



City Council

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

**Monday, November 27, 2017
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*

- (1) *adopt the minutes of the Regular Council meeting held on November 14, 2017 (distributed previously); and*
- (2) *adopt the **minutes** of the Regular Council meeting for Public Hearings held on November 20, 2017.*

CNCL-16



AGENDA ADDITIONS & DELETIONS

COMMITTEE OF THE WHOLE

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



3. Delegations from the floor on Agenda items.

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

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



RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

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

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- RCMP Monthly Activity Report – September 2017
- Minoru Place Activity Centre Reuse Options
- 2018 Age-Friendly Communities Grant Submission
- Proposed Taxation Framework For Cannabis Products
- Election Reserve And Advance Planning For The 2018 Election
- Richmond Intercultural Advisory Committee - Terms Of Reference Update
- Land use applications for first reading (to be further considered at the Public Hearing on December 18, 2017):
 - 10011 Seacote Road – Rezone from Single Detached (RS1/E) to Compact Single Detached (RC2) (Ken Phuah – applicant)
 - 10460 Williams Road – Rezone from Single Detached (RS1/E) to Compact Single Detached (RC2) (Raj Dhaliwal – applicant)
- City of Richmond-Translink Travelsmart Partnership – Completion of Pilot Program
- Translink Southwest Area Transport Plan – Results of Phase 2 Consultation and Preparation of Draft Final Plan
- Burkeville Drainage
- 2017 Union of BC Municipalities Community Emergency Preparedness Fund
- Electric Vehicle Charging Infrastructure - Requirements for New Developments
- Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 9778

Council Agenda – Monday, November 27, 2017

Pg. # ITEM

- Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9777

5. *Motion to adopt Items No. 6 through No. 21 by general consent.*

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Consent
Agenda
Item

6. **COMMITTEE MINUTES**

That the minutes of:

- CNCL-44 (1) *the **Special General Purposes Committee** meeting held on November 14, 2017;*
- CNCL-58 (2) *the **Community Safety Committee** meeting held on November 15, 2017;*
- CNCL-65 (3) *the **General Purposes Committee** meeting held on November 20, 2017;*
- CNCL-72 (4) *the **Planning Committee** meeting held on November 21, 2017;*
- CNCL-79 (5) *the **Public Works and Transportation Committee** meeting held on November 22, 2017; and*
- CNCL-86 (6) *the **Council/School Board Liaison Committee** meeting held on November 8, 2017;*

be received for information.

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Consent
Agenda
Item

7. **RCMP MONTHLY ACTIVITY REPORT - SEPTEMBER 2017**
(File Ref. No. 09-5000-01) (REDMS No. 5576972)

CNCL-90

See Page CNCL-90 for full report

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

That a letter be written to the Vancouver Airport Authority to review RCMP staff resources required to accommodate the increase in volume through Vancouver Airport.

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Consent
Agenda
Item

8. **MINORU PLACE ACTIVITY CENTRE REUSE OPTIONS**
(File Ref. No. 06-2345-20-MINO1) (REDMS No. 5514772 v.13; 5521863)

CNCL-108

See Page CNCL-108 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the recommended option, Option 1: Community Education and Arts Space, be approved as the preferred reuse of the Minoru Place Activity Centre as detailed in the staff report titled “Minoru Place Activity Centre Reuse Options,” dated October 31, 2017, from the Interim Director, Parks and Recreation;*
- (2) *That the recommended option, Option 1: Community Education and Arts Space, be considered as part of the Minoru Park Vision Plan, as detailed in the staff report titled “Minoru Place Activity Centre Reuse Options,” dated October 31, 2017, from the Interim Director, Parks and Recreation; and*
- (3) *That staff consider the financing for the use and restoration of the Minoru Place Activity Centre, the specific uses within community education and arts usage of the building, and accommodating other community groups with space needs.*



Consent
Agenda
Item

9. **2018 AGE-FRIENDLY COMMUNITIES GRANT SUBMISSION**
(File Ref. No. 07-3400-01) (REDMS No. 5621510 v.3)

CNCL-272

See Page CNCL-272 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the application to the Union of British Columbia Municipalities (UBCM) 2018 Age-friendly Communities Grant Program for \$25,000 in the Age-friendly Assessments, Action Plans and Planning Category be endorsed; and*
- (2) *That, should the funding application be successful, the Chief Administrative Officer and a General Manager be authorized to enter into agreement with the UBCM for the above mentioned project and the 5-Year Financial Plan (2018-2022) be updated accordingly.*



Consent
Agenda
Item

10. **PROPOSED TAXATION FRAMEWORK FOR CANNABIS PRODUCTS**

(File Ref. No. 12-8000-01) (REDMS No. 5657159 v. 2)

CNCL-290

See Page CNCL-290 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the comments summarized in the staff report titled, “Proposed Taxation Framework for Cannabis Products”, dated November 16, 2017, including that the municipal share of revenue be no less than 50 cents per gram, be approved for submission to the federal government.



Consent
Agenda
Item

11. **ELECTION RESERVE AND ADVANCE PLANNING FOR THE 2018 ELECTION**

(File Ref. No. 12-8125-80-01) (REDMS No. 5490268 v.2)

CNCL-307

See Page CNCL-307 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That a divisional-voting approach to the 2018 election, which is consistent with the current Civic Election Administration and Procedure Bylaw, and as generally described in the staff report dated November 3, 2017 from the Director, City Clerk’s Office, be approved; and*
- (2) *That the following additional level requests be considered as part of the 2018 budget process:*
 - (a) *a one-time additional level request in the amount of \$130,000 for the 2018 election, and*
 - (b) *an ongoing additional level request in the amount of \$45,000 to increase the annual Election Reserve transfer for the 2018 election and for future elections;*
- (3) *That the above recommendations and staff report be forwarded to the Council/School Board Liaison Committee.*



Consent
Agenda
Item

12. **RICHMOND INTERCULTURAL ADVISORY COMMITTEE -
TERMS OF REFERENCE UPDATE**

(File Ref. No. 07-3300-01) (REDMS No. 5585111 v. 6)

CNCL-319

See Page CNCL-319 for full report

PLANNING COMMITTEE RECOMMENDATION

That the proposed updated Richmond Intercultural Advisory Committee (RIAC) Terms of Reference be endorsed as presented in the staff report titled “Richmond Intercultural Advisory Committee – Terms of Reference Update,” dated October 25, 2017 from the General Manager, Community Services.



Consent
Agenda
Item

13. **APPLICATION BY KEN PHUAH FOR REZONING AT 10011
SEACOTE ROAD FROM “SINGLE DETACHED (RS1/E)” ZONE TO
“COMPACT SINGLE DETACHED (RC2)” ZONE**

(File Ref. No. 12-8060-20-009788; RZ 17-778570) (REDMS No. 5616980)

CNCL-339

See Page CNCL-339 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9788, for the rezoning of 10011 Seacote Road from “Single Detached (RS1/E)” zone to “Compact Single Detached (RC2)” zone, be introduced and given first reading.



Consent
Agenda
Item

14. **APPLICATION BY RAJ DHALIWAL FOR REZONING AT 10460
WILLIAMS ROAD FROM “SINGLE DETACHED (RS1/E)” ZONE TO
“COMPACT SINGLE DETACHED (RC2)” ZONE**

(File Ref. No. 12-8060-20-009789; RZ 17-784468) (REDMS No. 5625865)

CNCL-358

See Page CNCL-358 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9789, for the rezoning of 10460 Williams Road from “Single Detached (RS1/E)” zone to “Compact Single Detached (RC2)” zone, be introduced and given first reading.



Consent
Agenda
Item

15. **CITY OF RICHMOND-TRANSLINK TRAVELSMART PARTNERSHIP – COMPLETION OF PILOT PROGRAM**

(File Ref. No. 01-0154-04) (REDMS No. 5595141)

CNCL-376

See Page CNCL-376 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

- (1) *That the staff report titled “City of Richmond-TransLink TravelSmart Partnership – Completion of Pilot Program”, dated October 20, 2017, from the Director, Transportation be received for information; and*
- (2) *That a copy of the above report be forwarded to the Richmond Council-School Board Liaison Committee for information.*



Consent
Agenda
Item

16. **TRANSLINK SOUTHWEST AREA TRANSPORT PLAN – RESULTS OF PHASE 2 CONSULTATION AND PREPARATION OF DRAFT FINAL PLAN**

(File Ref. No. 01-0154-04) (REDMS No. 5491921 v.10)

CNCL-387

See Page CNCL-387 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

- (1) *That as described in the report titled “TransLink Southwest Area Transport Plan – Results of Phase 2 Consultation and Preparation of Draft Final Plan” dated November 1, 2017 from the Director, Transportation:*
 - (a) *The comments from the Senior Advisory Committee and staff be forwarded to TransLink staff for incorporation into the draft final Plan; and*
 - (b) *TransLink’s draft recommendations for transit service and regionally significant cycling corridors for the Southwest Area Transport Plan be endorsed for the purpose of public consultation on the draft final TransLink Southwest Area Transport Plan.*
- (2) *That staff be directed to report back with the draft final TransLink Southwest Area Transport Plan in January 2018.*



Consent
Agenda
Item

17. **BURKEVILLE DRAINAGE**
(File Ref. No. 10-6060-04-01) (REDMS No. 5617890 v.2)

CNCL-402

See Page CNCL-402 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE
RECOMMENDATION

That a moratorium on ditch infills in the Burkeville neighbourhood, until a piped drainage network is implemented as outlined in the report titled “Burkeville Drainage” dated October 27, 2017, from the Director, Engineering, be endorsed.



Consent
Agenda
Item

18. **2017 UNION OF BC MUNICIPALITIES COMMUNITY EMERGENCY PREPAREDNESS FUND**
(File Ref. No. 10-6060-05-01) (REDMS No. 5649642 v.3)

CNCL-405

See Page CNCL-405 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE
RECOMMENDATION

- (1) *That the Dike Master Plan Phase 5 submission to the 2017 Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund be endorsed; and*
- (2) *That should the Dike Master Plan Phase 5 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.*



Consent
Agenda
Item

19. **ELECTRIC VEHICLE CHARGING INFRASTRUCTURE - REQUIREMENTS FOR NEW DEVELOPMENTS**
(File Ref. No. 10-6125-07-02) (REDMS No. 5496295 v.10)

CNCL-409

See Page CNCL-409 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE
RECOMMENDATION

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9756, which adds Section 7.15 Electric Vehicle Charging Infrastructure, identified in the report titled “Electric Vehicle Charging Infrastructure – Requirements for New Developments” dated October 15, 2017, from the Director, Engineering, be introduced and given first reading;*

- (2) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw No. 9520, which amends Section 8.5 Transportation Capacity and Demand Management and Section 14.2.7.E Electric Vehicle Charging both regarding electric vehicles, identified in the report titled “Electric Vehicle Charging Infrastructure – Requirements for New Developments” dated October 15, 2017, from the Director, Engineering, be introduced and given first reading;*
- (3) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw No. 9520, 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 programs and plans, in accordance with Section 477(3)(a) of the Local Government Act; and*
- (4) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw No. 9520, having been considered in accordance with Official Community Plan Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.*



Consent
Agenda
Item

20. **OVAL VILLAGE DISTRICT ENERGY UTILITY BYLAW NO. 9134, AMENDMENT BYLAW NO. 9778**
(File Ref. No. 10-6600-10-02) (REDMS No. 5563539 v.7)

CNCL-428

See Page CNCL-428 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE
RECOMMENDATION

- (1) *That the staff recommendation to amend the Oval Village District Energy Utility rate for services as presented in Option 2 of the report titled “Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 9778” be endorsed; and*
- (2) *That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 9778 be introduced and given first, second and third readings.*



Consent
Agenda
Item

21. **ALEXANDRA DISTRICT ENERGY UTILITY BYLAW NO. 8641,
AMENDMENT BYLAW NO. 9777**

(File Ref. No. 10-6600-10-02) (REDMS No. 5563441 v.9)

CNCL-437

See Page CNCL-437 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE
RECOMMENDATION

- (1) *That the staff recommendation to amend the Alexandra District Energy Utility rate for services as presented in Option 2 of the report titled “Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9777” be endorsed; and*
- (2) *That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9777 be introduced and given first, second and third readings.*



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

22. **AMENDMENTS TO LOCAL ELECTION CAMPAIGN FINANCING
LEGISLATION**

(File Ref. No. 12-8125-80-01) (REDMS No. 5653439 v.2)

