Tuesday, November 12, 2019

### DEVELOPMENT PERMIT PANEL

- R19/18-19 26. It was moved and seconded
  - (1) That the minutes of the Development Permit Panel meeting held on October 17, 2019 and October 30, 2019, and the Chair's report for the Development Permit Panel meetings held on June 12, 2019, be received for information; and
  - (2) That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 18-818748) for the property at 3551, 3571, 3591, 3611 and 3631 Sexsmith Road be endorsed, and the Permit so issued.

CARRIED

### ADJOURNMENT

R19/18-20 It was moved and seconded *That the meeting adjourn (8:46 p.m.).* 

#### CARRIED

Certified a true and correct copy of the Minutes of the Regular meeting of the Council of the City of Richmond held on Tuesday, November 12, 2019.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)



### **Special Council**

### Tuesday, November 12, 2019

Place: Anderson Room **Richmond City Hall** Present: Mayor Malcolm D. Brodie Councillor Chak Au Councillor Carol Day Councillor Kelly Greene Councillor Alexa Loo Councillor Bill McNulty Councillor Linda McPhail Councillor Harold Steves Councillor Michael Wolfe Corporate Officer - Claudia Jesson Call to Order: Mayor Brodie called the meeting to order at 4:00 p.m. RES NO. ITEM

### COMMUNITY SAFETY DIVISION

# 1. 12620 NO. 3 ROAD - NUISANCE STRUCTURE AND APPEAL OF ORDER TO COMPLY

(File Ref. No.: 12-8080-05) (REDMS No. 6324094 v. 3; 6240060)

Staff spoke to the appeal and order to comply, noting that staff have reported that the dwelling on-site has been vacant since 2011 and that the property owner has conducted a partial clean-up of the property. Also, staff have advised that the property is located on the Agricultural Land Reserve and that the site is being farmed.

Cyrille Panadero, counsel for the property owner Michael Fairhurst, commented on the matter, noting that Mr. Fairhurst is in the process of bringing the property into compliance and would like to request that the hearing appeal deferred to a later date.



Discussion ensued with regard to contact information for the property owner. Mr. Fairhurst has noted that the property at 12620 No. 3 Road is his primary residence, however only lives on-site on a part-time basis.

The Chair suggested that Mr. Fairhurst advise the City in writing that Mr. Panadero is his legal counsel and as such, any correspondence be directed to his counsel.

As a result of the discussion, the following contact information was provided:

- Cyrille Panadero, Campbell Froh May & Rice LLP, address 200-5611 Cooney Road, Richmond BC, V6X 3J6, telephone - 604-273-8481, email address - cpanadero@cfmrlaw.com;
- Michael Fairhurst, address 12620 No. 3 Road, Richmond, BC, V7A 1X5, telephone - 604-271-4846, email - mfairhurst1@my.bcit.ca;
- Secondary Address c/o Rajneet Jeet, address 214-15621 Marine Drive, White Rock, BC V4B 1E1

In reply to queries from Council, staff noted that a building inspector assessed that the house on-site, at its current state is uninhabitable. Staff added that the house on-site has its access blocked by a downed tree and has multiple broken windows. Futhermore, Mr. Fairhurst has agreed to a full site inspection prior to consideration of the appeal.

#### SP19/10-1 It was moved and seconded

- (1) That consideration of 12620 No. 3 Road Nuisance Structure and Appeal of Order to Comply be deferred to a Special Council meeting on December 2, 2019; and
- (2) A full site inspection, including a full inspection of the structure onsite be conducted prior to consideration of the appeal on the Special Council meeting on December 2, 2019.

CARRIED

### ADJOURNMENT

SP19/10-2 It was moved and seconded *That the meeting adjourn (4:38 p.m.).* 

CARRIED



Certified a true and correct copy of the Minutes of the Special meeting of the Council of the City of Richmond held on Tuesday, November 12, 2019.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)



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For Metro Vancouver meetings on Friday, November 1, 2019

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 <u>Greg.Valou@metrovancouver.org</u> or <u>Kelly.Sinoski@metrovancouver.org</u>

#### **Metro Vancouver Regional District**

#### E 2.1 Metro Vancouver 2040: Shaping our Future - 2018 Procedural Report RECEIVED

The Board received for information a report that documents the resources required to implement, administer and amend the regional growth strategy since its adoption to year end 2018.

#### E 3.1 George Massey Crossing Project – Results of Technical Evaluation on the Six Short APPROVED Listed Options

At its October 2, 2019 meeting, the George Massey Crossing Task Force received a presentation from the Province's George Massey Crossing Project team providing the results of the technical evaluation on the six short-listed options. The presentation included information on the key messages from the consultation to date, information on use of the existing tunnel, and a review of the each of the technologies considered – Deep Bore Tunnel, Immersed Tube Tunnel, and Long Span Bridge. For each of the technologies, the provincial team considered feasibility, cost, construction risk, environmental impacts, other impacts including noise, visual and shading, timeline for completion, and alignment with project goals.

The Board passed an amended motion that resolved to:

- receive the report for information;
- based on the Province's technical analysis, endorse a new eight-lane immersed-tube tunnel with multi-use pathway, including two transit lanes, as the preferred option for the George Massey Crossing for the purposes of public engagement;
- Provincial Government's assessment of the immersed tube tunnel options takes into consideration:
  - $\circ~$  The project must address First Nation concerns regarding in-river works and fisheries impacts.
  - The project should not create additional potentially costly, lengthy or prohibitive environmental challenges or reviews.
  - The project should address the City of Richmond and Delta's concerns regarding local impacts at interchanges or access points, as well as minimize impacts on agricultural land.
  - To fully realize the benefit of this significant investment, the entire Highway 99 corridor should be evaluated for improvements as part of the crossing project including the existing congestion at the South Surrey interchanges.
  - The project should address the City of Richmond and Vancouver's concerns regarding excess capacity, the risk of increasing vehicle kilometres travelled, and the potential to worsen congestion at the Oak Street Bridge and along the Oak Street corridor.
  - $\circ$  The crossing should be designed to serve the needs of the region to at least 2100.
  - The crossing should include six lanes for regular traffic including goods movement and two lanes dedicated for rapid transit bus, with dedicated multi-use pathway and facilities for

#### **CNCL - 32**



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cyclists and pedestrians, and include immediate access to enhanced rapid transit capacity at opening. It should also have the potential for conversion to rail in the future, including consideration for potential high speed rail.

- As it is now, all utility infrastructure, including BC Hydro power transmission lines, should be constructed underground in conjunction with the tunnel.
- Any solution must address the matter in a timely manner, hopefully with construction completed by 2026-2027.
- Any solution that addresses these issues should also be consistent with Metro Vancouver's Regional Growth Strategy (Metro 2040) and TransLink's Regional Transportation Strategy and Metro Vancouver's new climate change targets, which promote sustainable transportation choices. The Regional Transportation Strategy update is currently underway and can provide the opportunity to further integrate the crossing as regional priority, as well as consider transportation demand management strategies to address municipal concerns.
- As an interim measure to address the immediate traffic congestion at the tunnel, the Board requested the Provincial government work with TransLink through Phase 3 of the Mayors' Council plan to provide additional funding for higher-frequency transit services to encourage people to leave their cars at home.

# E 3.2 TransLink Application for Federal Gas Tax Funding for 2021 Fleet Expansion and APPROVED Modernization

The Board approved \$149.12 million in funding from the Greater Vancouver Regional Fund for the following transit projects proposed by TransLink in its Application for Federal Gas Tax funding for 2021 Fleet Expansion and Modernization, as attached to the report:

- Project 1 Year 2021 Conventional 60-ft Hybrid Bus, 40-ft Hybrid Bus, and 40-ft Battery Electric Bus Purchases for Fleet Expansion
- Project 2 Year 2021 HandyDART Vehicle Purchases for Fleet Replacement
- Project 3 Year 2021 HandyDART Vehicle Purchases for Fleet Expansion
- Project 4 Year 2021 Community Shuttles Vehicle Purchases for Fleet Replacement
- Project 5 Year 2021 Community Shuttle Vehicle Purchases for Fleet Expansion
- Project 6 Mark 1 SkyTrain Cars Refurbishment

#### E 4.1 Consultation on an Alternative Approach for Regulating Emissions from Open-Air APPROVED Burning of Vegetative Debris in Metro Vancouver

The region currently does not have an emission regulation for open-air burning, and introducing an emission regulation would likely reduce the regulatory burden by providing ongoing authorization of open-air burning of vegetative debris in cases where specified requirements are met, more simply and efficiently than through site-specific approvals.



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- directed staff to proceed with engagement and consultation on the proposed approach to regulating air emissions from open-air burning activities, based on the discussion paper attached to the report; and
- endorsed the engagement plan as attached.

#### E 4.2 Community Energy Association Funding Request to Accelerate Air Source Heat APPROVED Pump Uptake for Existing Buildings

This report provided the Board with an update on the proposed building retrofit and de-carbonization project described by the Community Energy Association to the Climate Action Committee at its May 17, 2019 meeting, and a recommended response to a request for funding and in-kind support.

The Board resolved to write a letter to the Community Energy Association offering in-kind staff support to develop strategies to accelerate low-carbon building retrofits, as outlined in the report.

#### E 4.3 Atl'ka7tsem/Howe Sound Biosphere Region – UNESCO Nomination APPROVED

Biosphere regions/reserves are areas of terrestrial and coastal/marine ecosystems that are internationally recognized within the United Nations Educational, Scientific and Cultural Organization's (UNESCO) Man and the Biosphere Program.

The key objectives of the Alt'ka7tsem/Howe Sound biosphere region are to advance biodiversity conservation, sustainable development, and reconciliation. No changes to local government responsibilities or governance are introduced with a biosphere region designation, and there are no financial implications associated with the nomination, but it is possible that a future request for short or long-term funding will be made if the biosphere region nomination is successful.

The Howe Sound Biosphere Region Initiative Society is nearing completion of the nomination document for the Alt'ka7tsem/Howe Sound biosphere region and is therefore seeking support from area local governments, which includes Metro Vancouver.

The three Metro Vancouver member jurisdictions with lands in Howe Sound (Bowen Island, Village of Lions Bay, and the District of West Vancouver) have recently confirmed their support for this nomination.

The Board:

- endorsed the nomination of Alt'ka7tsem/Howe Sound as a UNESCO biosphere region; and
- authorized the Corporate Officer to sign the nomination form on behalf of Metro Vancouver.



BOARD IN BRIEF

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#### E 5.1 Metro Vancouver External Agency Activities Status Report - November 2019 RECEIVED

The Board received for information the following reports from Metro Vancouver representatives to external organizations:

- Municipal Finance Authority
- Sasamat Volunteer Fire Department Board of Trustees
- Delta Heritage Airpark Management Committee
- Pacific Parklands Foundation
- Union of British Columbia Municipalities
- Fraser Basin Council Society

## G 1.1 Amending Metro Vancouver 2040: Shaping our Future to Align with the IPCC Special APPROVED Report on Global Warming of 1.5°C

The Board:

- initiated a Type 3 minor amendment to Metro Vancouver 2040: Shaping our Future to reflect a commitment to a carbon neutral region by 2050, and an interim target of reducing greenhouse gas emissions by 45% from 2010 levels by 2030;
- gave first, second, and third readings to said bylaw; and
- directed staff to notify affected local governments and agencies as per Section 6.4.2 of Metro Vancouver 2040: Shaping our Future.

#### G 2.1 Regional Parks Service Amendment Bylaw No. 1290

#### APPROVED

The Province of British Columbia is expected to enact a regulation to specifically authorize Metro Vancouver Regional District to establish and operate the regional parks service outside its boundaries for the portion of Aldergrove Park located in the City of Abbotsford. In anticipation of that regulation and to facilitate the process in a timely fashion, it is advisable to amend the Regional Parks Service Bylaw to include this extraterritorial area in the defined boundaries of the parks service area.

The Board:

- gave first, second and third readings to Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019; and
- directed staff to seek consent of at least two-thirds of the participants to amend the service area to add an extraterritorial area to the regional park function, and following that, forward the Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019 to the Inspector of Municipalities for approval.



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# G 3.1 Election of the MVRD Representative on the 2019-2020 Union of British Columbia APPROVED Municipalities Executive

The Board elected Director Craig Hodge to serve as the MVRD representative on the Union of British Columbia Municipalities (UBCM) Executive Board for 2019-2020.

#### G 3.2 2019 Year End Review

The Board received for information a report that presents a summary of Metro Vancouver's achievements in 2019 accomplished through the guidance of Metro Vancouver's Standing Committees. The work plan accomplishments achieved in 2019 will provide a strong foundation for the Metro Vancouver Board as it works towards the completion of its long term goals, as articulated in the Board Strategic Plan, over the next three years.

#### G 4.1 MVRD 2020 Budget and 2020 – 2024 Financial Plan and Five Year Bylaw 1291 APPROVED

The Board approved the 2020 Annual Budget and endorsed the 2020 – 2024 Financial Plan as shown in Attachment 1 of the report, in the following schedules:

- Revenue and Expenditure Summary
- Affordable Housing
- Air Quality
- E911 Emergency Telephone Service
- Electoral Area Service
- General Government Administration
- General Government Zero Waste Collaboration Initiatives
- Labour Relations
- Regional Economic Prosperity
- Regional Emergency Management
- Regional Global Positioning System
- Regional Parks
- Capital Programs & Project Totals Regional Parks
- Regional Planning

The Board approved the 2020 Annual Budget and endorsed the 2020 – 2024 Financial Plan as shown in Attachment 1 as presented for the Sasamat Fire Protection Service, and shown in the following schedules:

- Revenue and Expenditure Summary
- Sasamat Fire Protection Service (Only Anmore and Belcarra may vote)

Then, the Board approved the 2020 Reserve Applications as shown in Attachment 2 of the report. Finally, the Board:

- gave first, second and third readings to Metro Vancouver Regional District 2020 to 2024 Financial Plan Bylaw No. 1291, 2019; and
- passed and finally adopted the bylaw.

RECEIVED

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# **BOARD IN BRIEF**

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#### I 1 Committee Information Items and Delegation Summaries

#### RECEIVED

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

#### George Massey Crossing Task Force – October 2, 2019

**Delegation Summaries:** 

#### 3.1 Roderick V. Louis

#### Performance and Audit Committee – October 10, 2019

Information Items:

#### 5.1 Interim Financial Performance Report – August 2019

This report provided an update on financial performance with projections through to the end of the fiscal year. The overall projected surplus is largely due to the deferral of some operating and capital projects, staff vacancies, lower miscellaneous operating costs and lower than budget debt service costs in the utilities. Overall, the 2019 fiscal year's projected financial results for the Metro Vancouver entities and functions are estimated to be in a surplus to a budget of around \$15.5 million.

#### 5.2 Capital Program Expenditure Update as at August 31, 2019

This is the second report for 2019 on the financial performance of the capital program for the eight months ending August 31, 2019. This is the second report of the fiscal year with capital expenditures typically being more active in the summer months. With billings in the early fall, this percentage is anticipated to increase by the next reporting period ending December 31st.

#### 5.3 Semi-Annual Report on GVS&DD Development Cost Charges

This report is about GVS&DD Development Cost Charge revenue collections during the first half of 2019 and any implications on their adequacy, as required in the Board's policy. DCC collections for the first half of 2019 were \$23.687 million. DCCs received are used to pay for growth related GVS&DD capital projects.

#### 5.4 Investment Position and Returns – May 1 to August 31, 2019

This report indicates that overall investment performance for the period met expectations. Short term investments exceeded returns on our benchmarks. Long term investments had mixed success with reaching returns greater than the benchmarks over the past 12 months, but are still higher when compared with the past three years. Our portfolios hold quality investments and are reasonably positioned, given our market expectations.

#### 5.5 Request for Proposal Competition Process for Appointing an External Auditor

This report contains information regarding the process undertaken by Metro Vancouver staff for the selection of the external auditor. Metro Vancouver conducts a competitive selection process that establishes a highest ranked proponent, considering both price and experience of the firm and team.



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The process does not limit the number of proposals nor set any mandatory requirements that would constitute a barrier to entry. Modifying the process to rotate a firm or the audit partner likely will not provide additional value and may create ramifications that could negatively impact Metro Vancouver's ability to achieve best value in the engagement of an external auditor.

#### 5.6 Tender/Contract Award Information – June 2019 to August 2019

This report includes information with regards to contracts handled through the Purchasing and Risk Management Division, with a total anticipated value at or in excess of \$500,000 (exclusive of taxes). The contracts presented were awarded in accordance with the "Officers and Delegation Bylaws 1208, 284 and 247 – 2014" (Bylaws) and the "Procurement and Real Property Contracting Authority Policy" (Policy) and comply with competitive bidding laws and applicable legislation. Further, the competitive selection packages were carefully crafted by teams of subject matter experts resulting in the award of contracts that are fiscally responsible, and balance risk, economic, ethical and legal obligations.

#### Indigenous Relations Committee – October 10, 2019

Information Items:

#### 5.2 A Review of Red Women Rising: Indigenous Women Survivors in Vancouver's Downtown Eastside

This report provides a brief summary of the report *Red Women Rising: Indigenous Women Survivors in Vancouver's Downtown Eastside* and identifies which of the Report's 35 key recommendations are relevant to Metro Vancouver's operations. The purpose of this report is to provide a brief overview of Red Women Rising and its 35 key recommendations. The 35 key recommendations identified in Red Women Rising not only focus on ending violence against Indigenous women, but also on some broader issues for creating a more socially responsible and just society.

#### **Regional Planning Committee – October 11, 2019**

Information Items:

#### 5.3 Ecological Health – Tree Canopy Cover and Impervious Surfaces

This report includes reporting and analysis of the newly developed regional ecological health indicators – tree canopy cover and impervious surfaces. Overall, the report shows that regional tree canopy cover is in decline and impervious surfaces are most likely increasing as parts of the region urbanize.

There are opportunities to turn these trends around, and this report includes a number of recommendations to help do so, including continued monitoring to inform actions, adopting and enforcing tree protection bylaws, and implementing green infrastructure approaches.

#### 5.4 Study on Applications to the Agricultural Land Commission

This report has information about a new study that will ascertain if approved applications to Agricultural Land Commission (ALC) are beneficial or detrimental to farm use in the Agricultural Land Reserve in Metro Vancouver. Metro Vancouver is participating in a study being undertaken by Kwantlen Polytechnic University to investigate the outcomes of previously approved non-farm use and subdivision applications to the Agricultural Land Commission.



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The results will provide insight into how to address regional and municipal agricultural land use planning challenges and can help ensure the long term protection of the Agricultural Land Reserve for food and agricultural production into the future.

#### Climate Action Committee – October 18, 2019

Information Items:

#### 5.4 Clean Air Plan and Climate 2050 Discussion Papers on Transportation and Industry

The Board received information about the Transportation and Industry discussion papers to support development of the Clean Air Plan and the Climate 2050 Roadmaps. Metro Vancouver is developing a Clean Air Plan to identify actions to reduce emissions of air contaminants, including greenhouse gases, in our region over the next 10 years. Metro Vancouver is also implementing Climate 2050, a long-term strategy to achieve a carbon neutral and resilient region over the next 30 years. A series of issue area discussion papers are being developed, to support an integrated engagement process for the Clean Air Plan and Climate 2050.

# 5.6 Results of Consultation on Proposed Amendments to Metro Vancouver's Automotive Refinishing Emission Regulation Bylaw

This report contains a summary of the feedback received by Metro Vancouver during the consultation on proposed amendments to the Greater Vancouver Regional District Automotive Refinishing Emission Regulation Bylaw No. 1086, 2008 (Bylaw 1086). Staff undertook an engagement and consultation process on the proposed amendments between November 2017 and April 2018, which focused on expansion of the regulatory scope to include automotive refinishing activities other than spray coating, inclusion of businesses that perform mobile automotive refinishing services, requirements to improve spray booth exhaust filtration, updated formulation standards for automotive refinishing products, and updated training and administration requirements. The feedback received during the consultation and engagement process will inform the development of amendments to Bylaw 1086 for the MVRD Board's future consideration.

#### **Greater Vancouver Water District**

# E 1.1 Annual Update on Fisheries Initiatives in the Capilano, Seymour and Coquitlam RECEIVED Watersheds

The Board received for information a report with an annual update on fisheries initiatives and activities associated with the Capilano, Seymour and Coquitlam Watersheds. Metro Vancouver continues to proactively participate in a variety of meaningful fisheries initiatives throughout GVWD's watershed lands located both above and below the dams.

A key Metro Vancouver objective is to ensure fisheries protection and enhancement initiatives are evaluated, planned and implemented in a manner that consistently meets the District's mandate of providing consistently high quality drinking water supplies.

#### E 1.2 Watershed Watch Salmon Society - Contribution Agreement

#### APPROVED



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The Coquitlam River Watershed Roundtable (Roundtable) is a multi-stakeholder initiative that coordinates and implements activities that promote the health and sustainability of the lower Coquitlam River watershed. The Roundtable, through the Watershed Watch Salmon Society, has submitted a multi-year funding request in the amount of \$34,000 per year, from 2020 – 2022, to the GVWD.

This three-year agreement provides a measure of stability enabling program planning, development and delivery. Funding has also been provided by the City of Coquitlam (conditional approval), City of Port Coquitlam and Kwikwetlem First Nation (conditional approval). Similar core funding is also being sought from BC Hydro, although its contribution is unconfirmed at this time.

The Board approved the Contribution Agreement between the Greater Vancouver Water District and the Watershed Watch Salmon Society for a three-year term and annual contribution of \$34,000 commencing on January 1, 2020 and ending on December 31, 2022.

#### G 1.1 GVWD 2020 Budget and 2020 – 2024 Financial Plan

#### APPROVED

**BOARD IN BRIEF** 

The Board:

- approved the 2020 Annual Budget and endorsed the 2020 2024 Financial Plan as presented in the following schedules:
  - o Revenue and Expenditure Summary
  - o Water Services
  - Capital Programs Project Totals Water Services
- approved the 2020 Reserve Applications as presented; and
- set the Water Rate for 2020 at:
  - o \$0.8899 per cubic metre for June through September; and
  - \$0.7119 per cubic metre for January through May and October through December.

#### **I 1 COMMITTEE INFORMATION ITEMS AND DELEGATION SUMMARIES**

APPROVED

#### Water Committee – October 17, 2019

Information Items:

#### 5.2 GVWD Capital Program Expenditure Update to August 31, 2019

This is a report on the status of the Water Services' capital program and financial performance for the eightmonth period ending August 31, 2019. This is the second in a series of three reports on capital expenditures for 2019. Water Services is projecting to be underspent for both ongoing and completed capital projects to August 31, 2019. It is anticipated that in aggregate, ongoing capital projects will be slightly underspent because the full contingency is not required.

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



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#### E 1.1 Iona Island Wastewater Treatment Plant Project – Community Engagement Process APPROVED

This report updated the Board on the community engagement activities undertaken to date and sought authorization to complete the community engagement process as presented through to completion of the Project Definition Phase.

Metro Vancouver has engaged stakeholders and First Nations on the Iona Island Wastewater Treatment Plant Project since June 2018. The Board authorized staff to complete the community engagement process, as presented.

#### G 1.1 Cost Apportionment Bylaw Amendment – Allocation of Costs for Tertiary Treatment APPROVED

At the July 26th meeting, the GVS&DD Board passed a recommendation to proceed with tertiary treatment at the North Shore Wastewater Treatment Plant. The Board also requested staff to explore an amendment to the GVS&DD Cost Apportionment Bylaw No. 283, 2014 that would consider the establishment of a third tier of cost allocation for tertiary filtration capital costs based on a 100% regional allocation model.

There are two wastewater treatment projects within the GVS&DD capital program that have tertiary filtration included in the design for effluent treatment – the Northwest Langley Wastewater Treatment Plant project and the North Shore Wastewater Treatment Plant project. Under the existing bylaw provisions, these capital projects are funded as Tier II projects with 70% cost shared on a regional level and 30% cost shared by the local sewer area. If the Board approves the amending bylaw, a new Tier III category will be established and both projects would have the incremental cost of tertiary filtration designated as a Tier III project with those capital costs shared as a 100% regional cost. Under this new category, anticipated costs to the region would be between \$4 and \$8 per household with an overall capital expenditure of \$62 million.

As the costs for providing tertiary treatment are not contemplated for allocation within the Greater Vancouver Sewerage and Drainage District Cost Apportionment Bylaw No. 283, 2014, amendments to the cost apportionment bylaw have been prepared for the Board's consideration. This model is being presented to facilitate a more balanced sharing of costs, based on the understanding that the addition of tertiary treatment provides a benefit to the whole region.

The Board:

- approved the amendments to the Greater Vancouver Sewerage and Drainage District Cost Apportionment Bylaw No. 283, 2014 for the allocation of charges for tertiary treatment;
- gave first, second and third readings to Greater Vancouver Sewerage and Drainage District Cost Apportionment Amending Bylaw No. 331, 2019; and
- passed and finally adopted said bylaw.

# G 2.1 Proposed Amendments to GVS&DD Cost Apportionment Bylaw No. 283, 2014 – APPROVED Village of Anmore

At the July 26, 2019 meeting the GVS&DD Board directed staff to review the GVS&DD Cost **CNCL - 41** 



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Apportionment Bylaw No. 283, 2014 with respect to how growth charges are calculated and apportioned to Anmore.

Amendments were developed that would come into effect upon membership of the Village of Anmore in the GVS&DD. A connection fee will be remitted by the Village of Anmore for all residential dwelling units initially added to the Fraser Sewerage Area and a conditional waiver of the growth charge, which would remain in effect until such time that the Village of Anmore requests additional amendments to the Fraser Sewerage Area.

The Board gave first, second and third readings to Greater Vancouver Sewerage and Drainage District's Cost Apportionment Amending Bylaw No. 332, 2019.

# G 2.2 Greater Vancouver Sewerage and Drainage District Sewerage and Drainage AreasAPPROVEDBoundaries Amending Bylaw No. 329, 2019 – Fraser Sewerage Area – 7969 Highway91 Connector, Delta

The City of Delta has requested that the GVS&DD amend the Fraser Sewerage Area to include the property located at 7969 Highway 91 Connector in Delta. On October 4, 2019, the MVRD Board resolved to accept the City of Delta's Regional Context Statement amending the property to a Regional Industrial Land Use Designation, and to include the property within the Urban Containment Boundary, thus making it eligible to receive regional sewer services subject to approval by the GVS&DD Board.

Analysis completed by Metro Vancouver staff has shown that there will be a negligible impact on the regional sewerage system and there are no financial impacts to the GVS&DD.

The Board:

- gave first, second and third readings to the Greater Vancouver Sewerage and Drainage District Sewerage and Drainage Areas Boundaries Amending Bylaw No. 329, 2019; and
- passed, and finally adopted the aforementioned bylaw.

# G 3.1 GVS&DD Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. APPROVED 330, 2019

The Board:

- approved the following amendments to the Tipping Fee Bylaw effective January 1, 2020:
  - Tipping fees to change as follows:
    - Tipping fees for garbage (per tonne):
      - Municipal garbage \$113
      - Up to 1 tonne \$147
      - 1 tonne to 9 tonnes \$125
      - 9 tonnes and over \$99
    - Recycling fee for source-separated organic waste, green waste and clean wood change to \$100 per tonne;
- gave first, second and third readings to Greater Vancouver Sewerage and Drainage District Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 330, 2019; and CNCL - 42

passed and finally adopted said bylaw.

#### G 4.1 GVS&DD 2020 Budget and 2020 - 2024 Financial Plan

#### The Board:

- approved the 2020 Annual Budget and endorsed the 2020 2024 Financial Plan as presented in the following schedules:
  - Revenue and Expenditure Summary
  - Liquid Waste Services
  - Capital Programs Project Totals Liquid Waste Services
  - Solid Waste Services
  - Capital Programs Project Details Solid Waste Services
- approved the 2020 Reserve Applications as presented.

#### I 1 Committee Information Items and Delegation Summaries

The Board received information items from Standing Committees.

#### Liquid Waste Committee – October 17, 2019

Information Items:

#### 5.3 Liquid Waste Services Capital Program Expenditure Update as at August 31, 2019

This report on the status of the Liquid Waste Services' capital program and financial performance for the eight month period ending August 31, 2019. This is the second in a series of three capital expenditure progress reports for 2019.

Liquid Waste Services is projecting to be underspent for both ongoing and completed capital projects to August 31, 2019. Liquid Waste Services is projecting to underspend its annual Capital Budget by \$180.7 million (32%). The variance is primarily due to construction delays with a major project and obtaining third party approvals in a timely manner. Although the 2019 Liquid Waste Services Capital Budget is projecting a year-end underspend, the variance is a result of cash flow timing. It is projected that in aggregate, ongoing capital projects will be close to or less than the overall budget for that project. Any surplus resulting from a 2019 underspend will be used to directly fund capital in 2020 and avoid future borrowing.

#### 5.5 Iona Island Wastewater Treatment Plant – Project Definition Update

This report contains an update on the work underway to complete the Project Definition Phase for the new Iona Island Wastewater Treatment Plant. The Iona Island Wastewater Treatment Plant Project Definition Technical Workshop 4 was held on July 24th and 25th, 2019.

This workshop focused on evaluating and obtaining feedback on how the architectural themes and engineering treatment options meet the project goals, objectives and requirements. With this feedback, the three wastewater treatment plant build scenarios will be further developed and life-cycle cost estimates, energy requirements and greenhouse gas profiles will be determined for each scenario.

**CNCL - 43** 

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#### APPROVED

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#### Zero Waste Committee – October 18, 2019

**Delegation Summaries:** 

#### 3.1 Lori Bryan, Waste Management Association of BC (WMABC)

Information Items:

#### 5.3 2018 Construction & Demolition Waste Composition Study

This report contains an update on the results of the 2018 Construction & Demolition Waste Composition Study. Metro Vancouver monitors the composition of the waste stream on a regular basis to track progress against ISWRMP targets. The 2018 Construction & Demolition Waste Composition Study provides an estimate of waste composition in the construction & demolition sector and a comparison to 2015, when the sector was last analyzed. Composition estimates are based on visual analysis at local landfills.

Wood and plastic both increased by approximately 20,000 tonnes between 2015 and 2018. Plastic represented the largest relative increase in composition, from 6.3% to 11.5%. Asphalt, primarily roofing materials, has decreased by an estimated 15,000 tonnes.

#### 5.4 Update on Construction and Demolition Waste Reuse and Recycling in Metro Vancouver

The report contains an update on reuse and recycling practices for construction and demolition waste in Metro Vancouver. Construction and demolition waste is still a significant component of the region's disposed waste stream and various initiatives at the municipal and regional level are underway to increase diversion, particularly for wood. Wood, concrete and asphalt are the most used building materials (up to 80% by weight) in single family homes. Performance requirements can create barriers for utilizing used building materials such as salvaged wood because of code specifications, contract and warranty requirements, and energy performance. It is possible, however, to use salvaged wood, especially old growth wood from older homes in non-structural applications such as flooring, staircases, cabinetry and furniture-making. Municipal measures are an important tool in increasing reuse and recycling of construction and demolition material. Several municipalities have adopted demolition waste recycling bylaws to encourage reuse and recycling and to help meet the region's diversion goals.

#### 5.5 Solid Waste Services Capital Program Expenditure Update as of August 31, 2019

This report contains an update about the Solid Waste Services' capital program and financial performance for the eight-month period ending August 31, 2019. This is the second in a series of three capital expenditure progress reports for 2019. Solid Waste Services is projecting to require additional budget in the amount of approximately \$14.3 million due to building/subdivision requirements and revised cost estimates. Updated budget proposals for several projects will be part of the 2020 financial planning package.

#### 5.6 2019 Regional Food Scraps Recycling Campaign Update

This report contains an update on the 2019 Regional Food Scraps Recycling Campaign. The campaign encourages residents to separate food scraps from their garbage using humourous food face characters. Results have shown that the campaign successfully contributed to overall awareness of the issue, and



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diversion of organic waste into the green bin. However, education needs to be maintained as waste audits reveal that basic organics like fruit and vegetables are still being disposed of in the garbage.

Plastic bag contamination and miscommunication regarding "biodegradable" or "compostable" bags also continues to be an issue. Additionally, a potential unintended consequence of encouraging people to recycle their organics is that they recycle food that could be consumed. For the sixth year of the Food Scraps Recycling campaign, the creative, messages, and communication channels will be tailored to address these current challenges.

#### 5.7 2019 Abandoned Waste Campaign Results

This report contains an update on the 2019 Waste in its Place regional campaign to reduce instances of abandoned waste, which took place in the spring of 2019. Abandoned waste is a regional issue, with environmental, health and social impacts. The financial burden is also significant; local governments spend around \$5 million annually for abandoned waste clean-up and bulky item pick-up programs for mattresses and furniture.

Metro Vancouver's 2019 Waste in its Place regional campaign used communications materials and tools, based on research conducted with members and public, to raise awareness of legal disposal options and to discourage abandoned waste. The campaign ran from April 15 to June 9 and featured digital advertising, sponsored online editorial content, transit advertising, campus posters, and ethnic print.

All materials promoted the wasteinitsplace.ca webpage, which highlights regional disposal options and municipal programs, was viewed 15,689 times during the campaign's nearly 2-month duration. Of those who saw the campaign advertising, 36% reported that they were less likely to dispose of unwanted household items in public spaces. Additionally, 36% of respondents reported that they have talked to others about the campaign's message. Reaction to the simple, clear imagery used in the campaign advertising was largely positive.

#### Metro Vancouver Housing Corporation

#### E 1.1 MVHC Financing of second mortgage for Heather Place redevelopment

APPROVED

A second mortgage for the Heather Place redevelopment is needed once the construction has been completed and the tenants occupy the building in the spring of 2020.

The Board approved the borrowing of up to a maximum of \$17,500,000 by way of a second mortgage for Heather Place, located at 755/785/799 West 14th Avenue, Vancouver, provided through BCHMC. The initial term for the mortgage will be 10 years, with an amortization period of 35 years. The interest currently offered by financing through BCHMC is 2.482%.

Furthermore, the Board resolved that any two officers or directors, or any one director together with any one officer of the MVHC; for and on behalf of the MVHC be and are hereby authorized to execute and deliver under the seal of the MVHC or otherwise, all such deeds, documents and other writings and to do such acts and things in connection with the Property and Project as they, in their discretion, may consider





**APPROVED** 

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to be necessary or desirable for giving effect to this resolution and for the purpose of fulfilling the requirements of BCHMC or the lender of the monies.

#### G 1.1 MVHC 2020 Budget and 2020 – 2024 Financial Plan

The Board:

• approved the 2020 Annual Budget and endorse the 2020 - 2024 Financial Plan as presented in the following schedules:

- Revenue and Expenditure Summary
- Housing
- Capital Programs Project Totals Housing
- approved the 2020 Reserve Applications as presented.



#### COUNCIL/BOARD LIAISON COMMITTEE PUBLIC MEETING MINUTES

Minutes of a PUBLIC meeting of Council/Board Liaison Committee held in the 1<sup>st</sup> Floor Meeting Room, School District Administration Building, 7811 Granville Avenue, Richmond, BC, on Wednesday October 2, 2019 at 9:30 am.

#### Present:

- K. Hamaguchi, Trustee Chair, SD 38
- S. Nixon, Trustee, SD 38
- K. Greene, Councillor, CoR
- A. Loo, Councillor, CoR
- S. Robinson, Superintendent of Schools, SD 38
- R. Uyeno, Secretary Treasurer, SD 38
- F. Geyer Executive Director, Planning & Development, SD 38
- S. Lusk, General Manager, Community Services, CoR
- D. Chan, Manager, Transportation Planning, CoR\*
- K. Somerville, Director, Community Social Development, CoR
- C. Duggan, Program Manager, Child Care, CoR\*
- B. Konkin, Manager of Policy Planning, CoR
- S. Smith, Program Coordinator, Development, CoR
- V. Shashikumar, Executive Assistant, (Recording Secretary), SD 38

#### **Regrets:**

- D. Tablotney, Trustee, SD 38
- \* Present for a portion of the meeting

The Chair called the meeting to order at 9:32 am and introductions of attendees occurred.

#### 1. ADOPT AGENDA

The agenda was adopted as amended:

Add: Item 4.7 – Discussion about information from Planning Meeting

Item 3.1 – Amended minutes circulated – next TSAC meeting date is Nov 4, 2019

#### 2. APPROVE MINUTES

The minutes of the meeting held Wednesday, May 8, 2019 were approved as circulated.

#### 3. STANDING ITEMS

#### 3.1 Traffic Safety Advisory Committee

Donna Chan, Manager, Transportation Planning, CoR informed the attendees about the key items that were discussed during the Traffic Safety Advisory Committee meetings of

The Richmond School District is the best place to learn and lead



June 6, 2019 and September 12, 2019, the minutes of which were included in the agenda package.

Some key highlights were:

- New pedestrian cross walk to be installed at Dixon Elementary
- Fewer traffic violations in the Kidd School zone with the installation of vehicle speed reader board installation
- Increased traffic enforcement capabilities with new radar gun equipment purchase by the RCMP

She also noted that the next TSAC meeting is on November 7, 2019.

DC left the meeting.

#### 4.1 – SOGI Policy Implementation Update

Scott Robinson, Superintendent of Schools, SD38 spoke to his report regarding the SOGI Policy Implementation Update that was included in the agenda package. He highlighted that the SOGI Advisory Committee was formed with representation from different community partners and district stakeholders. While the goals of the Committee are being finalized, the Committee aims to focus on the following:

- 1. Provision of support and training for teaching and support staff
- 2. Provision of opportunities for education and understanding for parents and members of the community
- 3. Increase in support for students
- 4. Communication and sharing of accurate and factual information regarding SOGI topics
- 5. Assessment of progress of implementation of the policy and setting of direction based
- on that assessment
- 6. Efforts to increase the visibility of the District's support of diversity

#### 4.2 – New Child Care Funding and Potential Child Care Opportunities

Chris Duggan, Program Manager, Child Care, CoR briefed the attendees on new Child Care Funding and potential child care opportunities:

- Childcare BC Spaces fund for creating new childcare spaces funding increased from 1M to 3 M per project
- Multiproject large scale funding scheme for municipalities that could cover more than one school district /municipality

- Child care planning grants up to \$ 25,000 continued for community wide childcare open until end of January, 2020
- Child care is a key component for social development strategy

#### Discussions ensued about:

- a) how the City and the District could be more collaborative in providing daycare and afterschool care
- b) priorities for the type of child care funding to be requested
- c) funding for existing/new spaces that are not for profit
- d) future opportunities for collaboration/support for SD 38 and CoR.

**ACTION**: It was agreed that SD 38 and CoR staff work to identify new space funding for child care.

#### 4.3 – Cultural Harmony Strategy

Kim Somerville, Director, Community Social Development, CoR spoke to her report about the Draft Cultural Harmony Plan 2019-2029 that was included with the agenda package. She highlighted that the Cultural Harmony Plan emphasizes five strategic directions:

- I. Intercultural connections
- II. Collaboration and partnerships
- III. Targeted training and professional development
- IV. Communication and community engagement
- V. Programs and services

There will be several opportunities and events planned to engage community partners for celebrating Richmond's diverse culture and heritage. Staff will also be engaging in a Public Engagement Process to obtain feedback by conducting open house meetings and by using the Let's Talk Richmond website.

#### 4.4 - Homelessness Strategy

Kim Somerville, Director, Community Social Development, CoR spoke to her report regarding the Final Homelessness Strategy 2019-2029 that was included with the agenda package. Some key features were:

many stakeholders and community partners were involved in developing solutions for homelessness

- needs analysis and homelessness in Richmond and risk factors affecting homelessness were discussed
- a 40 unit supportive housing building was created for individuals experiencing homelessness
- a 30 bed emergency shelter was also created
- the 10 year strategy is intended for prevention of homelessness, to explore pathways to come out of homelessness
- The goal is to work closely with BC housing and collaborate with steering committee members with regards to addictions and mental health

**ACTION:** Councillor Loo, CoR informed the Committee that the next meeting of the Youth Wellness Action Committee is scheduled on October 30, 2019 at 9:30 am in Room 103 and suggested that someone from SD38 participate in this meeting.

#### 4.5 – LRFP Action Plan

Frank Geyer, Executive Director, Planning and Development, SD 38 spoke to his report on the Long Range Facilities Plan (LRFP). SD 38 staff will start action plans on strategy recommendations in the LRFP beginning with a comprehensive boundary/catchment review which could result in some adjustments around boundaries and catchment based on how elementary schools feed into secondary schools and alignment with the regional model.

Discussions ensued regarding whether these adjustments would affect District Programs. It was noted that these adjustments are geographic, and not based on programs. A program review may be undertaken within next 2 years. There was a concern about impact on childcare opportunities with a change in catchment.

#### 4.6 - Blood Donations (verbal update) -

Scott Robinson, Superintendent of Schools, SD38 responded to a question that was raised in an earlier meeting about a possible School District ban on blood donations. It was clarified that there is no existing ban on blood donations. It was noted that the minimum age to donate blood is 17 years, which limits the students to grade 12.

**ACTION:** It was suggested that this item be added to a future Table 38 agenda to see if there is any interest in future student blood donation clinics.

#### 4.7 – Information from Planning meeting of CoR

Councillor Loo, CoR mentioned that in their regular Planning meeting at CoR, the City ensures that the School Board is informed of every development. The Council wants to ensure that the School Board is getting the projected unit numbers based on the School Site fees collected to assist in determination of projected students. She provided a handout, outlining the number of units and the total fees collected for the school site fees as an example.

The Council wanted to know if the School Board Staff is satisfied with the information they are receiving, and what form of information is required, what information is desired, what size of project threshold information is needed, and the timing of the information.

**ACTION:** The School Board Staff to review data from CoR and provide City staff with what, if any, additional information is needed.

- 5. NEXT MEETING The next meeting is scheduled for Wednesday, December 4th, 2019 at 9:30 am.
- 6. ADJOURNMENT The meeting adjourned at 10:27am.

#### Respectfully Submitted,

Ken Hamaguchi

Ken Hamaguchi, Chairperson Council/Board Liaison Committee



### **Report to Committee**

То:	Community Safety Committee	Date:	October 17, 2019
From:	Mark Corrado Senior Manager, Community Safety Policy & Programs	File:	09-5350-01/2019-Vol 01
Re:	Touchstone Family Association Restorative Jus Annual Performance Outcome Evaluation Report		tract Renewal &

#### Staff Recommendation

- 1. That Council approve an increase in annual funding and renew the contract with Touchstone Family Association for the provision of Restorative Justice for three-years (2020-2022); and
- 2. That the Chief Administrative Officer and the General Manager, Community Safety, be authorized to execute the renewal of the contract with Touchstone Family Association under the same terms and conditions described in this report.

Mark Corrado Senior Manager, Community Safety Policy & Programs (604-276-8673) Att. 1

REPORT CONCURRENCE				
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER		
Finance RCMP Law		<del>Q</del> .		
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE		APPROVED BK CAO		

#### **Staff Report**

#### Origin

The City first entered into a three-year agreement with Touchstone Family Association (Touchstone) in 2008 to provide restorative justice services, and has renewed the contract three times (2011, 2014 and 2017). On December 31, 2019, the contract will expire, this report focuses on renewing the three year contract with Touchstone Family Association (Touchstone) as well as assessing the effectiveness and impact of Touchstone's Restorative Justice Program. As part of this contract, Touchstone is responsible for reporting to Council through annual outcome and evaluation reports.

The City of Richmond has entered into a three year contract with Touchstone Family Association for the delivery of the Restorative Justice Program. The Touchstone Family Association is required to report to Council annually on:

- a) the restorative justice annual budget for the upcoming year;
- b) restorative justice revenues and expenditures from the previous year;
- c) performance indicators including the number of referrals, forums and completed resolution agreements;
- d) milestones and achievements; and
- e) participants' satisfaction survey.

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

Enhance and protect the safety and well-being of Richmond.

1.1 Enhance safety services and strategies to meet community needs.

#### Analysis

Although Touchstone has operated in Richmond since 1983, providing a broad spectrum of children and family services, it began its partnership with the Richmond RCMP to provide restorative justice in 2004.

In Canada, the restorative justice movement began almost 40 years ago with the gradual paradigm shift away from a justice system that was primarily retributive and focused exclusively on the offender to a system that also considered the needs of the victim/community and an acknowledgement of the harm done to them.

The *Criminal Code*, under Section 717 "alternative measures" allows Crown Council to implement measures other than judicial proceedings for adults who have committed an offence. Similarly, the *Youth Criminal Justice Act* under Section 10 "extrajudicial measures" allows for both Crown and police officers to opt for measures to deal with offenders outside the youth court

system. In particular, police must consider extrajudicial measures for non-violent crimes where the youth offender has no prior criminal record.

Within Richmond, there are two extrajudicial/alternative measures programs:

- 1. The Youth Intervention Program, which is a counselling program offered by City Staff at the City Centre Community Police Office under the direction of the RCMP Detachment; and
- 2. The Touchstone Restorative Justice Program (RJ Program), which places an emphasis on accountability and problem solving as a way of addressing harm that takes place when a crime or incident occurs.

#### Restorative Justice Performance Evaluation

The Richmond RJ Program is a volunteer driven program staffed by Touchstone with a permanent full-time coordinator. To assess the effectiveness of the program, this report drew upon data provided by Touchstone in the Annual Performance Outcome Evaluation Report (see attachment 1) as well as independent police records and justice data that was provided by the Richmond RCMP Detachment.

According to Touchstone, over the past seven years there were a total of 361 offenders that entered the program. In 2018, there were a total of 43 offenders and 34 referrals that went through the program, which is comparable to 2017. Given the RJ Program's volunteer structure, which is led by a single full-time paid coordinator, the program has the potential to expand to double the current number of annual referrals/offenders it receives from police and the private sector. The coordinator could recruit more volunteers to cover the additional work load. Touchstone has also made raising community awareness of the program as a strategic priority. Table 1 below outlines the total number of referrals and Restorative Justice processes Touchstone has managed from 2013 to 2018.

	2013	2014	2015	2016	2017	2018
Total # of Offenders	46	56	57	74	44	43
Total # of Referrals	35	41	49	49	36	34
Total # of RJ Process	35	43	47	52	34	38
Total # of Resolution Agreements	42	47	50	67	41	39
Total # of Completed Resolution Agreements	45	46	45	67	37	38

Table 1: Touchstone	Performance	Outcome Sun	mary Statistics
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\* A referral can have more than one offender

\*\* Restorative Justice Processes can include conferencing between victims and offenders, community justice forums (less serious cases), and healing circles (often used in schools).

The majority of offenders, shown in the table above, were referred to the program by police for alternative/extrajudicial measures resulting from offences for "Theft under \$5,000" under the *Criminal Code*. The majority of these offences took place at "Big Box Stores" including: Apple, Price Smart, Sephora, the Bay and others. In 2018, 65% of the referrals were youth between 7-17 years-of-age and 35% were adults 18 and over.

It should be noted that there were referrals for more serious offences. For example, one 2018 referral involved a high-profile assault on a City staff member at a City facility. Following the successful completion of the program both the victim and offender were satisfied with the RJ Program.

According to independent RCMP Detachment statistics, since 2004 a total of 460 youth were referred to the RJ Program. Of the 351 who successfully completed the program only 12% (43) reoffended. In contrast, 46% (50) of the 109 referrals who initially entered the program but did not complete the program reoffended. Since 2004, 234 adults were referred to the RJ Program and only nine per cent (17) reoffended.

Given that there has not been an independent and comprehensive study of recidivism rates of RJ programs at a provincial and national level, it is impossible to utilize recidivism rates as a comparative benchmark. However, Touchstone's RJ Program rates are considerably lower than BC youth criminal rates involving similar offences where restorative justice was not administered. According to BC Corrections Operations Network (CORNET) data from 2005-2010 an average of close to 50% Youth Justice clients (ages 12-17) reoffended within five years of receiving a first community sentence.<sup>1</sup>

#### Terms and Conditions

The proposed contract renewal will utilize similar terms and conditions including scope of work, funding, reporting and sections from the previous contracts. For example:

#### Scope of Work

Touchstone will provide a full time coordinator and shall recruit and train all volunteers required to perform the Work, to the satisfaction of the City.

#### Funding

Provided that Touchstone performs the work to the provisions of the entire agreement, the City would pay them \$25,175 on a quarterly basis upon on the receipt of an invoice. The invoice would not include employee benefits of any kind as they would be covered by Touchstone who is their employer. The agreement inclusive of all disbursements would reach an annual maximum of \$100,700.

<sup>&</sup>lt;sup>1</sup> BC Justice and Public Safety Council, "Performance Measures Update for the Justice and Public Safety Sector (2017-2017)", pg 21. https://www.justicebc.ca/app/uploads/sites/11/2016/03/pm-2016-2017.pdf

#### Reporting

Touchstone would submit an invoice within five days of the end of each quarter. Touchstone and the City will meet biannually during the term of the agreement. Each report will detail work completed during the months of the invoice covered. The City will have the ability to seek clarification regarding invoices.

#### **Financial Analysis**

As noted in the attached report by Touchstone, funding continues to be a challenge as the provincial and federal government provides only a small amount of funding to restorative justice programs. The City has long advocated for increased funding for restorative justice services, but the Province maintains it will not advance additional funding. The Province's position has resulted in the City funding the RJ Program.

Inflationary costs as well as wage increases due to a recent collective agreement settlement have placed further strain on the RJ Program and, as a result, Touchstone is seeking a six per cent annual increase to their contract.

#### **Financial Impact**

Touchstone is seeking an annual increase of \$5,700 over the current contract of \$95,000 and that this will be included in the 2020 Budget process

#### Conclusion

The City's Restorative Justice Program is a cost-effective way of providing a much needed service to address social issues within the community. The contract with Touchstone Family Association to administer Richmond's Restorative Justice Program is a service delivery model that also considers the rights and needs of victims and the community.

Mark Corrado Senior Manager, Community Safety Policy and Programs (604-204-8673)

MC:mc

Att. 1: Restorative Justice: Performance Evaluation Report January 1, 2018 – December 31, 2018 by Touchstone Family Association.

Attachment 1



# **RESTORATIVE JUSTICE**

# PERFORMANCE OUTCOME EVALUATION REPORT

January 1, 2018 - December 31, 2018



#### EXECUTIVE SUMMARY

Touchstone Family Association is a non-profit society that has been providing services to children and their families in Richmond since 1983. Our services have primarily focused on preserving and enhancing family relationships and we offer a variety of services designed to meet the needs of children, youth and families to ensure their optimum development. Over 2000 children, youth and families benefit from our services on an annual basis.

In 2004 the Restorative Justice Program was launched in partnership with the Richmond RCMP. In 2008 the City of Richmond provided funding for a full time Restorative Justice Coordinator. This annual report will focus on the successes and challenges of the past year.

It is important to note that the core funding for Restorative Justice comes from the City of Richmond through the Law and Community operating budget. Touchstone Family Association continues to engage other levels of government regarding not only the need but the responsibility in cost sharing this program across the three levels of government. Restorative Justice receives \$2500.00 from the Community Actualization Program funded by the province which provides some funds for volunteer training and recruitment. Touchstone continues to raise the profile of this extremely cost effective alternative to court and is continuously seeking out funding partners and grant opportunities. Funding continues to be an ongoing challenge, however we are very appreciative to the City of Richmond for not only its financial support but for believing in the Restorative Philosophy of understanding how it creates a safer and healthier community for everyone.

#### **Restorative Justice**

What is restorative justice? Restorative justice is an alternative approach to our court system. Restorative Justice is a philosophy built on the cornerstone of community healing. Like community policing, it's a way of doing business differently. While our court system is adversarial and focused on punishment restorative justice encourages dialogue and responsibility for past behaviour, while focusing on problem-solving and offender accountability. Through this approach, victims and offenders are not marginalized as they are in the court system. Rather, both are invited to come together, so that the offender can be held accountable and the victim can receive reparation.

Through restorative justice, volunteer facilitators help offenders take responsibility for their crimes. Offenders are given the opportunity to recognize the people that they harmed and are able to learn how others have been affected by their behaviour. Furthermore, the offender can work with the victim to find ways to repair the damage that has been done.

Victims benefit greatly from a process, unlike court, where they can sit together with the offender and speak directly to him/her about the pain that they have endured. Through restorative justice, victims can get answers to their questions about the incident, and they can learn why it happened. Furthermore, they can share with the offender what needs to be addressed for healing to begin to take place.

While restorative justice affords everyone affected by crime the opportunity to gain closure from

the incident, it also gives the community the chance to become closer and grow together through understanding, compassion and healing. Communities become healthier and safer as a result.

#### **Resolution Agreements can include:**

- Financial Restitution
- Apology to Victim(s)
- Community Service Work
- Essay
- Counselling
- Donation
- Resume Preparation
- Job Search



Restorative Justice is a volunteer driven program that has a permanent full time coordinator. Recruitment, retention and training of volunteers are crucial to the success of the Restorative Justice Program. The RJ coordinator engages all volunteer applicants in a formal interview process which includes a criminal record check and two reference checks and also takes into account several key criteria that may include but is not limited to:

- Life experience
- Professional employment history
- Education
- Commitment to the program
- Amount of time available
- Experience/Confidence in leading a group discussion
- Flexibility
- Knowledge of Restorative Justice
- Reasons behind wanting to become involved
- Experience/comfort level with conflict
- Oral and written skills

#### **Restorative Justice Embodies Different Processes**

Given the intensity of the training and the role of the facilitator it is important to recruit solid, committed individuals. Once the intensive interview process and reference check are complete, volunteer applicants are eligible for, and must successfully complete over time, training in various restorative justice processes or applications, including community justice forums, where the volunteer applicants attend an intense 3 day training program. Once the volunteer applicant has achieved a certificate of training, he or she must earn accreditation by co-facilitating a minimum of five forums alongside and under the supervision of a certified mentor/facilitator; this is an approach that increases the volunteer's level of confidence and competency, and enhances quality assurance. Of course, community justice forums are only one example of the kind of processes inspired by a restorative justice philosophy. There are other processes that are also utilized by the Restorative Justice Program.



At the heart of restorative justice are its underlying values and principles, which give birth to a variety of processes designed to meet the unique needs and circumstances of victims, first and foremost, followed by the rest of the community and, of course, the offender. This recognition requires that we carefully consider the process that will have the most benefit and greatest chance of success. Volunteers will continue to expand their knowledge and skills by applying different applications of restorative justice dictated by the specified needs of the affected parties and/or community. A few examples include a non-scripted, comprehensive victim-offender conferencing (VOC) process in complicated cases; a scripted community justice forum (CJF) process in less serious cases; a separate conference (Conference) process in cases where a direct victim and offender encounter proves less beneficial; as well as numerous types of Circles in community and school settings.

In each case assigned to restorative justice facilitators, the most suitable type of process can only be determined after exploring the needs of the participants and investigating the circumstances surrounding each case. It is important to understand that restorative justice *is a process*, where each case evolves from the first point of examination, takes shape through exploratory discussions with the affected parties, and involves everyone's consideration of an appropriate process to address what happened.

The Richmond Restorative Justice Program dealt with a variety of types of offences in 2018, including Assault, Possession of Stolen Property, Theft Under \$5000 and Mischief

Two stories involving cases from the Richmond Restorative Justice Program are highlighted in this year's report to illustrate the benefits of a restorative approach. These stories illuminate the power of dialogue when facilitated with care inside a safe and respectful process suited to the participants.

#### **Regaining Dignity**

Names of the participants have been changed to protect their identity.

In early 2018, a young man of Asian origin committed an assault in a public venue against an older Caucasian, female, City worker. The incident took place in front of many onlookers and came as a complete surprise to the victim. The case generated a lot of publicity and strong reactions from the public as a result of the images that were shared by the media. The Victim elected to participate in a restorative justice process after an investigation was conducted with the RCMP; the Offender and his family agreed to do so, as well.

Prior to agreeing to participate in Restorative Justice, the victim had received some information from the police regarding "Dave": she learned that he may be on the spectrum for autism. While sympathetic to his condition, "Laura" wanted to help Dave understand the harm that he had done through his actions and to accept responsibility. She believed the restorative justice process would be beneficial in addressing her needs.

After much preparation, including interviews, a victim-offender-conference (VOC) was held that included Laura and Dave, as well as their supporters. Laura was accompanied by her closest friend and also by a work associate. Dave was accompanied by both of his parents. The meeting was facilitated by a restorative justice facilitator.

Inside the process, Dave, using a translator, shared his regret at what he had done to Laura. He understood that what he had done was wrong and unacceptable. Dave explained to Laura that he routinely visited the venue where the incident occurred. It was clear that he didn't know her, personally, and did not, specifically, target her. He explained how he had received a call on his cell with some sad and disturbing news about a family member's health. His sadness gave way to frustration and anger. Unable to cope with his emotions, he tried to cross a barricade that was established for a lineup of people that the venue was hosting. When he was approached by Laura, who was trying to help him, he acted out a violent scene that he had playing inside his head from a war film that he had watched. In doing so, he assaulted Laura.

Dave stood up from his chair inside the restorative justice meeting and delivered a tearful apology to Laura for hurting her that day. Laura, without hesitation, got up from her chair. To everyone's surprise, they unexpectedly hugged one another for a few moments.

After sitting back down, Laura described the impact of the assault on herself to Dave and his family. She explained to him that what was worse than the assault was the overwhelming and unwanted attention that the incident brought upon her. She was deeply disappointed by peoples rush to judgement about what they had perceived to have taken place, as well as the well intentioned, but far too quick, reaction by some in the community to try to make her feel better right away. She lost her privacy and time to carefully process her own emotions. She wanted to regain control over her own life and dignity. In Dave, Laura probably saw someone who was seeking the same.

Dave's parents were grateful to Laura. They explained how Dave has always been misunderstood and this has had real consequences for him growing up. They were appreciative that he was being given this opportunity to put things right. They promised to get him the help that he went so long without because of the stigma, the lack of understanding and inefficient resources back home, where they came from, to treat people with special needs.

In the end, Laura and Dave came to agree on a resolution that would help him make amends with not only her, but also others who work alongside her. With time and supervision, an opportunity to visit the venue he depended on for his betterment and social wellbeing would also be considered.

#### Wrong Kind of Adventure

#### Names of the participants have been changed to protect their identity.

In the summer of 2018, "Barry," a teenager, was found sleeping in a park at night. In his possession were stolen tools and equipment from a construction site located nearby. Barry admitted to stealing the items and agreed to participate in restorative justice with the builders working on the Site.

Barry's parents were greatly disappointed and worried for Barry because of the path he was on. They welcomed the opportunity to see Barry not only do right by the people he hurt, but also to change the path that he was on in his own life.

A restorative justice meeting took place at the very construction site that Barry stole the items from. The Project Supervisor had to remain on the Site, so he could attend to any issues that may suddenly arise in the course of the project. The Supervisor gave his assurances that Barry would not be harassed or intimidated by any of his workers. While the thought of coming on to the very site that he committed a crime made Barry terribly nervous, he along with his parents, decided that it was the least he could do, given the harm that he caused, so they agreed.

Barry and his parents arrived at the construction site several minutes ahead of the meeting. Barry appeared nervous, maybe even intimidated walking past the construction workers and on to the Site. His parents and the Restorative Justice Facilitator reminded him that the meeting would be safe and respectful to help ease his anxiety.

Everyone met inside a work trailer. The Project Supervisor was accompanied by the Safety Supervisor on the Site and seated across from them was Barry and his mother and father. Initially, Barry avoided direct eye contact with the two men from the Project. He, eventually, made an effort to look at them while describing his actions.

Barry explained to them that he had a habit of going on to construction sites at night as he liked the challenge of climbing and monkeying around to deal with his boredom and his sense of adventure. He didn't need the harness and tools that he had stolen from the site; he simply took these things because they were there.

The Project Supervisor explained to Barry how expensive the harness and tools are and how dependent workers are on them for their livelihood. The worker whose harness and tools were stolen was sent home because he was not properly equipped to do the work on the Site. Workers in the trade are responsible for purchasing their own harnesses and tools, which are very expensive. The worker in this case had to go out and purchase a new harness and appropriate tools, so he could work and make a living. In addition to this, he became suspicious of other workers, falsely believing that someone else working on the construction site may have stolen these valuable items, thus, causing serious tension between the construction workers. Dealing with the theft also took precious time away from the work that needed to be completed.

The Safety Supervisor was disturbed to hear about Barry's trips to construction sites late at night.

He gave him a real-life example of a young person, who had the same kind of curiosity and sense of adventure and was found dead at one of their construction sites. The young man came on to the site in the dark when the workers had all gone home. He did not see a very deep hole that was dug on the site. He fell to his death.

Both the Project and Safety Supervisors wanted Barry to understand that what he did was dangerous and that there are better and safer ways of having fun. Construction sites, they reminded him, are not playgrounds.

Barry, having listened to the financial and social impact of his actions, as well as the concerns over safety, including his own, expressed his remorse and apologized for his actions. He told the two men that he was prepared to do what is necessary to fix his mistake.

The two men recommended that Barry come and spend one week of his summer doing mostly cleanup on the construction site. They assured him that the workers would be informed of his volunteer work as restitution for what happened and that he need not worry about any harassment from the crew. Barry was grateful to the men for giving him the opportunity to make things right. He successfully carried out his obligations. His parents believe it helped him do something constructive with his time, instead of getting into mischief. They think it also gave him a real appreciation of how hard it is to earn a living in the construction field.

#### **Referrals to the Richmond Restorative Justice Program**

The predominant referral base for the Richmond Restorative Justice Program remains to be the Royal Canadian Mounted Police (RCMP). The Program continues to advocate and reach out to the broader community, including Schools and Crown.

School referrals remain a priority for the program. While school-based incidents are sometimes referred by the RCMP to the Program, there is potential for greater involvement and more comprehensive coordination amongst RCMP, Schools and the Richmond Restorative Justice Program in utilizing a restorative justice approach in many more cases involving a criminal investigation. In other cases, where criminal investigations are not necessarily warranted, schools can make direct use of the Richmond Restorative Justice Program.

Richmond Crown also makes use of the Richmond Restorative Justice Program and sees the real benefit the Program offers. Both the Program and Crown continue to partner in cases deemed suitable for restorative justice. In this case, too, there is potential for a more collaborative and coordinated approach to criminal cases amongst Crown, RCMP and the Richmond Restorative Justice Program.

#### **2018 Highlights**

The Richmond Restorative Justice Program is a member of the Lower Mainland Restorative Justice Network, which is comprised of restorative justice (RJ) programs, including North and West Vancouver, Burnaby, Coquitlam, Port Coquitlam, Port Moody, New Westminster, Surrey, Maple Ridge, Abbotsford and Chilliwack. The network meets quarterly and focuses on program updates, trends, information sharing and collaboration between programs, training and wellness of practitioners, as well as restorative justice advocacy.

Several members of the Network are also working on behalf of the Network with other regional restorative justice groups in BC to lobby the Provincial Government for suitable RJ funding in BC and for the creation of a Provincial RJ Organization representing RJ programs in British Columbia.

#### March 7

Program Coordinator Haroon Bajwa made a presentation to the Richmond Family Court Committee at Richmond City Hall to provide information and updates on restorative justice both locally and regionally.

#### June 11-14

Program Coordinator Haroon Bajwa took part in restorative justice training on victim-centered practice in collaboration with Victim Services of BC. This training was hosted by Vancouver Island's Victoria RJ

#### November 18-25

Touchstone promoted Restorative Justice Week on its website and through social media

#### November 8 – December 4

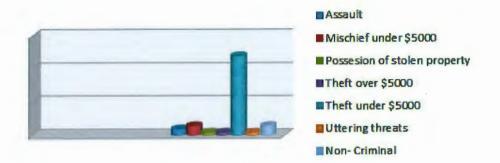
Training in RJ was given to four watches of Richmond RCMP at the RCMP Detachment with the first training taking place on November 8 and the last training taking place on December 4.

#### **STATISTICS**

In 2018 there were 34 referrals to the Restorative Justice Program which is similar to 2017. There were 35 restorative processes held. Each year brings a slight fluctuation based often on youth crime and new members to the RCMP.

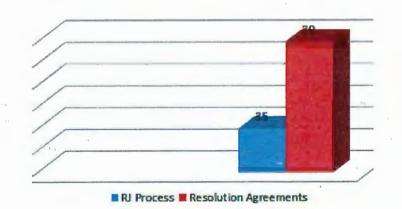
Below is an illustration of data gathered during 2018:

### **Types of Offenses**



There were 39 resolution agreements resulting from the 35 community justice proceedings.

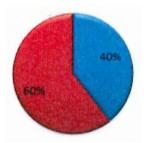
### **Resolution Agreements**



Of the 39 Resolution Agreements, 38 have been successfully completed in this year and the one remaining will be completed next year. This data illustrates that the Restorative Justice process allows for a healthy healing process to occur for all parties involved. The Agreements are mutually agreed upon by all parties (victim, offender and supporters) at the end of each process. Each participant has input into what they need to see happen to make things right. The offenders in all cases have successfully completed these Resolution Agreements demonstrating a commitment to the healing process and an investment in their community.

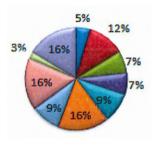
There were 17 females and 26 males referred to the program.

### Gender of Offenders Referred



Female Male Male

### Age of Offenders Referred



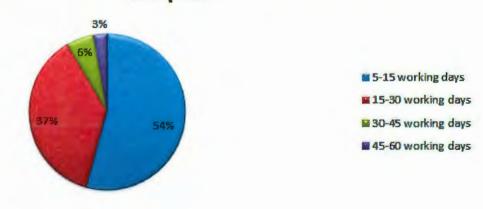
7-8 yrs old
12 yrs old
🖬 13 yrs old
14 yrs old
15 yrs old
🖬 16 yrs old
17 yrs old
🖬 18-29 yrs old
₩ 30 and over
40 and over

The majority of offenses are for theft under \$5000. There were many different stores that reported these thefts.

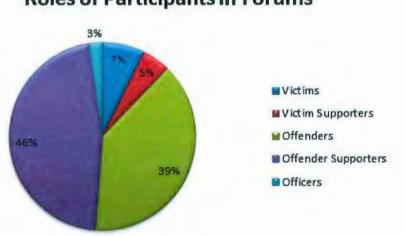


In regards to how long it took to have a matter brought forward for a community process, the time was similar to last year. The majority of referrals (54%) were processed between 5-15 working days as compared to 56% last year. 37% of the referrals were processed between 15-30 working days. It is very important that resolution happens as quickly as possible for the greatest amount of learning and for the participants to remain invested in the process. This graph illustrates that the majority (91%) of the referrals were processed within our targeted time period (within 30 working days).

How long after the file was referred did the forum take place

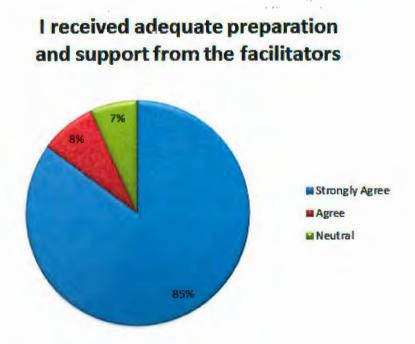


Touchstone Family Association invites all participants involved in the Restorative Justice Process to evaluate their experience. In 2018, 106 people participated in a Restorative Justice process compared to 111 participants in 2017. The participants are asked to complete a feedback survey. Below are the results of the surveys, beginning with the role they played in the process.

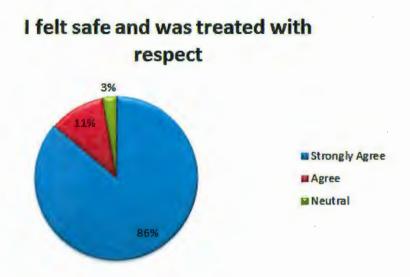


**Roles of Participants in Forums** 

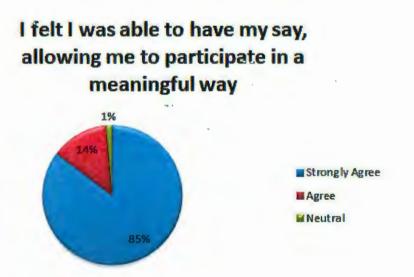
The next question we ask the participants is if they received adequate preparation prior to participating in the RJ process. As you can see from the graph below, the majority of participants felt prepared for the process.

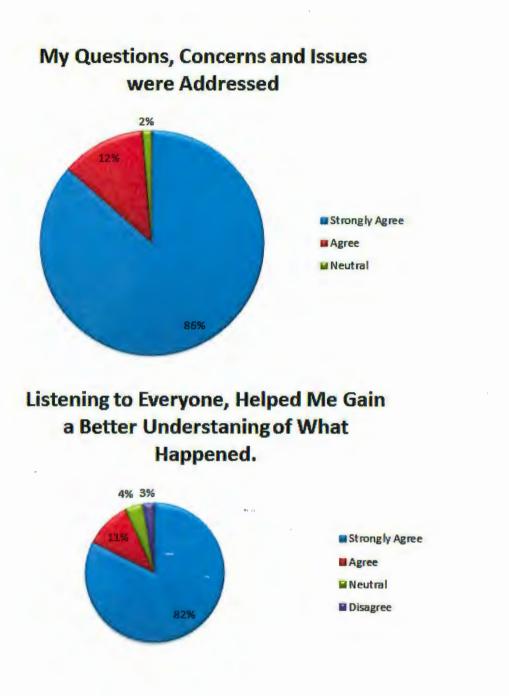


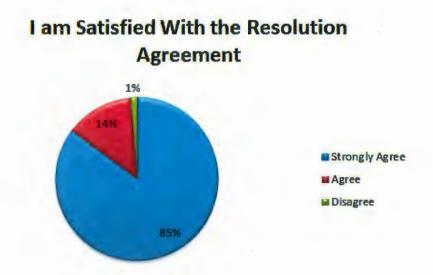
The next question on the survey ensures that the participants were treated with respect and felt safe participating in the process.



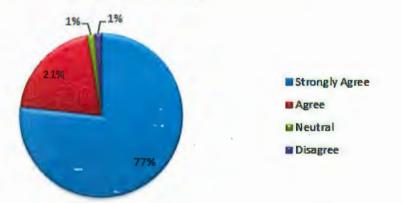
Next, we ask for feedback around the participants' overall comfort in participating in the process ensuring that they felt they could have meaningful dialogue.



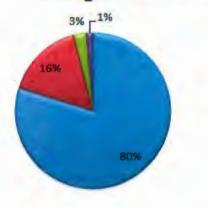




### I Believe This Process has Helped me Find Closure



### I Would Recommend Restorative Justice to others Facing Similar Situations



- Strongly Agree
- magnee
- Neutral
- Stongly Disagree

The survey has room for comments regarding any of the above questions and below are the responses and the role of the person making the response is in parenthesis.

- Touchstone is very professional and they provided courteous services (victim)
- This service has taught me well and I'm glad to have taken part in it. (offender)
- I am really thankful for this service. Thank you very much!! (offender supporter)
- A very comfortable environment to deal with adolescents. Enforcing yet non-judgmental. A very important quality for handling adolescents and parents. (*offender supporter*)
- This process has been incredibly powerful in my healing. The depth and sincerity of this exchange would never happen in court. I am so grateful that Touchstone provides this for the community and for individuals. *(victim)*
- This process was beyond my expectations. It is wonderful to have an agreement that benefits both parties. (*victim supporter*)
- This was a thoroughly positive and satisfying process. Thank you! (victim supporter)
- Haroon helped me realize that everything I did was wrong. Thank you Haroon for helping me. (*offender*)
- Haroon explained clearly and spoke clearly about the process. Fully enlightened me about what happens to the incident that my son was involved. (*offender supporter*)
- Haroon explained this system in detail so we understood easily and we felt better and he also gave us a lot of time to think about my son's future. We so satisfied with his work. (offender supporter)
- I feel like giving back to a place that has given me so much and is a great way to serve my hours. Haroon was very kind and I felt very open about what I said today. I highly recommend the Restorative Justice program as there are no feelings of pressure. *(offender)*
- Haroon made us relaxed so I could be honest and could express my true feelings. Thank you so much! (*offender supporter*)
- Open communication was appreciated and discussing what happened on both sides sincerely helped. (*offender*)
- Really good process to help young people find their way back on a better path. (*offender supporter*)
- I was very satisfied on how this issue was dealt with. (offender supporter)
- Well organized. Very good outcome. (officer)
- The whole team was really great! I felt that they've given their best in addressing our concerns. Amazing! Thank you very much for coming up into such kind of resources. (victim supporter)
- Haroon is a great facilitator. (offender supporter)
- The conversation was very thoughtful and I was able to come away with a better understanding of the situation. (*offender*)
- I enjoyed the process and facilitation. The explanations in question 5 were fine it is just my son's explanations that I didn't understand so well. (*offender supporter*)
- I think this service can help a lot of kids hopefully turn their lives around. (*offender* supporter)
- Everything was very clear. I have a better understanding now. (offender)
- Overall I 'm very happy that we came today and there are so many people who care about this situation. (*offender supporter*)
- I think this has helped my daughter to have a better insight of the choices she is making. *(offender supporter)*
- The process of bringing closure to an incident between the youth/families was excellent. (*victim supporter*)

- The meeting helped me lose a lot of stress. (victim)
- Haroon has done an excellent job throughout this entire process. He listens to needs, accommodates and ensures everyone can speak their mind and be understood. (*victim supporter*)
- Very helpful and safe program. *(offender)*
- Haroon did provide the context of my presence during RJ. It would be helpful in the future if the phone conversation was followed up with an email that outlined my role in the process.(*other school*)

	chstone make it easier for you to access our services? (i.e. transportation, tion, accessibility, etc)
1.	Everything is top notch and very accessible. (offender)
2.	Accessibility and hours are of great importance (offender supporter)
3.	I have no suggestions but I will refer people. (victim)
4.	More advertising. (victim supporter)
5.	Transportation (offender)
6.	Parking is very close to the building. Easy access. (offender supporter)
7.	Easy to park. Time of the meeting was very considerate, easy to come and very friendly reminder which decrease my fear to come to the meeting. (offender supporter)
8.	Touchstone has been very accessible and I have zero complaints about the accessibility. The location is not confusing at all and the hours are very flexible. Parking was not a problem as well. (offender)
9.	Everything was very easy to do. We appreciate the after-hours work. (offender supporter)
10.	Parking. (offender)
11.	I think its accessible enough right now. It's very central. Parking lot s just enough. Hours are very flexible and phone calls are being entertained at the right time. ( <i>victim supporter</i> )
12.	Everything is perfect. (officer)
13.	It's very accessible and the location made us feel relaxed. (offender supporter)
14.	Transportation, hours etc were all fairly easy to access.
15.	Touchstone has made this entire process as good as possible. (victim supporter)

Is there a	Is there anything else you would like to tell us?				
1.	Thank you to Haroon for the outstanding communication and service and commitment to the program. ( <i>victim</i> )				
2.	I'm thankful for this service/program and I've enjoyed it. (offender)				
3.	Excellent program! (offender supporter)				
4.	This is a wonderful program for struggling kids. The fear factor is not overwhelming. Children need to feel that mistakes happen for/with a purpose				

	and they can once again embrace life without the burden and with a fresh
	start. (offender supporter)
5.	The facilitators were very skillful and empathetic. Having the translation was incredibly important. Sincere thanks. ( <i>victim</i> )
6.	It is too bad that this process isn't used more often. (victim supporter)
7.	I would like to thank Haroon and the victim for giving me a chance. I also want to thank Haroon for talking and solving the problem in a respectful way. Also, Haroon is a kind guy who helped me solve the problem. I learned a lot from him. ( <i>offender</i> )
8.	Truly satisfied to the Association. Very informative. (offender supporter)
9.	I am very thankful to be given this opportunity and this is something I only get once so I will make sure I make the most out of it. Although, I made a bad decision it has helped me move on with my life in a positive impact. (offender)
10.	This system is amazing. There are so many people who have many problems and don't know how to solve their problem. I strongly think to promote this system more to public. It was great to meet you Haroon. ( <i>offender supporter</i> )
11.	Good session – with information on restorative action and resolution for all parties involved. ( <i>offender supporter</i> )
12.	Thank you for your time and bridge to helping resolve this misunderstanding. (offender)
13.	Thank you to Haroon. (offender supporter)
14.	Thanks for facilitating closure. (offender supporter)
15.	Thank you – we really appreciate you! (victim supporter)
16.	Thank you Haroon and team for a job well done, as expected! Keep up the good work. ( <i>officer</i> )
17.	Keep up the good work. (victim supporter)
18.	This program helped the kids to be mature. (offender supporter)
19.	No, I am glad for the intervention and appreciate Haroon's time and consideration for my son. I hope his good intentions ware off on my son. (offender supporter)
20.	I want to say thank you very much for your help to resolve this. (offender)
21.	Although preparing for this meeting was hard for my family and quite stressful, it was helpful to be able to hear why this all happened and why it started. Being able to say how I was impacted was healing for me and my family. (victim supporter)
22.	After hearing the offending party's statement, it has reaffirmed that the police handled us in a different manner and we were misinformed of events. ( <i>victim supporter</i> )
23.	I felt that RJ was highly impactful on both parties and served its purpose.(other – school)

#### **Follow-up Evaluation Summary**

Restorative Justice is about giving all parties involved in a conflict the opportunity to take an active role in a safe and respectful process that allows open dialogue between the victim, offender and the community. For the offenders, it is about taking responsibility and being held accountable for the harm caused. For the victims, it provides an opportunity to talk about the harm caused and ask questions that may be necessary as a part of the healing process. For communities surrounding the victim and offender, it provides an understanding of the root causes of conflict. Community involvement in restorative justice is one of the core components of the approach thus the feedback is an integral part of understanding the effectiveness of the overall restorative experience. . . .

In regards to our follow up information eliciting feedback for general satisfaction with the RJ Program, the participant feedback as in past years indicated a high satisfaction rating. The Restorative Justice Program responds to the needs of young people and the community by repairing harm, restoring the moral bond of community and teaching responsibility and accountability to the young person.

2012	2013	2014	2015	2016	2017	2018
41	46	56	57	74	44	43
35	35	41	49	49	36	34
31	35	43	47	52	34	38
34	42	47	50	67	41	39
34	45	46	45	67	37	38
	41 35 31 34	41     46       35     35       31     35       34     42	41       46       56         35       35       41         31       35       43         34       42       47	41       46       56       57         35       35       41       49         31       35       43       47         34       42       47       50	41       46       56       57       74         35       35       41       49       49         31       35       43       47       52         34       42       47       50       67	41       46       56       57       74       44         35       35       41       49       49       36         31       35       43       47       52       34         34       42       47       50       67       41

A comparison of data from 2012 until 2018 is summarized in the chart below.

As evident by the chart above, the Restorative Justice Program has had **361** young people go through the program over the past 7 years which on average is **52** young people a year have been served by the program. It is important to note that the above statistics is only talking about offenders; it is not capturing the number of people participating in the program. In 2018, **106** people participated in a restorative justice process either as a victim, an offender, an officer, a victim supporter, or offender supporter. The more participants involved the more ground work that needs to be done by the volunteer before undergoing the RJ process with all involved parties. This translates to more time for interviewing all participants involved. It is important that everyone participating understands the process and what the expected outcomes may be.

### <u>2017-2019</u>

### <u>Strategic Plan</u>

#### **Restorative Justice**

#### Strategic Priority 1:

To promote and actively seek funding partners in order to sustain and grow the Richmond Restorative Justice Program.

- 1. To meet with representatives of every level of government regarding the innovative approach of restorative justice in relationship to justice.
- 2. To continue to apply for any relevant Civil Forfeiture or National Crime Prevention funding that may become available.

#### **Strategic Priority 2:**

To build and foster a relationship with Crown that promotes the utilization of the Richmond Restorative Justice Program in appropriate cases.

1. To meet or communicate with Crown annually to provide information, orientation and/or discuss potential referrals, as well as other relevant topics or issues.

#### Strategic Priority 3:

To maintain and strengthen a partnership between RCMP and the Richmond Restorative Justice Program.

- 1. To meet or communicate with RCMP representatives and/or liaisons to enhance collaboration on issues related to police referrals and service delivery of the restorative justice program.
- 2. To deliver an orientation on the restorative justice program to new RCMP members whenever an opportunity is made possible.
- 3. To meet or communicate with RCMP School Liaison Officers in Youth Section to foster a good working relationship and work collaboratively on potential school-based referrals.

#### **Strategic Priority 4:**

To promote and/or implement restorative practices inside schools.

1. To foster relationships with schools through outreach and/or presentations on restorative practices.

#### Strategic Priority 5:

To participate with other restorative justice programs, advocates, academics and community partners in opportunities to lobby senior levels of government for recognition and funding of Restorative Justice.

1. To collaborate and partner with the restorative justice community in assessing and working towards the establishment of an association or other entity that can collectively represent RJ in British Columbia.

Restorative Justice 2018 Statement of Income							and the second se	
Statement of meome				Antoneous		YTD		Annual
	Jan to Mar	Apr to Jun	Jul to Sep	Oct to Dec	Total	Budget	Variance	Budget
	2018	2018	2018	2018	2018	2018		
Revenue					3			
Grant from City of Richmond	23,750	23,750	23,750	23,750	95,000	95,000	0	95,000
Expenses								
Wages and benefits	18,315	17,021	17,872	16,751	69,959	68,000	-1,959	68,000
Rent	4,155	4,155	4,155	4,155	16,620	20,000	3,380	20,000
Mileage	90	28	23	0	141	300	159	300
Telephone	249	249	249	249	996	1,000	4	1,000
Office supplies	375	375	375	375	1,500	1,500	0	1,500
Supervision	1,350	1,350	1,350	1,350	5,400	4,200	-1,200	4,200
	24,534	23,178	24,024	22,880	94,616	95,000		95,000
Net surplus (deficit)	-784	572	-274	870	384	0		
- , -								-
Restorative Justice budget fo		act to cover						
January 1 - December 31, 2019					_			-
	Annual	Monthly	Quarterly					
Wages and benefits	\$ 72,240.00	\$ 6,020.00	\$18;060.00		_			
Rent	\$ 16,620.00	\$ 1,385.00	\$ 4,155.00	1	*			
Mileage	\$ 50.00	\$ 4.17	\$ 12.50					
Cell phones	\$ 690.00	\$ 57.50	\$ 172.50	ذ				
Office expense	\$ -	\$ -	\$ -	1				

\$ 5,400.00 \$ 450.00 \$ 1,350.00 \$ 95,000.00 \$ 7,916.67 \$23,750.00

Supervision

١.



# **Report to Committee**

Re:	Non-Farm Use Fill Application for the Properties Blundell Road (Athwal & Yau)	Located	11300 & 11340
From:	Cecilia Achiam General Manager, Community Safety	File:	12-8080-12-01/Vol 01
То:	General Purposes Committee	Date:	September 30, 2019
То:	General Purposes Committee	Date:	September 30, 2

#### **Staff Recommendation**

That the Non-Farm Use Fill Application submitted by Mandeep Athwal for the properties located at 11300 and 11340 Blundell Road proposing to deposit soil for the purpose of improving drainage and transitioning to a machine harvest blueberry plantation be referred to the Agricultural Land Commission (ALC) for the ALC's review and decision.

Cecilia Achiam General Manager, Community Safety (604-276-4122)

Att. 6

REPORT CONCURRENCE						
ROUTED TO:	CONCURRENCE					
Engineering Policy Planning Sustainability Transportation	विवय					
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:					

### Staff Report

#### Origin

The City of Richmond is in receipt of a Non-Farm Use Fill application submitted by Mandeep Athwal (the "Applicant") for the properties located at 11300 and 11340 Blundell Road (the "Properties"). The intent of the application is to deposit soil for the purpose of improving the current poor drainage on the Properties and "site trafficability to transition from the existing hand-harvest blueberries to a new machine harvest blueberry plantation."

The Properties are situated within the Agricultural Land Reserve (the "ALR") and are subject to provisions of the *Agricultural Land Commission (ALC) Act, ALR Use, Subdivision, and Procedure Regulation* (the "Regulation"), and the City's *Soil Removal and Fill Deposit Regulation Bylaw No. 8094* (the "Bylaw"). The application to deposit soil is considered to be a Non-Farm Use (NFU) by the ALC.

Pursuant to applicable provincial regulations, a NFU soil deposit application requires Council authorization to be referred to the ALC for their review and approval. As such, a NFU soil deposit application must be submitted to the City for review and a decision from Council. Should the application be referred to the ALC and should it subsequently be approved by the ALC, the Applicant would be required to satisfy the City's requirements outlined in the Bylaw before a soil deposit permit would be issued by the City.

The proponent has satisfied all of the City's referral requirements for submission to the ALC.

There are currently no outstanding referrals with respect to soil deposition on or removal from ALR or non-ALR lands.

This report supports Council's Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.

2.3 Increase emphasis on local food systems, urban agriculture and organic farming.

### Analysis

The Properties are zoned AG1 (Agriculture). The current zoning permits a wide range of farming and compatible uses consistent with the provisions of the *ALC Act* and *Regulation* and the City's *Official Community Plan* and *Zoning Bylaw*.

The Applicant is proposing to deposit 17,500 cubic metres of soil over approximately 3.5 ha. The soil deposit area will consist of 1.7 ha at 11300 Blundell Road and 1.8 ha at 11340 Blundell Road.

#### Uses on Adjacent Lots

- To the North: ALR Land is in agricultural production
- To the East: ALR Land is in agricultural production
- To the South: ALR Land is not in agricultural production
- To the West: ALR Land is in agricultural production

### Table 1: Existing Information and Proposed Changes for the Properties

Item	Existing	Proposed
Owner (11300 Blundell Rd)	Keerat Athwal	No change
Lot Size	2.0 ha (4.93 acres)	No change
Owner (11340 Blundell Rd)	Yamie Yau	No change
Lot Size	1.98 ha (4.89 acres)	No change
Applicant	Mandeep Athwal	No change
Authorized Consultant	Eyrne Croquet (Statlu Environmental Consulting)	No change
Land Uses	Properties are currently not in production	Blueberry production
Official Community Plan (OCP) Designation	Agriculture (both Properties)	No change
ALR Designation	Properties are within the ALR	No change
Zoning	AG1 (both Properties)	No change
Riparian Management Area (RMA)	NA	NA

#### Project Overview

A Fill Placement Plan (the "Fill Plan") has been provided by Eryne Croquet, M. Sc., P. Ag., P. Geo. (Statlu Environmental Consulting). The total project area within the Properties is approximately 3.5 hectares (8.65 acres). Contrary to the Fill Plan, the Properties are currently not in agricultural production as four (4) acres of blueberry plants were removed in 2018 due to disease and damage owing to excessive water. The clearing of the fields occurred after the Applicant had submitted the soil deposit application and the agrologist had provided the initial Fill Plan.

The proposed scope of the project involves placing 17,500 cubic metres of soil (approximately 2,500 truckloads) at an average depth of 50 cm (20 inches) to improve the drainage and machine trafficability. The Applicant has advised that the project will take 2-3 years to complete (not a few months as noted in the agrologist report) as the timeline for completion is heavily dependent on ensuring the appropriate soil is sourced to complete the project as proposed.

The Fill Plan summarizes the following:

- Site description (ie. current soil and agricultural conditions)
- Current and future climate conditions and impacts to the Properties
- Type of soil necessary for project completion
- Project completion recommendations (ie. erosion and sediment control, invasive species management, etc.)
- Post-fill agricultural capability

The Fill Plan underscores the importance of preserving existing topsoil on the site as it will "enhance agricultural capability" post-project completion. The Applicant intends to stockpile surface soil that is to be placed over imported soil. This is similar in practice for the Council endorsed project currently underway at 14791 Westminster Highway (Sixwest Holdings).

Soil sourcing has not commenced at this time due to the considerable period of time involved with respect to the application process and seeking approval from the City and ALC.

### Staff Comments

Should the application to the be approved, staff will prepare a comprehensive soil deposit permit (the "Permit") that addresses a number of key areas, including, but not limited to, reporting requirements, invasive species, public safety, drainage, restricting impacts to neighbouring properties and City infrastructure, security deposits, and the permitted hours/days of operation.

Should the Permit be granted by the City, the applicant will be required to take all required measures to prevent sedimentation of any stream, creek, waterway, watercourse, ditch, drain, catch basin, culvert, or manhole either on or adjacent to the Properties. The City has the authority to require that erosion and sediment control measures (ESC) be installed and inspected by a qualified professional prior to soil deposit operations commencing. City staff will also inspect to ensure compliance prior to the importation of any soil. There will be a separate condition within the Permit that requires that such measures be sustained throughout the duration of the project.

The Permit holder will be required to maintain an accurate daily log of trucks depositing soil on the site. At the sole discretion of the City, alternate measures may be required (i.e. survey, etc) in order to determine the volume of soil deposited on the Properties.

As a condition of the Permit, staff will require that the project be monitored by a professional agrologist and that the agrologist provide the City inspection reports every 3,000 cubic metres unless determined otherwise by the ALC or upon request by City staff. Regular reporting will include that the agrologist inspect the soil at the source site(s) and provide a written assessment report prior to delivery to ensure that only the appropriate soil is delivered to the site.

Should an agrologist not be retained or cease providing regular oversight and reporting, the City would reserve the right, as per the Permit conditions, to suspend and/or void the Permit until such time as a new qualified agrologist, agreeable to the City and ALC, is retained to monitor the project and provide regular reporting.

Permit conditions will provide staff the latitude to request a geotechnical report at any time should the Manager of Community Bylaws or designate consider it necessary. Staff will require a closure report from the geotechnical engineer following completion of the project.

In addition to the expected reporting requirements of the agrologist-of-record or other qualified professionals as per the City and ALC, City staff will maintain proactive inspection and enforcement on the Properties that will include the following:

- multiple site inspections per week of the Properties at the onset of the project to ensure conditions of the SDP issued by the City are being maintained;
- weekly site assessments to continue to be undertaken when soil importation is underway to ensure the City's SDP conditions are respected;
- meet on-site with the site supervisor a minimum of two (2) times per month;
- maintain communications with the agrologist-of-record and the project coordinator on a monthly basis;
- review agrologist reports to ensure conditions of the SDP and ALC approval terms are being satisfied; and
- advise the ALC of concerns relative to the project and request that ALC staff undertake inspections to ensure compliance with the approval conditions when deemed necessary.

As per the Permit conditions, the City's security deposit will not be returned until all conditions as stated in the Permit and the ALC approval are satisfied in their entirety, to the satisfaction of the City. This will include confirmation of the project completion via final report from the owner's agrologist-of-record. City staff is to conduct a final inspection and receive confirmation from the ALC that the project has been completed as per ALC approval prior to closing the file.

The City's Flood Protection Management Strategy identifies raising land levels within all areas of the City as a key overall long-term objective, and that the City will strategically encourage land levels to be raised where such raising is proposed to meet other objectives, such as agricultural viability.

### Richmond Food Security and Agricultural Advisory Committee (FSAAC) Consultation

The applicant presented the proposal to the FSAAC on September 12, 2019. The Committee unanimously supported the proposal and passed the following motion:

That the Food Security and Agricultural Advisory Committee support the Soil Deposit Application at 11300 & 11340 Blundell Road as presented, subject to the following conditions:

- Submission of an acceptable farm plan and execution of the farm plan;
- Site monitoring and inspections as per Community Bylaws requirements;
- Use of approved alluvial soil; and
- Performance bond as per Agricultural Land Commission requirements.

### Agricultural Considerations

As noted, the proponent provided a Fill Placement Plan (Attachment 1) prepared by a qualified agrologist as required by the City. Subsequent to the FSAAC meeting, the applicant provided a consolidated Farm Plan (Attachment 2) specifying additional detail in regards to the project and a Technical Memorandum (Attachment 3) regarding the FSAAC's condition with respect to alluvial soils.

The Fill Plan outlines the existing site and soil conditions (ie. current land capability). The Fill Plan also provides recommendations regarding how the project should be undertaken. This includes site preparation, monitoring, how to manage existing topsoil (ie. stockpiling plan) prior to importation, acceptable soil required to complete the project and reporting measures. Such recommendations have been reviewed by staff and in some cases will be strengthened within the City issued soil deposit permit should approval be granted.

The agrologist concludes:

*"if fill placement proceeds, the agricultural capability of the fill area will improve from Class O4WLF, with excess water, degree of decomposition, permeability, and fertility limitations to Class O3."* 

The Technical Memorandum provided by the agrologist-of-record outlines how source sites are evaluated and addresses the type of soil necessary to properly complete the project. The memorandum provides an overview of alluvial soils and potential limitations surrounding suitability for this proposed project. As noted by the agrologist-of-record with respect to the FSAAC's comment regarding using approved alluvial soil:

"It is possible to impose a condition for soil quality that will respect the desire to use good agricultural soil on a fill site without imposing unintended limitations to successfully completing the project in a timely manner. One method is to focus on physical and chemical properties of the soil to be imported. This method increases the number of potential source sites because it focuses on soil properties that are not dependent on soil parent material types."

The Fill Plan and Technical Memorandum have been reviewed by an independent consultant, Bruce McTavish (MSc, MBA, PAg, RPBio) on behalf of the City. Mr. McTavish states that the reports have provided sufficient and accurate information regarding the current soil conditions for the Properties and that the proposal satisfies the requirements of *ALC Policy P-10 - Criteria for Agricultural Capability Assessments*.

### Financial Costs and Considerations for the Applicant

Due to ongoing and approved development within the City of Richmond and the Lower Mainland, developers and contractors must find a location (the "End Site") that will accept soil that needs to be excavated and removed off-site to facilitate development. Due to such demand, a market has been created in which End Site owners can generate income via tipping fees. Such fees are variable depending on the location, type and volume of soil, and season. Contractors are willing to pay a premium based on location (the "Source Site") of the soil to the End Site in order to reduce considerable trucking costs.

Although End Site owners derive income due to such tipping fees, soil deposit projects are not without significant costs to the Permit holder. It is anticipated that the applicant may receive tipping fees in excess of \$300,000. However, the income derived through tipping fees shall be offset by costs estimated to be in excess of \$300,000 due to upfront reporting expenditures, site preparation, project management (ie. soil monitoring), daily personal and machine expenditures, ongoing inspection and reporting, drainage upgrades, and final reporting expenses.

Please refer to Attachment 4 for the table outlining the upfront and estimated future project costs as provided by the Applicant.

### Drainage & Geotechnical Considerations

The applicant provided a Geotechnical Report (the "Report") produced by Braun Geotechnical Ltd. and a drainage and grading plan produced by Core Concept Consulting. City Engineering staff have reviewed the drainage and grading plan and the Report (Attachment 5) and are satisfied with the conclusions of the Applicant's qualified professionals.

The Report focuses on current soil conditions and outlines site preparation requirements necessary to ensure the project does not impact neighbouring lands. The Report highlights that due to the proposed 4.5 m setback from property lines, "offsite settlement due to the proposed site filling is not anticipated."

Subsequent to the FSAAC meeting, the Applicant provided an additional Drainage Memorandum (Attachment 6) addressing the construction of berms and the pumping of excess water to improve current drainage conditions.

The memorandum contends that such a proposal is problematic and does not serve to improve the current conditions due to "the current topsoil [having] poor drainage" and the potential for mechanical failure. As per the memorandum, the Applicant proposes to create passive drainage system that:

"directs the water from the south end of the site to the storm sewer in Blundell Road to the north. As Blundell Road is higher than the property, the site needs to be raised so that the water that ponds at the south end of the property can drain to the storm system on Blundell Road."

### Environmental Considerations

The Applicant is exempt from an Environmentally Sensitive Area Development Permit (ESA DP) as a farm plan was provided to the City consistent with the exemptions permitted in the *Official Community Plan*. Despite the ESA DP exemption, the ESA designation remains on the Properties. Any future change to the proposed land use may require ESA restoration should the owner decides to stop farming.

### Road and Traffic Considerations

Transportation staff have reviewed the proposal. A Traffic Management Plan will be required to be submitted and reviewed by City staff prior to the Permit being issued to ensure site traffic is properly managed and public safety is addressed. The applicant has been advised that Blundell Road has a nine tonne load limit; therefore all trucks entering and exiting site will be required to use No. 5 Road.

### Security Bonds

Should the proposal receive approval and permit be granted, the City will require that the applicant provide the following security bonds prior to Permit issuance:

- \$5,000 pursuant to s. 8(d) of the current *Boulevard and Roadway Protection Regulation Bylaw No. 6366* to ensure that roadways and drainage systems are kept free and clear of materials, debris, dirt, or mud resulting from the soil deposit activity; and
- \$10,000 pursuant to s. 4.2.1 of the current *Soil Removal and Fill Deposit Regulation Bylaw No. 8094* to ensure full and proper compliance with the provisions of this Bylaw and all other terms and conditions of the Permit.

Staff will recommend to the ALC, as a condition of approval, that the applicant be required to post a substantial performance bond in a form and amount deemed acceptable by the ALC. The performance bond should be of a sufficient amount to ensure that all required mitigation and monitoring measures are completed as proposed and to ensure the rehabilitation of the Properties may be implemented in the event the project is not completed. The performance bond will be held by the ALC.

### Alternatives to Council Approval

Should Council not authorize staff to refer the proposal to the ALC for their review and decision; the application will be considered to be rejected. Council may add additional recommendations for ALC consideration and/or conditions within a referral to the ALC, similar to conditions already provided within this report.

### **Financial Impact**

None.

### Conclusion

Staff is recommending that the Non-Farm Use Fill Application for the properties located at 11300 and 11340 Blundell Road be referred to the ALC to determine the merits of the proposal from an agricultural perspective as the proponent has satisfied all of the City's current reporting requirements.

Mike Morin Soil Bylaw Officer, Community Bylaws (8625)

- Att. 1: Fill Placement Plan (23 Nov 2018)
  - 2: Farm Plan (07 Oct 2019)
  - 3: Technical Memorandum (28 Oct 2019)
  - 4: Project Cost Table (21 May 2019)
  - 5: Geotechnical Report (05 Dec 2018)
  - 6: Drainage Memorandum (15 Oct 2019)



# FILL PLACEMENT PLAN - REVISED 11300 and 11340 Blundell Road, Richmond, BC

Project Number: 16-102 November 23, 2018

Client:

Jack Of All Trades Inc. and Mandeep Athwal 11300 Blundell Road Richmond, BC V6Y 1L3 Sonic Development Ltd. Andy Yau 11340 Blundell Road Richmond, BC V6Y 1L3

> Eryne Croquet, M. Sc., P. Ag., P. Geo. Statlu Environmental Consulting Ltd. 1-45950 Cheam Avenue Chilliwack, BC V2P 1N6

> > www.statlu.ca





EARTH WATER LAND

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# 1.0 INTRODUCTION

Statlu Environmental Consulting Ltd. (Statlu) completed an agricultural capability assessment and fill placement plan for two properties located at 11300 and 11340 Blundell Road in Richmond, BC. This report provides an agricultural assessment for the site in the current condition and estimates the effect that the proposed fill placement will have on agricultural capability. It includes recommendations for land filling with the intent of preserving or enhancing agricultural capability. The report was revised in August 2018 to include a more detailed explanation of managing organic soils and to address concerns about fill source sites.

Eryne Croquet, M. Sc., P. Ag., P. Geo., conducted the field work and prepared the report. The soil survey was conducted at a detailed survey intensity level (1:5000 scale or larger) and used soil description terms and methods found in the Canadian System of Soil Classification (1998) and the Field Manual for Describing Terrestrial Ecosystems (2010). Soil survey and agricultural capability assessments are within Ms. Croquet's area of expertise and she has worked on similar assessments in the Fraser Valley since 2008.

The proposed fill project concerns two properties, 11300 and 11340 Blundell Road, in Richmond BC. The plan is to place a total of 17,500 m<sup>3</sup> of agricultural fill over a total of 3.5 ha that covers 1.7 ha at 11300 Blundell Road and 1.8 ha at 11340 Blundell Road. The purpose of fill placement is to improve poor soil drainage and site trafficability to transition from the existing hand-harvest blueberries to a new machine harvest blueberry plantation.

The project is expected to last for a few months although timelines depend upon the availability of good-quality fill. Surface soil from the site will be stockpiled before fill is brought to the site and will be placed over the fill surface to create soil profile that is well suited for soil-based agriculture.



# 2.0 SITE DESCRIPTION

The proposed fill area covers two properties. The western property is 11300 Blundell Road (PID 004-337-166). It is 1.99 ha (4.93 acres). The eastern property at 11340 Blundell Road (PID 004-337-174) is 1.98 ha (4.89 acres). Both properties are within the Agricultural Land Reserve (ALR), and are zoned AG1, according to the Richmond Zoning Bylaw 8500.

The properties lie on very flat land that was formed by sedimentation by Fraser River, followed by subsequent bog growth. The landscape is characterized by poor drainage that fosters the development of deep organic deposits over mineral sediments.

## 2.1 Land Uses

Both properties are used for blueberry production. Each property has a house and yard area on the north side, close to Blundell Road.

The properties are surrounded to the west, north, and east by agricultural properties. The property to the south is a City of Richmond Environmentally Sensitive Area. Most of the surrounding agricultural properties are used for blueberry production.

The blueberry plantations on the properties were planted nearly 30 years ago. The plantations were designed for hand-picking and are poorly suited to machine harvesting. Due to changes in the blueberry industry, the owners wish to replant with blueberries that will be suited to machine harvesting. Machine harvesting requires shorter blueberry plants, appropriate row spacing, and trafficable spaces between the rows for machines.

# 2.2 Landscape and Topography

The landscape is the flat floodplain on the delta formed by Fraser River. The topography is flat with fine-textured floodplain sediments and organic sediments in depressions and in places with poor drainage. The surficial material is up to 8 m of lowland peat overlying fine textured Fraser River floodplain sediment (Armstrong and Hicock, 1976).



### 2.3 Existing Soils and Land Capability for Agriculture Ratings Maps

Soils in the lower Fraser Valley were surveyed in the 1980s and Land Capability for Agriculture (LCA) ratings were determined for the surveyed area. The soil survey maps were developed from a reconnaissance level soil survey and air photo interpretation and represent a broad interpretation of soils and agricultural capability. Section 3.0 contains a site-specific assessment of the agricultural capability of the property.

The 1981 soil survey (Figure 1) indicates that the soils in the assessment area are Lumbum and Triggs series (Luttmerding, 1980). Both series belong to the Organic order and develop in deep, organic sediments (Luttmerding, 1981). They differ in the degree of decomposition of the organic parent material with Lumbum soils more decomposed than Triggs soils. Lumbum soil is classed as a Typic Mesisol, based on prevalence of partially decomposed organic material in the profile and Triggs are classed as Typic Fibrisol, with undecomposed (fibric) material in the profile.

Both soils are very poorly drained, moderately pervious, have very high water holding capacities, and slow surface runoff. They are limited for agricultural use by high watertables, extreme acidity (pH 3.6 to 4.2), and degree of decomposition. Over-drainage can lead to subsidence and accelerated decomposition of the organic soil. Specialized equipment might be required to cultivate these soils to compensate for their low bearing strength.

The Land Capability for Agriculture (LCA) ratings (Figure 1) describe the general suitability of the land for agriculture (Appendix 1). The classification is 70% Class O4 with excess water and 30% Class O5 with excess water and fertility limitations. The improved classification is 70% Class O3 with excess water and 30% Class O3 with excess water, degree of decomposition or permeability, and fertility limitations

Land in Classes O3 and O4 is considered suited to agricultural uses, with specific management practices to overcome the limitations. Land in Class O5 is not considered well-suited for agriculture because it is either suited to only a narrow range of crops or it requires intensive management to produce crops.



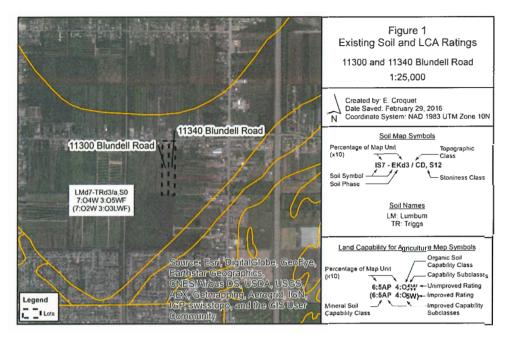


Figure 1: Historic Soil Survey and LCA Ratings Map

The BC Soil Information System<sup>1</sup> is a database that contains soil data used to develop the published soil surveys that includes chemical data that are useful for understanding the fertility limitation for Triggs and Lumbum soils (Tables 1 and 2).

Horizon Designation		orizon ckness	CEC (meq/100 g)	Organic C (%)	pH CaCl2	рН Н2О	Rubbed Fiber (%)
Of	0	20	158.5	58	2.8	4	80
Of	20	32	163.2	58	2.7	3.7	75
Of	32	62	172.6	58	2.6	3.6	50
Of	62	85	178.5	58	2.8	3.8	50
Of	85	117		58	2.9	4.1	80
Of	117	162		58	3	4.2	50

Table 1	Cherecian	Protecties	of Triggs Soil
Tuble 1:	Chemical	riopenies	of Triggs Sou

<sup>1</sup>http://sis.agr.gc.ca/cansis/soils/bc/soils.html



Horizon Designation		rizon kness	CEC (meq/100 g)	Organic C (%)	pH CaCl2	рН Н2О	Rubbed Fiber (%)
Of	0	22	178.5	58.00	2.8	3.3	
Om	22	40	173.9	58.00	2.8	3.4	
Om	40	73	164.7	58.00	2.9	3.3	30
Om	73	95		58.00	3.0	3.6	20
Om	95	125		58.00	3.7	4.2	15
Om	125	162		58.00	4.2	4.5	20

Table 2: Chemical Properties of Lumbum Soil

Rubbed fiber and organic matter content are used to classify these soils as Organic and to determine the degree of decomposition of the horizons that comprise the profile. Cation exchange capacity (CEC) is an approximation for nutrient-holding capacity because it describes the capacity of the soil to bind cations. Organic soils have high CEC because of the nature of the organic matter<sup>2</sup>. In addition, they typically have acidic pH. Triggs and Lumbum soils share these chemical characteristics. The fertility limitation is based on the acidic pH, rather than a lack of macronutrients.

<sup>&</sup>lt;sup>2</sup> http://www.omafra.gov.on.ca/english/crops/facts/93-053.htm#Soil



# 3.0 LAND CAPABILITY FOR AGRICULTURE ASSESSMENT

I visited the property on April 1, 2016 to describe the soils in four soil pits. The pits were machine excavated and ranged in depth from 63 cm to 90 cm. At each pit, I described the soil profile and made observations about the topography, drainage, and condition of the nearby vegetation. Appendix 2 contains soil profile descriptions, soil photographs, and site photographs. Soil pit locations and Land Capability for Agriculture ratings are shown on Figure 2.

### 3.1 Soils

Soils in the assessment area have little variability. They developed on very poorly drained partially-decomposed organic deposits. The watertable at the time of assessment was within 35 cm of the surface. The soil classification is Typic Fibrisol because the middle tier of the soil has undecomposed (fibric) horizons. The soil correlates best to the Triggs series.

Organic soils change after long periods of cultivation because the shift from anaerobic to aerobic conditions promotes decomposition of organic matter in the soil, reducing the thickness of the soil and the degree of decomposition of organic matter (Kroetsch et al., 2011). These changes challenge correlating soils observed in the field to the published descriptions. The observed soils most closely match Triggs soil.

### 3.2 Climate and Climate Change

Climate is an important factor controlling agricultural capability. Climate variables for the property, predicted from the ClimateWNA model (Wang et al., 2012), indicate 10.6 °C mean annual temperature, 1162 mm of annual precipitation, 2258 effective growing degree days (a measure of heat accumulation), a 244 day frost-free period, and a climatic moisture deficit of 219 mm. The climate capability is Class 3A, with a drought or aridity limitation occurring between May 1 and September 30 resulting in a moisture deficit from 116 mm to 190 mm (Coligado, 1980).



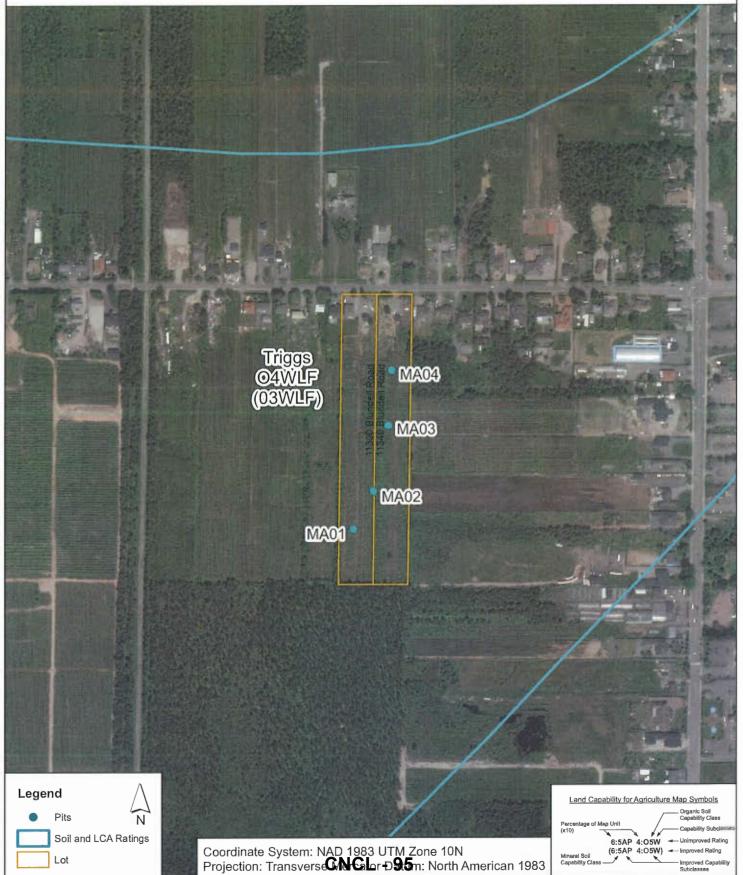


Figure 2: Soil Pits, Soil Types, and Agricultural Capability

11300 and 11340 Blundell Road, Richmond, BC

Project Number: 16-102 Created by: E. Croquet Date Saved: Apr 29, 2016

1:5,000



Climate change will alter growing conditions in the future. The most significant changes will be changes to the seasonality of precipitation and increased mean annual temperature (Table 1). These changes will create longer periods of saturation during winter and longer, more intense summer drought. Some of these changes will benefit agriculture, but predicted changes in precipitation patterns will require altering management practices, especially during summer droughts.

Climate Variable	Season	Projected Change from 1961-1990 Baseline	
		Ensemble Median	Range (10th to 90th percentile)
Mean Temperature (°C)	Annual	+1.0 °C	+0.5 °C to +1.4 °C
Precipitation (%)	Annual Summer Winter	+4% -7% +3%	-2% to +8% -16% to +8% -3% to +9%
Snowfall* (%)	Winter Spring	-22% -31%	-42% to -5% -62% to -4%
Growing Degree Days (degree days)	Annual	+225 degree days	+104 to +314 degree days
Heating Degree Days (degree days)	Annual	-334 degree days	-479 to -171 degree days
Frost-Free Days (days)	Annual	+13 days	+6 to +20 days

Table 1: Summary of Climate Change for Greater Vancouver in the 2020s (PICS, 2012)

# 3.3 Land Capability for Agriculture Ratings

The land capability for agriculture ratings for the assessment area depends on soil and site conditions. I used the *Land Capability Classification for Agriculture in British Columbia* methods to determine LCA classes (Kenk and Cotic, 1983).

The agricultural capability is Class O4WLF, with excess water, degree of decomposition, permeability, and fertility limitations. This classification is based on moderate crop loss observed in the field, the fibric nature of the organic soil, and the acidity of the soil. The improved rating is Class O3WLF, based on draining the site and buffering the soil to raise the pH. There is no practical soil management practice that will improve the decomposition limitation.



# 4.0 FILL PLACEMENT PROPOSAL

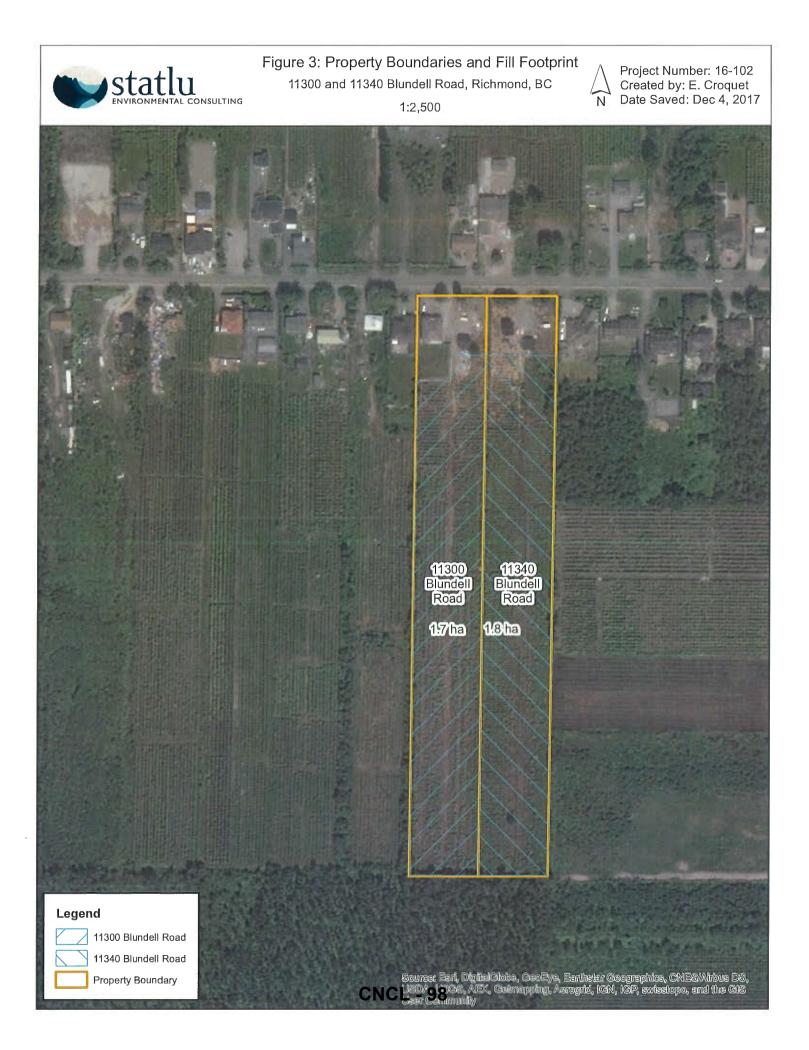
The proposed fill project is to place approximately 17,500 m<sup>3</sup> of fill over the two properties (Figure 3). The fill footprint is 1.7 ha at 11300 Blundell Road and 1.8 ha at 11340 Blundell Road. The properties will receive 8,500 m<sup>3</sup> and 9,000 m<sup>3</sup>, respectively. The fill will have an average thickness of 50 cm across the properties. The surface will be graded to create an even, slightly crowned surface that will direct surface runoff away from the growing area towards perimeter drains that connect to the main drainage parallel to Blundell Road at the north property line. The fill will then be capped with topsoil from the site to create a soil profile well-suited for blueberry production.

## 4.1 Acceptable Fill

Agricultural capability is influenced by soil properties, which increases the importance of using fill that has physical and chemical characteristics that make it suited for agricultural use. It is possible to introduce limitations to agriculture by importing poor quality fill to the site. For example, using stony fill can introduce a stoniness limitation to the site. It is important to consider the agricultural suitability of fill prior to importing it to the site in order to avoid a potential situation whereby adding fill degrades agricultural capability. Specific recommendations for selecting source sites with appropriate soil is described in Section 5.3.

Fill should be selected for properties that will enhance or improve agricultural capability. Therefore, fill should be medium-textured, preferably loam to silt loam, to improve nutrient and water-holding capacity. Fill should be stone-free and should be rich in organic matter. Soils that meet these criteria are generally surface soil (topsoil) from undeveloped or agricultural source sites.





All soils imported to the site must meet the Soil Standards for Agricultural Land (Column 4 of Schedule 3.1 of Contaminated Sites Regulation<sup>3</sup> of the *Environmental Management Act*). Fill should be free of drywall, cement, asphalt, boards, or other construction debris and must not be contaminated.

Fill should not come from areas that have histories of industrial or commercial land use. If contaminated fill material is brought onto the site, the property owners will assume liability for remediating the site or removing the contaminated material. Statlu takes no responsibility if contaminated fill is found at the site.

# 4.2 Managing Organic Soil

Organic soil is derived from partially decomposed to undecomposed plant litter that forms when organic debris accumulates at a much higher rate than it decomposes, usually under anaerobic conditions. Organic soils are very poorly drained, acidic, and have low bulk density (Bertrand et al., 1991). These characteristics mean the soil is easily compacted and has very low bearing capacity. When organic soils are exposed to air, they begin to decompose. Cultivation leads to a loss of structure, which leads to subsidence.

Using organic soils for agriculture requires special management to control the rate of decomposition and subsidence. Decomposition and subsidence are managed by allowing the soils to be saturated during the winter. Managing the soil so that the watertable is at about 15 cm during the winter is recommended to minimize decomposition and subsidence while preserving soil structure closer the surface (Bertrand et al., 1991). In addition, no-till or reduced till practice will preserve soil structure, reduce soil exposure to air, and decrease compaction.

<sup>&</sup>lt;sup>3</sup> http://www.bclaws.ca/civix/document/id/complete/statreg/375\_96\_07



### 4.3 Invasive Species Management

Invasive plants are non-native plants that can harm ecosystems<sup>4</sup>. They are fast-growing resilient plants that readily establish themselves on disturbed sites, such as a newly finished fill site. When they become established at a site, they can compete with desired crops for nutrients and water, displace desired vegetation, and increase erosion. They can be introduced in imported fill from an infested source site or from adjacent properties.

Some invasive species are on the noxious weeds list and may require control under the BC *Weed Control Act*<sup>5</sup>. If species on the noxious weeds list are introduced to the site, it will necessary to implement control methods, such as chemical or mechanical treatments. Most of these methods are labour-intensive and expensive. It is best to avoid importing invasive plant species, including noxious weeds, by selecting fill source sites that are free of invasive plants and by ensuring that trucks and other equipment operating on the site are kept clean.

## 4.4 Erosion and Sediment Control

It is not necessary to install structures to prevent sedimentation because there are no streams or creeks near the proposed fill site. Stockpiled topsoil should be covered to prevent soil loss through wind erosion.

# 4.5 Topsoil Management

The intended outcome of topsoil management is to preserve topsoil for constructing the final soil profile. Using topsoil from the site at the surface of the final soil profile will preserve or enhance agricultural capability because this soil is organic and is likely to be better in quality than mineral soil brought on site as fill. Stockpiling the existing organic soil to use at the surface of the reconstructed soil profile will allow for creating a constructed soil profile with similar characteristics to the existing soil but with a slightly higher elevation that should reduce the drainage limitation. At a minimum, 35,000 m<sup>3</sup>, representing 1 m depth, of the existing

<sup>&</sup>lt;sup>5</sup> http://www.bclaws.ca/EPLibraries/bclaws\_new/document/ID/freeside/10\_66\_85



<sup>&</sup>lt;sup>4</sup> http://bcinvasives.ca/documents/Field\_Guide\_to\_Noxious\_Weeds\_Final\_WEB\_09-25-2014.pdf

organic soil, should be stockpiled.

It is important to ensure no topsoil resources are lost to erosion and that topsoil quality is not degraded. Therefore, stockpiled soil should be protected from drying and subsequent wind erosion by covering them with mulch or plastic, or by seeding with a mix of grass and legume seeds. To ensure topsoil does not become compacted, it should be handled only with a moisture content equivalent to field capacity – the moisture content of a soil 24 hours after soils have been saturated.

# 4.6 Constructed Soil Profile

The constructed soil profile will have 100 cm of the stockpiled organic soil at the surface, underlain by 50 cm of loam to silt loam textured imported mineral soil. This is the profile used to estimate the potential improvement to agricultural capability resulting from fill placement.

Since the existing soil is organic, it is essential to prepare the site before importing any fill. The pre-fill preparation must be removal of at least 1 m of the organic surface soil. The removed soil must be stockpiled to be spread over the graded mineral soil fill to construct an agriculturally-appropriate post-fill soil profile. Placing mineral soil directly over organic sediments can displace the underlying organic sediments. In addition, the organic material has low-bearing strength and will be compacted by overlying mineral soil. For these reasons, placing the mineral fill lower in the soil profile will preserve or enhance agricultural capability at the site.

The mineral soil layer in the constructed soil profile will be less permeable that the underlying in situ organic soil and the overlying placed topsoil, which will create a seasonal perched watertable in the overlying soil. The seasonal perched watertable will serve to reduce decomposition and subsidence in the overlying soil but will reduce agricultural capability when the soil is saturated.



The site is expected to have a similar rooting depth after fill placement because the perched water table will not reach the rooting depth, expected to be at about 30 cm depth after filling, during the dry season. The estimated height of the watertable is based on the observed height of the watertable which creates the root restriction.

Organic soils have limited trafficability because they have low bulk densities and are prone to compaction. It is likely that the soil will be more compacted, compared to pre-fill conditions, after fill placement because the physical manipulation of the soil will break the soil structure. In addition, heavy equipment operating on the fill site to spread soil will increase compaction. These factors mean that trafficability will be slightly better after fill placement, however, trafficability will be similar to current conditions when the soil is saturated during wet winter months.

# 4.7 Post-Fill Land Capability for Agriculture

The post-fill agricultural capability is estimated assuming that fill placement proceeds according to the plan and that the reconstructed soil profile is as described above. The estimated rating will be Class O3 with degree of decomposition - permeability, fertility, and excess water limitations.

Organic soils are challenging to manage for agricultural production because they need to be saturated to prevent soil loss through subsidence but saturation severely limits plant growth (Bertrand et al., 1991). Elevating the ground surface by 50 cm should reduce the drainage limitation. By placing the organic soil over the imported mineral fill, a perched watertable should be created that will keep the organic soil saturated to reduce subsidence. It is expected that there will be some soil loss through subsidence may be as high as 2.5 cm per year under aerobic conditions (Bertrand et al., 1991). Under anaerobic or partially anaerobic conditions, the rate of organic material decomposition will be reduced and the oxidation of organic compounds is not as complete as under aerobic conditions. The rate of mineralization is 5 to 40 times less under anaerobic conditions. Allowing the soil to be saturated for part of the year will control the rate of soil loss while addressing poor drainage during the growing season.



By creating a landscape with slightly higher elevation, the soil will be raised above the height of the existing watertable. Adding the mineral soil at depth will create a situation where the seasonal water table is high enough to reduce soil loss through subsidence and decomposition while increasing agricultural capability by reducing the severity of the drainage limitation.

Degree of decomposition and fertility limitations are inherent properties of the parent material of the soil. These limitations will not be improved by adding fill although fertility limitations can be improved via other soil management practices.

# 5.0 RECOMMENDATIONS

# 5.1 Site Preparation

Before fill is imported to the site, topsoil should be stripped and stockpiled. The site should be inspected by a qualified professional after topsoil is stockpiled but before fill is imported to ensure that an appropriate amount of topsoil is stockpiled and to ensure that stockpiled soil is properly covered.

# 5.2 Monitoring

Fill placement should be periodically monitored to ensure that it proceeds according to the plan. The intent of monitoring is to ensure the project is adhering to professional recommendations and to document progress at the site.

Monitoring visits will be a mix of random spot checks and visits scheduled to coincide with the following milestones:

- 1. Prior to importing any fill to the site to ensure that topsoil resources are being adequately preserved;
- 2. At the approximate mid-point of the project, when approximately 8,500 m<sup>3</sup> of fill has been imported to the site;
- 3. After all the fill is imported to the site and the fill surface has been graded, prior to spreading topsoil; and,
- 4. When the stockpiled topsoil is spread at the surface.



# 5.3 Fill Source Sites

Since it is impractical to identify fill source sites before a potential fill site has all the necessary permits and approvals, source site verification is difficult. Source site suitability is verified using a combination of desktop investigation of maps, reports, and air photos. In some cases, a source site inspection is necessary.

Fill source sites *must* be approved by a qualified professional before fill is imported to the property. Appropriate source sites will have land uses such as agricultural, parkland, undeveloped, or residential. Soil from sites with prior commercial or industrial land uses are not acceptable for importing to an agricultural site.

Source site addresses should be provided to the responsible professional prior to accepting fill to verify the source site land use and to confirm that the soil will have suitable characteristics. If any Phase I or Stage 1 Contaminated Sites reports are available, they should be provided to the monitoring professional before any fill is imported from that location.

It is likely that the City of Richmond will have a permit condition that requires source site inspection arising out of concerns that soil movement is spreading invasive plants such as Japanese knotweed.

# 5.4 Record Keeping

Accurate and complete records of all fill brought to the site must be kept. The records should include truck counts and information about source sites, including addresses, land use, volume imported, and whether there is an environmental report available. Records will be kept by the fill contractor and will be provided to the professional monitoring the project each month that the site is in operation.



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# 5.5 Reporting

A mid-point (when approximately half of the approved fill volume has been imported to the site) email report should be prepared to provide the Agricultural Land Commission (ALC) and the City of Richmond with an update about the site. The report will describe the progress of the fill operation, the condition of the site, the estimated volume of fill imported, and estimate the volume required to complete the project. It should also provide details about fill source site land uses, addresses, and observations of any field inspected source site.

# 5.6 Fill Placement

Fill placement can begin after site preparation has been completed and inspected. Imported fill must not be contaminated and it should be:

- Medium-textured (loam);
- Uncontaminated;
- Free of invasive plant species; and,
- Free of construction debris and other non-soil components.

When the required amount of fill has been imported, the fill surface should be covered with the stockpiled topsoil to create a layer, approximately 1 m thick, of soil well-suited for agricultural uses.

# 6.0 CONCLUSIONS

The proposal is to place approximately 17,500 m<sup>3</sup> of fill over 3.5 ha on two properties located at 11300 and 11340 Blundell Road, Richmond, BC. The intent of fill placement is to improve agricultural use by reducing drainage limitations and increasing trafficability that will aid in transitioning to machine-harvesting for the blueberries.

If fill placement proceeds according to my recommendation, the agricultural capability of the fill area will improve from Class O4WLF, with excess water, degree of decomposition, permeability, and fertility limitations to Class O3 with degree of decomposition-permeability, fertility, and excess water limitations.



# 7.0 LIMITATIONS

The recommendations provided in this report are based on observations made by Statlu and are supported by information Statlu gathered. Observations are inherently imprecise. Soil, agricultural, hydrological, and drainage conditions other than those indicated above may exist on the site. If such conditions are observed or if additional information becomes available, Statlu should be contacted so that this report may be reviewed and amended accordingly.

This report was prepared considering circumstances applying specifically to the client. It is intended only for internal use by the client for the purposes for which it was commissioned and for use by government agencies regulating the specific activities to which it pertains. It is not reasonable for other parties to rely on the observations or conclusions contained herein.

Statlu prepared the report in a manner consistent with current provincial standards and on par or better than the level of care normally exercised by Professional Agrologists currently practicing in the area under similar conditions and budgetary constraints. Statlu offers no other warranties, either expressed or implied.



# 8.0 CLOSURE

Please contact me should you have any questions or if you require further clarification.

Yours truly, Statlu Environmental Consulting Ltd.



Prepared by: Eryne Croquet, M. Sc., P. Ag., P. Geo. Agrologist and Geoscientist Reviewed by: Drew Brayshaw, Ph. D., P. Geo. Senior Hydrologist and Geoscientist



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## APPENDIX 1: LAND CAPABILITY FOR AGRICULTURE

This information is summarized from Land Capability Classification for Agriculture in British Columbia (Kenk and Cotic, 1983). It is a classification system developed by the BC government to classify the agricultural land base in terms of suitability for agriculture based on soil properties. It provides pedologists with consistent guidelines for assessing agricultural capability. It is intended for site specific, detailed assessments rather than overview assessments of large areas.

The system classifies mineral and organic soils into one of seven capability classes using easily described soil and landscape factors. The range of suited crops decreases and the management inputs required increase from Class 1 to 7. There are situations where the unique combination of soil, climate, and agricultural practices make land with low capability valuable for agriculture, for example acidic peat soils in the Fraser Valley that are well-suited for growing cranberries or blueberries.

Mineral soils and organic soils are classified in different hierarchies because of the degree of difference in potentials and limitations for agriculture. In general, land in Classes 1 to 4 is suited for agriculture. Class 5 lands support perennial forage crops or specially adapted crops and Class 6 lands are suited for livestock grazing. Class 7 lands are unsuited for agriculture or grazing.

Lands are given two ratings – unimproved and improved. Unimproved ratings are based on actual ground conditions at the time of the assessment. Improved ratings reflect the capability after limitations to agriculture have been alleviated. Examples of common improvements are irrigation, fertilization, drainage, and subsoiling.

LCA ratings for agriculture describes the LCA class and the LCA subclass(es). LCA classes reflect the relative capability for agricultural use and subclasses indicate the type of limitation. When considered together, the class and subclass provide information about the degree and type of limitation to agricultural use.

Class	Description	Management Requirements	
Class 1 Class O1	no or very slight limitations that restrict agricultural use	<ul> <li>level or nearly level</li> <li>deep soils are well to imperfectly drained and hold moisture well</li> <li>managed and cropped easily</li> <li>productive</li> </ul>	
Class 2 Class O2	minor limitations that require ongoing management or slightly restrict the range of crops, or both	<ul> <li>require minor continuous management</li> <li>have lower crop yields or support a slightly smaller range of crops that Class 1 lands</li> <li>deep soils that hold moisture well</li> <li>managed and cropped easily</li> </ul>	
Class 3 Class O3	limitations that require moderately intensive management practices or moderately restrict the range of crops, or both	<ul> <li>more severe limitations than Class 2 land</li> <li>management practices more difficult to apply and maintain</li> <li>limitations may:         <ul> <li>restrict choice of suitable crops</li> <li>affect timing and ease of tilling, planting or harvesting</li> <li>affect methods of soil conservation</li> </ul> </li> </ul>	

Land Capability Classes for Mineral and Organic Soils



Class	Description	Management Requirements
Class 4 Class O4	limitations that require special management practices or severely restrict the range of crops, or both	<ul> <li>may be suitable for only a few crops or may have low yield or a high risk of crop failure</li> <li>soil conditions are such that special development and management conditions are required</li> <li>limitations may:         <ul> <li>affect timing and ease of tilling, planting or harvesting</li> <li>affect methods of soil conservation</li> </ul> </li> </ul>
Class 5 Class O5	limitations the restrict capability to producing perennial forage crops or other specially adapted crops (e.g. cranberries)	<ul> <li>can be cultivated, provided intensive management is employed or crop is adapted to particular conditions of the land</li> <li>cultivated crops may be grown where adverse climate is the main limitation, crop failure can be expected under average conditions</li> </ul>
Class 6 Class O6	not arable, but capable of producing native and/or uncultivated perennial forage crops	<ul> <li>provides sustained natural grazing for domestic livestock</li> <li>not arable in present condition</li> <li>limitations include severe climate, unsuitable terrain or poor soil</li> <li>difficult to improve, although draining, dyking and/or irrigation can remove some limitations</li> </ul>
Class 7 Class O7	no capability for arable culture or sustained natural grazing	<ul> <li>all lands not in Class 1 to 6</li> <li>includes rockland, non-soil areas, small water-bodies</li> </ul>

#### Land Capability for Agriculture Subclasses for Mineral Soils

LCA Classes, except Class 1 that has no limitations, can be divided into subclasses depending upon the type and degree of limitation to agricultural use. There are twelve LCA subclasses to describe mineral soils. Mineral soils contain less than 17% organic carbon; except for an organic surface layer (SCWG, 1998).

Subclass	Map Symbol	Description	Improvement
Soil moisture deficiency	A	used where crops are adversely affected by droughtiness, either through insufficient precipitation or low water holding capacity of the soil	irrigation
Adverse climate	С	used on a subregional or local basis, from climate maps, to indicate thermal limitations including freezing, insufficient heat units and/or extreme winter temperatures	n/a
Undesirable soil structure and/or low perviousness	D	used for soils that are difficult to till, requiring special management for seedbed preparation and soils with trafficability problems includes soils with insufficient aeration, slow perviousness or have a root restriction not caused by bedrock, permafrost or a high watertable	amelioration of soil texture, deep ploughing or blading to break up root restrictions cemented horizons cannot be improved
Erosion	E	includes soils on which past damage from erosion limits erosion (e.g. gullies, lost productivity)	n/a
Fertility	F	limited by lack of available nutrients, low cation exchange capacity or nutrient holding ability, high or low pH, high amount of carbonates, presence of toxic elements or high fixation of plant nutrients	constant and careful use of fertilizers and/or other soil amendments
Inundation	I	includes soils where flooding damages crops or restricts agricultural use	dyking



Subclass	Map Symbol	Description	Improvement
Salinity	N	includes soils adversely affected by soluble salts that restrict crop growth or the range of crops	specific to site and soil conditions
Stoniness	Ρ	applies to soils with sufficient coarse fragments, 2.5 cm diameter or larger, to significantly hinder tillage, planting and/or harvesting	remove cobbles and stones
Depth to solid bedrock and/or rockiness	R	used for soils in which bedrock near the surface restricts rooting depth and tillage and/or the presence of rock outcrops restricts agricultural use	n/a
Topography	Т	applies to soils where topography limits agricultural use, by slope steepness and/or complexity	n/a
Excess Water	W	applies to soils for which excess free water limits agricultural use	ditching, tilling, draining
Permafrost	Z	applies to soils that have a cryic (permanently frozen) layer	n/a

#### Land Capability for Agriculture Subclasses for Organic Soil

Organic soils are composed of organic materials such as peat and are generally saturated with water (SCWG, 1998). Subclasses for organic soils are based on the type and degree of limitation for agricultural use an organic soil exhibits. There are three subclasses specific to organic soils. Climate (C), fertility (F), inundation (I), salinity (N), excess water (W) and permafrost (Z) limitations for organic soil are the same as defined for mineral soil.

Subclass	Map Symbol	Description	Improvement
Wood in the profile	В	applies to organic soils that have wood within the profile	removal
Depth of organic soil over bedrock and/or rockiness	Н	includes organic soils where the presence of bedrock near the surface restricts rooting depth or drainage and/or the presence of rock outcrops restricts agricultural use	n/a
degree of decomposition or permeability	L	applies to organic soils that are susceptible to organic matter decomposition through drainage	n/a



## APPENDIX 2: SOIL PROFILE DESCRIPTIONS AND PHOTOGRAPHS

## MA-01 Soil Profile Description

Horizon	Depth (cm)	Description
Ор	0 - 16	Black (10YR2/1 m); very strongly decomposed sphagnum, strong, medium subangular blocky structure; friable when moist; plentiful coarse and few fine roots; abrupt, smooth boundary.
Om	16 - 33	Dark brown (10YR 3/3 m); moderately decomposed sedges and reeds; weak, fine platy structure; friable when moist; plentiful coarse and few fine roots; abrupt, smooth boundary.
Of	33 - 56	Dark yellowish brown (10YR 3/6 m); almost undecomposed sphagnum with 10% to 20% hard wood fragments; plentiful coarse and very few, fine roots, abrupt, smooth boundary.
Of	56 - 90+	Dark brown (10YR 3/3 m); almost undecomposed sedges and reeds; friable when moist.



Typic Fibrisol. The watertable is at 33 cm in the pit.

#### Comments

• The vegetation is a 30 year old blueberry plantation.



## MA-02 Soil Profile Description

<u>Horizon</u>	Depth (cm)		Description
Ор	0 -	12	Very dark brown (10YR 2/2 m); almost completely decomposed; few fine roots; abrupt smooth boundary.
Om	12 -	22	Very dark grayish brown (10YR 3/2 m); moderately decomposed sedges and reeds; few fine roots; abrupt, smooth boundary.
Om	22 -	46	Very dark grayish brown (10YR 3/2 m); strongly decomposed sphagnum; abrupt smooth boundary;
Of	46 -	75+	Dark yellowish brown (10YR ¾ m); almost undecomposed sedges and reeds.





#### Comments

- Watertable at 32 cm.
- Rooting depth 27 cm.



## MA-03 Soil Profile Description

Horizon	Depth (cm)		cm)	Description
Ор	0	-	12	Black (10YR 2/1 m); few coarse roots; abrupt smooth boundary.
Of	12	-	34	Dark yellowish brown (10YR 3/6 m); slightly decomposed sphagnum; few coarse and plentiful fine roots; abrupt smooth boundary.
Of	34	-	63+	Dark brown (10YR 3/3 m); weakly decomposed sedges and reeds; few coarse roots.



Upper horizons of a Typic Fibrisol.

#### Comments

- Pit is located in the driving area between roads.
- Sawdust added at surface to build the road.



## MA-04 Soil Profile Description

Horizon	Depth (cm)		cm)	Description
Ор	0	-	21	Black (10YR 2/1 m); very strongly decomposed plentiful fine and few coarse roots; abrupt smooth boundary.
Om	21	-	47	Dark brown (10YR 3/3 m); moderately decomposed sedges and reeds; few fine roots; friable when moist; gradual smooth boundary.
Of	47	-	84+	Dark brown (10YR 3/3 m); very weakly decomposed sphagnum; few fine roots.



Typic Fibrisol, similar to the Triggs soil series.

#### Comments

- Rooting depth is 47 cm.
- Watertable at 56 cm.



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Site photos. Photo 1 is the view north from the access road that approximately follows the boundary between the two properties. Photo 1 is the view south. Note water pooling on the road and the tracks left by the mini-excavator used to dig the soil pits. The height, age, and spacing of the blueberries leaves them unsuited to mechanical harvesting.



## Farm Plan for 11300 and 11340 Blundell Road Prepared by: Mandeep Athwal

## 1) A Site Plan

Please see Schedule "A" attached, which details the site plan.

## 2) A Site Description

The proposed fill area covers two properties. The western property is 11300 Blundell Road and is 1.99 ha (4.93 acres). The eastern property is 11340 Blundell Road and is 1.98 ha (4.89 acres).

The Properties lie on very flat land that was formed by sedimentation by Fraser River, followed by subsequent bog growth. The landscape is characterized by poor draining that fosters the development of deep organic deposits over mineral sediments.

## 3) Legal Description

11300 Blundell Road is legally described as L 7 SEC 24 BK 4 North R 6 W New Westminster District Pl 4179 – PID 004-337-166.

11340 Blundell Road is legal described as L 8 Sec 24 BK 4 North R 6 W New Westminster District Pl 4179 – PID 004-337-174

## 4) Zoning and Current Land Use

Both properties are within the Agricultural Land Reserve ("ALR"), and are zoned AG1, according to the Richmond Zoning Bylaw 8500.

Both properties were used for blueberry production, however, with the changes in the blueberry industry, the owners had to pull out all their blueberry bushes. The reason being, the blueberry bushes were planted nearly 30 years ago and were not suitable for machine harvesting, which requires shorter blueberry plants, appropriate row spacing, and trafficable spaces between the rows for machines. As such, the lands are not in use at this time.

## 5) Soils Description and Unimproved Agricultural Capability

Soils in the assessment area have little variability. They developed on very poorly drained partially-decomposed organic deposits. The waterable at the time of assessment was within 35 cm of the surface. The soil classification is Typic Fibrisol because the middle tier of the soil has undecomposed (fibric) horizons. The soil correlates best to the Triggs series. Both soils are poorly drained, moderately pervious, have very high water holding capacities, and slow

surface runoff. They are limited for agricultural use by high watertables, extreme acidity (pH 3.6 to 4.2), and degree of decomposition.

The Land Capability for Agriculture ("LCA") for the unimproved lands is classified 70% Class 04 with excess water and 30% 05 with excess water and fertility limitations. The agricultural capability is Class 04WLF, with excess water, degree of decomposition, permeability, and fertility limitations.

## 6) Soil Management Rationale/Improved Agricultural Capability

The improved LCA classification is 70% Class O3 with excess water and 30% Class O3 with excess water, degree of decomposition or permeability, and fertility limitations. The improved agricultural rating is Class O3WLF, based on draining the site and buffering the soil. There is an estimate that the Class may hit Class O2.

## 7) Recommended Agricultural Uses and Suitable Crops

The current status of the soil is Class 04 which comes with limitations that require special management practices or severely restrict the range of crops, or both. The soil, in it's current state, is only suitable for a few crops, has low yield and a high risk of crop failure. The soil is such that special development and management conditions are required.

After the proposed project, drainage fixes and soil development, the soil should improve to Class 03 which is a soil that requires moderately intensive management practices or moderately restricted crops.

## 8) Proposed Agricultural Plan Including:

## a. Drainage Requirements/Rationale

The lands need upgraded drainage in order to allow the water to seep out of the soil. The soil will be graded to create an even, slightly crowned surface that will direct surface runoff away from the growing area towards perimeter drains that connect to the main drainage parallel to Blundell Road at the north property line.

## b. Irrigation Requirements/Rationale and Water Sources

An irrigation system is not required, as the soil already contain excess water that needs to be drained.

## c. Proposed Agricultural Operator

J & K Farms who have been in business for over 35 years. They are the owners and operator of 11300 Blundell Road.

## d. Proposed Planting Plan with a site plan

We are going to plant blueberries in rows running north to south leaving 10 feet between rows for machine cultivation and 30 feet at the end of the rows for the machine to turnaround.

# e. Agricultural Improvement Cost Estimate (including material costs, drainage costs, irrigation costs and installation costs)

So far in total the amount of \$76,706.69 has been spent which includes monies spent on this application, drainage improvements, and professionals. We are expecting to spend another \$100,000 in developing the soil tracker app and \$250,000 on drainage improvements.

## f. Projected Income Statement (5-10 years)

Once the fill project is complete, we will plant all new blueberry crops and they will be in production after 3 years. Once the blueberries are in full production the projected cultivation is 8,000 pounds per acre.



## TECHNICAL MEMORANDUM - REVISED

To: Mandeep Athwal JACK OF ALL TRADES INC. 11300 Blundell Road Richmond, BC V6Y 1L3

From: Eryne Croquet, M. Sc., P. Ag., P. Geo.

Date: October 28, 2019

### RE: Appropriate Soil Source Sites for 11300 and 11340 Blundell Road Richmond, BC

The Food Security and Agricultural Advisory Committee (FSAAC) of Richmond evaluated a proposal to import 17,500 m<sup>3</sup> of soil to the properties located at 11300 and 11340 Blundell Road in Richmond, BC. The FSAAC moved to support the application with several conditions. One of the conditions was to use approved alluvial soil.

This memo was prepared to discuss the condition to use approved alluvial soil and to expand on the process used for selecting a soil source site. The memo was revised to specify the organic matter content for desirable soils.

### Background

The Fill Placement Plan<sup>1</sup> (the Plan) that accompanied the application described the physical characteristics of acceptable soil for importing to the receiving site based on desirable soil properties that would achieve the desired agricultural improvements to drainage and trafficability. Specifically, the desired soil would be medium-textured, preferably loam to silt loam, stone-free, and rich in organic matter. Soils with 10% or more organic matter in the A horizon are rich in organic matter<sup>2</sup>. In addition, the Plan described characteristic land uses for suitable source sites and outlined a process for evaluating soil source sites before any material moves to the receiving site.

<sup>&</sup>lt;sup>1</sup> Fill Placement Plan – Revised, 11300 and 11340 Blundell Road, Richmond, BC. November 23, 2018. By Statlu Environmental Consulting Ltd. <sup>2</sup> Acton, D. F., and Gregorich, L. J. 1995. The health of our soils: toward sustainable agriculture in Canada. Centre for Land and Biological Resources Research. Research Branch. Agriculture and Agri-Food Canada. Ottawa ON.





Statlu Environmental Consulting Ltd. 1-45950 Cheam Avenue Chilliwack, BC V2P 1N6 info@statlu.ca | www.statlu.ca

#### **Approved Alluvial Soil**

The FSAAC set the condition to use of approved alluvial soil with their support of the project. No rationale for this condition was provided, but it could be interpreted as a condition imposed with the intent to preserve soil quality and agricultural capability at the receiving site. Using only alluvial soils may work against the intent of preserving the agricultural capability of the receiving site because it may lead to importing soils that lack the appropriate qualities to achieve the objective of improving drainage and trafficability. If the intent of the condition to use only alluvial soils was meant to preserve agricultural capability at the receiving site, it should be reconsidered.

Alluvial soils develop from alluvial parent material. The most recent soil survey for southwest BC<sup>3</sup> does not describe alluvial soils, but it describes several soil series that form on fluvial sediments, including alluvial and alluvial fan deposits. Fluvial sediments have a broad range of textures, including sandy gravelly stream deposits, silty clay deltaic deposits, and silty floodplain deposits.

Soils derived from alluvial parent materials do not necessarily have properties that would make them suitable for use at the Blundell Road site. For example, fine textured alluvial soils, such as silts and clays, can limit water movement through the soil profile. In addition, they are susceptible to compaction, especially when machines operate on them when they are saturated.

Several of the alluvial soil series common in Richmond, including the Blundell and Delta soils, may be limited for agricultural use by subsoil salinity. If these soils were imported to the Blundell Road site, they could introduce a salinity limitation that does not currently exist on the farm.

The soils on the receiving site have not developed from alluvial or fluvial parent material. They are organic with fine-textured underlying mineral sediments. Those are either clayey deltaic, silty floodplain, or clayey glaciomarine deposits.

The condition of using only alluvial soils reduces the number of possible soil source sites. When there are fewer acceptable soil sources, it will take longer to complete the project. Increasing the amount of time necessary to complete a fill project has its own negative consequences. For example, the soil quality of stockpiled topsoil can suffer when it is stored for a long time because there are no organic inputs.

<sup>&</sup>lt;sup>3</sup> Luttmerding, H. 1981. Soils of the Langley-Vancouver Map Area, Report No. 15, Vol. 3: Description of the Soils, BC Ministry of Environment, Victoria, BC.



16-102 October 28, 2019 Page 2

It is possible to impose a condition for soil quality that will respect the desire to use good agricultural soil on a fill site without imposing unintended limitations to successfully completing the project in a timely manner. One method is to focus on physical and chemical properties of the soil to be imported. This method increases the number of potential source sites because it focuses on soil properties that are not dependent on soil parent material types.

#### Source Site Selection

Appropriate source sites are difficult to identify before a fill placement permit is issued because of timing – source sites are ready to move soil faster than receiving sites work through the approval process. That means that source sites must be evaluated as they become available.

Soil source sites *must* be approved by a qualified professional before fill is imported to the receiving site. Appropriate soil source sites will have land uses such as agriculture, parkland, undeveloped, or residential. Soil from sites with prior commercial or industrial land uses are not acceptable because these land uses are more likely to result in contaminated soils.

Source site land uses are evaluated by the qualified professional using a combination of desktop investigation of maps, reports, and historic air photos. Source sites may also require on-site inspection. If an unacceptable land use is identified, the source site is rejected. If the source site has a history of acceptable land use, then the mapped soils are evaluated to compare their qualities to the desired qualities at the receiving site. If the source site soils do not match the desired qualities, it is rejected.

#### Conclusion

The condition restricting to alluvial soils is not be the best method to preserve and/or improve agricultural capability at the receiving site. Using specific physical and chemical soil properties is a better method because it permits selecting soil based on factors related to agricultural capability and may include more potential source sites, which should shorten the amount of time necessary to complete the project.

In addition to soil properties, the source sites will be selected by considering land use to prevent importing contaminated soils or soils that are not well-suited to soil-based agriculture.



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## Yours truly, Statlu Environmental Consulting Ltd.



Prepared by: Eryne Croquet, M. Sc., P. Ag., P. Geo. Agrologist and Geoscientist EC/DB/tf Reviewed by: Drew Brayshaw, Ph. D, P. Geo. Senior Hydrologist and Geoscientist



16-102 October 28, 2019 Page 4

Non-Farm Use Fill Application for the Properties Located 11300 & 11340 Blundell Road (Athwal & Yau)

Project Cost Table	
Ongoing Project Reporting by Agrologist (per 3,000m <sup>3</sup> )	\$21,000 (for four reports)
Erosion Sediment Control (ESC) installation	\$11,632 <sup>i</sup>
Source site investigation	\$500 (min) per inspection
Earthworks costs (Project management, on-site Load Inspector, machine/labour, fuel, ESC monitoring/ maintenance)	\$17,600 per week
Drainage upgrades	\$250,000
Final Topographic survey	\$3,600
Final P. Ag. closure report	\$5,000
Final Geotechnical Report	\$6,500
Project Cost Estimate (Note: does not include upfront costs)	\$297,732*
Upfront Cost to Date	\$44,906**
Potential Tipping Fee Income (\$125-\$160 per load)	\$312,500 - \$400,000 (estimate)

<sup>&</sup>lt;sup>i</sup> Installation costs depends on the materials, supplier and the labour used (buying the silt fencing, having labourers install it, repairing it as needed, trucking costs, cost of grass seed, straw bales, etc.)

<sup>\*</sup> Does not include projected costs for earthworks and source site investigations

<sup>\*\*</sup>Upfront costs include Agrologist report, drainage plan, geotechnical report, topographic survey, soil tracker application and soil testing.



Foundations, Excavation & Shoring Specialists

Braun Geotechnical 102 – 19049 95A Ave.

Surrey, BC V4N 4P3 Tel: 604-513-4190 Fax: 604-513-4195 info@braungeo.com

www.braungeo.com

**Foundations** 

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Natural Hazards

Pavement Design and Management

Reinforced Soil Walls and Slopes



December 5, 2018

Reference: 18-7918

Via email: duperathwal@gmail.com

Jack of All Trades Inc./Sonic Development Ltd. 11300 Blundell Road Richmond, BC V6Y 1L3

Attn: Mandeep Athwal

Re: Geotechnical Report Settlement Considerations – Proposed Farm Filling 11300-11340 Blundell Road, BC

#### 1.0 INTRODUCTION

As requested, Braun Geotechnical Ltd. has carried out a geotechnical assessment for the above referenced project. The geotechnical work has been performed in general accordance with the terms and conditions of the Braun Geotechnical Fee Estimate dated November 26, 2018(our reference P18-6143).

The geotechnical work included completion of provision of this geotechnical report with comments and recommendations pertaining to settlement reloated to the proposed filling of the subject site for farming purposes. The subject site is located within an area typically underlain by natural compressible peat and silt soils.

The scope of services was limited to the evaluation of the geotechnical characteristics of the site and no consideration has been given to any environmental aspects. Should any changes be made to the proposed layout, elevations, or general nature of the project, Braun Geotechnical should be notified to review and modify the recommendations to reflect those changes, as appropriate.

#### 2.0 SITE DESCRIPTION & PROPOSED ROAD WORKS

The subject site is comprised of 2 adjoining parcels, 11300 and 11340 Blundell Road, in the City of Richmond, BC. The site rectangular in shape with dimensions of approximately 100 x 405m. The site is relatively flay lying, with existing farmland on the bulk of the properties, and existing Single Family Dwellings (SFD's) and detached sheds/garages and associated driveway/parking and/or landscaped areas within the northern approximately 40 to 50m of the site.

The northern approximately 40 to 50m of the site is approximately 1.0 to 1.5m higher than the remainder of the site, consistent with historical fill placement in this area.

It is understood that general site filling (excluding the northern portion of the site) to raise grades of the farmland is proposed for improved agricultural use. Details for the proposed filling were provided on the Core Concept Consulting Ltd. (Core Concept) drawing "Lot Grading and Drainage Plan – 11300-11340 Blundell Rd.,"

Proposed Farm Filling	December 5, 2018
11300/11340 Blundell Road, Richmond, BC	Project: 18-7918

dated October 2018, and Statlu Environmental Consulting (Statlu) report "Fill Placement Plan – 11300 and 11340 Blundell Road, Richmond, BC."

The following is understood based on the Core Concept drawings:

- Raising site grades by approximately 0.5m is proposed, with the crown of fill approximately at the common property line of 11300/11340, and the proposed toe of fill extending to approximately 4.5 of the east, west, and south property lines (excluding within an environmentally sensitive area).
- A drainage ditch would be provided along the east, west, and south limits of the fill, with the drainage ditch draining into existing drainage on Blundell road.
- Permanent slopes of 3H:1V or flatter are proposed.

The following is understood based on the Statlu report:

- Stripping of 1m of existing peat, placement of approximately 0.5m of import fill, and re-placement/regrading of the 1m of peat is proposed.
- Acceptable fill is noted as "medium-textured, preferably loam to silt loam... stone-free and... rich in organic matter."

#### 3.0 EXPLORATION

Two test holes were previously drilled by Braun Geotechnical on 11300 Blundell Road, using a truck mounted solid stem auger drill under subcontract to Braun Geotechnical on December 24, 2012. The test holes were drilled to depths of approximately 6.1m at the locations shown on the attached plan (Dwg. 12-5833-01). The soil conditions were logged in the field by a representative of Braun Geotechnical and representative disturbed samples were collected from the augers for routine laboratory moisture content testing.

#### 4.0 SOIL AND GROUNDWATER CONDITIONS

A review of available published and in-house geological information indicated that the study site area is underlain by natural soils comprised of near surface peat up to 8m thick, over Fraser River sediments comprised of silt & sand.

The findings of the test hole exploration are detailed on the attached test hole logs. A generalized subsoil profile based on the test holes has been summarized below.

#### <u>FILL</u>

Variable FILL, including grey, moist, loose SAND and GRAVEL with some silt to SAND and SILT with trace gravel, and brown moist, loose HOGFUEL was encountered immediately below existing grade within TH12-01 to a depth of 1.8m.

#### <u>PEAT</u>

Dark brown, moist to wet, soft to firm, amorphous PEAT with fibrous zones was encountered below existing fill at TH12-01 and below existing grade at TH12-02. The PEAT extended to depths of 3.8 and 2.7m at TH12-01 & -02 respectively.

#### <u>SILT</u>

Grey, moist, firm SILT with some clay and trace sand was encountered below the peat at TH12-01 and TH12-02 to depths of approximately 5.1 and 4.0m respectively.

#### <u>SAND</u>

Grey, wet, compact to dense SAND with trace silt, and occasional sandy silt interlayers was encountered below the silt to the depth of test hole exploration at 6.1m.



#### <u>GROUNDWATER</u>

Groundwater was encountered within TH12-01 and TH12-02 at depths of approximately 2.4 and 0.6m respectively. Note that groundwater levels measured during drilling and shortly thereafter are typically influenced by the disturbance caused during drilling. In general, groundwater levels are expected to fluctuate seasonally, and with drainage conditions.

The subsurface conditions described above were encountered at the test hole locations only. Subsurface conditions at other locations could vary.

#### 5.0 DISCUSSION AND RECOMMENDATIONS

#### 5.1 General

The geotechnical exploration encountered near surface organic/peat soils over firm silt, underlain by natural compact to dense sand. The natural underlying peat and silt would be expected to consolidate and compress when subjected to increased loading from placement of import mineral fill. In particular, the peat soils encountered are considered to be highly compressible, and subject to substantial long term settlement.

The following sections discuss geotechnical aspects of the proposed fill project.

#### 5.2 Site Preparation

Site preparation below the proposed fill placement should include stripping of 1.0m of existing peat, per Statlu recommendations, and placement of fill. The fill should be placed in a uniform 0.5m thick lift. Temporary fill placement of up to 0.6 to 0.7m may be required for construction traffic, so as to not disturb the underlying peat subgrade. Stripping and/or placement of fill should be carried out during seasonally dry periods of the year. Significant pumping/dewatering is not recommended.

The toe of the placed fill should be kept a minimum distance of 3m from any onsite or offsite settlement sensitive areas.

Permanent slopes (3H:1V or flatter, per Statlu) should be temporarily covered with straw or equivalent to reduce potential for erosion, to allow for natural vegetation growth.

Stripped peat should be temporarily stockpiled maximum 3m high, with the stockpile sloped at 1.5H:1V or flatter. The toe of slope of the stockpiled peat should be minimum 3m from any onsite/offsite settlement sensitive areas/structures.

#### 5.3 Settlement Considerations

A typical soil model has been developed for settlement calculation purposes based on available subsurface drill information obtained at the site. A settlement analysis was carried out using the commercially available software program SETTLE3D by Rocscience and was checked using empirical design charts.

Based on the settle analysis, settlements in the order of up to 250mm may occur below the proposed fill, with settlements less than 10mm expected a distance of 3m from the fill. As the site filling is proposed a minimum distance if 4.5m from the property lines, offsite settlement due to the proposed site filling is not anticipated.

Settlement is expected to occur in the years following fill placement at a decreasing settlement rate. If desirable, consideration may be given to placement of an additional 100mm of fill, to allow for some post fill settlement.