CNCL-447

See Page CNCL-447 for full report

GENERAL PURPOSES RECOMMENDATION

Opposed: Cllr. Day

That a letter be written to the Minister of Municipal Affairs and Housing, with copies to Elections BC, Richmond MLAs, UBCM, and Richmond School Board, commenting on municipal election financing that:

- (1) *under Bill 15, Local Elections Campaign Financing Amendment Act (2017):*

- (a) *for fundraising events:*
 - (i) *there should be a distinction between a donation and the costs incurred for a fundraising event so that a donation is only that portion of a payment which exceeds the costs incurred to host the fundraiser; and*
 - (ii) *clarification of the treatment of funds raised through fundraisers within an event such as raffles, draws, auctions, etc;*
- (b) *provide clarification as to how and by whom the determination is made as to who qualifies as an eligible individual for the purpose of making a campaign donation;*
- (c) *remedy the unfairness in the proposed limitations on fundraising and spending for a slate of candidates versus an independent candidate; and*
- (d) *provide clarification of the retroactivity for the new rules under Bill 15;*
- (2) *under the Local Elections Campaign Financing Act, remedy the unfairness in the rules on disposition of surplus funds following an election for an independent candidate versus the rules on disposition for an Elector Organization; and*
- (3) *tax deductions for donations to municipal campaigns should be provided, similar to campaign donations for Provincial and Federal elections.*



PLANNING COMMITTEE

Councillor Linda McPhail, Chair

23. **PROPOSED CHANGES: STEVESTON AREA PLAN, VILLAGE HERITAGE CONSERVATION POLICIES, DESIGN GUIDELINES AND LONG-TERM BAYVIEW, MONCTON AND CHATHAM STREET VISIONS**

(File Ref. No. 08-4045-20-04) (REDMS No. 5561802 v. 6)

CNCL-458

See Page CNCL-458 for full report

CNCL-539

See Page CNCL-539 for staff memorandum

PLANNING COMMITTEE RECOMMENDATION

Opposed to Part (2): Cllr. Loo

- (1) *That staff be directed to:*
- (a) *incorporate both the “Sakamoto Guidelines for Area Revitalization (1987)” and “Sakamoto Guidelines for Façade Improvements (1989)” in their entirety, into the Steveston Area Plan;*
 - (b) *incorporate design guidelines that would require solid non-transparent barrier railings for rooftop structures;*
 - (c) *incorporate design guidelines that would restrict the use of brick only for the replacement of existing brick façades throughout the Village; and*
 - (d) *remove the proposed policy to establish a bridge connection to the Gulf of Georgia site;*
- and to make the necessary changes to Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9775;*
- (2) *That new developments in the Riverfront Area south of Bayview Street be restricted to a maximum of two storeys and a maximum density of 1.2 FAR; and*
- (3) *That the recommended long-term Bayview, Moncton and Chatham Street Streetscape visions be referred back to staff for further investigation and future reporting on issues related to details of the streetscape elements, the Steveston interurban tram and an upgraded Steveston bus exchange.*



ADDITIONAL STAFF RECOMMENDATION

That each of the following bylaws be introduced and given first reading:

- (1) *Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9775; and*
- (2) *Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9797.*



PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

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Steveston residents to speak on the sewer repair and laneway construction between Richmond Street and Broadway Street:

- (1) Chris Back
- (2) Karen Smith
- (3) Tim Major
- (4) Kent Goodhew
- (5) Rob Hulyk
- (6) Vito Albanese

25. *Motion to rise and report.*

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RATIFICATION OF COMMITTEE ACTION

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PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

- | | | |
|-----------------|--|--------------------------|
| CNCL-619 | Business Licence Bylaw No. 7360, Amendment Bylaw No. 9763
Opposed at 1 st /2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-620 | Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9781
Opposed at 1 st /2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-622 | Drainage, Dyke and Sanitary Sewer Bylaw No. 7551, Amendment Bylaw No. 9782
Opposed at 1 st /2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-628 | Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9785
Opposed at 1 st /2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-638 | Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 9791
Opposed at 1 st /2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-642 | Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9557
(Westerly 110 m wide portion of 10060 No. 5 Road, RZ 13-641554)
Opposed at 1 st Reading – None.
Opposed at 2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-646 | Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9579
(3360/3380 Blundell Road, RZ 15-710447)
Opposed at 1 st Reading – None.
Opposed at 2 nd /3 rd Readings – None. | <input type="checkbox"/> |

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CNCL-648	Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9621 (9771 Sealily Place, RZ 16-735240) Opposed at 1 st Reading – None. Opposed at 2 nd /3 rd Readings – None.	<input type="checkbox"/>
CNCL-650	Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9744 (To establish zoning for the property developed under Land Use Contract 039) Opposed at 1 st Reading – None. Opposed at 2 nd /3 rd Readings – None.	<input type="checkbox"/>
CNCL-654	Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9746 (To establish zoning for the property developed under Land Use Contract 064) Opposed at 1 st Reading – None. Opposed at 2 nd /3 rd Readings – None.	<input type="checkbox"/>
CNCL-658	Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9748 (to establish zoning for the properties developed under Land Use Contract 126) Opposed at 1 st Reading – None. Opposed at 2 nd /3 rd Readings – None.	<input type="checkbox"/>
	ADJOURNMENT	<input type="checkbox"/>



**Regular Council meeting for Public Hearings
Monday, November 20, 2017**

Place: Council Chambers
Richmond City Hall

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

Claudia Jesson, Acting Corporate Officer

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

1. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9753**
(Location: 10451/10453 No.1 Road; Applicant: 1008358 BC Ltd)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.

PH17/10-1 It was moved and seconded
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9753 be given
second and third readings.*

CARRIED



**Regular Council meeting for Public Hearings
Monday, November 20, 2017**

2. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9762**
(Location: 7151 No. 2 Road; Applicant: Konic Development Ltd.)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.

PH17/10-2

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9762 be given second and third readings.

CARRIED

3. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9765**
(Location: 9600/9620 Glenacres Drive; Applicant: KNS Enterprises Ltd.)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.

PH17/10-3

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9765 be given second and third readings.

CARRIED

4. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9773**
(Location: 12431 McNeely Drive; Applicant: Darlene Dueckman, Mark Dueckman, and John Goossen)

Applicant's Comments:

The applicant was available to respond to queries.



**Regular Council meeting for Public Hearings
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Written Submissions:

None.

Submissions from the floor:

None.

PH17/10-4

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9773 be given second and third readings.

CARRIED

**5. OFFICIAL COMMUNITY PLAN BYLAW 7100, AMENDMENT
BYLAW 9062 & RICHMOND ZONING BYLAW 8500, AMENDMENT
BYLAW 9063**

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

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

- (a) Brenda Yttri, President, Steveston Community Society, (Schedule 1)
- (b) Bob King, 11100 Railway Avenue, (Schedule 2)
- (c) Mark Real, (Schedule 3)
- (d) Vern Renneberg, 4211 Bayview Street, (Schedule 4)
- (e) Mike Ogryzlo, 4233 Bayview Street, (Schedule 5)
- (f) Kelvin Higo, Richmond Resident, (Schedule 6)
- (g) Rob Chan, 4311 Bayview Street, (Schedule 7)
- (h) Erika Simm, 4991 Westminster Highway, (Schedule 8)
- (i) John Roston, 12262 Ewen Avenue, (Schedule 9)
- (j) M. Burke, 4311 Bayview Street, (Schedule 10)

Submissions from the floor:

John Roston, 12262 Ewen Avenue, spoke on the community amenity contribution and read from his submission (attached to and forming part of these minutes as Schedule 9).



**Regular Council meeting for Public Hearings
Monday, November 20, 2017**

Sadru Ramji, 7951 Bennett Road, expressed concern with the proposed development. He was of the opinion that if the proposed development is approved, the community will endure hardship with regard to businesses competing with one another. Mr. Ramji noted that there should be fair compensation to the community.

Erika Simm, 4991 Westminster Highway, expressed concern with the Applicant's intentions with the development site and read from her submission (attached to and forming part of these minutes as Schedule 8).

Sean Lawson, 6463 Dyke Road, spoke in support of the daycare and boutique hotel as complimentary uses of the development property, however expressed concern with regard to including retail restaurant space in the remaining portion of the site. He was of the opinion that allowing retail restaurant space will negatively impact current landowners and business owners in Steveston Village, and noted that the amenity contribution should be used to improve new initiatives in the community. Mr. Lawson remarked that office space, seniors centre, fitness facility, museum or library are some beneficial resources for the community and would be an acceptable use for the development site. He then noted that the proposed boutique hotel needed to be revisited and expressed concern regarding no amenity contribution for the location of the proposed hotel.

Don Flintoff, 6071 Dover Road, expressed concern regarding the Applicant's intentions for the future of the development site, as Council will lose control if rezoning is granted. Mr. Flintoff noted that the amenity contribution amount was not sufficient enough and that compensation should be increased.

In response to Council query, staff confirmed that the conversion of the proposed hotel to condominiums would require a rezoning.

Cynthia Rautio, 12282 English Avenue, spoke on the lack of amenity contribution for the building location for the proposed hotel. Ms. Rautio remarked that the proposed hotel would be situated within a residential neighbourhood and was concerned with traffic, and the people that would be residing in the hotel. She was of the opinion that these buildings would be better suited for office space, a museum or a library and urged Council to consider the residents of Steveston Village when making a decision.

Lorne Slye, 11911 3rd Avenue, spoke in favour of the proposed hotel, noting that it would provide much needed viability to the area. He was of the opinion that the amenity contribution should be put towards a marina to increase tourism within Steveston Village.



**Regular Council meeting for Public Hearings
Monday, November 20, 2017**

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

Chris Evans, Vice-President, Onni Development, and Brendan Yee, Development Manager, Onni Development, spoke on various efforts made by Onni to address the concerns of the City. Mr. Evans advised that this project is an important stepping stone for Onni Development and they believe that Onni has made every effort to address the comments of the different stakeholders in Steveston Village, and is of the opinion that the proposed 32-unit hotel will be a tremendous addition to the area.

In reply to queries from Council, Mr. Evans advised that the proposed boutique hotel would be small and would be targeted towards families, parents, and residents. He noted that the rooms would be similar to that of a studio apartment with a small kitchenette. Mr. Evans provided background information on an Onni development in Vancouver.

Discussion took place on short-term rentals in Steveston and it was queried whether Onni was prepared to sign a restrictive covenant on the property for only a hotel or Mixed Maritime Use. In reply to queries from Council, Mr. Evans advised that he believed that Onni has adhered to everything that was requested of them however he noted that he was unable to comment on any legal commitments.

In reply to queries from Council, Mr. Evans advised that allocation of the community amenity contribution is up to the discretion of Richmond Council.

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

Erika Simms, 4991 Westminster Highway, provided background information on a proposed marina, from when she was a representative on a Committee regarding the rezoning of the BC Packers waterfront site. She advised that the marina proposal was not approved at the time as it would interfere with the fishing fleets. She spoke in opposition to the proposed hotel being built in a residential area however was in favour of Steveston Hardware being relocated to that area.

Loren Slye, 11911 3rd Avenue, noted that Steveston has changed significantly since he has lived there and was of the opinion the proposed hotel would increase tourism and elevate the vibrancy of the community.

The Chair advised the conclusion of the Public Hearing submissions.



**Regular Council meeting for Public Hearings
Monday, November 20, 2017**

Council discussed the proposal and subsequent steps, and the following **motion** was introduced:

It was moved and seconded

That the rezoning considerations be amended to read as follows:

“6. City acceptance of the developer's offer to voluntarily contribute \$4,750,000 towards the Steveston Community Amenity provision account.”

The question on the motion was not called as Council discussed the merits of referring the matter back to staff versus deferring Council consideration to the December Public Hearing. The Chair suggested that if Council was not satisfied with the land uses, that a referral back to staff would be appropriate.

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

PH17/10-5

It was moved and seconded

That Council consideration of Official Community Plan Bylaw 7100, Amendment Bylaw 9062 and Richmond Zoning Bylaw 8500, Amendment Bylaw 9063 be deferred to the December 18, 2017 Public Hearing scheduled for 7:00 p.m. in the Council Chambers at Richmond City Hall for further consideration regarding the amenity contribution component.

The question on the motion was not called as materials were distributed (attached to and forming part of these minutes as Schedule 11) regarding a past marina proposal from BC Packers.

Council expressed concern with regard to the amenity contribution and direction was provided to staff to examine the analysis of the uplift value.

The question on the motion to defer was then called and it was **CARRIED** with Cllrs. Johnston and Loo opposed.

ADJOURNMENT

PH17/10-6

It was moved and seconded

That the meeting adjourn (9:12 p.m.).

CARRIED



City of
Richmond

Minutes

**Regular Council meeting for Public Hearings
Monday, November 20, 2017**

Certified a true and correct copy of the
Minutes of the Regular meeting for Public
Hearings of the City of Richmond held on
Monday, November 20, 2017.

Mayor (Malcolm D. Brodie)

Acting Corporate Officer
(Claudia Jesson)



Steveston Community Society

Serving the Community of Steveston Since 1946

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

11 October 2017

Mayor Malcolm Brodie and Members of Council
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

To Public Hearing
Date: <u>Nov. 20, 2017</u>
Item # <u>5</u>
Re: <u>Omni - Bylaws</u>
<u>9062, 9063</u>

Schedule 1 to the Minutes of the
Public Hearing meeting of
Richmond City Council held on
Monday, November 20, 2017.

Dear Mayor Brodie and Members of Council:

At the meeting of the directors of the Steveston Community Society on Tuesday, September 19, 2017, Mr. Brendan Yee, Development Manager of the ONNI Group, presented an update regarding proposed changes to their zoning application with the City of Richmond.

Our board appreciated the update, and asked members to submit any feedback on the proposal. A few responded with respect to the pledged \$2.3M contribution towards a new community centre for Steveston, and suggested this amount should be larger considering the size and scope of the planned redevelopment of the Steveston Community Centre. Aside from this specific comment, our board has no further feedback to offer at this time.

Yours truly,

Brenda Yttri
President
Steveston Community Society

cc: Brendan Yee, Development Manager
ONNI Group

Steve Baker, Area Coordinator
Steveston Community Centre



Mayor and Councillors

Schedule 2 to the Minutes of the Public Hearing meeting of Richmond City Council held on Monday, November 20, 2017.

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

From: Bob King <bobkingcpa@gmail.com>
Sent: Wednesday, 18 October 2017 14:11
To: Mayor and Councillors
Subject: Omni development

To Public Hearing
Date: Nov. 20, 2017
Item # 5
Re: Onni - Bylaws
9062.9063

Council:

Seriously, if anyone ever believed, even from the outset, that the Steveston development would end up as marine use, they are seriously corrupt or naive and have no business running our city's business.

Omni and the city are dancing, as expected, and eventually we will have the restaurants, souvenir shops and commercial use that was anticipated by all at the outset.

Given that the city laid down and permitted the development to begin with, please make sure we don't lose more by giving it all to Omni.

I'm sure any respectable accounting firm can value the lift properly using generally accepted valuation principles and that is the amount Omni needs to pay. Why would we subsidize Omni?

It's now a matter of principal. Don't let us down.

Respectfully,

Bob King
19-11100 Railway Ave
Richmond, BC V7E 6J8
604 868 7545



Mayor and Councillors

Schedule 3 to the Minutes of the Public Hearing meeting of Richmond City Council held on Monday, November 20, 2017.

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

From: Mark Real <Mark_Real_4@hotmail.com>
Sent: Tuesday, 17 October 2017 12:25
To: Mayor and Councillors
Subject: ONNI in Steveston

To Public Hearing
Date: <u>Nov. 20, 2017</u>
Item # <u>5</u>
Re: <u>Onni - Bylaws</u> <u>9062, 9063</u>

Mayor and Councillors,

Having read about the fiasco in Steveston, be well aware that this is not the first time ONNI has been up to shenanigans. And there are many more examples...

<http://www.nsnews.com/news/split-council-ok-s-onni-bowling-bid-1.21227298>



Split council OK's Onni bowling bid - North Shore News

www.nsnews.com

If you dig it, they will bowl. That was the outcome of Monday's City of North Vancouver council meeting in which a Central Lonsdale bowling alley was approved and a ...



Schedule 4 to the Minutes of the
Public Hearing meeting of
Richmond City Council held on
Monday, November 20, 2017.

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

MayorandCouncillors

From: Vern Renneberg <vrennebe@telus.net>
Sent: Friday, 3 November 2017 15:49
To: MayorandCouncillors
Subject: Onni Rezoning Imperial Landing

To Public Hearing	
Date:	Nov 20, 2017
Item #	5
Re:	Onni - Bylaw's 9062, 9063

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

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

Dear Mayor and City Councilors

Re: Official Community Plan Bylaw 7100, Amendment Bylaw 9062 and Richmond Zoning Bylaw 8500m Amendment Bylaw 9063 (RZ 13-633927)

These pictures were taken Oct 31, 2017

Picture 0153 shows 4080 Bayview St where the daycare is located that was added to the existing zoning. The picture shows the loading dock installed by Onni in order to service the lower floor of the building where a grocery store is proposed. This loading dock faces west but is not useable because pup tractor trailers cannot back into it from Bayview. Any trailers approaching from No 1 road (as proposed by Onni) cannot back into the loading dock as the turn is too sharp when backing up. Even if they were able to make it they would block the whole entrance to the underground parking, and the sidewalk which creates a safety and emergency access problem. The picture also shows how busy Bayview can be with parents parking in the loading zone located across the street that belongs to Imperial Village

Pup tractor trailers are not able to approach from the east because they cannot make it around the roundabout located at the corner of Easthope St and Bayview St. without running up on the curbs located there. Even firetrucks run over the curb now when approaching from the east. If they did come this way they would still be blocking any access to the underground parking. This underground parking is also for residents.





Picture 0155 has a better view of the loading dock and shows the 5 ton truck blocking half the entrance to the parking lot.



Please reconsider any changes to the zoning for this whole complex. Come and see for yourself the many problems with Onni's proposals. More pictures are available if you wish.

Vern Renneberg
4211 Bayview St.
604 274 5761

MayorandCouncillors

Schedule 5 to the Minutes of the Public Hearing meeting of Richmond City Council held on Monday, November 20, 2017.

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

From: Mike O <fishingvancouver@shaw.ca>
Sent: Sunday, 5 November 2017 20:06
To: MayorandCouncillors
Subject: FW: Fwd: onni rezoning imperial landing on bayview in steveston

Follow Up Flag: Follow up
Flag Status: Flagged

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

From: Mike Ogryzlo
Sent: 2017-11-05 7:59 PM
To: Fishingvancouver@shaw.ca
Subject: Fwd: Fwd: onni rezoning imperial landing on bayview in steveston

To Public Hearing	
Date:	<u>Nov 20, 2017</u>
Item #	<u>5</u>
Re:	<u>Onni - Bylaw's</u>
	<u>9062, 9063</u>

Let's not get duped. Onni is playing us for patsies. I encourage you all to move slowly on this decision. The pace of change lately has led to undesirable results because it is nearly impossible for legislators to keep ahead of things; like real estate Investment, money laundering, birthing hotels, monster houses in the ALR, short term rentals. Let's slow down and evaluate before making an irreversible rezoning mistake with the most valuable property in Richmond; Our crown jewel.

Do you believe regular citizens came out to the last council in support of onni? I think not. Were those more likely people with a vested interest? Damn straight. The rezoning would likely result in beer parlour activity pouring out onto the boardwalk. I live with hundreds of fellow residents in a strata across the street. 4111 4211 4233 bayview and 4280 Moncton. Every resident I talk to is strongly opposed to changing the zoning. Onni is sitting on a hundred million dollars worth of properties there. I estimate that if we redone we would be handing them another fifty million in value, which they would probably promptly sell to investors. I took a quick look at property evaluations. It looks to me like they should currently be paying four times as much property tax. Thanks. Mike Ogryzlo 308 4233 bayview street Richmond bc V7e6t7



MayorandCouncillors

Schedule 6 to the Minutes of the Public Hearing meeting of Richmond City Council held on Monday, November 20, 2017.

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

From: CityClerk
Sent: Tuesday, 14 November 2017 11:33
To: MayorandCouncillors
Subject: FW: Onni Development in Steveston

Follow Up Flag: Follow up
Flag Status: Flagged

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

To Public Hearing
Date: <u>Nov. 20, 2017</u>
Item # <u>5</u>
Re: <u>Onni - Bylaws</u>
<u>9062, 9063</u>

From: Badyal,Sara
Sent: Wednesday, 8 November 2017 16:50
To: CityClerk
Subject: FW: Onni Development in Steveston

From: kelvin Higo [<mailto:kelvinhigo@gmail.com>]
Sent: Saturday, 21 October 2017 18:38
To: Badyal,Sara
Subject: Onni Development in Steveston



I read with interest the reporting on the recent re-zoning meeting held at City Hall. I have followed this development closely since it was first presented at public hearings a number of years ago. I also believe that Onni never intended to fulfill their proposal to develop maritime uses at their site along the boardwalk but rather agreed to that just to get the majority of their project a go ahead.

If the City agrees to Onni's proposal without proper compensation, it sets a dangerous precedent for other developers who can agree to anything at the public hearing phase and then claim hardship later on to get their property re-zoned. The reason we have a public hearing process is to find the right balance between the developers desires and the public's issues. Neither side normally gets everything they want, but the process that developers are subjected to ensures that the right compromise is reached. I wrote previously that agreeing to the after school daycare is the start of the "slippery slope" even though I agreed that childcare was probably a good use of the site. Now we are looking at whether a hotel would be an appropriate use. Nothing further should be considered until the matter of compensation is resolved.

I have always felt that the Onni issue now distills down to two issues. One relates to the type of use along the boardwalk and I have expressed my thoughts to Onni directly that their site is the last piece of important waterfront in the Steveston area and as such Onni has the responsibility along with the City to ensure that the future uses add to the ambience of Steveston rather than compete with the existing commercial businesses. The second responsibility is the amount of compensation that Onni should pay to receive the benefit of this re-zoning. Clearly what Onni has offered so far is insufficient for the benefits they will accrue as a result of re-zoning. The City's counter-offer is probably a bit high but I cannot ascertain this as I haven't had the information to make an informed decision but I can surmise that Onni's offer is still not enough for what they will receive in return.

As a lifelong resident of Steveston, I am perfectly content to leave those buildings vacant until such time that Onni compensates the City appropriately.

MayorandCouncillors

Schedule 7 to the Minutes of the Public Hearing meeting of Richmond City Council held on Monday, November 20, 2017.

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

From: CityClerk
Sent: Tuesday, 14 November 2017 13:53
To: MayorandCouncillors
Subject: FW: By-law 9063 (RZ13-633927)

Follow Up Flag: Follow up
Flag Status: Flagged

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

To Public Hearing
Date: <u>Nov. 20, 2017</u>
Item # <u>5</u>
Re: <u>Onni - Bylaw's</u>
<u>9062, 9063</u>

From: Badyal, Sara
Sent: Thursday, 2 November 2017 13:55
To: CityClerk
Cc: Zoning
Subject: FW: By-law 9063 (RZ13-633927)

From: Zoning
Sent: Monday, 30 October 2017 15:59
To: Badyal, Sara
Subject: FW: By-law 9063 (RZ13-633927)

FYI – this was emailed to the zoning email.

Debbie Poon

From: Robert Chan [<mailto:rchan127@gmail.com>]
Sent: Monday, 30 October 2017 14:43
To: Zoning
Subject: By-law 9063 (RZ13-633927)



I know that the public hearings have already happened but I was unable to attend any of them. I am an owner at 5 - 4311 Bayview Street which would be one of the residents directly affected with the zoning change.

I understand the need to change the zoning and that the city will receive compensation from ONNI for the zoning change. My request out of this would be the following:

I would like to see the area brought back up to standards, the boulevards in front of my units 4311 Bayview street are terrible and as part of the zoning changes and requirements from ONNI I would like to see either the boulevards updated with new grass (sod) with inground sprinklers installed or put paving stones down given that the boulevards in front of my house is a high traffic area where pedestrians always seems to cross in front off.

I would also like to know what is being done to protect the street parking that we have available to us? Would we be able to be granted permits (Free) to park on the street and restrict parking congestion in front of our houses?

I would also like to know if there will be restrictions to Commercial trucks from entering the Bayview street and that truck access will be from Number 1 road.

These are a few concerns that I have and would like to see addressed given that the zoning is a benefit to the City and ONNI and provides very little if no benefits to us residents.

Please feel free to contact me if you wish to discuss my concerns.