Proposed Farm Filling	December 5, 2018
11300/11340 Blundell Road, Richmond, BC	Project. 18 7018

#### 6.0 CONSTRUCTION FIELD REVIEWS

Geotechnical field reviews are required by the Geotechnical Engineer to confirm that the recommendations of the geotechnical report are understood and followed. Geotechnical field reviews and materials testing services should be arranged by the Contractor to address the following, as required:

- Review site stripping and confirm suitable subgrade;
- Review of fill placement;
- Review of peat placement.

#### 7.0 CLOSURE

This report should be considered preliminary and is subject to review and revision as required. This report is prepared for the exclusive use of Jack of All Trades Inc., Sonic Development Ltd., and their designated representatives and may not be used by other parties without the written permission of Braun Geotechnical Ltd. The City of Richmond may also rely on the findings of this report.

If during construction soil conditions are noted to be different from those described in this report, Braun Geotechnical must be notified immediately in order that the geotechnical recommendations can be confirmed or modified, if required. Further, this report assumes that field reviews will be completed by Braun Geotechnical during construction.

The site contractor should make their own assessment of subsurface conditions and select the construction means and methods most appropriate to the site conditions. This report should not be included in the specifications without suitable qualifications approved by the geotechnical engineer.

The use of this report is subject to the Report Interpretation and Limitations, which is included with the report. The reader's attention is drawn specifically to those conditions, as it is considered essential that they be followed for proper use and interpretation of this report.

We hope the above meets with your requirements. Should any questions arise, please do not hesitate to contact the undersigned.

258/0 Yours Brann Reclanical Ltd. HILLON biller P.Eng. GeotechnicalEngineer

Encl: Report Interpretation and Limitations Location Plan Test Hole Logs

Braun Geotechnical Ltcl. tuart Hrysio, P.Eng. Geotechnical Engineer

x:\2018 projects\18-7918 proposed site filling - 11300- 11340 blundell road, richmond, bc\report 18-7918 2018-12-05.docx



#### **REPORT INTERPRETATION AND LIMITATIONS**

#### 1. STANDARD OF CARE

Braun Geotechnical Ltd. (Braun) has prepared this report in a manner consistent with generally accepted engineering consulting practices in this area, subject to the time and physical constraints applicable. No other warranty, expressed or implied, is made.

#### 2. COMPLETENESS OF THIS REPORT

This Report represents a summary of paper, electronic and other documents, records, data and files and is not intended to stand alone without reference to the instructions given to Braun by the Client, communications between Braun and the Client, and/or to any other reports, writings, proposals or documents prepared by Braun for the Client relating to the specific site described herein.

This report is intended to be used and quoted in its entirety. Any references to this report must include the whole of the report and any appendices or supporting material. Braun cannot be responsible for use by any party of portions of this report without reference to the entire report.

#### 3. BASIS OF THIS REPORT

This report has been prepared for the specific site, development, design objective, and purpose described to Braun by the Client or the Client's Representatives or Consultants. The applicability and reliability of any of the factual data, findings, recommendations or opinions expressed in this document pertain to a specific project at described in this report and are not applicable to any other project or site, and are valid only to the extent that there has been no material alteration to or variation from any of the descriptions provided to Braun. Braun cannot be responsible for use of this report, or portions thereof, unless we were specifically requested by the Client to review and revise the Report in light of any alterations or variations to the project description provided by the Client.

If the project does not commence within 18 months of the report date, the report may become invalid and further review may be required.

The recommendations of this report should only be used for design. The extent of exploration including number of test pits or test holes necessary to thoroughly investigate the site for conditions that may affect construction costs will generally be greater than that required for design purposes. Contractors should rely upon their own explorations and interpretation of the factual data provided for costing purposes, equipment requirements, construction techniques, or to establish project schedule.

The information provided in this report is based on limited exploration, for a specific project scope. Braun cannot accept responsibility for independent conclusions, interpretations, interpolations or decisions by the Client or others based on information contained in this Report. This restriction of liability includes decisions made to purchase or sell land.

#### 4. USE OF THIS REPORT

The contents of this report, including plans, data, drawings and all other documents including electronic and hard copies remain the copyright property of Braun Geotechnical Ltd. However, we will consider any reasonable request by the Client to approve the use of this report by other parties as "Approved Users." With regard to the duplication and distribution of this Report or its contents, we authorize only the Client and Approved Users to make copies of the Report only in such quantities as are reasonably necessary for the use of this Report by those parties. The Client and "Approved Users" may not give, lend, sell or otherwise make this Report or any portion thereof available to any other party without express written permission from Braun. Any use which a third party makes of this Report – in its entirety or portions thereof – is the sole responsibility of such third parties. BRAUN GEOTECHNICAL LTD. ACCEPTS NO RESPONSIBILITY FOR DAMAGES SUFFERED BY ANY PARTY RESULTING FROM THE UNAUTHORIZED USE OF THIS REPORT.

Electronic media is susceptible to unauthorized modification or unintended alteration, and the Client should not rely on electronic versions of reports or other documents. All documents should be obtained directly from Braun.

#### 5. INTERPRETATION OF THIS REPORT

Classification and identification of soils and rock and other geological units, including groundwater conditions have been based on exploration(s) performed in accordance with the standards set out in Paragraph 1. These tasks are judgemental in nature; despite comprehensive sampling and testing programs properly performed by experienced personnel with the appropriate equipment, some conditions may elude detection. As such, all explorations involve an inherent risk that some conditions will not be detected.

Further, all documents or records summarizing such exploration will be based on assumptions of what exists between the actual points sampled at the time of the site exploration. Actual conditions may vary



significantly between the points investigated and all persons making use of such documents or records should be aware of and accept this risk.

The Client and "Approved Users" accept that subsurface conditions may change with time and this report only represents the soil conditions encountered at the time of exploration and/or review. Soil and ground water conditions may change due to construction activity on the site or on adjacent sites, and also from other causes, including climactic conditions.

The exploration and review provided in this report were for geotechnical purposes only. Environmental aspects of soil and groundwater have not been included in the exploration or review, or addressed in any other way.

The exploration and Report is based on information provided by the Client or the Client's Consultants, and conditions observed at the time of our site reconnaissance or exploration. Braun has relied in good faith upon all information provided. Accordingly, Braun cannot accept responsibility for inaccuracies, misstatements, omissions, or deficiencies in this Report resulting from misstatements, omissions, misrepresentations or fraudulent acts of persons or sources providing this information.

#### 6. DESIGN AND CONSTRUCTION REVIEW

This report assumes that Braun will be retained to work and coordinate design and construction with other Design Professionals and the Contractor. Further, it is assumed that Braun will be retained to provide field reviews during construction to confirm adherence to building code guidelines and generally accepted engineering practices, and the recommendations provided in this report. Field services recommended for the project represent the minimum necessary to confirm that the work is being carried out in general conformance with Braun's recommendations and generally accepted engineering standards. It is the Client's or the Client's Contractor's responsibility to provide timely notice to Braun to carry out site reviews. The Client acknowledges that unsatisfactory or unsafe conditions may be missed by intermittent site reviews by Braun. Accordingly, it is the Client's or Client's Contractor's responsibility to inform Braun of any such conditions.

Work that is covered prior to review by Braun may have to be re-exposed at considerable cost to the Client. Review of all Geotechnical aspects of the project are required for submittal of unconditional Letters of Assurance to regulatory authorities. The site reviews are not carried out for the benefit of the Contractor(s) and therefore do not in any way effect the Contractor(s) obligations to perform under the terms of his/her Contract.

#### 7. SAMPLE DISPOSAL

Braun will dispose of all samples 3 months after issuance of this report, or after a longer period of time at the Client's expense if requested by the Client. All contaminated samples remain the property of the Client and it will be the Client's responsibility to dispose of them properly.

#### 8. SUBCONSULTANTS AND CONTRACTORS

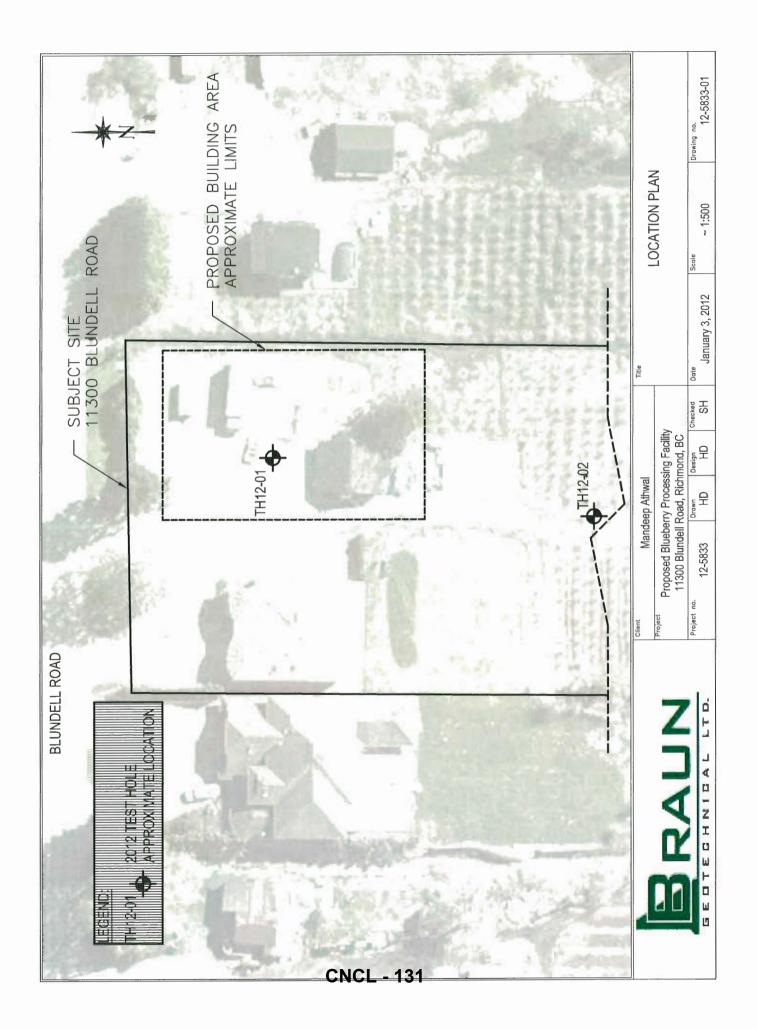
Engineering studies frequently requires hiring the services of individuals and companies with special expertise and/or services which Braun Geotechnical Ltd. does not provide. These services are arranged as a convenience to our Clients, for the Client's benefit. Accordingly, the Client agrees to hold the Company harmless and to indemnify and defend Braun Geotechnical Ltd. from and against all claims arising through such Subconsultants or Contractors as though the Client had retained those services directly. This includes responsibility for payment of services rendered and the pursuit of damages for errors, omissions or negligence by those parties in carrying out their work. These conditions apply to specialized subconsultants and the use of drilling, excavation and laboratory testing services, and any other Subconsultant or Contractor.

#### 9. SITE SAFETY

Braun Geotechnical Ltd. assumes responsibility for site safety solely for the activities of our employees on the jobsite. The Client or any Contractors on the site will be responsible for their own personnel. The Client or his representatives, Contractors or others retain control of the site. It is the Client's or the Client's Contractors responsibility to inform Braun of conditions pertaining to the safety and security of the site – hazardous or otherwise – of which the Client or Contractor is aware.

Exploration or construction activities could uncover previously unknown hazardous conditions, materials, or substances that may result in the necessity to undertake emergency procedures to protect workers, the public or the environment. Additional work may be required that is outside of any previously established budget(s). The Client agrees to reimburse Braun for fees and expenses resulting from such discoveries. The Client acknowledges that some discoveries require that certain regulatory bodies be informed. The Client agrees that notification to such bodies by Braun Geotechnical Ltd. will not be a cause for either action or dispute.





## Test Hole Log: TH12-01

File: 12-5833 Project: Proposed Blueberry Processing Facility Client: Mandeep Athwal Location: 11300 Blundell Road, Richmond, BC



Depth		Sample	Soil Description	Sample #	Water Cont.		Remarks
-0-0- ft - m    1  1		0	grey, moist, loose SAND and GRAVEL, some silt (FILL) brown, moist, loose HOGFUEL (FILL) grey, moist, variable, loose SAND and SILT, trace gravel (FILL)	S1	27%		
5 -2    103		0	dark brown, moist, firm, amorphous PEAT with fibrous zones - wet below 2.4m	s2	431%		Water Level
  		0	grey, moist, firm SILT, some clay, trace sand		78%		
		0	grey, wet, compact to dense SAND, trace silt	S4			
206			End of Test Hole @ 6.1m				
25 							
9 30 							
10  35 							
Equip Sampling M Hammer	ethod: L	ump Sa	ample Water Dept	h: 2.4r n: See	und Surfac n Location F	Plan Drilling Date: Dry Dwg No.:	December 24, 2012

## Test Hole Log: TH12-02

File:12-5833Project:Proposed Blueberry Processing FacilityClient:Mandeep AthwalLocation:11300 Blundell Road, Richmond, BC



Depth		Sample	Soil Description	Sample #	Water Cont.		Remarks
			dark brown, moist, soft, amorphous PEAT with fibrous zones - wet below 0.6m				Water Level
		0		S1	554%		
5-							
2 2		0		S2	384%		
		0	grey, moist, firm SILT, some clay, trace sand	52	304 %		
103		0		S3	61%		
			grey, wet, compact to dense SAND, trace silt, with occasional sandy silt interlayers				
15 <del>-</del> -			with occasional sandy silt interlayers				
5 5		0		S4			
206			End of Test Hole @ 6.1m				
- <sup>1</sup>   -+−7							
25							
309 -							
35-							
-11							
	Equipment: Truck Mounted Auger Rig Datum: Sampling Method: Lump Sample Water Depth:			0.6m		Drilling Date:	December 24, 2012
Hammer Type: N/A Location:				See L	ocation F	Plan Dwg No.: Page:	
<u> </u>							



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## DRAINAGE MEMORANDUM

CCC Project #18114 15 October 2019

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

Attention:

Mike Morin

**Regarding**:

11300 & 11340 Blundell Road, Richmond, BC

We have reviewed the minutes provided from the Food Security Agricultural Advisory Committee (FSAAC) meeting on September 12, 2019 and one of the primary questions was can the drainage issues be addressed without filling the site with the primary alternative suggested by the council being to berm the blueberry plants and pump the water away. From an engineering drainage stand point, this arrangement is not preferable and problematic as it relies following two conditions to be functional:

- 1. The site drainage would need to be able to convey through the soils to collect at the pumps
- 2. Pumping down the water level requires active drainage and monitoring to prevent flooding

As per the environmental report for the fill placement plan, the current topsoil has poor drainage. As topsoil does not have a high percentage of aggregates, there will be little voids for the water to move through the topsoil on the site. Without easy movement of water in the soils, the water will not be able to effectively collect at the pumps to bring the water level down.

The alternative proposed by the FSAAC would require a system of pumps through the property to keep the water level down to a level appropriate for farming. For this system to function, it requires active pumping of site particularly during high storm rainfall events. Any failures in the active drainage system would result in flooding of the low-lying areas. By introducing a mechanical component into a drainage system, you introduce an opportunity for a mechanical failure causing flooding.

# G Core Concept

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## DRAINAGE MEMORANDUM

To avoid potential problems resulting from a system that requires active monitoring, we have proposed a system to provides passive drainage. The grading design for fill placement directs the water from the south end of the site to the storm sewer in Blundell Road to the north. As Blundell Road is higher than the property, the site needs to be raised so that the water that ponds at the south end of the property can drain to the storm system on Blundell Road.

To create a consistent drainage pattern, we crowned the shared lot line between 11300 & 11340 Blundell Road so that the water runs off towards ditches on the west side of 11300 Blundell and the east side of 11340 Blundell. The ditches run at an average grade of 0.17%. With the minimal ditch grade, we balance out the intermediate high and low grades of the neighbouring property and allow the water to drain towards Blundell without unnecessarily raising the grade of the property.

By raising the site, we are allowing the site to drain passively and creating a permanent solution to the site's drainage issues.

## Yours Truly, Core Concept Consulting Ltd.



Brendan Regier, P.Eng. Project Manager



## **Report to Committee**

То:	General Purposes Committee	Date:	November 4, 2019
From:	Kim Somerville Director, Community Social Development	File:	07-3300-01/2019-Vol 01
Re:	Cultural Harmony Plan 2019–2029		

### Staff Recommendation

That the Cultural Harmony Plan 2019–2029, as outlined in the staff report titled "Cultural Harmony Plan 2019–2029", dated November 4, 2019 from the Director, Community Social Development, be approved.

Kim Somerville Director, Community Social Development (604-247-4671)

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REPORT CONCURRENCE				
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER		
Arts, Culture & Heritage Parks Services Recreation Services Corporate Communications and Marketi Human Resources Intergovernmental Relations and Protoc Fire-Rescue	$\checkmark$	Sevena.		
REVIEWED BY STAFF REPORT / Agenda Review Subcommittee		APPROVED BY CAO		

#### Staff Report

#### Origin

On June 24, 2019, City Council approved the following items with respect to the draft Cultural Harmony Plan 2019-2029:

- 1. That the draft Cultural Harmony Plan 2019–2029, as outlined in the staff report titled "Draft Cultural Harmony Plan 2019–2029", dated May 23, 2019, be approved for the purpose of seeking public feedback on the draft Plan; and
- 2. That staff report back with the Cultural Harmony Plan 2019–2029, including a summary of public feedback.

The purpose of this report is to provide a summary of the public feedback received in September and October 2019, and to seek City Council's adoption of the Cultural Harmony Plan 2019–2029.

This report supports Council's Strategic Plan 2018–2022 Strategic Focus Area #3 One Community Together:

Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.

This report also supports the following actions defined in the Social Development Strategy 2013–2022:

Action 16 - Improve the City's cultural competence through monitoring the intercultural sensitivity and inclusiveness of corporate policies and practices.

Action 19 - Create opportunities to showcase Richmond's cultural diversity and facilitate intercultural dialogue.

#### Analysis

Richmond has experienced a significant change in its population over the past three decades. Immigration has been a key driver of population growth in the city. As Richmond's population continues to evolve, it is important that the City's social fabric be maintained and enhanced. For Richmond to be a culturally harmonious community, it is essential that the unique characteristics, interests and needs of various segments of the population are recognized and addressed. City policies, programs and practices must therefore reflect the needs and priorities of Richmond's diverse communities so that all residents can participate in various aspects of community life. The City of Richmond has a strong tradition of addressing social issues and working collaboratively with key stakeholders and Community Associations and Societies in developing programs and services that address the diverse needs of Richmond's population. Building on the priorities and actions identified in the City's Social Development Strategy 2013–2022, the Cultural Harmony Plan aims to inform the City's approach to enhancing cultural harmony among Richmond's residents through a vision, strategic directions and a comprehensive list of actions.

The purpose of this ten-year plan is to identify innovative and collaborative approaches to strengthen intercultural connections among Richmond residents, provide City programs and services that address the needs of the city's diverse population, and remove barriers to participation for Richmond residents.

#### Project Process

The Cultural Harmony Plan 2019–2029 (Attachment 1) was developed based on:

- Analysis of statistics related to demographic information in Richmond;
- Research regarding best practices and promising approaches for enhancing cultural harmony;
- Stakeholder engagement comprised of meetings with the Steering Committee, Richmond Intercultural Advisory Committee and interviews with key stakeholders; and
- A variety of public engagement activities completed in September and October 2019.

The Plan takes into account various perspectives, from information on best practices across the country to specific ideas from local stakeholders.

#### Vision Statement and Strategic Directions

The Cultural Harmony Plan 2019–2029 is an action-oriented framework intended to guide City and stakeholder involvement in initiatives enhancing cultural harmony in Richmond over the next ten years. To guide the collaborative work of the City and stakeholders, the Plan defines the following vision statement:

That Richmond residents recognize and respect diversity in the community and enable each individual's contributions in all aspects of community life.

To assist the City in achieving this vision, the Plan emphasizes five strategic directions:

- 1. Intercultural connections;
- 2. Collaboration and partnerships;
- 3. Targeted training and professional development;
- 4. Communication and community engagement; and
- 5. Programs and services.

Each strategic direction includes items for action that are intended to meet the objectives and intended outcomes of the Plan.

#### Engagement Input and Strategy Revisions

Public engagement was an important component of the Cultural Harmony Plan 2019–2029 project. In June 2019, City Council directed staff to seek input on the draft Cultural Harmony Plan 2019–2029. The public engagement process included the following activities:

- An online feedback form posted on the Let's Talk Richmond website from September 10 to 29, 2019;
- Three Public Open Houses held on the following dates:
  - South Arm Community Centre on September 10, 2019
  - Richmond Cultural Centre on September 17, 2019
  - Cambie Community Centre on September 21, 2019; and
- Eight focus groups held in September and October 2019 that included a range of organizations and stakeholders based in Richmond.

In total, approximately 375 individuals participated in the engagement process, including members of the public and representatives from 35 different organizations.

Based on the main themes that emerged from the public engagement activities, a number of revisions were made to the Cultural Harmony Plan 2019–2029 document, including:

- A stronger focus on building a shared community among Richmond residents by bringing together diverse groups in Richmond through intercultural celebrations, joint community activities and facilitated dialogues, both on a neighbourhood level and city-wide;
- Increased emphasis on the role of arts in building bridges across cultures and the addition of the Richmond Arts Strategy to the Plan's Other City Strategies section;
- More emphasis on improving collaboration among service providers, community organizations and the faith community related to fostering cultural harmony; and
- A stronger focus on promoting the contributions of long-time residents, recent immigrants, and Indigenous people toward building a more vibrant and inclusive Richmond.

A summary of the public feedback received regarding the draft Cultural Harmony Plan 2019–2029 is provided in Attachment 2.

#### **Priority Actions**

While all 27 actions identified in the Cultural Harmony Plan 2019–2029 are important in addressing the needs of Richmond's diverse population, the following actions have been identified as immediate priorities, in no particular order:

- Celebrate Richmond's diverse cultures and unique heritage through intercultural celebrations and events;
- Support community-based dialogues that facilitate positive intercultural exchange and understanding;

- Pursue opportunities to participate in joint planning and networking with community service organizations and key stakeholders;
- Develop and implement a diversity and inclusion training program for City and Community Association and Society staff and volunteers; and
- Develop and implement programs and services that promote positive social and intercultural connections within and among diverse cultural, ethnic, and religious populations.

Overall, these actions will enable a proactive and collaborative approach for enhancing cultural harmony in the community. Some actions within the Plan may require funding. Financial considerations for these initiatives will be explored during future City budget cycles.

#### **Financial Impact**

None.

### Conclusion

The Cultural Harmony Plan 2019–2029 demonstrates the City of Richmond's leadership in building on its social inclusion practices as they relate to policy development, program and service delivery, community engagement and customer service. The Plan identifies what needs to be accomplished over the next ten years to realize its vision of recognizing and respecting diversity in the community and enabling each individual's contributions in all aspects of community life.

Powthy Chua Jo

Dorothy Jo Inclusion Coordinator (604-276-4391)

Att. 1: Cultural Harmony Plan 2019–2029 Att. 2: Summary of Public Engagement

# CITY OF RICHMOND CULTURAL HARMONY PLAN 2019–2029



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# **1.0** EXECUTIVE SUMMARY

The City of Richmond, in collaboration with its key stakeholders and Community Associations and Societies, has developed the *Cultural Harmony Plan 2019– 2029* for Richmond. The purpose of this ten-year plan is to identify innovative and collaborative approaches to strengthen intercultural connections among Richmond residents, provide City programs and services that address the needs of the city's diverse population, and remove barriers to participation for Richmond residents, which include long-time residents, recent immigrants and Indigenous peoples. This Plan demonstrates the City's leadership in building on its social inclusion practices as they relate to policy development, program and service delivery, community engagement and customer service. It also signifies the City's role in responding to the evolving needs of Richmond's increasingly diverse population.

Richmond is one of the most diverse cities in Canada with over 60 per cent of its population born outside the country, the highest proportion of any municipality nationwide. The diversity of Richmond's population presents both opportunities and challenges for the community. Richmond's diversity contributes significantly to community vibrancy and enrichment, however it also presents some challenges in terms of communication, intercultural understanding and potential marginalization of segments of the population.

The City of Richmond has a strong tradition of addressing social issues in its planning practices and service delivery. The City's Community Services Division works collaboratively with key stakeholders and Community Associations and Societies in developing programs and services to address the needs of vulnerable populations, facilitating intercultural understanding and supporting community capacity. Building on the priorities and actions identified in the Council-adopted *Social Development Strategy 2013–2022*, the Cultural Harmony Plan defines a new vision statement, five strategic directions and a set of recommended actions that support cultural harmony in Richmond. The vision for the *Cultural Harmony Plan 2019–2029* is:

"That Richmond residents recognize and respect diversity in the community and enable each individual's contributions in all aspects of community life."

To achieve this vision, the Plan provides five strategic directions:

- 1. Intercultural Connections;
- 2. Collaboration and Partnerships;
- 3. Targeted Training and Professional Development;
- 4. Communication and Community Engagement; and
- 5. Programs and Services.

The *Cultural Harmony Plan 2019–2029* is a commitment by the City of Richmond to work with Community Associations and Societies, key stakeholders and citizens to facilitate intercultural understanding among Richmond's diverse communities, reduce barriers faced by different segments of the city's population, and develop programs and services that are inclusive and relevant so that all Richmond residents can participate in all aspects of community life.





# 2.0 INTRODUCTION

The *Cultural Harmony Plan 2019–2029* is an action-oriented framework intended to guide City and stakeholder involvement in cultural harmony initiatives over the next ten years. Cultural harmony is defined in the Plan as the result of achieving "unity in diversity," when we respect and value diversity, foster and promote a welcoming and inclusive community, and ensure equitable outcomes for all regardless of race, culture, ethnicity and length of time in Canada.

The Plan was developed based on:

- Analysis of statistics related to demographic information in Richmond;
- Research regarding best practices and promising approaches for enhancing cultural harmony; and
- Stakeholder engagement including meetings with the Steering Committee, City of Richmond Intercultural Advisory Committee and consultations with key stakeholders.

Richmond is one of the most culturally and ethnically diverse cities in Canada. The 2016 Census reported that there were over 150 ethnic origins and over 100 languages spoken in Richmond with six out of ten residents born outside of Canada. Visible minorities account for more than three-quarters of the total population, the highest proportion of any municipality in British Columbia and the second highest in Canada. Richmond's changing demographics have implications for the city's social cohesion as its diverse communities may have differing expectations and experiences in relation to civic and community life. In 2016, City Council approved the development of the Cultural Harmony Plan to further enhance and build on the City's social inclusion practices as they relate to policy development, program and service delivery, community engagement and customer service.

The development of the Cultural Harmony Plan is intended to support the implementation of recommended actions identified in the Council-adopted *Social Development Strategy 2013–2022*. The Social Development Strategy guides the City's community social development work and envisions Richmond as an inclusive, engaged and caring community, one that values and builds on its diversity and treats its citizens with fairness and respect.

### 2.1 The Need for a Cultural Harmony Plan

The Cultural Harmony Plan aims to inform the City's response, within its authority, to fostering and enhancing cultural harmony among Richmond's diverse population through a vision, strategic directions and a comprehensive list of actions. As Richmond's population continues to evolve and the overall proportion of immigrant residents increases, it is important that the City's social fabric be maintained and enhanced. For Richmond to be a culturally harmonious community, it is essential that the unique characteristics, interests and needs of various segments of the population are recognized and addressed. City policies, programs and practices must therefore reflect the needs and priorities of Richmond's diverse communities so that all residents can participate in various aspects of community life.



Fostering cultural harmony among Richmond's residents requires the commitment and collaboration of many stakeholders, Community Associations and Societies, community service organizations and the private sector. The City cannot do it alone. The ongoing involvement of all stakeholders is essential to enhancing cultural harmony among Richmond's residents.

### 2.2 Key Stakeholders

An internal Steering Committee, composed of City of Richmond staff representing various departments, was formed to provide input into the development of the Cultural Harmony Plan. In addition to the Steering Committee, key stakeholders were also consulted. The key stakeholders comprised of representatives from the following organizations:

- Atira Women's Resource Society
- AVIA Employment Services
- Boys and Girls Club
- Brighouse United Church
- C-Change
- Chimo Community Services
- Church on Five
- City Centre Community Association
- City of Richmond
- Connections Community Services Society
- Dignified Dialogue
- Family Services of Greater Vancouver
- Highway to Heaven Association
- Immigrant Services Society of BC
- Kwantlen Polytechnic University
- Multicultural Helping House Society
- Musqueam First Nation
- Open Door Community Ministries
- Our Saviour Lutheran Church
- RCMP
- Richmond Addiction Services Society
- Richmond Black History Month
- Richmond Cares, Richmond Gives
- Richmond Chinese Community Society
- Richmond Community Services Advisory Committee
- Richmond Division of Family Practice
- Richmond Family Place Society
- Richmond Intercultural Advisory Committee
- Richmond Mental Health Consumer and Friends Society

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- Richmond Multicultural Community Services
- Richmond Poverty Response Committee
- Richmond Public Library
- Richmond School District
- Richmond Seniors Advisory Committee
- Richmond Society for Community Living
- Richmond Women's Resource Centre
- St. Alban Anglican Church
- St. John's Richmond Church
- Steveston Buddhist Temple
- S.U.C.C.E.S.S.
- The Salvation Army
- Turning Point Recovery Society
- Trinity Western University
- Vancity
- Vancouver Coastal Health
- West Richmond Community Association
- YWCA

### 2.3 Guiding Principles

The following principles, developed in partnership with the Steering Committee, provided a decision-making framework for the development of the Cultural Harmony Plan. It is expected that these principles will continue to provide a framework to guide the Plan's implementation:

- Ensure City policies and practices intentionally promote excellence in equity, respect and intercultural harmony;
- Align with and complement existing City strategies, plans, processes and practices that seek to address cultural harmony;
- Provide measurable outcomes related to how the City's diverse communities interact with each other and the City;
- Facilitate ongoing community engagement as a means to implementing the recommended actions of the Cultural Harmony Plan and ensure that there are opportunities for feedback;
- Develop actions that support the Richmond Intercultural Advisory Committee's intercultural vision "for Richmond to be the most welcoming, inclusive and harmonious community in Canada"; and
- Develop actions that promote and facilitate cultural inclusion and that are realistic and achievable in the context of available resources, are resilient over time and are flexible enough to be revised.

### 2.4 Alignment with Other City Strategies

The City of Richmond has undertaken the development of several plans and strategies that include actions related to the cultural harmony of Richmond residents and the community as a whole. Examples of plans and strategies that provide relevant context and support the Cultural Harmony Plan are outlined below.

#### **Richmond 2041 Official Community Plan**

The City of Richmond's Official Community Plan cites the City's commitment to social equity and inclusion, engaging our citizens, and building on social assets and community capacity through the following actions:

- Facilitate the establishment of an equitable and inclusive community, whereby City plans, policies, services and practices respect the diverse needs of all segments of the population;
- Encourage and facilitate the active engagement of all segments of the Richmond population in community affairs; and
- Develop and nurture strong, sustainable and collaborative relationships with senior governments and community service organizations.

#### **Richmond Social Development Strategy 2013–2022**

The Social Development Strategy cites the City's commitment to build on Richmond's cultural diversity through the following actions:

- Facilitate the development and coordination of intercultural events and community-based dialogues that provide opportunities for intercultural interaction and awareness;
- Encourage collaborative approaches to ensure that Richmond remains a welcoming and integrated community;
- Establish targeted measures to prevent and respond to incidents of racism in Richmond;
- Establish clear guidelines for providing translation and interpretation services to conduct City business;
- Devise and implement a comprehensive cultural diversity training program for City and community partner staff;
- Recognize and reduce barriers faced by new immigrants in accessing City services; and
- Explore opportunities to develop a pilot "apprenticeship" type program targeted at recent immigrants.

#### **Richmond Community Wellness Strategy 2018–2023**

The City is committed to prioritizing community wellness in Richmond through the Wellness Strategy. The Strategy identifies innovative and collaborative approaches to impact wellness outcomes for Richmond residents and promote the benefits of active community engagement and healthy lifestyles for all residents. The Strategy strives to be inclusive, equitable and respectful, and celebrate diversity. The two focus areas most related to cultural harmony are:

- Enhance physical and social connectedness within and among neighbourhoods and communities; and
- Enhance equitable access to amenities, services and programs within and among neighbourhoods.

#### **Richmond Volunteer Management Strategy 2018–2021**

The City and its partners rely heavily on volunteers to support the delivery of many events, services, and programs to the community. The City recognizes the important contributions volunteers make in generating community connectedness and vibrancy. The Strategy focuses on supporting volunteers by prioritizing capacity building and providing meaningful opportunities for volunteers to contribute and connect to their community. Volunteerism is a vital starting point for newcomers to gain experience, connections, and social networks in mainstream society.

# Richmond Intercultural Advisory Committee Intercultural Strategic Plan 2017–2022

The Intercultural Strategic Plan was developed by the City of Richmond's Intercultural Advisory Committee (RIAC), a Council-appointed committee, to pursue its mandate of enhancing intercultural harmony and strengthening intercultural cooperation in Richmond. To achieve RIAC's intercultural vision "for *Richmond to be the most welcoming, inclusive and harmonious community in Canada,*" the Intercultural Strategic Plan has identified the following four strategic directions:

- Address language, information and cultural barriers;
- Address the perception and reality of racism;
- Explore potential areas of alignment between RIAC intercultural vision and governmental and stakeholder systems; and
- Support the development and integration of Richmond's immigrants.

The City of Richmond has always been proactive in developing and implementing actions related to fostering cultural harmony among its residents. The Cultural Harmony Plan builds on the actions identified in these plans and strategies, and offers new actions to foster and enhance cultural harmony among Richmond's diverse population.

#### Richmond Arts Strategy 2019–2024

The Richmond Arts Strategy acts as a guide for residents, the City and its stakeholders to develop stronger connections in order to advance the policies, programs and services needed for the arts to thrive in Richmond. One of the Strategy's strategic directions is to promote inclusivity and diversity in the arts through the following actions:

- Highlight Richmond's cultural diversity in arts and culture marketing and communication;
- Encourage and increase programming that involves work by Musqueam and other Indigenous artists;
- Connect with the diverse cultural communities of Richmond (including faith-based communities) to encourage sharing of art, food and music; and
- Invite diverse groups, including those typically underrepresented, to participate in the telling of their story in the Richmond context, through creative engagement and art.

#### **Recreation and Sport Strategy 2019–2024**

The City, in collaboration with Community Associations and Societies and key stakeholders, has developed a future-oriented Recreation and Sport Strategy to guide the planning and delivery of recreation and sport opportunities in the City. The aim of the Strategy is to build on the strong and successful foundation already present in the City to address the new and diverse interests of stakeholders and to encourage all citizens of every age to enjoy the benefits of an active and involved lifestyle. The two focus areas most related to cultural harmony are:

- Awareness and Understanding: Richmond residents understand the opportunities and benefits of participation in recreation and sport; and
- Engaged Community: Recreation and sport opportunities are accessible, inclusive and support the needs of a growing and diverse population in Richmond.



# 3.0 BACKGROUND

## 3.1 Stakeholder Roles

Fostering cultural harmony requires collective action from many stakeholders as well as dedicated and sustained funding from the provincial and federal governments. Various governmental and non-governmental parties have a role in strengthening intercultural connections and fostering an inclusive community among Richmond's residents. This section identifies a number of key stakeholders and their roles in building a culturally harmonious society.

#### **Government of Canada**

The Government of Canada is responsible for social areas such as heritage, immigration and Indigenous matters. It provides funding for projects and social programs, including funding that is accessible to municipalities, community agencies and other groups. Local Immigration Partnerships (LIPs) are one mechanism through which Immigration, Refugees and Citizenship Canada supports the development of community-based partnerships and locally-driven strategic planning processes in building welcoming and inclusive communities.

The federal government has recognized the diversity of Canadians in regards to race, ethnic origin, colour and religion through the adoption of the 1971 Multiculturalism Policy of Canada and the 1988 Canadian Multiculturalism Act. These policies sought to enhance the multicultural heritage of all Canadians while working to address race relations and eliminate systemic inequalities.

The Multiculturalism Program is one means by which the federal government implements the Canadian Multiculturalism Act and advances its priorities in the area of multiculturalism. Its objectives are to:

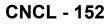
- Build an integrated and socially cohesive society;
- Improve the responsiveness of institutions to the needs of a diverse population; and
- Actively engage in discussions on multiculturalism and diversity at the international level.

The Program also collaborates with provinces and territories on mutual priorities through the Federal-Provincial-Territorial Officials Responsible for Multiculturalism Issues (FPTORMI) network.

#### **Province of British Columbia**

The provincial government is responsible for health, education and social services. It pursues its mandate through the provision of direct services and through Health Authorities or Crown agencies, as well as contractual arrangements and grant funding with service providers.

In 1993, the Province of British Columbia passed the Multiculturalism Act to recognize the diversity of British Columbians in regards to race, ethnicity, cultural heritage, religion, ancestry and place of origin. The Act sought to promote racial



harmony, cross-cultural understanding and respect, and to foster a society in which there are no barriers to full participation of all British Columbians in the economic, social, cultural and political life of the province.

The Multiculturalism Branch falls under the Ministry of Tourism, Arts and Culture and is responsible for advancing and strengthening multiculturalism in the province. The Multicultural Advisory Council was established to provide advice to the Minister on issues related to multiculturalism and anti-racism. The BC Multiculturalism Grants program helps organizations work to improve crosscultural and intercultural interaction, and reduce systemic and institutional barriers for under-represented and racialized groups. Other initiatives include the Organizing Against Racism and Hate Program, BC Hate Crimes Team, and Multicultural and Anti-Racism Awards. The WelcomeBC website is where new residents to British Columbia can find information, tools and resources on getting settled, finding employment, and contributing and participating in their community. The BC Newcomer's Guide is also available in different languages.

#### **Local Government**

Local governments are generally responsible for areas directly related to local communities, such as the management of policing and firefighting services, roads and transportation, municipal zoning and economic development, library and educational facilities, and parks, recreations and culture. They also play a role in promoting the health and well-being of their residents.

On March 25, 1991, Richmond City Council adopted a Multiculturalism Policy that states that the City:

- Values both cultural diversity and a multicultural community as a source of enrichment and strength;
- Supports the right of all persons to freedom from cultural/racial discrimination;
- Supports the right of all persons to equal opportunity and participation in community affairs;
- Is committed to ensuring that City bylaws, policies and programs, service delivery and employment practices address these principles;
- Is committed to implementing this policy and directs City staff, boards, commissions and committees to meet these principles in carrying out their duties; and
- Encourages all community groups to adopt similar policies for their organizations.

The following are some of the roles the City plays in promoting cultural harmony:

- Advocate: The City works with community organizations to advocate to senior levels of government for funding and programs that improve intercultural awareness and understanding, reduce barriers and create a more inclusive society;
- Planner: The City monitors local data and best practice research regarding cultural harmony to update its policies and implement actions that build on its social inclusion practices;

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- Communicator: The City educates and promotes the benefits of an inclusive community that is welcoming of people from all cultures, ethnicities and places of origin;
- Facilitator: The City strengthens the capacity of community organizations representing the interests of diverse communities by facilitating collaboration; and
- Partner: The City partners with senior levels of government and community groups to address the needs and concerns of its citizens.

#### **Community Associations and Societies**

The City works with Community Associations and Societies to provide recreation, sport, and arts, culture and heritage opportunities to all Richmond residents. The City provides the facilities and core staffing, and the Associations and Societies are responsible for most programs and events in these facilities. These programs strive to be reflective of the needs of Richmond's diverse population and foster cultural harmony by promoting intercultural connections, and providing a sense of belonging for residents.

#### **Community Service Organizations**

Community service organizations are non-profit social service agencies that provide valuable social services to immigrants and refugees in Richmond. They are well positioned to identify needs and barriers, participate in joint planning and advocate on issues affecting newcomer communities in Richmond. These organizations deliver culturally and linguistically appropriate services, which include:

- English language learning;
- Information on housing and education;
- Referrals to government programs and services;
- Career mentoring;
- Labour market and employment;
- Networking;
- Support groups;
- Income Tax clinics; and
- Community events.

In addition to these important services, community service organizations continue to advocate on behalf of newcomer communities for additional resources.

#### Ethno-cultural and Faith-based Community Groups

Ethno-cultural and faith-based organizations play an important role in helping immigrants and refugees settle and integrate into Canadian society. These organizations often serve as first points of contact for many new arrivals and help diversify and strengthen their social networks. Some of the ethno-cultural and faith-based community groups also provide settlement services, such as information on jobs and housing, English language training and networking opportunities. It is important to recognize the role ethno-cultural and faith-based organizations can play in immigrants' economic and social integration, and participation in community life particularly through activities that focus on building bridges with the broader community**CNCL - 154** 

#### **Richmond School District No. 38**

Schools are important partners in strengthening intercultural connections as they serve families from all socio-economic and ethno-cultural backgrounds. The Settlement Workers in Schools (SWIS) program helps new immigrants and refugees get settled and connected with services and resources in the community. SWIS workers provide information workshops on the school system, English Language Learners (ELL) support, housing and accommodation, transportation, and health, financial and legal services. They also provide settlement counselling and referrals to community resources.

#### **Business Community**

The private sector has an important role to play in integrating immigrants and refugees into Canadian society. Many members of the business community are both employers and Richmond residents. Their decisions and actions have a direct impact on employment levels, income and overall quality of life in the community. Businesses can offer mentoring opportunities and assist with sponsorship of programs and events to foster the full participation of all Richmond residents in the social, cultural, economic and political life of the city.



### 3.2 Richmond's Population

Richmond has experienced a significant change in its population over the last three decades. It is now one of the most diverse cities in Canada and holds the distinction of having the largest proportion (60.2%) of residents born outside Canada of any municipality in the country. This section identifies current and emerging trends based on an analysis of available data and statistics from various data sources<sup>1</sup>.

Richmond's current population is estimated at 227,406<sup>2</sup>. Immigration has been a key driver of population growth in the city. Richmond received the fourth-largest number of recent immigrants between 2011 and 2016, trailing Vancouver, Surrey and Burnaby. Since 2001, there has been a 34 per cent increase in Richmond's immigrant population. Figure 1 highlights the population and immigration trends for Richmond and Metro Vancouver from 2001 to 2016.

# Figure 1: Population and Immigration Trends for Richmond and Metro Vancouver (2001–2016)

		Richmond		Metro Vancouver				
Year	Total Population	Immigrant Population	% of Immigrants <sup>3</sup>	Total Population	Immigrant Population	% of Immigrants <sup>4</sup>		
2016	198,309	118,305	60.2%	2,463,431	989,540	40.8%		
2011	190,473	112,875	59.6%	2,313,328	913,310	40.0%		
2006	174,461	99,660	57.1%	2,116,581	831,265	39.6%		
2001	164,345	88,300	53.7%	1,986,965	738,550	37.5%		

Source: Statistics Canada



Data sources include Statistics Canada, 2001, 2006, 2011 and 2016 Census, 2011 National Household Survey, and NewToBC Immigrant Demographics Richmond, BC 2018 report.

<sup>2</sup> City of Richmond projections (with Urban Futures Inc.) as of January 2019.

<sup>3</sup> The percentages in this column are based on a population figure that does not include people living in collective dwellings. A collective dwelling is defined by Statistics Canada as "a dwelling of a commercial, institutional or communal nature... included are lodging or rooming houses, hotels, motels, tourist establishments, nursing homes, hospitals, staff residences, military bases, work camps, jails, group homes, and so on."

4 ibid.

Between January 1, 2011 and May 10, 2016, there were 15,245 immigrants who arrived in Richmond from countries all over the world. China remains the top country of origin for recent immigrants with close to 59 per cent, while the Philippines have replaced Hong Kong as the second country, with 14 per cent of the recent immigrant population. For comparison's sake, immigrants refer to those who were born outside Canada and have been a landed immigrant or permanent resident; recent immigrants refer to those who arrived in Canada within the past five years. Figure 2 highlights the countries of origin for recent immigrants to Richmond and Metro Vancouver.

#### Figure 2: Top Places of Birth for Richmond and Metro Vancouver (2016)

		Ric	hmond			Metro	Vancouver	
Total Immig	rants	Percentage	Recent Immigr	ants	Percentage	Recent Immig	irants	Percentage
China	42,755	36.1%	China	8,940	58.6%	China	35,895	25.2%
Hong Kong	23,185	19.6%	Philippines	2,135	14.0%	India	21,380	15.0%
Philippines	12,985	11.0%	India	565	3.7%	Philippines	20,205	14.2%
Taiwan	7,525	6.4%	Hong Kong	485	3.2%	Iran	8,315	5.8%
India	5,080	4.3%	Taiwan	470	3.1%	Korea, South	6,640	4.7%
United Kingdom	2,760	2.3%	Pakistan	270	1.8%	United States	4,065	2.9%
United States	1,480	1.3%	Japan	190	1.2%	United Kingdom	3,855	2.7%
Japan	1,340	1.1%	United States	185	1.2%	Taiwan	2,325	1.6%
Vietnam	1,050	0.9%	Korea, South	170	1.1%	Mexico	2,295	1.6%
Pakistan	1,035	0.9%	Russian Federation	150	1.0%	Iraq	1,850	1.3%
Other Places	19,110	16.2%	Other Places	1,685	11.1%	Other places	35,705	25.1%
Immigrant Population	118,305	100.0%	Recent Immigrant Population	15,245	100.0%	Recent Immigrant Population	142,530	100.0%

Source: Statistics Canada

#### Ethnicity

There were over 150 different ethnic origins<sup>5</sup> and 100 languages spoken in Richmond in 2016. The most commonly reported ethnic origin was Chinese with 54 per cent of the population. This proportion has grown from 34 per cent in 1996, 45 per cent in 2006 and 54 per cent in 2016. The ten most common ethnic origins are highlighted below in Figure 3.

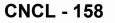
Rie	chmond	Metro Va	ncouver
Chinese	107,080	Chinese	499,175
English	18,015	English	470,340
Filipino	15,480	Scottish	341,075
Canadian	13,540	Canadian	331,205
Scottish	12,990	Irish	275,355
East Indian	12,335	East Indian	243,135
Irish	9,960	German	222,025
German	8,525	French	147,715
French	5,445	Filipino	133,925
Japanese	4,925	Ukrainian	94,400
Total Population	196,660	Total Population	2,426,235

Figure 3: Top Ethnic Origins for Richmond and Metro Vancouver (2016)

Source: Statistics Canada



<sup>5</sup> Statistics Canada defines ethnic origin as the "ethnic or cultural origins of the person's ancestors." A person's ancestors are usually more distant than grandparents. A person can have more than one ethnic origin.



In 2016, over three-quarters (76.3%) of Richmond's population identifed as a visible minority<sup>6</sup>. Richmond has the highest proportion of visible minorities of any municipality in British Columbia and the second highest (after Markham, Ontario) in Canada. The predominant visible minority group in Richmond was Chinese, at 53 per cent of the total population. Figure 4 highlights the ten most common visible minority groups in Richmond.

## Figure 4: Top Visible Minority Groups for Richmond and Metro Vancouver (2016)

Richmo	nd	Metro Van	couver
Chinese	104,185	Chinese	474,655
South Asian	14,360	South Asian	291,005
Filipino	13,575	Filipino	123,170
Japanese	3,940	Korean	52,980
Southeast Asian	1,955	West Asian	46,010
Latin American	1,585	Southeast Asian	44,905
Arab	1,485	Latin American	34,805
Korean	1,290	Japanese	30,110
Black	1,270	Black	29,830
West Asian	1,230	Arab	16,430
Total visible minority population	150,015	Total visible minority population	1,185,680
Total population	196,660	Total population	2,426,235

Source: Statistics Canada

#### **Aboriginal Population**

In Richmond, a total of 1,600 people reported Aboriginal identity in the 2016 Census, which accounted for 0.8 per cent of the total population. Of this total, 58 per cent identified as First Nations, 38 per cent as Metis and 2 per cent as Inuit. Compared to Metro Vancouver, a total of 61,455 people reported Aboriginal identity, which accounted for 2.5 per cent of the total population; 58 per cent identified as First Nations, 38 per cent Metis and less than 1 per cent as Inuit.

<sup>&</sup>lt;sup>6</sup> A visible minority is defined by Statistics Canada as "persons, other than Aboriginal persons, who are non-Caucasian in race or non-white in colour."



#### Language

In 2016, close to three-quarters of Richmond's recent immigrants spoke another language other than English or French most often at home. In contrast, twothirds of Richmond's total immigrant population spoke neither English nor French most often at home. While Cantonese is still the top Chinese language spoken at home in general, Mandarin has been steadily catching up with 44.3 per cent of recent immigrants speaking it at home compared to 10.4 per cent who speak Cantonese. The top five non-official home languages spoken in Richmond and Metro Vancouver are highlighted in Figure 5.

## Figure 5: Top Non-Official Home Languages Spoken for Richmond and Metro Vancouver (2016)

		Metro	Vancouver					
Total Immigr	ants	Percentage	Recent Immig	Recent Immigrants		Recent Immig	rants	Percentage
Cantonese	30,860	26.1%	Mandarin	6,760	44.3%	Mandarin	26,905	18.9%
Mandarin	26,655	22.5%	Cantonese	1,585	10.4%	Punjabi	12,940	9.1%
Tagalog	3,755	3.2%	Tagalog	845	5.5%	Tagalog	7,790	5.5%
Punjabi	2,240	1.9%	Arabic	300	2.0%	Persian	7,055	4.9%
Russian	1,315	1.1%	Russian	240	1.6%	Cantonese	6,095	4.3%
Other Non-Official Languages	9,795	8.3%	Other Non-Official Languages	1,520	10.0%	Other Non-Official Languages	27,785	19.4%
Total Immigrants	118,305	100%	Recent Immigrants	15,245	100%	Recent Immigrants	142,535	100%



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In Richmond, the proportion of residents whose mother tongue<sup>7</sup> was English has been declining since 2001 from 44.4 per cent to 33.1 per cent in 2016. The 2016 Census indicates that 43.7 per cent of Richmond residents indicated either Mandarin or Cantonese as their mother tongue, 33.1 per cent indicated English, 3.9 per cent indicated Tagalog and 2.7 per cent indicated Punjabi. Figure 6 highlights the trends by percentage of population with English as their mother tongue for Richmond and Metro Vancouver.

Vers	Richmond	Metro Vancouver
Year	Percentage	Percentage
2016	33.1%	54.0%
2011	36.6%	56.0%
2006	38.6%	56.7%
2001	44.4%	60.2%

## Figure 6: Language Trends with English Only as a Mother Tongue for Richmond and Vancouver (2016)

Source: Statistics Canada

In 2016, more than half of Richmond's immigrants spoke either English or French most often at work. Almost a third (30.4%) of recent immigrants and 18.5 per cent of total immigrants spoke neither English nor French at work, compared to 28.7 per cent of recent immigrants and 17 per cent of total immigrants in 2011. Chinese (Cantonese and Mandarin combined) was the non-official language most often spoken at work by both recent immigrants and total immigrants (see Figure 7).

#### Figure 7: Top Non-Official Languages Spoken Most Often at Work in Richmond (2016)

	Metro Vancouv	ver			
Total Immigra	nts	Recent Immigrants Recent Immigrant			ants,
Cantonese	9.0%	Mandarin	22.1%	Mandarin	6.9%
Mandarin	8.2%	Cantonese	5.4%	Punjabi	4.5%
Punjabi	0.3%	Japanese	0.6%	Cantonese	2.4%
Non-Official Languages	18.5%	Non-Official Languages	30.4%	Non-Official Languages	17.8%

<sup>7</sup> Mother tongue is defined by Statistics Canada as "the first language learned at home in childhood and still understood by the person at the time the data was collected."

#### Education

In 2016, half (50.6%) of Richmond's recent immigrants had a bachelor's degree or higher, compared to 43.2 per cent of total immigrants and 35.5 per cent of Canadian-born residents (see Figure 8). These figures are similar to Metro Vancouver, with 53.2 per cent of recent immigrants and 41.7 per cent of total immigrants having a bachelor's degree or higher, compared to 33.6 per cent of their Canadian born counterparts.

#### Figure 8: Highest Level of Education for Recent Immigrants, Total Immigrants and Canadian Born in Richmond (2016)

		Richmond		Metro Vancouver		
	Canadian Born	Total Immigrants	Recent Immigrants	Canadian Born	Total Immigrants	Recent Immigrants
University Certificate, diploma or degree at bachelor level or above	35.5%	43.2%	50.6%	33.6%	41.7%	53.2%
College, CEGEP or other non-university certificate or diploma	21.3%	15.0%	13.0%	22.4%	15.7%	11.2%
Apprenticeship or trades certificate or diploma	7.0%	3.6%	2.2%	8.3%	5.0%	3.4%
Secondary (high) school diploma or equivalency certificate	27.4%	24.2%	19.8%	25.8%	22.8%	17.4%



#### **Labour Market Participation**

Despite the higher level of education attained by recent immigrants in Richmond, almost 10 per cent of recent immigrants were unemployed<sup>8</sup> in 2015, which is higher than Richmond's total immigrant (6%) and Canadian-born (5.6%) labour force. Figure 9 shows the employment and unemployment rates for the population aged 15 years and over.

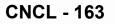
#### Figure 9: Labour Market Participation Rates in Richmond (2015)

		Richmond		Metro Vancouver		
man and a second	Canadian Born	Total Immigrants	Recent Immigrants	Canadian Born	Total Immigrants	Recent Immigrants
Population aged 15 years and over	55,530	113,915	12,970	1,112,275	952,340	122,620
In the labour force	35,565	67,160	7,390	769,910	585,610	80,025
Participation rate	64.1%	59.0%	57.0%	69.2%	61.5%	65.3%
Employment rate	60.4%	55.4%	51.3%	65.3%	57.8%	59.2%
Unemployment rate	5.6%	6.0%	9.9%	5.7%	5.9%	9.3%

Source: NewToBC Immigrant Demographics Richmond, BC 2018.



<sup>a</sup> Statistics Canada defines unemployed persons as those who "were available for work and were either on temporary layoff, had looked for work in the past four weeks or had a job to start within the next four weeks."



More significantly, the median income of Richmond's recent immigrant population was \$15,834, notably less than the median income of \$23,102 for the immigrant population and \$25,842 for the total population. In 2015, 40.7 per cent of Richmond's recent immigrant population were in the lowincome bracket, compared with 26.1 per cent of the total immigrant population and 22.4 per cent of the total population (see Figure 10).

#### Figure 10: Total Income for Richmond and Metro Vancouver (2015)

The Substance of the second		Richmond		3.	Metro Vancouver	9
	Total Population	Total Immigrants	Recent Immigrants	Total Population	Total Immigrants	Recent Immigrants
Population aged 15 years and over	169,445	113,915	12,970	2,064,585	952,340	122,620
Average income	\$38,039	\$34,720	\$22,487	\$46,821	\$40,437	\$28,845
Median income	\$25,842	\$23,102	\$15,834	\$32,612	\$27,642	\$19,625
Prevalence of low income in 2015 <sup>9</sup>	22.4%	26.1%	40.7%	16.5%	20.5%	33.5%



<sup>&</sup>lt;sup>9</sup> Based on the Low-income measure, after tax (LIM-AT).

When compared with those who worked full-time for a full year, Richmond's recent immigrant population also earned 27.7 per cent less than the total immigrant population and 37.5 per cent less than Richmond's total population. Figure 11 shows the employment income of individuals aged 15 years and over.

A DECEMBER OF A DECEMBER OF		Richmond			Metro Vancouver	r
	Total Population	Total Immigrants	Recent Immigrants	Total Population	Total Immigrants	Recent Immigrants
Population aged 15 years and over	169,445	113,915	12,970	2,064,585	952,340	122,620
Population who worked full year, full time in 2015	46,015	29,285	2,015	637,390	258,940	25,630
Average income	\$61,759	\$57,616	\$43,975	\$67,916	\$61,567	\$53,737
Median income	\$51,059	\$47,420	\$37,128	\$54,955	\$49,407	\$41,559

#### Figure 11: Employment Income for Richmond and Metro Vancouver (2015)

Source: NewToBC Immigrant Demographics Richmond, BC 2018.



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# 4.0 NEEDS ANALYSIS

The diversity of Richmond's population presents plenty of opportunities for community vibrancy and enrichment, however, it also presents some challenges, particularly in terms of communication, cross-cultural understanding, integration and the potential marginalization of some segments of the population. Richmond already has a strong network of dedicated social service agencies, community organizations, advocates and government partners that are committed to fostering and promoting intercultural harmony in the community. A key aspect of the Cultural Harmony Plan is to build on the City's social inclusion practices as well as the existing strengths and capacities of its partners and key stakeholders. The following needs analysis helps to identify strengths, gaps and opportunities based on an analysis of available data and qualitative information provided by local stakeholders.

#### **Community Capacity-Building**

**Strengths:** Richmond's strength lies in the strong network of dedicated social service agencies and community organizations that help settle and integrate newcomers into the community and work towards cultural harmony. The City collaborates with various organizations through joint planning tables to share information and identify gaps in service delivery. In addition, the City has been providing the annual City Grant Program to build community and organizational capacity to provide programs for residents and promote partnerships with other funders and organizations.

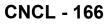
**Gaps:** Despite the many strong collaborative partnerships in Richmond, gaps still exist. Many community organizations are facing significant challenges, such as limited funding and competition for contracts and short-term project grants. Most social service agencies do not have the resources to introduce programs that meet locally identified needs or plan for the long-term integration of immigrants because most of their funding is tied to the delivery of specific services.

**Opportunities:** While municipalities have the authority to plan for social issues, they have limited responsibility and funding for the delivery of social services. An opportunity in this area would be for the City to work with senior levels of government to advocate for long-term funding opportunities to community organizations that represent the interests of diverse communities.

#### **Public Education and Awareness**

A welcoming population is the foundation of culturally harmonious communities. The attitudes of residents towards immigrants have a strong impact on immigrants' sense of belonging and reported satisfaction with life in Canada.

**Strengths:** The City has a full-time Inclusion Coordinator who is responsible for developing culturally-appropriate strategies and initiatives that promote cross-cultural awareness and community inclusion. The City also holds an annual Diversity Symposium which provides cultural competency training opportunities to City, Community Associations and Societies, non-profit and social service



agency staff, and volunteers so they can better understand how to work with the diverse communities in Richmond, and deliver programs and services that are welcoming and inclusive of everyone.

**Gaps:** It is important to foster residents' positive attitudes toward cultural diversity and the presence of newcomers in the community because positive attitudes are closely related to other indicators such as social engagement and lack of discrimination in the workplace. There is a need to make residents more aware of the social and economic contributions of newcomers to the community, as well as the barriers faced by newcomers, in terms of language and culture, among others. Newcomers also need support in adjusting to the social norms of the host community and accessing information that would enhance their participation in the social, cultural, economic and political life of the community.

**Opportunities**: There is an opportunity for the City to promote the benefits of an inclusive community that is welcoming of people from all backgrounds, ethnicities, and cultures. There are also other opportunities to enhance awareness and education, such as recognizing the cultural and economic contributions long-term residents and recent immigrants have made to Richmond, teaching residents how to communicate with limited English speakers, and introducing newcomers to the social norms of the community. In addition, the City can work with its key stakeholders and the media to highlight the stories of Richmond residents. The private sector can also be made aware of the benefits of cross-cultural sensitivity training for their businesses.

#### An Interculturalism Model

Over the past decade, there has been a shift from multiculturalism towards interculturalism. Multiculturalism recognizes the diversity of all citizens in regards to race, ethnicity, culture, religion, ancestry and place of origin. Interculturalism builds on the principles of multiculturalism by not only recognizing diversity but also focusing on the mutual exchange of ideas and cultural norms between and among diverse populations. The emphasis is on building relationships with people across all cultures and breaking down barriers in the community.

**Strengths:** The City has a Council-appointed advisory body, the Richmond Intercultural Advisory Committee, which acts as a resource to City Council regarding intercultural issues in Richmond and provides an intercultural lens on City strategies and initiatives. In addition, the City in partnership with Community Associations and Societies, community service organizations and key stakeholders, organize events that bring people of all backgrounds together through festivals and programs, such as Doors Open and Richmond World Festival. Richmond's various community service organizations also do a significant amount of work in celebrating diversity and promoting intercultural understanding through their many programs and services.

**Gaps:** There is still some work to be done in linking immigrants with mainstream organizations and institutions. There is a need for programs and activities that encourage positive interaction between cultural, religious and ethnic communities, and especially between newcomers and long-time residents.

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**Opportunities:** Many programs and services already exist in the community that bring people of all backgrounds together. However, there is an opportunity to incorporate intercultural elements into programs that allow participants to get to know each other and create something new together. These activities can help facilitate relationship building and increase intercultural understanding. Training on interculturalism can be offered to City and Community Associations and Societies staff and so they are equipped to deliver programs and services that facilitate intercultural relationship building. An intercultural lens can be applied by the City, with the help of the Richmond Intercultural Advisory Committee, in the development and implementation of policies, programs and practices. The City can also encourage community service organizations to incorporate intercultural elements into their programs and events through the City Grant Program.

#### **Reduce Barriers to Participation**

A culturally harmonious society is characterized by active participation and broad equality of opportunities among all Richmond's residents. Immigrants who face language, cultural, religious and ethnic barriers are less likely to participate fully in the social, economic, cultural and political life of society.

**Strengths:** The City works with Community Associations and Societies to provide programs and services that reflect the needs of Richmond's diverse population so residents can participate in community life. The City also translates some documents into other languages so residents can access information that affects their lives. Richmond's immigrant-serving agencies provide a variety of support services for immigrants and refugees to help them get settled, find careers and make new connections through support groups, English classes and employment programs.

**Gaps:** One of the main challenges faced by skilled immigrants in Richmond is finding jobs that are equivalent to their training and experience. Despite a higher level of education and considerable job experience attained by recent immigrants, data shows that they lag behind Richmond's total immigrant and Canadian-born labour force in terms of employment rates and total income (see Figures 9 and 10 on pages 16 and 17). Newcomers are turned down due to lack of Canadian experience or accredited Canadian academic credentials. In addition, the 2016 Census shows that 11 per cent of Richmond's population neither speaks English nor French. A key challenge is to find ways to engage with this population so they can participate in the socio-economic life of the city.

**Opportunities:** Volunteer and internship opportunities are often crucial starting points for newcomers to gain meaningful experience, connections and social networks in the community. In order to improve employment opportunities for immigrants with foreign training and credentials, internship programs targeted at recent immigrants can be explored by the City and its key stakeholders, including the business sector. Developing translation and interpretation guidelines, and using different communication methods and tools, to engage with multilingual communities are ways to reduce the barriers to participation for some segments of Richmond's population. There is an opportunity for the City to work with immigrant-serving organizations to identify barriers immigrants face that hinder them from participating in programs and services at City facilities.



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# **5.0** BEST PRACTICES REVIEW

To inform the development of the Cultural Harmony Plan, the City undertook a review of best practices from other municipalities in Canada. Ten similarly diverse municipalities were chosen based on the following criteria:

- Cities of similar size as Richmond, considering growth potential for the next 10 years;
- Cities with a significant newcomer and immigrant population as a percentage of the total population;
- Cities with comparable socioeconomic characteristics to Richmond; and
- Cities that have a track record for proactively addressing cultural harmony issues and a demonstrated commitment to cultural harmony practices.

The ten municipalities chosen for a review of best practices include:

- 1. Brampton, Ontario;
- 2. Burnaby, British Columbia;
- 3. Calgary, Alberta;
- 4. Coquitlam, British Columbia;
- 5. Edmonton, Alberta;
- 6. Hamilton, Ontario;
- 7. Mississauga, Ontario;
- 8. Surrey, British Columbia;
- 9. Vancouver, British Columbia; and
- 10. Winnipeg, Manitoba.

Evaluation criteria were developed to assess the best practices in terms of accountability, community engagement, customer service, partnerships, staff capacity building and training, programming and volunteer practices. The intent was to identify opportunities for enhancing cultural harmony in Richmond while recognizing that any practice or initiative must be appropriate and feasible to the local context.

The ten comparator cities each have initiatives that are unique to their community and location. Many municipalities have practices similar to those already in place in Richmond. Common practices include the use of Google Translator which offers multiple languages for City-produced web content and City dashboards that provide updates on cultural harmony-related projects. A few cities offer newcomer services at their facilities and many host an annual Newcomer Day. Workforce training in diversity is also common among the municipalities reviewed.

This section focuses on the key learnings from the best practices review that helped inform the development of the strategic directions and recommended actions in the Cultural Harmony Plan.

# Reducing Barriers to Economic Opportunities, Services and Programs

Targeted approaches that address the unique challenges experienced by immigrants and refugees are often utilized by the municipalities reviewed. These include addressing barriers such as cultural and language differences, and the lack of recognition of foreign training and experience, among others. Some municipalities have partnered with institutions and organizations in the community to increase employment opportunities for diverse groups and to break down biases and barriers within their respective organizations.

For example, the City of Vancouver, in partnership with the Immigration Employment Council of British Columbia and service providers such as ISSofBC, MOSAIC, and SUCCESS, offers a mentorship program for new immigrant professionals. By providing an opportunity for City staff to share their knowledge, expertise, and professional networks with the newly arrived immigrant professionals, the City helps to build a more culturally competent staff team to better serve diverse communities. The City of Surrey has partnered with immigrant-serving agencies to offer settlement services at their facilities, covering topics such as employment, schools, health care and other newcomer orientation services. Surrey's Settlement Services in Recreation Centres program is available to newcomers in a number of different languages.

A review of best practices suggests that using a variety of communication methods to reach different target audiences helps enhance understanding and participation. Some municipalities, like Mississauga for instance, use Google Translator to translate all City-produced content in multiple languages and the 311 phone service to provide direct access to non-emergency municipal government information in more than 150 languages. Other municipalities, such as Burnaby and Coquitlam, maintain a volunteer language bank of City employees who speak languages other than English. When available, these staff members provide interpretation services for residents seeking information on City services.

Many municipalities provide settlement-related resources that are available to newcomers in their respective communities. Some municipalities, including Richmond, publish a Newcomers Guide that lists various settlement-related information, such as service providers and language classes. Other municipalities, such as Calgary and Hamilton, have a City webpage that provides newcomer settlement information. The City of Coquitlam hosts an annual Welcome to Coquitlam event so newcomers can learn about City programs and services. Different City departments are on hand to talk about a broad range of topics, including recycling and garbage services, and parks and recreation activities. Community agencies offering essential services for new residents are also at the event to provide information that would help new arrivals adjust to the community. The City of Winnipeg's annual Newcomer Family Fair is designed to welcome new arrivals to the city and connect them with services.

#### **Enhancing Intercultural Interaction**

Many municipalities recognize the importance of facilitating intercultural understanding and interaction between people of different ethno-cultural, racial, religious and other backgrounds. The goal is to encourage positive interaction and direct engagement between diverse communities in order to help break down misconceptions about each other.

One of the priority actions identified in the City of Calgary's Cultural Plan for Calgary is building interactions and exchange between ethno-cultural communities, Indigenous communities and Calgary's cultural organizations to develop new programming, funding and exchange opportunities. The City of Vancouver has implemented the Dialogues Projects to increase understanding and strengthen relations between Indigenous and immigrant/non-Indigenous communities. Key initiatives include Dialogue Circles, community research, cultural exchange visits, youth and elders program, and legacy projects. The City of Hamilton's Public Engagement Charter directs the City to create opportunities for residents from different backgrounds to work together through the use of appropriate engagement methods and tools.

#### **Promoting Awareness and Education**

Awareness and education are some of the major themes identified in addressing cultural harmony. Celebrating the ethnic and cultural diversity of its citizens through official celebrations and observances is one way municipalities promote awareness and education. The City of Burnaby Storytelling Project is a public awareness campaign that sought to inform and educate Burnaby residents about the value that immigrants and refugees bring to the community. The project trained 22 storytellers who shared their experiences at community events throughout the city and brought awareness to the issues experienced by immigrants and refugees in Burnaby.

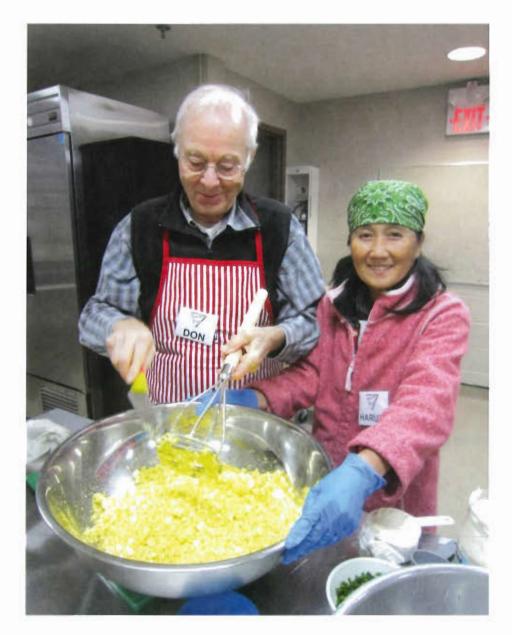
Many municipalities offer diversity awareness training to their staff. For example, the City of Edmonton offers mandatory diversity training to all staff and the City of Calgary has committed resources to staff training in order to support and enable effective communication with Calgary's diverse communities. The City of Hamilton delivers a system-wide Anti-Racism training program and the City of Surrey provides training for front-line staff on settlement services.

The Burnaby Inter-Faith Network, comprised of the City of Burnaby, and local faith and community leaders, organizes a series of events that build knowledge and understanding of Burnaby's diverse faith communities. It envisions Burnaby to be a place where people of different faiths respect each other and live together in harmony.

#### **Pursuing Partnership and Collaborative Approaches**

Many municipalities have identified the need for strong partnerships and continued collaborative actions to foster cultural harmony. Often work happens outside of the organization with communities, grassroots organizations, nonprofits and other stakeholders. Many municipalities, including Richmond, participate in Local Immigration Partnerships which support the integration of immigrants and refugees in their respective communities. Some municipalities, such as Burnaby, Vancouver, Calgary and Edmonton, are members of the Canadian Coalition of Municipalities Against Racism and Discrimination. This network brings together municipalities to undertake initiatives that improve their policies against racism, discrimination, exclusion and intolerance.

The City of Brampton has partnered with faith communities to respond to emergencies through the Lighthouse Project. Brampton recognizes that faithbased organizations are already serving vulnerable populations and their sites can be used as meeting points for people needing guidance and support during emergencies. This is an example of an innovative project that taps into an already existing network to serve diverse populations in the community.



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# 6.0 STRATEGIC FRAMEWORK

The *Cultural Harmony Plan 2019–2029* sets out five strategic directions and 27 recommended actions to be completed over a ten-year period. The recommended actions build upon ongoing initiatives and work that has been accomplished to date, consider current and emerging needs, and seek to foster collaboration and cooperation among stakeholders.

## 6.1 Definition, Vision, and Guiding Principles

### **Definition of Cultural Harmony**

Cultural Harmony is the result of achieving "unity in diversity," when we respect and value diversity, foster and promote a welcoming and inclusive community, and ensure equitable outcomes for all regardless of race, culture, ethnicity, and length of time in Canada.

#### The vision for the Cultural Harmony Plan 2019–2029 is:

"That Richmond residents recognize and respect diversity in the community and enable each individual's contributions in all aspects of community life."

The *Cultural Harmony Plan 2019–2029* includes five strategic directions that have been identified from and are supported by data and best practice research. The five strategic directions are:

- 1. Intercultural connections;
- 2. Collaboration and partnerships;
- 3. Targeted training and professional development;
- 4. Communication and community engagement; and
- 5. Programs and services.

## 6.2 Actions for Implementation

The 27 recommended actions have been developed to enhance cultural harmony in Richmond. Many of the actions build on the priorities identified in the Social Development Strategy. Each strategic direction includes items for action that are intended to meet the objectives and intended outcomes of each strategic direction. Each action includes an associated timeline for completion, which is characterized as short term (0–3 years), medium term (4–6 years), long term (7–10 years), or ongoing. It is important to acknowledge that while the strategic framework covers a ten-year period, some actions may require adaptation to respond to community needs or opportunities as they arise.

#### Strategic Direction 1: Intercultural Connections

Showcasing Richmond's diversity allows residents to have a better understanding and respect for different cultures. Cultural celebrations can be learning opportunities for the host community and allow them to become engaged with the lives of newcomers. These celebrations can also be a way of bringing newcomers into direct engagement with local residents.

One of the ways to foster harmonious relations between cultures is through mutual exchanges that do not seek to eliminate differences but instead facilitate meaningful contact between diverse communities. The City believes that fostering cultural harmony needs to go beyond recognizing and celebrating diversity; it is equally important to encourage opportunities for Richmond residents of diverse backgrounds to interact with and learn from each other. This can lead to increased intercultural understanding and respect, and also increases a sense of community for both recent immigrants and long-term residents.

	Recommended Actions	Timeline
1.	Continue to recognize and celebrate Richmond's diverse cultures and unique heritage through intercultural celebrations and events.	Ongoing
2.	Develop and implement a neighbourhood approach to facilitating positive intercultural exchange and understanding between Richmond's diverse cultural communities, such as community-based dialogues, storytelling, and sharing of art, food, and music.	Short term
3.	Review the calls to action from the Truth and Reconciliation Commission's (TRC) report and explore opportunities for Richmond to respond.	Short term
4.	Identify and recognize community champions who improve awareness, acceptance and positive relations among people of different cultural and ethnic backgrounds, and between long-time residents and recent immigrants.	Medium term
5.	Incorporate criteria into the City Grant program that supports programs and events that facilitate intercultural interaction and promote intercultural understanding.	Medium term

#### **Strategic Direction 2:** Collaboration and Partnerships

Richmond has a strong network of Community Associations and Societies, community service organizations, community service organizations, and ethnocultural and faith-based community groups that deliver various services in the community. The City has established collaborative partnerships with many of these organizations to identify and meet the needs of Richmond's diverse population. The City values working together to share information, identify gaps in services, and respond to challenges and opportunities in the community.

The City recognizes that an essential part of fostering a culturally harmonious society is building the capacity of Richmond's community service organizations and ethno-cultural community groups. Central to the process of capacity building is access to resources that allows these organizations and groups to serve the unique needs of the diverse communities in Richmond.

Recommended Actions		Timeline
1.	Continue to work with Richmond Intercultural Advisory Committee (RIAC) members to implement the RIAC Intercultural Strategic Plan and Work Program.	Ongoing
2.	Continue to support the capacity building of community service organizations that serve the needs of Richmond's diverse population.	Ongoing
3.	Pursue opportunities to participate in joint planning and networking with community service organizations in order to share information and identify gaps in program and service delivery.	Short term
4.	Participate in community initiatives that seek to develop mechanisms for responsive action against incidents of racism.	Short term
5.	Pursue programs and funding opportunities provided by senior levels of government regarding cultural harmony initiatives.	Short term
6.	Explore participation in networks that work towards building inclusive societies.	Medium term

#### Strategic Direction 3: Targeted Training and Professional Development

Building a culturally harmonious society requires being responsive to the needs and challenges of Richmond's residents. A workforce that understands the diverse populations they serve is essential towards achieving this goal. Equipping staff and volunteers with the knowledge and skills they need to be culturally competent, to understand the value and dimensions of diversity that exist in society, and to develop ideas for fostering inclusion in City facilities will contribute to the development of a culturally harmonious society.

A culturally harmonious society recognizes diversity and places value on that recognition and participation. The understanding and appreciation of the knowledge, skills and experience that newcomers bring into the labour market allow them to obtain employment that is commensurate to their education and work experience and fully contribute to society and economy.

Recommended Actions		Timeline
1.	Continue to learn and share best practices in diversity and inclusion with staff and volunteers from the City, Community Associations and Societies and community service organizations, through the City of Richmond Diversity Symposium and other training opportunities.	Ongoing
2.	Develop and implement a diversity and inclusion training program for City and Community Associations and Societies staff and volunteers to better serve Richmond's diverse population.	Short term
3.	Work with immigrant-serving agencies to identify and reduce barriers faced by immigrants in accessing volunteer and employment opportunities with the City of Richmond.	Short term
4.	Explore and implement mentorship and internship opportunities targeted to recent immigrants within the City.	Medium term
5.	Recruit and retain City and Community Associations and Societies staff and volunteers that reflect Richmond's diversity.	Long term

#### **Strategic Direction 4:**

#### Communication and Community Engagement

With 60 per cent of Richmond residents born outside of Canada, the City recognizes that responding to the needs and interests of newcomers is an increasingly important part of its mandate. Removing barriers to participation and access to information are important in fostering a culturally harmonious community.

Citizen engagement is a crucial part of the process of promoting a culturally harmonious society because it allows Richmond residents to have a say on issues of public concern. Community engagement strategies that takes into account the unique characteristics, interests and needs of various segments of the population make residents feel valued and respected. City-related information that takes into account the communication skills and channels of different cultural communities allow residents, regardless of cultural backgrounds and language ability, to access key information and provide input on issues affecting them and the community at large.

Recommended Actions		Timeline
1.	Review and pursue viable options of providing City-related information for newcomers, immigrants and refugees that would assist them in accessing services in the community (i.e. City website).	Ongoing
2.	Develop City-wide translation and interpretation guidelines to expand the engagement of multilingual communities.	Short term
3.	Explore and implement the use of different communication methods, such as multilingual translation services on the City website and interpretive tools for frontline customer service staff, to engage different cultural segments of the population.	Short term
4.	Explore the creation of a corporate community engagement policy with input from under-represented and hard-to-reach communities.	Long term
5.	Develop and implement an awareness campaign about the benefits of an inclusive community and recognize the contributions long-time residents and recent immigrants have made to Richmond's vibrant community.	Long term

#### **Strategic Direction 5:** Programs and Services

The City believes that a culturally harmonious society is a welcoming and inclusive society. It is characterized by a widely shared social experience and the active participation of its residents. Promoting cultural competence at the staff level through training and professional development contributes to cultural competence at the level of program design and implementation.

Programs and services that reflect the needs and priorities of Richmond's diverse population facilitate a sense of belonging and well-being. Offering culturally sensitive activities and services is one way of reducing barriers and promoting social interaction within Richmond's diverse communities.