Take Care,
Rob Chan
604-809-5147

To Public Hearing
Date: Nov. 20, 2017
Item # 5
Re: Onni - Bylaws
9062, 9063

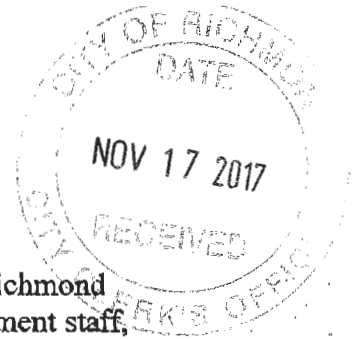
TO: MAYOR & EACH
COUNCILLOR
FROM: CITY CLERK'S OFFICE

Nov. 17, 2017

To Mayor and Council
City of Richmond
6911 No 3 Road
Fax: 604-278-5139

from Erika Simm
4991 Westminster Hwy
Richmond, V7C 1B7

Schedule 8 to the Minutes of the
Public Hearing meeting of
Richmond City Council held on
Monday, November 20, 2017.



Dear Mayor and Councillors,

As some of you may remember, in the late 1990's I was a representative for Richmond citizens on a large committee consisting of City of Richmond Planning Department staff, B.C. Packers representatives, Fisheries Union representatives, and Steveston residents, a committee that was tasked with recommendations to Council for the rezoning of the coveted B.C. Packers waterfront site in Steveston.

The zoning of the Packers lands, including the waterfront area at that time was **INDUSTRIAL**.

Contrary to the Richmond Packers reps, who wanted multi-residential zoning on this site to maximize their profits, all others wanted and fought for a zoning that would lend itself to a re-vitalization of the Steveston waterfront to provide a self-sustaining environment for the fishing industry, a Granville Island style commercial zone which would include maritime uses and educational elements, while maintaining the areas unique and historic industrial character, - that of a fishing village.

Hence the original industrial zoning was changed to a new zoning for the waterfront, the Maritime Mixed Use zone (MMU)

I don't think that almost all the proposals from Onni Development meet the criteria of the Maritime Mixed Use. Not by a long shot. And I don't think that Onni took the above vision into consideration when they built the buildings on this very special site.

It is, after all, situated in the heart of Steveston Village, with the Harbour Authority and Britannia Heritage Shipyard to the east, and the fishing fleet moorage, Georgia Cannery and Harbour Authority to the west.

Council has only one time to get this right. If Council chooses to accept a monetary compensation for upgrading this zoning from MMU to commercial at all, then in all fairness Onni has to pay the City the full amount of the upgrade. At this time their offer is laughable. A full 100% compensation is just the cost of doing business, and the citizens of Richmond deserve no less.

I would urge Onni to try harder to accommodate this special MMU Zoning, and refurbish the existing buildings exterior to reflect the fishing village character of their unique one in a million site.

Erika Simm

MayorandCouncillors

Schedule 9 to the Minutes of the Public Hearing meeting of Richmond City Council held on Monday, November 20, 2017.

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

From: John Roston, Mr <john.roston@mcgill.ca>
Sent: Thursday, 16 November 2017 15:20
To: MayorandCouncillors
Cc: Badyal,Sara
Subject: Submission to Public Hearing on Nov. 20, 2017.
Attachments: Roston - Onni Imperial Landing Amenity Contribution New Info Nov 16 2017.pdf

To Public Hearing
Date: <u>Nov-20, 2017</u>
Item # <u>5</u>
Re: <u>Onni - Bylaws</u>
<u>9062, 9063</u>

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

Dear Mayor and Councillors,
My submission to the Public Hearing on Nov. 20 with reference to the Onni Imperial Landing Amenity Contribution is attached.

Your patience and determination to arrive at a fair amenity contribution is very much appreciated.

john.roston@mcgill.ca

John Roston
12262 Ewen Avenue
Richmond, BC V7E 6S8
Phone: 604-274-2726
Fax: 604-241-4254



Onni Imperial Landing Rezoning Amenity Contribution – New Information

I'd like to thank Chris Evans of Onni for calling me to discuss the calculation of the amenity contribution. It was most helpful. I'd also like to thank Sean Lawson, the well-known realtor in Steveston, for calling me to discuss his calculation of the amenity contribution. They are both real estate professionals with a lot of experience, as are some of the city councillors, and I am not. I'm a Richmond citizen with an interest in seeing that Onni pays the City a fair amenity contribution that can be used to improve local municipal services in Steveston.

It was most unfortunate that the City's consultant on the amenity contribution did not have all the relevant information for arriving at a fair amenity contribution calculation as I explained in my previous submission. It's important that the consultant be given the opportunity to update his report. It's also important that Mr. Lawson's amenity calculation be considered since he has an intimate knowledge of the commercial lease rates in Steveston and the potential demand for space in the development.

Mr. Evans made the point that the actual tenants in the development are irrelevant. Tenants will come and go. This is about new permitted uses in each building and the effect that has on the building's value. Nevertheless, Mr. Evans spoke about Steveston Marine and Hardware as a potential tenant and the fact that he no longer has a grocery or a bank as potential tenants. By his own assertion, these potential tenants and non-tenants are irrelevant to the discussion. Steveston Marine and Hardware could wind up in Building 5 or 6 or those buildings could remain empty.

One important factor is that Onni has asked for financial services as a permitted use in Buildings 1 and 4. Banks pay very high lease rates which in turn increase the uplift and the amenity contribution. Since Onni doesn't have a bank as a potential tenant, it could remove financial services as a permitted use in Buildings 1 and 4. This would reduce the total uplift shown in the calculation I submitted previously from \$12 million to \$10.5 million. Should a bank come along, Onni could then request that financial services be added.

In my previous calculation submission, I used a cap rate of 5%. Mr. Lawson feels that 4% is a more appropriate conservative rate. Mr. Evans feels that 4% is way below what anyone would use in a comparable situation. If a compromise rate of 4.5% is used in my calculation, it increases the uplift by about \$1 million. Additional expert opinion is required on cap rates.

In my calculation, I used the lease rate for a restaurant of \$33 ft² for the ground level of Building 2 and for Building 4. Mr. Evans feels strongly that Building 2 cannot be leased as a whole for even \$30 ft² and the building cannot be subdivided. Mr. Lawson feels strongly that it can be subdivided and the lease rate should be \$35 ft². Again, additional expert opinion is required on subdividing Building 2 and the appropriate lease rate. It would be interesting to ask a restaurant designer to make a couple of sketches of how a subdivided Building 2 might look and then publish them in the newspaper with a note that we are looking for restaurateurs interested in leasing at \$35 ft². A bit unconventional, but it would answer the question.

Mr. Evans indicated that they are willing to pay 75% of the uplift. I urged Council to insist on 100%. Mr. Lawson uses 80%.

City councillors, Mr. Evans and Mr. Lawson have all said that they want the amenity contribution to be based on fact. We are getting close to doing that. It requires direction from Council to bring in some additional expert expertise followed by discussion between Onni and the City to arrive at a fair amenity contribution that will benefit the local Steveston residents.

John Roston, 12262 Ewen Ave., Richmond, 604-274-2726

ON TABLE ITEM

Date: Nov - 20, 2017

Meeting: Public Hearing

Item: #5 - Onni

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

CityClerk

From: Badyal, Sara
Sent: Monday, 20 November 2017 11:21
To: CityClerk
Subject: FW: Onni Imperial Landing Amenity Contribution
Attachments: Onni Imperial Landing Rezoning Amenity Contribution New Info Chart.pdf; Onni Assessment Calculation Nov 2017.pdf

-----Original Message-----

From: John Roston, Mr [mailto:john.roston@mcgill.ca]

Sent: Monday, 20 November 2017 11:06

To: Brodie, Malcolm; Johnston, Ken; Au, Chak; Loo, Alexa; Dang, Derek; McPhail, Linda; McNulty, Bill; Steves, Harold; Day, Carol

Cc: Badyal, Sara

Subject: Onni Imperial Landing Amenity Contribution

Dear Mayor and Councillors,

At the Public Hearing this evening I will be using the attached updated chart and picture which may be easier to see in the attached copy than on the projector. It reflects the updated information I received from Mr. Evans of Onni and Mr. Lawson, the Steveston realtor.

In addition to the that material, I will be mentioning that Onni convinced BC Assessment to dramatically lower the assessment on the buildings a few years ago. The attached chart shows that using the new assessed value, the square footage for each building and a likely cap rate of 5%, the lease rates for the buildings would work out almost exactly to \$6 a square foot except for Building 2 which is \$8.50 per square foot. BC Assessment is supposed to use the highest rate at which the buildings could be leased without regard to how they are actually being used. We have been using the MMU lease rate of \$15 a square foot. Onni appears to have been seriously underpaying its taxes.

Thank you for your consideration.

John Roston

john.roston@mcgill.ca

John Roston

12262 Ewen Avenue

Richmond, BC V7E 6S8

Phone: 604-274-2726

Fax: 604-241-4254



Onni Imperial Landing Rezoning Amenity Contribution Roston Calculation – Additional Information Nov.20,2017.
(After additional input to Mr. Roston from Mr. Evans of Onni and Mr. Lawson, Steveston Realtor)

The main point is that the original report by the City's consultant, Mr. Wozny, was based on outdated and misleading information. The new staff report is irrelevant since it is based on the assumption that Mr. Wozny's initial report is the last word. Mr. Wozny told Mr. Roston that he would welcome the opportunity to update his report. City staff told Mr. Roston that a request for an updated report and input from other experts requires a motion passed by City Council and this was not done at the last public hearing.

Three factors have a major impact on the amenity contribution:

1. Removing financial services as a use in the buildings. Mr. Evans says that they no longer have a bank as a tenant.
2. Using a 4% cap rate instead of 5%. Mr. Lawson says that his research concludes that 4% is a conservative rate.
3. Whether the ground floor of Building 2 can be subdivided. Mr. Evans says it can't. Mr. Lawson says it can. See picture on next page.

Each column should be compared to the column on its left.

	Highest Lease Rate Use	Previous Submission	Remove Financial Serv.	No Financial & 4% Cap Rate	No Fin., 4% Cap & Bldg. 2 Undivided	No Fin., 5% Cap & Bldg. 2 Undivided
Building 1	Financial Services	\$38.50 ft²	\$33.00 ft²			
Building 2 Ground Level	Restaurant	\$33.00 ft²	\$33.00 ft²		\$25.00 ft²	\$25.00 ft²
Building 2 Upper Level	Daycare	\$22.00 ft²	\$22.00 ft²			
Building 3	Restaurant	\$33.00 ft²	\$33.00 ft²			
Building 4	Financial Services	\$38.50 ft²	\$33.00 ft²			
Net Increase in Annual Rent		\$660,398.	\$589,888.	\$589,888.	\$462,520.	\$462,520.
Capitalization Rate		5.0%	5.0%	4.0%	4.0%	5.0%
Increase in Value Using Cap Rate		\$13,207,960.	\$11,797,760.	\$14,747,200.	\$11,563,000.	\$9,250,400.
Less: Increase in Leasing Costs		\$1,313,688.	\$1,313,688.	\$1,313,688.	\$1,313,688.	
Net Increase in Value		\$11,894,272.	\$10,484,072.	\$13,433,512.	\$10,249,312.	\$7,936,712.

Similar building to Bldg. 2. Note wooden beams at top that could possibly be extended to ground to subdivide.



Onni Imperial Landing

	Land	Building	Total Assessment	Net Leaseable Area	Rate per Foot	Lease Revenue	Cap Rate
4020 Bayview	\$373,000	\$445,000	\$818,000	6,794	\$6.00	\$40,764	5%
4080 Bayview	\$2,119,000	\$1,742,000	\$3,861,000	22,874	\$8.50	\$194,429	5%
4100 Bayview	\$55,700	\$158,000	\$213,700	1,781	\$6.00	\$10,686	5%
4180 Bayview	\$461,000	\$265,000	\$726,000	6,028	\$6.00	\$36,168	5%
4280 Bayview	\$1,166,000	\$491,000	\$1,657,000	13,765	\$6.00	\$82,590	5%
4300 Bayview	\$753,000	\$371,000	\$1,124,000	9,342	\$6.00	\$56,052	5%

ON TABLE ITEM

Date: Nov 20, 2017
Meeting: Public Hearing
Item: #5 - Onni

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

MayorandCouncillors

From: Webgraphics
Sent: Monday, 20 November 2017 12:58
To: MayorandCouncillors
Subject: Send a Submission Online (response #1187)

Schedule 10 to the Minutes of the Public Hearing meeting of Richmond City Council held on Monday, November 20, 2017.