Recommended Actions		Timeline
1.	Undertake a comprehensive review of City and Community Associations and Societies programs and services from a diversity and inclusion perspective, identifying gaps and improvements, and implementing any actions that have been identified.	Ongoing
2.	Review and update the New Canadian Tour program to reflect the needs of the newcomer communities in Richmond.	Short term
3.	Develop and implement City and Community Associations and Societies programs and services that enhance positive social and intercultural connections, as appropriate, within and among Richmond's diverse cultural, ethnic and religious populations.	Short term
4.	Strengthen relationships with various cultural and ethnic communities in order to integrate their arts, cultural and heritage practices into the City's programs and events.	Short term
5.	Work with immigrant-serving agencies and Community Associations and Societies to reduce barriers for new immigrants to participate in programs and services at City facilities.	Short term
6.	Consult and seek opportunities for collaboration with the diverse cultural, ethnic and faith organizations in Richmond to gain a better understanding of the needs of Richmond's population and ensure there are a variety of services available in the community.	Medium term

# 7.0 MONITORING AND EVALUATION

The key actions and outcomes are outlined in Table 1 below and are intended to guide the ongoing monitoring and evaluation of the *Cultural Harmony Plan 2019–2029*. The key outcomes will be used to monitor the effectiveness of the Plan as a whole, as well as the impact of specific projects and programs.

#### Table 1: City of Richmond Cultural Harmony Plan 2019–2029 Monitoring and Evaluation Framework

Strategic Direction	Actions	Key Outcomes
Intercultural Connections	<ul> <li>Continue to recognize and celebrate Richmond's diverse cultures and unique heritage through intercultural celebrations and events.</li> <li>Develop and implement a neighbourhood approach to facilitating positive intercultural exchange and understanding between Richmond's diverse cultural communities, such as community-based dialogues, storytelling, and sharing of art, food, and music.</li> <li>Review the calls to action from the Truth and Reconciliation Commission's (TRC) report and explore opportunities for Richmond to respond.</li> <li>Identify and recognize community champions who improve awareness, acceptance and positive relations among people of different cultural and ethnic backgrounds, and between long-time residents and recent immigrants.</li> <li>Incorporate criteria into the City Grant program that supports programs and events that facilitate intercultural interaction and promote intercultural understanding.</li> </ul>	<ul> <li>Increased awareness and understanding about Richmond's diverse communities.</li> <li>Increased opportunities for residents to interact and build relationships with each other.</li> <li>Greater recognition of community champions for the work that they do.</li> <li>Increased awareness of the history of Indigenous peoples, including the history and legacy of the residential school system.</li> </ul>
Collaboration and Partnerships	<ul> <li>Continue to work with Richmond Intercultural Advisory Committee (RIAC) members to implement the RIAC Intercultural Strategic Plan and Work Program.</li> <li>Continue to support the capacity building of community service organizations that serve the needs of Richmond's diverse population.</li> <li>Pursue opportunities to participate in joint planning and networking with community service organizations in order to share information and identify gaps in program and service delivery.</li> <li>Participate in community initiatives that seek to develop mechanisms for responsive action against incidents of racism.</li> <li>Pursue programs and funding opportunities provided by senior levels of government regarding cultural harmony initiatives.</li> <li>Explore participation in networks that work towards building inclusive societies.</li> </ul>	<ul> <li>Increased opportunities for collaboration and information sharing among the City, community service organizations and key stakeholders.</li> <li>Increased City involvement in initiatives that address racism and discrimination.</li> <li>Increased community capacity to deliver programs that meet local needs.</li> </ul>

Strategic Direction	Actions	Key Outcomes
Targeted Training and Professional Development	<ul> <li>Continue to learn and share best practices in diversity and inclusion with staff and volunteers from the City, Community Associations and Societies and community service organizations, through the City of Richmond Diversity Symposium and other training opportunities.</li> <li>Develop and implement a diversity and inclusion training program for City and Community Associations and Societies staff and volunteers to better serve Richmond's diverse population.</li> <li>Work with immigrant-serving agencies to identify and reduce barriers faced by immigrants in accessing volunteer and employment opportunities with the City of Richmond.</li> <li>Explore and implement mentorship and internship opportunities targeted to recent immigrants within the City.</li> <li>Recruit and retain City and Community Associations and Societies staff and volunteers that reflect Richmond's diversity.</li> </ul>	<ul> <li>Increased awareness about the challenges and barriers faced by diverse communities in Richmond.</li> <li>Increased opportunities for City and Community Associations and Societies staff and volunteers to gain knowledge and skills to respond to the needs of Richmond's diverse population.</li> <li>Improved volunteer and employment opportunities for immigrants.</li> </ul>
Communication and Community Engagement	<ul> <li>Review and pursue viable options of providing City-related information for newcomers, immigrants and refugees that would assist them in accessing services in the community (i.e. City website).</li> <li>Develop City-wide translation and interpretation guidelines to expand the engagement of multilingual communities.</li> <li>Explore and implement the use of different communication methods, such as multilingual translation services on the City website and interpretive tools for frontline customer service staff, to engage different cultural segments of the population.</li> <li>Explore the creation of a corporate community engagement policy with input from under- represented and hard-to-reach communities.</li> <li>Develop and implement an awareness campaign about the benefits of an inclusive community and recognize the contributions long-time residents and recent immigrants have made to Richmond's vibrant community.</li> </ul>	<ul> <li>Increased access for Richmond residents to key City information.</li> <li>Increased opportunities for immigrants to participate in various aspects of community life.</li> <li>Increased opportunities to promote awareness of the social and economic contributions of immigrants to the community.</li> </ul>

Strategic Direction	Actions	Key Outcomes
Programs and Services	<ul> <li>Undertake a comprehensive review of City and Community Associations and Societies programs and services from a diversity and inclusion perspective, identifying gaps and improvements, and implementing any actions that have been identified.</li> <li>Review and update the New Canadian Tour program to reflect the needs of the newcomer communities in Richmond.</li> <li>Develop and implement City and Community Associations and Societies programs and services that enhance positive social and intercultural connections, as appropriate, within and among Richmond's diverse cultural, ethnic and religious populations.</li> <li>Strengthen relationships with various cultural and ethnic communities in order to integrate their arts, cultural and heritage practices into the City's programs and events.</li> <li>Work with immigrant-serving agencies and Community Associations and Societies to reduce barriers for new immigrants to participate in programs and services at City facilities.</li> <li>Consult and seek opportunities for collaboration with the diverse cultural, ethnic and faith organizations in Richmond to gain a better understanding of the needs of Richmond's population and ensure there are a variety of services available in the community.</li> </ul>	<ul> <li>Enhanced representation of Richmond's underrepresented communities in programs and events.</li> <li>Increased opportunities for residents to participate in various aspects of community life.</li> <li>City demonstrates an increased responsiveness to the needs of a diverse population.</li> </ul>

# 8.0 NEXT STEPS

Moving forward, the City will work with Community Associations and Societies and key stakeholders to undertake the recommended actions outlined within the *Cultural Harmony Plan 2019–2029*. An immediate priority is developing and implementing a diversity and inclusion training program for City and Community Associations and Societies staff and volunteers. Other short-term actions include promoting the Plan and its actions with senior levels of governments and other stakeholders. The City will monitor the progress of the *Cultural Harmony Plan 2019–2029* and report out to City Council and the community on a biennial basis.

# 9.0 CONCLUSION

As Richmond's population continues to become increasingly diverse, it is important that the city's social fabric be maintained and enhanced with the full and valued participation of all its residents. Richmond's multicultural communities have so much to offer in terms of community vibrancy and enrichment. The challenge, and opportunity, is to meet the evolving needs of Richmond's diverse population.

The *Cultural Harmony Plan 2019–2029* demonstrates the City of Richmond's leadership in building on its social inclusion practices as they relate to policy development, program and service delivery, community engagement and customer service. It is intended to provide long-term direction to the City in addressing cultural harmony priorities, and clearly map out objectives, strategic directions and recommended actions which will act as the framework for implementation. The *Cultural Harmony Plan 2019–2029* identifies what needs to be accomplished over the next ten years to realize the Plan's vision of "recognizing and respecting diversity in the community and enabling each individual's contributions in all aspects of community life."

The successful implementation of the *Cultural Harmony Plan 2019–2029* will require the commitment of the City, Community Associations and Societies, stakeholders and citizens. This Plan sets the stage for guiding future efforts by the City towards meeting the needs of Richmond's diverse population and ensuring the active participation of all residents in various aspects of community life.

#### **Summary of Public Engagement**

The purpose of this attachment is to summarize the key themes that emerged through the various public engagement activities that were conducted to seek feedback on the Draft Cultural Harmony Plan 2019–2029.

#### **Engagement Activities**

The public engagement process included the following activities:

- An online feedback form posted on the Let's Talk Richmond website from September 10 to 29, 2019;
- Three Public Open Houses held at the following locations:
  - o South Arm Community Centre on September 10, 2019
  - o Richmond Cultural Centre on September 17, 2019
  - o Cambie Community Centre on September 21, 2019; and
- Eight focus groups held in September and October 2019 that included a range of organizations and stakeholders based in Richmond.

Two main questions were asked:

- What needs to be revised in the draft Plan's vision, strategic directions and recommended actions?
- What other aspects of cultural harmony need to be considered in the draft Plan?

The one-page fact sheet, printed survey and display boards were translated into Traditional and Simplified Chinese. Translators who speak Cantonese and Mandarin were available at all three open houses. Ads promoting the Cultural Harmony Plan 2019 - 2029 public engagement activities were placed in the Richmond Sentinel, Sing Tao and Ming Pao newspapers. Posts were also made on the City's social media outlets, including Facebook and Twitter.

#### **Engagement Participants**

In total, approximately 375 individuals participated in the engagement activities. These individuals included members of the public and representatives from the following organizations:

- Atira Women's Resource Society
- Boys and Girls Club
- Brighouse United Church
- C-Change
- Chimo Community Services
- Church on Five
- Dignified Dialogue
- Family Services of Greater Vancouver
- Immigrant Services Society of BC
- Kwantlen Polytechnic University

- Musqueam First Nation
- Open Door Community Ministries
- Our Saviour Lutheran Church
- RCMP
- Richmond Addiction Services Society
- Richmond Cares, Richmond Gives
- Richmond Division of Family Practice
- Richmond Family Place Society
- Richmond Intercultural Advisory Committee
- Richmond Mental Health Consumer and Friends Society
- Richmond Multicultural Community Services
- Richmond Poverty Response Committee
- Richmond Public Library
- Richmond School District
- Richmond Seniors Advisory Committee
- Richmond Society for Community Living
- Richmond Women's Resource Centre
- St. Alban Anglican Church
- St. John's Richmond Church
- S.U.C.C.E.S.S.
- The Salvation Army
- Turning Point Recovery Society
- Trinity Western University
- Vancity
- Vancouver Coastal Health
- YWCA

#### Key Engagement Themes

The feedback received from all the engagement activities (Let's Talk Richmond, open houses and stakeholder meetings) were compiled and analyzed resulting in the following key themes:

- Support for enhancing cultural harmony in Richmond There was widespread support for bringing together the diverse groups in Richmond and promoting a shared community through intercultural celebrations, joint community activities, and holiday festivities.
- Increased education around cultural diversity Multiple stakeholders pointed out that there was a need for more education and awareness around the contributions of long-time residents to Richmond's unique and diverse history, as well as the contributions of new immigrants to the city's economy and cultural vibrancy. There was also support for promoting the benefits of a welcoming and inclusive community that is respectful and accepting of diverse cultures.
- *Increased intercultural exchange and dialogue* There was strong support for initiatives that encourage Richmond residents of various backgrounds to interact with and learn

from each other on a neighbourhood level, by working together on joint projects that benefit the community, and through facilitated dialogues centred on food, music, arts or issues of common concern.

- *Role of arts in promoting cultural harmony* Stakeholders referenced the fact that the arts has long played a role in promoting inclusivity and diversity through the sharing of art, food and music by different cultural communities. As such, there was support for arts to play an important role in building bridges across diverse communities.
- Use of Canada's official languages A number of Let's Talk Richmond respondents called on the City to enforce the use of English or French in all public signage.
- *Increased support for newcomers* There was strong support for multilingual translation of City information and interpretation services at City facilities and events so some segments of the population are able to participate in the community.
- *Increased efforts to address racism* Multiple stakeholders mentioned the need for more responsive action towards incidents of racism in the community.
- Increased efforts toward Reconciliation Multiple stakeholders called on the City to respond to the Truth and Reconciliation Commission's Calls to Action by acknowledging Richmond's Indigenous history and developing an Indigenous Strategic Plan.
- *Issues affecting cultural harmony in Richmond* A number of Let's Talk Richmond respondents mentioned that the City should address the issues of empty homes, birthing houses, lack of affordable housing and unregulated ride shares, among other issues, that contribute to the ethnic tensions in Richmond.
- Support for enhanced collaboration A wide range of stakeholders, including service providers, community organizations and the faith community, are supportive of enhancing collaborative actions related to fostering cultural harmony. Let's Talk Richmond respondents suggested enhancing collaboration and partnerships between existing community groups to bring different cultures together.
- Satisfaction with the Vision Statement Let's Talk Richmond respondents were asked about their level of agreement with the Vision Statement included in the Draft Cultural Harmony Plan. The results were the following:
  - 34% of respondents strongly agreed with the Vision Statement, 51% agreed, 8% disagreed, and 7% strongly disagreed. In general, respondents who agreed supported the vision statement with suggestions for wording changes or specific issues the City should focus on. Others commended the City's efforts to enhance cultural harmony among Richmond's diverse population. Respondents who disagreed generally raised concerns that the City is accommodating the cultures and practices of new immigrants at the expense of "Canadian" culture and way of life.

- Satisfaction with the Strategic Directions Let's Talk Richmond respondents were asked about their level of agreement with the Strategic Directions included in the Draft Cultural Harmony Plan. The results were the following:
  - 29% of respondents strongly agreed with the Strategic Directions, 55% agreed, 9.6% disagreed, and 7% strongly disagreed. In general, respondents who agreed supported the strategic directions with suggestions for wording changes or other revisions. Respondents who disagreed expressed concerns that removing barriers, particularly language, faced by new immigrants would result in delayed integration for new immigrants and more ethnic division in Richmond.

#### Conclusion

Feedback received through the engagement activities was incorporated into the final Cultural Harmony Plan. Additional feedback will be considered as the City and Community Associations and Societies implement specific projects and programs in the future. In total, the majority of engagement participants were generally supportive of the Cultural Harmony Plan, and were pleased with the City's efforts to promote cultural harmony in Richmond.



To:	Mayor and Councillors	Date:	November 13, 2019
From:	Carli Williams, P.Eng. Manager, Business Licence and Bylaws	File:	12-8060-02-01/2019-Vol 01
Re:	Amended Licencing Requirements for Short-Terr	n Boardi	ng and Lodging

At a recent meeting of the General Purposes Committee, the staff report "Review of Licencing and Enforcement of Short-Term Rentals", dated October 1, 2019, from the General Manager of Community Safety was referred to staff to:

...review the ownership and occupation requirements in relation to boarding and lodging sites and that such requirements be consistent with current regulations related to the ownership and occupation requirements of bed and breakfast sites, and report back.

The staff report recommended a number of bylaw amendments to enable a business licensing program for short-term boarding and lodging. The bylaw amendments proposed in the report specified that short-term board and lodging businesses must be operated by the permanent resident of the residential unit and that they must have the permission of the owner and the strata (if applicable). This is consistent with the pre-existing definition of boarding and lodging in Richmond Zoning Bylaw No. 8500 and supports best practices by ensuring that no one can operate more than one short-term rental at any given time.

The amended bylaws attached to this memo add an additional requirement such that short-term boarding and lodging businesses can only be run by owners of the residential unit and further that owners must be individuals and not corporations. This makes the rules for short-term boarding and lodging consistent with the rules for bed and breakfast business, which is the only other form of legal short-term rental.

Having consistent rules will make it easier to explain the requirements but it may have a negative impact on compliance. One of the goals of a licencing program for short-term boarding and lodging is to legalize and identify all of the short-term boarding and lodging operations. Many of the boarding and lodging operations identified through the bylaw enforcement program are occurring in multi-family homes (condos, townhouses, etc) and run by tenants. These operations will be required to shut down as a result of the proposed amended bylaws or risk enforcement and fines.



Should Council wish to proceed with the amended bylaws that limit short-term boarding and lodging to operations run by individual property owners only, it is recommended that the wording in the original staff report for recommendation 2b) be replaced with:

- b. That each of the following Bylaws to limit short-term boarding and lodging to operations run by individual property owners be introduced and given first, second and third readings in order to implement a licencing program, including new ticketing provisions:
  - i. Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067;
  - ii. Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10068;
  - iii. Municipal Ticket Information Bylaw No. 7321, Amendment Bylaw No. 10069;
  - iv. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070; and
  - v. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10089; and

All other recommendations in the original staff report remain the same and are not impacted by this change.

Carli Williams, P.Eng. Manager, Business Licence and Bylaws 604-276-4136

Att. 4

pc: SMT

Anthony Capuccinello Iraci, City Solicitor Barry Konkin, Manager, Policy Planning Katie Ferland, Acting Manager, Economic Development



# Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067

The Council of the City of Richmond enacts as follows:

1. **Business Licence Bylaw No. 7360**, as amended, is further amended by inserting the following as new Section 2.5:

#### "2.5 Short Term Boarding and Lodging

- 2.5.1 Every short term boarding and lodging applicant must at the time of application:
  - (a) certify that they reside in the premises as their principal residence and provide proof that the premises are the applicant's principal residence. To demonstrate that the premises is their principal residence, an applicant must be able to produce copies of the applicant's government issued picture identification showing the applicant's address as the premises, and copies of either one or both of the following:
    - (i) a tax assessment for the current year for the lot upon which the premises are constructed showing the **applicant** as payor, or
    - (ii) a utility bill (electricity, district energy, gas, internet, cable or telephone) issued within the previous 3 months for the premises showing the **applicant** as payor, or
    - (iii) such other evidence as required by the City from time to time;
  - (b) provide proof that the **individual registered owner(s**) of the premises has consented to the use of the premises for **short term boarding and lodging** by providing one of the following, as applicable:
    - (i) if the **applicant** is an **individual registered owner** of the premises, a copy of legal title to the premises showing the **applicant** as an **individual registered owner**, or
    - (ii) if the applicant is a family member of an individual registered owner of the premises, a copy of legal title to the premises identifying the individual registered owner(s) and a declaration from an individual registered owner of the premises certifying that the applicant is the individual registered owner's family member and that use of the premises for short term boarding and lodging by the applicant is permitted;

- (c) if the premises are a strata lot, provide proof that the use of the premises for **short term boarding and lodging** is permitted by the applicable strata bylaws by providing a letter from the applicable strata council acknowledging that the use of the premises as for **short term boarding and lodging** by the **applicant** is permitted; and
- (d) pay the required annual boarding and lodging licence fee specified in the Consolidated Fee Bylaw No. 8636 for the Short Term Boarding and Lodging Use category of this bylaw.
- 2.5.2 Notwithstanding the forgoing, the provision of section 2.5.1 above do not apply where the **short term boarding and lodging** is provided on a not-for profit basis (for example cultural exchanges and sports hosting) by a person where the premises is their **primary residence**.".
- 2. **Business Licence Bylaw No. 7360**, as amended, is further amended at Part 3 by adding the following as a new Section 3.7B following the Section 3.7A:

**"3.7B BOARDING AND LODGING USE CATEGORY** means the use of premises or facilities for **Boarding and Lodging**, as permitted by this bylaw, the **Business Regulation Bylaw**, and the **Zoning Bylaw**.".

3. **Business Licence Bylaw No. 7360**, as amended, is further amended at Section 7.1 by adding the following as the definition of "**boarding and lodging**" in alphabetical order:

"Boarding and Lodging means boarding and lodging as defined in the City's zoning bylaw.".

4. **Business Licence Bylaw No. 7360**, as amended, is further amended at Section 7.1 by adding the following as the definition of "short term boarding and lodging" in alphabetical order:

"Short Term Boarding means boarding and lodging, where the rental and Lodging period is less than 30 days.".

5. **Business Licence Bylaw No. 7360**, as amended, is further amended at Section 7.1 by deleting the definition of "individual registered owner" and replacing it with the following:

"Individual Registeredmeans an individual registered owner as defined in<br/>the City's zoning bylaw.".

6. This Bylaw is cited as "Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

 CITY OF RICHMOND
 APPROVED for content by originating Division
 APPROVED for legality by Solicitor

MAYOR

CORPORATE OFFICER

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# Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10068

The Council of the City of Richmond enacts as follows:

1. **Business Regulation Bylaw No. 7538**, as amended, is further amended by inserting the following as new Part Twenty-Three and renumbering the remaining sections:

#### **"PART TWENTY-THREE: BOARDING AND LODGING REGULATIONS**

- 23.1 Without first obtaining a **licence** for **short term boarding and lodging**, persons must not provide guests with **boarding and lodging** for rental periods of less than 30 days.
- 23.2 **Boarding and lodging** shall be subject to the following regulations:
  - 23.2.1 the premises must be the **operator's principal residence**;
  - 23.2.2 the **operator** must be an **individual registered owner** of the premises, or a **family member** of the **individual registered owner(s)** of the premises;
  - 23.2.3 if the premises are a strata lot, the **operator** must have the permission of the applicable strata council;
  - 23.2.4 the **operator** must not provide **boarding and lodging** to more than 2 guests at any one time;
  - 23.2.5 the **operator** must not provide or install any equipment or facilities used for the preparation of food in any bedroom or sleeping unit used for guest accommodation;
  - 23.2.6 the **operator** must not **market** the **boarding and lodging** they are licenced to provide without including their **licence** number in a conspicuous place in any medium or material used to **market** the **boarding and lodging**; and
  - 23.2.6 notwithstanding Section 1.1 and 23.1 of this bylaw, **boarding and lodging** provided on a not-for-profit basis (for example cultural exchange or sport hosting) or for rental periods of 30 days or longer does not require a **licence**."

- 2. **Business Regulation Bylaw No. 7538**, as amended, is further amended at Part Twenty-Two: Bed & Breakfast Establishment Regulations by adding the following as new subsection 22.2.6:
  - "22.2.6 the operator must not market the residential rental accommodation they are licenced to provide without including their licence number in a conspicuous place in any medium or material used to market the residential rental accommodation."
- 3. Business Regulation Bylaw No. 7538, as amended, is further amended at Section 26.1 by:
  - (a) adding the following as the definition of "**market**" in alphabetical order:
    - "market means to offer for sale, promote, canvass, solicit, advertise, or facilitate **boarding and lodging** or residential rental accommodation, and includes placing, posting or erecting advertisements physically or online, but does not include the mere provision of a neutral space or location for such marketing in newspapers, bulletin boards, or online."; and
  - (b) adding the following as the definition of "**short term boarding and lodging**" in alphabetical order:

"short termmeans short term boarding and lodging as defined in theboarding andBusiness Licence Bylaw.".lodging

4. This Bylaw is cited as **"Business Regulation Bylaw No. 7538, Amendment Bylaw No.** 10068".

FIRST READING	 CITY OF RICHMOND
SECOND READING	 APPROVED for content by originating
THIRD READING	 Division
ADOPTED	 APPROVED for legality by Solicitor
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MAYOR



# Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10069

The Council of the City of Richmond enacts as follows:

1. **Municipal Ticket Information Authorization Bylaw No. 7321**, as amended, is further amended at Schedule B 3 by adding the following to Schedule B 3 in numerical order:

BUSINESS REGULATION BYLAW NO. 7538 Column 1 Offence	Column 2 Section	Column 3 <b>Fine</b>
Marketing without displaying licence number	22.2.6	\$750
Boarding and lodging for less than 30 days without licence	23.1	\$1000
Premises not operator's principal residence	23.2.1	\$1000
Operator not registered owner of premises or family member	23.2.2	\$1000
No Strata Permission	23.2.3	\$1000
Boarding and lodging provided to more than 2 guests	23.2.4	\$1000
Food preparation in room used for guest accommodation	23.2.5	\$250
Marketing without displaying licence number	23.2.6	\$750

#### SCHEDULE B 3

#### 2. This Bylaw is cited as **"Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10069"**.

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MAYOR



# Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended at Part One – Application by adding the following to the list in Section 1.1 in alphabetical order:

"Business Regulation Bylaw No. 7538, as amended;".

- 2. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding the content of the table in Schedule A attached to and forming part of this bylaw, as a new "Schedule Business Regulation Bylaw No. 7538" in Bylaw No. 8122 in numerical order.
- 3. This Bylaw is cited as "Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070".

FIRST READING SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND APPROVED for content by originating Division APPROVED for legality by Solicitor

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Bylaw     Description of Contravention     Section       Business     Period of Time from Receipt (inclusive)     Section       Regulation Bylaw     Rentals for less than 30 days without licence     22.1       Premises not operator's principal residence     22.2.1       Premises not operator's principal residence     22.2.2       Premises not operator's principal residence     22.2.3       Ramily member     22.2.3       No access to Guest Register     22.2.4       Pood preparation in room used for guest     22.2.6       Marketing without displaying licence number     22.2.6       Boarding and lodging for less than 30 days     23.1       Premises not operator's principal residence     23.2.7       Boarding and lodging for less than 30 days     23.2.7       Boarding and lodging for less than 30 days     23.2.7       Premises not operator's principal residence     23.2.2       Premises not operator's principal residence     23.2.2       Boarding and lodging for less than 30 days     23.2.3       Premises not operator's principal residence     23.2.3       Premisen not registered owner of premises or     23.2.3       Boardi	A1	A2	A3	A4	A5	A6	A7	A8
Period of Time from Receipt (inclusive)         Rentals for less than 30 days without licence          Rentals for less than 30 days without licence          Premises not operator's principal residence          Operator not registered owner of premises or family member          No access to Guest Register          Failure to maintain Fire Evacuation Plan          Food preparation in room used for guest          Marketing without displaying licence number          Boarding and lodging for less than 30 days          No Strata Permises not operator's principal residence          No Strata Permission          No Strata Permission          No Strata Permission          No Strata Permission          Pood preparation in room used for guest          Boarding and lodging for less than 30 days          Premises not operator's principal residence          Premises not operator's principal residence          Premises not operator's principal residence          Premise not operator's principal residence          Premise not operator operator's principal residence          Premise not operator operator's principal residence<	Bylaw	Description of Contravention	Section	Compliance Agreement Available	Penalty	Early Payment Option	Late Payment Amount	Compliance Agreement Discount
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		preparation in room used for imodation	22.2.5	No	\$125.00	\$100.00	\$150.00	n/a
		Marketing without displaying licence number	22.2.6	No	\$450.00	\$400.00	\$500.00	n/a
esidence premises or more than 2 d for guest		Boarding and lodging for less than 30 days without licence	23.1	No	\$450.00	\$400.00	\$500.00	n/a
premises or more than 2 d for guest		Premises not operator's principal residence	23.2.1	No	\$450.00	\$400.00	\$500.00	n/a
more than 2 d for guest			23.2.2	No	\$450.00	\$400.00	\$500.00	n/a
more than 2 d for guest		No Strata Permission	23.2.3	No	\$450.00	\$400.00	\$500.00	n/a
in room used for guest			23.2.4	No	\$450.00	\$400.00	\$500.00	n/a
		in room used for	23.2.5	°Z	\$125.00	\$100.00	\$ 150.00	n/a
Marketing without displaying licence number 23.2.6		Marketing without displaying licence number	23.2.6	No	\$450.00	\$400.00	\$500.00	n/a



# **Report to Committee**

Re:	Review of Licencing and Enforcement of Shore	t-Term R	entals
From:	Cecilia Achiam General Manager, Community Safety	File:	12-8275-01/2019-Vol 01
То:	General Purposes Committee	Date:	October 1, 2019

#### Staff Recommendation

- 1. That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10066, to clarify the definition of Boarding and Lodging, be introduced and given first reading;
- 2. That a business licencing program for Short-Term Boarding and Lodging be introduced and:
  - a. That, subject to the 2020 one-time expenditure process, a new temporary Full-Time Licence Clerk position be approved as a one-time expenditure to be reviewed after 12 months in order to administer the business licencing program; and
  - b. That each of the following Bylaws be introduced and given first, second and third readings in order to implement a licencing program, including new ticketing provisions, for Short-Term Boarding and Lodging:
    - i. Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067;
    - ii. Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10068;
    - iii. Municipal Ticket Information Bylaw No. 7321, Amendment Bylaw No. 10069;
    - iv. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070; and
    - v. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10089; and
- 3. That, subject to the 2020 one-time expenditure process, the addition of two temporary full-time bylaw enforcement officers, as described in this staff report "Review of Licencing and Enforcement of Short-Term Rentals" dated October 1, 2019, from the General Manager, Community Safety be approved as a one-time expenditure to be reviewed after 12 months.

Cecilia Achiam

General Manager, Community Safety (604-276-4122)

REPORT CONCURREN	NCE
ROUTED TO:	CONCURRENCE
Economic Development Finance Department Law Affordable Housing Policy Planning	विवव
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:
APPROVED BY CAO	

#### Staff Report

#### Origin

During the January 14, 2019 Council meeting, Council made the following referral:

That staff be instructed to report back on a licencing program, including an analysis of resources for its implementation, to regulate boarding and lodging in order to create a public registry.

During the March 25, 2019 Council Meeting, Council made the following referral:

That staff review the bed and breakfast business license application process, specifically the screening process for owners of multiple properties.

During the May 27, 2019 Council Meeting, Council made the following referral:

- 1) That the City conduct more assertive enforcement of short-term rentals, including issuance of multiple tickets, and proactive enforcement; and
- 2) That staff explore hiring additional Bylaw staff to actively investigate every short-term rental and bed and breakfast listing in Richmond and report back.

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

Enhance and protect the safety and well-being of Richmond.

#### Analysis

#### <u>History</u>

Issues related to short-term rentals were discussed at several meetings of Council in 2017. Shortterm rentals include any residential unit rented for less than 30 days. In consideration of the issues related to regulation of short-term rentals, Council considered the following impacts:

- Effect on Rental Housing Stock Residential units offered for short-term rental can decrease the availability of long term rentals. The vacancy rate has improved slightly since the start of the short-term rental program, from 0.6 to 0.7%. However, the rental vacancy rate is influenced by a range of direct factors from rental construction trends to provincial regulations.
- Land Use Conflicts Short-term rentals may have a number of impacts on residential neighbourhoods, including parking and noise, and these continue to be the main issues of concern expressed by complainants.
- Level Playing Field When the short-term rental enforcement program began, those offering short-term rentals were not subject to the same taxes paid by hotels. However,

the Province changed the regulations and the Municipal and Regional District Tax ("MRDT") now applies to all short-term rentals.

- Health, Fire and Safety Hotels must comply with certain building and fire code standards whereas short-term rentals are located in houses or strata lots and not subjected to the same requirements. Under the current regulations, bed and breakfast businesses are inspected but other forms of short-term rentals are not (including those offering boarding and lodging).
- Economic Benefits Short-term rentals can provide economic benefits to residents and the local economy by generating supplementary income for homeowners and providing alternate forms of accommodation for visitors. There is also a benefit to the City through collection of the MRDT to fund tourism marketing and development.

In consideration of the impacts and benefits of short-term rentals, Council established the following principles to guide the development of regulations:

- Preserve affordable long-term housing;
- Provide opportunities for revenue to assist in home ownership;
- Continue to enable sport hosting and cultural exchanges; and
- Prohibit illegal hotel operations and "party houses".

As a result, staff were directed to limit short-term rentals to boarding and lodging<sup>1</sup> and bed and breakfast businesses<sup>2</sup>, as already permitted in Richmond Zoning Bylaw No. 8500 (the "Zoning Bylaw"). The feedback from public consultation indicated a general desire to retain "boarding and lodging" use for the purpose of sport hosting, home stay and student exchange type programs that are well-established in the community. Staff also confirmed that these long-standing practices rarely generated any complaints or concerns from the community.

Staff were further directed to enhance regulations related to bed and breakfasts and strengthen the enforcement against illegal operations. As part of the bylaw changes to enhance regulations, the requirements to run a bed and breakfast now include that the operator must own the premises and must be an individual and not a corporation. In Richmond, all legal short-term rentals are required to be "hosted" with the operator living on the premise. As such, a legal short-term rental does not displace rental units, either entire suites or homes.

Along with changes to the rules governing bed and breakfast businesses, staff also undertook a targeted enforcement campaign to identify illegal short-term rentals. In 2017, the CAO authorized four temporary Bylaw Officers for a six month period to specifically address the proliferation of short-term rental listings in Richmond to be funded from vacancies in Community Bylaws. These temporary resources were devoted to enforcement of short-term rentals, to identify as many addresses from the listing sites as possible and to develop a procedure to investigate and enforce all suspected illegal operations. Since this enhanced enforcement period, the staffing level in Community Bylaws has returned to its full regular

<sup>&</sup>lt;sup>1</sup> Boarding and lodging means sleeping unit accommodation, without cooking facilities, that is supplied for not more than 2 boarders.

 $<sup>^{2}</sup>$  Bed and breakfast is the commercial accommodation of guests for periods of 30 days or less in a single detached dwelling unit.

compliment and enforcement of illegal short-term rentals has become part of the regular work load of the property use inspection section.

With the dedicated resources and efforts in 2017, the number of short-term rental listings in Richmond has seen a significant decrease from almost 1,600 listings in 2016 to holding steady between 600-800, depending on the season. It should be noted that this is the total number of listings and includes both legal and illegal operations. In addition, each listing does not represent a separate address as many properties have multiple listings and/or advertise on multiple sites.

As a comparison of magnitude, there is approximately 4,700 active short-term rental listings in Vancouver in March 2019<sup>3</sup>. While it is likely impossible to fully eliminate illegal short-term rental operations, the results achieved by the City have seen a significant improvement.

#### Best Practices for Regulating Short-Term Rentals

A report, recently presented to the Federation of Canadian Municipalities from the Urban Politics and Governance research group from McGill University (report can be found at <u>http://upgo.lab.mcgill.ca/airbnb/</u>), looked at the impact of short-term rentals on Canadian housing markets. This report made three key recommendations:

- 1. Hosts should only be allowed one operation and should not be permitted to operate short-term rentals at multiple locations;
- 2. Cities should not allow full-time, entire-home rentals; and
- 3. Platforms should be responsible for enforcement and engaged in the process to identify and discontinue illegal operations.

Staff have carefully reviewed these recommendations and can confirm that these are either already addressed in the City's current regulations or will be by the proposed business licencing program and bylaw changes outlined in this report.

#### Enforcement Data

As directed by Council, enforcement of illegal short-term rentals is one of the highest priorities by staff in Community Bylaws. Addresses are identified and case files are opened based on complaints received as well as by enforcement staff monitoring internet postings.

Since the start of the targeted enforcement campaign in 2017, staff have identified and shut down over 600 illegal operations and collected \$94,000 in fines (see Tables 1 and 2). While progress on shutting down illegal operations is continuing, it has been staff's experience that illegal short-term rental operators are getting increasingly more sophisticated and it is more difficult and requires more time to collect evidence for enforcement. As an example, internet listings used to include addresses but this is rarely the case for current listings. It is also common to find multiple listings for one address.

<sup>&</sup>lt;sup>3</sup> https://www.cbc.ca/news/canada/british-columbia/city-of-vancouver-cracks-down-on-820-short-term-rentals-1.5056914

The statistics in Tables 1 & 2 indicate that there has been less short-term rental enforcement (investigation of illegal short-term rentals) within the property use portfolio over time due to the reduction of listings and less dedicated resources. Enforcement staff follow up on every listing they find but do not always have time to undertake proactive enforcement and files can be time consuming and take several months to be resolved.

Action	2017	2018	2019 YTD	Total
Number of Addresses identified	289	272	63	624
Home Inspections	404	685	76	1156
Tickets issued	87	87	21	190
Order to comply (verbal or written)	286	243	51	580
Operations that have ceased short-term rental	289	271	53	614

Table 1: Summary of Enforcement of Illegal Short-term Rentals

Table 2: Tickets and Revenue collected from Illegal Short-Term Re	ntals

Year	Tickets Issued	Revenue Collected
2017	87	\$ 41,800
2018	87	\$46,200
2019 YTD	21	\$6,000

#### Recommendation 1 – Bylaw Changes to Clarify Boarding and Lodging

Boarding and lodging is currently defined in the Zoning Bylaw as "...sleeping unit accommodation, without cooking facilities in the sleeping units, that is supplied for remuneration for not more than 2 boarders, and which may or may not include meal service...". The proposed bylaw amendments clarify that boarding and lodging is a secondary use and can only occur when it is secondary to the main principal residential use. This means that boarding and lodging must be "hosted" in that it can occur only in conjunction with a permanent resident within the same residential unit. Renting out entire units (entire houses, secondary suites or condos without a permanent resident living in the same unit) for less than 30 days is not permitted. This is an important pillar of the current regulations and is consistent with recommendations for best practices in regulating short-term rentals. Prohibiting entire home rentals prevents "party houses" and the conversion of long term housing over to short-term rentals.

Approval of this recommendation requires only a bylaw amendment and has no associated costs. While each of the recommendations may be considered separately, the bylaw amendment put forward in this recommendation is needed to strengthen enforcement regardless of any changes to service levels.

#### Recommendation 2 - Business Licencing Program for Short-Term Boarding and Lodging

While bed and breakfast businesses are permitted in single family zones only, boarding and lodging is permitted in nearly all residential zones, including multi-family units. Regardless of the location, legal short-term rentals in Richmond are required to be hosted by a permanent resident of the home or suite. While there is a well-established licencing regime for bed and breakfast businesses in Richmond, there is currently no requirement for boarding and lodging to be licenced. This poses a number of problems related to enforcement, tracking the locations and verifying legal operations.

This report recommends a licencing program specific to short-term boarding and lodging, including bylaw amendments, fees and ticketing to recover the cost of administering the program. The new program would only apply to for-profit operations and would exempt not-for-profit short-term boarding and lodging such as sport hosting and cultural exchanges. A licencing program for short-term boarding and lodging would enable the City to pursue agreements with internet providers, such as Airbnb, to publish business licence numbers to confirm legal operations and not allow listings of illegal operations.

Licencing short-term boarding and lodging will not affect the number of residential units available for long term housing but it will provide several benefits. A licensing program would mean that all forms of legal short-term rentals are licenced and on a level playing field in terms of taxation and safety standards. This includes hotels, bed and breakfasts and boarding and lodging. It would also increase transparency throughout the community around what is permitted related to short-term rentals and provide assurance to visitors that they are staying in a legal accommodation. Any licencing program put in place by the City would not exempt individual owners from the requirement to comply with their strata bylaws or renters from getting the permission of the property owner to provide boarding and lodging.

While the Business Licence Bylaw No. 7360 (the "Business Licence Bylaw") requires licences in order to carry on commercial undertakings of any kind, this has not been interpreted to include boarding and lodging. The bylaw amendments proposed by this report include changes to the Business Licence Bylaw and to the Business Regulation Bylaw No. 7538 (the "Business Regulation Bylaw") to add short-term boarding and lodging as a regulated business and make it clear that a licence is required for commercial (for-profit) operations.

The proposed new licencing program will also include application requirements for those applying to host boarding and lodging. All applicants will be required to provide identification to prove that they live in the unit and that they have the permission of the property owner and the Strata Corporation (where applicable). The strata will retain its authority to allow/prohibit short-term rentals regardless of the proposed licencing regime. Identifying the host of each operation will ensure that hosts cannot operate short-term rentals in more than one location. A business licence process will provide access to the residential unit for inspections to check compliance for other bylaws such as the Building Regulation Bylaw No. 7230. The proposed fee for this licence will be \$143, the same as the base fee for other businesses.

A licencing program for boarding and lodging, as described in this report, will represent an increase in service level that will require additional resources and staff but is cost neutral to the

operating budget. Staff will have to review and process applications, undertake inspections and maintain a registry. While there are currently 70 licenced bed and breakfast operations, it is expected that there will be many more licenced boarding and lodging operations.

If endorsed, it is proposed that one full-time clerk position be added to the licencing group, at a cost of \$80,000, in order to service the additional workload. There are currently 600-800 listings for short-term rentals and there could be more once a legal scheme is put in place. It is estimated that the cost of an additional clerk will be recovered by an increase in fees collected. There is no net cost to this program but Council approval is required in order to create a new position.

#### Recommendation 3 – Hiring Staff for Proactive Enforcement of Illegal Short-Term Rentals

At the start of the short-term rental enforcement campaign in 2017, the CAO approved four temporary staff for six months to provide dedicated enforcement. Since that time, enforcement of illegal operations has been distributed among the four permanent staff in the property use group that provide enforcement of several other community bylaws in addition to illegal short-term rentals. Since June 2019, the CAO has approved two additional temporary staff in response to recent Council's direction conduct more assertive enforcement and this recommendation proposes that this funding be extended for at least another year.

Past experience indicated Community Bylaws will not be able to sustain an increase in service level to conduct more assertive enforcement on short-term rentals without additional staff. If Council wishes to establish a higher level of service specifically for the enforcement of illegal short-term rentals, it would require additional bylaw enforcement officers. The additional officers would be dedicated to enforcement of illegal short-term rentals in the spring and summer, when there are the most listings, and can help the team on other bylaw enforcement matters in the winter if the workload decreases. Alternatively, staff could be redeployed from other areas of Community Bylaws but this would result in a corresponding decrease in service level to other areas and is not recommended.

A bylaw enforcement officer working in this capacity (enforcement of illegal short-term rentals) has a cost of \$120,000 annually (salary, benefits, inspection vehicle and equipment) and collects approximately \$20,000 in bylaw fines (tickets). If endorsed, staff will request funding for a one-time expenditure so that there is no on-going impact to the operating budget or taxes. This funding would be reviewed each year based on the need and effectiveness of the additional resources and to determine if further funding is warranted as part of the budget process. While adding additional staff will result in more enforcement, it is unclear whether this will be effective in preventing new illegal operations or if there will be a continuing need for enforcement once other measures, like the licencing program for boarding and lodging, are in place.

In addition to an increase to staff resources, staff investigated third-party internet listing services that could be used to help with enforcement of illegal short-term rentals. These programs use data from multiple sources (Airbnb, Expedia, Hotels.com, etc.) to identify addresses of current listings and provide statistics about how many are operating and what type of accommodation is being offered.

There are several internet listing services currently in the marketplace but their effectiveness is limited and the price to obtain minimum service is \$50,000 annually. None of the services are able to identify addresses within multi-family properties (condos or townhouses) and they do not search the Chinese language sites. In consideration of limited effectiveness and the cost, this is not recommended as a cost effective approach at this time.

#### Bed and Breakfast Application and Licencing Requirements

Current regulations for bed and breakfast businesses require that they be operated by an individual who owns and resides in the house. The house cannot be owned by a corporation and the business cannot be run by someone who is not an owner and occupier of the house. The Business Licence Bylaw requires individuals to provide government issued identification and a utility or tax bill to prove their residence. Staff also undertake an inspection of the home.

Council recently considered an appeal by an individual who was refused a business licence for a bed and breakfast because the home is owned by a corporation. While it appeared as though this individual was potentially the single shareholder of the corporation, staff were able to locate another residential property owned by the same individual. As a result, staff were asked to review the process of screening property owners who apply for a bed and breakfast business.

Searching property records for properties owned by the same person is possible but cannot be relied upon under the current Provincial regulations. Staff have no way to determine if the identities of a person listed on one record is the same as the identity of a person on another record (even if their name is the same). It is recommended that this type of search be used to inform the process in cases where the owner volunteers ownership information of other properties or is appealing to Council to overturn a rejection. Performing a search on all applications will be onerous and ineffective. It is not recommended at this time. Staff will continue to monitor the provincial property record system and revisit the feasibility of enabling owner-occupiers who wish to operate a bed and breakfast business under a corporate registration in the future.

#### Summary of Recommendations and Response to Council Referrals

This report responds to three separate referrals from Council related to short-term rentals. In response, staff recommend a number of changes to bylaws and service level increases that can be approved separately or altogether. Each recommendation incrementally increases the City's response to enforcement of illegal short-term rentals. There are additional expenses associated with recommendations 2 and 3; however, a portion of these costs will be recovered by additional licence fees and bylaw fines. Table 3 summarizes how each of the Council referrals has been addressed in this report and Table 4 summarizes the revenue and cost related to each separate recommendation.

Referral	Recommended Response	Benefits
	Clarify language in the Zoning Bylaw that boarding and lodging is a secondary use and can only occur in dwelling with a principal resident.	This prevents whole home rental and ensures that long term housing is not converted to short-term rental.
That staff be instructed to report back on a licencing program, including an analysis of resources for its implementation, to regulate	Hire new Licencing Clerk to administer short-term boarding and lodging business licence program.	Clerk will be responsible to review applications, maintain registry and schedule inspections.
implementation, to regulate boarding and lodging in order to create a public registry.	Update Business Regulation, Business Licence, Municipal Ticket Information, Bylaw Notice and Consolidated Fees bylaws to implement new licencing program for short- term boarding and lodging.	Bylaw changes will ensure a level playing field with all types of short-term rentals and clarify that short-term rentals are "hosted" and do not allow whole home rentals or rentals from anywhere but a person's principal residence.
That staff review the bed and breakfast business license application process, specifically the screening process for owners of multiple properties.	No change to existing process.	Appeals to this requirement should continue to be handled on an individual basis based on the specific circumstances of the business in question.
That the City conduct more assertive enforcement of short-term rentals, including issuance of multiple tickets, and proactive enforcement.	No direction needed from Council at this time, staff have been instructed to issue multiple tickets.	Consistent enforcement with significant consequences will encourage compliance.
That staff explore hiring additional Bylaw staff to actively investigate every short-term rental and bed and breakfast listing in Richmond and report back.	One-time finding to hire two additional Bylaw Enforcement Offices to be dedicated to enforcement of illegal short- term rentals.	Dedicated resources will provide proactive and consistent enforcement of illegal short-term rentals and need for on-going funding will be reviewed each year.

Table 3 – Summary of Reponses to Council Referrals

Rec	commendation	Expense	Revenue from tickets and licences	Net Funding Request
1	Clarify language in Zoning Bylaw	N/A	N/A	N/A
2	Licencing Program for Short-Term Boarding and Lodging • Addition of Licencing Clerk • Bylaw changes to support program	\$80,000	\$80,000	\$0
3	One-time funding for 2 Additional Bylaw Officers dedicated to Short-Term Rentals	\$240,000	\$40,000	\$200,000
	TOTAL	\$320,000	\$120,000	\$200,000

#### Table 4 - Summary of Revenues and Costs of Recommended Initiatives

#### **Financial Impact**

The recommendations in this report can be considered and approved separately and the expenses and revenue of each option are shown in Table 4. The only recommendation with an associated net cost is Recommendation 3. Should Council approve Recommendation 3, staff will make a request for a one-time expenditure of \$200,000. This funding will be renewed annually and will have no impact on the operating budget or on taxes.

#### Conclusion.

The City's current regulations only permit short-term rentals to occur in licenced bed and breakfasts in single family zones or as boarding and lodging in all residential zones. This prevents legal short-term rentals from depleting long term rental stock while providing an opportunity for residents to generate additional income to assist with the rising cost of housing.

If approved, the recommendations in this report provide improvements to the licencing program for legal short-term rentals and the enforcement program for illegal operations. Each recommendation can be considered separately but it is recommended that all three be approved.

Carli Williams, P.Eng. Manager, Community Bylaws and Licencing (604-276-4136)

# Bylaw 10066



# Richmond Zoning Bylaw No. 8500 Amendment Bylaw No. 10066 (Boarding & Lodging, Hosted)

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

- 1. Richmond Zoning Bylaw No. 8500, as amended, is further amended at Section 3.4 by deleting and replacing the definition of **Boarding and lodging** with the following:
  - "Boarding and lodging means a secondary use of a dwelling unit by a resident of the dwelling unit, to supply sleeping unit accommodation, without cooking facilities in the sleeping units for remuneration for not more than 2 boarders, and which may or may not include meal service, but does not include senior citizen lodges, hotels, motels, congregate housing, bed and breakfasts, agri-tourist accommodation, minor or major community care facilities, secondary suite or coach house."
- 2. This Bylaw is cited as "Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10066".

FIRST READING	CITY OF RICHMOND
PUBLIC HEARING	APPROVED
SECOND READING	APPROVED by Director
THIRD READING	or Solicitor
OTHER CONDITIONS SATISFIED	
ADOPTED	

MAYOR



# Bylaw 10067



# Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067

The Council of the City of Richmond enacts as follows:

1. **Business Licence Bylaw No. 7360**, as amended, is further amended by inserting the following as new Section 2.5:

#### "2.5 Short Term Boarding and Lodging

- 2.5.1 Every short term boarding and lodging applicant must at the time of application:
  - (a) certify that they reside in the premises as their **principal residence** and provide proof that the premises are the **applicant's principal residence**. To demonstrate that the premises is their **principal residence**, an **applicant** must be able to produce copies of the **applicant's** government issued picture identification showing the **applicant's** address as the premises, and copies of either one or both of the following:
    - (i) a tax assessment for the current year for the lot upon which the premises are constructed showing the **applicant** as payor, or
    - (ii) a utility bill (electricity, district energy, gas, internet, cable or telephone) issued within the previous 3 months for the premises showing the applicant as payor, or
    - (iii) such other evidence as required by the City from time to time;
  - (b) provide proof that the **registered owner(s)** of the premises has consented to the use of the premises for **short term boarding and lodging** by providing one of the following, as applicable:
    - (i) if the applicant is an individual registered owner, a copy of legal title to the premises showing the applicant as an individual registered owner, or
    - (i) if the applicant is a director of the corporate registered owner of the premises, a copy of legal title to the premises showing the corporate registered owner as owner, and a copy of a corporate search showing the applicant as a director of the corporate registered owner, or

- (ii) if the applicant is not the registered owner of the premises, a copy of legal title to the premises identifying the registered owner and a declaration from the registered owner of the premises certifying that use of the premises as for short term boarding and lodging by the applicant is permitted;
- (c) if the premises are a strata lot, provide proof that the use of the premises for short term boarding and lodging is permitted by the applicable strata bylaws by providing a letter from the applicable strata council acknowledging that the use of the premises as for short term boarding and lodging by the applicant is permitted; and
- (d) pay the required annual boarding and lodging licence fee specified in the Consolidated Fee Bylaw No. 8636 for the Short Term Boarding and Lodging Use category of this bylaw.
- 2.5.2 Notwithstanding the forgoing, the provision of section 2.5.1 above do not apply where the **short term boarding and lodging** is provided on a not-for profit basis (for example cultural exchanges and sports hosting) by a person where the premises is their **primary residence**."
- 2. **Business Licence Bylaw No. 7360**, as amended, is further amended at Part 3 by adding the following as a new Section 3.7B following the Section 3.7A:

"3.7B BOARDING AND LODGING USE CATEGORY means the use of premises or facilities for Boarding and Lodging, as permitted by this bylaw, the Business Regulation Bylaw, and the Zoning Bylaw.".

3. Business Licence Bylaw No. 7360, as amended, is further amended at Section 7.1 by adding the following as the definition of "boarding and lodging" in alphabetical order:

"Boarding and Lodging means boarding and lodging as defined in the City's zoning bylaw.".

4. Business Licence Bylaw No. 7360, as amended, is further amended at Section 7.1 by adding the following as the definition of "short term boarding and lodging" in alphabetical order:

"Short Term Boarding means boarding and lodging, where the rental and Lodging period is less than 30 days.".

5. Business Licence Bylaw No. 7360, as amended, is further amended at Section 7.1 by adding the following as the definition of "corporate registered owner in alphabetical order:

"Corporate Registered means with respect to land, any corporation who is the registered owner of an estate in fee simple.".

6. **Business Licence Bylaw No. 7360,** as amended, is further amended at Section 7.1 by deleting the definition of "**individual registered owner**" and replacing it with the following:

"Individual Registered means an individual registered owner as defined in the City's zoning bylaw.".

7. **Business Licence Bylaw No. 7360**, as amended, is further amended at Section 7.1 by adding the following as the definition of "**registered owner**" in alphabetical order:

"Registered Owner means an individual registered owner or a corporate registered owner.".

8. This Bylaw is cited as "Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067.

FIRST READING	 CITY OF RICHMOND
SECOND READING	 APPROVED for content by originating
THIRD READING	 Division
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MAYOR

CORPORATE OFFICER

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### Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10068

The Council of the City of Richmond enacts as follows:

1. **Business Regulation Bylaw No. 7538**, as amended, is further amended by inserting the following as new Part Twenty-Three and renumbering the remaining sections:

#### "PART TWENTY-THREE: BOARDING AND LODGING REGULATIONS

- 23.1 Without first obtaining a licence for short term boarding and lodging, persons must not provide guests with boarding and lodging for rental periods of less than 30 days.
- 23.2 **Boarding and lodging** shall be subject to the following regulations:
  - 23.2.1 the premises must be the operator's principal residence;
  - 23.2.2 the operator must be an individual registered owner of the premises, a director of a corporate registered owner, or have the permission of the registered owner;
  - 23.2.3 if the premises are a strata lot, the **operator** must have the permission of the applicable strata council;
  - 23.2.4 the **operator** must not provide **boarding and lodging** to more than 2 guests at any one time;
  - 23.2.5 the **operator** must not provide or install any equipment or facilities used for the preparation of food in any bedroom or sleeping unit used for guest accommodation;
  - 23.2.6 the **operator** must not **market** the **boarding and lodging** they are licenced to provide without including their licence number in a conspicuous place in any medium or material used to **market** the **boarding and lodging**; and
  - 23.2.6 notwithstanding Section 1.1 and 23.1 of this bylaw, **boarding and lodging** provided on a not-for-profit basis (for example cultural exchange or sport hosting) or for rental periods of 30 days or longer does not require a **licence**."

- 2. **Business Regulation Bylaw No. 7538**, as amended, is further amended at Part Twenty-Two: Bed & Breakfast Establishment Regulations by adding the following as new subsection 22.2.6:
  - "22.2.6 the operator must not market the residential rental accommodation they are licenced to provide without including their licence number in a conspicuous place in any medium or material used to market the residential rental accommodation."
- 3. Business Regulation Bylaw No. 7538, as amended, is further amended at Section 26.1 by:
  - (a) adding the following as the definition of "corporate registered owner" in alphabetical order:

"corporate means a corporate registered owner as defined in the registered owner Business Licence Bylaw.";

- (b) adding the following as the definition of "market" in alphabetical order:
  - "market means to offer for sale, promote, canvass, solicit, advertise, or facilitate **boarding and lodging** or residential rental accommodation, and includes placing, posting or erecting advertisements physically or online, but does not include the mere provision of a neutral space or location for such marketing in newspapers, bulletin boards, or online."; and
- (a) adding the following as the definition of "registered owner" in alphabetical order:

"registered owner means a registered owner as defined in the Business Licence Bylaw."; and

(b) adding the following as the definition of "short term boarding and lodging" in alphabetical order:

"short term	means short term boarding and lodging as defined in the
boarding and	Business Licence Bylaw.".
lodging	

4. This Bylaw is cited as "Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10068".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating Division
APPROVED for legality by Solicitor
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MAYOR



# Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10069

The Council of the City of Richmond enacts as follows:

1. **Municipal Ticket Information Authorization Bylaw No. 7321**, as amended, is further amended at Schedule B 3 by adding the following to Schedule B 3 in numerical order:

BUSINESS REGULATION BYLAW NO. 7538 Column 1 Offence	Column 2 Section	Column 3 Fine
Marketing without displaying licence number	22.2.6	\$750
Boarding and lodging for less than 30 days without licence	23.1	\$1000
Premises not operator's principal residence	23.2.1	\$1000
Operator not registered owner of premises or not have registered owner's permission	23.2.2	\$1000
No Strata Permission	23.2.3	\$1000
Boarding and lodging provided to more than 2 guests	23.2.4	\$1000
Food preparation in room used for guest accommodation	23.2.5	\$250
Marketing without displaying licence number	23.2.6	\$750

#### SCHEDULE B 3

#### 2. This Bylaw is cited as "Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10069".

FIRST READING	CITY OF RICHMOND
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MAYOR



# Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended at Part One – Application by adding the following to the list in Section 1.1 in alphabetical order:

"Business Regulation Bylaw No. 7538, as amended;".

- 2. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding the content of the table in Schedule A attached to and forming part of this bylaw, as a new "Schedule Business Regulation Bylaw No. 7538" in Bylaw No. 8122 in numerical order.
- 3. This Bylaw is cited as "Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070".

FIRST READING SECOND READING THIRD READING

ADOPTED

CITY OF RICHMOND
 APPROVED for content by originating Division
APPROVED for legality
by Solicitor

MAYOR

CORPORATE OFFICER

Bylaw No. 10070

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A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement	A5 Penalty	A6 Early Payment	A7 Late Payment Amount	A8 Compliance Agreement
Business Regulation Bylaw No. 7538	Period of Time from Receipt (inclusive)		Available n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Rentals for less than 30 days without licence	22.1	No	\$450.00	\$400.00	\$500.00	n/a
	Premises not operator's principal residence	22.2.1	No	\$450.00	\$400.00	\$500.00	n/a
	Operator not registered owner of premises or family member	22.2.2	oZ	\$450.00	\$400.00	\$500.00	n/a
	No access to Guest Register	22.2.3	No	\$450.00	\$400.00	\$500.00	n/a
	Failure to maintain Fire Evacuation Plan	22.2.4	No	\$450.00	\$400.00	\$500.00	n/a
	Food preparation in room used for guest accommodation	22.2.5	No	\$125.00	\$100.00	\$150.00	n/a
-	Marketing without displaying licence number	22.2.6	No	\$450.00	\$400.00	\$500.00	n/a
	Boarding and lodging for less than 30 days without licence	23.1	No	\$450.00	\$400.00	\$500.00	n/a
	Premises not operator's principal residence	23.2.1	No	\$450.00	\$400.00	\$500.00	n/a
	Operator not registered owner of premises or not have registered owner's permission	23.2.2	οN	\$450.00	\$400.00	\$500.00	n/a
	No Strata Permission	23.2.3	No	\$450.00	\$400.00	\$500.00	n/a
	Boarding and lodging provided to more than 2 guests	23.2.4	QN	\$450.00	\$400.00	\$500.00	n/a
	Food preparation in room used for guest accommodation	23.2.5	N	\$125.00	\$100.00	\$ 150.00	n/a
	Marketing without displaying licence number	23.2.6	οN	\$450.00	\$400.00	\$500.00	n/a

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# Bylaw 10089

CITY OF RICHMOND

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APPROVED for legality by Solicitor



# CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 10089

The Council of the City of Richmond enacts as follows:

- The Consolidated Fees Bylaw No. 8636, as amended, is further amended by adding the Business Licence Bylaw No. 7360, Boarding and Lodging Use Table set out in Schedule A to this Bylaw following the Business Licence Bylaw No. 7360, Residential Use Table forming part of SCHEDULE – BUSINESS LICENCE to Consolidated Fees Bylaw No. 8636.
- 2. This Bylaw is cited as "Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10089".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

# Business Licence Bylaw No. 7360 Short Term Boarding and Lodging Use

Description	Fee
Short Term Boarding and Lodging Business Licence	\$143.00



# **Report to Committee**

То:	General Purposes Committee	Date:	November 8, 2019
From:	Jason Kita Director, Corporate Programs Management Group	File:	01-0005-01/2019-Vol 01
Re:	Richmond Council Code of Conduct		

# Staff Recommendation

That the Richmond Council Code of Conduct as presented in Attachment 1 of the report titled, "Richmond Council Code of Conduct," from the Director, Corporate Programs Management Group, dated November 8, 2019 be approved.

Jason Kita Director, Corporate Programs Management Group (604-276-4091)

Att.: 1

	REPORT CONCURRENCE				
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER			
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		APPROVED BY CAO			

#### **Staff Report**

#### Origin

At the June 17, 2019, General Purposes Committee meeting, discussion occurred regarding options for establishing a code of conduct for Richmond City Council. As a result, the following referral was made:

(1) That the report titled "Code of Conduct for Elected Officials" dated April 10, 2019 from the Director, Corporate Programs Management Group, be referred back to staff; and

(2) That staff be directed to bring forward for Council consideration a draft Richmond Code of Conduct that incorporates aspects of the District of Saanich and the District of North Vancouver's Codes of Conduct and Council feedback, and report back.

This report responds to the above referrals.

#### Background

Council has expressed an interest in developing a Code of Conduct for Richmond City Council. A Council code of conduct can be an effective tool for members of Council to express standards of conduct that are agreed upon by all members. This is particularly the case relating to behaviours that pertain to responsible conduct, defined generally as how elected officials conduct themselves in relation to their elected colleagues, staff, and the general public. Legislative provisions related to the roles, responsibilities, and expectations around ethical conduct for elected officials are found in the *Community Charter* and *Local Government Act*.

A code of conduct is a written document that can be used by Council members (members) to outline a shared set of expectations for conduct or behaviours beyond those outlined in legislation and in common law. A code of conduct may include provisions relating to a variety of topics at Council's discretion; however, municipal governments have limited ability to impose measures for non-compliance related to behaviours that are not captured by the existing legislation. For this reason, it is advisable for a Council code of conduct to include only what is mutually agreed upon by all members.

#### Analysis

A draft Richmond Council Code of Conduct (Attachment 1) was prepared for Council's consideration based on a composite of topics and provisions from the District of Saanich Code of Conduct, the District of North Vancouver Code of Ethics, and recommendations from the Working Group on Responsible Conduct<sup>1</sup>.

<sup>&</sup>lt;sup>1</sup> The Working Group on Responsible Conduct is a joint initiative between the UBCM, the Local Government Management Association (LGMA), and the Ministry of Municipal Affairs and Housing that provides information and resources to consider when establishing a code of conduct.

Staff recommend that Council adopt the attached draft Richmond Council Code of Conduct as presented in Attachment 1.

In order for a Council code of conduct to be an effective and meaningful tool, it is essential that all members of Council agree upon the standards of conduct outlined within the code. Because Council cannot impose measures for non-compliance beyond what is permitted under legislation and common law, the code of conduct must represent a shared commitment from Council on the standards of conduct for Richmond's Council and express unanimous approval for its adoption.

A code of conduct, once adopted, may be revisited and updated as needed at Council's discretion to ensure expectations are current, relevant, and continue to reflect desired guidelines for all members of Council.

# Financial Impact

None.

# Conclusion

Council has expressed an interest in developing a Code of Conduct document for Richmond City Council. Staff has prepared the attached draft Richmond Council Code of Conduct as a tool for Council to define their shared expectations around Council conduct. Council may adopt the attached draft Richmond Council Code of Conduct or provide direction on revisions to this document to meet Council's needs.

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Claire Adamson Manager, Corporate Strategic Initiatives (604-247-4482)

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Att. 1: Draft Richmond Council Code of Conduct



# **Policy Manual**

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DRAFT RICHMOND COUNCIL CODE OF CONDUCT

Policy <policy no.>

Adopted by Council: <date>

# POLICY <POLICY NO.> :

# INTRODUCTION

As local government elected Council members ("members"), Richmond's City Council ("Council") recognizes that responsible conduct is essential to providing good governance for the City of Richmond.

Members have committed to strive to ensure that the duties and obligations of Council are performed with highest ethical standards. Members respect one another, the public and staff and recognize the unique role and contribution each person has in making the City a better place to work and live. To this end, Council has adopted a Code of Conduct ("Code") which outlines the foundational principles and standards of conduct to which Council has committed.

# APPLICATION OF THE CODE OF CONDUCT

This Code of Conduct applies to the members of Council and, where indicated, to any person appointed by Council to boards, committees, commissions, panels, or task forces ("appointees"). It is the individual responsibility of each member and appointee to uphold the Code in their dealings with other members, appointees, staff, and the public. Members and appointees must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members and appointees in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the City of Richmond, the common law and any other legal obligations which apply. It must be noted that all legislation, including the *Community Charter*, overrides the Code of Conduct. This document is not intended to be punitive or disciplinary in nature.

# 1. FOUNDATIONAL PRINCIPLES

Council recognizes that responsible conduct is based on the foundational principles of integrity, accountability, respect, leadership and collaboration, and openness and transparency.

- 1.1 **Integrity**: means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
- 1.2 **Respect**: means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making.
- 1.3 **Accountability**: means an obligation and willingness to accept responsibility or to account for ones actions.



# **Policy Manual**

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- 1.4 **Leadership and Collaboration**: means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts.
- 1.5 **Openness and Transparency**: means being as open as possible about decisions and actions; it also means communicating appropriate information openly to the public about decision-making processes and issues being considered; encouraging public participation and communicating clearly.

# 2. CONDUCT OF MEMBERS AND APPOINTEES

- 2.1 Members and appointees shall adhere to the foundational principles and the provisions of the Council Code of Conduct.
- 2.2 Members and appointees must act lawfully and within the authorities of the *Community Charter*, the *Local Government Act*, and other applicable legislation and policies and exercise a reasonable degree of care and diligence in carrying out their functions.
- 2.3 The conduct of members and appointees in the performance of their duties and responsibilities with the City of Richmond must be fair, open, and honest.
- 2.4 Members and appointees shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members, appointees, the staff, or the public.

#### 3. CONDUCT IN MEETINGS

- 3.1 Members and, where applicable, appointees shall prepare themselves for public meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall not interrupt other speakers; make personal comments not germane to the business of the body; or otherwise disturb a meeting.
- 3.2 Members and appointees shall adhere to the *Rules of Conduct in Council Meetings* as outlined in any relevant Council Procedures and Bylaws.

# 4. RESPECT FOR PROCESS

4.1 Members and, where applicable, appointees shall perform their duties in accordance with the policies and procedures and rules of order established by the City Council governing the deliberation of public policy issues, meaningful



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	Adopted by Council: <date></date>	

involvement of the public, and implementation of policy decisions of the Council by City staff.

#### 5. COLLECTION AND HANDLING OF INFORMATION

- 5.1 Members and appointees shall respect the confidentiality of information including information concerning the property, personnel or legal affairs of the City. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.
- 5.2 Subject to paragraph 5.1, members and appointees may publicly share substantive information which they may have received from sources outside of the public decision-making process.

#### 6. INTERACTIONS WITH STAFF

- 6.1 Members and appointees shall not make public statements attacking or disparaging staff.
- 6.2 Members and appointees shall not involve staff in matters for political purposes. It is the role of staff: to provide overall management of the operations of the municipality; to provide advice, information, and make to recommendations to Council; and to ensure the policies, programs and other directions of Council are implemented under the authority of the CAO. It is the role of Council to make decisions and provide direction to staff to carry out the role of managing the operations and affairs of the municipality.
- 6.3 Concerns or issues with staff and/or appointees should be brought to the Mayor and/or the Chief Administrative Officer in private communications as appropriate.

# 7. INTERACTIONS WITH THE PUBLIC AND THE MEDIA

- 7.1 Members and appointees shall accurately communicate the decisions of Council, even if they disagree with the majority decision of Council; and by doing so affirm the respect and integrity in the decision-making process of Council.
- 7.2 Members and appointees shall not publish or report information that they know to be inaccurate, incomplete, or in other ways misrepresents the City or a decision of Council.



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Adopted by Council: <date>

# 8. USE OF SOCIAL MEDIA

- 8.1 It is not the role of individual members and appointees to report directly on Cityrelated business. Members and appointees will use caution in reporting decisionmaking by way of their social media profiles and will ensure what is said is accurate and complete.
- 8.2 Members and appointees will include an "in my opinion", or similar disclaimer, either within the banner of their individual social media site(s) or separately when making follow up posts to the City's social media postings and when creating original posts pertaining to City-related business.
- 8.3 Members and appointees will refrain from using, or permitting use of, their social media accounts for purposes that include:
  - (a) defamatory remarks;
  - (b) content that endorses, promotes, or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
  - (c) statements that indicate an attitudinal bias in relation to a matter that is to be the subject of a statutory or other public hearing;
  - (d) promotion of illegal activity; and
  - (e) information that may compromise the safety or security of the public or public systems.
- 8.4 Members and appointees shall regularly monitor their social media accounts and immediately take measures to address the publication of messages or postings by others that violate this Code of Conduct.

# 9. USE OF PUBLIC RESOURCES

9.1 Members and appointees shall not use public resources that are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.



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#### DRAFT RICHMOND COUNCIL CODE OF CONDUCT

Policy <policy no.>

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#### 10. CONFLICT OF INTEREST

10.1 Members and appointees shall be aware of and appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties in accordance with statutory requirements of the *Community Charter*.

#### 11. ACCEPTANCE AND DISCLOSURE OF GIFTS

- 11.1 Members and appointees shall be aware of and adhere to all rules and restrictions related to accepting and disclosing gifts in accordance with Division 6 of the Community Charter.
- 11.2 Members and appointees shall not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the performance of the duties of the member or appointee.
- 11.3 Paragraph 11.2 does not apply to:
  - (a) a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of the office or the appointment;
  - (b) compensation authorized by law; or
  - (c) a lawful contribution made to a member who is a candidate for election to a local government.

# 12. ADVOCACY AND POLITICAL ACTIVITIES

- 12.1 Members and appointees shall represent the official policies or positions of Council or of the body to which they have been appointed to the best of their ability when designated as delegates for this purpose.
- 12.2 When presenting their individual opinions and positions, members and appointees shall clearly state they do not represent Council, the body to which they have been appointed, or the City of Richmond, nor will they allow the inference that they do.

# 13. ABSENCES AND VACATIONS

- 13.1 Members will adhere to the guidelines and policies for absences and vacations.
- 13.2 During a period when the Mayor is absent, the Mayor may transfer the duties of the Mayor, including those related to formal greetings and protocol. An Acting



# **Policy Manual**

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Mayor rotation schedule is established each year that outlines the appropriate Council member that will fulfill the role of Acting Mayor if required. The role and title of Acting Mayor is valid only when this transfer has been formally granted by the Mayor.

#### 14. IMPLEMENTATION

- 14.1 The Council Code of Conduct is intended to be self-enforcing. Members and appointees should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when members and appointees are thoroughly familiar with the Code and embrace its provisions. For this reason, the Code of Conduct will be provided to candidates for Council. Information regarding the Code of Conduct will be incorporated into the Council orientation process for members elected to Council and for those appointed by Council to boards, committees, commissions, panels, or task forces.
- 14.2 Council may review the Code, consider recommendations from members and appointees, and update the Code as necessary.

#### 15. COMPLIANCE AND ENFORCEMENT

- 15.1 Members themselves have the primary responsibility to ensure that the standards outlined within the Code are understood and met.
- 15.2 The strongest measure Council can take after attempting to resolve any differences through direct discussion is to impose a motion of public censure.
- 15.3 If a member wishes to make a formal complaint, a written statement must be brought forward to a closed General Purposes Committee meeting. Anonymous complaints will not be publicized or acted on.
- 15.4 To ensure procedural and administrative fairness, a member who is alleged to have violated any provision of the Code (with the exception of violations otherwise addressed through legislation), shall have a minimum of one week or the time between two consecutive General Purposes Committee meetings, whichever is greater, to prepare his or her response to a formal complaint. Before considering taking measures, Council shall ensure that a member has:
  - (a) received a written copy of the complaint against him or her; and
  - (b) an opportunity to be heard in a subsequent closed General Purposes Committee meeting.



# **Policy Manual**

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	Adopted by Council: <date></date>	

15.5 A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a Council or Committee decision.





To: Planning Committee

From: Wayne Craig Director, Development Date: October 28, 2019 File: RZ 17-771371

#### Re: Application by Design Work Group Ltd. for Rezoning at 11480 and 11500 Railway Avenue from the "Single Detached (RS1/E)" Zone to the "Arterial Road Two-Unit Dwellings (RDA)" Zone

# Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10060, for the rezoning of 11480 and 11500 Railway Avenue from "Single Detached (RS1/E)" to "Arterial Road Two-Unit Dwellings (RDA)", be referred to the Monday, December 16, 2019 Public Hearing at 7:00 p.m. in the Council Chambers of Richmond City Hall.

Wayne Craig

Director, Development (604-247-4625)

WC:el Att. 7

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# Staff Report

# Origin

Design Work Group Ltd. has applied to the City of Richmond for permission to rezone 11480 and 11500 Railway Avenue (Attachment A) from the "Single Detached (RS1/E)" zone to the "Arterial Road Two-Unit Dwellings (RDA)" zone in order to permit the property to be subdivided into three duplex lots.

# Background

A Report to Committee (Attachment B) was presented to Planning Committee on July 16, 2019. First Reading to the Richmond Zoning Bylaw 8500, Amendment Bylaw 10060, was granted on July 22, 2019. The Bylaw was considered at the September 3, 2019 Public Hearing. The following referral motion was passed:

"That Richmond Zoning Bylaw 8500, Amendment Bylaw 10060 be referred to staff for further consideration of alternative designs to improve overall site design and parking, including density."

In response to the referral motion carried at the Council meeting, the applicant has revised the proposal to include one additional visitor parking space in the proposed duplex development. A revised preliminary site plan is contained in Attachment C.

This supplemental Staff Report is being brought forward now to provide a summary of alternative designs considered and staff's recommendation.

# Findings of Fact

Please refer to the attached updated Development Application Data Sheet (Attachment D) for a comparison of the proposed development data with the relevant bylaw requirements. Please refer to the original Staff Report dated June 28, 2019 (Attachment B) for information pertaining to related City's policies and studies, pre-Planning Committee public consultation, as well as staff comments on built form and architectural character, transportation and site access, tree retention and replacement, and site servicing and frontage improvements.

# Alternative Land Use

In response to the referral motion, the applicant has explored the opportunity to develop the subject site into a townhouse development. A concept plan (Attachment E) has been developed based on the Arterial Road Guidelines for Townhouses in the Official Community Plan (OCP) and the "Low Density Townhouses (RTL4)" zone (which is one of the typical zoning districts for townhouse developments along arterial roads), as well as typical transportation and site access requirements for arterial road townhouse developments.

# Conceptual Townhouse Development

The concept includes a total of six townhouse units; four three-storey units along Railway Avenue; and two two-storey units along the rear (east) property line. Vehicle access is to be located at the south edge of the site, as far away from the Garry Street/Railway Avenue intersection as possible. An on-site turn-around is to be provided on the east side of the internal drive aisle adjacent to the proposed outdoor amenity space. The overall density is 0.6 Floor Area Ratio (FAR).

	Conceptual Townhouse Development	Proposed Duplex Development (revised)
Density	0.6 FAR	0.6 FAR
Number of Units	6	6
Lot Coverage of Buildings	28.5%	39%
Lot Coverage of Hard Surface	44.8%	40.8%
Lot Coverage of Landscaping	26.7%	28.9%
Front Yard Setback	6.0 m	Lot 1 & Lot 2 – 6.0 m Lot 3 – 5.0 m
Side Yard Setback	3.0 m	1.2 m
Rear Yard Setback	6.0 m	6.0 m
Building Height	3 storeys along Railway 2 storeys along rear property line	2 storeys
Residential Parking	12	12
Visitor Parking	2	2

Please refer to the table below for a comparison of development data between the conceptual townhouse development and the proposed duplex development on this site:

# Additional Density

It is noted that while the unit yield achieved and number of parking spaces provided for both the conceptual townhouse development and the proposed duplex development would be the same (i.e., six residential units and a total of 14 parking spaces), there would be more paved area and less landscaped area in the conceptual townhouse development than in the proposed duplex development. It would be impossible to increase the density of the conceptual townhouse development without relaxations to the Arterial Road Guidelines for Townhouses; these relaxations may include, but are not limited to:

- Reductions in front and rear yard setbacks (i.e., from 6.0 m to 4.5 m or 3.0 m).
- Different building form along the rear yard interface with existing single-family homes (i.e., a three-unit cluster instead of a two-unit cluster).

• Increase in building height along the side and rear yard interface with existing single-family homes (i.e., three storeys instead of two storeys).

Staff do not recommend these relaxations to the Arterial Road Guidelines for Townhouses be supported in order to increase density on any arterial road townhouse developments since those design guidelines were developed based on extensive consultations and have been proven effective in addressing adjacency concerns.

# Referral - Arterial Road Land Use Policy Along Railway Avenue

It is noted that the following referral motion was carried at the September 4, 2019 Planning Committee meeting:

"That staff be directed to do a comprehensive review of the Arterial Road Land Use Policy designation along Railway Avenue and report back."

Staff is working with various City departments in reviewing the Policy and a separate Staff Report will be presented to the Planning Committee at a later date. Any changes to the Arterial Road Guidelines for Townhouses should be reviewed and considered as part of this referral.

Staff recommends support for proceeding with the proposal at this site in advance of the referral being addressed due to the support for the project expressed by the neighbours, it being consistent with the current Arterial Road Land Use Policy, the application pre-dating the introduction of the referral motion, and it being consistent with the pattern of development already provided for in this block of Railway Avenue.

# <u>Analysis</u>

Staff do not recommend that a townhouse development on the subject site be considered based on the following:

1. Lack of neighbourhood support.

Based on consultation conducted by applicant after this project was referred back to staff, area residents/owners prefer duplex developments over townhouse developments on this block of Railway Avenue. A summary of the consultation done June 2018 can be found in Attachment 6 of the original Staff Report dated June 28, 2019 (Attachment B); correspondence received after the September 3, 2019 Public Hearing can be found in Attachment F.

2. Previous owners' intention to move back to the new duplex development.

The developer and the previous owners of 11500 Railway Avenue advised staff that they have reached an agreement that, as a condition to the sale of 11500 Railway Avenue, the previous owners of 11500 Railway Avenue will purchase a specific duplex unit in the proposed duplex development (supporting documents can be found in Attachment G). The previous owners advised that their family has lived in this neighbourhood since 1956 and they look forward to staying in their neighbourhood (specifically on the subject site) and "aging in place" in a duplex form of development.

3. Developer's intention on the property.

The developer confirmed that they would like to develop the subject site into three duplex lots, which is in accordance to the Arterial Road Land Use Policy in the OCP. The developer advised that the products to be developed, based on the conceptual townhouse development plan, would be less desirable than the proposed duplex development. They are also not interested in building townhouses on this site as:

- There is no opportunity for additional density, in terms of both unit yield and floor area.
- Townhouse development is not supported by the neighbouring residents and owners.
- 4. Duplex development has already been considered in this block of Railway Avenue.

A rezoning application to permit the development of an arterial duplex on the adjacent property to the south at 11540 Railway Avenue (RZ 18-819258) was given Third Reading on June 17, 2019. The site layout of the proposed duplex development at 11540 Railway is very similar to the site plan of the proposed Lot #3 of the subject development proposal. Both of the duplex lots would have their own driveway on the south edge of the site. The width of the front duplex units on this block would be in the range of 8.0 m to 9.0 m, which would respond to the form, scale and rhythm along the streetscape of the immediate existing single-family neighbourhood.

# **Revised Development Proposal**

In response to the referral motion carried at the September 3, 2019 Public Hearing, the applicant has revised the development proposal to include one additional visitor parking space on the proposed Lot #3. Based on the discussions above, arterial road duplex use is still the preferred development option for this site. As part of the last Arterial Road Land Use Policy Updates (2016), arterial road duplexes and triplexes are considered to be infill developments within existing single-family developments along minor arterial roads. The design guidelines and zoning regulations are tailored to ensure compatibility between single detached, duplex and triplex developments. The development proposal for three duplex lots is consistent with the land use designations in the OCP, and the proposed duplex design meets the design guidelines for duplex developments on arterial roads in the OCP.

# Variance Requested

The revised duplex development proposal is generally in compliance with the "Arterial Road Two-Unit Dwellings (RDA)" zone; with one proposed variance to reduce the front yard setback of Lot #3 from 6.0 m to 5.0 m. The resulting distance from the back of curb to the building face would be approximately 9.87 m. Staff support the requested variance recognizing that an extra visiting parking space is proposed on Lot #3 in response to Council's referral and the building footprint needs to be revised in order to develop the site into its full potential (i.e., 0.6 FAR). This variance will be reviewed in the context of the overall detailed design of the project, including architectural form, site design and landscaping at the Development Permit stage.

# **Financial Impact or Economic Impact**

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

# Conclusion

The proposed rezoning application to rezone 11480 and 11500 Railway Avenue from the "Single Detached (RS1/E)" zone to the "Arterial Road Two-Unit Dwellings (RDA)" zone, in order to permit the development of three duplex lots (six dwelling units in total) on the subject site, is consistent with the Arterial Road Land Use Policy in the Official Community Plan (OCP).

In response to the referral motion carried at the September 3, 2019 Public Hearing, the applicant has revised the development proposal to include one additional visitor parking space. Further review of the project design will be required to ensure a high quality project and design consistency with the existing neighbourhood context, and this will be completed as part of the Development Permit application review process.

The developer has agreed to the list of rezoning considerations included in Attachment 9 of the original Staff Report dated June 28, 2019 (Attachment B) (signed concurrence on file).

On this basis, staff recommend support of the application.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10060, be referred to the Monday, December 16, 2019 Public Hearing at 7:00 p.m. in the Council Chambers of Richmond City Hall.

Edwin Lee Planner 1 (602-276-4121)

EL:blg

- Attachment A: Location Map
- Attachment B: Report to Committee dated June 28, 2019
- Attachment C: Revised Duplex Lot Proposal
- Attachment D: Revised Development Application Data Sheet
- Attachment E: Conceptual Townhouse Development Plan
- Attachment F: Correspondence received after September 3, 2019
- Attachment G: Excerpt of Agreement between Previous Owners of 11500 Railway Avenue and the Developer

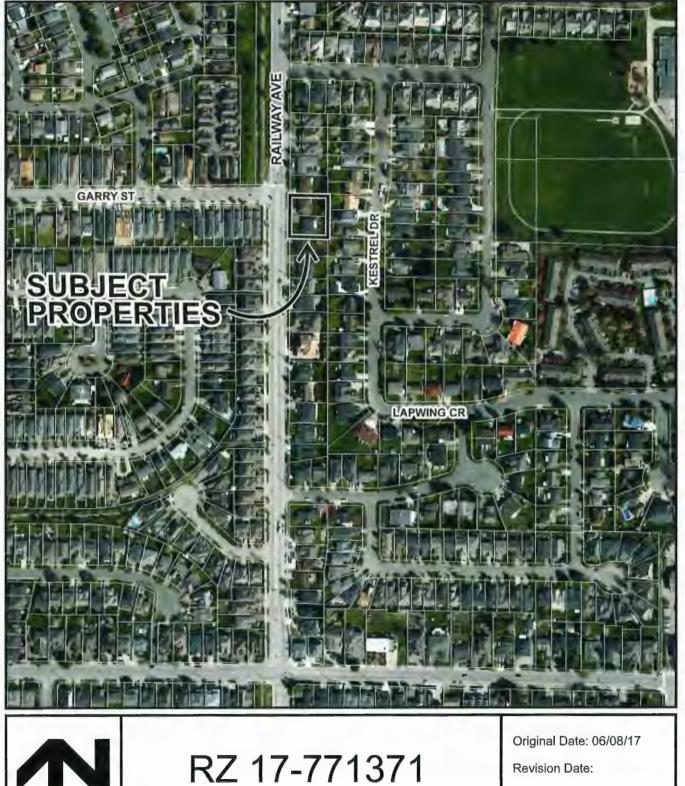
# Attachment A



#### City of Richmond RS1/D RS1/B-RS1/E KS1/E Kali-MAVAK-SI RS1/C ZT22 RS1/A RS1/A RS1/E RS1/B GARRY ST RS1/B KESTREL DR RS2/A ŘS1/Ė RS1/A PROPOSED RTL1 REZONING RD1 ZS3-L'APWING CR RS1/A RD1 RS1/E 13.42 1138 13.42 11391 13.41 11380 36.59 42.06 44.11 20.12 13.40 13.40 11400 11411 20.12 11440 13.40 42.06 44.07 11431 11.83 12.19 11420 36.58 37.19 4995 4997 40.87 44.62 20.13 11460 15.24 11451 11428 20.13 12.27 11.98 12.19 38.97 **GARRY ST** 46.28 **RAILWAY AVE** 11471 **KESTREL DR** 11460 15.36 11.22 9.75 9.14 9.14 36.72 48.78 20 4922 4940 4960 11491 12.20 11480 36.16 49.38 11433 39.61 39.61 15.24 11500 11511 15.24 36.16 49.38 18.29 1540 9.14 9.14 11.09 9.75 3.29 520 531 29 29 27.95 12 Original Date: 06/05/17 RZ 17-771371 **Revision Date:** Note: Dimensions are in METRES CNCL - 237



# City of Richmond



**Revision Date:** 

Note: Dimensions are in METRES



# **Report to Committee**

To:	Planning Committee	Date:	June 28, 2019	
From:	Wayne Craig Director, Development	File:	RZ 17-771371	
Re	Application by Design Work Group Ltd. for Rezo	ning at	11480 and	

#### Re: Application by Design Work Group Ltd. for Rezoning at 11480 and 11500 Railway Avenue from the "Single Detached (RS1/E)" Zone to the "Arterial Road Two-Unit Dwellings (RDA)" Zone

#### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10060, for the rezoning of 11480 and 11500 Railway Avenue from the "Single Detached (RS1/E)" zone to the "Arterial Road Two-Unit Dwellings (RDA)" zone, be introduced and given First Reading.

Wayne Craig Director, Development (604-247-4625)

WC:el Att. 9

REPORT CONCURRENCE				
ROUTED TO:	CONCURRENCE OF GENERAL MANAGER			
Affordable Housing	٦. ۲	pi Eneg		

#### Staff Report

#### Origin

Design Work Group Ltd: has applied to the City of Richmond for permission to rezone 11480 and 11500 Railway Avenue (Attachment 1) from the "Single Detached (RS1/E)" zone to the "Arterial Road Two-Unit Dwellings (RDA)" zone in order to permit the property to be subdivided into three duplex lots (Attachment 2). A preliminary site plan, streetscape elevation and landscape plan are provided for reference in Attachment 3. A Development Permit application will be required to address the form and character of the proposed duplex.

A Servicing Agreement (SA) for frontage improvements and site service connections is required as a consideration of rezoning.

#### **Findings of Fact**

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 4).

#### Subject Site Existing Housing Profile

There are two existing single-family dwellings on the property, which will be demolished. The applicant has indicated that the dwellings are currently owner occupied, and that they do not contain any secondary suite.

#### Surrounding Development

- To the North: Fronting Railway Avenue, single-family homes on lots zoned "Single Detached (RS1/E)".
- To the South: A rezoning application to permit the development of a duplex on the adjacent property (at 11540 Railway Avenue) (RZ 18-819258) has been given Third Reading on June 17, 2019.
- To the East: Fronting Kestrel Drive, single-family homes on lots zoned "Single Detached (RS1/B)".
- To the West: Across Railway Avenue, single-family homes on small lots zoned "Single Detached (RS1/A)" fronting on Garry Street.

#### **Related Policies & Studies**

#### Official Community Plan/Steveston Area Plan

The 2041 Official Community Plan (OCP) Land Use Map designation for the subject site is "Neighbourhood Residential". The Steveston Area Land Use Map designation for the subject site is "Single-Detached/Duplex/Triplex" (Attachment 5). The development proposal for three duplex lots is consistent with these designations.

#### Arterial Road Policy

The Arterial Road Land Use Policy in the City's 2041 Official Community Plan Bylaw 9000 directs appropriate duplex and triplex developments onto certain minor arterial roads outside the City Centre. The subject site is identified for "Arterial Road Duplex/Triplex" on the Arterial Road Housing Development Map and the proposal is in compliance with the Arterial Road Duplex Development Requirements under the Arterial Road Policy.

#### Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

#### Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

The developers have also consulted with the owners/residents of the adjacent properties of the proposed development site; no concern has been raised. A consultation summary prepared by the developers can be found in Attachment 6.

Should the Planning Committee endorse this application and Council grant First Reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing; where any area resident or interested party will have an opportunity to comment.

Public notification for the Public Hearing will be provided as per the Local Government Act.

#### Analysis

#### Built Form and Architectural Character

The developer proposes to subdivide the site into three lots and construct a new duplex on each lot. Each duplex lot will feature a unit in the front of the property with direct pedestrian access from Railway Avenue, and one unit will be at the back of the property with the main entrance from the auto-court proposed on site. The unit sizes are ranging from  $123 \text{ m}^2 (1,399 \text{ ft}^2)$  to  $167 \text{ m}^2 (1,800 \text{ ft}^2)$ . All units will have a side-by-side attached garage. In keeping with the architectural character of the neighbourhood, all duplexes will be two storeys and will feature a peaked roof.

A Development Permit application will be required to address the form and character of the proposed duplex. Through the Development Permit, the following issues are to be further examined:

• Compliance with Development Permit Guidelines for duplex projects in the 2041 Official Community Plan (OCP).

- Review of the architectural character, scale, and massing to ensure that the proposed duplexes are well designed, fit well into the neighbourhood, and do not adversely impact adjacent homes.
- Review of the roof design to ensure it meets the "Residential Vertical Lot Depth Envelope" and "Residential Vertical Lot Width Envelope" requirements under Zoning Bylaw 8500.
- Review of aging-in-place features in all units and the provision of a convertible unit.
- Refinement of the proposed site grading to ensure survival of the protected tree, and to provide appropriate transition between the proposed development and adjacent existing developments.
- Refinement of the driveway and auto court configurations to minimum paved areas on site and explore the opportunity to widen the street fronting units to further animate the public realm.
- Refinement of landscape design including new trees to be planted on site.

Additional issues may be identified as part of the Development Permit application review process.

#### Existing Legal Encumbrances

There is an existing 3.0 m wide utility Right-of-Way (ROW) along the east property line of the subject site for an existing sanitary sewer line. The developer is aware that no construction is permitted in these areas.

#### Transportation and Site Access

Railway Avenue is a minor arterial road with a bike lane in this location. Vehicle access to the proposed duplex lots will be limited to one shared driveway crossing from Railway Avenue per every two lots, where possible.

Vehicle access to the two northern duplex lots is to be provided via a single shared driveway crossing from Railway Avenue. Since the street frontage of the proposed northernmost lot is adjacent to the Garry Street/Railway Avenue intersection, the proposed shared driveway for the two northern lots must be designed to locate outside (i.e., south) of the intersection.

As per the parking requirements under the "Arterial Road Two-Unit Dwellings (RDA)" zone, a visitor parking space will be required between the two northern lots since the shared driveway will be servicing more than two dwelling units.

Vehicle access to the south duplex lot is to be provided via a single driveway. No visitor parking is required for the southern lot since the driveway will be servicing no more than two dwelling units. However, visitor parking may informally be accommodated within the auto court, similar to the typical arrangement in a single family lot with a secondary suite or a side-by-side duplex development (i.e., two dwelling units sharing a single driveway).

Prior to rezoning, the applicant is required to register a restrictive covenant on Title to ensure that, upon subdivision of the property:

- Vehicle access to the two northern lots is via a single shared driveway crossing, based on a design specified in a Development Permit approved by the City.
- A cross-access easement for the shared driveway access, common drive aisle, and the shared visitor parking stall is to be registered on Titles of the each of the two northern lots.
- The buildings and driveways on all proposed lots are to be designed to accommodate on site vehicle turn-around to prevent vehicles from reversing onto Railway Avenue.

#### Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- There is no bylaw-sized tree located on site.
- A Douglas Fir tree (Trees # 62) located on neighbouring property to the east at 11471 Kestrel Drive is to be retained and protected as per Arborist Report specifications.
- A Juniper tree (Trees # A) located on the neighbouring property to the south at 11540 Railway Avenue is considered as an under-sized tree and has been identified for removal as part of the redevelopment proposal of 11540 Railway Avenue (which has received 3<sup>rd</sup> Reading on June 17, 2019). In order to avoid damages to the neighbour's tree during construction of the subject development, installation of tree protection fencing on the subject site is still required until the neighbouring developers are ready to remove this Juniper tree.

#### Tree Protection

Two trees on neighbouring properties are to be retained and protected. The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 7). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

• Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.

• Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

#### Tree Replacement

No replacement is required as there is no bylaw-sized tree on site. However, according to the Preliminary Landscape Plan provided by the developer (Attachment 2), the developer is proposing to plant nine new trees on site. The number, size and species of new trees will be reviewed in detail through Development Permit and overall landscape design.

#### Accessible Housing

The developer has agreed that aging-in-place features will be provided in all units (e.g., inclusion of blocking in bathroom walls for installation of grab-bars, provision of blocking in stair walls to accommodate lift installation at a future date, and provision of lever door handles). In addition, a total of two convertible units will be provided in this three-duplex-lot development. Details of the accessible housing features will be reviewed at the future Development Permit stage.

#### Affordable Housing Strategy

The applicant proposes to make a cash contribution to the Affordable Housing Reserve Fund in accordance to Section 5.15.1(c) of Zoning Bylaw 8500. The applicant will make a cash contribution of \$8.50 per buildable square foot as per the requirement for a contribution of \$82,000.75.

#### Energy Step Code

The applicant has committed to design the subject development to meet the City's Step Code requirements (Attachment 8). Details on how all units are to be built and maintained to this commitment will be reviewed at Building Permit stage.

#### Site Servicing and Frontage Improvements

Prior to final adoption of the rezoning bylaw, the developer is required to dedicate an approximately 0.92 m wide road across the Railway Avenue frontage to match the property line to the north, in order to accommodate the required future signal equipment and frontage upgrades. The exact road dedication is to be determined based on legal surveys. In addition, the applicant is required to enter into the City's standard Servicing Agreement to design and construct frontage beautification works and service connections including new sidewalk, boulevard and trees (see Attachment 9 for details). All works are at the client's sole cost (i.e., no credits apply).

At future subdivision stage, the developer will be required to pay Development Cost Charges (DCC's) (City & GVS&DD), School Site Acquisition Charge, and Address Assignment Fee. Servicing connections are to be determined at Servicing Agreement stage. June 28, 2019

#### Financial Impact or Economic Impact

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

#### Conclusion

The purpose of this rezoning application is to rezone 11480 and 11500 Railway Avenue from the "Single Detached (RS1/E)" zone to the "Arterial Road Two-Unit Dwellings (RDA)" zone, in order to permit the development of three duplex lots (six dwelling units in total) on the subject site. The list of rezoning considerations is included in Attachment 9, which has been agreed to by the applicant (signed concurrence on file).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10060 be introduced and given First Reading.

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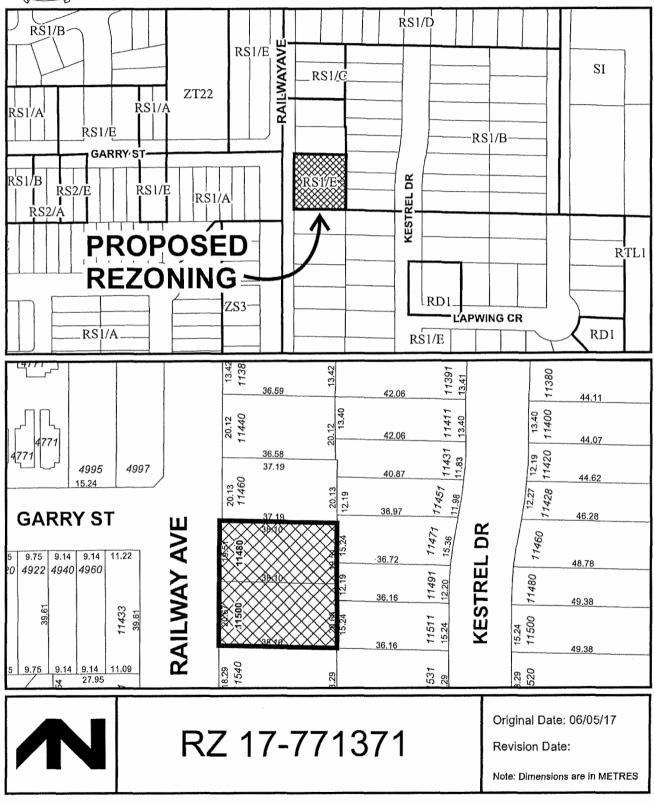
Edwin Lee Planner 1 (604-276-4121)

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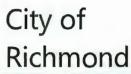
Attachment 1: Location Map Attachment 2: Proposed Subdivision Layout Attachment 3: Conceptual Development Plans Attachment 4: Development Application Data Sheet Attachment 5: Steveston Area Land Use Map Attachment 6: Consultation Summary Attachment 7: Tree Management Plan Attachment 8: Letter from Developer Attachment 9: Rezoning Considerations

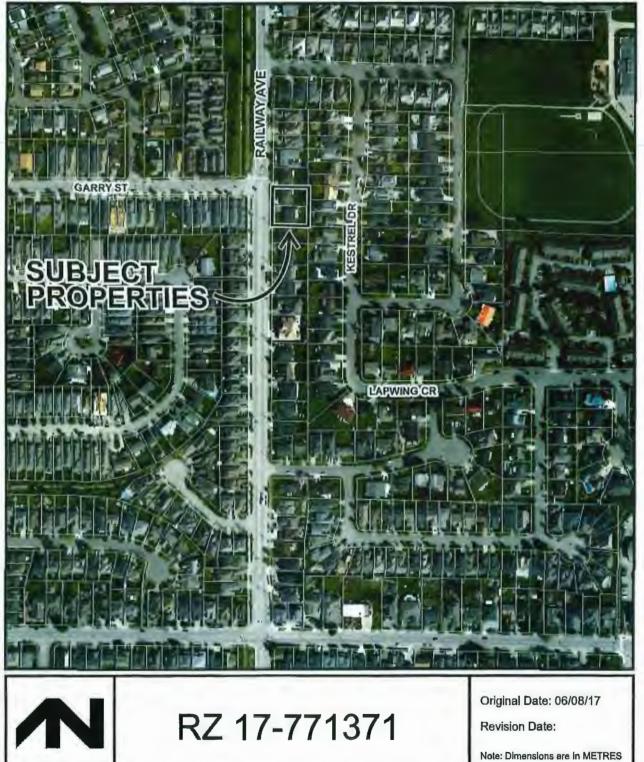


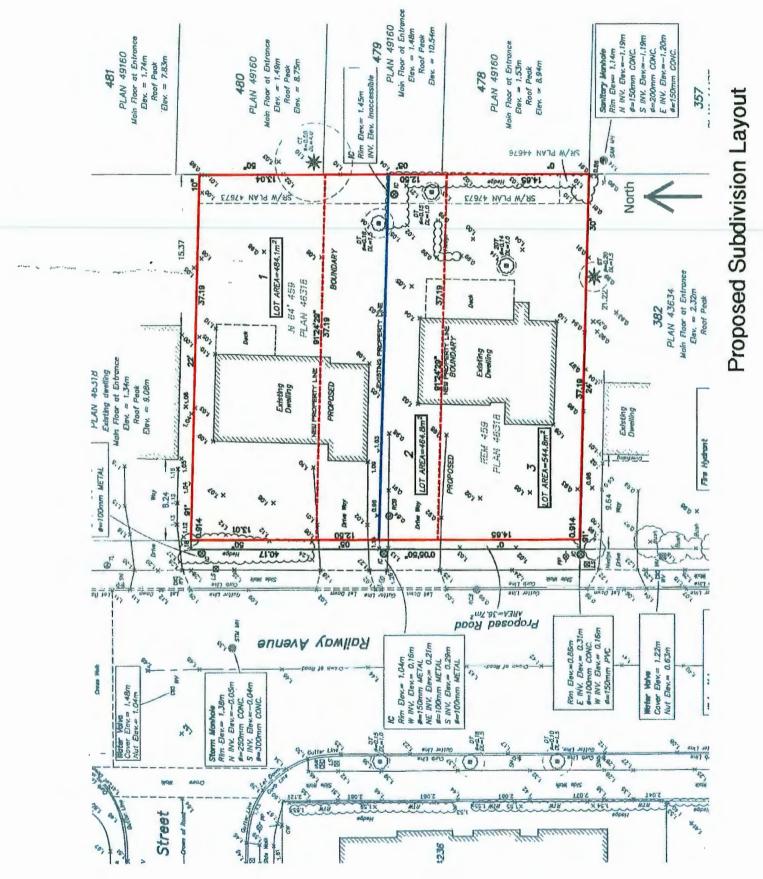
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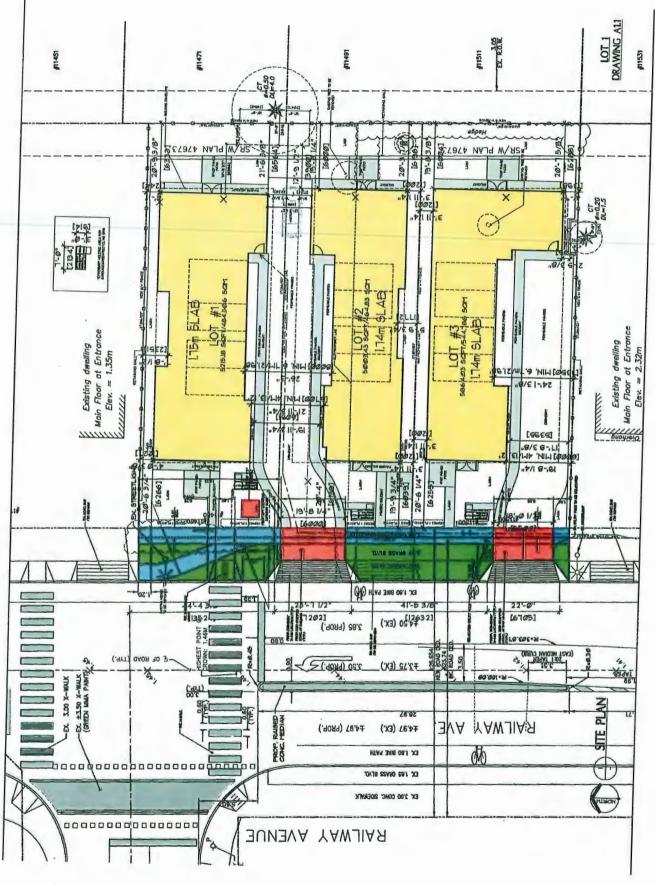






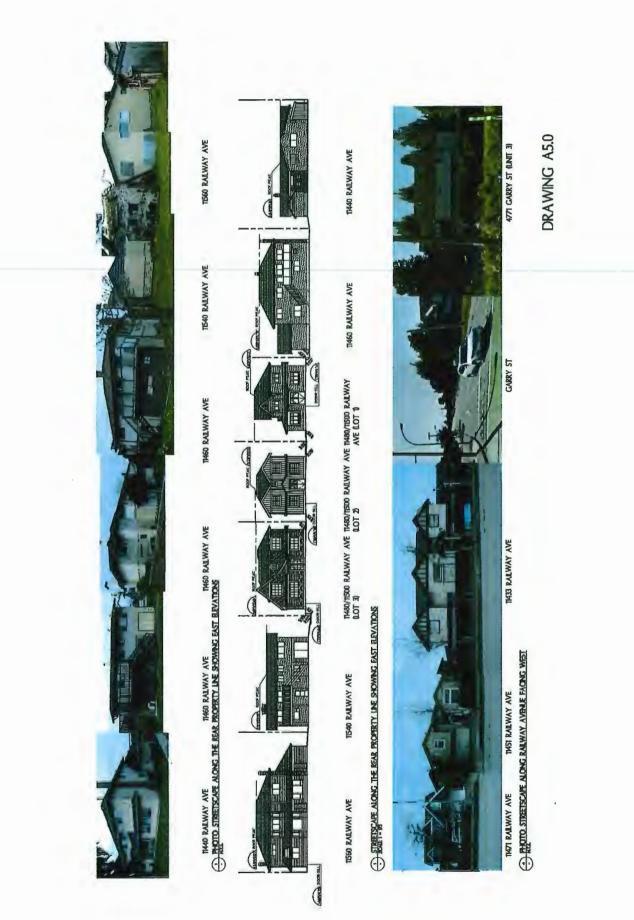
#### **ATTACHMENT 2**

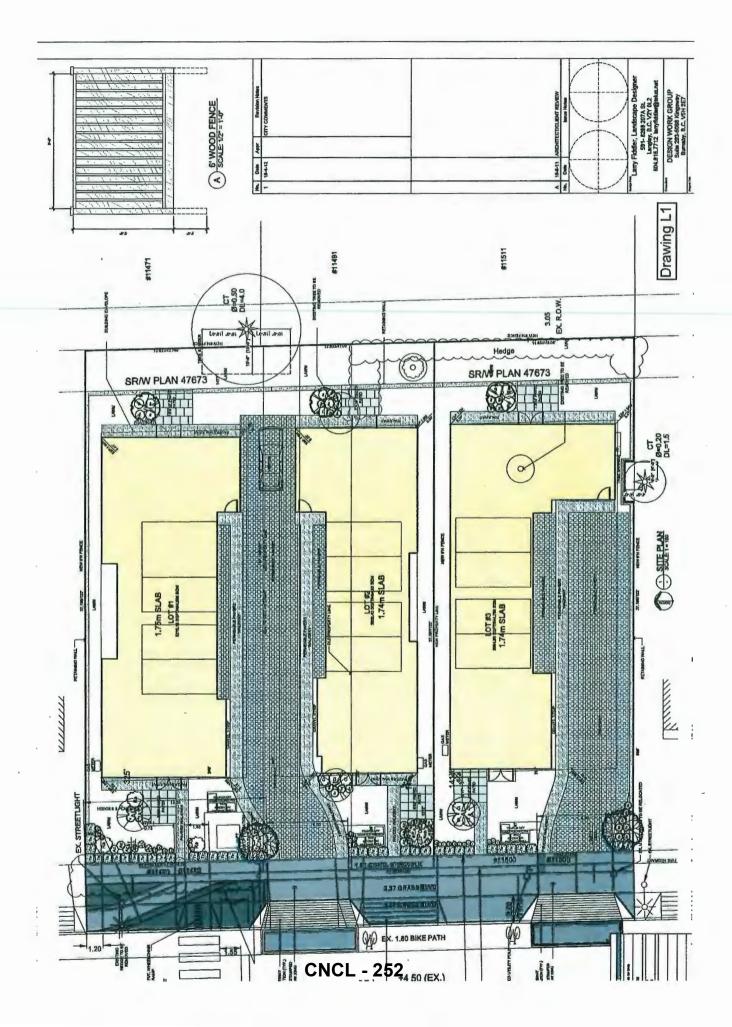
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**ATTACHMENT 3** 







	REPLACEMENT TREE	native species	Wildlife Habitat
			1 1
Ę	6ст. В&В	2.5m. B&B	2.5m. B&B
Gaultheria shallon	Comus x 'Eddie's White Wonder'	Acer circinatum 'Pacific Fire'	Amelanchier canadensis
Salal	Eddie's White Wonder Dogwood	Pacific Fire Vine Maple	Shadblow Serviceberry
12	5	m	e
Trees	Trees	B	66
	0.         12         Salal         Gaultheria shallon	0.     12     Salal     Gaultheria shallon       0.     2     Eddie's White Wonder Dogwood     Corrus x 'Eddie's White Wonder'	(a)     12     Salal       (a)     12     Salal       (a)     2     Eddie's White Wonder Dogwood       (a)     3     Pacific Fire Vine Maple



# **Development Application Data Sheet**

**Development Applications Department** 

# RZ 17-771371

Address: 11480 and 11500 Railway Avenue

Applicant: Design Work Group Ltd.

Planning Area(s): Steveston

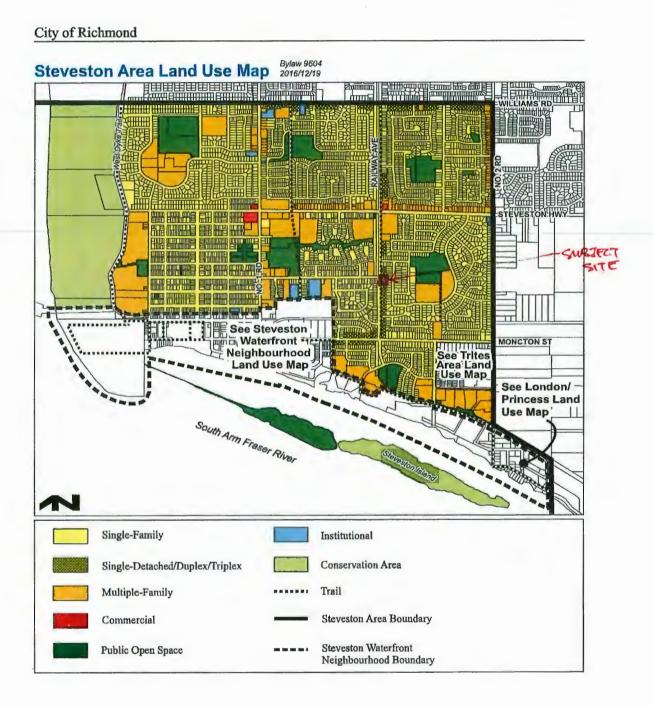
	Existing	Proposed
Owner:	1113132 BC LTD.	No change
Site Size (m²):	1,530.6 m <sup>2</sup>	Ranging from 464.8 m <sup>2</sup> to 544.8 m <sup>2</sup> per lot
Land Uses:	Single-family dwelling	Two-unit dwelling
OCP Designation:	Neighbourhood Residential	No change
Area Plan Designation:	Steveston Area Plan: Single-Detached/Duplex/Triplex	Duplex
702 Policy Designation:	N/A	No Change
Zoning:	Single-Detached (RS1/E)	Arterial Road Two-Unit Dwellings (RDA)
Number of Units:	2	6
Other Designations:	n/a	No change

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Density:	The lesser of 0.6 FAR or 334.5 m <sup>2</sup> per lot	0.6 FAR	none permitted
Lot Coverage (% of lot area):	Building: Max. 45% Non-porous Surfaces: Max. 70% Landscaping: Min. 25%	Building: 45% Max. Non-porous Surfaces: 70% Max. none Landscaping: 25% Min.	
Lot Size:	Min. 464.5 m²	464.8 m <sup>2</sup> to 544.8 m <sup>2</sup>	none
Lot Dimensions (m):	Width: Min. 10.35 m for proposed lots with shared vehicle access and Min. 13.4 m for proposed lot with individual vehicle access Depth: Min. 30 m	nd shared vehicle access and	
Setbacks (m):	Front: Min. 6 m Rear: Min. 6 m Side: Min. 1.2 m	Front: 6 m Min. Rear: 6 m Min. Side: 1.2 m Min.	none
Height (m):	Max. 9.0 m (2 storeys)	9.0 m (2 storeys)	none
Off-street Parking – Regular (R):	2 per unit	2 per unit	none

Attachment 4

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Off-street Parking – Visitor (V):	0.2 per unit when 3 or more units share one access $(0.2 \times 4) = 1$	1	none
Off-street Parking (total):	13	13	none
Tandem Parking Spaces:	Permitted	0	none

Other: Tree replacement compensation required for removal of bylaw-sized trees.



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# **Railway Development – Neighbourhood Consultation**

#### 11491 Kestrel Drive

(Ellene & Tim Gould) – ellenegould@aim.com

- Like the design
- Happy to be engaged
- The height of building and the layout of the property works for them

### 11511 Kestrel Drive

(Derek & Carmen) – lamsx4@gmail.com

- On board with the development
- Hoping we trim the hedge in the back to provide more sun

#### 11471 Kestrel Drive

(Karl Reinders) - karlreinders@shaw.ca

- Likes the design
- On board with the development
- Doesn't feel he will be impacted much

#### 11540 Railway Avenue

(Joy Ma)

- Likes the design
- On board with the development
- Doesn't feel she will be impacted
- Curios why he have not yet started breaking ground

#### 11433 Railway Avenue

(Aziz Kara & Zabeen Kara) – armiek@gmail.com

- Feels design is tasteful
- Happy with the number of units
- On board with the development

4H SEE THRU TREE BARRIER EC RAW 11511 12411 11531 1491 POEL 0-,01 ROPERTY LINE Existing Hedge to remain ELATA NAJA W/AR ETATA NAJ9 W/A2 Y JUNE B. 19  $\sim$ CT 020 01=1.5 × × Lex PROPOSED BLDG FOOTPRINT LOT \*1 PROPOSED BLDG FOOTPRINT LOT 3 PROPOSED BLDG FOOTPRINT 4H SEE THRU TREE BARRIER TREE MANAGEMENT PLAN ALTOCOURT ALTOCOLIKT PROPERTY LINE NOTERIA LINE H 5EE H 5EE TREE B Fristing dwelling Main Floor at Entrance Elev. = 2.32m k Existing aweiling Main Floar at Entrance Elev. = 1.35m ----۵ -大 仄 EX STREETLIGHT HINCH DRIVEAISLE DRIVEAISLE TO NEW DI DL CORL DW E OBPTT odsul ANDA 0+511# eppeh Nivation Stabooga J -0178 3.37 GRASS BLYD. 200 X 2.37 GRASS BLYD. SIDEWALK ØØ ON HINA 3348 08.1 . XC HTA9 1.20 Care and Car Canning and MULTIPAC PAGE h 14. ד איטה (באי) (



June 14, 2019

# Attention: City of Richmond

# <u>Re: Energy Step Code on proposed duplex project – 11480 & 11500 Railway</u> <u>Avenue</u>

Bricklane Developments fully supports the new step code requirements and will meet the targets on this Duplex project.

Furthermore, we attended the various City of Richmond breakfast seminars and took advantage of the free testing that was offered on 2 of our projects. Those projects were successful and we reached the targets laid out by the Energy Step Code.

If you have any questions, please feel free to contact me at <u>Bricklanedevelopments@gmail.com</u> or call 604-812-9561.

Sincerely,

Inder Johal Vice President Bricklane Developments Suite 186 - 8120 No. 2 Road Richmond, BC V7C 5J8



**Rezoning Considerations** 

Development Applications Department 6911 No. 3 Road, Richmond, BC V6Y 2C1

# Address: 11480 and 11500 Railway Avenue

### File No.: RZ 17-771371

# Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10060, the developer is required to complete the following:

- 1. 0.92 m wide road dedication along the entire Railway Avenue frontage to match the property line to the north, in order to accommodate the required future signal equipment and frontage upgrades; exact width is to be confirmed with survey information to be submitted by the applicant.
- 2. Registration of a flood indemnity covenant on title.
- 3. Registration of a legal agreement on Title to ensure that, upon subdivision of the property:
  - a) Vehicle access to the two northern lots is via a single shared driveway crossing, based on a design specified in a Development Permit approved by the City;
  - b) A cross-access easement for the shared driveway access, common drive aisle, and the shared visitor parking stall is to be registered on Titles of the each of the two northern lots.
  - c) The buildings and driveways on all proposed lots are to be designed to accommodate on-site vehicle turn-around to prevent vehicles from reversing onto Railway Avenue.
- 4. Submission of a Contract entered into between the applicants/developers and a Certified Arborist for supervision of any on-site works conducted within/near the tree protection zone on site for the protection of the trees to be retained on neighbouring properties. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
- 5. City acceptance of the developer's offer to voluntarily contribute \$8.50 per buildable square foot (e.g. \$82,000.75) to the City's Affordable Housing Reserve Fund.
- 6. The submission and processing of a Development Permit\* completed to a level deemed acceptable by the Director of Development.
- 7. Enter into a Servicing Agreement\* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to:
  - a) Water Works:
    - Using the OCP Model, there is 334 L/s of water available at a 20 psi residual at the Railway Avenue frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
    - The Developer is required to Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
    - At the Developers cost, the City is to:
      - Install six new water service connections to serve the proposed development, complete with meters and meter boxes.
      - o Cut and cap, at main, both existing water service connections serving the development site.
  - b) Storm Sewer Works:
    - At Developer's cost, the City is to:

- Cut and cap, at main, the storm service connection at the north property line of 11500 Railway Avenue and remove inspection chamber STIC51163.
- Cut and cap, at inspection chamber, the existing service connection at the northern property line of 11480 Railway Avenue. Retain inspection chamber STIC51162 for boulevard drainage, and replace solid inspection chamber cover with grate if applicable.
- Cut and cap, at inspection chamber, the southern-most service connection serving the development site and retain inspection chamber STIC51180 serving 11540 Railway Avenue.
- Install three new storm service connections complete with inspection chambers. Or, alternatively, two
  new storm service connections with one located at the adjoining property line of two of the newly
  subdivided lots with dual service laterals.
- c) Sanitary Sewer Works:
  - The Developer is required to:
    - Not start onsite excavation or foundation construction prior to completion of rear yard sanitary works by City crews.
    - Ensure no encroachments of onsite works (proposed trees, buildings, non-removable fences, retaining walls, etc.) into existing sanitary right-of-way along north property line of subject site.
  - At Developer's cost, the City is to:
    - Cut and cap, at main, the existing sanitary service connection remove inspection chamber SIC15772.
    - Install three new sanitary service connections complete with inspection chambers. Or, alternatively, two new sanitary service connections with one located at the adjoining property line of two of the newly subdivided lots with dual service laterals.
- d) Frontage Improvements:
  - Construct a new 1.5 m wide concrete sidewalk at the new property line. The new sidewalk is to connect to the existing sidewalk north and south of the subject site.
  - Remove the existing sidewalk and backfill the area between the curb and the new sidewalk to provide a minimum 1.5 m wide grass boulevard with street trees. The boulevard width is exclusive of the 0.15 m wide curb.
  - All existing driveways along the Railway Avenue development frontage are to be closed permanently. The developer is responsible for the removal of the existing driveway let-downs and the replacement with barrier curb/gutter, boulevard and concrete sidewalk per standards described above.
  - Construct a new shared driveway to City design standards: 6.0 m wide at the property line with 0.9 m flares at the curb and 45° offsets to meet the grade of sidewalk/boulevard. The driveway width is to be kept at 6.0 m for a distance of 6.0 m from the back of the sidewalk to allow for two vehicles in opposite directions to pass. The driveway can be tapered at a 5:1 transition to a minimum width of 4.0 m (wider if garbage and recycling collection is provided door to door).
  - Provide special stamped/tinted concrete treatment for the sidewalk across the driveway to better highlight the driveway for pedestrians.
  - Relocate/upgrade the existing streetlights along Railway Avenue as required by the proposed sidewalk/driveway and to meet lighting requirements. Consult Engineering on other utility requirements as part of the frontage works.
  - Consult Parks on the requirements for tree protection/placement including tree species and spacing as part of the frontage works.
  - Coordinate with BC Hydro, Telus and other private communication service providers
    - To relocate/underground the existing overhead poles and lines as required to prevent conflict with the proposed frontage works (i.e. sidewalk and boulevard).
    - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
    - To underground overhead service lines.

Initial:

- To determine if above ground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc). These should be located onsite.
- e) General Items:
  - The Developer is required to:
    - Provide, within the building permit application, a geotechnical assessment of preload and soil preparation impacts on the existing utilities fronting the development site (i.e. AC water main on Railway Avenue, and rear-yard sanitary main) and provide mitigation recommendations.
    - Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, dewatering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

### Prior to a Development Permit\* issuance, the developer is required to complete the following:

1. Submission of a Landscaping Security based on 100% of the cost estimate provided by the landscape architect.

### At Subdivision\* stage, the developer must complete the following requirements:

- 1. Payment of the current year's taxes, Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, and Address Assignment Fees.
- 2. Registration of a cross-access easement over the driveway, drive aisle, and visitor parking stall shared between the two northern lots.

### Prior to Demolition Permit Issuance, the developer must complete the following requirements:

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.

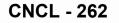
### Prior to Building Permit Issuance, the developer must complete the following requirements:

- Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management
  Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and
  proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of
  Transportation) and MMCD Traffic Regulation Section 01570.
- 2. Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
- 3. If applicable, payment of latecomer agreement charges, plus applicable interest associated with eligible latecomer works.
- 4. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

### Note:

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

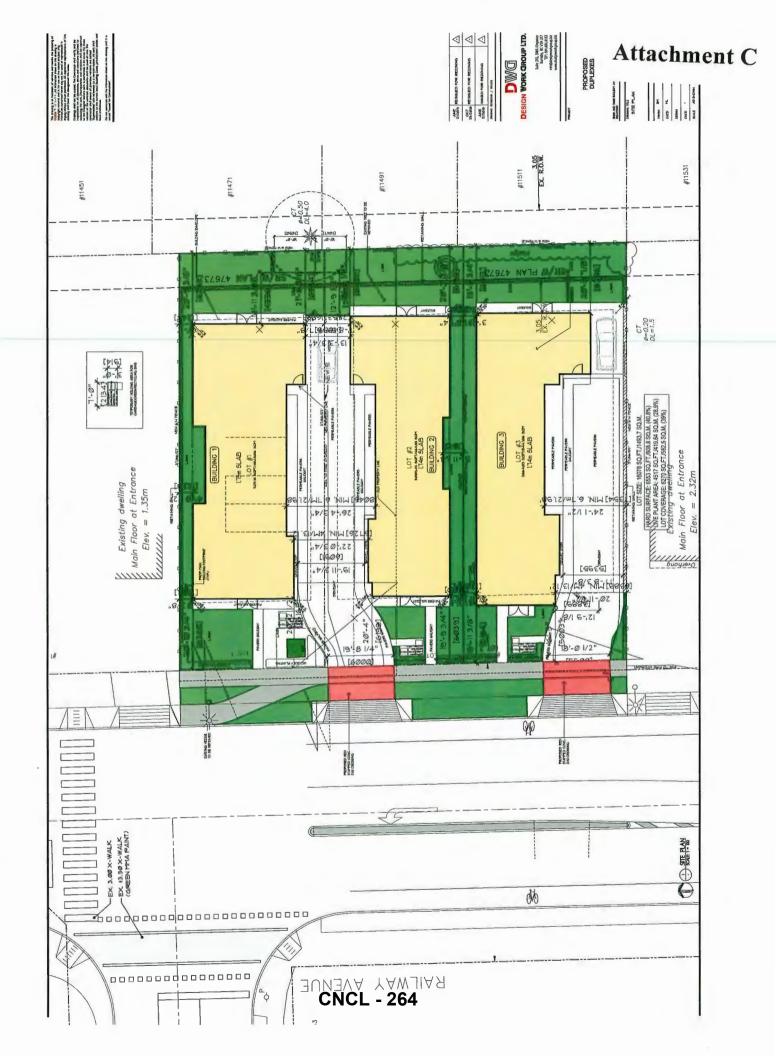


The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Date





# **Development Application Data Sheet**

**Development Applications Department** 

# RZ 17-771371

# Attachment D

Address: 11480 and 11500 Railway Avenue

Applicant: Design Work Group Ltd.

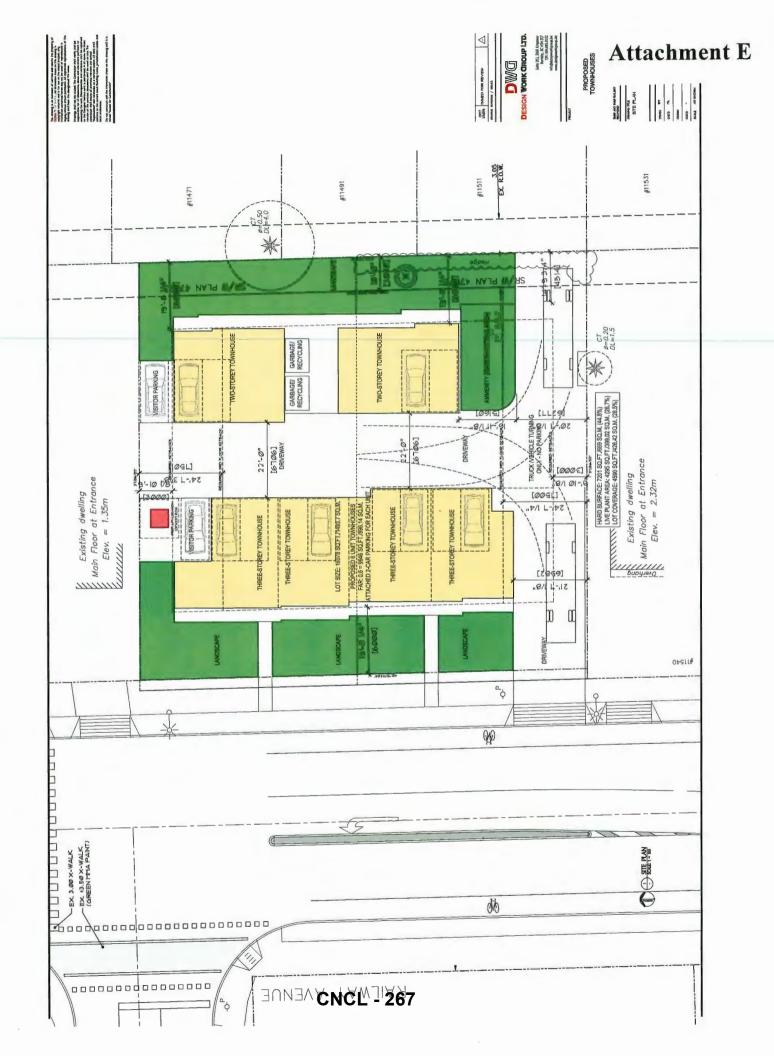
Planning Area(s): Steveston

	Existing	Proposed	
Owner:	1113132 BC LTD.	No change	
Site Size (m <sup>2</sup> ):	1,530.6 m <sup>2</sup>	Ranging from 464.8 m <sup>2</sup> to 544.8 m <sup>2</sup> per lot	
Land Uses:	Single-family dwelling	Two-unit dwelling	
OCP Designation:	Neighbourhood Residential	No change	
Area Plan Designation:	Steveston Area Plan: Single-Detached/Duplex/Triplex	Duplex	
702 Policy Designation:	N/A	No Change	
Zoning:	Single-Detached (RS1/E)	Arterial Road Two-Unit Dwellings (RDA)	
Number of Units:	2	6	
Other Designations:	n/a	No change	

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Density:	The lesser of 0.6 FAR or 334.5 m <sup>2</sup> per lot	0.6 FAR	none permitted
Lot Coverage of Buildings:	Max. 45%	45% Max.	none
Lot Coverage of Non- porous Surfaces:	Max. 70%	70% Max.	none
Lot Coverage of Landscaping:	Min. 25%	25% Min.	none
Lot Size:	Min. 464.5 m²	Lot #1: 484.1 m <sup>2</sup> Lot #2: 464.8 m <sup>2</sup> Lot #3: 544.8 m <sup>2</sup>	none
Lot Width (m):	Min. 10.35 m for proposed lots with shared vehicle access and Min. 13.4 m for proposed lot with individual vehicle access	Lot #1: 13.01 m Lot #2: 12.50 m Lot #3: 14.65 m	none
Lot Width (m):	Min. 30 m	37.18 m Min.	none

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Setbacks – Front (m):	Min. 6 m	Lots #1 & #2: 6 m Min. Lot #3: 5.0 m Min.	Variance Requested (Lot #3 only)
Setbacks – Rear (m):	Min. 6 m	6 m Min.	none
Setbacks – Side (m):	Min. 1.2 m	1.2 m Min.	none
Height (m):	Max. 9.0 m (2 storeys)	9.0 m (2 storeys)	none
Off-street Parking – Regular (R):	2 per unit	2 per unit	none
Off-street Parking – Visitor (V):	0.2 per unit when 3 or more units share one access (0.2 x 4): Lots #1 & #2 - 1 space in total Lot #3 - not required	Lots #1 & #2 - 1 space in total Lot #3 – 1 space	none
Off-street Parking (total):	13	14	none
Tandem Parking Spaces:	Permitted	0	none

Other: Tree replacement compensation required for removal of bylaw-sized trees.



# Letter of Support

Date: September 14, 2019 To: Mayor and City Council

### Re: Richmond Zoning ByLaw 8500, Amendment Bylaw 10060 (RC 17-771371)

Location: 11480 and 11500 Railway Ave

Applicant: Design Work Group Ltd

**Purpose:** To rezone the property from "Single Detached (RS1/E) to "Arterial Road Two-Unit Dwelling (RDA)", to permit the property to be subdivided into three duplex lots.

Dear Mayor and Council,

Based on the outcome of the Public Hearing on September 3, 2019, we feel it is important for us to reiterate our support for this project. We are enthusiastic about the current development proposal and feel that it complies with the rezoning stipulations and is ideal for this location as well as neighborhood for the following reasons:

 Community driven: Reflects the results of the recent 3-year public consultation process for the rezoning plan for the Richmond, "2041 Official Community Plan Bylaw 9000".
 The current proposal follows the technical requirements and reflects the intention/spirit of the minor Arterial Road Duplex Development rezoning approach:

a. Designates duplex/triplex developments for this specific portion of Railway

b. Provides for more affordable housing options through this increased density

### 2. Neighborhood compatibility:

a. **The duplex design** aligns with the existing neighborhood: both in height and appearance. Note: The developer has worked closely with the City Planning and Development Division over these past two years to ensure this proposal meets all updated requirements. They have provided six revisions over this period in response to feedback. They have consulted with the immediate neighbors in the process.

b. Adjacent project: The parallel "duplex development" on the adjacent property (11540 Railway Ave/ RZ18-819258) received full support at Third Reading by City Council on June 17, 2019. At the September Public Hearing, Council expressed preference for architectural continuity for neighborhoods. We feel this proposal exemplifies that continuity with this adjacent project.

3. **Neighbor input/feedback:** The feedback from the neighbors has been positive. Input outlined in the formal proposal document "Attachment #6") Comments such as:

- like the design tasteful
- happy with the number of units
- the height and layout of the property works for us
- on board with the development
- curious why he has not yet started breaking ground

# 4. More affordable housing option; with a family and senior friendly design:

- Family friendly housing: 3 bedrooms (yet smaller than single family home)
   close to schools and community center
- Provides a style of housing which allows for individuals to "age in place";
  - two levels (only one set of stairs) appropriate for stair gliders (curved model)
  - the garage is at entry level
  - aging in place features in all units; provision for two convertible units
  - although smaller, is still large enough to house a caregiver if needed.
  - reasonably close to essential amenities (Steveston)
  - immediate access to public transit (across the street)

5. **Parking:** The complex does provide each resident with two enclosed parking spaces (double garages) as well as visitor parking. This minimizes any parking impact on the neighboring area. Also, the turn radius from the garages allows for a "forward facing" exit from the property.

6. **Personal perspective:** We are excited to be part of this development for all the above reasons. This has been our family property and home since 1956. We were looking forward to staying in our neighborhood (on this property) and "aging in place". This recent rezoning as well as the proposed development design would enable us to do that. We specifically sold the property to a developer who shares that vision and is a member of the neighboring Richmond community.

Action: We are sharing our perspective and enthusiasm for this development as proposed and are hoping that Mayor and Council will give it your full support as well.

Thank you,

Nadja Wojna	nadjawojna@icloud.com
Edwin Lockefeer	edwinlockefeer@icloud.com
Vera Wojna	vmwojna@gmail.com

Former owners of 11480 and 11500 Railway Avenue

September 16, 2019 Re: Rezoning Bylaw 8500 Public Hearing for File #: 17-771371 Address: 11480/11500 Railway Ave

Dear Mayor and Council

I heard about the outcome of the September Public Hearing on this proposal and that it did not pass and was referred back to the planning office. I was surprised by this result as it was fully supported at 1<sup>st</sup> Reading. I've spoken to my immediate neighbors and we were all happy with the proposed development. As such, we did not come forward at the Public Hearing given we assumed that one would typically only come forward or provide a submission if we had objections or concerns.

As a direct neighbor of this property (11460 Railway Ave), I feel it is important to share with you my support for the proposal as outlined.

I was satisfied with the three-year municipal consultation process that resulted in the new "2041 Community Plan Bylaw" for Richmond; specifically, the specific level of density set out for this portion of Railway. The rezoning allows for two story duplexes or triplexes (dependent on the size of the property). That change is most logical & environmentally friendly for this area – allowing for smaller and more affordable housing. This would benefit families as well as seniors who are downsizing, but still want space for their children and grandchildren who live out-of-town to be able to visit.

With respect to this specific development, I have been kept informed by the developer (and my family) regarding the style of development, the height and the density. I know that the developer has worked closely with the Richmond Planning and Development Office as well as my family (former owners of the property). Effort has been made to ensure that it is viable, tasteful and appropriate for this specific location and most importantly would fit into the current neighbourhood. Your planned densification of this area would allow us neighbours to feel comfortable with the outcome.

My current home & the property for development has been in my family since 1956. I do care about how it gets developed. Densification is inevitable but it needs to be in keeping with the neighbourhood, the community parks, schools and trails. I feel this is a very good proposal. I'd be happy to live next to this development as outlined.

Sincerely,

Valentina Wojna 11460 Railway Ave, Richmond BC M Gmail

# Fwd: REZONING AND REDEVELOPMENT OF 11480 AND 11500 RAILWAY AVENUE, RICHMOND

**Nadja** <nadjawojna@icloud.com> To: Inder Johal <inder.j1000@gmail.com> Thu, Sep 19, 2019 at 11:15 PM

Keep smiling & have fun! Nadja

Begin forwarded message:

From: Randy <randy@hydraclean.net> Date: September 19, 2019 at 19:46:34 GMT+2 To: mayorandcouncillors@richmond.ca Subject: REZONING AND REDEVELOPMENT OF 11480 AND 11500 RAILWAY AVENUE, RICHMOND

Re: REZONING AND REDEVELOPMENT OF 11480 AND 11500 RAILWAY AVENUE, RICHMOND

Hello, my name is Randy Scherk. co-owner with my wife, of 11580 Railway Avenue. I would like to express my opinion about the subject development.

I am not against the project as originally presented as it seemed to fit nicely into the neighborhood. However, I am concerned with the potential higher density in any revised proposal. Higher density will cause problems with illegal suites and on street parking. Plus, it will forever change the "look and feel" of the existing neighborhood. There are currently no three story buildings on either side of Railway between Steveston Highway and Moncton Street. To change the existing proposal to allow three story homes will set, what I consider, a bad precedent for future development in our neighborhood.

Please leave it at two stories so the people in the neighborhood don't have to contend with the higher density and resulting demand on street parking. There is no street parking in front of the proposed units. There is no street parking across Railway (west side) from Steveston Highway to Moncton Street. Higher density will put pressure on the limited existing street parking, further south on the east side of Railway. Should you decide to go ahead with the higher density please consider increasing the number of on-site "visitor parking" spaces.

Thank you for listening. Randy Scherk 11580 Railway Avenue Richmond BC V7E 2B9 (C) 604-209-7707

October 2, 2019

11491 Kestrel Drive, Richmond, B.C. V7E 4E3

To the Mayor and Councillors of Richmond

Re: Proposed Development by Bricklane Properties at 11480 and 11500 Railway Avenue

I was not able to attend the September 3 Council meeting where this development proposal was discussed and apparently denied. I have however read the minutes of the meeting, as well as a letter from a resident on Garry Street. It is my understanding from the minutes that while there may have been an expressed concern regarding lack of visitor parking in the proposed development, the actual reason for denial and deferment is to increase the density of development on these two currently single family lots. My husband and I own a home that backs onto these lots. We are very concerned to hear that City Council would like even greater density on these lots than the proposed duplexes of Bricklane Properties.

A greater density than the 6 duplexes would place terrible pressure on residential parking in the area, as we know that parking is forbidden on Railway. Visitors would have to cross Railway and seek parking somewhere along Garry Street where there are already parking issues due to townhouses at the corner of Garry and Railway.

Our biggest concern however, is the density, the lack of privacy and the likely three story height that would come with townhouses behind our homes. There would be increased noise and much less sun for our garden.

We understand that with progress comes the need for increased density. We are supportive of the proposed Bricklane development as it is attractive and innovative in how the buildings are oriented. It increases the density of the lots, but does so in a sensitive and tolerable manner. The developers have sought community input and assure us that they have amended their plans to include more visitor parking.

We hope that you will reconsider the Bricklane Properties application and not go forward with townhouses on this small area.

Sincerely,

Tim and Ellen Gould 604 275-2648 September 19, 2019

Mr. & Mrs. Derek Lam 11511 Kestrel Drive Richmond, B.C. V7E 4E3

To Whom It May Concern:

It has come to my attention that the City of Richmond has denied the builders' plans to redevelop the two lots behind my lot facing Railway into three sets of duplexes and are wanting these lots to be rezoned for town houses.

My neighbour and I are not happy about having high density housing (townhouses) behind our lots, especially if they are three stories high! I have seen the developers' plans for the duplexes and felt they were more appropriate instead of town houses.

I am hoping the city will reconsider their decision and allow the builders to proceed with their plans for back to back duplexes instead of multi-townhouses.

Sincerely,

Derek Lam Home Owner To the Mayor and Councillors of Richmond

Re: Proposed Development by Bricklane Properties at 11480 and 11500 Railway Avenue

Dear Mayor & Council:

It has come to our attention that the above rezoning application has been rejected. This is disappointing. We find the original proposal to be in keeping with the neighbourhood and, from a visual appearance from the street, will look like 3 individual houses while adding much needed density.

We live around the corner and walk by there every day on our walk into Steveston to socialize with our community neighbours.

We heard rumours that council suggested a redevelopment of 3 stories in the front and two stories in the back with a road in between. If you see the lot depth, you will find that is very impractical.

An example of 3 high in the front, 2 high behind is located on Steveston Highway next to O'Hare's Pub. We find this arrangement to be unattractive, especially so close to the street. It looms over everything in that neighbourhood. We suggest that you look at this development and see for yourself. We think it was a mistake.

Thank you for your consideration. Ed & Anne Ikeda 5220 Bunting Avenue

# CAMPBELL FROH MAY & RICE LLP

Ralph A. May\* Jefferson N. Froh\* Richard P. Keevil Samuel E. Suk Mark E. Standerwick\* William D. MacLeod\* Edward L. Montague Victoria C.L. Wu

Eric D. Schroter\* Robert R. Allan\* Melinda G. Voros Esteban T. Kähs Katherine E. Ducey\* Spencer O. May\* Karla S. Mukai

\* A law corporation

Email: eschroter@cfmrlaw.com Assistant: dloong@cfmrlaw.com Our File No.: 034152-0085351\302168

June 7, 2017

Edwin Lockefeer and Nadja Wojna 11500 Railway Avenue Richmond, BC V7E 2B9

Wera Wojna 11480 Railway Avenue Richmond, BC V7E 2B9

Dear Sir/Madam:

### Re: Purchase, Sale and Redevelopment of 11480 and 11500 Railway Avenue, Richmond, BC (the "Properties")

As solicitors for 1113132 B.C. Ltd. (the "Purchaser"), we are writing to confirm some of the additional details with respect to the purchase, sale and redevelopment of the Properties. By way of background, the parties have, or will enter into two separate contracts of purchase and sale, each dated June 1, 2017 (the "Contracts"), with respect to the purchase and sale of the Properties. It is a condition of each of the Contracts that the parties execute a letter agreement outlining the overall redevelopment plans for the Properties and this letter will serve that purpose.

The additional terms agreed to by the parties are attached hereto as Schedule A and a copy of the proposed plan for the Properties is attached hereto as Schedule B. In addition to the terms outlined in the attached, Edwin Lockefeer, Nadja Wojna and the Purchaser will enter into the BC standard form residential tenancy agreement as modified by the terms set out in Schedule A with respect to the property civically known as 11500 Railway, Avenue, Richmond, B.C..

The loan from Edwin Lockefeer and Nadja Wojna to 1113132 B.C. Ltd. in the principal amount of and secured by the personal guarantees of Chris Bonkowski and Inder Johal and further secured by a second mortgage charging the Properties. The full amount of the loan will be shown as a credit to the Buyer on the Seller's statement of adjustment and be considered to be advanced as at the completion date.

# SCHEDULE A TO LETTER AGREEMENT DATED JUNE 7th 2017

Revised: By Edwin Lockefeer June 16th.

### Items for Letter agreement

**Pre-Sale Location**: The Buyers, Edwin Lockefeer and Nadja Wojna ("Lockefeer-Wojna") agree to purchase from the seliers ("1113132 B.C. Ltd") Unit B. located on the South-East Lot . (currently 11500 Railway Avenue, Richmond B.C. V7E-2B9) see also site plan and current proposed plan by Design Work Group dated March 30th 2017. Proposed size of property/ Duplex comprising of **Unit A** (front unit) **and Unit B** (back unit) is 5,362 Sq.Ft. Total proposed land portion of **unit B** is 50% and therefore 2,681 Sq.Ft.

Size of Back Duplex (Unit B) The current proposed size of Unit B is 1717 Sq.Ft. plus a double garage of approx. 408 Sq.Ft. ( see proposed plan DWG dated March 30th 2017 for detail)

**Pre-sale Price:** Both parties agree that the pre sale price (1 of 6 units, Unit B) for Lockefeer-Wojna is at **cost plus (final price will Not exceed**) per Sq.Ft.)

Final sale price to be determined based on actual Sq.Ft. of **unit B**. (will be no less than the currently proposed **1717 Sq Ft**). 1113132 B.C. Ltd will provide Lockefeer-Wojna with the final approved drawings of Unit B when they are approved by City of Richmond. Lockefeer-Wojna are responsible for the G.S.T. and transfer taxes (if applicable). **1113132 B.C. Ltd** will lock in the G.S.T. for Lockefeer-Wojna based on the agreed sale price.

The price of **Control** per Sq.Ft. includes a finished backyard, fencing and garden (as required by the City of Richmond.) It is the understanding of Lockefeer-Wojna that the current trees in the back of garden will remain. Both parties agree that the price includes the suggested changes to the proposed drawings dated march 30th by DWG: (As discussed with Inder/Edwin) i.e. relocate the laundry room to the upstairs, add bench/mud room downstairs, remove Island in kitchen and set back and add on east wall built-in cabinets above countertop, add bar sink, installation of sufficient electrical outlets to accommodate coffeemaker and or other small appliances on the east wall.

Both parties agree to discuss other minor requests at a later date; examples outdoor electrical outlet(s), outside water tap, gas attachment for BBQ and water pressure balancing valves for showers / All lights LED.... Note: some of these items might already included in design

Both parties agree to have a dialogue regarding: plumbing requirements, windows /doors and alarm system / heating system / heated floors / insulation between 2 units / extra wall between unit A and unit B that extends fully into the attic ( insulating with mineral wool insulation) to reduce noise levels.

**The finishing** of unit B shall be comparable or better than the following finished projects from Bricklane properties. #546 - #548 East 10th in Vancouver B.C. 1113132 B.C. Ltd agrees to show Lockefeer-Wojna comparable projects in Richmond /Vancouver.

MA

1 of 3 CNCL - 276 **Down payment:** Lockefeer-Wojna agree to provide a down payment of **Cad 5,000** for **Unit B**, to be placed in trust by **1113132 B.C. Ltd's** lawyer. This downpayment is **0%** interest bearing. Down payment is due on June 28th 2017 (or completion date)

**Upgrades/ special requests**: Lockefeer-Wojna and 1113132 B.C. Ltd agree that any upgrades or special requests requested by Lockefeer-Wojna in addition to the allowable budgeted items. Lockefeer-Wojna will be responsible for additional payment to **1113132 B.C. Ltd.** 

These additional items, upgrades and special requests, will be charged at **cost plus 12.5%** and 1113132 B.C. Ltd agrees to provide Lockefeer-Wojna with back-up to justify the expense. Lockefeer-Wojna and 1113132 B.C. Ltd agree that any of these requests and or upgrades need to signed off\* by Lockefeer-Wojna in writing. (\*in order for 1113132 B.C. Ltd to charge Lockefeer-Wojna )

Loan to 1113132 B.C. Ltd : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1113132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1313132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1313132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1313132 B.C. Ltd** : Lockefeer-Wojna agrees to provide a loan to seller of **1313132 B.C. Ltd** : Lockefeer-Wojna agrees to provide agrees to p

First mortgage Loan-to-value (LTV) cannot exceed 55% of the combined purchase price of the 2 properties.(3.4 mil) The cumulative Loan to value (CLVT) can't exceed 80% of the average of the appraised value and the purchase price of both properties. (3.3 mil)

1113132 B.C. Ltd agrees to have a minimum amount of between Construction and Construction a

**Interest** from loan to 1113132 B.C. Ltd is payable at the **end of each quarter** or portion of quarter @ a monthly rate of Cad 2,093.75 and/or **Cad 6,281.25** for a full quarter. If 1113132 B.C. Ltd. agrees to all terms of the loan and collateral the **1st** interest **payment** is due September 30th 2017, for the amount of **Cad 6,281.25** 

Late payment interest carries a penalty payment of **Cad 75.00** per day. The loan is for a period of **30 months**. If both parties agree to extend the loan after 22 months, due to a delay in the project, beyond 01st of May 2019 the interest rate will be the same for an additional 8 months (@ rate of 3.35% per annum). Pre payment of portion of loan or full repayment prior to 01st of May 2019\* of loan is **Not** allowed prior to completion of the unit B. \*When loan comes due Lockefeer-Wojna will use the moneys for partial payment of the said property (Unit B)

Lockefeer-Wojna request and require that **1113132 B.C. Ltd**. will provide collateral for the 750K loan and in addition require that a personal guarantee and **collateral** will be given by the **directors\*** of **1113132 B.C. Ltd** for the loan.

\* Chris Bonkowski and Inder Johal.

**Note:** a separate loan contract need to be prepared and need to include all terms and conditions as discussed. This contract should also clearly stipulate that the moneys are not to be used for anything other than the "Railway project" development.

UA

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#### Timeline project : (best estimates)

A) Rezoning 4-6 months from application date May 10th 2017

B) Development permit(s) 4 months after A.

C) Building permit(s) 2 months after B.

D) Break ground May 2018

E) Completion/move-in May 2019

**Budget:** 1113132 B.C. Ltd will provide Lockefeer-Wojna with the final budget as soon as this comes available and will continue to provide Lockefeer-Wojna with any budget changes/updates in a timely matter. 1113132 B.C. Ltd will mitigate risk by insuring the project for natural disasters as needed and insure themselves as the "contractor" for life insurance. Lockefeer-Wojna will be presented with a copy of life insurance/full disclosure prior to start building project but not later than August 1st 2017.

**Rental :** Lockefeer-Wojna agree to rent back the house 11500 Railway Avenue starting 01st July 2017 for a minimum period of 12 months or end the contract earlier as both parties agree. NO deposit is required by 1113132 B.C. Ltd. Rent is payable monthly at a rate of **Cad 2,150** per month due on the 1st working day of each month. 1113132 B.C. Ltd are responsible for property taxes, utility bill city of Richmond and applicable insurance on the house as of **July 01st 2017**. The tenants, Lockefeer-Wojna, are responsible for minor repairs up to Cad 100.00 per month and applicable tenants insurance. The rent includes a minimum of **3 lawn services** a month (as needed). The first rent payment is due on July 01st 2017 for the amount of **Cad 2,150**.

A signed Residential Tenancy Agreement # RTB-1 is attached with the **contract of purchase and sale**. Further details of rental contract to be added on addendum on form **# RTB-1** 1113132 B.C. Ltd will serve a minimum of 10 days notice to end tenancy, or earlier if both parties agree.

**Assignment:** 1113132 B.C. Ltd agree NOT to re-assign this contract, in whole or in part, to a third party without (written) approval of Lockefeer-Wojna and if approved Lockefeer-Wojna, 1113132 B.C. Ltd will share the additional proceeds over Cad 1,745.000,00 on a 50%-50% base with a minimum of Cad 95,000 for 11500 Railway. Lockefeer-Wojna has the right to arbitrarily deny re-assignment.

Warranty : FULL 2-5-10 year warranty with Pacific Home Warranty.

**Confidentiality:** The parties agree to keep the final terms of the contract confidential, including purchase price, and additional terms and shall not disclose any of the terms contained herein to any such person other than the parties respective directors, officers, employees, legal counsel and/or other professional advisors.

Revised: by Edwin Lockefeer 16-06-2017

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# Bylaw 10060



# Richmond Zoning Bylaw 8500 Amendment Bylaw 10060 (RZ 17-771371) 11480 and 11500 Railway Avenue

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 "ARTERIAL ROAD TWO-UNIT DWELLINGS (RDA)".

P.I.D. 004-024-621 The Northerly 64 Feet of Lot 459 Section 1 Block 3 North Range 7 West New Westminster District Plan 46318

P.I.D. 004-024-460 Lot 459 Except the Northerly 64 Feet Section 1 Block 3 North Range 7 West New Westminster District Plan 46318

2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 10060".

FIRST READING	JUL 2 2 2019	CITY OF RICHMOND
A PUBLIC HEARING WAS HELD ON		APPROVED by
SECOND READING		APPROVED by Director
THIRD READING		or Solicitor
OTHER CONDITIONS SATISFIED		
ADOPTED		

MAYOR

# CORPORATE OFFICER



То:	Planning Com	mittee

From: Wayne Craig Director, Development Date: October 30, 2019 File: RZ 19-850681

# Re: Application by Dmitri Dudchenko for Rezoning at 11891 Dunavon Place from Single Detached (RS1/E) to Single Detached (RS2/A)

# Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10101, for the rezoning of 11891 Dunavon Place from "Single Detached (RS1/E)" to "Single Detached (RS2/A)", be introduced and given first reading.

Wavne Craig Director, Development

WC:nc

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	M	he trug

# **Staff Report**

# Origin

Dmitri Dudchenko has applied to the City of Richmond for permission to rezone 11891 Dunavon Place from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/A)" zone, to permit the property to be subdivided to create two single-family lots. Each lot is proposed to have a single detached dwelling with a secondary suite with vehicle access from Dunavon Place (Attachment 1). The proposed subdivision plan is shown in Attachment 2. The proposed plans are shown in Attachment 3.

# Findings of Fact

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 4.

# Subject Site Existing Housing Profile

There is an existing duplex on the property, which will be demolished. The applicant has indicated that the dwelling units are currently rented and does not contain secondary suites.

# Surrounding Development

Development immediately surrounding the subject property is as follows:

- To the North: A single-family dwelling on a lot zoned "Single Detached (RS2/A)" fronting Dunavon Place.
- To the South: Two single-family dwellings on lots zoned "Single Detached (RS1/A)" fronting Duncliffe Road.
- To the East: A duplex on a lot zoned "Single Detached (RS2/A)" fronting Dunavon Place. The property's rezoning was adopted by Council in 2018 to permit a subdivision to create two lots (File No. RZ 15-704505).
- To the West: Two single-family dwellings on lots zoned "Single Detached (RS1/A)" fronting Dunford Road.

# **Related Policies & Studies**

# Official Community Plan/Steveston Area Plan

The subject property is located in the Steveston planning area. It is designated "Neighbourhood Residential" in the Official Community Plan (OCP) and "Single-Family" in the Steveston Area Plan. The proposed rezoning and subdivision is consistent with these designations.

# Richmond Zoning Bylaw 8500/Single-Family Lot Size Policy 5470

The subject property is located in an area governed by Single Family Lot Size Policy 5470 (Attachment 5). The Policy permits the subject property to be rezoned and subdivided in accordance with the provisions of the "Single Detached (RS2/A)" zone. The proposed rezoning and subdivision are consistent with this Policy.

# Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

# **Public Consultation**

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant 1<sup>st</sup> reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment.

Public notification for the Public Hearing will be provided as per the Local Government Act.

# Analysis

# Existing Legal Encumbrances

There are two existing Statutory Rights-of-Way (SRWs) registered on Title. Both SRWs (Registration numbers G43521 and G57217) for the location of public utilities do not fall on the subject property and no longer apply to the site. They should be discharged from Title prior to final adoption of the rezoning bylaw.

The applicant must provide new 3 m-wide utility rights-of-way along the entire west and south property lines. The applicant is aware that encroachment into a right-of-way is not permitted.

# Transportation and Site Access

Vehicle access is proposed to be from Dunavon Place via separate driveway crossings to each new lot.

# Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report, which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses three bylaw-sized trees on the subject property and three trees on a neighbouring property.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- Two trees located on site, one Norway spruce (Tag# 941, 42 cm dbh) and one Deodar cedar (Tag# 942, 52 cm dbh), are in good condition and should be retained and protected.
- One Norway spruce located on site (Tag# 943, 51 cm dbh) has sustained storm damage and exhibits a broken top with the top 15' of the tree failed, leaving the remaining crown unstable. It is leaning towards the neighbouring property to the east and should be removed and replaced.
- Three trees located on the eastern neighbouring property, two maple trees (Tag# os1, 33 cm dbh; Tag# os2, 20 cm dbh) and one Douglas fir (Tag# os3, 53 cm dbh), were proposed to be removed as part of the approved rezoning of the neighbouring property, which was adopted in 2018 (File No. RZ 15-704505). The three trees have since been removed.
- Replacement trees should be specified at 2:1 ratio as per the OCP.

# Tree Replacement

The applicant wishes to remove one on-site tree (Tag# 943). The 2:1 replacement ratio would require a total of two replacement trees for the on-site tree proposed to be removed. The applicant has agreed to plant one replacement tree and one new tree on each lot, for a total of four trees. The new and required replacement trees are to be of the following minimum sizes, based on the size of the tree being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
2	6 cm	3.5 m
2	10 cm	5.5 m

Prior to final adoption of the rezoning bylaw, the applicant must provide a \$2,000 Landscape Security to ensure that two required replacement trees and two new trees are planted.

# Tree Protection

Two on-site trees (Tag# 941, 942) are to be retained and protected. The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 6). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to final adoption of the rezoning bylaw, submission of a \$20,000 Tree Survival Security based on the size of the trees to be retained.

• Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

# Affordable Housing Strategy

Consistent with the Affordable Housing Strategy, the applicant has proposed to provide a secondary suite in each of the dwellings to be constructed on the new lots, for a total of two suites. Prior to final adoption of the rezoning bylaw, the applicant must register a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on both of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw. The applicant has indicated that the proposed suite for Lot 1 is a bachelor, approximately 46.5 m<sup>2</sup> (500 ft<sup>2</sup>) and for Lot 2, a one-bedroom, approximately 46.5 m<sup>2</sup> (501 ft<sup>2</sup>).

# Site Servicing and Frontage Improvements

At Subdivision stage, the applicant must enter into a Servicing Agreement for the required site servicing and off-site improvements listed in Attachment 7. These include, but may not be limited to:

• Installation of a new sanitary sewer complete with two new manholes within the Dunavon Pl roadway from the existing north-south aligned sanitary main between 11906 and 11920 Dunavon Pl to the common property line of the two lots that will be created. The approximate length of the required sanitary main is 29 meters.

At Subdivision stage, the applicant is also required to pay Development Cost Charges (City, Metro Vancouver, & Translink), School Site Acquisition Charges, Address Assignment Fees, and the costs associated with the completion of the required site servicing works as described in Attachment 7.

# **Financial Impact or Economic Impact**

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

# Conclusion

The purpose of this application is to rezone 11891 Dunavon Place from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/A)" zone, to permit the property to be subdivided to create two single family lots. Each lot is proposed to have a single detached dwelling with a secondary suite and vehicle access from Dunavon Place.

This rezoning application is consistent with the land use designations and applicable policies for the subject property contained in the OCP and Richmond Zoning Bylaw 8500.

The list of rezoning considerations is included in Attachment 7, which has been agreed to by the applicant (signed concurrence on file).

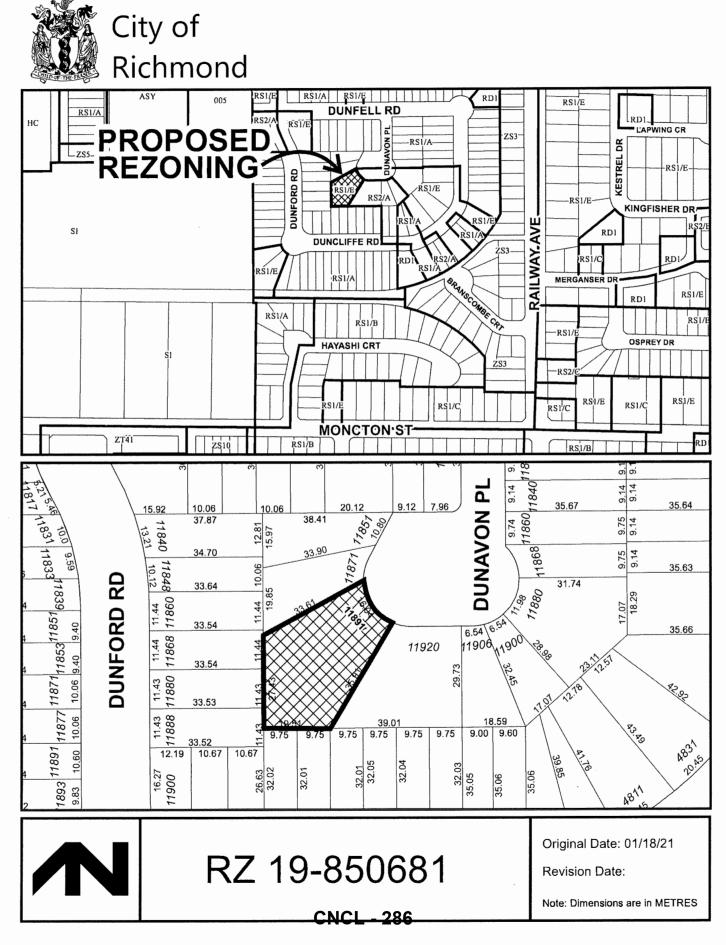
It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10101 be introduced and given first reading.