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

Send a Submission Online (response #1187)

Survey Information

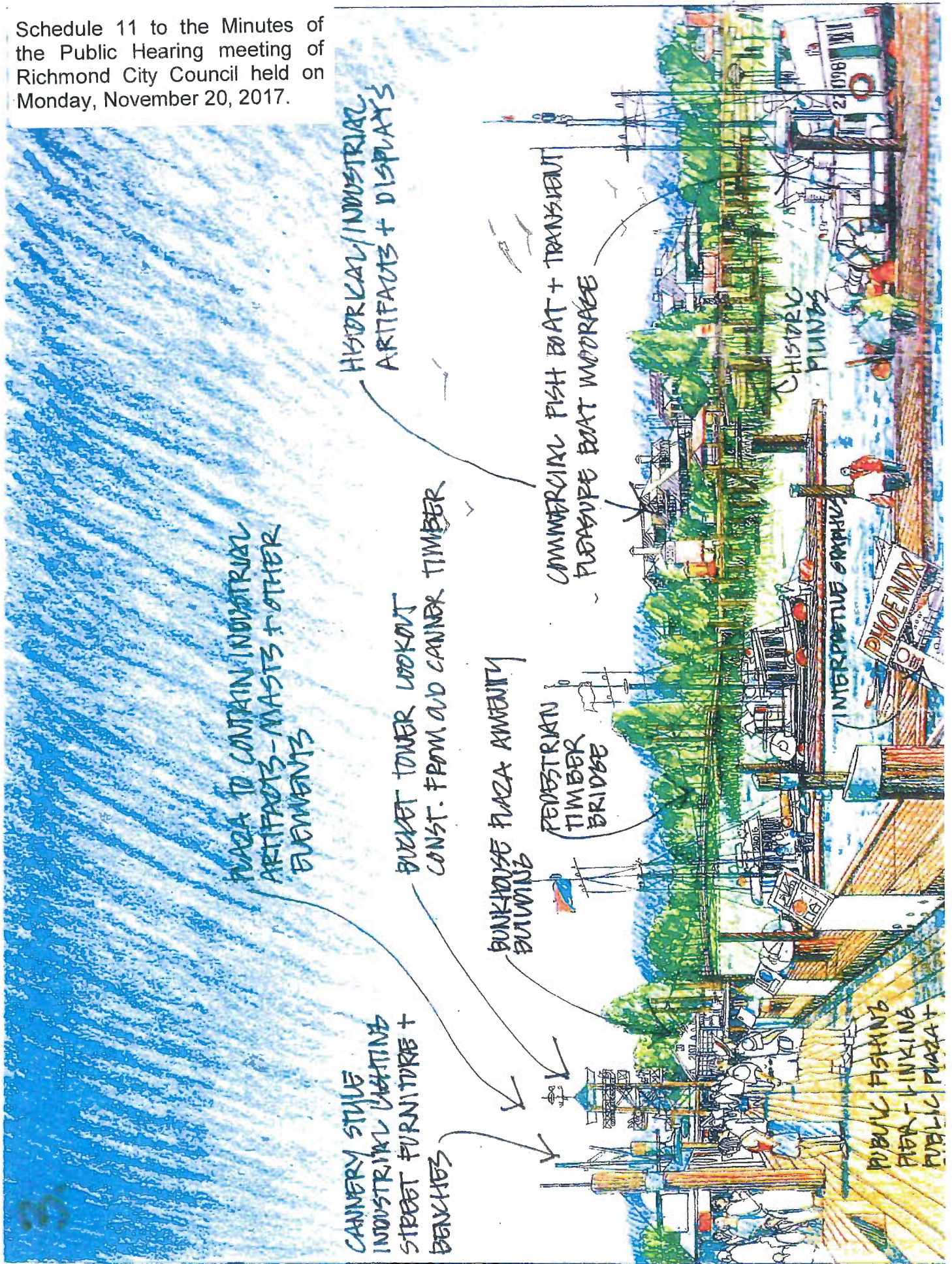
Site:	City Website
Page Title:	Send a Submission Online
URL:	http://cms.richmond.ca/Page1793.aspx
Submission Time/Date:	11/20/2017 12:57:33 PM



Survey Response

Your Name	M Burke
Your Address	4311 Bayview Street
Subject Property Address OR Bylaw Number	Bylaw amendment 9062 and 8500
Comments	Another hearing? I doubt many residents of the Bayview area will have the heart to make submissions this time. Neither Onni nor city staff nor its council have shown the slightest concern for neighbourhood impacts. The only issue is one that has nothing to do with that: how much money can be extracted from the developer in return for its increased profit. Deeply disappointing.

Schedule 11 to the Minutes of the Public Hearing meeting of Richmond City Council held on Monday, November 20, 2017.



RESIDENTIAL CLUSTER -
SETBACK FROM POND +
RIVERS EDGE - CANNERY
STYLE ARCHITECTURE

PHOENIX POND
+ OUTDOOR
EXHIBIT

EXISTING
HOUSING

HISTORIC NET LOFT
BLDG. RETAINED FOR
CONTINUED INDUSTRIAL
USE

WORKING EXHIBIT -
FISH BOAT OR
HISTORIC
DISPLAY

PHOENIX MARSH
+ PLANT -
NATURAL
WALKWAY





Special General Purposes Committee

Date: Tuesday, November 14, 2017

Place: Anderson Room
Richmond City Hall

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

Absent: Councillor Alexa Loo

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

DELEGATION

Chris Back, 3900 Richmond Street, read from his submission regarding a sanitary sewer replacement and laneway construction project between Richmond Street and Broadway Street (attached to and forming part of these minutes as Schedule 1 including a petition from residents) and offered the following additional comments:

- a large number of affected residents are in attendance today in support;
- City staff held consultations with residents last Thursday and Friday to discuss the potential of a laneway after sanitary sewer work has been completed;
- the majority of residents would like the lane returned to a green space rather than be paved;
- he has reviewed the City's Lane Policy and is of the opinion that the proposed paving of the lane is in contradiction to it; and

Special General Purposes Committee
Tuesday, November 14, 2017

- that the affected residents be consulted after the sanitary sewer system repair.

In response to questions from Committee, Mr. Back stated that both the increase in traffic and loss of green space are major concerns for residents and that the paving of the lane would result in lost backyard space for children in the area.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:13 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Tuesday, November 14, 2017.

Mayor Malcolm D. Brodie
Chair

Amanda Welby
Legislative Services Coordinator

November 14, 2017

Re: City of Richmond Sanitary Sewer Replacement and Laneway Plan

Dear Richmond City Council,

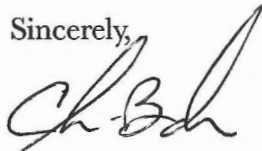
The residents who live on the south side of Richmond Street and the north side of Broadway street, between No. 1 Rd and 2nd Avenue in Steveston, are not in favour of a laneway being constructed behind our properties.

The following pages contain signatures from the affected residents indicating their request to City Council to reconsider the development of a laneway behind our homes. Of the 36 homes that will be directly affected by the proposed laneway, the following pages contain signatures from 32 of those residents. Of the four residents who have not signed this document, two of the homes appear to be vacant, one is a renter and we were unable to contact the landlord, and one family is currently away on vacation until the end of the month. So, in fact, we have unanimous agreement from those "available" that we do not want a laneway.

Our reasons for not wanting a laneway have been outlined for you in our meeting with City Council on November 14th, 2017. A summary of these reasons can also be found on the attached pages that follow the signatures.

If you have any questions, or would be willing to discuss further, please do not hesitate to call me at 778-874-1809. You are also welcome to email me at cbackal2@gmail.com.

Sincerely,



Chris Back

Table 1

Printed Name	Address	Signature
Chris Back	3900 Richmond St	Ch. Back
Rita L. Irwin	3899 Broadway St.	Rita Irwin
Maria Conrahes	3879 Broadway St	M.C.
Nick Rizzo	3839 Broadway St.	N. Rizzo
ANTHONY CHIU	3831 BROADWAY	Anthony Chiu
KENT GOODHEW	3811 BROADWAY	Kent Goodhew
Giao (Gu) Zhang	3751 Broadway	Giao Zhang
SHERLEY DAVIDAL	11780 2ND AVE	S. Davidal
Nelson Chiu	3760 Richmond St.	Nelson Chiu
JASON PENG	3780 Richmond St.	Jason Peng
Steve Houghton	3804 Richmond St	Steve Houghton
Leslie Lucow	3830 Richmond St	Leslie Lucow
ALEX CHANG.	3840 Richard St	Alex Chang
Satvin Grewal	3886 Richmond St	Satvin Grewal
Alan Carruthers	3880 Richmond St	Alan Carruthers
V. Albanese	3888 Richmond St	V. to Albanese
FRANCO MIGUEL	3858 Richmond St	Franco Miguel
MOIRA LANGLEY	3820 RICHMOND ST.	M. Langley
RICH FOWLER	3846 RICHMOND ST	Rich Fowler
Li Daan	3852 Richmond St.	Li Daan
VINCENT MORGAN	3731 BROADWAY	Vincent Morgan



Chris Back <cbacka12@gmail.com>

Steveston Sewer replacement

2 messages

David Toews <david.toews@colteran.ca>
To: cbacka12@gmail.com

Sun, Nov 12, 2017 at 1:28 AM

Hello Chris,

We live at 11760 - 2nd Avenue. We are currently out of town so couldn't attend the meetings on Thursday and Friday, but I did speak on the phone with the Engineer about their plans. We don't know what responses the City gave to your questions regarding the paved laneway, but we are definitely in agreement with you that we would prefer not to have an alley. In fact, we would be very happy to look after the restoration of our own landscaping if that helps in getting the City to agree.

We don't expect to be back in Richmond till the 22nd so can't be at a meeting with the Mayor but please use our name and address to confirm that we are behind any option that allows us not to have an alley behind our property.

Regards,

David & Elsie Toews

11760 - 2nd Avenue

Richmond, B.C.

[250-787-5825](tel:250-787-5825)

david.toews@colteran.ca

Chris Back <cbacka12@gmail.com>
To: David Toews <david.toews@colteran.ca>

Sun, Nov 12, 2017 at 1:24 PM

Thanks for the email David. I was just about to email you.

We have a meeting with City Council on Tuesday at 4:00. A number of us will be there and we will present our arguments. I will include you on future emails and will forward you the email I sent last night.

So far, I have 27 of 36 homes signed on the petition, and the others are only because I have not yet spoken with them (not home, etc.) I will print your email and include it with the petition form as your "electronic" signature.

We will do our best to change their minds on this.

Chris

[Quoted text hidden]

Introductions

- Thank the Mayor and Council Members for agreeing to hear from us
- Who I am, where I live
- Who else is with us today
- Many of the other residents would have liked to be here
 - Could not attend due to time (work day)
 - Some are elderly and unable to get down here easily
 - Some are out of town for vacation or work

Issue at hand

- Received a letter last Wednesday indicating the need to replace the sewer system behind our homes (emergency)
- We are very grateful that the City is taking action on this
- However, we were also informed that a laneway would be installed afterwards
- Collectively we are not happy about this
- We fully recognize this is not our land, but we are the ones who live here and have chosen to live here, so please hear us out

Our Arguments:

1. We heard from City staff that putting a laneway in and moving garage access to the backs of our homes has always been in the city plan
 - This is not feasible, as this is not how our community has been designed
 - Most of the homes have garages and large driveways that fit 4 cars out front because that's where the road is
 - Our homes have been set back on the property
 - Many of our homes are new, recently moved into, and one with a foundation that was just poured in the last couple of weeks (with garage out front of course)
 - In general, homes in this area will not need to be replaced for 25 years or more
 - My house was built 9 years ago and butts right up against the current short laneway - so why wasn't it done then
2. There are three homes close to No. 1 Rd who already have laneway access
 - They are also not supportive of the laneway as they do not want through traffic in this area
3. There is no need or desire by any of us to have rear lane access

Our Arguments:

1. Bedrooms in our homes have typically been designed at the rear of homes to avoid traffic noise and lights including headlights
 - A laneway will bring people and vehicles, which results in noise and headlights
 - I can't imagine the noise back there on busy Steveston weekends like Canada Day!
2. Rear lanes invite another point of access for criminal activity, including theft and drugs - particularly if the lane is not lit
 - Safety is a significant issue with the families (like yours)
 - Many of us have small kids
 - Even if crime statistics do not support increased crime in lanes, there is still a perception of less security, which I can tell you, is causing a lot of stress for local residents - in particular some of the more elderly residents
3. The loss of bonus footage everyone is currently enjoying will negatively impact quality of life
 - Most of us bought our properties with the understanding that the space was ours to use
 - And again, we recognize that we do not own the space
4. Most of us have small lots
 - All homes will have a significant negative impact as a result of the rear lane
 - For some it will be utterly devastating given how far back the homes are set