Jan

Natalie Cho Planning Technician

NC:cas

Attachment 1: Location Map and Aerial Photo Attachment 2: Proposed Subdivision Plan Attachment 3: Proposed Plans Attachment 4: Development Application Data Sheet Attachment 5: Lot Size Policy 5470 Attachment 6: Tree Retention Plan Attachment 7: Rezoning Considerations





City of Richmond

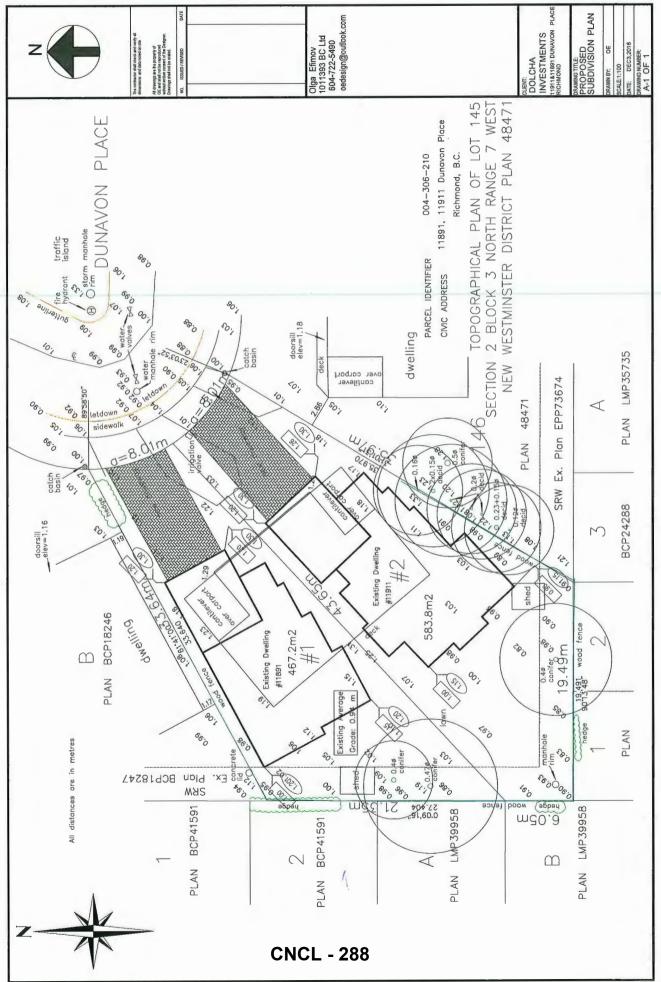


RZ 19-850681

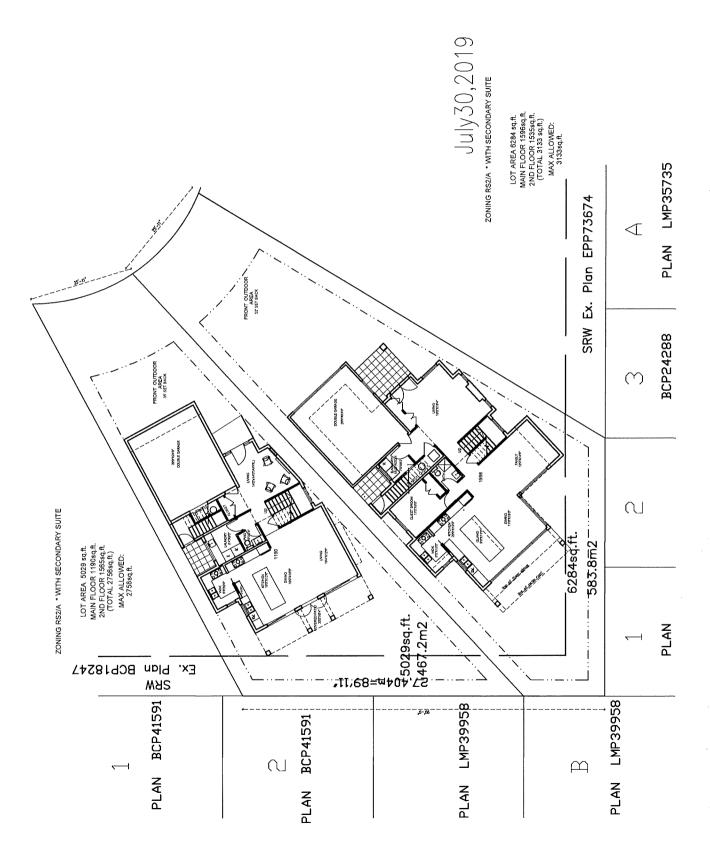
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Revision Date:

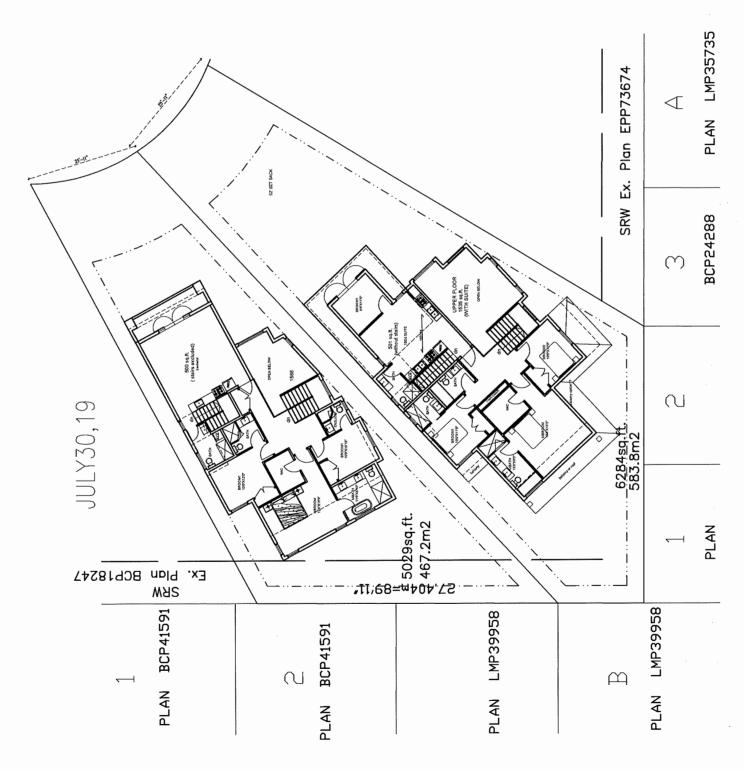
Note: Dimensions are in METRES



### **ATTACHMENT 2**



**CNCL - 289** 



**CNCL - 290** 



# **Development Application Data Sheet**

**Development Applications Department** 

## RZ 19-850681

Attachment 4

Address: 11891 Dunavon Place

Applicant: Dmitri Dudchenko

Planning Area(s): Steveston

	Existing	Proposed
Owner:	Dolcha Investment Ltd., Inc. No. BC1176457	To be determined
Site Size (m <sup>2</sup> ):	1,051 m <sup>2</sup> (11,312 ft <sup>2</sup> )	Lot 1: 467.2 m <sup>2</sup> (5,028.9 ft <sup>2</sup> ) Lot 2: 583.8 m <sup>2</sup> (6,284.0 ft <sup>2</sup> )
Land Uses:	One duplex	Two single-family dwellings
OCP Designation:	Neighbourhood Residential	No change
Area Plan Designation:	Single-Family	No change
702 Policy Designation:	Single Detached (RS1/A)	Single Detached (RS2/A)
Zoning:	Single Detached (RS1/E)	Single Detached (RS2/A)

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	none permitted
Buildable Floor Area (m <sup>2</sup> ):*	Lot 1: Max. 256.2 m <sup>2</sup> (2,757.7 ft <sup>2</sup> ) Lot 2: Max. 291.2 m <sup>2</sup> (3,134.4 ft <sup>2</sup> )	Lot 1: 256 m² (2,756 ft²) Lot 2: 291 m² (3,133 ft²)	none permitted
Lot Coverage (% of lot area):	Building: Max. 45% Non-porous Surfaces: Max. 70% Live Landscaping: Max. 20%	Building: Max. 45% Non-porous Surfaces: Max. 70% Live Landscaping: Max. 20%	none
Lot Size:	Min. 270 m²	Lot 1: 467.2 m <sup>2</sup> (5,028.9 ft <sup>2</sup> ) Lot 2: 583.8 m <sup>2</sup> (6,284.0 ft <sup>2</sup> )	none
Lot Dimensions (m):	Min. width: 9.0 m Min. depth: 24.0 m	Lot 1 Width: 14.68 m Lot 1 Depth: 38.64 m Lot 2 Width: 14.20 m Lot 2 Depth: 39.81 m	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 6.0 m Side: Min. 1.2 m	Front: Min. 6.0 m Rear: Min. 6.0 m Side: Min. 1.2 m	none
Height (m):	Max. 2 ½ storeys	Max. 2 ½ storeys	none

Other: Tree replacement compensation required for loss of significant trees.

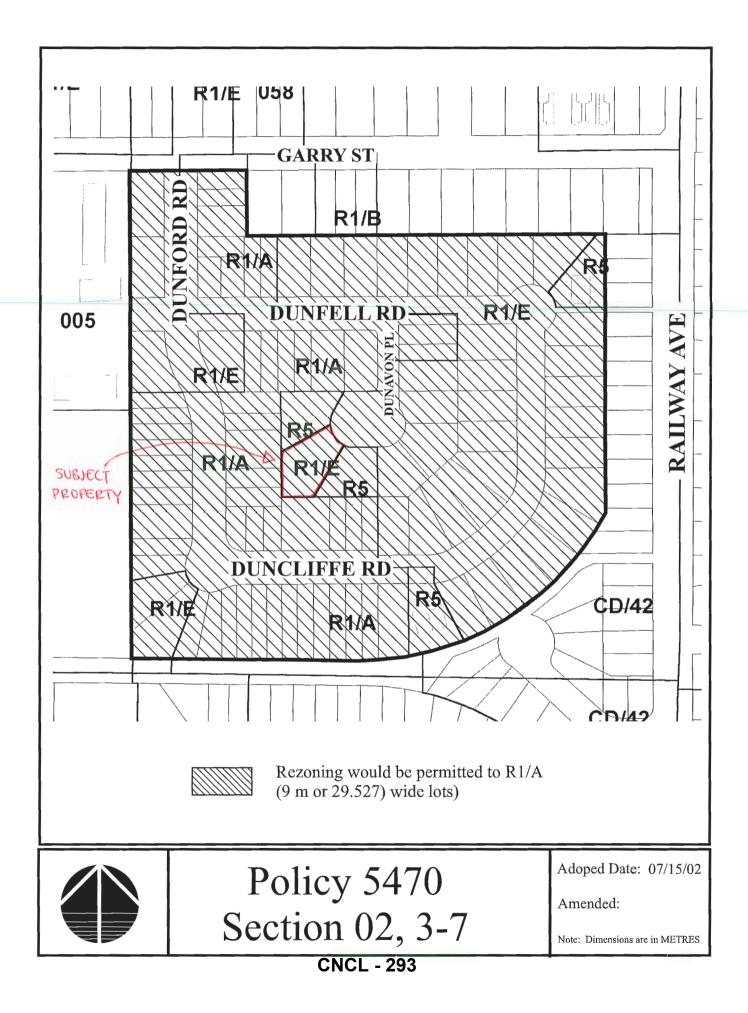
\* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.

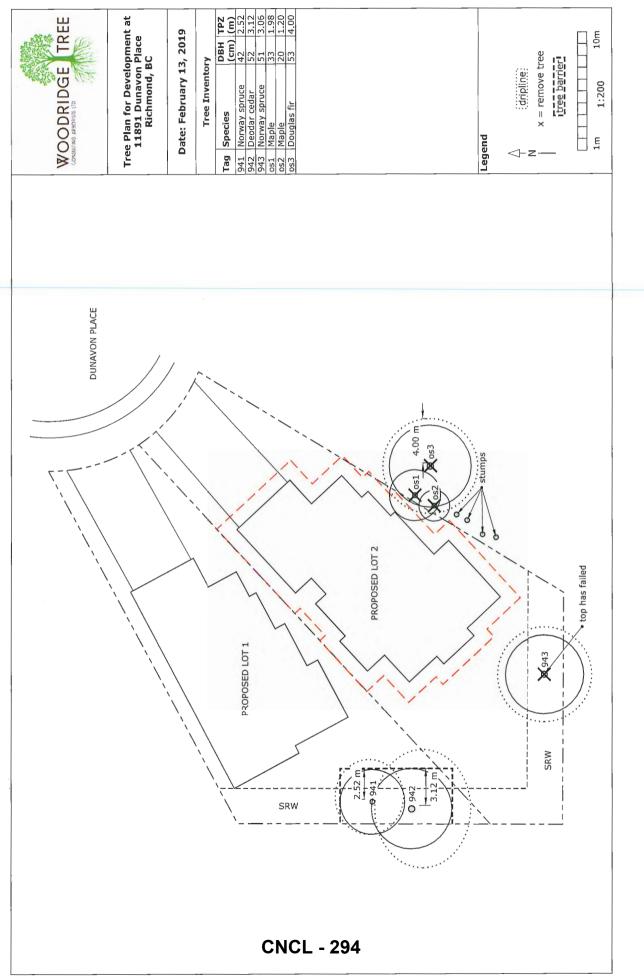


# City of Richmond

# **Policy Manual**

Page 1 of 2	Adopted by Council: July 15, 2002	POLICY 5470
File Ref: 4045-00	SINGLE-FAMILY LOT SIZE POLICY IN QUAR	TER-SECTION 2-3-7
POLICY 547	0:	
	g policy establishes lot sizes for properties within the ord Road, Duncliffe Road, and Dunavon Place, in a	
	That properties located along Dunfell Road, Dunfo Dunavon Place, in the south-east quadrant of Se subdivide in accordance with the provisions of Si Subdivision Area A (R1/A) zoning of the Zoning and	ection 2-3-7, be permitted to ingle-Family Housing District,
applications	is to be used to determine the disposition of t in this area, for a period of not less than five ye ocedures contained in the Zoning and Development B	ears, unless changed by the







Development Applications Department 6911 No. 3 Road, Richmond, BC V6Y 2C1

## Address: 11891 Dunavon Place

## File No.: RZ 19-850681

# Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10101, the developer is required to complete the following:

 Submission of a Landscape Security in the amount of \$2,000 (\$500/tree) to ensure that one replacement tree and one new tree are planted and maintained on each lot proposed (for a total of four trees). NOTE: minimum replacement size to be as per Tree Protection Bylaw No. 8057 Schedule A – 3.0 Replacement Trees.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
2	6 cm	3.5 m
2	10 cm	5.5 m

- 2. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
- 3. Submission of a Tree Survival Security to the City in the amount of \$20,000 for two trees to be retained.
- 4. Registration of a flood indemnity covenant on title.
- 5. Registration of a 3.0 m-wide Statutory Right-of-Way along the south property line for extension of the sanitary sewer.
- 6. Registration of a 3.0 m-wide Statutory Right-of-Way along the west property line for extension of the sanitary sewer.
- Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on each of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
- 8. Discharge of Statutory Right-of-Way G43521 from Title, which no longer applies to the subject property.
- 9. Discharge of Statutory Right-of-Way G57217 from Title, which no longer applies to the subject property.

## Prior to a Demolition Permit\* Issuance, the developer must complete the following requirements:

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.

## At Subdivision\* stage, the developer must complete the following requirements:

- Payment of property taxes up to the current year, Development Cost Charges (City, Metro Vancouver, & Translink), School Site Acquisition Charges, Address Assignment Fees, and any other costs or fees identified at the time of Subdivision application, if applicable.
- Enter into a Servicing Agreement\* for the design and construction of engineering infrastructure improvements. A
  Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be
  required as part of entering into the Servicing Agreement. Works include, but may not be limited to: *Water Works*:
  - a. Using the OCP Model, there is 167 L/s of water available at 20 psi residual at the hydrant fronting 11920 Dunavon Pl. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.

- b. At Developer's cost, the Developer is required to:
  - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage and Building designs.
- c. At Developer's cost, the City will:
  - Install two new water service connections complete with meter and meter box to service the two new lots.
  - Cut and cap at main, the existing water service connection at the Dunavon Place frontage.
  - Relocate the existing hydrant in the median if it will conflict with the required storm sewer connections that will service the two new lots.

#### Storm Sewer Works:

- a. At Developer's cost, the City will:
  - Install a new storm sewer service connection complete with an inspection chamber and dual service leads at the common property line of the two lots that will be created fronting Dunavon Pl.
  - Cut and cap the existing storm lead at the northeast and northwest corners of the subject site.

#### Sanitary Sewer Works:

- a. At Developer's cost, the Developer is required to:
  - Provide 3 meter wide utility rights of ways along the entire west and south property lines of the proposed development.
  - Install a new sanitary sewer complete with two new manholes within the Dunavon Pl roadway from the existing north-south aligned sanitary main between 11906 and 11920 Dunavon Pl to the common property line of the two lots that will be created. Approximate length of required sanitary main is 29 meters.
  - Install a new sanitary service connection complete with inspection chamber and dual service leads.
- b. At Developer's cost, the City will:
  - Perform all tie-ins of proposed works to existing City infrastructure.
  - Cut and cap the existing sanitary service connection at the southeast corner of the subject site.

## Frontage Improvements:

- a. At Developer's cost, the Developer is required to:
  - Coordinate with BC Hydro, Telus and other private communication service providers:
    - To underground Hydro service lines.
    - Provide pre-ducting for future Hydro/Tel/Cable utilities, if required.
    - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
    - To determine if above ground structures are required and coordinate their locations on-site (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc.) and provide rights of ways for the above ground structures.

b. All removal and relocation of curb, gutter, and curb letdowns to be done at Developer's cost.

#### General Items:

- a. At Developer's cost, the Developer is required to:
  - Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, dewatering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

Initial:

#### Prior to Building Permit\* Issuance, the developer must complete the following requirements:

- 1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
- 2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

#### Note:

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Date



## Richmond Zoning Bylaw 8500 Amendment Bylaw 10101 (RZ 19-850681) 11891 Dunavon Place

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"SINGLE DETACHED (RS2/A)"**.

P.I.D. 004-306-210 Lot 145 Section 2 Block 3 North Range 7 West New Westminster District Plan 48471

2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 10101".

 FIRST READING
 Citry of Richmond

 A PUBLIC HEARING WAS HELD ON
 APPROVED by

 SECOND READING
 M

 THIRD READING
 Solicitor

 OTHER CONDITIONS SATISFIED
 M

 ADOPTED
 Solicitor

MAYOR

CORPORATE OFFICER



# **Report to Committee**

Re:	Application by Dagneault Planning Consultants	Ltd. for	ALR Non-Farm Use at
From:	Wayne Craig Director, Development	File:	AG 18-842960
To:	Planning Committee	Date:	November 4, 2019

#### Staff Recommendation

9500 No. 5 Road

That the Agricultural Land Reserve application by Dagneault Planning Consultants Ltd. at 9500 No. 5 Road to allow non-farm uses for the development of a school and accessory supporting uses on the westerly 110 m of the site and undertake agricultural improvement works and implement the farm plan on the remaining backlands portion of the site, as outlined in the report dated November 4, 2019 from the Director of Development, be endorsed and forwarded to the Agricultural Land Commission.

Wayne Craig Director, Development

WC:ke Att. 7

REPORT CONCURRENCE
CONCURRENCE OF GENERAL MANAGER

## **Staff Report**

## Origin

Dagneault Planning Consultants Ltd, on behalf of the owner of subject site, has made an Agricultural Land Reserve (ALR) non-farm use application to the Agricultural Land Commission (ALC) for permission to develop an independent school with accessory supporting uses on the westerly 110 m of the subject site. Agricultural improvement works are also proposed to convert the remaining backlands portion of the site from their previous use as a golf course to farmland that is proposed to be leased to a local farmer to undertake implementation of an organic farm plan on the site.

This ALR non-farm use application requires consideration and endorsement by Richmond City Council prior to the application being forwarded to the ALC for consideration. If this application is endorsed by Council, the application will be forwarded to the ALC; should Council not grant approval to the application, it will not proceed further. The ALC is the sole decision making authority for ALR applications that are forwarded to them. Should Council endorse this proposal and the ALC approve this ALR non-farm use application, a rezoning application will also be required for this proposal. Subject to the outcome of the ALR non-farm application, the rezoning application would apply zoning that would allow the school and related activities on the front portion of the site and only allow agricultural uses on the backlands. The existing golf course zoning would be removed from the site through this rezoning application. Any reference to the future rezoning application process for this proposal contained in this report is subject to Council and ALC consideration and approval of the ALR non-farm use application.

The subject site is approximately 12.16 ha (30 ac) in area (Attachment 1). The ALR non-farm use area proposed for the school consists of the westerly 110 m of the subject site and is approximately 4.34 ha (10.7 ac) in area. The westerly 110 m is measured from the site's west property line (No. 5 Road), with future anticipated road dedications taken into account (Attachment 2).

## **Project Description**

The subject site is located in the ALR and is currently zoned "Golf Course (GC)". Previously the site was operated as the former Mylora Golf Course facility, which ceased operation in 2012. The owner of the site is proposing to develop a school on the 4.34 ha (10.7 ac) area on the west portion of the site directly adjacent to No.5 Road.

The owner of the subject site currently operates an independent school in Richmond (Pythagoras Academy located on Odlin Crescent) where they offer kindergarten to grade 7 program curriculum in an existing facility on land that they currently lease. The applicant has indicated that Pythagoras Academy intends to establish a permanent facility for their school on the subject site at 9500 No. 5 Road with plans to expand their school programming to a full curriculum from kindergarten to grade 12. The applicant has also indicated that their agreement to lease the current facility and site on Odlin Crescent will end in October 2022. This proposal on the subject site would facilitate Pythagoras Academy's objective to establish and develop a

permanent site to allow for the continued growth and expansion of their independent school in Richmond.

The applicant's proposal for the entire site contains two components that are summarized as follows:

- On the westerly 4.34 ha (10.7 ac) area of the site, development of an independent school that offers kindergarten to grade 12 curriculum and programs, uses and facilities to support the school (i.e., administration, gymnasium, cafeteria, auditorium/theatre) that could accommodate approximately 950 students. Outside of the facility and buildings are areas for vehicle off-street parking areas, vehicle circulation/drop-off, outdoor play/recreation/program areas and buffer/setback spaces to adjacent uses. A density of 0.5 FAR and a building height of 12 m (39 ft.) is proposed for the school, which is consistent with the parameters of the "Assembly (ASY)" zoning district. The proposed total floor area for the school based on this density is approximately 21,199 sq. m (228,184 sq. ft.)(Refer to Attachment 3 for a conceptual site plan).
- On the remaining backlands area of the site (7.6 ha or 18.8 ac), agricultural works and improvements to convert the previous golf course lands to a farm site that the owner is proposing to lease to an organic farmer. Subject to the outcome of the ALR non-farm use application, the backlands would also be rezoned to allow agricultural uses and remove the golf course zoning/use from the site.

## Past Development Application Proposal

A previous ALR non-farm use application (AG 13-646237) was made by a different owner for the subject site that was endorsed by Council on May 24, 2016. This proposal involved subdivision of the subject site to allow for the creation of five lots fronting No. 5 Road (each approximately 0.8 ha or 2 acres in area) and requested permission to use and develop these lots into future community institutional uses. A component of this previous application involved dedication of the remaining backlands to the City. This ALR non-farm use application was denied by the ALC on April 27, 2017.

## Surrounding Development

The subject site is primarily vacant and contains the remaining buildings, facilities and improvements associated with the previous golf course operation that ceased operations in 2012.

- To the North: An unopened road allowance (King Road) that currently has a 15 m Riparian Management Area designation for an existing open watercourse running the length of the site from No. 5 Road to Highway 99. North of the unopened road allowance is a vacant site with "Assembly (ASY)" zoning.
- To the South: A site with "Religious Assembly (ZIS7)" zoning associated with the Lingyen Mountain Temple (existing and future temple expansion) that was approved through a rezoning application (RZ 13-641554). The land to the south also has "Agriculture (AG1)" zoning containing the agricultural activities operated by the temple.

To the East: Highway 99 (Ministry of Transportation and Infrastructure).

To the West: West of No. 5 Road, single-family homes zoned "Single-Detached" RS1/E)" and identified for Townhouses under the City's Official Community Plan Arterial Road Policy.

## **Related Policies & Studies**

## Official Community Plan Land Use Designation and No. 5 Road Backlands Policy

The Official Community Plan (OCP) designates the westerly 110 m (361 ft.) of the subject site for Community Institutional and the remaining backland portion of the site for Agriculture. The proposed ALR non-farm use application to request permission for a school on the Community Institutional designated portion of the site complies with the OCP. The proposal to undertake works and improvements to the agricultural backlands and actively farm this area is consistent with the 'Agriculture' OCP designation for the rear portion of the site.

The OCP No. 5 Road Backlands Policy (Attachment 4) provides further direction in relation to proposals for Community Institutional related development on the westerly 110 m (361 ft.) for sites within the policy area. These policies are intended to outline general objectives for development on the frontlands and farming on the backlands while also outlining a number of options available to property owners/applicants to remove constraints and to facilitate farming of the backlands.

The proposal for the owner to undertake agricultural works and improvements necessary to convert the land from its previous use as a golf course to a farm capable of supporting a wide range of soil-based crops is consistent with the OCP No. 5 Road Backlands Policy. The applicant also proposes to lease the land upon completion of the agricultural improvement works to an organic farmer who would then develop and implement a farm plan to establish agricultural production over the backlands area. Provisions to secure implementation of the agricultural improvement works and farm plan would be through the rezoning application and are discussed in greater detail in the "Analysis" section of this report. To allow access to the backlands, provisions for farm only access in the form of a minimum standard farm road from No. 5 Road and along the entire backlands portion of the site is included in this proposal. This approach to achieve active farming of the backlands, complies with the OCP No. 5 Road Backlands Policy.

#### Floodplain Management Implementation Strategy

The Richmond Flood Plain Designation and Protection Bylaw 8204 applies to this proposal. The project's response to comply with this bylaw will be addressed through the processing of the rezoning application.

## Riparian Management Area (15 metres)

A provincially designated Riparian Management Area (RMA - 15 m) is located on the subject site's north property line for an existing watercourse located within the King Road allowance. A

15 m RMA also exists to the east for an existing watercourse contained within the Highway 99 right-of-way. The RMA to the east does not impact the subject site as the 15 m setback is fully contained within the Ministry of Transportation and Infrastructure controlled highway right-of-way. Provincial Riparian Area Regulations do not apply to institutional uses (i.e., schools) or agricultural activities.

Although the proposed school (institutional) development and agricultural uses are not subject to the Provincial Riparian Area Regulations, the applicant's Qualified Environmental Professional (QEP) proposes an approach to provide a vegetated buffer/setback area for the school and agricultural uses. Proposed site plan drawings show a vegetated setback buffer of a minimum of 6 m (20 ft.) wide for the school building and related uses. Additional information on the proposed approach for the RMA to the north of the site, including details on proposed plantings and enhancements recommended by the applicant's QEP, would be provided at time of future rezoning.

## Ministry of Transportation and Infrastructure

As the site is immediately adjacent to a provincial highway and near a provincially controlled highway interchange, referral of this proposal to the Ministry of Transportation and Infrastructure (MOTI) would occur through the processing of the rezoning application. Any comments received from Ministry staff would be provided to Council through the rezoning.

## **Public Consultation**

## Food Security and Agricultural Advisory Committee

The proposal was presented to the Food Security and Agricultural Advisory Committee (FSAAC) on September 12, 2019 (An excerpt of the FSAAC minutes is contained in Attachment 5). The FSAAC supported the proposal and provided the following comments for consideration by the applicant:

- Consider retaining a portion of the proposed school site for agricultural programming for students; and
- Consider providing space within the proposed school site for non-profit organizations.

In response to the FSAAC comments, the applicant has incorporated a space within the proposed landscape open space for the school to be used to support agricultural programming and education in the school. Additional details on the agricultural programming and layout of this space would be determined through the processing of a future rezoning application, if supported by Council and the ALC.

The applicant also indicates that the school (Pythagoras Academy) is open to requests for temporary use of their school facilities by various community groups/non-profit organizations, but would be subject to the schools final programming and space needs that remain under development.

### ALR Non-Farm Use and Rezoning Application – Notification and Public Consultation

While there is no formal requirement for a notification sign on-site, a sign has been voluntarily placed on the subject site, providing notification of the ALR non-farm use application and information on the proposed school development and agricultural related works and activities. To date, staff have not received any public correspondence on this proposal.

Should this application advance, public notification will be conducted for any future rezoning application, including a public hearing, and will provide the public an opportunity to comment further on the proposal.

## Analysis

## Proposed Agricultural Remediation and Farm Implementation Plan for Backlands

The approach to achieve active farming of the backlands for this proposal can be categorized into agricultural improvement works, farm access and farm plan implementation with details provided in the following sections. The consulting agrologist reports on the backlands specific to agricultural improvement works, farm access and farm plan implementation is contained in Attachment 6 for reference purposes.

#### Agricultural Improvement Works

A summary of the agricultural improvement works recommended by the consulting agrologist for specific works and improvements to remediate a portion of the site that had previously been a golf course, to a condition that would improve the site's overall agricultural capability and support a wide range of farm crops. The proposed works are summarized as follows:

- Removal of all golf course related buildings and infrastructure (i.e., water/sand traps, greens and tee boxes).
- Land clearing, including tree removals on the backlands portion of the site, necessary to undertake the agricultural works and active farming on the backlands.
- Land levelling and grading to support on-site agricultural drainage infrastructure.
- The agricultural improvement works involves salvaging and utilizing native soils from the subject site, including those soils from the front school portion, to be re-purposed and applied on the agricultural backlands. Testing of on-site native soils has been undertaken by the agrologist to confirm no contamination.
- On-site drainage infrastructure that would be designed in coordination with the agrologist's grading plan for the backlands to enable water to be discharged to the King Road drainage canal.
- Provision of farm irrigation infrastructure to service the backlands.
- To address soil compaction and improve drainage conditions, apply various techniques (ploughing and disking) in accordance with the agrologist recommendations.

• A cost estimate for the comprehensive scope of agricultural improvement works identified by the argologist is approximately \$702,440. Subject to the outcome of the ALR non-farm use application consideration by Council and the ALC, this amount would be secured through the rezoning application by the applicant to cover agricultural improvement works recommended by the agrologist are implemented to the City's and ALC's satisfaction. Any revisions to these works and resulting impacts to the bonding amount that occur through either the processing of the ALR non-farm use application and subsequent rezoning would be identified and addressed through the rezoning application.

## Farm Access Provisions

Proposed farm access from No. 5 Road to the backlands will be provided via a farm access road along the south edge of the subject site. Land modifications for the construction of this farm road will be kept to a minimum to enable a durable, permeable surface capable of supporting farm vehicles only with minimal impacts to the agricultural land.

Proposed farm access is provided along the length of the backlands (north-south running) and is proposed to be aligned along the east portion of the subject site adjacent to Highway 99. Land modifications for the construction of this farm road will be minimal and similar to the proposed west-east running farm road access to No. 5 Road. This provision to secure farm access across the backlands is consistent with the OCP No. 5 Road Backlands Policy to ensure farm vehicle access (north-south) across all backlands within this area without having to use No. 5 Road.

Construction of these farm access roads (west-east; north-south) would be completed through the agricultural improvements works referenced previously with all costs for these works to be paid by the owner and included in the bond secured at rezoning if Council and the ALC approve the ALR non-farm use and subsequent rezoning applications. A legal agreement (statutory right-of-way or other mechanism) would also be secured through the rezoning application for these farm access roads to enable farm operators to have access to these farm roads to support agricultural activities.

## Farm Plan Implementation

The owner proposes to lease the backlands to an organic farmer who will establish an organic farm over the subject site's backlands. The agricultural improvements works described above would be completed before implementation of the farm plan by the agricultural operator proposed to lease the land. The applicant has engaged a local organic producer and entered into a memorandum of understanding (Attachment 7) with the property owner to farm the backlands area. The proposed farmer is Cherry Lane Farms, who currently have a farm in Richmond on Beckwith Road.

To ensure that this farm plan is implemented, a separate security is proposed as a requirement that would be in addition to the bond submitted to the City for the agricultural improvement works. The preliminary estimate for this bond is approximately \$264,000 and is based on the agrologist's estimate of anticipated farm capital start-up costs and operation/production costs over a one year period. This bond amount is subject to revision based on review by Council and the ALC through the review of this ALR non-farm use application and future rezoning application. The bond would be secured through the rezoning application process.

## Agricultural Buffer Area

The proposal includes a landscaped buffer area (5 m wide) to be provided on the school site (within the westerly 110 m of the site) to provide a suitable transition area and functional screen to the agricultural activities proposed for the backlands. This landscaped buffer to farm activities would be secured through the rezoning application with the detailed design to be provided at this time.

## Transportation Review

A Traffic Impact Assessment (TIA) was submitted by a traffic consultant for this proposal for review by Transportation staff who generally concurs with the proposed access arrangement for the school and recommendations in the TIA. Through this review, road dedications along the subject site's No. 5 Road frontage were identified based on anticipated infrastructure improvements required by the City. These infrastructure improvements generally involve works to establish a new boulevard, multi-use public path/sidewalk and two-way left turn lane along No. 5 Road. The approximate width of road dedication along No. 5 Road is approximately 5.3 m to 5.7 m wide. As noted earlier, the length and area of land that can be considered for community institutional/school uses on the subject site in this proposal is measured from the No. 5 Road property line after dedication of land (Attachment 2).

The proposal includes two-full movement driveway accesses along No. 5 Road for the school and one additional driveway to access the farm road at the south of the site. The submitted TIA and transportation staff reviewed the proposed vehicle access along No. 5 Road with no concerns noted. On-site parking for the school complies with Zoning Bylaw requirements for off-street parking. The site plan also provides for on-site drop-off and pick areas to service the school to ensure no drop-off/pick-up activities occur on No. 5 Road. Additional transportation review of this development proposal, including confirmation of road dedication requirements would occur through the rezoning application and subject to the outcome of the ALR non-farm use application.

## Williams Road (between No. 5 Road and Highway 99)

Through the review of the subject site undertaken in the previous submitted ALR non-farm use application, it was determined that a historical error was made that resulted in Williams Road (between No. 5 Road and Highway 99) not being dedicated as road. As a result, this southern 10 m (33 ft.) wide portion of land (previously thought to be dedicated road) is included in the overall area of the subject site. In consultation with City staff and the applicant, the dedication of the north portion of the Williams Road allowance is not required for the following reasons:

- The City has no transportation or infrastructure needs for this portion of the road allowance between No. 5 Road and Highway 99.
- Approval from the ALC is generally required for any dedication of roads in the ALR. The ALC may have a number of concerns around dedication of land in the ALR for the purposes of road, which may be viewed as having a potential negative impact to farming.
- A farm access road generally along the south portion of the subject site is being secured through this project to allow access to the agricultural area proposed for the subject site

and backland areas for other properties within this area in accordance with the No. 5 Road Backlands Policy.

### Engineering Review

Engineering staff reviewed the proposed ALR non-farm use application with no servicing issues identified. Should this proposal advance, additional review by Engineering staff would be undertaken through the subsequent rezoning application to confirm the servicing requirements, including any applicable infrastructure upgrades and works related to this project. These works would be secured through a Servicing Agreement.

#### Forthcoming Rezoning Application Process

Pending the outcome of the ALR non-farm use application for the subject site, a subsequent rezoning application will be required to rezone the site from "Golf Course (GC)" zoning to a zoning district that would allow the school activity and any related uses on the front portion of the site. The backlands portion of the site would also be rezoned to only allow agricultural uses and no longer permit a golf course on the site. The future rezoning application would also review the overall form and character of the proposed school buildings and all landscaping proposed for the development. This rezoning application would also follow-up on the applicable items identified in this ALR non-farm use application report that would be addressed through the subsequent rezoning application process.

#### Conclusion

The purpose of this ALR non-farm use application is to develop a school with accessory supporting uses on the westerly 110 m of 9500 No. 5 Road in coordination with agricultural improvement works to convert the remaining backlands portion of the site from a golf course to farmland in order to lease this area to a local farmer.

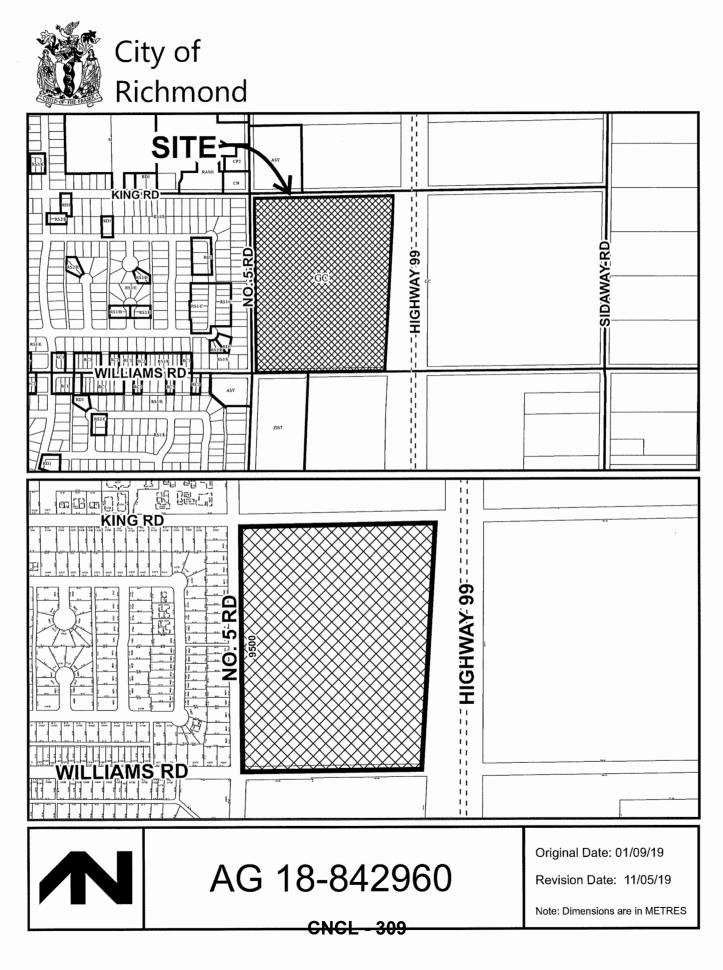
This proposal is consistent with the OCP No. 5 Road Backlands Policy to consider community institutional uses on the westerly 110 m of the subject site in conjunction with a farm plan for the remaining backlands area. The application proposes a comprehensive package of agricultural improvement works in conjunction with plans to lease the backlands area to an organic producer to implement the farm plan. On this basis, staff recommend support of this ALR non-farm use application.

Kevin Eng Planner 2

KE:cas

Attachment 1: Subject Site Location Map Attachment 2: Proposed ALR-Non Farm Use Area Attachment 3: Conceptual Development Plans

- Attachment 4: OCP No. 5 Road Backlands Policy Attachment 5: Excerpt of FSAAC Minutes (September 12, 2019)
- Attachment 6: Agrologist Report
- Attachment 7: Memorandum of Understanding (owner and farmer/Cherry Lane Farms)





City of Richmond

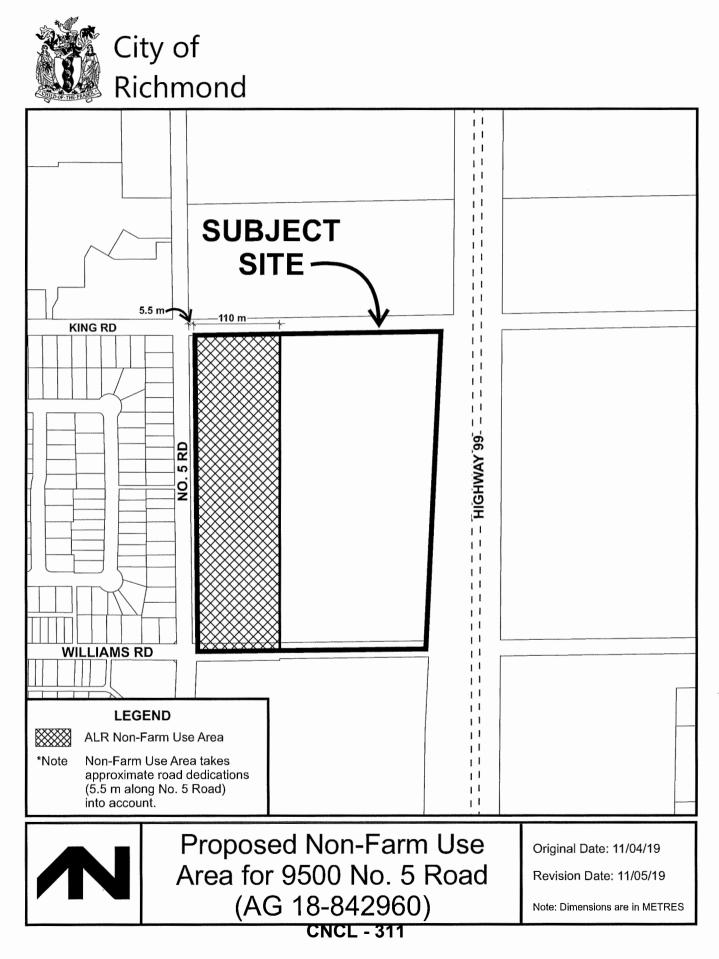


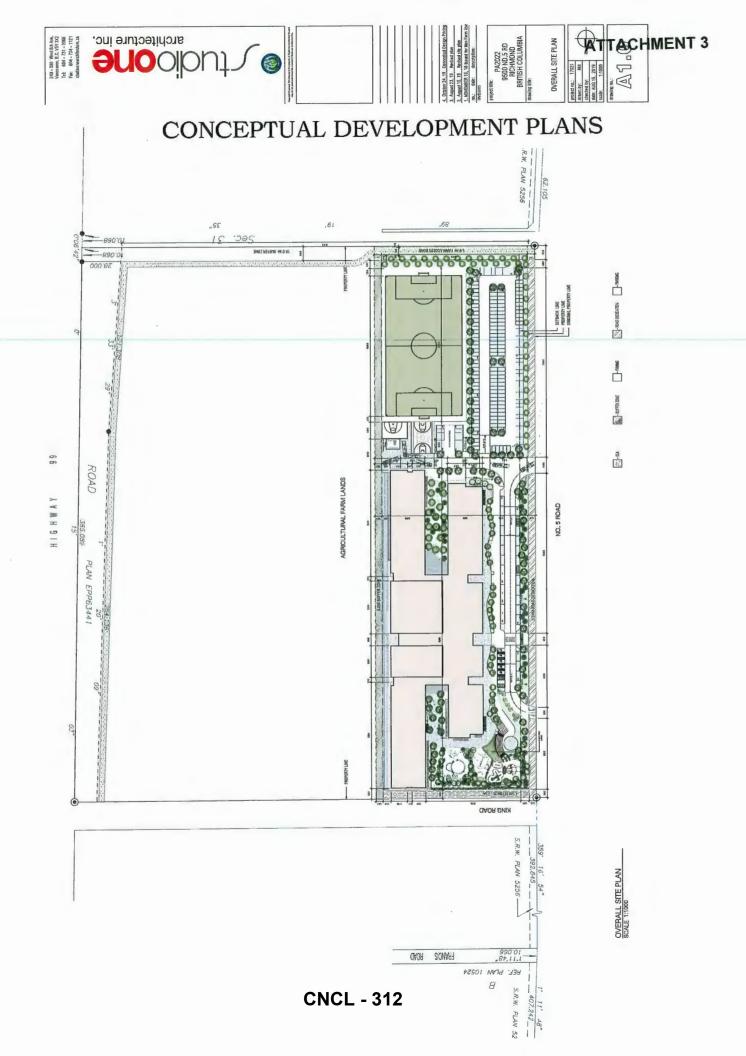
AG 18-842960

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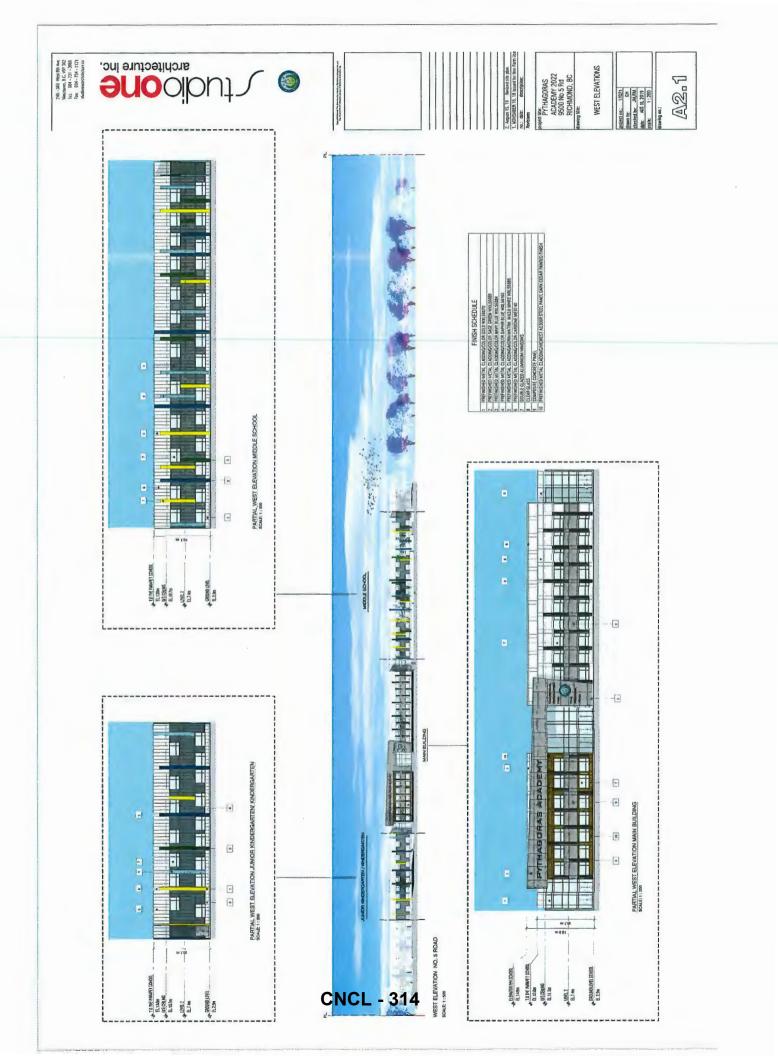
Revision Date: 11/05/19

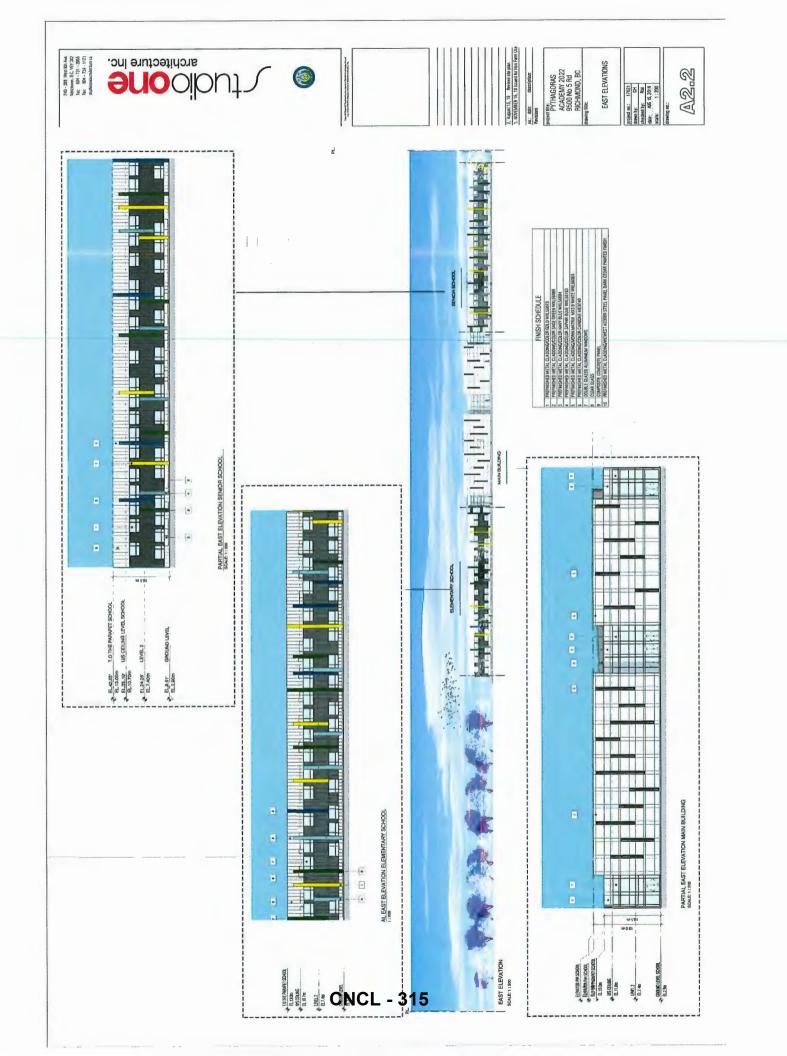
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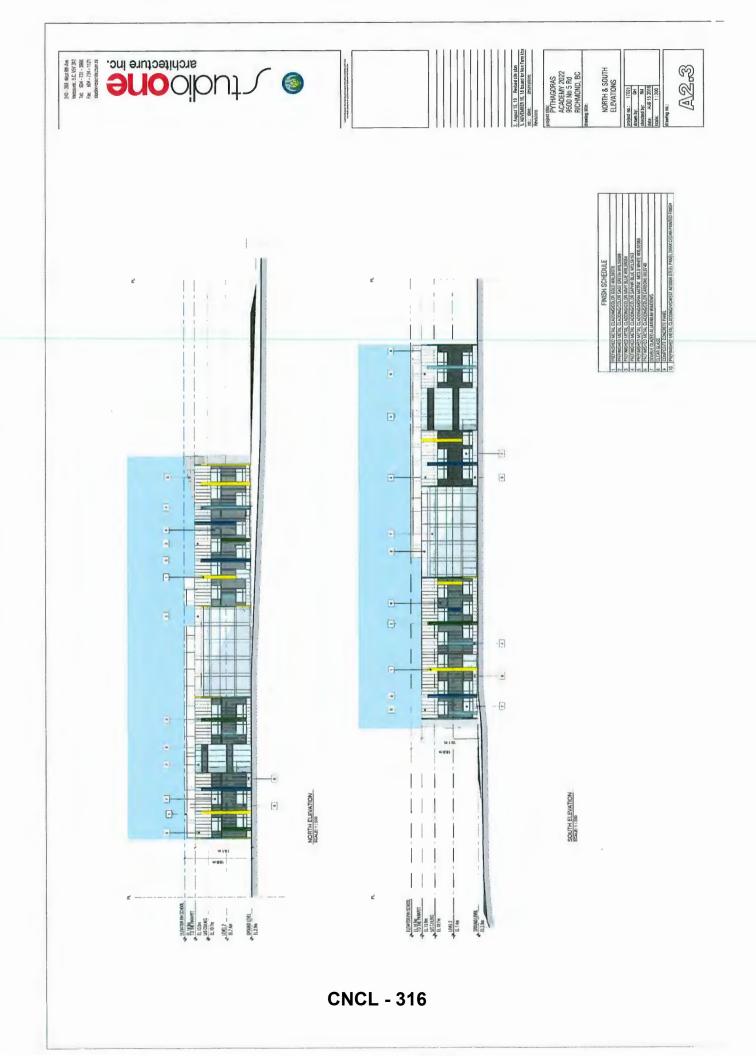


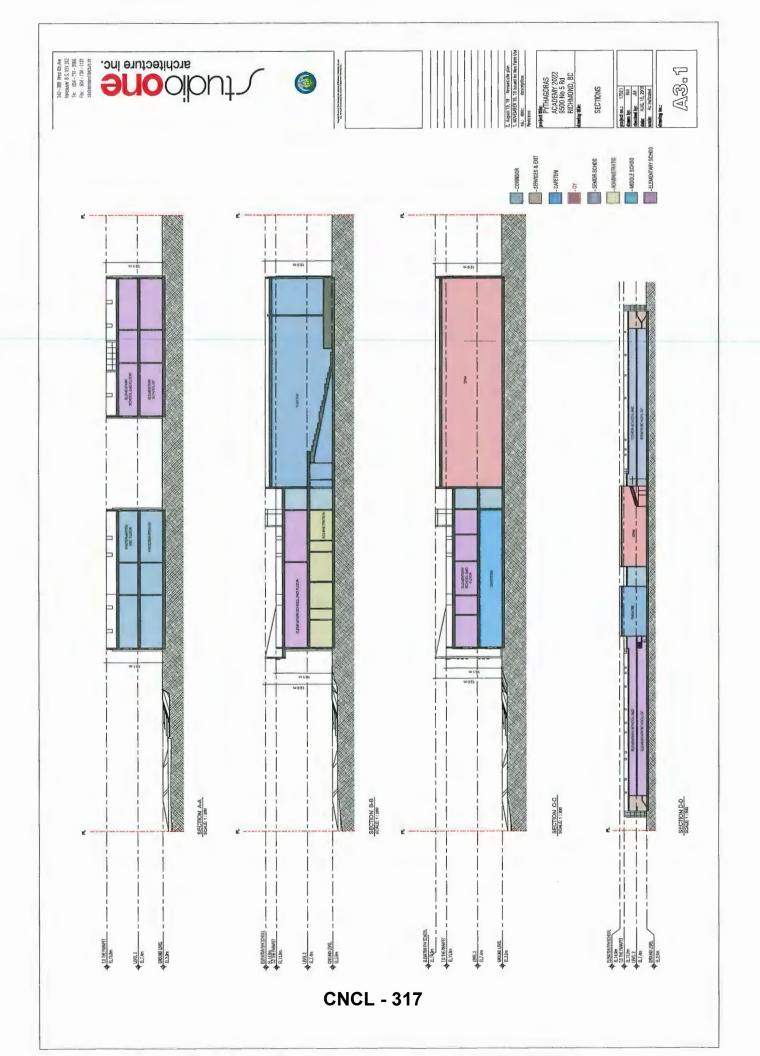


















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#### **ATTACHMENT 4**

Agriculture and Food





#### **OBJECTIVE 5:**

Find ways to recover food waste.

#### POLICIES:

- a) support the efforts of community groups and the private sector to establish initiatives that divert recoverable food from the pre-waste stream for redistribution to local food banks;
- b) develop strategies to encourage organic waste diversion from multifamily housing and commercial properties;
- c) support the recycling and re-use of organic waste;
- d) develop an educational program to promote awareness around food production, health, and impacts on the community.



Credit: Richmond Food Security Society

Bylaw 9506 2016/02/15

## 7.3 No. 5 Road Backlands Policy

#### **OVERVIEW:**

Since 1990, the City and the Agricultural Land Commission (ALC) have agreed that, within the Agricultural Land Reserve (ALR), there shall be a unique area called "No. 5 Road Backlands Policy Area" as shown on the attached No. 5 Road Backlands Policy Area Map.

The purpose of the Policy is to allow Community Institutional uses on the westerly 110m ("Frontlands") of the properties located on the east side of No. 5 Road between Blundell Road and Steveston Highway (the area outlined in bold lines on the No. 5 Road Backlands Policy Area Map), if the remaining portions ("Backlands") are actively farmed.





Bylaw 9506 2016/02/15

#### **OBJECTIVE:**

Community Institutional uses may be permitted in the Frontlands if the Backlands are actively farmed.

#### POLICIES:

- a) the types of uses which may be considered in the Frontlands are those consistent with the Community Institutional land use definition contained in the 2041 Official Community Plan (the "OCP") to be considered and approved by the City and the Agricultural Land Commission through the necessary land use approval process;
- b) in the Frontlands, clearly ancillary uses (e.g., dormitory) to the principal Community Institutional uses are allowed, but principal residential uses (e.g., congregate housing, community care facility, multi-family housing) are not allowed;
- c) property owners who do not intend to farm the Backlands themselves are encouraged to, either lease them to a farmer, dedicate their Backlands to the City or enter into legal agreements with the City to allow the City or the City's designate to access and farm the Backlands;
- d) the City will continue to strive for a partnership approach with property owners to achieve farming of the Backlands (e.g., based on the approved farm plans);
- e) in the Backlands, a limited infrastructure component (e.g., little or no regional and on-site drainage, irrigation or farm access roads) could be allowed, where a full infrastructure component is not practical;
- f) in the Frontlands, satisfactory sanitary sewage disposal is required as a condition of non-farm use or rezoning approval;
- g) applicants shall submit the necessary reports to the City to achieve farming with all costs to implement works associated with an approved farm plan to be paid by the applicant;

#### **Development Application Procedure and Requirements**

- a) all proposals for Community Institutional development are subject to City and ALC approval through the necessary development application process to be reviewed on a case-by-case basis and in accordance with the OCP;
- b) consideration of Community Institutional development in the Frontlands is generally subject to:
  - submission and approval of an ALR Non-Farm Use application that is required to be endorsed by the City prior to being considered by the ALC. If the City endorses the ALR Non-Farm Use application, it will be forwarded to the ALC for consideration;
  - ii) pending the outcome of the ALR Non-Farm Use application, a rezoning application will also be required and subject to the required statutory process;
  - iii) other Development Applications (i.e., Environmentally Sensitive Area Development Permit, Development Variance Permit) may also be required based on the proposal or site context;

City of Richmond fice Corrunity Pl320 Plan Adoption: November 19, 2012

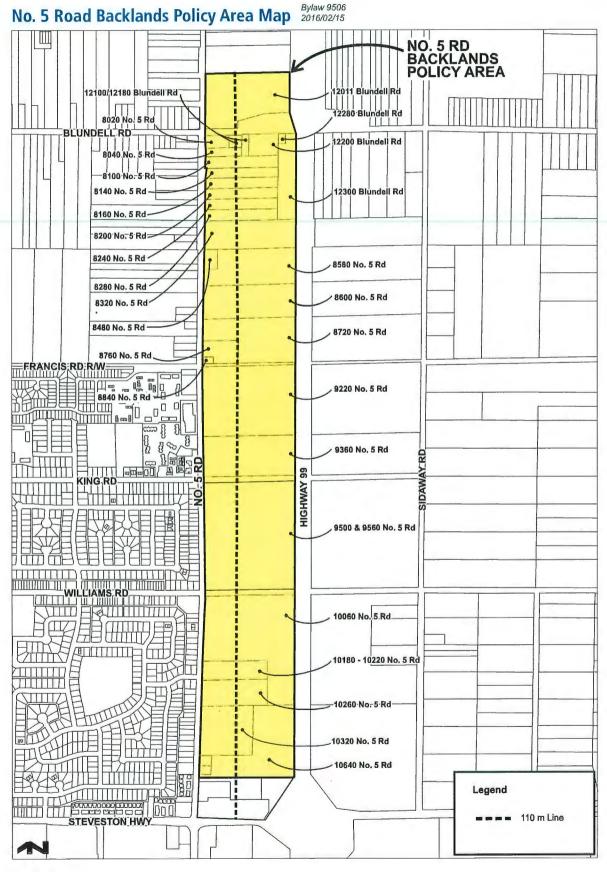
#### Agriculture and Food



Bylaw 9506 2016/02/15	<ul> <li>c) in certain cases, a rezoning application will not be required following approval of an ALR Non-Farm Use application. Under these circumstances, any specific requirements to be secured through the ALR non-farm use application are to be confirmed through the necessary resolution of Council upon consideration of the application;</li> </ul>
	<ul> <li>d) in considering development proposals (i.e., ALR Non-Farm Use applications or rezoning application) in the No. 5 Road Backlands Policy area, the City requires the applicants to:</li> </ul>
	i) prepare farm plans with access;
	ii) explore farm consolidation;
	iii) commit to do any necessary on-site infrastructure improvements;
	<ul><li>iv) co-operate as necessary to remove constraints (e.g., required infrastructure) to farming the Backlands, in partnership with others;</li></ul>
	<ul> <li>v) commit to legal requirements as may be stipulated by Council to achieve acceptable land uses (e.g., farming the Backlands);</li> </ul>
	<ul> <li>vi) provide financial security to ensure the approved farm plan is implemented;</li> </ul>
	vii) undertake active farming of the Backlands;
	viii) register a statutory right-of-way on title for a future farm access road along the eastern edge of the property along the Backlands, to the satisfaction of the Director of Development;
	ix) comply with such other considerations or requirements by Council;
	Reporting Requirements
	a) all property owners who are required to farm the Backlands must, in a form acceptable to the City, report to the City on a yearly basis regarding the current status of the farm by providing clear evidence (e.g., detailed description of the farming activities conducted in the Backlands, photos, farm tax records) that the Backlands are actively being farmed in accordance with the approved farm plans, to Council and the ALC's satisfaction;
	Amendments to the Above Policies
	<ul> <li>a) amendments to these policies in the 2041 OCP is subject to the required statutory process, which will include consultation between the City, ALC and other stakeholders as deemed necessary;</li> </ul>
	Co-ordination of Review Process
	a) the City and the ALC will co-ordinate efforts when reviewing applications for ALR non-farm use and subsequent rezoning applications, in order to ensure that the interests of each party are addressed. This co-ordinated effort will be done prior to granting any approvals.

Agriculture and Food





## Excerpt of Food Security and Agricultural Advisory Committee Meeting Minutes September 12, 2019

## Non-Farm Use Application at 9500 No. 5 Road

Kevin Eng, Planner 2, introduced the proposed non-farm use application at 9500 No. 5 Road and provided the following comments:

- The site is located in the Agricultural Land Reserve (ALR), was previously used as a golf course, and has a total area of approximately 29 acres;
- The property is located within the OCP No. 5 Road Backlands Policy area and the proposal is consistent with the Policy;
- The property has a Community Institutional land use designation along with westerly 110 m, with the remaining portion of the property designated Agriculture;
- Background information was provided on a previous non-farm use application that included subdivision of the land by a previous owner, which was ultimately denied by the ALC. Staff noted that the current proposal is under a new owner and completely separate from any previous applications on the subject site;
- A school is proposed to be developed on the westerly 110 m, including supporting uses;
- The applicant has submitted an agricultural remediation plan for the backlands to convert the area of approximately 18.4 acres to agriculture; and
- A security in the amount of approximately \$800,000 will be secured to ensure the remediation of the backlands to agriculture.

Bruce McTavish, Project Agrologist, provided the following additional comments regarding the proposal:

- The proposal will include a significant buffer between the proposed school and farmland in accordance with the ALC's guidelines;
- Site investigations revealed that there is no contaminated soil on the site, small pockets of asphalt debris will be removed, and the soil series is Delta ranging from sandy clay to silt clay and silt loam;
- Soil chemistry is normal for an unused site;
- Present agricultural capability is Class 4W and the proposal is to improve the entire backlands portion area to Class 2WD;
- Agricultural remediation will include tree and stump removal, grass and weed removal, berm removal, filling of water hazard (with berm material), removal of sand traps, removal of existing irrigation and drain lines, cultivation and soil decompaction techniques;
- Salvaged topsoil from the proposed school site will be moved to the backlands;

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- Subsurface drainage will be installed, the land will be prepared for planting, and grass forage crop will be planted to improve soil; and
- Preferred farm operator would be organic vegetable or organic small fruit production. The consulting agrologist noted that they have had discussions with commercial farmers to lease the backlands portion of their site.

In response to questions from the Committee, Staff noted that should the non-farm use application be approved by Council and the ALC, a rezoning application would be required to allow the proposed land uses.

Councillor Steves indicated support for the City to retain ownership of the backlands.

As a result of the discussion, the Committee providing the following comments:

- Consider retaining a portion of the proposed school site for agricultural programing for students; and
- Consider providing space within the proposed school site for non-profit organizations.

As a result of the discussion, the Committee passed the following motion:

*That the Food Security and Agricultural Advisory Committee support the Non-Farm Use Application at 9500 No. 5 Road as presented.* 

Carried Unanimously



Agricultural Conversion Plan Pythagoras Academy – 9500 No. 5 Rd, Richmond BC

Sum MY



Prepared for: Dagneault Planning Consultants Ltd.

November 4, 2019

		Revision Index	
Revision #	Approved by	Date (YYYY-MM-DD)	Issued Status
1	B. McTavish	2019-06-17	Issued for internal review
2	B. McTavish	2019-06-28	Final for distribution to client
3	B. McTavish	2019-07-02	Final for distribution to CoR
4	B. McTavish	2019-09-05	Final with revisions
5	B. McTavish	2019-10-26	Final with revisions from FSAAC Meeting
6	B. McTavish	2019-11-04	Final with revisions from comments from CoR

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## **Executive Summary**

The following report submitted by McTavish Resource & Management Consultants Ltd. (McTavish) is an update that summarizes the eight reports submitted to the City of Richmond (CoR) with respect to converting the eastern ~18 acres of the Mylora Golf Course located at 9500 No. 5 Road, Richmond BC, to a commercial farm. The current report also provides new information on subsurface drainage and updates the soil contaminated site (CSR) data to reflect updates to the regulations.

The McTavish report is prepared as part of the required supporting documentation for the proposed conversion of the western 10 acres to an independent school. The No. 5 Road corridor has seen a number of agricultural properties converted to institutional use with the eastern portion's sections in Agricultural production. The property directly south of the Mylora Golf course is the Ling Yen Mountain Temple which is undergoing a significant expansion including removal or agricultural land but with significant improvement of the remaining land. South of the temple is the Richmond Christian School which was also developed on agricultural land.

One of the major issues with the institutional development along No. 5 Road is the lack of agricultural improvements and production on the remaining agricultural land. The proposed strategy presented in this document requires an investment of approximately \$700,000 in improving the agricultural capability of the property. To the author's best knowledge, this will be the first time in British Columbia that a golf course has been converted back to productive agricultural land. The property owners have also secured a long-term lease of the agricultural portion of the land to a Lower Mainland farmer with many years of experience in farming land in Richmond and Delta.

The present land capability for agriculture on the site is 4WD. This will be improved 2WD by following the recommendations for soil improvement in this report. The improvements will include removing all golf course features, improving surface drainage by crowning, spreading of salvaged topsoil, subsoiling, cultivation and incorporation of organic matter. Drainage will also be improved by the installation of a subsurface drainage system.

Since the soils are compacted from years of golf course use, they will be remediated by using typical cultivation methods such as subsoiling, ploughing and disking. These actions will remove the existing root restriction layer and allow rooting to approximately 50 cm depth compared to the present 20 cm depth. These actions will allow a wide variety of annual and perennial crops to be grown on the property.

Soil pits were installed on all fairways and greens, soil samples collected and analyzed for agricultural chemical criteria as well as for heavy metals because golf courses have historically used fungicides that incorporate mercury and cadmium. The soil analysis indicated that metals were well below the limits for agricultural soils, and that there are no soil chemical issues that would preclude farming on this site or necessitate any soil removal.

Extensive excavations for soil sampling took place on all constructed berms to determine if there was debris in the berms that is not compatible with agriculture. Only a small amount of concrete and asphalt was found in a single location. The amount found is not significant with respect to using the berm material for filling in the water hazards on the property.



A 2-inch water line will be connected to the CoR water system and run to the property to provide a source of irrigation water. An all-weather farm road will be constructed to provide access to the farm.

A number of agricultural options were presented to the City of Richmond Agriculture Advisory Committee (AAC) and to City staff under a previous development application. The City of Richmond AAC requested that the site be converted into a single contiguous farm and that all golf infrastructure be removed including all berms and trees that would interfere with farm operations. Based on this recommendation an agricultural reclamation/conversion plan has been developed and is described in this report. This report also includes recommendations from the Food Security and Agricultural Advisor Committee (FSAAC) September 2019 meeting that reviewed the McTavish agricultural plan.

Although this is a new application, the previous soil investigations and farm conversion plan that was accepted by the City of Richmond AAC and the COK is re-submitted with some modifications. The proposed farm conversion process includes improvement of the drainage by the installation of subsurface drains and the confirmation of a lease by a long-term Richmond farmer. One significant difference between the 2016 and 2019 application is that the trees on the agricultural conversion area were felled and many of them removed. Trees that still on the property as are stumps which will be chipped and composted if the new project is permitted. The 2019 Agricultural Remediation plan also makes a commitment not to use herbicides for initial weed control and to make best efforts to secure a long term lease with an organic farmer so that the site can be operated as an organic farm.



# 1.0 Introduction

McTavish Resource and Management Consultants Ltd. (McTavish) was retained by Dagneault Planning Consultants Ltd. (the "client") to provide an agricultural remediation plan to convert the eastern 7.3 ha (18 acres) of the Mylora Golf Course located at 9500 No. 5 Road, Richmond BC (the "site") to a commercial agricultural operation (Figure 1). This conversion is part of the proposed redevelopment of the western section of the property to an independent school.

The purpose of this report is to provide relevant updates to the April 2016 Agricultural Remediation Plan (ARP) that was prepared for the City of Richmond (CoR) and the Agricultural Land Commission (ALC). This report summarizes the findings of eight documents prepared by McTavish that were previously submitted to the CoR. This document also provides an updated drainage plan that includes the removal of the previously designed open drainage ditch on the southern side of the property and instead recommends the installation of subsurface drainage that will discharge into the King Road ditch. This change improves the overall drainage and maximizes the area available for agricultural production.

## 1.1 Site Details

The site is located at 9500 No. 5 Road (PID 004-856-686) and is currently zoned as a golf course (GC). The legal description is SEC 30 BLK 4N RG 5W PL NWP775 Parcel A, Except Plan 2627, 51360, SRW 21305, REF 775 SEE R-030-373-551. The property is within the Agricultural Land Reserve (ALR).





Figure 1: 9500 No. 5 Road and approximate area of proposed agriculture conversion area

## 1.2 Proposed Development

The site has historically been used as a golf course. The landowner proposes to develop the western 4 ha (10 acres) along No. 5 Road for institutional development. This development will be an independent school with no dormitories. The remaining 7.45 ha of land will be converted to agricultural land. Since the initiation of this project in 2013, the George Massey Tunnel Project (GMT) was announced by Ministry of Transportation and Infrastructure (MOTI) and cancelled. In the Bridge planning process MOTI purchased approximately 2 acres of the property that is adjacent to Highway 99. The land taken by MOTI varies in width from 18 metres at the north end to 28 metres at the south end. The total amount of land to be acquired is 0.78 ha or 1.94 acres as shown in Figure 1.

# 2.0 Methodology

The following Agricultural Plan has been developed by completing a desktop review of relevant sources, completing extensive soil investigation and a site assessment.

## 2.1 Desktop Review

A desktop review was conducted using mapped soil and agricultural capability classification of the study area using the BC Soil Information Finder Tool (BC SIFT).

## 2.2 Soil Investigation

In 2016, a total of 17 soil pits were installed on the site and recorded using a GPS (Figure 2). The soil of each fairway was sampled to a depth of 60 cm with a Dutch auger. Soil observations including horizon designation and depth were made at each soil pit. Soil texture was determined by hand texturing at each sample location.

Aggregate samples were taken from both the A and B horizon from each soil pit and laboratory tested at Exova Laboratory Inc. (now Element Materials Technology) in Surrey BC for macro/micronutrients as well as organic matter, electrical conductivity (EC) and acid reaction (pH).





Figure 2: Soil sample locations 2016

## 2.3 Agricultural Capability

The Land Capability Classification for Agriculture in British Columbia published by Kenk and Cotic (1983) is used to describe the potential for agriculture and any limitations for soil-based agriculture. This rating system "groups mineral and organic soils into seven classes which indicates the type and extent of any soil and climate parameters which affect the range of crops that can be grown and/or the management inputs required" Kenk and Cotic (1983). Class 1 is land best suited for agriculture and Class 7 is non-arable land. Various subclasses describe the limitations for agriculture.

The agricultural land capability classification indicates the range of suitable crops that can be grown and/or the management inputs required based on soil and climate parameters. The ratings can be *unimproved* based on the conditions that exist at the time of the survey without any management inputs) or *improved* (based on the rating after the limitations have been alleviated through improvements).

An agricultural capability assessment was carried out at the site within the area intended for agricultural use. The assessment was performed to make general observations of the site that impact the agricultural capability such as topography, rooting depth, drainage, soil texture and structure.



## 3.0 Site Investigation Results

### 3.1 Soil Investigation

To determine the site's suitability for agriculture and the steps necessary to convert the existing golf course back to agriculturally productive land, detailed investigation of soils, drainage, existing golf course features, and potential soil contamination took place between 2013 and 2015. Since there has been no activity on the site since then, soil testing was not repeated in 2018 or 2019.

Figure 3 shows a typical sample of the soils found on the site.



Figure 3 Soil sample showing mottled Bg horizon

#### 3.1.1 Existing Soil Mapping

The existing soil mapping indicates that the soils on the subject property are in the Delta soil series which are common in central and western Delta and central Richmond (Figure 4). The parent material is medium to moderately fine-textured Fraser River deltaic deposits, with the surface texture varying from silt loam to silty clay loam that is usually a depth of 100 cm or greater.

Luttmerding (1981) describes the Delta Series:

"Delta soils have a very dark gray or black, friable to firm, cultivated surface that is about 20 cm thick and usually contains 10 to 20 percent organic matter. The plowed surface layer (Ap



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horizon) is underlain by a gleyed Bg horizon which is typically grayish-brown, firm to very firm, silty/clayey zone, about 30 cm thick which breaks to prismatic or blocky clods and contains some reddish-brown mottles. Underlying this is a Cg horizon about 30 cm thick of dark gray or grayish-brown, massive silty material containing common mottling. Below 100 cm is typically saline, sandy or silty material. The lower part is also often saline and high in sulphur compounds. The soil series is classified as an Orthic humic Gleysol: saline phase, and typically has an extremely to very strongly acid reaction throughout the soil profile." Figure 3 shows the soil profile of the Delta soil series as found on the subject property.



Figure 4 Mapped soil series at 9500 No. 5 Road, Richmond BC

#### 3.2 On-site Soil Observations

On -site soil observations were made by sampling all fairways, greens and berm areas on the golf course.

Soil logs from the test pits are provided in Appendix I.

#### 3.2.1 Physical Properties of Soil on Fairways

The hand textures of the Ap horizon indicate that soils ranged from sandy clay; silty clay; to silt loam. Since texturing was done by hand it is possible that some of the sandy textured soils are sandy clay loams or clay loams (Figure 5). It was assumed that the soils of the fairways represented the natural soil



because there was a clear Ap horizon; however, the samples are lower in organic matter and higher than normal in sand for Delta soils. This is probably due to sand topping of the fairways in an attempt to improve drainage.



Figure 5 Typical soil profile of fairways

#### 3.2.2 Soil Compaction on Fairways

Heavy foot traffic on golf courses, particularly around tee boxes, is considered a potential issue in the management inputs needed to convert the property back into agricultural production. Compaction reduces the amount of large non-capillary pores in the soil (reducing hydraulic conductivity) and increases the small capillary pore spaces. This leads to an increase in water-holding capacity (not good on naturally wet soils) and decreases water infiltration. Compaction typically leads to an increase in standing water and increases the probability of fungal and other diseases. Compaction will also reduce air movement in the soil (oxygen diffusion rates) that in turn inhibits plant growth. It also leads to reduced root growth because roots cannot penetrate the compacted soil.

To determine the degree of compaction on this site a cone penetrometer was used to measure the density of the Ap soil horizon. Penetrometer readings were taken at 25-meter intervals from the tee box down the middle of each fairway towards the green. (McLaughlin et al., 2004) describes measuring soil compaction:

Soil resistance (strength) is measured in units of pressure: 1 Mega Pascal (MPa) = 145 lb per square in (psi). Root growth is reduced by about half at a penetration resistance of 2.0 MPa



(290psi) and severely limited at 3.0 MPa (435 psi). The 2.0 MPa threshold is equivalent to a force of about 26 kg (57lb) to push the 0.5-inch diameter probe into the soil; penetration resistance in compacted soils can be two to four times this value. Higher soil water content typically results in lower penetrometer values, so assessments should be carried out at consistent soil water contents.

The readings were taken in the Ap horizon to a maximum depth of 15 cm (6 inches). The readings ranged from 200 to 500 psi with an average of 296 psi. Detailed penetrometer readings are provided in Appendix II. A t-test was run on the data at the 95% confidence interval which indicates that the penetrometer average is 296 psi plus or minus 19.6 psi. This means this reading can be expected 95 times out of 100 tests.

The levels of compaction found on the site are very high (above 300 psi) which will severely restrict roots. At 500 psi root penetration is impossible. In order to convert this property back to agriculture, measures will have to be taken to reduce the compaction by using typical cultivation methods such as subsoiling, ploughing and disking and the incorporation of organic matter. These will be discussed in more detail in the site remediation section of the report.

## 3.2.3 Chemical Properties of Soil on Fairways

Nitrogen levels for all soil pits are classified as deficient, which is common for soils on the west coast. Soils can be amended by the addition of organic or inorganic soil amendments. Soil test results for phosphorus and sulphur indicate marginal levels in samples taken from holes 1-18; these levels can be raised through the use of soil amendments. Soil micronutrients are all in the optimum range with the exceptions of boron and chlorine for holes 1-18. Soil sodium is low (< 30 ppm) so there will be no saline issues. The TEC (total nutrient exchange capacity of the soil) indicates that the soil will hold nutrients in reserve and gradually release them to the crop. The organic matter for fairways 1-9 is 6.6%, which is at the high end of normal. This reflects in the relatively high nutrient exchange capacity (TEC of 16.1 meq/100 g). The organic matter for fairways 10 to 18 is slightly lower at 5.5% but still within the normal range.

Soil test results are summarized in Tables 1 and 2 below and lab results are provided in Appendix III.



Analysis	Results (ppm unless indicated otherwise)	Comments
N (nitrogen)	4	Deficient
P (Phosphorus)	20	Marginal
K (Potassium)	217	Low optimum
S (Sulphur)	5	Marginal
Ca (Calcium)	1670	Optimum
Mg (Magnesium	200	Optimum
Fe (Iron)	421	Optimum
Cu (Copper)	2.4	Optimum
Zn (Zinc)	2.2	Low optimum
B (Boron)	0.2	Deficient
Mn (Manganese)	11.8	Low optimum
Cl (Chlorine)	5.0	Marginal
pH	6.4	Neutral
EC ((dS/m)	0.20	Good
OM (organic matter %)	6.6	High normal
BS (Base saturation)	65.3 %	
TEC (Exchange capacity)	16.1 (meq/100g)	Good
Na (Sodium)	<30 ppm	Good

#### Table 1 Soil chemistry fairways 1 to 9

## Table 2 Soil chemistry fairways 10 to 18

Analysis	Results (ppm unless indicated otherwise)	Comments
N (nitrogen)	4	Deficient
P (Phosphorus)	12	Deficient
K (Potassium)	177	Low optimum
S (Sulphur)	4	Deficient
Ca (Calcium)	1170	Optimum
Mg (Magnesium	198	Optimum
Fe (Iron)	385	Optimum
Cu (Copper)	3.0	Optimum
Zn (Zinc)	2.4	Low optimum
B (Boron)	0.3	Deficient
Mn (Manganese)	13.1	Low optimum
Cl (Chlorine)	5	Marginal
рН	6.2	Neutral
EC (dS/m)	0.12	Good
OM (organic matter %)	5.5	Normal
BS (Base saturation)	60.9	
TEC (Exchange capacity)	13.0 (meq/100g)	Good
Na (Sodium)	<30 ppm	Good



Since the greens are built with a deep layer of medium to coarse-textured sand they are considered highly modified and will be removed as part of the agricultural conversion. Soil sampling on the greens therefore focused on the potential for soil contaminants as described in Section 3.3.

## 3.3 Golf Greens and Potential for Contaminants

All greens were impacted by fungal infections (see reddish-brown spots, Figure 6). A number of fungal diseases are common on bent grass golf greens these include dollar spot, pink snow mold (*Microdochium* patch and *Fusarium* patch), *Anthracnose*, and *Pythium* diseases (including *Pythium* blight and *Pythium* root rot or dysfunction). The obvious presence of fungal disease indicates that the golf course would have had a fungal control program that would have included extensive use of fungicides to control these diseases when the course was in operation. The major concern in terms of agricultural conversion of the golf course is not the actual presence of fungal diseases, but the types of fungicides that may have historically been used for control.

From the 1960s until the 1990s golf courses used fungicides whose active ingredients were either mercury or cadmium. Mercury was present in the inorganic formulation of mercurous and mercuric chlorides and organic forms with phenyl mercuric acetate and hydro-xymercurichlorophenol. Cadmium was incorporated into fungicides in both organic and inorganic forms including cadmium chloride (inorganic) and cadmium succinate (organic).



Figure 6 Reddish-brown spots indicating fungal disease on greens

With respect to the development of agriculture on the subject property, it was important to assess potential heavy metal contamination that may be present due to fungicide use on golf course greens. Prior to 1995 there was widespread use of mercurial fungicides to control snow mold (Brytus, 1997). These mercury compounds have a high affinity to absorb into soil complexes, leading to residual



contamination long after the fungicides were used. Based on this information the testing for heavy metal contamination is imperative to ensure mercury levels do not exceed agriculture standards.

Mercury and cadmium are the main concerns. To test for heavy metals for each green, samples were taken at the depths of 0-7.6 cm (0-3 inch), 7.62 cm-15.2 cm (3-6 inch), 15.2 cm-22.8 cm (6-9 inch) and 22.8 cm-30.4 cm (9-12 inch). Samples were taken using an Oakfield probe. The probe was cleaned between each set of samples taken. In total two sets of samples were submitted to the laboratory (composites of fairways 1-9 and 10-18). Each sample set consisted of an aggregate sample representing the 0-7.6 cm depth (Sample 1), and the 7.62 to 15.2 cm depth (Sample 2). The deeper samples were stored in a freezer pending analysis in case any metals above allowable limits were found in the shallower samples. The logic for testing the surface 15 cm (6 inches) is that heavy metals are not mobile in the soil since they bind to soil cations. Thus, if they were present, they would be found in the upper 15 cm of the soil.

Samples representing all 18 greens on the subject property were tested for heavy metals and compared to the agriculture regulation standard for allowable heavy metals for agriculture use. All samples were well below the maximum limit allowed for agriculture (see Table 3 and Appendix III). The allowable limit for Cadmium is 1.5 ppm, and concentrations were found at 0.11 in the 0-7.6cm (0 to 3 inch) depth (less than 10% of the allowable limit). The allowable limit for mercury is 0.6 ppm and this heavy metal was found at 0.039 in the 0-7.6 cm (0-3 inch) depth and 0.021 ppm in the 7.6-15 cm (3 to 6 inch) depth (about 5% of the allowable limit). Based on these results there are no concerns about mercury or cadmium contamination on this site.



Table 3 Heavy metal test results from golf greens

	Allowable limits for	Allowable limits for	Sample 1	Sample 2
Substance	agriculture – Human uptake of soil (ppm) <sup>1</sup>	agriculture – Toxicity to Plants (ppm) <sup>2</sup>	0 – 7.62 cm depth (ppm)	7.62 to 15.24 cm depth (ppm)
		Inorganic	Inorganic Substances	
Antimony	250		1.7	1.8
Arsenic	20	25	<0.20	<0.20
Barium	8500	700	35	42.3
Beryllium	85	150	0.16	0.19
Boron (hot water soluble)	2		0.15	0.08
Cadmium	20	30	0.11	0.14
Chloride ion (Cl-)	>1000 mg/g	350		
Chromium (+3)			1	
Chromium (+6)				1
Chromium (total)	100	200	29	32.5
Cobalt	25	45	5.56	6.56
Copper	3500	150	12.6	12.2
Fluoride				
Lead	120	550	1.7	3.2
Mercury	10	40	0.039	0.021
Molybdenum	200	80	0.21	60.0
Nickel	450	150	35.9	29.4
Selenium	200	1.5	<0.3	<0.3

<sup>1</sup> BCCSR Standards consolidated to March 19, 2019 http://www.bclaws.ca/civix/document/id/crbc/375 96 multi

2

2

1						1		
	<0.2	T		<0.3	<0.2	43.4	42.9	
	<0.2	I	1	<0.3	<0.2	41.3	37.8	
						150	450	
	200	>1000mg/g	2000	2 :	25000	200	10000	
	Silver	Sodium ion (Na+)	Sulphur (elemental)	Thallium	Tin	Vanadium	Zinc	

t

## 3.4 Constructed Berms and Potential for Contamination

Several constructed berms form part of the golf course infrastructure. It is the intention to use the soil material in the berms to fill in the existing water features on the golf course. Therefore, it is critical to ensure there are no contaminants in the berms.

Observations took place in 2013 and 2015 by excavating trenches in the berms with a tracked excavator and making visual observations for foreign material such as asphalt and concrete.

Twenty trenches were excavated in 2015 as shown in Figure 7. A small amount of asphalt was observed at GPS location 655 and 657. All other trenches were free of any foreign material.



Figure 7 Sample locations 2015

The 2013 sampling indicated that the large berm running east to west along fairway 14 (GPS locations 419 to 421) contained occasional pieces of concrete and asphalt (consistent with 2015 findings). The soil in this berm also contains some gravel and is of a texture more consistent with glacial till. This berm turns north at sample location 421 (Figure 8) and 660 (Figure 7). The section of the berm running north is constructed with soil material from the subject property and can be used as topsoil.





#### Figure 8 Sample locations 2013

The small amount of concrete and asphalt found in the berms are of no concern with respect to using the soil in the berms as fill material for the golf course water hazards. Even if there are small amounts of concrete or asphalt in this material, research has shown that aged asphalt and concrete do not leach significant quantities of deleterious material into the environment.

#### 3.5 Drainage

Delta soils are generally poorly drained. Internal and surface drainage are both slow, resulting in high water tables over the winter months. During the growing season the water table gradually retreats, and droughty conditions sometimes develop during dry summers. The soil compaction that is found on the site will also reduce water infiltration and result in poorly drained soils.

During the site investigation in April 2013 surface water ponding occurred in some areas, along with soggy soil and generally poor drainage. Surface drains and shallow subsurface drain lines were encountered during the site investigation and one outlet was observed into the Highway 99 ditch approximately 0.30 m below the soil surface. Due to heavy brush along the ditch it was not possible to find other drain outlets.

Drainage needs to be improved in order to convert the property to agriculture. More details on drainage improvement are provided in the agricultural conversion plan (Section 4).



## 3.6 Agricultural Capability

Agricultural areas in the Lower Mainland have been mapped and the land rated for its agricultural capability. The capability is presented as unimproved (land without additional management inputs such as drainage or irrigation) and improved which is the highest capability the land can reach if all constraints are removed.

## 3.6.1 Agricultural Capability Based on Existing Mapping

The land capability class 4W. This means that based on the published mapping without improvement, 100% is of the site has an unimproved classification of 4 with the most significant limitation being W (excess wetness).

## 3.6.2 Agricultural Capability Based on Site Investigations

Site observations on the subject properties show soils to be consistent with the current land capability rating of 4W (Figure 8). Evidence of prolonged wetness was observed on many of the fairways. Mottling was present in many of the soil pits, indicating prolonged water saturation in the soil profile. This is common for Delta soils, which are classified as Orthic Humic Gleysol.

The site has been managed as a golf course for many years, and shallow subsurface drainage has been installed, however this is offset by very compacted soils and lack of freeboard for adequate drainage outlet depth at the Highway 99 ditch. Based on the saturated condition of the site observed during soil sampling in April 2013 and results of soil compaction testing in May 2013, it is the author's opinion that the site is presently a 4W classification.





Figure 9 Land capability for agriculture

Ζ

Agricultural capability ratings are described below (Kenk & Cotic, 1983):

#### Class 4

Land in Class 4 has limitations which make it suitable for only a few crops, or the yield for a wide range crops is low, or the risk of crop failure is high. The limitations may seriously affect one or more of the following practices: timing and ease of tillage, planting, harvesting and methods of soil conservation.

#### Class 4W

Frequent or continuous occurrence of excess water during the growing period causes moderate crop damage and occasional crop loss. Water level is near the soil surface during most of the winter or until late spring, preventing seeding in some years, or the soil is very poorly drained.

With site remediation the land capability can be improved to 7:2WD 3:3WD. This means that 70% of the property can be improved to Class 2 with excess water restrictions, as well as a root-restricting layer within 50-75 cm of the soil surface. 30% of the property can be improved to Class 3 with excess water restrictions and a root-restricting layer within 25-50 cm of the soil surface. Class 3 capability is described below:

#### Class 3

Limitations are more severe than for Class 2, and management practices are more difficult to apply and maintain. Limitations may restrict the choice of suitable crops or affect one or more of the following practices: timing and ease of tillage, planting and harvesting, and methods of soil conservation.

#### Class 3W

Occasional occurrence of excess water during the growing period causes minor crop damage but no crop loss, or the occurrence of excess water during the winter months adversely affects perennial crops. Water level is near the soil surface until mid-spring, forcing late seeding, or the soil is poorly and, in some cases, imperfectly drained, or the water level is less than 20 cm below the soil surface.

Present land capability classifications have the potential to be improved by remediating current limitations. Such improvements typically include:

- Water control (ditching or tilling)
- Deep ploughing
- Amelioration of soil texture
- Cultivating to break up root-restricting layers



#### Class 2

Land has minor limitations that either require good ongoing management practices or may restrict the range of crops (or both). Soils are deep, hold moisture well, and can be managed with little difficulty.

#### Class 2D

On Class 2D land, root-restricting layer occurs within 50 to 75 cm of the mineral soil surface, or the upper 25 cm has a texture of silty-loam, clay loam, or sandy-clay that is slightly sticky-wet, or the slowest permeability usually 0.5 to 1.0 cm/hr in the upper 100cm.

#### Class 2W

**Class 2W** is described as having occasional occurrence of excess water during the growing period causing slight crop damage, or the occurrence of excess water duing the winter months adversely affecting deep rooted perennial crops. Water level is rarely, if ever, at the surface and excess water is within the upper 50 cm for only a short period (less than 2 weeks) during the year.

The options for improvement of the property will be discussed in Section 4.

### 3.7 Existing Golf Course Features

Various features need to be addressed when returning golf courses to commercial agriculture use. These include ponds, sand traps, tees and greens, various undulations in the terrain and berms, and landscaping. This section describes the various golf course features found on the property, and Section 4 describes the remediation strategy to remove these features to allow for commercial agriculture.

Bennett Surveying prepared a survey plan of the site that included the area and volume of all water hazards and the volume of the berms. This section of the report uses the Bennett survey plan (January 8, 2017) to describe the various golf course features and to develop a reclamation plan and budget.

#### 3.7.1 Golf Course Water Hazards

Various water hazards located throughout the site can be seen in Figure 1. Based on the survey plan approximately 4000 m<sup>2</sup> (volume of 4600 m<sup>3</sup>) of water hazards exist on the property and will need to be filled.

#### 3.7.2 Sand Traps

Various sand traps are located throughout the site as can be seen in Figure 1. Based on the survey plan approximately 850 m<sup>2</sup> of sand traps will need to be filled or the sand removed, and topsoil applied.

#### 3.7.3 Tees and Greens

Tees and greens are built above the natural soil surface with native soil and fine sand. Greens are highly compacted sand and tees are also compacted. The layer of sand is about 25 cm deep (9-10 inches). The sand can either be spread and incorporated into the soil or used as fill for the water hazards.



### 3.7.4 Undulations

The fairways include various undulations and minor landscaping. Some are planted with ornamentals or single trees. Most undulations are covered with grass. The minor undulations consist of contoured natural soil, and after potential removal of vegetation and trees, can be easily levelled.

#### 3.7.5 Berms

The Mylora course includes one major berm running east-west alongside Fairway 14, with a north-south section near Highway 99. The east-west berm has numerous coniferous trees and ornamental plants. It is constructed with mostly clean fill (subsoil). The north-south part of the berm is constructed with native soil. Another berm runs across the north side of the property and is planted with conifers and poplars.

Based on the survey plan the total soil volume of the berms is 2418 m<sup>3</sup>.

## 3.8 Summary of Site Investigations

Based on site investigations carried out between 2013 and 2017, there are no contaminants that will inhibit the conversion of the existing golf course to a commercial agriculture property. The soil chemical and physical properties are all within normal parameters for agricultural land in Richmond, and the low macro nutrient levels are consistent with areas that were not fertilized on a regular basis.

Existing golf course features such as berms, sand traps, tees, and greens have been identified and quantified. These numbers are used in the conversion/reclamation plan (Section 4) and in the budget presented in Section 8 of this report.

## 4.0 Agricultural Site Options

A number of agricultural options were developed and presented to the City of Richmond Agricultural Advisory Committee (AAC) for the conversion of the golf course into a farm operation. These included:

- 1. Developing a single commercial farm site:
  - Commercial agriculture requires the removal of all trees and berms, all greens and tee boxes, as well as the filling of all water hazards presently on the golf course.
- 2. Developing small lot urban agriculture plots of 2 acres each:
  - This scenario would need less site reclamation because a single contiguous unit of land would not be required (as is the case for a larger scale commercial operation). The proposed small agricultural lots would closely follow the existing fairways, with some removal of trees and filling of ponds and sand traps.
- 3. Use of the site as a community garden with multiple small gardens that could be leased/rented to residents of the local community:
  - Under this option it is feasible to leave the ponds and berms as aesthetic features but fill in the sand traps with topsoil to make them available for garden plots.



- This option would require that a significant area be developed for parking.
- 4. Develop a combination of community garden and 2-acre urban agriculture plots.
  - For more detailed information on each option refer to 'Agricultural Site Assessment of Land Located at 9500 Number 5 Road for Inclusion in the Agricultural Land Reserve and Conversion of Golf Course to Agriculture' prepared by McTavish Resource & Management Consultants and submitted to the CoR in June of 2013. Also refer to the 'Proposed Business Plan for Mylora Golf Course Agriculture Conversion Addendum II' prepared by McTavish Resource & Management Consultants and submitted to the CoR in September 2014.
  - The City of Richmond AAC and staff at the CoR carried out a detailed review of all proposals. They requested the option of conversion to an 18-acre commercial farm. Since all other options have been removed from consideration, the following site reclamation plan is based on converting 18 acres of golf course into a contiguous farmable area

## 5.0 Agriculture conversion plan

The objective of the agricultural conversion plan is to maximize the area of farmable land and to improve the agricultural capability of the site to Class 2W. This will be achieved by improving the drainage and carrying out the following activities:

- Tree and stump removal
- Grass and weed removal
- Berm removal
- Filling of water hazards
- Removal of sand traps
- Removal of existing irrigation and drain lines
- Leveling and crowning the land
- Break the existing sod by ploughing and disking
- Spreading salvaged topsoil over berm removal areas, sand traps and water hazards
- Preparing the land for planting
- Seeding a grass forage crop
- Constructing a farm access road along the Williams Road right of way<sup>3</sup>
- Installation of subsurface drainage
- Installing a 2-inch water from the city main to a standpipe inside the property line.

<sup>&</sup>lt;sup>3</sup> Mapping indicates a road right of way along the south edge of the property. This right of way has never been registered, and discussions with the ALC staff indicate that the prefer to maximize the farmable area and are not in favour of agricultural land being removed for road right of ways.



## 5.1 Agriculture Capability Improvement Through Drainage Enhancements

A detailed analysis of site elevations, depth of the Highway 99 ditch and water table depth indicates that it is not possible to install a functioning gravity subsurface drainage system that discharges into Highway 99. Based on this assessment a subsurface drainage system has been designed by Mr. Geoff Hughes-Games PAg that will have an outlet into the King Road drainage ditch. The subsurface drainage plan is provided in Appendix V. Due to outlet depth restrictions the drainage lines will be placed at 12.5 m spacing and an outlet depth of 1.1 m at the King Road drainage ditch.

The installation of subsurface drainage allows the removal of the southern open ditch that was designed in the original proposal that was submitted to the CoR for the previous owner.

Based on site investigations the current land capability classifications can be improved to Class 2W with the installation of subsurface drainage, application of salvaged topsoil from the western 10 Acres and site regrading. Drainage improvements include:

- Grading and ditching to remove excess surface water
- Installation of subsurface drains the discharge into a holding pond and then to the King Road drainage ditch
- Deep ploughing/subsoiling to break up the root-restricting and water infiltration-restricting layers
- Improving soil texture through the addition of organic matter
- Disking and ploughing to incorporate organic matter and further break up the rootrestricting layer
- Adding salvaged topsoil to increase the rooting layer depth
- Regrading to improve surface drainage

## 5.2 Use of Salvaged Topsoil

Six (6) acres of land in the proposed development area (western section of the property) are unencumbered with buildings or parking lots. In addition, MOTI has indicated that topsoil may be available for salvage from the 2 acres they have purchased that is adjacent to Highway 99. This results in a total of 8 acres available for topsoil salvage. The average topsoil depth of Delta soils is 20 cm (7.87 inches). Therefore there is approximately 6460 m<sup>3</sup> of topsoil [8 acres (340,480 ft<sup>2</sup>) x 0.67-foot depth = 228,126 ft<sup>3</sup> = 8448 yd<sup>3</sup> = 6460 m<sup>3</sup>] that will be available to assist in crowning the land to improve surface drainage.

The topsoil will be used to improve the grades from west to east, with a deeper application along the western section of the agricultural area to produce a greater slope from the west to the Highway 99 ditch.



## 5.3 Surface drainage management

The sloping and crowning of the agricultural area will ensure that all surface drainage from the site flows to the Highway 99 or King Road drainage ditch. Water will be transmitted by the existing King Road ditch on the north of the property, and by subsurface drainage as described in section 5.5 of this report.



Figure 10 Location of surface drainage features



#### 5.4 Subsurface drainage system

A subsurface drainage system will be installed to improve the agricultural capability of the site. The drainage criteria applied are as follows:

- Drain spacing to 12.5 m to overcome reduced outlet invert depth from the recommended 1.2m to approximately 1m invert depth into the King Road ditch. This tightened spacing will allow for future perennial cropping and overcoming possible impacts of climate change
- Drain depth at pond outlet approximately 1.0 m
- Laterals: 100 mm perforated "Big-O" HDPE drainage tile at minimum of 0.10 % grade
- Mains: 150 mm non-perforated "big- O" HDPE drainage pipe at a minimum of 0.05% grade
- Mains outlet to enlarged existing ponds in NE corner of property
- Pond outlet via control structure (to allow for future controlled drainage, possible pumped outlet and to overcome future climate change issues)
- All existing ponds need to be dry filled and packed as drain lines will be crossing these and settling could impact effectiveness of drainage

A detailed drainage plan is provided in Appendix V.

#### 5.5 Agricultural Capability Improvement Using Cultivation

The wetness (W) and root restricting (D) limitations can be mitigated by the application of cultivation techniques including:

- Subsoiling (deep ploughing) the soil to break up the root-restricting and water infiltration restricting layer;
- Amelioration of soil texture by the addition of organic matter; and
- Disking and ploughing to incorporate organic matter and further break up the root-restricting layer.

#### 5.5.1 Subsoiling

Deep compaction which restricts water infiltration and root development can be improved by subsoiling with a wing-tined subsoiler to depths of 0.75 m (Figures 11 and 12). Criteria for effective subsoiling include:

- Tine spacing must be at least 1 x the working depth of the subsoiler
- Subsoiling must be done when the soil is relatively dry
- Subsoiling will take place prior to the installation of the subsurface drainage system





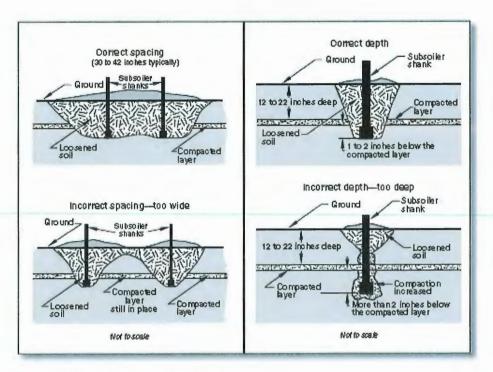
Figure 11 Example of a winged tine subsoiler



Figure 12 Example of a deep subsoiler (US DOA, 2008)

Correct use of subsoiling equipment includes pulling the subsoiler at the correct speed. Soil moisture must be low, and shanks must be the correct depth and spacing (Figure 13).





#### Figure 13 Correct use of a subsoiler

Horsepower requirements for subsoiling depend on soil moisture, the depth and thickness of the compacted layer, and (to a lesser extent) the soil type. Each shank may require from 30 to 75 horsepower. Equipment speed can affect subsoiling. Travel speed that is too high can cause excessive surface disturbance, bring subsoil materials to the surface, create furrows, and bury surface residues. Travel speed that is too slow may not lift and fracture the soil adequately.

To ensure subsoiling is carried out correctly and effectively, McTavish will direct the contractor to proceed when soil conditions are ideal, and McTavish personnel will be present on site to ensure correct depth and speed.

#### 5.5.2 Ploughing

The site will be ploughed using a moldboard plough which slices, lifts, fractures and inverts the soil. Ploughing the site after subsoiling will have two positive impacts:

- Burying the existing sod and weeds
- Restoring tilth to the top layer of the soil

Ploughing should be done using a large mouldboard plough (see Figure 14) with a plough depth of at least 30 cm (12 inches).





Figure 14 Moldboard plough

#### 5.5.3 Improving Soil Texture

Soil texture will be improved through the addition of organic matter. This will improve water infiltration and nutrient-holding capacity. All trees and branches will be chipped and composted on site and incorporated into the soil. Incorporation will be done by spreading the organic material with a manure spreader and using a tine cultivator to incorporate the material into the existing soil.

#### 5.5.4 Summary of Agricultural Capability Improvements

The combination of subsurface drainage, addition of salvaged topsoil and cultivation will result in a significant improvement in the agricultural capability of this site. The cultivation practices and addition of organic matter as described will remove the root-restricting limitations. At the present time, the root-restricting layer ranges between 12 and 20 cm below the surface. Implementation of the recommendations will result in a root-restricting layer located between 40 and 50 cm below the surface. The new classification will therefore be 2D with respect to root restriction.

Installation of subsurface drainage, adding salvaged topsoil and subsoiling the entire site will significantly improve drainage and infiltration rates and increase the root penetration depth. The resulting agricultural capability classification will be 2W or possibly better with respect to the wetness limitation. Subsoiling and increased soil depth will increase the rooting depth and should improve the root penetration limitation to 2D.

The existing agricultural capability mapping shows that under best management practices the site would be 70% 2WDN and 30% 3WDN. The management inputs described will result in a rating for the property



of 100% 2WD. This will allow a wide range of crops to be grown on the site; these are described in section 6.6 Crop Potential.

## 5.6 Tree and Stump Removal

All trees were cut in 2017 and some of the trunks and most of the stumps still need to be removed.

- Trees of commercial value will be sold. All others will be chipped on site and cultivated into the soil.
- Chips will be small enough to quickly decompose, or a breaking disc must be used to cultivate chips into the soil after application.

A list of trees that have been felled are shown in Appendix VI

### 5.7 Grass and Weed Removal

Weed removal will be done by mechanical means. This will include:

- Mowing in the spring of the year that the project is permitted
- Ploughing as soon as soil moisture conditions allow
- Disking as soon as soil moisture condition allow.

By using only mechanical means for weed control the site will be suitable for organic agriculture.

#### 5.8 Berm Removal

All berms will be removed, and the berm material used for filling the water hazards. Any asphalt or concrete encountered will be removed from the site.

#### 5.9 Fill in Water Hazards

All water hazards will be pumped dry and then filled using on-site material from sand traps, berms and tee boxes. This must be done prior to the installation of the subsurface drainage system.

#### 5.10 Remove Sand Traps

All sand will be removed from sand traps and used as fill in water hazards. Sand in excess of that required for filling of water hazards will be spread evenly over the site.

#### 5.11 Break Existing Sod by Ploughing and Disking

The entire golf course area will be ploughed and disked to break the sod prior to land levelling.

#### 5.12 Level and Crown Land

The site will be levelled with a grade of 0.25% from west to east toward the Highway 99 Road ditch and crowned in the middle with a grade of 0.25% toward the north and south.



## 5.13 Prepare the Land for Planting

Once land levelling is completed the site will be disked and prepared for seeding by harrowing the entire area.

## 5.14 Seed Forage Crop

The site will be seeded with a fall cover crop of either winter wheat or fall rye depending on the weather conditions and time of year when seeding takes place. The cover crop will need to be harvested or cultivated into the soil as green manure, and the site seeded in the spring with Richardson Seed (Terralink) General Pasture with Clover Mix or equivalent. Seed at 35 lbs. per acre (39.23 kg/ha).

To improve soil structure and infiltration it is important to seed a deep-rooting forage crop and maintain it for a minimum of 1 year after all reclamation activities are complete. This crop can then be harvested as hay or silage and therefore has commercial value.

## 5.15 Timeline for Site Reclamation Activities

It is critical that the work begin in the spring (May at the latest) to ensure that soil movement activities take place during the summer months when the soil is not saturated. It is also important to seed a cover crop by the end of the first week of October to ensure establishment before winter. Table 4 outlines the activities that need to take place and their appropriate timing.

Item	Activity	Month
1	Tree and stump removal; chipping and composting	March to May
2	Mechanically remove existing vegetation including weed species in June	May (June)
3	Remove berms - place all material in water hazards	June to July
4	Fill water hazards	June to July
6	Topsoil - salvage topsoil from west lots and use on water hazards	June to July
5	Topsoil water hazards (minimum 20 cm of topsoil)	June to July
7	Remove sand traps and spread sand evenly over fairway	June to July
8	Apply topsoil to sand traps	June to July
9	Break sod, plough and disk the entire site	June
10	Spread topsoil over all berm areas (20 cm deep)	July to August

#### Table 4 Site reclamation schedule



Item	Activity	Month
11	Remove irrigation and drain lines as encountered	As encountered
12	Subsoil, plough, disk, land level and crown (use remaining topsoil to improve grades)	August to September
13	Install subsurface drainage system	August - September
14	Prepare for planting (harrow)	September
15	Sample soil, prepare nutrient management plan and add nutrients as needed	September
16	Seed with winter cover crop	Mid-September to first w/eek of October
17	Construct farm access road	July to August
18	Install 2-inch water line	August to September

# 6.0 Environmental Farm Plan Initiatives Included in Conversion

The agricultural conversion/reclamation will encompass initiatives that have been developed under the Environmental Farm Planning program (EFP) in BC. Areas within the EFP program that are relevant to the site conversion are:

- Crops
- Pest Management
- Soil amendments
- Biodiversity
- Soil
- Water
- Stewardship areas

## 6.1 Crops

The EFP program encourages farmers to plant cover crops to assist with the management of pests, nutrients and soil tilth. Cover crop practices also benefit wildlife and provide additional forage yield for the farm operator (BC MOA, 2013).

The agricultural reclamation plan recommends that a cover crop be seeded on sites in late September or early October to improve the soil and infiltration capacity of the soil.

## 6.2 Pest Management

The EFP program encourages the use of integrated pest management, control of noxious weeds, and reduced use of pesticides and herbicides.

Part of the planned activities is the control of all weeds on the property by cultivation only and not to use herbicides. The intention is for the property to be farmed as an organic farming operation so no herbicides or pesticides will be used.



### 6.3 Soil Amendments

The EFP program encourages the use of compost, animal manures and the management of soil fertility to match crop needs. This is done by developing nutrient management plans for individual farms.

The agricultural reclamation plan includes the natural composting of all wood material on the site (by spreading and cultivation) and incorporating this into the soil. Prior to the seeding of the fall cover crop, soil sampling will take place. A nutrient management plan will be developed, and appropriate nutrients will be added to meet crop needs.

### 6.4 Biodiversity

The EFP program encourages the maintenance and expansion of biodiversity on farms. Biodiversity as defined by the EFP Program Guide (BC MOA, 2013) as:

The variety of all life forms plus the habitats and natural processes that support them. It includes all forms of life from bacteria, viruses and fungi to grasses, forbs, shrubs, trees, worms, insects, amphibians, reptiles, fish, birds, mammals, agricultural crops and livestock, and humans. Natural processes including, pollination, predator-prey relationships, and natural disturbances such as floods and wildfires.

The agricultural reclamation plan intends to leave all the trees that are presently growing along the northern property boundary and the existing ditch. The plan also integrates the planting of a bee/pollinator friendly vegetative strip along the north and south sides of the site. The combination of tree retention and plant of bee friendly species will maintain bird and small mammal habitat and increase pollinator populations

Incorporation of the composted wood material will increase soil biodiversity by providing organic matter including fungi, bacteria, and worms. These form the basis of a healthy and biodiverse soil ecosystem.

It should be noted that, based on the recommendations of the CoR and the City of Richmond AAC, all trees are being removed from the farmed portion of the site. This will reduce biodiversity on the site but is necessary to develop a large farm without impediments to conventional farm activities.

### 6.5 Soil

The EFP program encourage farmers to use management practices that improve or maintain a high level of soil quality. Soil quality factors include carbon to nitrogen ratios; compaction, soil contaminants; macronutrients (especially nitrogen); organic matter; cultivation and erosion control.

### 6.5.1 Carbon to Nitrogen Ratio

A nutrient management plan will be developed which will ensure that there is adequate nitrogen to balance the carbon added via the composted wood chips.



### 6.5.2 Compaction

The agricultural reclamation plan includes significant work to reduce the compaction of soil on the site and improve soil tilth.

### 6.5.3 Soil Contaminants

The entire site has been tested for contaminants and none are present.

### 6.5.4 Macronutrients

A nutrient management plan will be developed which will ensure that all nutrients are balanced with crop needs, and that nitrogen does not leach from the soil.

### 6.5.5 Organic Matter

Organic matter will be increased through the addition of the decomposed wood chips and the incorporation of crop residue.

### 6.5.6 Cultivation

Cultivation techniques will be used as described in the report. Subsoiling will improve drainage; ploughing and disking will be only used to the degree necessary to break up compaction and improve rooting depth. These are all cultivation practices that will improve the soil, including soil biodiversity and tilth.

### 6.5.7 Erosion Control

A cover crop will be seeded in the fall to ensure that there is soil cover to reduce water and wind erosion.

### 6.6 Crop Potential

The anticipated agricultural capability of the site after the conversion from the existing golf course to a commercial farm is 2WD. A wide variety of climatically suitable crops will be capable of growing on this site. Some of these crops are:

- Annual legumes
- Blueberries
- Cereals
- Cole crops
- Corn
- Perennial forage crops
- Root vegetables (except carrots)
- Shallow rooted annual vegetables (except celery)
- Strawberries

An example of specific crops is provided in Table 5 which are the top ten crops presently grown in Richmond and on similar soil and drainage conditions.



Crop	Hectares	% of crops	% of census farms	% of ALR
Cranberries	858	38.9%	11.4%	21.5%
Blueberries	556	25.2%	33.2%	13.9%
Other Hay	320	14.5%	8.1%	8.0%
Potatoes	88	4.0%	2.8%	2.2%
Cabbage	64	2.9%	4.7%	1.6%
Strawberries	57	2.6%	2.4%	1.4%
Sweet Corn	52	2.4%	4.7%	1.3%
Chinese Cabbage	51	2.3%	10.0%	1.3%
Pumpkins	25	1.1%	5.2%	0.6%
Squash and Zucchini	21	1.0%	7.1%	0.5%
Total	2,092	94.7%	89.6%	52.4%

Table 5 Top 10 crops grown in Richmond (CoR, 2011)

### 6.7 Farm Road Access

A farm access road will be constructed to access the easterly agriculture lands. This is a farm access road and not a public road and is therefore designed to meet farm standards as outlined in the BC EFP Program Reference Guide (2013).

- The road width will be 6m wide allowing ample room for farm vehicles and trucks to enter and leave the farm site.
- Road base will be compacted well drained gravel
- Road surface will be clean, non-contaminated permeable materials.
- A drawing of the farm road is provided in Appendix VII.

### 6.8 Cost Estimate

A number of quotations have been obtained to carry out the work listed below:



### Pythagoras, Agriculture, Remediation October 25, 2019

ltem	Activity							
1	Tree and stump removal; chipping and composting							
2	Remove existing vegetation including all weeds in June							
3	Remove berms - place all material in water hazards							
4	Fill water hazards							
6	Topsoil - salvage topsoil from west lots and use on water hazards							
5	Topsoil water hazards (minimum 20 cm of topsoil)							
7	Remove sand traps and spread sand evenly over fairway							
8	Apply topsoil to sand traps							
9	Break sod, plough and disk the entire site							
10	Spread topsoil over all berm areas (20 cm deep)							
11	Remove irrigation and drain lines as encountered							
12	Subsoil, plough, disk, land level and crown (use remaining topsoil to improve grades)							
13	Install subsurface drainage on the entire agricultural portion of the property							
14	Prepare for planting (harrow)							
15	Seed with winter cover crop							
16	Construct farm access road							
17	Install 2-inch water line							

The cost to carry out the work as described is estimated at \$702,440.00 (note that the trees have been felled and many removed from the site). Stump removal still needs to take place and the remaining felled trees and branches chipped and cultivated into the soil.

### 6.9 Monitoring Plan

McTavish has been retained to monitor the agricultural remediation at 9500 No. 5 Road, Richmond BC. McTavish will ensure that the remediation plan is carried out as outlined above according to the proposed timeline. McTavish will monitor farming activities for three growing seasons to ensure that the agriculture is continued following remediation. Monitoring activities will include, but is not limited to the following:

- Regular inspection during remediation works
- Inspection at substantial completion of the remediation works outlined above



Pythagoras, Agriculture, Remediation October 25 2019

• Provision of site-monitoring reports

### 7.0 Closing

I trust that this report provides the information that you require at this time. If you have any questions regarding this report, please contact the undersigned.

McTavish Resource & Management Consultants Ltd.

Jun M. Tanish

Bruce McTavish MSc RPBio PAg President | Principal Agrologist

### Contributing authors:

Hubert Timmenga PhD, PAg, CMC Geoff Hughes-Games PAg



Pythagoras, Agriculture, Remediation October 25, 2019

### 8.0 References

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## Appendix I. Soil Logs

Sample & GPS locations	Depth	Horizon	Texture	Biological	Other
	(cm)			activity	comments
Fairway 1	0-10	Ap	Sandy clay	Worms/grass	
	10-30	Bg	Silty clay	roots	
	29-	Cg	Silty clay		
Fairway 2	0-13	Ар	Clay sand	Roots	
Tanway 2	13-	Cg	Silty clay	Noois	
Fairway 3	0-15	Ар	Sandy clay	Roots	Red mottles
GPS 404	15-35	Bg	Silty clay		
	35-	Cg	Silty clay		
Fairway 4	0-20	Ap	Sandy clay	Roots/worms	
GPS 405	20-	Cg	Pure sand		Construction
					sand
Fairway 5	0-15	Ар	Silty clay	Roots	
GPS 406	15-35	Bg	Silty clay		
	35-	Cg	Silty clay	Worms	
Fairway 6	0-15	Ар	Sandy clay	Roots	Construction
GPS 407	15-27	Bg	Silty clay		sand
	27-	Cg	Silty clay		
Fairway 8	0-13	Ар	Sandy clay	Roots	
GPS 408	13-35	Bg	Sandy clay		
	35-	Cg	Sandy clay		
Fairway 9	0-10	Ар	Sandy clay	Roots/worms	
GPS 409	10-33	Bg	Silty clay		
	33-	Cg	Silty clay		
Fairway 10	0-12	Ар	Sandy clay	Roots	
GPS 410	12-28	Bg	Silty clay		
	29-	Cg	Silty clay		
Fairway 11	0-22	Ap	Sand	Roots	Sand
GPS 411	22-56	Cgh	Silty loam	Organic matter	
	56-	Cg	Silty clay		
Fairway 12	0-13	Ар	Sandy silt	Roots/worms	Sand
GPS 412	13-28	Bg	Silty clay	,	
	28-	Cg	Silty clay		
Fairway 13	0-15	Ар	Sandy silt		Sand
GPS 413	15-25	Bg	Silty clay	Loose blocky	
	25-	Cg	Silty clay	,	
Fairway 14	0-17	Ар	Sandy silt	Roots	Sand



Sample & GPS locations	Depth (cm)	Horizon	Texture	Biological activity	Other comments
GPS 414	17-33	Bg	Silty clay		
	33-	Cg	Silty clay		
Fairway 15	0-13	Ар	Sandy silt	Roots/worms	Sand
GPS 415	13-28	Bg	Silty clay		
	28-	Cg	Silty clay		
Fairway 16	0-15	Ар	Sandy silt	Worms/roots	Sand
GPS 416	15-23	Bg	Silty sand		
	23-	Cg	Silty clay		
Fairway 17	0-10	Apg	Sandy silt	Roots	Drainpipe
GPS 417	10-23	Bg	Silt		
	23	Cg	Sand		
Fairway 18	0-23	Ар	Sand		Sand
GPS 418	23-38	Bg	Silty clay		
	38-	Cg	Silty clay		Water table



Fairway #	Distance from tee (meters)	Penetrometer reading (psi)
1	25	250
	50	250
	75	300
2	25	500
	50	250
	75	200
3	25	500
	50	250
	75	400
	100	350
	125	300
4	25	200
	50	400
	75	400
5	25	250
	50	250
	75	300
	100	400
	125	250
6	25	400
	50	400
7	25	250
	50	250
	75	300
	100	300
8	25	200
	50	200
	75	400

## Appendix II. Penetrometer Results



Fairway #	Distance from tee (meters)	Penetrometer reading (psi)
9	25	300
	50	250
10	25	300
	50	300
	75	300
11	25	500
	50	300
12	25	250
	50	350
	75	200
	100	300
13	25	250
	50	300
	75	300
14	25	250
	50	200
	75	250
	100	400
15	25	300
	50	300
	75	300
	100	350
16	25	300
	50	200
	75	250
17	25	200
	50	200
	75	200



Fairway #	Distance from tee (meters)	Penetrometer reading (psi)
	100	300
18	25	300
	50	300
	75	300



#### Appendix III. Soil Contaminants Lab Results and Agricultural Soil Testing

# Ezova #104, 19575-55 A Ave. Surrey, Britsh Columbia V38 8P8, Canada

T: +1 (604) 514-3322 F: +1 (604) 514-3323 E: Surrey@exove.com W: www.exova.com

ID:



#### Analytical Report

Bill To: McTavish Resource & Project Report To: McTavish Resource & 2858 Bayview Street Name: Surrey, BC, Canada Location: V4A 2Z4 LSD: Attn: Bruce McTavish P.O.: Sampled By: Acct code: Company:

Lot ID: 931863 Control Number: B08505 Date Received: Apr 24, 2013 Date Reported: Apr 29, 2013 Report Number: 1820729

		Sample Date Sample Time	931863-1	931863-2		
	Sam	ole Description	0-3" Metals	3-6" Metals		
		Matrix	Soil	Soil		
Analyte		Units	Results	Results	Results	Nominal Detection
Hot Water Soluble						
Boron	Water Soluble	ug/g	0.15	0.08		0.02
Metals Strong Acid Dig	gestion					
Antimony	Strong Acid Extractable	ug/g	1.7	1.8		0.5
Arsenic	Strong Acid Extractable	ug/g	<0.20	<0.20		0.2
Barium	Strong Acid Extractable	ug/g	35.0	42.3		0.03
Beryllium	Strong Acid Extractable	ug/g	0.16	0.19		0.01
Cadmium	Strong Acid Extractable	ug/g	0.11	0.14		0.05
Chromium	Strong Acid Extractable	ug/g	29.0	32.5		0.04
Cobalt	Strong Acid Extractable	ug/g	5.56	6.56		0.05
Copper	Strong Acid Extractable	ug/g	12.8	12.2		0.05
Lead	Strong Acid Extractable	ug/g	1.7	3.2		0.3
Lithium	Strong Acid Extractable	ug/g	7.9	8,9		0.1
Mercury	Strong Acid Extractable	ug/g	0.039	0.021		0.003
Molybdenum	Strong Acid Extractable	ug/g	0.21	0.09		0.05
Nickel	Strong Acid Extractable	ug/g	35.9	29.4		0.1
Selenium	Strong Acid Extractable	ug/g	<0.3	<0.3		0.3
Silver	Strong Acid Extractable	ug/g	<0.2	<0.2		0.2
Strontium	Strong Acid Extractable	ug/g	19.2	21.7		0.02
Thallium	Strong Acid Extractable	ug/g	<0.3	<0.3		0.3
Tin	Strong Acid Extractable	ug/g	<0.2	<0.2		0.2
Vanadium	Strong Acid Extractable	ug/g	41.3	43.4		0.1
Zinc	Strong Acid Extractable	ug/g	37.8	42.9		0.1
Soil Acidity						
pH	1:2 Soil:Water	pH	5.6	5.6		0.5



Expis	T. +1 (604) 514-3322
#104, 19575-55 A.Ave.	F: +1 (604) 514-3323
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V30 SPB, Canada	W: www.esova.com

#### Methodology and Notes

Bill To:	McTavish Resource &	Project
Report To:	McTavish Resource &	ID:
	2858 Bayview Street	Name
	Surrey, BC, Canada	Location
	V4A 2Z4	LSD:
Attn:	Bruce McTavish	P.O.:
Sampled By:		Acct code:
Company:		



Lot ID:	931863
Control Number.	B08505
Date Received:	Apr 24, 2013
Date Reported:	Apr 29, 2013
Report Number:	1820729

#### Method of Analysis

Method Name		Reference		Method	Date Analysis Started	Location	
Boron - Hot Water Soluble	e (Surrey)	McKeague	,	Hot Water Soluble Boron - Azomethine -H Method, 4.61	28-Apr-13	Exova Surrey	
Metals (Strong Acid Lead (Surrey)	able) in soils	B.C.M.O.E	•	Strong Acid Leachable Metals (SALM) in Soil, V 1.0, SALM	28-Apr-13	Exova Surrey	
pH and EC - 1:2 (Surrey)		Carter		Soil pH (1:2 Water), 18.2	29-Apr-13	Exova Surrey	
				Reference Method Modified			
References							
McKeague	Manual on S	ioil Sampling and M	ethods of	Analysis			
B.C.M.O.E	B.C. Ministry	of Environment					
Guidelines							
<b>Guideline Description</b>	BC CSR Agr	icultural Soil Stand	ards				
Guideline Source	British Colum	British Columbia Contaminated Sites Regulation; Schedule 4 (Generic) and 5 (Matrix) Soil Standards, BC CSR, Reg. 375/96					
Guideline Comments		AL = Agricultural Standards, Column II, Schedule 4 Generic Numerical Soil Standards and Schedule 5 Matrix Numerical Soil Standards (lowest standard for all Site-Specific Factors). Refer to BC CSR for complete standards and additional information.					

Comments:

Holes 1 - 9



Extrem #104, 19575-55 A Ave. Surrey, British Columbia V3S SP8, Canada	F: E:	+1 (004) 514-3322 +1 (004) 514-3323 Surrey@exeva.com
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#### Farm Soll Analysis

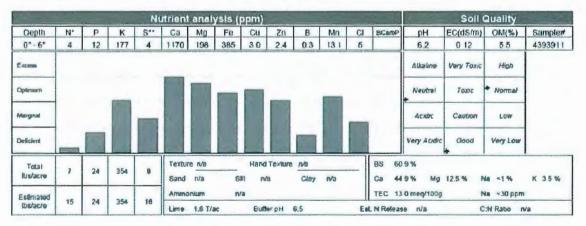
BW To. Report To: Agreement	McT 2854 Surr V4A	Bayvi Bayvi By, BC, 2Z4	ew Stre	e & Ma	nageme nageme			Growa Client Freid Acres Legal Lasl C	's San Id: Locat	nple Id:		not pr	9 ovided	Date Re Dispose Report	Number: eceived: al Date:	931863 1820731 Apr 24, 2 May 24, 3 Apr 26, 2	2013
				N	utrient	analy	sis (p	pm)		-	-	-120			Soil	Quality	-
Depth	N'	P	K	S**	Ca	Mo	Fe	Cu	Zn	В	Mn	CI	BCarbP	pH	EC(dS/m)	OM(%)	Samplet
0" - 6"	4	20	217	5	1670	200	421	2.4	22	0.2	11.8	5.0		6.4	0.20	6.6	4393910
Excens														Attaline	Very Toxic	High	
0,	Printy 1								Ares 5			a' mina	Addend 14 1	Neutral	Толяс	Normal	
blargmal				-								_		Acidic	Caution	LOW	
Deficient	-													Very Acidic	Good	Very Low	
Total balecre	7	40	433	11	Textur Sand		Sil	Hand Te	ndure	nila Clay	THE	-		.3 % .6 % Mg	10.2 % N	a ⊲0.8%	K 3.4%
Estimated	14	40	433	22	Ammo	nium 1.8 T/a	n/a	Buffer	ald 6	5.4			TEC 16	.1 meg/100g		a <30 ppm	

			RECOM	MALCINCIAL	IONO FOR C	ALANCED ON OF NOTATION				
		(	<b>Golf fairway</b>	5				Golf greens	5	
Macro-nutrients	Yield	N	P205	K20	9	Yield	N	P205	K20	3
Growing Condition	bu/ac		To be adde	d (lbs/acn	e)	bu/ac		To be adde	d (lbs/acre	e)
Excellent	4	121	113	25	6	4	121	113	25	6
Average	3	104	100	15	2	3	104	100	15	2
Your Goal	0					0				
Removal Rate (Seed/Total)	4	0/0	010	0/0	0/0	4	0/0	0/0	0/0	0/0
Micro-nutrients	Iron	Copper	Zinc	Boron	Manganese	Iron	Copper	Zinc	Boron	Manganes
To be added (lbs/ac)	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	2.0	0.0
	The ideal p	H range is 6.0	107.5				commendation history should			i only.

RECOMMENDATIONS FOR BALANCED CROP NUTRITION

#### Comments:

Holes 10 to 18



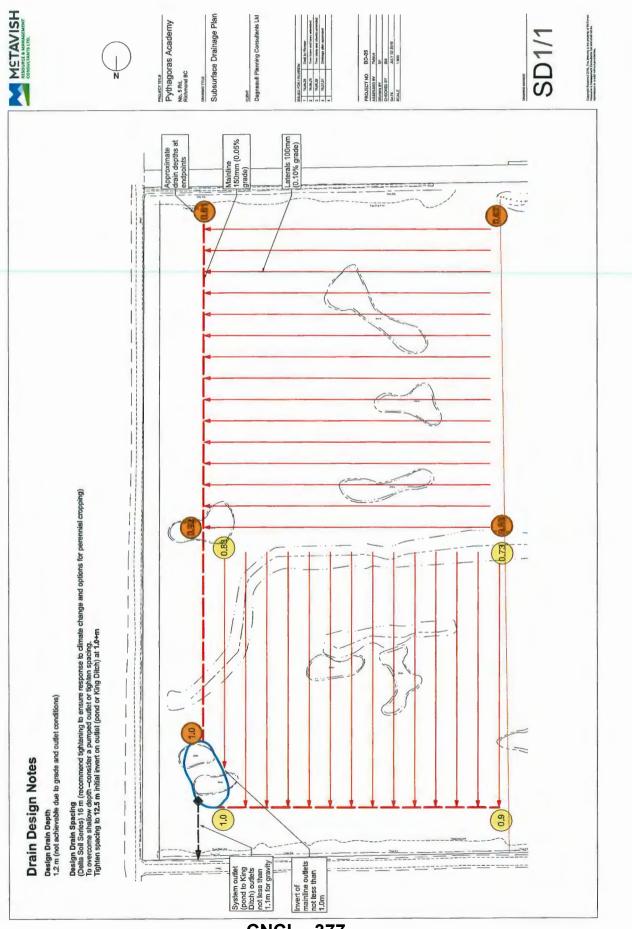
Item	Activity	Quantity	Unit
1	Tree and stump removal and chipping. These have been felled and many removed, however there are still ~ ½ left to remove or chip and stumps to	486	Trees
	remove		
2	Mechanical weed management	~18	Acres
3	Break sod, plough and disk	~18	Acres
4	Fill water hazard	4600	m <sup>3</sup>
4a	Fill water hazard	4000	m <sup>2</sup>
5	Topsoil water hazards minimum 20cm	1200	m³
6	Topsoil - salvage topsoil from west lots and use on water hazards	1500	m³
7	Remove sand traps and spread sand evenly over fairway (best estimate to be verified in field)	850	m <sup>2</sup>
7a	Remove sand traps and spread sand evenly over fairway (best estimate to be verified in field)	425	m³
8	Topsoil sand traps with on-site topsoil	850	m <sup>2</sup>
9	Remove berms - place all material in water hazards	2500	m³
10	Spread topsoil over all berm areas 20 cm deep	4000	m <sup>2</sup>
10a	Spread topsoil over all berm areas 20 cm deep	1200	m <sup>3</sup>
11	Remove irrigation and drain lines as encountered	as found	-
12	Level, plough, disc, land level and crown	~18	Acres
13	Install subsurface drainage	~18	Acres
14	Prepare for planting (harrow)	~18	Acres
15	Seed with deep-rooting forage crop	~18	Acres
16	Construct farm access road	120	m
17	Install 2-inch water line	115	m

## Appendix IV. Construction Quantities



## Appendix V. Subsurface Drainage Analysis and Design





**CNCL - 377** 

### Appendix VI. Trees to be Removed

(Note: All the trees in the area for agricultural production were felled and removed in 2017)

Species	Total Quantity	Species	Total Quantity
DBH (cm)	Quantity	DBH (cm)	Quantity
Abies sp.	8	Prunus pissardi	8
20	2	15	2
50	6	20	2
Acer sp.	30	40	4
5	1	Pseudotsuga menziesii	8
10	7	40	4
15	13	45	2
20	3	50	2
30	1	Quercus sp.	9
35	2	50	1
40	1	52	. 2
45	2	57	1
Betula sp.	282	57	1
15	48	60	2
20	64	62	2
25	52	Salix babylonica	2
30	70	55	2
35	28	Sorbus sp.	2
40	14	15	2
45	6	Thuja sp.	107
Picea pungens	15	15	17
20	1	20	5
25	2	25	18
30	3	30	16
35	2	35	26
40	5	40	10
60	2	45	2
Pinus sp.	14	50	11
50	2	55	2
55	2		
60	4		
70	2		
80	4		
Subtotal Column a	349	Subtotal Column b	136



### Appendix VII. Road Design

The following represents the recommended agricultural road design that will allow for access to the site from No. 5 Road and meet requirements of the City of Richmond. The road design is intended to reduce the amount of land that is removed from agricultural production. The access road length is limited to the western portion of the property and is intended strictly of access to the eastern agricultural acreage. The internal farm road has been incorporated into the design to meet the City of Richmond requirements and extends along the southern and eastern perimeter of the property. The internal farm road is 4 m wide to reduce the impact on the amount of land available for farming.



mm001 200mm T25mm HEAVY-DUTY FARM TRACK (ROAD TO INSIDE FARM GATE) STANDARD-DUTY FARM TRACK (INTERNAL FARM ROADS) 5000mm 4000mm 0 0 0 0 0 0 0 0 A. 0. 4 ~~~~ Heavy-duty non-woven geotextile membrane mm002 125mm depth 75mm\_ clean stone 75mm depth 20mm\_ crush stone Heavy-duty non-woven geotextile membrane 444 300mm 1 慾 100mm depth 20mm\_ crush stone 200mm depth 75mm \* ŨÌŔ **CNCL - 380** 

1 Mylora Farm Road Typical Sections



### Memorandum – Revision 2

Date:	October 25, 2019		
To:	Brian Dagneault		
From:	Bruce McTavish, PAg		

Re: Detailed budget for Agricultural Conversion old Mylora Golf Course

McTavish Resource & Management Consultants Ltd. (McTavish) had developed a detailed budget for the conversion of the old Mylora Golf course (Pythagoras Academy) to a state that is ready for farming. McTavish has extensive recent experience in similar projects including:

- Land levelling farms to obtain adequate soil cover over pipelines including seed bed preparation and seeding
- Restoration of 23 km of the Fortis Pipeline Expansion in Surrey and Coquitlam.

The budget is based on McTavish experience and quotations from subcontractors.

The detailed budget follows the outline presented in the McTavish report Agricultural Conversion Plan Pythagoras Academy – 9500 No. 5 Rd, Richmond BC October 25 2019.

The detailed budget presented in this memo amalgamates activities into logical groups based on the remediation activities. Table 1 summarizes the budget, with detailed calculations provided in the body of the document.

The estimated cost to carry out the proposed work is \$702,440.00

Jun M'Tanish

Bruce McTavish, MSc MBA PAg RPBio President | Senior Agrologist

### Table 1: Budget Summary Table

Items (From original McTavish Activity item list)	Activity	Quantity	Unit	Associated Costs
1	Tree and stump removal and chipping. These have been felled and many removed, however there are still ~ ½ left to remove or chip and stumps to remove	486	Trees	\$75,000.00
2, 9	Break sod, plough and disk	~18	Acres	\$14,000.00
3	Remove berms and use material to fill in all water hazards	4600	m³	\$180,000.00
4,5,6,10	Topsoil - salvage topsoil from west lots and use on water hazards, and sand traps, ensure a minimum of 20 cm of topsoil	1500	m³	\$54,000.00
7, 8	Remove sand traps and spread sand evenly over fairway or use as additional material to fill water hazards	1225	m²	\$12,000.00
11	Remove irrigation and drain lines as encountered, \$10,000 allocated for labour and equipment	as found	-	\$10,000.00
12	Level, plough, disc, land level and crown	~18	Acres	\$50,000.00
13	Install subsurface drainage	~18	Acres	\$27,000.00
14,15	Prepare for planting; disc for weed control and power harrow	~18	Acres	\$5,500.00
16	Seed with deep-rooting forage crop	~18	Acres	\$5,700.00
17	Construct farm access road main access road	120	m	\$25,000.00
17a	Farm road to back of property running east/west total of 550m. Road build by stripping 6 inches of topsoil, adding geotextile, 3 inches of 4 inch minus rock and 3 inches of road mulch	550	104	\$57,200.00
18	Install water line 1m inside the agricultural area and stand pipe/hydrant/backflow preventor			\$5,000.00
	Contingency 10% Project management and supervision, safety, environmental permits as necessary,			\$52,040.00
-	construction infrastructure, traffic control.			\$130,000.00
	Total			\$702,440.00



#### Item 1: Tree and stump removal; chipping and composting

Days	Activity	Unit cost	Total
28	Excavator (2 excavators for 14 days_	\$1,500.00	\$42,000.00
14	Chipper	\$1,000.00	\$14,000.00
5	Dump truck to hauls material that cannot be chipped	\$800.00	\$4,000.00
	Dump Fees		\$5,000.00
28	Labour (2 labourers for 14 days)	\$500.00	\$5,000.00
14	Foreman	\$800.00	\$5,000.00
	Subtotal		\$75,000.00

### Items 2 and 9: Spray with herbicide <u>now only mechanical weed removal using agricultural cultivation</u> <u>equipment</u>

Days	Activity	Unit cost	Total
4	Mow area prior to cultivation	\$1,000.00	\$4,000.00
1	Plough	\$2,500.00	\$2,500.00
3	Breaking disk	\$2,500.00	\$7,500.00
	Subtotal		\$14,000.00

### Item 3: Remove berms and use material to fill in all water hazards

Days	Activity	Unit cost	Total
1	Use large scraper haulers to move material, 2		
40	machines for 20 days	\$4,500.00	\$180,000.00

Items 4,5 6 and 10: Topsoil - salvage topsoil from west lots and use on water hazards, and sand traps, spread sand from sand traps and ensure a minimum of 20 cm of topsoil

Days	Activity	Unit cost	Total
12	2 hauler scrapers for 6 days	\$4,500.00	\$54,000.00

Items 7 and 8: Remove sand traps and spread sand evenly over fairway or use as additional material to fill water hazards

Days	Activity	Unit cost	Total
2	Excavator	\$1,500.00	\$3,000.00
2	Hauler scrapers to spread	\$4,500.00	\$9,000.00
	Subtotal		\$12,000.00



### Item 12: Level, plough, disc, land level and crown

Days	Activity	Unit cost	Total
10	Final land leveling using laser guided hauler scrapers, 2 machines for 5 days	\$4,500.00	\$45,000.00
2	Cultivate using large breaking disk	\$2,500.00	\$5,000.00
	Subtotal		\$50,000.00

### Item 13: Install subsurface drainage

Days	Activity	Unit cost	Total
~18	Quoted cost to install drainage is \$1500/acre by Valley Drainage	\$1,500.00	\$27,000.00

#### Items 14 and 15: Prepare for planting; disc for weed control and power harrow

Days	Activity	Unit cost	Total
1	Cultivate 1 additional time for weed control	\$2,500.00	\$2,500.00
2	Power harrow	\$1,500.00	\$3,000.00
	Subtotal		\$5,500.00

#### Item 16: Seed with deep-rooting forage crop

Days	Activity	Unit cost	Total
2 days	Seed cover crop for first year	1500	\$3,000.00
900 lbs	Purchase seed (50 lbs/acre)	\$3/lb	\$2,700.00
	Subtotal		\$5,700.00

### Item 17: Construct 120m of farm road

Days	Activity	Unit cost	Total
120m road	Strip topsoil, install geotextile, build road 5 m wide with a 8 inch base of 4 inch minus gravel, finish with 4 inches of ¾ inch minus (road mulch). Quote by Universal Contracting Ltd.	\$208.33/m	\$25,000.00

Item 17a: Construct 550m of farm road from end of the heavy traffic farm road, running east to the Highway 99 RoW and paralleling Highway 99 running north/south along the eastern side of the property



Days	Activity	Unit cost	Total
550m road	Strip topsoil, install geotextile, build road 4 m wide with a 3 inch base of 4 inch minus gravel, finish with 3 inches of ¾ inch minus (road mulch). Quote by Universal Contracting Ltd.	\$104/m	\$57,200.00

### Item 18 Install irrigation line

	Activity	Unit cost	Total
~ 1m	Install water line including necessary		
designated	connections and hydrants in the field	\$5,500	\$5,500.00
farm area	Quote from Universal Contracting Ltd.		





#203 – 19292 60 Avenue Surrey, BC V3S 3M2

November 4, 2019

To: Brian Dagneault

From: Bruce McTavish, MSc MBA PAg RPBio

Re: Bonding for Agriculture Pythagoras

I believe a reasonable bond would be the cost of production for one year of \$176,400 (round to \$176,000) and the capital start up costs of \$87,790 (round to \$88,000) for a total bond of \$264,000. This ensures that the required capital start up expenses are covered as are one full year of production costs.

Best regards,

Jun M. Tanish

Bruce McTavish, MSc MBA PAg RPBio President | Senior Agrologist

### Memorandum of Understanding

\_\_This document signifies that:

Miles Smart 2271 No 4 Rd, Richmond BC, V6X2L4

and

Robert Smart 2351 No 4 Rd, Richmond BC, V6X2L4

(dba Cherry Lane Farm) express an interest in leasing 18 acres of land at 9500 No 5 Rd from:

9500 Properties LP 10560 Sorrel Drive, Richmond BC, V7E 2B2

Cherry Lane Farm intends to run a certified organic mixed vegetable operation on this land. All arable portions of the leased portion are to be brought into production within 3 years. We intend to bring several shipping containers to serve as storage for machinery and produce.

Our agreed yearly lease rate is \$1,000/acre for the arable land (exact area to be determined by survey), and a onetime damage deposit payment of \$1000.00. Such a lease would be in the structure of an initial 5 year lease with three 5 year options (right of first refusal). Lease rates reflecting market rates are to be negotiated at lease renewal.

### **Obligations of the lessor:**

-The entirety of the lease portion of the land and margins shall be prepared according the specifications presented in the document "Agricultural Conversion Plan Pythagoras Academy - 9500 No. 5 Road, Richmond BC." October 25, 2019

-Building and maintaining the fence between the school and the farm.

-Installation of separate water meter for lessee.

-Provision of adequate water supply for irrigation purposes, and maintenance of prebuilt irrigation infrastructure.

-Payment of taxes and dues pertaining to the ownership of the land.

### **Obligations of the lessee:**

-Prompt payment of utilities exclusively used by lessee.

-Prompt payment of lease to lessor at agreed upon date.

-Respect and protect riparian areas and tree buffer areas from farm activities.

-Minimize any nuisances in regard to smell, noise, and dust where feasible.

-Repair drainage tile damaged by field operations.

-Maintain farm access road.

Miles Smart

ULS. Nov. 5. 2019.

Winfred Liu

Date

Nov 5, 2019



## **Report to Committee**

То:	Public Works and Transportation Committee	Date:	October 18, 2019
From:	Jason Ho, P.Eng. Manager, Engineering Planning	File:	10-6060-04-01/2019- Vol 01
Re:	UBCM Community Emergency Preparedness Fund 2019/2020 Application		

### **Staff Recommendation**

- That the Flood Protection and Dike Upgrades submission to the 2019 Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund for Structural Flood Mitigation be endorsed.
- 2. That the Seismic Assessment and Hydraulic Modeling submission to the 2020 UBCM Community Emergency Preparedness Fund for Flood Risk Assessment, Flood Mapping, and Flood Mitigation Planning be endorsed.
- 3. That, should the Flood Protection and Dike Upgrades submission and/or the Seismic Assessment and Hydraulic Modeling submission be successful, the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to negotiate and execute the funding agreements with UBCM.

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Jason Ho, P.Eng. Manager, Engineering Planning (604-244-1281)

REPORT CONCURRENCE		
CONCURRENCE OF GENERAL MANAGER		
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:	
APPROVED BY/CAO		

### Staff Report

### Origin

On May 29, 2019, the Province announced \$31 million in grant allocation for the Community Emergency Preparedness Fund (CEPF). UBCM administers the CEPF to provide grant funding for partners to plan and implement structural flood protection projects in British Columbia.

There are a number of different funding streams in this program. Under the Structural Flood Mitigation category, staff submitted an application for the Flood Protection and Dike Upgrades Project. Under the Flood Risk Assessment, Flood Mapping, and Flood Mitigation Planning category, staff are preparing an application for the Seismic Assessment and Hydraulic Modeling Project.

The application guidelines state that projects must be endorsed by Council to be considered for funding. Staff are requesting Council's endorsement for these project submissions to the UBCM Community Emergency Preparedness Fund.

Completion of the Flood Protection and Dike Upgrades project will help improve Richmond's diking infrastructure to meet current flood protection requirements. The Seismic Assessment and Hydraulic Modeling Project will provide information required to establish future flood protection requirements, advance the City's Flood Protection Management Strategy, and inform future capital projects. These projects have been included in the proposed 2020 capital program that will be presented to Council as a part of the 5-year capital plan.

This report supports the following strategies within Council's Strategic Plan 2018-2022:

Strategy #1, A Safe and Resilient City:

Enhance and protect the safety and well-being of Richmond.

1.2 Future-proof and maintain city infrastructure to keep the community safe.

1.3 Ensure Richmond is prepared for emergencies, both human-made and natural disasters.

Strategy #2, A Sustainable and Environmentally Conscious City:

Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.

2.1 Continued leadership in addressing climate change and promoting circular economic principles.

Strategy #5, Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

5.1 Maintain a strong and robust financial position.

5.4 Work cooperatively and respectfully with all levels of government and stakeholders while advocating for the best interests of Richmond.

### Analysis

Flood Protection and Dike Upgrades Project

The scope of work for this project includes, but is not limited to, rebuilding structural armouring to stabilize eroding banks and replacing collapsing riprap for approximately 1.6 kilometres of dike at three different priority locations.

The City of Richmond's Flood Protection Management Strategy identifies rehabilitation and upgrades to the perimeter dike as a top priority to reduce flood risk due to climate change -induced sea level rise. This project will focus on structural rehabilitation and improvements to the perimeter dike.

The UBCM Community Emergency Preparedness Fund can contribute up to 100% of the project costs, to a maximum of \$750,000. The estimated cost to complete this project is \$1,000,000. Should the City be awarded the UBCM grant, costs beyond the grant allocation would be recommended for funding from the Drainage and Diking Utility.

### Seismic Assessment and Hydraulic Modeling Project

The scope of work for this project includes, but is not limited to, performing seismic assessment of the perimeter dike corridor, geotechnical investigations, as well as hydraulic assessment and modeling for various drainage assets located in Richmond.

A well-planned drainage system is necessary for the City to prevent flooding resulting from extreme rainfall and other natural events. The focus of this project will be the assessment, monitoring, and modeling of the City's drainage and diking system. This information will be used to better prioritize future capital projects.

The UBCM Community Emergency Preparedness Fund can contribute up to 100% of the project costs, to a maximum of \$150,000. The estimated cost to complete this project is \$200,000. Should the City be awarded the UBCM grant, staff recommend that costs beyond the grant allocation be funded from the Drainage and Diking Utility.

### **Financial Impact**

There is no financial impact at this time.

The projects identified herein will be submitted for Council consideration as a part of the 2020 capital program.

### Conclusion

The Union of BC Municipalities has requested funding applications from local governments for emergency preparedness activities in flood protection and prevention. Staff recommend that Council endorse the Structural Flood Mitigation Project and the Seismic Assessment and Hydraulic Modeling Project for grant funding in accordance with grant program guidelines. Staff are also seeking Council authority for the negotiation and execution of funding agreements should the City's applications be successful.

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Jason Ho, P.Eng. Manager, Engineering Planning (604-244-1281)

JH:rd



### Lane Closure and Removal of Lane Dedication Bylaw 9851 (Portion of Lane Adjacent to 7811 Alderbridge Way)

The Council of the City of Richmond enacts as follows:

- 1. The lands legally described as a portion of Lane dedicated by Plan 36115 Section 5 Block 4 North Range 6 West and Section 32 Block 5 North Range 6 West N.W.D., shown outlined in bold on the Reference Plan EPP81692 prepared by Bennett Land Surveying Ltd., with a control number of 152-727-2763, attached as Schedule A, shall be stopped up and closed to traffic, cease to be a public lane and the lane dedication shall be removed.
- 2. This Bylaw is cited as "Lane Closure and Removal of Lane Dedication Bylaw 9851".

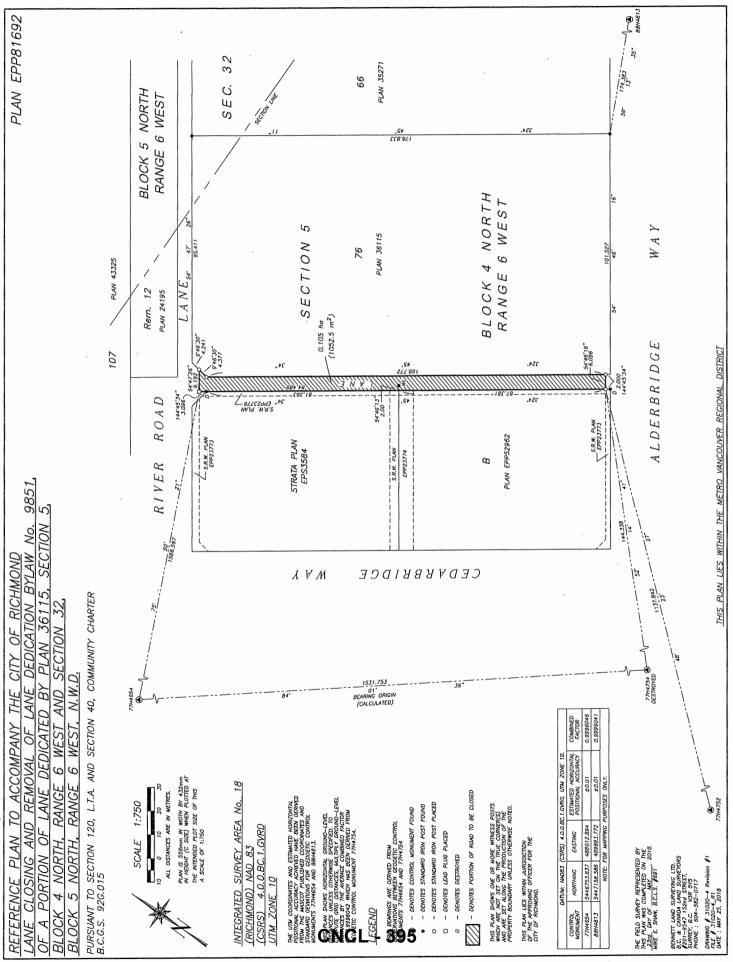
FIRST READING	JUL 0 9 2018	CITY OF RICHMOND
SECOND READING	JUL 0 9 2018	APPROVED for content by originating
THIRD READING	JUL 0 9 2018	
ADOPTED		for legality by Solicitor

MAYOR

CORPORATE OFFICER

## Schedule A

PRC	<b>EVEY PLAN CERTIFICATION</b> <b>DVINCE OF BRITISH COLUMBIA</b> By incorporating your electronic signature into this form you are also incorpor your electronic signature into the attached plan and you (a) represent that you are a subscriber and that you have incorporated your electronic signature to the attached electronic plan in accordance with section 168.73 (3) of the Land Title Act, RSBC 1996 c.250; and (b) certify the matters set out in section 168.73 (4) of the Land Title Act, Each term used in this representation and certification is to be given the mean ascribed to it in part 10.1 of the Land Title Act.	Michael Shaw WSXFL8 Michael Shaw <sup>c=CA</sup> , on=Michael Shaw WSXFL8, o=BC Land Surveyor, ou=Verify ID at www.juricert.com/LKUP.cfm?
1.	BC LAND SURVEYOR: (Name, address, phone number) Mike E. Shaw Bennett Land Surveying Ltd. 201 - 9547 152nd Street Surrey BC V3R 5Y5	File: 31020-4 R1 Phone: 604-582-0717 Ext 2 Email: mshaw@bennettsurveys.com
]	PLAN IDENTIFICATION: Plan Number: EPP81692 This original plan number assignment was done under Commission #: 691	Control Number: <b>152-727-2763</b>
3. (	CERTIFICATION:	• Form 9 OExplanatory Plan O Form 9A
I am	a British Columbia land surveyor and certify that I was present at and persona orrect.	
	ield survey was completed on: 2018 May 23 Ian was completed and checked on: 2018 May 25	(YYYY/Month/DD)The checklist was filed under ECR#:(YYYY/Month/DD)212113
		• None O Strata Form S
		None OStrata Form U1 O Strata Form U1/U2
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Arteria	al Highway	
Remai	nder Parcel (Airspace)	
4. A	LTERATION:	



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### Alexandra District Energy Utility Bylaw No. 8641 Amendment Bylaw No. 10085

The Council of the City of Richmond enacts as follows:

- 1. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at the second recital by deleting the words "space and water heating and cooling" and replacing them with the words "space heating and cooling and domestic hot water heating".
- 2. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting the words "building mechanical system" wherever they appear in the Bylaw and replacing them with the words "Building Mechanical System".
- 3. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 1.2 (Definitions), by:
  - a) inserting the word "heating" after the words "domestic hot water" in the definition of "Building Mechanical System";
  - b) inserting the words "from time to time" after the word "Council" in the definition of "City Engineer";
  - c) deleting the definition of "City Solicitor" and replacing it with the following:

"City Solicitor" means the individual appointed by Council from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;"

- d) deleting the words "Site(s) and/or" from the definition of "Designated Property";
- e) inserting the words "by Council from time to time" after the words "so appointed" in the definition of "Director, Building Approvals";
- f) deleting the words "including ventilation systems and electrical pumps" in the definition of "Heat Exchanger";
- g) deleting the words ", including Heat Exchangers," in the definition of "Meter Set";
- h) deleting the words "a Meter Set" and replacing them with the words "an Energy Transfer Station" in the definition of "Services";

- i) deleting the words "providing a Service Connection" in the definition of "Services" and replacing them with the words "providing, supplying and installing Service Connections, Energy Transfer Stations and/or any components thereof";
- j) deleting the words "the City or such other Person" in the definition of "Service Provider" and replacing them with the words "such Person or Persons"; and
- k) inserting the word "the" before the words "Strata Property Act" in the definition of "Strata Lot".
- 4. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 1.2 (Definitions), by inserting the following definitions in alphabetical order as new subsections, and renumbering the remaining subsections in Section 1.2:

""Energy Transfer Station" means, collectively, a Heat Exchanger and Meter Set and all related pipes, fittings and other equipment which control the transfer, and measure of Energy from the Distribution System to a Building Mechanical System;"

""ETS and Service Connection Installation Fee" means the fee payable to the Service Provider under this Bylaw as specified in Schedule B (Fees);".

- 5. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 1.2 (Definitions), by deleting the definition of "Site" and renumbering the remaining subsections in Section 1.2.
- 6. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 2.1 (Authorization of DEU) by deleting the words "the heating and cooling of space and water" and replacing them with the words "space heating and cooling and domestic hot water heating".
- 7. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 2.2 (Ownership of DEU) by:
  - a) deleting the words "vested in the City or its successors and assigns" and replacing them with the words "vested in the City or the Service Provider, or their respective successors and assigns"; and
  - b) deleting the words "Meter Sets and Heat Exchangers" and replacing them with the words "and Energy Transfer Stations".
- 8. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 3.1 (Mandatory Use of DEU) by:
  - a) deleting the words "Site or" before the words "new building or buildings proposed for construction"; and
  - b) inserting the word "heating" after the words "domestic hot water".

- 9. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 3.2 (Permissive Use of DEU) by deleting the words "property located outside the Service Area" and replacing them with the words "an existing building located either inside the Service Area or located outside the Service Area".
- 10. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 3.3 (Exemption from Mandatory Use of DEU for all buildings on Site) by:
  - a) deleting the word "Site" everywhere it appears in this Section and replacing it with the words "parcel of real property"; and
  - b) inserting the word "heating" after the words "domestic hot water".
- 11. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by inserting the following after Section 3.3 as a new Section 3.4:

### "3.4 Operation

The City may operate the DEU and provide the Services directly, or though one or more other Service Providers.".

- 12. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 5.2(a) by deleting the word "either".
- 13. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting PART 6 (CONNECTING FOR SERVICES) in its entirety and replacing it with the following:

### **"PART 6: SERVICE CONNECTIONS AND ENERGY TRANSFER STATIONS**

### 6.1 Service Connection and Energy Transfer Station

In order to provide the Services and bill a Customer for Energy delivered, the Service Provider will, subject to Section 6.3 (Supply and Installation of Service Connection and Energy Transfer Station by Customer) and Section 6.6 (Additional Service Connections, Energy Transfer Stations) below, serve each Designated Property with one Service Connection and one Energy Transfer Station. The technical specifications of all Service Connections and Energy Transfer Stations and the components thereof will be determined by the Service Provider.

## 6.2 Supply Installation of Energy Transfer Station and Service Connection by Service Provider

The Service Provider will:

(a) together with the Director, Building Approvals, designate the location of the Energy Transfer Station and Service Connection on the Designated Property and determine the amount of space that must be left unobstructed around them to ensure sufficient and safe access thereto; and

- (b) upon payment of the applicable ETS and Service Connection Installation Fee set out in Schedule B (Fees) to this Bylaw:
  - (i) provide, supply and install the Energy Transfer Station; and
  - (ii) provide, supply and install the Service Connection from the DEU to the Delivery Point on the Designated Property using the route which is the most suitable to the Service Provider.

### 6.3 Supply and Installation of Service Connection and Energy Transfer Station by Customer

An Owner or Customer may make an application to the Service Provider requesting prior written approval for the Owner or Customer, at its sole cost and expense, to:

- (a) provide, supply and install the Energy Transfer Station, or any component thereof; and/or
- (b) provide, supply and install the Service Connection from the DEU to the Delivery Point on the Designated Property using the route which is the most suitable to the Service Provider,

and the Service Provider, may, in its sole discretion:

- (c) approve such application subject to the Service Provider being satisfied with the design, materials, equipment, location and installation of the Service Connection and Energy Transfer Station, and each component thereof; and
- (d) waive or reduce payment of the applicable ETS and Service Connection Installation Fee set out in Schedule B (Fees) to this Bylaw.

### 6.4 Transfer of Service Connections and Energy Transfer Stations Supplied and Installed by Owner

The Owner or Customer will, upon request of the Service Provider or the City, at any time and from time to time, execute, acknowledge and deliver, or will cause be done, executed, acknowledged and delivered, all such further acts, bills of sale, assignments, transfers, conveyances, powers of attorney and assurances as may be required by the Service Provider or the City to evidence the transfer of legal and beneficial ownership of any Service Connections, Energy Transfer Stations, or any components thereof, procured, supplied or installed by the Owner or Customer, to the Service Provider or the City, in such form as requested by the Service Provider or the City. Without limiting the generality of the foregoing, in such bills of sale, assignments, transfers, conveyances, powers of attorney and assurances, the Service Provider or City may require the Owner or Customer to provide indemnities, security, representations and/or warranties in favour of the Service Provider or the City with respect to the title, condition, design and ongoing operation of any Service Connections, Energy Transfer Stations, or any components thereof.