Our Arguments:

1. We have spoken with a very reputable real estate agent in Steveston and confirmed that there will be a negative impact to property values
 - Yes, many of us have benefited from the rise in value over the years
 - But there are numerous new homes with new owners that have just moved in
2. Traffic and speeding is a concern
 - People already speed down Richmond St and Broadway St to get away from traffic on No. 1 Rd; this will just provide another opportunity
 - Vehicles will get backed-up along the lane trying to exit onto No. 1 Rd, creating idling, exhaust and noise disturbance while we try to enjoy our backyards peacefully
3. We as a society are cognizant of our "green space", as we all know how challenging it is to maintain with the amount of development occurring
 - Here is an opportunity to maintain green space where many families spend their time
 - Where many gardens are built - I for one have raspberries, blueberries, and strawberries in that area and have grown many different foods over the years

Our Arguments:

1. An interview on CBC Radio in 2015 discussed the environmental benefits of lawns. According to Alan White, the "Ontario representative for the Canadian Nursery Landscape Association," healthy lawns benefit our social, urban, and global environment in a number of ways:
 - They neutralize carbon emissions from cars
 - Lawns can "moderate temperatures as much as 10 to 20 degrees," a significant factor as cities become more densified and contain more and more heat-absorbing concrete
 - Turf grass turns carbon dioxide into oxygen ("an average 2500 square foot lawn produces enough oxygen for about 4 people every day"), and filters our air
 - I estimated that the space that will be used for an asphalt laneway is equivalent to about 12,000 sq ft, or enough lawn space to produce oxygen for almost 20 people per day
 - Lawns can "mitigate stormwater runoff and redirect it back into the landscape" instead of it flooding and they can also act as a "filter of that water going back to our aquifers"
 - We do not want to lose this for an asphalt lane that none of the residences will use and essentially has no purpose...
- Which brings me to the question of **why** the City is motivated to put in a lane

City's Lane Policy dates back to 2000

1. Support development of lanes for: Better traffic management (pg 2)
 - Richmond St and Broadway St are not busy
 - A lane is not required to divert traffic from No. 1 Rd
2. Official Community Plan reads: "Manage traffic flow for efficient and convenient travel while enhancing neighbourhood livability by requiring lanes **parallel** to major roads..." (pg 2)
 - This is not parallel to No. 1 Rd
3. "The policy would apply to those parcels outside of the City Centre designated Neighbourhood Residential which **front**: a major arterial road" (pg 5)
 - Our homes do not front a major arterial road
4. "In terms of safety and supporting traffic flow, cars should not travel directly from a lane to a major road or vice versa but rather enter a local or collector road first. In this way the change in speed is accomplished gradually and the number of potential points of conflict are reduced and focused." (pg 6)
 - The proposed lane would enter directly onto No. 1 Rd, which contradicts the policy and creates a safety hazard

In 2000 when policy was written it cost \$600/m to develop a lane

- I am sure this cost/m is much higher now
- Why are taxpayers paying for a lane that doesn't make sense and that no one wants?

We did confirm with the chief engineer that the rear lane is not a requirement to service the sewage line

City's Lane Policy (dating back to 2000)

On page 3 of the policy it lists 5 benefits of lane development:

1. Increased safety through reducing conflicting traffic movements
 - This lane development runs parallel to both Richmond and Broadway streets
 - It does not help traffic as both of these streets are not busy
2. Improved accommodation of pedestrians, cyclists and transit
 - Again this lane runs parallel to Richmond and Broadway streets so no benefit
 - And in fact creates an additional risk for pedestrians, cyclists and traffic on No. 1 Road
3. Improved appearance of streets due to a continuous boulevard with street trees along the major roads and the relocation of garages to the rear of the property thereby increasing the front yard green space
 - All homes have garages out front and room for 4 cars including all the recent new builds
 - This community has already been designed for frontage parking and many of the homes are newer, so it will take decades to redevelop
4. Enhanced traffic flow and road capacity due to the reduction of potential conflicts from cars entering or exiting from driveways to major roads
 - The lane actually adds another unnecessary access to No. 1 Road and again, all our garages and parking are out front
 - More risk is created for pedestrians, vehicles and cyclists on No. 1 Road
5. Increased pedestrian and cycling route options
 - Adding a lane that runs parallel between Richmond and Broadway does nothing to increase pedestrian and cycling routes, in fact an additional point of exit onto No. 1 Road just adds risk to drivers and pedestrians
 - We can't imagine the additional chaos this will create during Canada day and Salmon festival celebrations

Conclusions:

We have done our best to connect with all residents.

I was advised that there would be one speaker today and there was no need for everyone to come but as you can see many still came as they are very upset at what has transpired

There are 36 homes directly affected by this plan. We managed to get 32 residents to sign this form all agreeing that we do not want a lane. Of the other 4 homes, 2 appear to be vacant, one is a renter and we were unable to get a hold of the landlord, and one family is away on vacation until the end of the month

What we all agree on is that we shouldn't be spending a significant amount of tax dollars for a rear lane that nobody wants!

We are also unclear on what the City's motivation is to install a laneway

We recognize that the sewer system has failed and has to be replaced immediately, but we ask you to reconsider what happens after it has been repaired

We are more than happy to continue these discussions with you, to maintain our homes and the community that all of us have come to love!





CNCL - 55



CNCL - 56





Community Safety Committee

Date: Wednesday, November 15, 2017

Place: Anderson Room
Richmond City Hall

Present: Councillor Bill McNulty, Chair
Councillor Derek Dang
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Linda McPhail

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Community Safety Committee held on October 11, 2017, be adopted.

CARRIED

NEXT COMMITTEE MEETING DATE

December 12, 2017, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SAFETY DIVISION

1. **BUSINESS LICENCES QUARTERLY REPORT – THIRD QUARTER 2017**

(File Ref. No. 12-8275-01) (REDMS No. 5612852 v.2)

Cecilia Achiam, General Manager, Community Safety, highlighted a 37% decrease in expired licences this quarter due to staffing changes to address the increasing number of expired business licences as well as those waiting to be processed.

Community Safety Committee
Wednesday, November 15, 2017

In reply to queries from Committee, Ms. Achiam advised that applications for Bed and Breakfasts have steadied and staff are still working with Bed and Breakfast owners who are not in compliance.

Ms. Achiam noted that the new Sign Inspector has been helpful with regard to language capabilities for Business Licences as well as signs and more information will be provided to Committee on the role of the Sign Inspector.

In reply to queries from Committee, Ms. Achiam stated that staff were directed to bring forward a report in one year with regard to short-term rentals in Richmond. Ms. Achiam advised that a memorandum will be provided to Council with an update on Vancouver's progress on the matter.

It was moved and seconded

That the staff report titled "Business Licences Quarterly Report – Third Quarter 2017", dated October 17, 2017, from the General Manager Community Safety be received for information.

CARRIED

2. COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT - SEPTEMBER 2017

(File Ref. No. 12-8060-01) (REDMS No. 5573181)

The Chair queried more background information on the role of the soils officer and in reply to the query, Greg Scarborough, Manager, Property Use, Policy and Programs, advised that more information will be provided to Committee.

In reply to queries from Committee, Mr. Scarborough advised that there are a number of reasons that are resulting in low revenue for paid parking. He noted that the new system being implemented for parking should eliminate some of the issues being encountered.

Discussion took place on the relationship between City of Richmond Bylaw Officers and the Richmond RCMP. In response to the discussion Mr. Scarborough advised that any concerns from the residents of Richmond can be reported and Bylaw Officers will investigate. Mr. Scarborough noted that Bylaw Officers are trained in resolving issues and provided various options for assistance and any situations requiring RCMP attendance are responded to immediately.

It was moved and seconded

That the staff report titled "Community Bylaws Monthly Activity Report - September 2017", dated October 10, 2017, from the General Manager, Community Safety, be received for information.

CARRIED

Community Safety Committee
Wednesday, November 15, 2017

3. **RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT – SEPTEMBER 2017**

(File Ref. No. 09-5000-01) (REDMS No. 5601992)

It was moved and seconded

That the staff report titled “Richmond Fire-Rescue Monthly Activity Report – September 2017”, dated October 18, 2017 from the Acting Fire Chief, Richmond Fire-Rescue, be received for information.

CARRIED

4. **FIRE CHIEF BRIEFING**

(Verbal Report)

Items for discussion:

(i) Mitchell Island Safety Update

Kevin Gray, Deputy Fire Chief, Richmond Fire-Rescue, advised that the investigation on the recent fire on Mitchell Island is nearly concluded and noted that Richmond Fire-Rescue has partnered with various City staff involved with businesses on Mitchell Island to provide recommendations to reduce risk.

(ii) Post Halloween Operations Update

Deputy Fire Chief Gray advised that Halloween night was very successful with no emergency response calls. Richmond Fire-Rescue had additional crew patrolling highly populated areas as well as crew present at all fire work displays within the City.

(iii) Lighting of the Hamilton Fire Hall Event

Deputy Fire Chief Gray noted that an open house with family events will take place at the Hamilton Fire Hall followed by the lighting of the festive lights on December 5, 2017.

(iv) Cambie Hall Opening

Deputy Fire Chief Gray thanked Council for attending the opening of Cambie Fire Hall and commended the volunteers on their hard work.

5. **RCMP MONTHLY ACTIVITY REPORT - SEPTEMBER 2017**

(File Ref. No. 09-5000-01) (REDMS No. 5576972)

Inspector Keith Bramhill, Richmond RCMP, introduced Inspector Sunny Parmar, Operations Officer.

Community Safety Committee
Wednesday, November 15, 2017

Inspector Bramhill highlighted that (i) the Bike Bait Program has been very successful, (ii) the luggage theft issue at Vancouver Airport (YVR) has gained a lot of media attention and through collaboration with RCMP Officers and the Vancouver Airport Authority the suspect has been identified, and (iii) the Combined Forces Special Enforcement Unit has been heavily engaged with gang related crimes in Richmond and has been working with Officers in Richmond to target locations frequented by these individuals.

In reply to queries from Committee, Inspector Bramhill advised that new and high profile restaurants are the most popular locations for individuals involved in gang related crimes to occupy.

Discussion took place regarding the increase in volume at YVR and Committee queried the last time a review had taken place on staff resources.

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

It was moved and seconded

That a letter be written to the Vancouver Airport Authority to review RCMP staff resources required to accommodate the increase in volume through Vancouver Airport.

CARRIED

Discussion ensued with regard to the RCMP Detachment at YVR.

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

It was moved and seconded

That staff provide information regarding the RCMP Detachment at YVR including staffing needs and report back to Committee.

CARRIED

The Chair requested that volunteers that assisted during the wild fires be recognized for their hard work and invaluable efforts in the next report.

It was moved and seconded

That the report titled "RCMP's Monthly Activity Report – September 2017," dated October 10, 2017, from the Officer in Charge, Richmond RCMP Detachment, be received for information.

CARRIED

Community Safety Committee

Wednesday, November 15, 2017

6. **RCMP/OIC BRIEFING**

(Verbal Report)

Items for discussion:

(i) Halloween Update

Inspector Bramhill noted that Halloween went successfully and many RCMP Officers and Auxiliary Officers were patrolling the City. He advised that due to great partnerships with various groups there were a low number of calls and no major events or injuries occurred.

(ii) Remembrance Day Update

Inspector Bramhill advised that 36 members attended the Remembrance Day event in Red Surge and noted that positive feedback was received from many people regarding the placement of barricades for public safety.

In reply to queries from Committee, Inspector Bramhill advised that the operational plan for the event was similar to last year with a few changes to placement of Officers in certain locations.

7. **COMMITTEE STANDING ITEMS**

(i) Emergency Programs

Norman Kotze, Acting Manager, Emergency Programs provided the following information:

- the Richmond Resilient Community Program (RRCP) pilot was launched at the Sea Island Community Centre on November 5, 2017;
- the Richmond Resilient Community Program will be holding a workshop to engage Thompson Community at the Thompson Community Centre on November 18, 2017 and November 26, 2017;
- Emergency Programs met with Thompson Community Association (TCA) garnering support for the RRCP workshop and offered support to the TCA for the upcoming Resilient Streets program;
- following the Thompson Community presentations, a final update to the RRCP workshop content will be made before a launch to all communities in 2018;
- Emergency Programs participated at a presentation by Stacy Barter, a Learning and Community Engagement Specialist of the Building Resilient Neighbourhoods Project;
- Building Resilient Neighbourhoods (BRN) is a collaborative effort to help create more social, environmental and economic resilient communities and neighbourhoods in British Columbia, Canada; and

Community Safety Committee
Wednesday, November 15, 2017

- staff are in the process of completing the application to be submitted to UBCM for funding from the Community Emergency Preparedness Fund.

(ii) E-Comm

The Chair advised that the Board of Directors are holding a strategic planning session in January to examine various aspects of E-Comm and its growth in the province.

7A. EARTHQUAKE PREPAREDNESS

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

The Chair spoke to an email dated November 10, 2017 (copy on file, City Clerk's Office) from Professor Kyle Matsuba, Kwantlen Polytechnic University, regarding the potential to partner with the City of Richmond to apply for a federal grant to conduct a study on preparing Richmond residents for an earthquake.

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

It was moved and seconded

That staff liaise with Professor Kyle Matsuba, Kwantlen Polytechnic University, to examine the nature of the study on earthquake preparedness and offer any assistance.

CARRIED

8. MANAGER'S REPORT

(i) Proposed Excise Duty Framework for Cannabis Products

Ms. Achiam stated that staff will bring forward a report to Council for endorsement to submit comments regarding the proposed excised tax for cannabis products.

(ii) RCMP Toy Drive

Ms. Achiam noted that the Richmond RCMP will be hosting a toy drive at Ironwood Plaza on November 18 to collect donations for the Richmond Christmas Fund.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:34 p.m.).

CARRIED

Community Safety Committee
Wednesday, November 15, 2017

Certified a true and correct copy of the Minutes of the meeting of the Community Safety Committee of the Council of the City of Richmond held on Wednesday, November 15, 2017.

Councillor Bill McNulty
Chair

Sarah Kurian
Legislative Services Coordinator



General Purposes Committee

Date: Monday, November 20, 2017

Place: Anderson Room
Richmond City Hall

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

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

MINUTES

It was moved and seconded

That the minutes of the meetings of the General Purposes Committee held on November 6, 2017 and November 14, 2017, be adopted as circulated.

CARRIED

COMMUNITY SERVICES DIVISION

1. **MINORU PLACE ACTIVITY CENTRE REUSE OPTIONS**
(File Ref. No. 06-2345-20-MINO1) (REDMS No. 5514772 v.13; 5521863)

In response to questions from Committee, Jane Fernyhough, Director, Arts, Culture and Heritage Services, noted that (i) staff recommend developing a long term plan for the site, (ii) keeping the building open for any use would have a financial cost, and (iii) should building systems fail in the short-term, they would be fixed as required.

General Purposes Committee

Monday, November 20, 2017

Committee expressed concern over spending funds to upgrade the building for an interim use and in response to questions, staff commented that:

- designing a new building would be concurrent with operating the renovated space;
- no funds are required to leave the building as is but within ten years \$1.1 million would be needed solely for systems upgrades;
- the requested \$2.6 million for renovations to the building for community arts and education use would make the space more workable inside by adding partitions, replacing the woodworking studio with a pottery studio, creating a work area for both the museum and gallery, creating a community gallery where the pool currently sits, and upgrading lighting, ceiling tiles, and flooring;
- the previous Operating Budget Impact for the Minoru Place Activity Centre was approximately \$400-500,000;
- the 44 new parking spaces needed for the proposed Option 1 use of the Minoru Place Activity Centre will be a part of the Minoru Park Vision Plan to identify the best way to accommodate that requirement;
- the maintenance of the tree inventory at the Activity Centre is a part of the parks operations budget;
- there is a separate report coming to Committee regarding community police stations and it may not be a good partner for arts programs due to the need for a high number of parking spaces; and
- staff are currently completing a cultural facilities needs assessment along with the arts strategy update to guide future planning.

In response to queries from Committee, Jamie Esko, Manager, Parks Planning, Design and Construction, noted that the list of 14 stakeholders are those known to staff, including 13 external groups, one written submission, and four staff groups from the area, each with particular needs. Ms. Esko further commented that the list was vetted by senior management and staff considers it to be comprehensive. She also noted that each organization selected representatives to meet with the consultant and answer standard questions, which are summarized in the staff report.

Kim Somerville, Manager, Community Social Development noted that there was a report to planning committee requesting funding for a Richmond Community Services Advisory Committee (RCSAC) space review for non-profit agencies in Richmond but that there currently is no complete assessment for the space needs of all community groups.

General Purposes Committee
Monday, November 20, 2017

Discussion ensued with regards to (i) the Minoru Park Vision Plan, (ii) other potential current uses for the Activity Centre area including returning it to green space, using it as storage space, and renting it out for private use, (iii) the need for more community education and arts spaces to accommodate demand for community programs, (iv) considering groups that would best fit the space 'as-is' without the need for building renovations, and (v) including other groups with space needs for potential use of the space.

In further response to questions from Committee, Ms. Esko noted that the Minoru Park area is designated as an arts and culture district and the proposed use under option 1 is a short-term use with the understanding that there is a need for longer term planning and that the Minoru Park Vision Plan will include an interim vision for this area.

As a result of the discussion, the following **motion** was introduced:
It was moved and seconded

- (1) *That the recommended option, Option 1: Community Education and Arts Space, be approved as the preferred reuse of the Minoru Place Activity Centre as detailed in the staff report titled "Minoru Place Activity Centre Reuse Options," dated October 31, 2017, from the Interim Director, Parks and Recreation;*
- (2) *That the recommended option, Option 1: Community Education and Arts Space, be considered as part of the Minoru Park Vision Plan, as detailed in the staff report titled "Minoru Place Activity Centre Reuse Options," dated October 31, 2017, from the Interim Director, Parks and Recreation; and*
- (3) *That staff consider the financing for the use and restoration of the Minoru Place Activity Centre, the specific uses within community education and arts usage of the building, and accommodating other community groups with space needs.*

CARRIED

2. 2018 AGE-FRIENDLY COMMUNITIES GRANT SUBMISSION

(File Ref. No. 07-3400-01) (REDMS No. 5621510 v.3)

It was moved and seconded

- (1) *That the application to the Union of British Columbia Municipalities (UBCM) 2018 Age-friendly Communities Grant Program for \$25,000 in the Age-friendly Assessments, Action Plans and Planning Category be endorsed; and*
- (2) *That, should the funding application be successful, the Chief Administrative Officer and a General Manager be authorized to enter into agreement with the UBCM for the above mentioned project and the 5-Year Financial Plan (2018-2022) be updated accordingly.*

CARRIED

3.

General Purposes Committee
Monday, November 20, 2017

COMMUNITY SAFETY DIVISION

3. PROPOSED TAXATION FRAMEWORK FOR CANNABIS PRODUCTS

(File Ref. No. 12-8000-01) (REDMS No. 5657159 v. 2)

Discussion took place in regards to requesting a municipal share of the federal and provincial revenues from the proposed excise duty on cannabis products.

In response to questions from Committee, Cecilia Achiam, General Manager, Community Safety clarified that the proposed federal excise duty rate of 50 cents per gram of cannabis or five per cent of the producer's sale price of the product (whichever is greater) will be shared between the federal government and the provincial-territorial governments and that the maximum total of federal duty rates and provincial-territorial taxes will be set at the greater of \$1.00 per gram or 10 percent of the sale price of a product.

As a result of the discussion, the following **motion** was introduced:
It was moved and seconded

That the comments summarized in the staff report titled, "Proposed Taxation Framework for Cannabis Products", dated November 16, 2017, including that the municipal share of revenue be no less than 50 cents per gram, be approved for submission to the federal government.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

4. ELECTION RESERVE AND ADVANCE PLANNING FOR THE 2018 ELECTION

(File Ref. No. 12-8125-80-01) (REDMS No. 5490268 v.2)

It was moved and seconded

- (1) *That a divisional-voting approach to the 2018 election, which is consistent with the current Civic Election Administration and Procedure Bylaw, and as generally described in the staff report dated November 3, 2017 from the Director, City Clerk's Office, be approved; and*
- (2) *That the following additional level requests be considered as part of the 2018 budget process:*
 - (a) *a one-time additional level request in the amount of \$130,000 for the 2018 election; and*

General Purposes Committee
Monday, November 20, 2017

- (b) *an ongoing additional level request in the amount of \$45,000 to increase the annual Election Reserve transfer for the 2018 election and for future elections;*
- (3) *That the above recommendations and staff report be forwarded to the Council/School Board Liaison Committee.*

The question on the motion was not called as discussion ensued with regards to referring the information to the Richmond School Board through the Council/School Board Liaison Committee and in response to a question from Committee, David Weber, Director, City Clerk's Office, commented that the request for the additional level funding is structured to reflect the amount required for the 2018 election budget and to re-adjust the amount set aside in the election reserve for future elections.

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

5. **AMENDMENTS TO LOCAL ELECTION CAMPAIGN FINANCING LEGISLATION**

(File Ref. No. 12-8125-80-01) (REDMS No. 5653439 v.2)

In response to questions from Committee, David Weber, Director, City Clerk's Office, noted that (i) an eligible individual is defined in the proposed *Local Elections Campaign Financing Amendment Act* (Bill 15) as a Canadian citizen or permanent resident and a resident of B.C., (ii) once enacted, Bill 15 would be retroactive to October 31, 2017 and anything donated prior to that date would be regulated under the old rules, and (iii) candidates can still spend funds received prior to October 31, 2017 provided that overall spending is still within expense limits.

Discussion ensued with regards to the new legislation unfairly favouring incumbents and that municipal candidate donations should be eligible for tax deductions, as is the case with Federal and Provincial government candidates.

Mr. Weber further clarified that the \$1200 donation limit is per donor, per year for 2017 and 2018 and that any donation over \$50 by an eligible individual at a fundraising function would be considered a campaign contribution. Mr. Weber also noted that the estimated \$59,792 spending limit is per councillor candidate and also applies to each candidate running with a slate.

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

It was moved and seconded

That a letter be written to the Minister of Municipal Affairs and Housing, with copies to Elections BC, Richmond MLAs, UBCM, and the Richmond School Board, commenting on municipal election financing that:

- (1) *under Bill 15, Local Elections Campaign Financing Amendment Act (2017):*

General Purposes Committee
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- (a) for fundraising events:*
 - (i) there should be a distinction between a donation and the costs incurred for a fundraising event so that a donation is only that portion of a payment which exceeds the costs incurred to host the fundraiser; and*
 - (ii) clarification of the treatment of funds raised through fundraisers within an event such as raffles, draws, auctions, etc;*
- (b) provide clarification as to how and by whom the determination is made as to who qualifies as an eligible individual for the purpose of making a campaign donation;*
- (c) remedy the unfairness in the proposed limitations on fundraising and spending for a slate of candidates versus an independent candidate; and*
- (d) provide clarification of the retroactivity for the new rules under Bill 15;*
- (2) under the Local Elections Campaign Financing Act, remedy the unfairness in the rules on disposition of surplus funds following an election for an independent candidate versus the rules on disposition for an Elector Organization; and*
- (3) tax deductions for donations to municipal campaigns should be provided, similar to campaign donations for Provincial and Federal elections.*

The question on the motion was not called as the following **amendment** was introduced:

It was moved and seconded

That the following comment be added to the letter:

That slates with more than two candidates be capped at a spending limit equal to that of the Mayor's spending limit (\$118,235) per campaign period.

DEFEATED

Opposed: Mayor Brodie

Cllrs. Dang

Johnston

Loo

McNulty

McPhail

General Purposes Committee
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Discussion further took place regarding the difference between provincial political parties and slates in terms of contribution limits and the limit amount and as a result, the following **amendment** was introduced:

It was moved and seconded

That the following comment be added to the letter:

That the limit on campaign financing contributions be capped at \$1200 per campaign cycle or four year period.

DEFEATED

Opposed: Mayor Brodie
Cllrs. Dang
Johnston
McNulty
McPhail

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

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:26 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, November 20, 2017.