### 6.5 Customer Requested Routing

If a Customer requests:

- (a) that its piping or Service Connection enter the Designated Property at a different point of entry or follow a different route from the point or route designated by the Service Provider; and/or
- (b) that the Energy Transfer Station, or any component thereof, be installed at a different location from the location designated by the Service Provider,

then, provided that:

- (c) the Customer pays the Service Provider in advance for all additional costs as determined by the Service Provider to install the Service Connection and Energy Transfer Station, or any component thereof, in accordance with the Customer's request; and
- (d) the Service Provider is satisfied that approving the Customer's request will not have an adverse effect on the operations of the DEU or create any other undesirable consequences, including but not limited to public health and safety concerns,

the Service Provider may accept the request. If the request is accepted, the Service Provider may either approve the requested routing or entry point or installation locations as originally requested or may, with the Customer's agreement, modify the requested routing or entry point or installation locations.

### 6.6 Additional Service Connections, Energy Transfer Stations

A Customer may apply to the Service Provider for one or more additional Service Connections at a Designated Property, which additional Service Connection(s) together with the related Energy Transfer Station(s) may be provided at the sole discretion of the Service Provider. If the Service Provider agrees to install an additional Service Connection and Energy Transfer Station, the Service Provider may charge the Customer additional ETS and Service Connection Installation Fees for the provision, supply, delivery and installation of the additional Service Connection and/or related Energy Transfer Station. The Service Provider may bill each additional Service Connection from a separate meter and account.

### **6.7 Site Preparation**

Customers will be responsible for all necessary site preparation including but not limited to clearing building materials, construction waste, equipment, soil and gravel piles over the proposed service line route, to standards established by the Service Provider. The Service Provider may recover from Customers any additional costs associated with delays or site visits necessitated by inadequate or substandard site preparation.

### **6.8 Customer Requested Alterations**

A Customer may apply to the Service Provider to remove, relocate or alter a Service Connection and/or an Energy Transfer Station, any component thereof, or related equipment servicing a Designated Property, which removal, relocation or alteration may be provided at the sole discretion of the Service Provider. If the Service Provider agrees to remove, relocate, or alter a Service Connection and/or Energy Transfer Station, any component thereof, or related equipment, then in addition to the provisions of section 11.4 (Basis of Fees):

- (a) the Service Provider will give the Customer an estimate of the cost; and
- (b) if any of the changes to the Service Connection and/or Energy Transfer Station, any component thereof, or related equipment require the Service Provider to incur ongoing incremental operating and maintenance costs, the Service Provider may recover these costs from the Customer through the billing process established by this Bylaw.

### 6.9 Easement, Statutory Right of Way and Section 219 Covenant

- (a) An Owner of a Designated Property that is to receive Services under this Bylaw must sign and deliver to the Service Provider a section 219 covenant and statutory right of way to be registered against title to the Designated Property in favour of the City, in the form or forms supplied by the City and/or the Service Provider, for the installation, operation, maintenance and related services on the Designated Property of all necessary facilities for supplying the Services to the Designated Property. Each such section 219 covenant and statutory right of way will have priority over any other financial encumbrances registered against title to the Designated Property; and
- (b) If one or more privately-owned intervening properties are located between the Designated Property and the DEU, then the Customer will be responsible for all costs of obtaining licenses, statutory rights of way, easements, leases or other agreements, the form and content of which shall be as determined in the sole discretion of the City, for non-exclusive access to, on, over and under such properties in favour of the City, for the purpose of performing installation, operation, maintenance and related services on each intervening property of all necessary facilities for supplying the Services to the Designated Property.

### 6.10 Maintenance by Service Provider

Subject to Section 6.11 of this bylaw, the Service Provider will maintain the Service Connection and Energy Transfer Station.

### 6.11 Maintenance by Customer

Each Customer and Owner of Designated Property must maintain and repair the mechanical systems in all buildings on their Designated Properties, to the Delivery Points, including:

(a) keeping the Building Mechanical Systems free of foreign material so as to prevent fouling of the Heat Exchangers; and

(b) treating all fluid in the Building Mechanical System sufficiently to prevent corrosion of the Heat Exchangers.

## 6.12 Service Calls

A Customer or Owner may apply to the Service Provider to temporarily interrupt service to a Designated Property by closing the appropriate valves or by such other means as the Service Provider may find appropriate, and all applicable fees as specified in Schedule B (Fees) shall apply.

## 6.13 **Protection of Equipment**

The Customer must take reasonable care of and protect all Service Connections, Energy Transfer Stations, all components thereof, and related equipment on the Customer's Designated Property. The Customer's responsibility for expense, risk and liability with respect to all Service Connections, Energy Transfer Stations and related equipment is set out in Section 18.4 (Responsibility for Equipment) below.

## 6.14 Damage

The Customer must advise the Service Provider immediately of any damage to the Service Connection, Energy Transfer Station, or any components thereof.

## 6.15 No Obstruction

A Customer must not construct or permit to be constructed any permanent structure which, in the sole opinion of the Service Provider, obstructs access to a Service Connection, Energy Transfer Station, or any components thereof.

### 6.16 No Unauthorized Changes

Subject to Section 6.3 (Supply and Installation of service Connection and Energy Transfer Station by Customer) above, no Service Connection, Energy Transfer Station or any component thereof or related equipment will be installed, connected, moved or disconnected except by the Service Provider's authorized employees, contractors or agents or by other Persons acting with the Service Provider's written permission.

### 6.17 Removal of Service Connection

If the supply of Services to a Customer's Designated Property is discontinued or terminated for any reason then, the Service Provider may, but is not required to, remove Service Connections and/or Energy Transfer Stations, any component thereof and related equipment from the Customer's Designated Property.".

14. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting PART 7 (HEAT EXCHANGERS, METER SETS AND METERING) in its entirety and replacing it with the following:

# "PART 7: METERING

### 7.1 Measurement

The quantity of Energy delivered to a Designated Property will be metered using apparatus approved by the Service Provider. The amount of Energy registered by the Meter Set during each billing period will be converted to megawatt hours and rounded to the nearest one-tenth of a megawatt hour.

### 7.2 Testing Meters

A Customer may apply to the Service Provider to test a Meter Set, and, upon payment of the application for meter test fee set out in Schedule B (Fees), the Service Provider will notify such Customer of the date and time the test is to occur, and the Customer is entitled to be present for the test. If the testing indicates that the Meter Set is inaccurate in its measurement by 10% or more, then:

- (a) the Customer is entitled to return of the meter testing fee paid pursuant to this Section;
- (b) the cost of removing, replacing and testing the Meter Set will be borne by the Service Provider subject to Section 19.4 (Responsibility for Equipment on Designated Property) of this bylaw; and
- (c) the Service Provider will estimate the resulting billing overpayment or shortfall, and settle with the Customer accordingly, provided any such settlement will not extend beyond 12 months before the month in which the test takes place.

### 7.3 Defective Meter Set

If a Meter Set ceases to register, then the Service Provider will estimate the volume of Energy delivered to the Customer according to the procedures set out in Section 13.7 (Incorrect Register) of this bylaw.".

- 15. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 9.1 (Access to Designated Property) by deleting the words "its authorized employees, contractors and agents have the right of entry, at any reasonable time, onto a Customer's Designated Property, for the purpose of reading, testing, repairing or removing Service Connections, Meter Sets, Heat Exchanger, and ancillary equipment," and replacing them with the words "its authorized officers, employees, agents, servants, contractors and subcontractors have the right of entry, at any reasonable time and except in the case of emergency, upon reasonable notice, onto a Customer's Designated Property, for the purpose of reading, testing, repairing or removing Service Connections, Energy Transfer Stations and any component thereof, and ancillary equipment,".
- 16. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 9.2 (Access to Equipment) by inserting the words "and except in the case of emergency, upon reasonable notice," after the words "The Customer must at all reasonable times".
- 17. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at PART 10 by deleting the title "PART 10: APPLICATION AND SERVICE CONNECTION

INSTALLATION FEES" and replacing it with the words "PART 10: APPLICATION AND RECREATION FEES".

18. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting section 10.1 (Fees for applications and installations) in its entirety and replacing it with the following:

### **"10.1 Fees for applications**

Each person who submits an application to receive Services under this Bylaw must pay the applicable fee set out in Schedule B (Fees).".

- 19. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting section 10.5 (Basis of Fees) in its entirety and marking it "Repealed."
- 20. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting PART 11 (RATES, CHARGES, FEES AND OTHER COSTS) in its entirety and replacing it with the following:

### "PART 11: RATES, CHARGES, FEES AND OTHER COSTS

### 11.1 Fees and Rates Payable

Each Customer must pay to the Service Provider:

- (a) the applicable fees as specified in Schedule B (Fees), as amended from time to time;
- (b) the applicable Rates for the Services as specified in Part 1 of Schedule C (Rates and Charges), as amended from time to time.

### **11.2** Electrical Costs

The Customer shall pay all costs of electricity consumed by an Energy Transfer Station or any component thereof, including electricity consumed by electrical pumps and other equipment installed for the operation of the Energy Transfer Station.

### 11.3 Basis of Fees

(a) The fees specified in Schedule B (Fees) shall be estimated fees based on the full costs of providing, maintaining and/or expanding the Services, including, without limitation the capital and overhead costs of purchasing, renting, acquiring, providing, supplying, delivering and installing the Service Connection, and Energy Transfer Station or any component thereof, at a Designated Property, and costs of design, construction, administration, operations and other related activities associated with the Services, and may be different for each Designated Property based upon the use, capacity and consumption of each Designated Property, and the Service Connection and Energy Transfer Station installed thereon.

- (b) Where an Owner, Customer or other person is to have work done or Services received at cost, all fees payable shall be payable in advance before commencement of the work.
- (c) After completion of the work, the Service Provider will notify the Owner, Customer or other person of the actual cost.
- (d) If the actual cost is more than the estimated cost, the Owner, Customer or other person will be liable for and must pay the Service Provider the shortfall within 30 days after demand by the Service Provider.
- (e) If the actual cost is less than the estimated cost, the Service Provider will refund to the Owner, Customer or other person the excess, except that if the Customer owes any money under this Bylaw at that time, the Service Provider may apply the excess against such debt.
- (f) Calculation of the costs or estimated costs the City or Service Provider incurs or expects to incur under this Bylaw will include, without duplication, amounts spent by the City or Service Provider using its own work force or engaging an independent contractor for gross wages, employee fringe benefits, materials, equipment rentals at rates paid by the City or Service Provider or set by the City or Service Provider for its own equipment, and fees and other charges payable to an independent contractor, plus an amount equal to 20% of those costs to cover the City's or Service Provider's overhead and administrative expenses.".
- 21. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting Section 13.2 in its entirety and replacing it with the following:

### "13.2 Form of Bill

Each bill sent to a Customer by the Service Provider for Services provided will include:

- (a) the amounts of any fees, rates and charges, costs and taxes thereon, that are due and payable to the Service Provider;
- (b) the date when the bill is due and payable;
- (c) acceptable places and methods of payment; and
- (d) the number of megawatt hours of heat energy and cooling energy supplied to the Energy Transfer Station.".
- 22. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting Section 13.12 in its entirety and replacing it with the following:

### "13.12 Adjustment for Building Mechanical System

If:

- (a) the City or a Customer, discovers or is notified, that a Building Mechanical System is using the DEU for less than 70% of all the annual space heating and cooling and domestic hot water heating requirements for a building on a Designated Property, contrary to section 22.2 of this Bylaw;
- (b) the General Manager, Engineering & Public Works provides the Customer with written notice that the City is satisfied that the Customer did not know or could not reasonably have known of the non-compliance with section 22.2 of this Bylaw (the "GM Notice");
- (c) the Customer carries out all necessary repairs and works to bring the Building Mechanical System into compliance with section 22.2 of this Bylaw or to the satisfaction of the General Manager, Engineering & Public Works (the "Repair Works") within 12 months of the date of the GM Notice, or such longer or shorter period as may be agreed to by the City in writing (the "Repair Period"); and
- (d) the Customer supplies to the City, in form and content satisfactory to the General Manager, Engineering & Public Works, a letter signed by the registered professional responsible for the design of the Repair Works, confirming that all Repair Works have been completed,

then:

- (e) Part 20 (Offences) of this Bylaw will not apply to the Customer for the time period, as estimated by the City, during which the Customer was not in compliance with section 22.2 of this Bylaw; and
- (f) the City may adjust the Customer's bill to provide a credit in accordance with section 13.13 below.".
- 23. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting Section 14.1 in its entirety and replacing it with the following:

# "14.1 When Required

The Service Provider may, in the circumstances specified herein, charge and demand, and the Service Provider may collect or receive, from Customers for the Services received, a greater or lesser compensation than that specified in bills to the Customers, provided that in the case of a minor adjustment to a Customer's bill, back-billing treatment may not be applied.".

- 24. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section (Tampering/Fraud), by:
  - a) inserting the words "and the City" after the words "Service Provider" in Section 14.4(b); and
  - b) deleting Section 14.4(c) in its entirety and replacing it with the following:

"(c) under-billing resulting from circumstances described above will bear interest computed at the rate and times specified in Schedule B (Fees) until the amount under-billed is paid in full.".

- 25. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 15.1 (Late Payment Charge), by deleting the words "or by an agent acting on behalf of the Service Provider".
- 26. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 15.2 (Returned Cheque Charge), by deleting the words "Fees Schedule" and replacing them with the words "Schedule B (Fees)".
- 27. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 15.3 (Collection of Taxes), by deleting the words "If the City is the Service Provider, then any amount due from the Customer" and replacing them with the words "Any amount due from a Customer to the Service Provider".
- 28. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 16.2(a) by deleting the word "perceived" and replacing it with the words "believed to existed or anticipated".
- 29. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 17.1 (Discontinuance with Notice and Refusal Without Notice), by:
  - a) deleting Section 17.1(a) and replacing it with the following:

"(a) the Customer has failed to pay the bill for Services and/or Service Related Charges on or before the due date;";

- b) deleting the words "the Service Provider's bill" in Section 17.1(c) and replacing them with the words "the bill for Services";
- c) deleting the words "the Service Provider's bill" in Section 17.1(d) and replacing them with the words "the bill for Services";
- d) deleting the words "bills and/or Service Related Charges to the Service Provider" in Section 17.1(e) and replacing them with the words "bills for Services and/or Service Related Charges";
- e) deleting the words "the Heat Exchanger electrical pumps," in Section 17.1(g) and replacing them with the words "the Energy Transfer Station or any component thereof, including any electrical pumps, and other equipment installed for the operation of the Energy Transfer Station,";
- f) deleting the words "all Heat Exchangers have been negatively affected; or" in Section 17.1(g) and replacing them with the words "of the Energy Transfer Stations have been negatively affected;";

- g) inserting the words "; or" after the words "jurisdiction over the environment" in Section 17.1(h); and
- h) inserting the following after Section 17.1(h) as a new Section 17.1(i):

"(i) the Customer is otherwise in breach of the Energy Services Agreement.".

# 30. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 17.2 by:

- (a) deleting the word "or" at the end of Section 17.2(h);
- (b) deleting the period at the end of Section 17.2(i) and replacing it with the words "; or"; and
- (c) adding the following after Section 17.2(i) as a new section 17.2(j):

"(j) the Customer has sold, assigned, conveyed or otherwise disposed of the Customer's Designated Property, or any subdivided portion thereof, and has not obtained from the assignee, purchaser or transferee, and delivered to the Service Provider, a written Assignment and Assumption Agreement (General) or Assignment and Assumption Agreement (Strata), as the case may be, prior to the completion of such sale, transfer or other disposition of the Customer's Designated Property, or any subdivided portion thereof."

- 31. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 18.2 (Continuing Obligation) by deleting the words "Heat Exchangers, Meter Sets" and replacing them with the words "any Energy Transfer Station, any component thereof,".
- 32. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting Section 19.1 in its entirety and replacing it with the following:

### **"19.1 Responsibility for Delivery of Energy**

The Service Provider, and the City if the City is not the Service Provider, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents are not responsible or liable for any loss, damage, costs or injury (including death) incurred by any Customer or any Person claiming by or through the Customer caused by or resulting from, directly or indirectly, any discontinuance, suspension or interruption of, or failure or defect in the supply or delivery or transportation of, or refusal to supply, deliver or transport Energy, or provide Services, unless the loss, damage, costs or injury (including death) is directly attributable to the gross negligence or wilful misconduct of the Service Provider or the City if the City is not the Service Provider, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents are not responsible or liable for any loss of profit, loss of revenues, or other economic loss even if the loss is directly attributable to the gross negligence or wilful misconduct of the Service Provider and the City, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents are not responsible or liable for any loss of profit, loss of revenues, or other economic loss even if the loss is directly attributable to the gross negligence or wilful misconduct of the Service

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Provider or the City, or their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents.".

- 33. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 19.4 (Responsibility for Heat Exchanger and Meter Set) by:
  - a) deleting the words "Heat Exchanger and Meter Set" in the title and replacing them with the words "Equipment on Designated Property";
  - b) deleting the words "Heat Exchangers, Meter Sets or related equipment" in the first paragraph and replacing them with the words "Service Connections, Energy Transfer Stations, any component thereof, and all related equipment located at, in, on, over, under, across or along"; and
  - c) deleting the words "Heat Exchangers, Meter Sets or related Equipment on" in the last paragraph and replacing them with the words "Service Connections, Energy Transfer Stations or related equipment at, in, on, over, under, across or along".
- 34. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by at Section 19.5 (Customer Indemnification") by:
  - a) inserting the words "the City is" before the words "not the Service Provider";
  - b) inserting the words "at or" after the words "presence of Energy"; and
  - c) inserting the words "equipment or" before the word "facilities".
- 35. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting PART 21 (BULIDING PERMIT REQUIREMENTS FOR DEU COMPATIBLE BUILDING MECHANICAL SYSTEMS) in its entirety and replacing it with the following:

# "PART 21: BULIDING PERMIT REQUIREMENTS FOR DEU COMPATIBLE BUILDING MECHANICAL SYSTEMS

### 21.1 Building Permit Application

A person who applies, under the Building Regulation Bylaw, for a permit that is to authorize the installation or alteration of a Building Mechanical System must include in, or submit with, the application:

- (a) an acknowledgment signed by the Owner that the building is located on a Designated Property;
- (b) a duly signed section 219 covenant and a statutory right of way in accordance with section 6.9 of this Bylaw, to be registered against title to the Designated Property prior to building permit being issued;
- (c) mechanical and other plans and documentation as the City Engineer may require, signed or certified by the registered professional responsible for design of the Building Mechanical System;

- (d) a certificate signed by the Service Provider, acting as the City's agent for this limited purpose, that the specifications, design, mechanical and other plans relating to the Building Mechanical System are compatible with the DEU;
- (e) an energy modelling report, signed by the registered professional who is responsible for design of the Building Mechanical System, estimating the:
  - (i) peak heat energy demand for space heating;
  - (ii) peak heat energy demand for domestic hot water;
  - (iii) combined peak heat energy demand for any uses other than space heating and domestic hot water; and
  - (iv) hour by hour consumption of energy;
- (f) a cheque in the amount of:
  - (i) the ETS and Service Connection Installation Fee, as specified in Schedule B (Fees); and
  - (ii) building permit application DEU review fee, as specified in Schedule B (Fees). For certainty, the building permit application DEU review fee shall, notwithstanding section 11.4, be a fixed fee and not an estimated fee;
- (g) the proposed location of the Energy Transfer Station, certified by the Service Provider as approved;
- (h) the proposed location of the Service Connection, certified by the Service Provider as approved;
- (i) the proposed location of Distribution System components in or on the Designated Property, certified by the Service Provider as approved;
- (j) the proposed location of the Delivery Points, certified by the Service Provider as approved;
- (k) the proposed schedule for installation or alteration of the Building Mechanical System;
- (1) the proposed commencement date for the delivery of Energy by the Service Provider to the Energy Transfer Station; and
- (m) such other information as the Service Provider or City Engineer may require.

### 21.2 Submission of copy of application

An applicant must submit a copy of the building permit application to the City Engineer.

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## 21.3 Approval of Energy Modelling Report

The report submitted under section 21.1(f) is subject to approval by the City Engineer.

## 21.4 Approval of Locations - General

The location of each of the:

- (a) Energy Transfer Station, submitted under section 21.1(h);
- (b) Service Connection, submitted under section 21.1(i);
- (c) Distribution System components in or on the Designated Property, submitted under section 21.1(j); and
- (d) Delivery Points, submitted under section 21.1(k);

is subject to approval by the Director, Building Approvals and City Engineer.

### 21.5 Approval of schedule

The proposed schedule for installation or alteration of the Building Mechanical System is subject to approval by the City Engineer.

## 21.6 Design of Building Mechanical System

The design of the Building Mechanical System is subject to approval by the Director, Building Approvals and City Engineer following certification by the Service Provider under section 21.1(d).

### 21.7 Approval of building permit

The building permit is subject to approval by the:

(a) Director, Building Approvals under the Building Regulation Bylaw; and

(b) Director, Building Approvals and City Engineer under this By-law.

### 21.8 No work before permit issuance

A person must not begin to install or alter a Building Mechanical System until the Director, Building Approvals has issued the building permit.

# 21.9 Signed Energy Services Agreement required

No building permit for a Building Mechanical System will be issued until an Energy Services Agreement has been signed relating to the Designated Property.".

- 36. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 22.2 (Prohibited Components) by deleting the word "21.1(d)" and replacing them with the word "21.1(e)".
- 37. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 22.4 (Service Provider's scheduling) by:

- a) deleting the words "is to co-ordinate" and replacing them with the words "will coordinate"; and
- b) deleting the words ", Heat Exchangers and Meter Sets" and replacing them with the words "and Energy Transfer Stations".
- 38. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting Section 22.6 (Adjustment of Increased Installation costs) in its entirety and marking it "Repealed.".
- 39. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended at Section 22.7 (No occupancy allowed) by deleting the words "City any shortfall under section 22.6(a)" and replacing them with the words "Service Provider all applicable fees and charges in accordance with section 11.4".
- 40. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting Schedule B (Fees) in its entirety and replacing it with a new Schedule B attached as Schedule A to this Amendment Bylaw.
- 41. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting Schedule C (Rates and Charges) in its entirety and replacing it with a new Schedule C attached as Schedule B to this Amendment Bylaw.
- 42. This Bylaw is cited as "Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10085"

FIRST READING SECOND READING

THIRD READING

ADOPTED

NUV 1 2 2019	CITY OF RICHMOND
NOV 1 2 2019 IOV 1 2 2019	APPROVED for content by originating dept.
	APPROVED for legality by Solicitor
	BRB

MAYOR

CORPORATE OFFICER

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# Schedule A to Amendment Bylaw No. 10085 SCHEDULE B to BYLAW NO. 8641

	Fees					
Section	Application	Fee				
4.1, 10.1	Application for service to Designated Property	No fee				
3.2, 10.1	Application for voluntary use of energy utility system	By estimate				
3.3	Application for exemption of some buildings on a parcel of real property from use of energy utility system	By estimate				
6.2, 6.3, 6.6 & 10.1	ETS and Service Connection Installation Fee By estimate					
6.5	Customer requested routing	By estimate				
6.8	Application to remove, relocate, or alter Energy Transfer Station, any component thereof, or related equipment or distribution system extension servicing	\$400.00				
6.12	Service call during Service Provider's normal business hours	\$150.00				
6.12	Service call outside Service Provider's normal business hours	\$400.00				
7.2	Application for meter test	\$400.00				
10.3	Reactivation fee	By estimate				
10.4	Re-identification of Meter Set	By estimate				
12.2 & 14.6	Interest on security deposit and over-billed amounts	Bank of Canada prime rate minus 2 % per annum payable monthly				
15.1	Late Payment Charge	\$100.00				
15.2	Cheque returned to the Service Provider	\$100.00				
21.1(g)(iii)	Building permit application that includes DEU review fee charged in addition to building permit application fee under Building Regulation Bylaw	2% of the Building Permit fee				

### Schedule B to Amendment Bylaw No. 10085

### SCHEDULE C to BYLAW NO. 8641

### **Rates and Charges**

### PART 1 - RATES FOR SERVICES

The following charges, as amended from time to time, will constitute the Rates for Services for the Service Area excluding shaded Area A as shown in Schedule A to this Bylaw:

- (a) Capacity charge a monthly charge of \$0.102 per square foot of Gross Floor Area, and a monthly charge of \$1.370 per kilowatt of the annual peak heating load supplied by DEU as shown in the energy modeling report required under Section 21.1(c); and
- (b) Volumetric charge a charge of \$4.379 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property.

### PART 2 - RATES FOR SERVICES APPLICABLE TO AREA A

The following charges will constitute the Rates for Services applicable only to the Designated Properties identified within the shaded area (Area A) shown in Schedule A to this bylaw:

(a) Volumetric charge – a charge of \$78.29 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property calculated on each of (i) an energy use of 2644 MWh per annum ("Basic Supply Amount"), and (ii) any energy use in excess of the Basic Supply Amount.



# Oval Village District Energy Utility Bylaw No. 9134 Amendment Bylaw No. 10086

The Council of the City of Richmond enacts as follows:

- 1. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended the second recital by deleting the words "space and domestic water heating" and replacing them with the words "space heating and domestic hot water heating".
- 2. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 4 (Ownership of DEU) by deleting the words "Service Connections, Meter Sets and Heat Exchangers" and replacing them with the words "Energy Transfer Station, Service Connections, and any components thereof,".
- 3. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 8 (Rates and Charges), by:
  - a) inserting the word "Fees," in the title before the word "Rates";
  - b) inserting the word "fees," before the words "rates and charges" in the first sentence; and
  - c) deleting the words "Schedule D" and replacing them with the words "Schedules C and D".
- 4. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended by deleting Section 15 (Severability) in its entirety and replacing it with the following:

"15. Severability. Each provision of this Bylaw and the General Terms and Conditions is intended to be severable and if any provision is determined by a court of competent jurisdiction to be illegal or invalid or unenforceable for any reason whatsoever such provision shall be severed from this Bylaw and will not affect the legality, validity or enforceability of the remainder of or any other provision of this Bylaw or the General Terms and Conditions.".

- 5. The **Oval Village District Energy Utility Bylaw No. 9134,** as amended, is further amended by deleting the words "building mechanical system" wherever they appear in Schedule B of the Bylaw and replacing them with the words "Building Mechanical System".
- 6. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 1.1 (Definitions) of Schedule B, by:

- a) deleting the words "Heat Exchangers and Meter Sets" in the definition of "DEU" and replacing them with the words "Energy Transfer Stations and any component thereof,";
- b) deleting the words "including ventilation systems and electrical pumps" from the definition of "Heat Exchanger";
- c) deleting the words ", including Heat Exchangers" from the definition of "Meter Set";
- d) deleting the words "a Meter Set" in the definition of "Services" and replacing them with the words "an Energy Transfer Station";
- e) deleting the words "providing a Service Connection" in the definition of "Services" and replacing it with the words "providing, supplying and installing Service Connections, Energy Transfer Stations and/or any component thereof"; and
- f) inserting the word "the" before the words "Strata Property Act" in the definition of "Strata Lot".
- 7. The **Oval Village District Energy Utility Bylaw No. 9134,** as amended, is further amended at Section 1.1 (Definitions) of Schedule B, by inserting the following definitions in alphabetical order as new subsections, and renumbering the remaining subsections in section 1.1:

""City" means the City of Richmond;

"Energy Transfer Station" means, collectively, a Heat Exchanger and Meter Set and all related pipes, fittings and other equipment which control the transfer, and measure of Energy from the Distribution System to a Building Mechanical System;

"ETS and Service Connection Installation Fee" means the fee payable to the Service Provider under this Bylaw as specified in Schedule C (Fees);

"General Terms and Conditions" means the terms and conditions set out in this Schedule B;".

- 8. The **Oval Village District Energy Utility Bylaw No. 9134,** as amended, is further amended at Section 2.5 (Refusal of Application) of Schedule B, by deleting the words "Section 15" and replacing them with the words "Part 15".
- 9. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 3.2(a) of Schedule B, by deleting the word "either".
- 10. The **Oval Village District Energy Utility Bylaw No. 9134,** as amended, is further amended at Schedule B, by deleting PART 4 (CONNECTING FOR SERVICES) in its entirety and replacing it with the following:

**"PART 4: SERVICE CONNECTIONS AND ENERGYTRANSFER STATIONS** 

4.1 Service Connection and Energy Transfer Station

In order to provide the Services and bill a Customer for Energy delivered, the Service Provider will, subject to Section 4.6 (Supply and Installation of Service Connection and Energy Transfer Station by Customer) below, serve each Designated Property with one Service Connection and one Energy Transfer Station. The technical specifications of all Service Connections and Energy Transfer Stations and the components thereof will be determined by the Service Provider.

# 4.2 Supply and Installation of Energy Transfer Station and Service Connection by Service Provider

The Service Provider will:

(a) together with the Director, Building Approvals, designate the location of the Energy Transfer Station and Service Connection on the Designated Property and determine the amount of space that must be left unobstructed around them to ensure sufficient and safe access thereto; and

(b) upon payment of the applicable ETS and Service Connection Installation Fee set out in Schedule C (Fees) to this Bylaw:

(i) provide, supply and install the Energy Transfer Station; and

(ii) provide, supply and install the Service Connection from the DEU to the Delivery Point on the Designated Property using the route which is the most suitable to the Service Provider.

# 4.3 Supply and Installation of Service Connection and Energy Transfer Station by Customer

An Owner or Customer may make an application to the Service Provider requesting prior written approval for the Owner or Customer, at its sole cost and expense, to:

(a) provide, supply and install the Energy Transfer Station, or any component thereof; and/or

(b) provide, supply and install the Service Connection from the DEU to the Delivery Point on the Designated Property using the route which is the most suitable to the Service Provider,

and the Service Provider, may, in its sole discretion:

(c) approve such application subject to the Service Provider being satisfied with the design, materials, equipment, location and installation of the Service Connection and Energy Transfer Station, and each component thereof; and

(d) waive or reduce payment of the applicable ETS and Service Connection Installation Fee set out in Schedule C (Fees) to this Bylaw.

# 4.4 Transfer of Service Connections and Energy Transfer Stations Supplied and Installed by Owner

The Owner or Customer will, upon request of the Service Provider or the City, at any time and from time to time, execute, acknowledge and deliver, or will cause be done, executed, acknowledged and delivered, all such further acts, bills of sale, assignments, transfers, conveyances, powers of attorney and assurances as may be required by the Service Provider or the City to evidence the transfer of legal and beneficial ownership of any Service Connections, Energy Transfer Stations, or any components thereof, procured, supplied or installed by the Owner or Customer, to the Service Provider or the City, in such form as requested by the Service Provider or the City. Without limiting the generality of the foregoing, in such bills of sale, assignments, transfers, conveyances, powers of attorney and assurances, the Service Provider or City may require the Owner or Customer to provide indemnities, security, representations and/or warranties in favour of the Service Provider or the City with respect to the title, condition, design and ongoing operation of any Service Connections, Energy Transfer Stations, or any components thereof.

### 4.5 Customer Requested Routing

If a Customer requests:

(a) that its piping or Service Connection enter the Designated Property at a different point of entry or follow a different route from the point or route designated by the Service Provider; and/or

(b) that the Energy Transfer Station, or any component thereof, be installed at a different location from the location designated by the Service Provider,

then, provided that:

(c) the Customer pays the Service Provider in advance for all additional costs as advised by the Service Provider to install the Service Connection and Energy Transfer Station, or any component thereof, in accordance with the Customer's request; and

(d) the Service Provider is satisfied that approving the Customer's request will not have an adverse effect on the operations of the DEU or create any other undesirable consequences, including but not limited to public health and safety concerns,

the Service Provider may accept the request. If the request is accepted, the Service Provider may either approve the requested routing or entry point or installation locations as originally requested or may, with the Customer's agreement, modify the requested routing or entry point or installation locations.

### 4.6 Additional Service Connections, Energy Transfer Stations

A Customer may apply to the Service Provider for one or more additional Service Connections at a Designated Property, which additional Service Connection(s) together with the related Energy Transfer Station(s) may be provided at the sole discretion of the Service Provider. If the

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Service Provider agrees to install an additional Service Connection and Energy Transfer Station, the Service Provider may charge the Customer additional ETS and Service Connection Installation Fees for the provision, supply, delivery and installation of the additional Service Connection and/or related Energy Transfer Station. The Service Provider may bill each additional Service Connection from a separate meter and account.

### 4.7 Site Preparation

Customers will be responsible for all necessary site preparation including but not limited to clearing building materials, construction waste, equipment, soil and gravel piles over the proposed service line route, to standards established by the Service Provider. The Service Provider may recover from Customers any additional costs associated with delays or site visits necessitated by inadequate or substandard site preparation.

#### **4.8** Customer Requested Alterations

A Customer may apply to the Service Provider to remove, relocate or alter a Service Connection and/or an Energy Transfer Station, any component thereof, or related equipment servicing a Designated Property, which removal, relocation or alteration may be provided at the sole discretion of the Service Provider. If the Service Provider agrees to remove, relocate, or alter a Service Connection and/or Energy Transfer Station, any component thereof, or related equipment, then in addition to the provisions of section 9.4 (Basis of Fees):

(a) the Service Provider will give the Customer an estimate of the cost; and

(b) if any of the changes to the Service Connection and/or Energy Transfer Station, any component thereof, or related equipment require the Service Provider to incur ongoing incremental operating and maintenance costs, the Service Provider may recover these costs from the Customer through the billing process established by this Bylaw.

#### 4.9 Easement, Statutory Right of Way and Section 219 Covenant

(a) An Owner of a Designated Property that is to receive Services under this Bylaw must sign and deliver to the Service Provider a Section 219 covenant and statutory right of way to be registered against title to the Designated Property in favour of the City, in the form or forms supplied by City and/or the Service Provider, for the installation, operation, maintenances and related services on the Designated Property of all necessary facilities for supplying the Services to the Designated Property. Each such Section 219 covenant and statutory right of way will have priority over any other financial encumbrances registered against title to the Designated Property; and

(b) If one or more privately-owned intervening properties are located between the Designated Property and the DEU, then the Customer will be responsible for all costs of obtaining licenses, statutory rights of way, easements, leases or other agreements, the form and content of which shall be as determined in the sole discretion of the City, for non-exclusive access to, on, over and under such properties in favour of the City, for the purposes of performing installation, operation, maintenances and related services on each

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intervening property of all necessary facilities for supplying the Services to the Designated Property.

## 4.10 Maintenance by Service Provider

Subject to Section 4.11 (Maintenance by Customer) below, the Service Provider will maintain the Service Connection and Energy Transfer Station.

## 4.11 Maintenance by Customer

Each Customer and Owner of Designated Property must maintain and repair the Building Mechanical Systems in all buildings on their Designated Properties, to the Delivery Points, including:

(a) keeping the Building Mechanical Systems free of foreign material so as to prevent fouling of the Heat Exchangers; and

(b) treating all fluids in the Building Mechanical System sufficiently to prevent corrosion of the Heat Exchangers.

## 4.12 Service Calls

A Customer or Owner may apply to the Service Provider to temporarily interrupt service to a Designated Property by closing the appropriate valves or by such other means as the Service Provider may find appropriate, and the applicable fees as specified in Schedule C (Fees) shall apply.

# 4.13 Protection of equipment

The Customer must take reasonable care of and protect all Service Connections, Energy Transfer Stations, all components thereof, and related equipment on the Customer's Designated Property. The Customer's responsibility for expense, risk and liability with respect to all Service Connections, Energy Transfer Stations and related equipment is set out in Section 17.4 (Responsibility for Equipment) below.

# 4.14 Damage

The Customer must advise the Service Provider immediately of any damage to the Service Connection, Energy Transfer Station, or any components thereof.

### 4.15 No Obstruction

A Customer must not construct or allow to be constructed any permanent structure which, in the sole opinion of the Service Provider, obstructs access to a Service Connection or Energy Transfer Station, or any components thereof.

# 4.16 No Unauthorised Changes

Subject to Section 4.3 (Supply and Installation of service Connection and Energy Transfer Station by Customer) above, no Service Connection, Energy Transfer Station or any component thereof or related equipment will be installed, connected, moved or disconnected except by the Service Provider's authorized employees, contractors or agents or by other Persons acting with the Service Provider's written permission.

## 4.17 Removal of Equipment

If the supply of Services to a Customer's Designated Property is discontinued or terminated for any reason then, the Service Provider may, but is not required to, remove Service Connections and/or Energy Transfer Stations, any component thereof and related equipment from the Customer's Designated Property.".

11. The **Oval Village District Energy Utility Bylaw No. 9134,** as amended, is further amended at Schedule B, by deleting PART 5 (HEAT EXCHANGERS, METER SETS AND METERING) in its entirety and replacing it with the following:

### **"PART 5: METERING**

### 5.1 Measurement

The quantity of Energy delivered to a Designated Property will be metered using apparatus approved by the Service Provider. The amount of Energy registered by the Meter Set during each billing period will be converted to megawatt hours and rounded to the nearest one-tenth of a megawatt hour.

### 5.2 Testing Meters

A Customer may apply to the Service Provider to test a Meter Set, and, upon payment of the application for meter test fee set out in Schedule C (Fees), the Service Provider will notify such Customer of the date and time the test is to occur, and the Customer is entitled to be present for the test. If the testing indicates that the Meter Set is inaccurate in its measurement by 10% or more, then:

(a) the Customer is entitled to return of the meter testing fee paid pursuant to this Section;

(b) the cost of removing, replacing and testing the Meter Set will be borne by the Service Provider subject to Section 17.4 (Responsibility for Energy Transfer Station) below; and

(c) the Service Provider will estimate the resulting billing overpayment or shortfall, and settle with the Customer accordingly, provided any such settlement will not extend beyond 12 months before the month in which the test takes place.

### 5.3 Defective Meter Set

If a Meter Set ceases to register, then the Service Provider will estimate the volume of Energy delivered to the Customer according to the procedures set out in Section 11.7 (Incorrect Register) below.",

- 12. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 7.1 (Access of Designated Property) of Schedule B, by deleting the words "Meter Sets, Heat Exchangers" and replacing them with the words "Energy Transfer Stations and any components thereof,".
- 13. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Part 8 (Application and Service Connection Fees) of Schedule B, by deleting the words "Service Connection Installation" in the title of this Part and replacing them with the word "REACTIVATION".
- 14. The **Oval Village District Energy Utility Bylaw No. 9134,** as amended, is further amended at Schedule B, by deleting Section 8.1 (Fees for applications and installations) in its entirety and replacing it with the following:

### **"8.1 Fees for applications**

Each person who submits an application to receive Services under this Bylaw must pay the applicable fee set out in Schedule C (Fees).".

15. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Schedule B, by deleting Section 8.3 in its entirety and replacing it with the following:

### **"8.3 Reactivation Fees**

If Services are terminated

- (a) for any of the reasons described in Part 15 (Discontinuance of Service and Refusal of Services) of this bylaw; or
- (b) to permit a Customer to make alterations to their Designated Property,

and the same Customer or the spouse, employee, contractor, agent or partner of the same Customer requests reactivation of Services to the Designated Property within 12 months of the date of Services termination, then the applicant for reactivation must pay the greater of:

- (c) the costs the Service Provider incurs in de-activating and re-activating the Services; or
- (d) the sum of the applicable minimum Rates and charges set out in Schedule D (Rates and Charges) which would have been paid by the Customer between the time of termination and the time of reactivation of Services.".
- 16. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Schedule B, by deleting Section 9.1 (Rates Payable) in its entirety and replacing it with the following:

### **"9.1 Fees and Rates Payable**

Each Customer must pay to the Service Provider:

- (a) the applicable fees as specified in Schedule C (Fees), as amended from time to time; and
- (b) the applicable Rates for the Services as specified in Part 1 of Schedule D (Rates and Charges), as amended from time to time.".
- 17. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Schedule B, by deleting Section 9.3 (Electrical pump costs) in its entirety and replacing it with the following:

#### **"9.3 Electrical costs**

The Customer shall pay all costs of electricity consumed by an Energy Transfer Station or any component thereof, including electricity consumed by electrical pumps and other equipment installed for the operation of the Energy Transfer Station.".

- 18. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 9.4 (Basis of Fees) in Schedule B, by:
  - a) deleting Section 9.4(a) in its entirety and replacing it with the following:

"(a) The fees specified in Schedule C (Fees) shall be estimated fees based on the full costs of providing, maintaining and/or expanding the Services, including, without limitation the capital and overhead costs of purchasing, renting, acquiring, providing, supplying, delivering and installing the Service Connection, and Energy Transfer Station or any component thereof, at a Designated Property, and costs of design, construction, administration, operations and other related activities associated with the Services, and may be different for each Designated Property based upon the use, capacity and consumption of each Designated Property, and Energy Transfer Station installed thereon."; and

b) inserting the following after Section 9.4(e) as a new Section 9.4(f):

"(f) Calculation of the costs or estimated costs the City or Service Provider incurs or expects to incur under this Bylaw will include, without duplication, amounts spent by the City or Service Provider using its own work force or engaging an independent contractor for gross wages, employee fringe benefits, materials, equipment rentals at rates paid by the City or Service Provider or set by the City or Service Provider for its own equipment, and fees and other charges payable to an independent contractor, plus an amount equal to 20% of those costs to cover the City's or Service Provider's overhead and administrative expenses."

- 19. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 10.5 (Application of Deposit) of Schedule B, by deleting the words "Section 15" and replacing them with the words "Part 15".
- 20. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 10.7 (Failure to Provide Security Deposit) of Schedule B, by deleting the words "Section 15" and replacing them with the words "Part 15".

- 21. The **Oval Village District Energy Utility Bylaw No. 9134,** as amended, is further amended at Section 11.2 (Form of Bill) of Schedule B, by deleting the words "Heat Exchanger and Meter Set" in Section 11.2(d) and replacing them with the words "Energy Transfer Station".
- 22. The **Oval Village District Energy Utility Bylaw No. 9134,** as amended, is further amended at Section 11.7 (Incorrect Register) of Schedule B, by deleting the words "Section 12" and replacing them with the words "Part 12".
- 23. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 15.1 (Discontinuance With Notice and Refusal Without Notice) of Schedule B, by:
  - a) deleting the words "Heat Exchanger electrical pumps" in Section 15.1(g) and replacing them with the words "Energy Transfer Station or any component thereof, including any electrical pumps and other equipment installed for the operation of the Energy Transfer Station";
  - b) deleting the words "all Heat Exchangers" in Section 15.1(g) and replacing them with the words "of the Energy Transfer Stations";
  - c) adding the words "; or" after the word "environment" at the end of Section 15.1(h); and
  - d) adding the following after Section 15.1(h) as a new Section 15.1(i):

"(i) the Customer is otherwise in breach of the Energy Services Agreement.".

- 24. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 15.2 (Discontinuance or Refusal Without Notice) of Schedule B, by:
  - a) renumbering sections 15.2(d) and 15.2(e) as sections 15.2(c)(i) and 15.2(c)(ii), and renumbering the remaining subsections in section 15.2;
  - b) deleting the word "or" from the newly numbered section 15.2(g);
  - c) deleting the period at the end of the newly numbered section 15.2(h) and replacing with ";"; and
  - d) adding the following after the newly numbered section 15.2(h) as new sections 15.2(i) and 15.2(j):
    - "(i) the Customer's Energy Services Agreement is terminated for any reason; or

(j) the Customer has sold, assigned, conveyed or otherwise disposed of the Customer's Designated Property, or any subdivided portion thereof, and has not obtained from the assignee, purchaser or transferee, and delivered to the Service Provider, a written Assignment and Assumption Agreement (General) or Assignment and Assumption Agreement (Strata), as the case may be, prior to the completion of such sale, transfer or other disposition of the Customer's Designated Property, or any subdivided portion thereof."

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- 25. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 16.1 (Termination by the Service Provider) of Schedule B, by:
  - a) inserting the words "unless the Energy Services Agreement provides otherwise," after the words "orders and policies,"; and
  - b) deleting the word "Section" and replacing it with the word "Part".
- 26. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 16.2 (Continuing Obligation) of Schedule B, by deleting the words "Heat Exchangers, Meter Sets" and replacing them with the words "any Energy Transfer Station, any component thereof,".
- 27. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Schedule B, by deleting Section 17.1 (Responsibility for Delivery of Energy) in its entirety and replacing it with the following:

## "17.1 Responsibility for Delivery of Energy

The Service Provider, and the City if the City is not the Service Provider, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents are not responsible or liable for any loss, damage, costs or injury (including death) incurred by any Customer or any Person claiming by or through the Customer caused by or resulting from, directly or indirectly, any discontinuance, suspension or interruption of, or failure or defect in the supply or delivery or transportation of, or refusal to supply, deliver or transport Energy, or provide Services, unless the loss, damage, costs or injury (including death) is directly attributable to the gross negligence or wilful misconduct of the Service Provider or the City if the City is not the Service Provider, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents provided, however, that the Service Provider and the City, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents are not responsible or liable for any loss of profit, loss of revenues, or other economic loss even if the loss is directly attributable to the gross negligence or wilful misconduct of the Service Provider or the City, or their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents.".

- 28. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 17.4 (Responsibility for Heat Exchanger and Meter Set) of Schedule B, by:
  - a) deleting the words "Heat Exchanger and Meter Set" in the title and replacing them with the words "Equipment on Designated Property";
  - b) deleting the words "Heat Exchangers, Meter Sets or related equipment on the Customer's Designated Property" in the first paragraph, and replacing them with the words "Service Connections, Energy Transfer Stations, any components thereof, and all related equipment located at, in, on, over, under, across or along the Customer's Designated Property"; and

- c) deleting the words "Heat Exchangers, Meter Sets or related equipment at the Customer's Designated Property" in the last paragraph, and replacing them with the words "Service Connections, Energy Transfer Stations or related equipment at, in, on, over, under, across or along the Customer's Designated Property".
- 29. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 17.5 (Customer Indemnification) of Schedule B, by:
  - a) inserting the words "at or" after the words "or the presence of Energy"; and
  - b) inserting the words "equipment or" before the word "facilities".
- 30. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 18.1 (Offence) of Schedule B, by deleting the word "Section" and replacing it with the word "Part".
- 31. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 18.2(a) of Schedule B, by deleting the word "4.9" and replacing it with the word "4.11".
- 32. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 19.1 (Building Permit Application) of Schedule B, by:
  - a) deleting the word "4.7" in Section 19.1(b) and replacing it with the word "4.9";
  - b) deleting the words "service connection installation fee" in Section 19.1(f)(ii) and replacing them with the words "ETS and Service Connection Installation Fee";
  - c) deleting the words "Heat Exchanger and Meter Set" in Section 19.1(g) and replacing them with the words "Energy Transfer Station";
  - d) deleting the words "Heat Exchanger and Meter Set" in Sections 19.1(k) and replacing them with the words "Energy Transfer Station";
  - e) inserting the following after Section 19.1(g) as a new Section 19.1(h), and renumbering the remaining subsections in Section 19.1:

"(h) the proposed location of the Service Connection, certified by the Service Provider as approved;".

- 33. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 19.4 (Approval of Locations General) of Schedule B, by:
  - a) deleting the words "Heat Exchanger and Meter Set" in Section 19.4(a) and replacing them with the words "Energy Transfer Station";
  - b) deleting the word "19.1(h)" in Section 19.4(b) and replacing it with the word "19.1(i)";
  - c) deleting the word "19.1(i)" in Section 19.4(c) and replacing it with the word "19.1(j)"; and

- d) inserting the following after Section 19.4(a) as a new Section 19.4(b) and renumbering the remaining subsections in Section 19.4:
  - "(b) Service Connection, submitted under section 19.1(h);".
- 34. The **Oval Village District Energy Utility Bylaw No. 9134,** as amended, is further amended at Section 20.4 (Service Provider's Scheduling) of Schedule B, by deleting the words ", Heat Exchanger and Meter Sets" and replacing them with the words "and Energy Transfer Stations".
- 35. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended by deleting **Schedule C (Fees)** of the Bylaw in its entirety and replacing it with a new Schedule C as attached as Schedule A to this Amendment Bylaw.
- 36. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended by deleting **Schedule D** (**Rates and Charges**) of the Bylaw in its entirety and replacing it with a new Schedule D as attached as Schedule B to this Amendment Bylaw.
- 37. This Bylaw is cited as "Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10086".

FIRST READING	NOV 1 2 2019	CITY OF RICHMOND
SECOND READING	NOV 1 2 2019	APPROVED for content by originating dept.
THIRD READING	NOV 1 2 2019	CR APPROVED
ADOPTED		for legality by Solicitor
		BRB

MAYOR

# CORPORATE OFFICER

# Schedule A to Amendment Bylaw No. 10086

# SCHEDULE C

# Fees

Bylaw Section	General Terms and Conditions Section(s)	Application	Fee
	2.1, 8.1	Application for service to Designated Property	No fee
6	8.1	Application for voluntary use of energy utility system	BY ESTIMATE
	4.2 & 4.3 & 4.6 & 8.1	ETS and Service Connection Installation Fee	BY ESTIMATE
	4.5	Customer requested routing	BY ESTIMATE
	4.8	Application to remove, relocate, or alter Energy Transfer Station, any component thereof, or related equipment or distribution system extension servicing	\$400.00
	4.12	Service call during Service Provider's normal business hours	\$150.00
	4.12	Service call outside Service Provider's normal business hours	\$400.00
	5.2	Application for meter test	\$400.00
	8.3	Reactivation fee	BY ESTIMATE
	8.4	Re-identification of Meter Set	BY ESTIMATE
	10.2 & 12.6	Interest on security deposit and over- billed amounts	Bank of Canada prime rate minus 2% per annum payable monthly
	13.1	Late Payment Charge	\$100.00
	13.2	Cheque returned to the Service Provider	\$100.00
	19.1(f)(iii)	Building permit application DEU review fee charged in addition to building permit application fee under Building Regulation Bylaw.	2% of the Building Permit fee

# Schedule B to Amendment Bylaw No. 10086

# SCHEDULE D

### **Rates and Charges**

# PART 1 - RATES FOR SERVICES

The following charges, as amended from time to time, will constitute the Rates for Services:

- (a) capacity charge a monthly charge of \$0.0557 per square foot of gross floor area; and
- (b) volumetric charge a monthly charge of \$34.310 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property.

# PART 2 - EXCESS DEMAND FEE

Excess demand fee of \$0.162 for each watt per square foot of the aggregate of the estimated peak heat energy demand referred to in section 19.1(e) (i), (ii), and (iii) that exceeds 6 watts per square foot.

# Bylaw 10087



# City Centre District Energy Utility Bylaw No. 9895 Amendment Bylaw No. 10087

The Council of the City of Richmond enacts as follows:

- 1. The **City Centre District Energy Utility Bylaw No. 9895** is amended by deleting **Schedule D (Rates and Charges)** of the Bylaw in its entirety and replacing it with a new Schedule D as attached as Schedule A to this Amendment Bylaw.
- 2. This Bylaw is cited as "City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10087".

FIRST READING	NOV 1 2 2019	CITY OF RICHMOND
SECOND READING	NOV 1 2 2019	APPROVED for content by originating
THIRD READING	NOV 1 2 2019	APPROVED for legality
ADOPTED		by Solicitor

MAYOR

CORPORATE OFFICER

### Schedule A to Amendment Bylaw No. 10087

### SCHEDULE D

### **Rates and Charges**

### PART 1 - RATES FOR SERVICES

The following charges, as amended from time to time, will constitute the Rates for Services:

- (a) capacity charge a monthly charge of \$0.1134 per square foot of gross floor area; and
- (b) volumetric charge a monthly charge of \$0.00 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property.

## PART 2 - EXCESS DEMAND FEE

Excess demand fee of 0.146 for each watt per square foot of the aggregate of the estimated peak heat energy demand referred to in section 19.1(f) (i), 19.1(f) (ii) and 19.1(f) (iii) that exceeds 6 watts per square foot.

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# Municipal and Regional District Tax Imposition Bylaw No. 9631 Amendment Bylaw No. 10099

The Council of the City of Richmond enacts as follows:

- 1. The Municipal and Regional District Tax Imposition Bylaw No. 9631 is amended as follows:
  - a) by adding the phrase "Except as provided in Section 4," to the beginning of Section 3; and
  - b) by renumbering Section 4 so it appears as Section 5 and by adding the following as Section 4:
    - 4) The amounts paid to the City of Richmond out of the revenue collected from the tax imposed on purchases through online accommodation platforms may be expended on affordable housing initiatives.
- 2. This Bylaw is cited as "Municipal and Regional District Tax Imposition Bylaw No. 9631, Amendment Bylaw No. 10099" and is effective January 1, 2020.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

NOV 1 2 2019 NOV 1 2 2019 NOV 1 2 2019



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# Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10113

The Council of the City of Richmond enacts as follows:

- 1. The Waterworks and Water Rates Bylaw No. 5637, as amended, is further amended by deleting Schedules A through G and substituting Schedule A attached to and forming part of this Bylaw. For greater certainty, any reference to Schedule B, Schedule C, Schedule D, Schedule E, Schedule F, and Schedule G shall be interpreted as a reference to Schedule A.
- 2. This Bylaw is cited as "Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10113" and is effective January 1, 2020.

FIRST READING	
SECOND READING	
THIRD READING	
ADOPTED	

NOV 1 2 2019	CITY OF RICHMOND
NOV 1 2 2019	APPROVED for content by originating
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	APPROVED for legality by Solicitor
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MAYOR

# CORPORATE OFFICER

# SCHEDULE A TO BYLAW NO. 10113

# SCHEDULE "A" to BYLAW NO. 5637

# BYLAW YEAR - 2020

# FLAT RATES FOR RESIDENTIAL, AGRICULTURAL, AND INSTITUTIONAL PROPERTIES

A.	Residential dwellings per unit	Annual Fee
	One-Family Dwelling or Two-Family Dwelling	\$755.37
	Townhouse	\$618.32
	Apartment	\$398.44
B.	Stable or Barn per unit	\$152.19
C.	Field Supply – each trough or water receptacle or tap	\$95.14
D.	Public Schools for each pupil based on registration January 1 <sup>st</sup>	\$9.02

# SCHEDULE "B" TO BYLAW NO. 5637

# BYLAW YEAR 2020

# METERED RATES FOR INDUSTRIAL, COMMERCIAL, INSTITUTIONAL, MULTI-FAMILY, STRATA-TITLED AND FARM PROPERTIES

# 1. RATES

Consumption per cubic metre:	\$1.4224
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:

Meter Size	Fixed Charge
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 2020**

# METERED RATES FOR ONE-FAMILY DWELLING AND TWO-FAMILY DWELLING

# 1. RATES

Consumption per cubic metre:

\$1.4224

# 2. WATER METER FIXED CHARGE

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

Fixed Charge
\$12
\$14
\$110
\$150
\$300
\$500

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# SCHEDULE "D" to BYLAW 5637

# BYLAW YEAR - 2020

# 1. WATER CONNECTION CHARGE

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

# 2. DESIGN PLAN PREPARED BY CITY

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

Design plan for all other buildings

# 3. WATER METER INSTALLATION FEE

Install water meter [s. 3A(a)]

\$1,000 each

\$2,000

#### SCHEDULE "E" to BYLAW 5637

#### BYLAW YEAR - 2020

# CONSTRUCTION PERIOD WATER CONSUMPTION RATES – RESIDENTIAL

MONTH (2020)	ONE-FAMILY DWELLINGS & EACH UNIT IN A TWO-FAMILY DWELLING (rate per unit)	START BILL YEAR	MULTI- FAMILY LESS THAN 4 STOREYS (rate per unit)	START BILL YEAR	MULTI- FAMILY 4 STOREYS OR MORE (rate per unit)	START BILL YEAR
January	\$756	2021	\$618	2021	\$817	2022
February	\$693	2021	\$1,216	2022	\$784	2022
March	\$630	2021	\$1,164	2022	\$751	2022
April	\$567	2021	\$1,112	2022	\$718	2022
May	\$504	2021	\$1,062	2022	\$683	2022
June	\$441	2021	\$1,009	2022	\$651	2022
July	\$377	2021	\$958	2022	\$617	2022
August	\$1,107	2022	\$907	2022	\$1,024	2023
September	\$1,045	2022	\$855	2022	\$990	2023
October	\$982	2022	\$803	2022	\$957	2023
November	\$919	2022	\$753	2022	\$924	2023
December	\$856	2022	\$701	2022	\$891	2023

# CONSTRUCTION PERIOD WATER CONSUMPTION RATES – COMMERCIAL AND INDUSTRIAL

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

# SCHEDULE "F" to BYLAW 5637

# BYLAW YEAR - 2020

# MISCELLANEOUS CHARGES

1.	For a	n inaccessible meter as set out in Section 7	\$189 per quarter
2.	For ea	ach turn on or turn off	\$100
3.	For ea	ach non-emergency service call outside regular hours	Actual Cost
4.	Fee fo	or testing a water meter	\$350
5.	Wate	r 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.	Trout	eleshooting on private property	Actual Cost
7.	Fire f	low tests of a watermain:	
		First test Subsequent test	\$250 \$150
8.	Locat	e or repair of curb stop service box or meter box	Actual Cost
9.	Toile	t rebate per replacement	\$100
10.	Fee fo	or water meter verification request	\$50
11.	Fee fo	or use of City fire hydrants:	
	(a)	Where the installation of a water meter is required: Refundable deposit: Consumption fee: the greater of the rates set out in Item 1 of Schedule B or C, or	\$340 \$218

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

# SCHEDULE "G" to BYLAW 5637

# BYLAW YEAR - 2020

# **RATES FOR VANCOUVER INTERNATIONAL AIRPORT AUTHORITY (YVR)**

Applicable rate is \$0.8707 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
- 76 m<sup>3</sup> of water per annum at a rate of \$0.8707 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)



# Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10114

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 subsection 2.1.2 and replacing it with the following:
    - 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.

Notwithstanding any other provisions herein, user fees on **one-family dwellings** and **two-family dwellings** will be capped in the third quarter (July-September) of each year at a quarterly equivalent of the flat rate.

b) By deleting Schedule B and Schedule C in their entirety and substituting Schedule A attached to and forming part of this Bylaw.

2. This Bylaw is cited as "Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10114" and is effective January 1, 2020.

FIRST READING	NOV 1 2 2019	CITY OF RICHMOND
SECOND READING	NOV 1 2 2019	APPROVED for content by originating
THIRD READING	NOV 1 2 2019	APPROVED
ADOPTED		for legality by Solicitor
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# SCHEDULE A to Bylaw 10114

### SCHEDULE B to BYLAW NO. 7551

# SANITARY SEWER USER FEES

# 1. FLAT RATES FOR NON-METERED PROPERTIES

(a)	Residential Dwellings	
	(i) One-Family Dwelling or Two-Family Dwelling	\$560.84
	(ii) Townhouses	\$513.16
	(iii) Apartments	\$427.39
(b)	Public School (per classroom)	\$438.90
(c)	Shops and Offices	\$519.72

# 2. RATES FOR METERED PROPERTIES

Regular rate per cubic metre of water delivered to the property: \$1.3679

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

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

**Annual Fee Per Unit** 

# 4. CONSTRUCTION PERIOD – PER DWELLING UNIT

Month (2020)	One-Family Dwellings & Each Unit in a Two-Family Dwelling (rate per unit)	Start Bill Year	Multi-Family Dwelling Less than 4 Storeys (rate per unit)	Start Bill Year	Multi-Family Dwelling 4 Storeys or More (rate per unit)	Start Bill Year
January	\$560	2021	\$513	2021	\$877	2022
February	\$515	2021	\$1,009	2022	\$841	2022
March	\$467	2021	\$967	2022	\$805	2022
April	\$421	2021	\$923	2022	\$769	2022
May	\$374	2021	\$881	2022	\$734	2022
June	\$327	2021	\$839	2022	\$698	2022
July	\$281	2021	\$795	2022	\$663	2022
August	\$822	2022	\$752	2022	\$1,099	2023
September	\$777	2022	\$709	2022	\$1,063	2023
October	\$729	2022	\$667	2022	\$1,027	2023
November	\$683	2022	\$625	2022	\$991	2023
December	\$636	2022	\$582	2022	\$956	2023

# SCHEDULE C to BYLAW NO. 7551

# FLOOD PROTECTION SYSTEM FEES

# Annual Fee Per Unit

# 1. FLOOD PROTECTION SYSTEM FEES

(a) Residential Dwellings	
(i) One-Family Dwelling or Two-Family Dwelling	\$171.72
(ii) Multiple-Family Dwellings	\$161.46
(b) Agricultural properties	\$171.72
(c) Stratified industrial, commercial and institutional properties	\$171.72
(d) Non-stratified industrial, commercial and institutional properties	\$171.72
with lot areas less than $800 \text{ m}^2$	
(e) Non-stratified industrial, commercial and institutional properties	\$542.88
with lot areas between 800 $\text{m}^2$ and 10,000 $\text{m}^2$	
(f) Non-stratified industrial, commercial and institutional properties	\$1,085.76
with lot areas greater than $10,000 \text{ m}^2$	



# Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10115

The Council of the City of Richmond enacts as follows:

- 1. The **Solid Waste and Recycling Regulation Bylaw No. 6803**, as amended, is further amended by deleting Schedules A through D and substituting Schedule A attached to and forming part of this Bylaw. For greater certainty, any reference to Schedule B, Schedule C or Schedule D in the bylaw shall be interpreted as a reference to Schedule A.
- 2. This Bylaw is cited as "Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10115" and is effective January 1, 2020.

FIRST READING	NOV 1 2 2019	CITY OF RICHMOND
SECOND READING	NOV 1 2 2019	APPROVED for content by originating
THIRD READING	NOV 1 2 2019	APPROVED
ADOPTED		for legality by Solicitor

MAYOR

CORPORATE OFFICER

# SCHEDULE A to BYLAW NO. 10115

# BYLAW YEAR: 2020

# SCHEDULE A to BYLAW NO. 6803

FEES FOR CITY GARBAGE COLLECTION SERVICE		
	r	
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	\$	77.78
Annual City garbage collection service fee for each unit in a townhouse	<b>.</b>	
development with weekly collection service: 80L container	\$	93.33
Annual City garbage collection service fee for each unit in a single-family		
dwelling, each unit in a duplex dwelling, and each unit in a townhouse		
development: 120L container	\$	103.33
Annual City garbage collection service fee for each unit in a townhouse		
development with weekly collection service: 120L container	\$	124.00
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: 240L container	\$	127.22
Annual City garbage collection service fee for each unit in a townhouse		
development with weekly collection service: 240L container	\$	152.67
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	\$	241.11
Annual City garbage collection service fee for each unit in a townhouse		
development with weekly collection service: 360L container	\$	289.33
Annual City garbage collection service fee for each unit in a multi-family		
dwelling		
- Weekly service	\$	45.00
- Twice per week service	\$	83.33
Optional Monthly City garbage collection service fee for Commercial customers		
- Weekly service	\$	71.15
- Cost per additional cart	\$	39.00
Optional Monthly City garbage collection service fee for Commercial customers		
- Twice weekly service	\$	122.70
- Cost per additional cart	\$	55.70
Fee for garbage cart replacement	\$	25.00
Fee for each excess garbage container tag	\$	2.00
Large Item Pick Up fee	\$	18.50

# SCHEDULE B to BYLAW NO. 6803

FEES FOR (	CITY RECYCLI	NG SERVICE
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Annual City recycling service fee:		
(a) For residential properties, which receive blue box service (per unit)	\$	61.83
(b) For multi-family dwellings or townhouse developments which receive centralized		
collection service (per unit)	\$	46.39
Annual City recycling service fee:		
(a) For yard and garden trimmings and food waste from single-family dwellings and from		
each unit in a duplex dwelling (per unit)	\$	171.39
(b) For yard and garden trimmings and food waste from townhome dwellings that receive		
City garbage or blue box service (per unit)	\$	66.67
(c) For yard and garden trimmings and food waste from multi-family dwellings		
- Weekly Service	\$	50.00
- Twice per week service	\$	69.78
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	\$	4.81
Optional Monthly City organics collection service fee for Commercial customers		
- Weekly service	\$	66.67
- Cost per additional cart	\$	29.45
Optional Monthly City organics collection service fee for Commercial customers		
- Twice weekly service	\$	93.60
- Cost per additional cart	\$	57.10
City recycling service fee for the Recycling Depot:		
	\$20	0.00 per cubic yard
		for the second and
	eac	h subsequent cubic
(a) (i) for yard and garden trimmings from residential properties		yard
(ii) for recyclable material from residential properties	\$	0.00
(b) For yard and garden trimmings from non-residential properties	\$20	0.00 per cubic yard
(c) For recycling materials from non-residential properties	\$	0.00

# SCHEDULE C to BYLAW NO. 6803

# FEES FOR CITY LITTER COLLECTION SERVICE Annual City litter collection service fee for both residential properties and non-residential properties \$ 35.39

# SCHEDULE D TO BYLAW 6803

			NEW RES	SIDENTIAL PRC	NEW RESIDENTIAL PROPERTY PAYMENT FEE SCHEDULE	T FEE SCHEDU	LLE	
	GARBAGE,	GARBAGE, RECYCLING & L	LITTER COL	ITTER COLLECTION FEE	RECYCLING & LITTER COLLECTION FEE PER STRATA LOT	ITTER COLLE(	CTION FEE PE.	R STRATA LOT
	Single-Fam & Each Uni Dwe	Single-Family Dwellings & Each Unit in a Duplex Dwelling	Townhouse	Townhouse Development	Townhouse Development	evelopment	Multi-Famil	Multi-Family Development
<b>C</b> Moradin Current Year		Year in which		Year in which		Year in which		Year in which
in Which Building Permit is Issued	Prorated Fee Per Unit	Annual Fee Commences	Prorated Fee Per Unit	Annual Fee Commences	Prorated Fee Per Unit	Annual Fee Commences	Prorated Fee Per Unit	Annual Fee Commences
January 2020	\$ 186	2021	۲ ج	2021	-	2021	\$ 60	2022
February 2020	\$ 155	2021	\$ 240	2022	\$ 138	2022	\$ 50	2022
March 2020	\$ 124	2021	\$ 219	2022	\$ 125	2022	\$ 40	2022
April 2020	\$ 93	2021	\$ 197	2022	\$ 113	2022	\$ 30	2022
May 2020	\$ 62	2021	\$ 175	2022	\$ 100	2022	\$ 20	2022
June 2020	\$ 31	2021	\$ 153	2022	\$ 88	2022	\$ 10	2022
July 2020	۶ ۱	2021	\$ 131	2022	\$ 75	2022	•	2022
August 2020	\$ 349	2022	\$ 109	2022	\$ 63	2022	\$ 113	2023
September 2020	\$ 317	2022	\$ 87	2022	\$ 50	2022	\$ 103	2023
October 2020	\$ 285	2022	\$ 66	2022	\$ 38	2022	\$ 93	2023
November 2020	\$ 254	2022	\$ 44	2022	\$ 25	2022	\$ 82	2023
December 2020	\$ 222	2022	\$ 22	2022	\$ 13	2022	\$ 72	2023

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# Richmond Zoning Bylaw 8500 Amendment Bylaw 9293 (RZ 14-670471) 11671 and 11691 Cambie 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 (RTL4)".** 

P.I.D. 000-527-360 Lot B Except: Part Subdivided by Plan 83682, Section 25 Block 5 North Range 6 West New Westminster District Plan 9472

and

P.I.D. 011-397-781

Lot A Except: Part Subdivided by Plan 83682, Section 25 Block 5 North Range 6 West New Westminster District Plan 9472

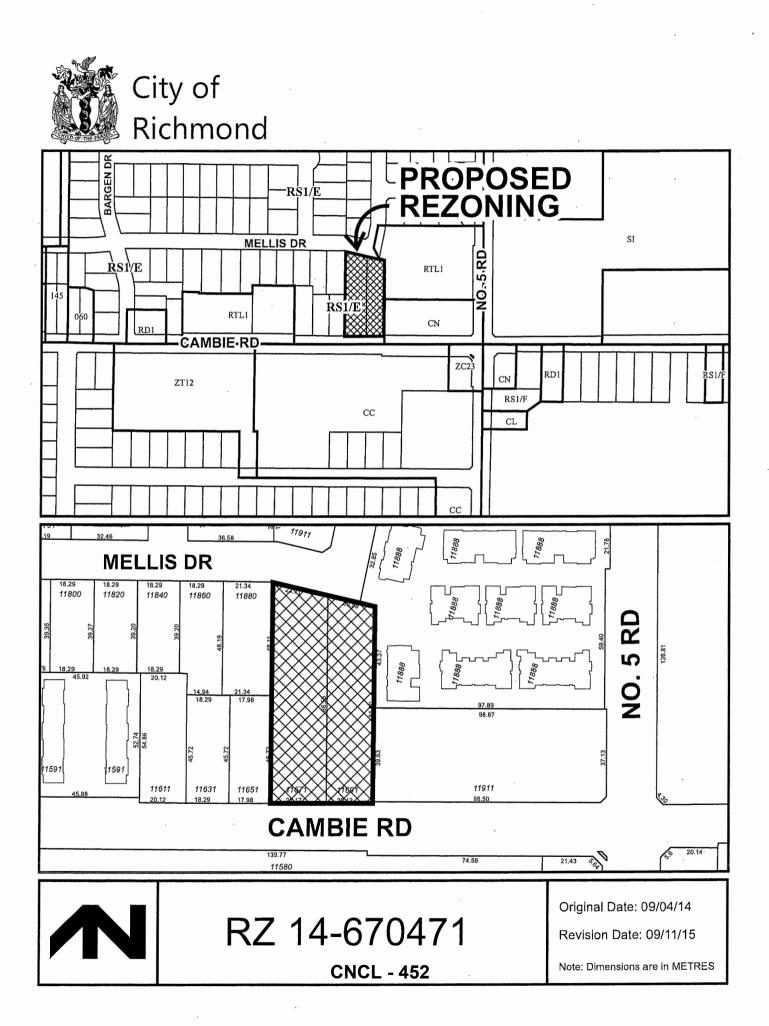
2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 9293".

FIRST READING	MAR 1 3 2017	CITY OF RICHMOND
A PUBLIC HEARING WAS HELD ON	APR 1 8 2017	APPROVED by
SECOND READING	APR 1 8 2017	APPROVED
THIRD READING	APR 1 8 2017	by Director or Solicitor
OTHER CONDITIONS SATISFIED	NOV 1 2 2019	
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL	JUN 0 7 2017	
ADOPTED		

MAYOR

CORPORATE OFFICER

CNCL - 451





# Richmond Zoning Bylaw 8500 Amendment Bylaw 9533 (RZ 15-691873) 8431 No. 1 Road

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it "COMPACT SINGLE DETACHED (RC2)".

P.I.D. 010-485-970 Lot 16 Section 22 Block 4 North Range 7 West New Westminster District Plan 19395

2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 9533".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING '

THIRD READING

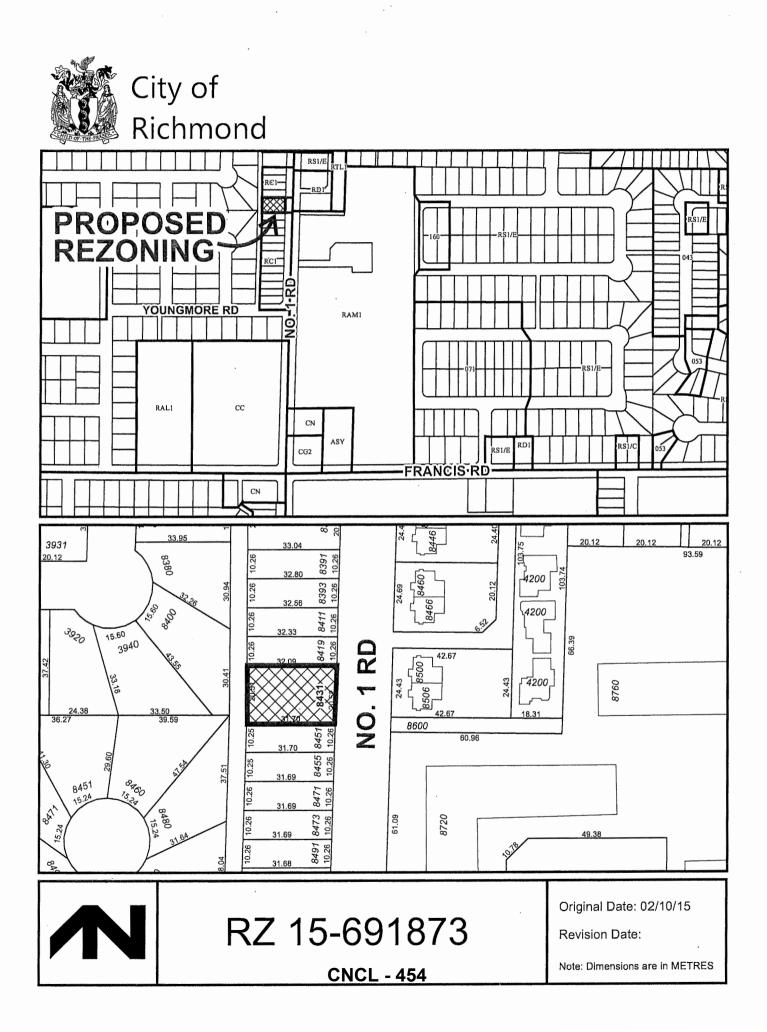
OTHER REQUIREMENTS SATISFIED

ADOPTED

MAR 1 4 2016	CITY OF RICHMOND
APR 1 8 2016	
APR 1 8 2016	APPROVED by Director
APR 1 8 2016	or Solicitor
NOV 1 2 2019	

MAYOR

CORPORATE OFFICER





# **Report to Council**

То:	Richmond City Council	Date:	November 13, 2019
From:	John Irving Chair, Development Permit Panel	File:	01-0100-20-DPER1- 01/2019-Vol 01
Re:	Development Permit Panel Meeting Held on May	30, 201	8

# Staff Recommendation

That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 17-772227) for the property at 11671 and 11691 Cambie Road be endorsed, and the Permit so issued.

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John Irving Chair, Development Permit Panel (604-276-4140)

SB:blg

# **Panel Report**

The Development Permit Panel considered the following item at its meeting held on May 30, 2018.

# <u>DP 17-772227 – INTERFACE ARCHITECTURE INC. – 11671 AND 11691 CAMBIE ROAD</u> (May 30, 2018)

The Panel considered a Development Permit application to permit the construction of a 20 townhouse unit complex with driveway access from Cambie Road on a site zoned "Low Density Townhouses (RTL4)". Variances are included in the proposal for reduced minimum lot width, reduced front yard setback to Cambie Road and reduced rear yard setback to Mellis Drive.

Architect, Ken Chow, of Interface Architecture; and Landscape Architect, Meredith Mitchell, of M2 Landscape Architecture, provided a brief presentation, including:

- The proposed townhouse site has a double frontage on Cambie Road and Mellis Drive, an existing 3 m wide sanitary right-of-way (ROW) along the west property line and an existing 6 m wide east-west sanitary ROW which bisects the site.
- A 3.5 m wide public walkway is proposed, connecting to Cambie Road and Mellis Drive.
- In response to neighbours' concern regarding potential increase in traffic and on-street parking along Mellis Drive, vehicle access is located on Cambie Road and no direct vehicular access to Mellis Drive through the internal drive aisle is permitted.
- The two-storey end units fronting onto Mellis Drive provide an appropriate interface with the existing single-family homes to the west and across Mellis Drive and the north-south orientation of the townhouse buildings allow sunlight penetration into the site.
- A cross-access easement is proposed allowing access through the subject site to/from the adjacent future development sites on Cambie Road located west of the subject site.
- Two convertible units are proposed for the project.
- Public Art is being considered for the Cambie Road entrance to the public walkway.
- A landscaped area including a feature tree is proposed at the north end of the drive aisle.
- Trees in movable planters and movable play structures are proposed in the outdoor amenity area which is located along the east-west sanitary ROW and a slightly raised area is proposed on the drive aisle adjacent to the outdoor amenity area for traffic calming.
- Overlook and privacy concerns for the neighbouring homes have been properly addressed through: (i) reducing the height of units adjacent to single-family homes from three to two storeys; (ii) incorporating solid fencing along the east and west property lines; and (iii) planting landscape screening.

In response to Panel queries, the design team noted that: (i) the provision of green space at the south end of the site was not a factor in the proposal for a reduction of rear yard setback to Mellis Drive; (ii) the proposed equipment for heating and cooling system will be located as far as possible from adjacent developments; and (iii) installing sod is proposed on lawn areas as it is more practical than seeding.

Staff advised that: (i) the proposed variance to reduce the minimum lot width on a major arterial road is a technical variance; (ii) the proposed variance to reduce the front yard setback to Cambie Road and rear yard setback to Mellis Drive is a function of road dedication along Cambie Road as well as the provision of a public walkway along the eastern edge of the site; (iii) the two proposed variances were identified at rezoning stage and no comments were received at the Public Hearing; (iv) there will be a Servicing Agreement for frontage works along both road frontages and the provision of site services and the public walkway; and (v) the project has been designed in accordance with the City's Aircraft Noise Policy and EnerGuide 82 requirement.

Correspondence was submitted by Bryan and Isabel Alexander to the Panel regarding the Development Permit application, expressing concern regarding the proposed reduction of rear yard setback to Mellis Drive and the project's interface with the immediately adjacent single-family home to the west.

In response to Mr. and Ms. Alexander's concerns, the design team noted that: (i) the reduced 4.5 m rear yard setback to Mellis Drive is staggered and not uniform; (ii) the end units fronting Mellis Drive are designed to have a single-family scale; (iii) trees are not allowed to be planted within the 3 m wide ROW along the west property line; however, a six-foot high wooden fence and hedging is proposed along the west property line; and (iv) the applicant will consider increasing the height of the hedging along the west property line to improve the project's interface with the adjacent single-family home to the west.

The Panel expressed support for the project, noting that: (i) the applicant has provided public amenities especially the proposed public walkway which will enhance the accessibility of public transit for the neighbourhood; and (ii) the applicant should consult with the owner of the adjacent single-family home to the west for possible landscaping enhancement, e.g., increasing the height of hedging, to improve the project's interface with the adjacent single-family home.

Subsequent to the Panel meeting, the applicant contacted the adjacent home owner to review options to improve the project's interface with the adjacent single-family home. The west facing second floor windows of proposed unit 14 have been changed to incorporate a frosted treatment to address concerns related to privacy. The City has received a letter of agreement signed by the development and neighbour.

The Panel recommends the Permit be issued.