Mayor Malcolm D. Brodie
Chair

Amanda Welby
Legislative Services Coordinator



Planning Committee

Date: Tuesday, November 21, 2017

Place: Anderson Room
Richmond City Hall

Present: Councillor Linda McPhail, Chair
Councillor Bill McNulty
Councillor Chak Au
Councillor Alexa Loo (entered at 4:01 p.m.)
Councillor Harold Steves

Also Present: Councillor Carol Day

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on November 7, 2017, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

December 5, 2017, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

1. **RICHMOND INTERCULTURAL ADVISORY COMMITTEE -
TERMS OF REFERENCE UPDATE**
(File Ref. No. 07-3300-01) (REDMS No. 5585111 v. 6)

Planning Committee
Tuesday, November 21, 2017

It was moved and seconded

That the proposed updated Richmond Intercultural Advisory Committee (RIAC) Terms of Reference be endorsed as presented in the staff report titled "Richmond Intercultural Advisory Committee – Terms of Reference Update," dated October 25, 2017 from the General Manager, Community Services

CARRIED

Cllr. Loo entered the meeting (4:01 p.m.).

PLANNING AND DEVELOPMENT DIVISION

2. APPLICATION BY KEN PHUAH FOR REZONING AT 10011 SEACOTE ROAD FROM "SINGLE DETACHED (RS1/E)" ZONE TO "COMPACT SINGLE DETACHED (RC2)" ZONE

(File Ref. No. 12-8060-20-009788; RZ 17-778570) (REDMS No. 5616980)

Steven De Sousa, Planning Technician – Design, reviewed the application noting that the proposed development will include frontage improvements and secondary suites are proposed for each new lot.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9788, for the rezoning of 10011 Seacote Road from "Single Detached (RS1/E)" zone to "Compact Single Detached (RC2)" zone, be introduced and given first reading.

CARRIED

3. APPLICATION BY RAJ DHALIWAL FOR REZONING AT 10460 WILLIAMS ROAD FROM "SINGLE DETACHED (RS1/E)" ZONE TO "COMPACT SINGLE DETACHED (RC2)" ZONE

(File Ref. No. 12-8060-20-009789; RZ 17-784468) (REDMS No. 5625865)

Jordan Rockerbie, Planning Technician, reviewed the application, noting that secondary suites are proposed for each new lot.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9789, for the rezoning of 10460 Williams Road from "Single Detached (RS1/E)" zone to "Compact Single Detached (RC2)" zone, be introduced and given first reading.

CARRIED

Committee noted that Terry Crowe, Manager, Policy Planning, will be retiring from his position in the City and commended his longstanding service.

2.

Planning Committee
Tuesday, November 21, 2017

4. PROPOSED TERMS OF REFERENCE TO UPDATE RICHMOND'S 2003 AGRICULTURAL VIABILITY STRATEGY (AVS) AND AGRICULTURAL PROFILE

(File Ref. No. 08-4050-10) (REDMS No. 5596242 v. 2)

Mr. Crowe reviewed the proposed terms of reference to update Richmond's 2003 Agricultural Viability Strategy (AVS) and Agricultural Profile, noting that utilizing consulting services may be an option to accelerate the AVS update process.

Discussion ensued with regard to (i) the timeline to update the AVS using staff, (ii) options to collaborate with the farming community and university students, (iii) costs of utilizing a consultant, (iv) utilizing the existing AVS to address upcoming agricultural issues, (v) funding assistance available from senior levels of government, and (vi) hiring additional staff to conduct research.

Steven Easterbrook, Co-Chair, Agricultural Advisory Committee (AAC), spoke on the proposed AVS update, expressing that (i) the City can collaborate with Kwantlen Polytechnic University farming students and the AAC on updating the AVS, (ii) utilizing consulting services may not be necessary and a volunteer committee can be formed that can analyze the existing report, and (iii) the optimal time for the AAC to review the issue would be between November and March.

It was moved and seconded

- (1) That the report titled "Proposed Terms of Reference to Update Richmond's 2003 Agricultural Viability Strategy (AVS) and Agricultural Profile", dated November 6, 2017 from the Manager, Policy Planning, be received for information; and**
- (2) That staff examine options to update Richmond's Agricultural Viability Strategy, and report back.**

CARRIED

Planning Committee
Tuesday, November 21, 2017

5. PROPOSED CHANGES: STEVESTON AREA PLAN, VILLAGE HERITAGE CONSERVATION POLICIES, DESIGN GUIDELINES AND LONG-TERM BAYVIEW, MONCTON AND CHATHAM STREET VISIONS

(File Ref. No. 08-4045-20-04) (REDMS No. 5561802 v. 6)

Mr. Crowe reviewed the proposed changes to the Steveston Area Plan (SAP) and referred to a memorandum to Council, dated November 2, 2017 (copy on-file City Clerk's Office), noting that staff are suggesting that (i) recommendations related to Bayview, Moncton and Chatham Streetscape visions be referred back to staff for further investigation, (ii) the Sakamoto Guidelines be incorporated into the SAP, (iii) new buildings along Moncton Street would have a maximum of two storeys and any requests for three stories may be considered through an Area Plan and rezoning bylaw amendment process, (iv) rooftop barrier railings will be non-transparent, and (v) brick materials will be permitted only for the replacement of existing brick in buildings throughout the entire Village.

Discussion ensued with regard to (i) future development along the Riverfront Area on the south side of Bayview Street, (ii) providing clarity regarding the building regulations, (iii) ensuring public access to the waterfront, (iv) restricting building height and density in areas south of Bayview Street, (v) the size of the historical buildings along the waterfront, and (vi) the size of recent developments in Steveston.

In reply to queries from Committee, staff noted that the proposed recommendations do not include changes to existing height and density requirements in the Riverfront Area on the south side of Bayview Street; however staff can be directed to examine options to amend said requirements. It was further noted that input received from public consultation indicated a preference to retain the current density of 1.6 FAR and a three storey building maximum for areas south of Bayview Street.

Discussion then took place with regard to the potential location of a bus exchange in the Village and an aerial map of Steveston was distributed (attached to and forming part of these minutes as Schedule 1).

In reply to queries from Committee, Victor Wei, Director, Transportation, noted that staff are discussing bus exchange options with TransLink.

It was moved and seconded

(1) That staff be directed to:

- (a) incorporate both the "Sakamoto Guidelines for Area Revitalization (1987)" and "Sakamoto Guidelines for Façade Improvements (1989)" in their entirety, into the Steveston Area Plan;**

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- (b) incorporate design guidelines that would require solid non-transparent barrier railings for rooftop structures;*
- (c) incorporate design guidelines that would restrict the use of brick only for the replacement of existing brick façades throughout the Village; and*
- (d) remove the proposed policy to establish a bridge connection to the Gulf of Georgia site;*

and to make the necessary changes to Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9775;

- (2) That new developments in the Riverfront Area south of Bayview Street be restricted to a maximum of two storeys and a maximum density of 1.2 FAR; and*
- (3) That the recommended long-term Bayview, Moncton and Chatham Street Streetscape visions be referred back to staff for further investigation and future reporting on issues related to details of the streetscape elements, the Steveston interurban tram and an upgraded Steveston bus exchange.*

The question on the **motion** was not called, as there was agreement to deal with Parts (1), (2) and (3) separately.

The question on Part (1) of the motion was then called and it was **CARRIED**.

The question on Part (2) of the motion was then called and it was **CARRIED** with Cllr. Loo opposed.

The question on Part (3) of the motion was then called and it was **CARRIED**.

6. MANAGER'S REPORT

None.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:16 p.m.).

CARRIED

Planning Committee
Tuesday, November 21, 2017

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, November 21, 2017.

Councillor Linda McPhail
Chair

Evangel Biason
Legislative Services Coordinator





Public Works and Transportation Committee

Date: Wednesday, November 22, 2017

Place: Anderson Room
Richmond City Hall

Present: Councillor Chak Au, Chair
Councillor Harold Steves
Councillor Carol Day
Councillor Alexa Loo

Absent: Councillor Derek Dang

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Public Works and Transportation Committee held on October 18, 2017, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

December 20, 2017, (tentative date) at 4:00 p.m. in the Anderson Room

PLANNING AND DEVELOPMENT DIVISION

1. **CITY OF RICHMOND-TRANSLINK TRAVELSMART PARTNERSHIP – COMPLETION OF PILOT PROGRAM**
(File Ref. No. 01-0154-04) (REDMS No. 5595141)

Victor Wei, Director, Transportation, provided the following information on the City's partnership with TravelSmart:

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Wednesday, November 22, 2017

- the pilot program focused on three elementary schools and various businesses;
- each School Travel Plan is customized to the school and intended to be a living document that belongs to the school;
- staff provided businesses in the Riverside Business Park with a variety of alternative transportation solutions for employees;
- the private shuttle option emerged as the most feasible, however after further consideration, businesses opted out due to cost; and
- an outcome of this initiative was increased awareness of Richmond businesses' transportation challenge, therefore longer term solutions continue to be developed by the City and TransLink.

It was moved and seconded

- (1) *That the staff report titled "City of Richmond-TransLink TravelSmart Partnership – Completion of Pilot Program", dated October 20, 2017, from the Director, Transportation be received for information; and*
- (2) *That a copy of the above report be forwarded to the Richmond Council-School Board Liaison Committee for information.*

CARRIED

2. TRANSLINK SOUTHWEST AREA TRANSPORT PLAN – RESULTS OF PHASE 2 CONSULTATION AND PREPARATION OF DRAFT FINAL PLAN

(File Ref. No. 01-0154-04) (REDMS No. 5491921 v.10)

Mr. Wei introduced Matt Craig, Manager, TransLink System Plans. With the aid of a PowerPoint presentation (copy on file, City Clerk's Office) Mr. Craig provided the following information:

- the Southwest Area Transport Plan includes Richmond, South Delta (Ladner and Tsawwassen) and Tsawwassen First Nation;
- from May 23 to June 19, 2017, TransLink sought input from the public, stakeholders and municipal partners in the engagement for Phase 2: Identifying Priorities;
- feedback was gathered via an online survey on the TransLink website with paper surveys (in English and Chinese);
- feedback was responded through review of survey results and comments, modification of 17 proposals based on feedback, reviews with advisory committee and stakeholders to discuss options and revised proposals advanced to evaluation stage;

2.

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- finalized routing proposals underwent a multiple account evaluation (MAE) in consultation with staff to ensure that the proposed changes were aligned with regional and local goals and to help prioritize the investments and inform decision-making;
- key objectives for the transit service recommendations are:
 - improving Frequent Transit Network (FTN) service along key corridors;
 - providing more reliable and convenient bus service;
 - expanding bus service for growing communities and large areas of employment, including industrial areas; and
 - making NightBus more direct for service to Richmond City Centre and YVR;
- additional transit service, facilities and infrastructure initiatives within the sub-area that have been identified in the Mayors' Council 10-Year Vision include: improving access via park and ride, improving customer amenities at stations and exchanges, Canada Line upgrades, developing opportunities for application of flexible on-demand transit services, and identifying opportunities for transit priority, including approaches to the Queensborough Bridge; and
- moving forward, TransLink will incorporate feedback from the Draft Plan review, report back to Councils with a final plan in the new year, and conduct additional public engagement prior to implementation for significant changes.

In reply to queries from Committee, Mr. Craig noted that there were multiple factors that identified certain projects as top priority and the Mayors' Council 10-Year Vision for Transit and Transportation identifies priority investments for rail transit expansion, which includes extending certain SkyTrain lines.

It was moved and seconded

- (1) ***That as described in the report titled "TransLink Southwest Area Transport Plan – Results of Phase 2 Consultation and Preparation of Draft Final Plan" dated November 1, 2017 from the Director, Transportation:***
- (a) ***The comments from the Senior Advisory Committee and staff be forwarded to TransLink staff for incorporation into the draft final Plan; and***
 - (b) ***TransLink's draft recommendations for transit service and regionally significant cycling corridors for the Southwest Area Transport Plan be endorsed for the purpose of public consultation on the draft final TransLink Southwest Area Transport Plan.***

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- (2) *That staff be directed to report back with the draft final TransLink Southwest Area Transport Plan in January 2018.*

CARRIED

ENGINEERING AND PUBLIC WORKS DIVISION

3. UPDATE ON 2017/2018 SNOW AND ICE RESPONSE PREPARATIONS

(File Ref. No.)(REDMS No. 5593501 v.3)

In reply to queries from Committee, Larry Ford, Manager, Roads and Construction Services, advised that long range forecasts for Richmond are difficult to predict. Mr. Ford advised that staff are examining the potential to engage with the University of British Columbia's Weather Forecast Research Team for aid in better predicting local weather. Also, he stated that leniency for residents that may have difficulty clearing ice from their properties should be directed to Community Bylaws.

It was moved and seconded

That the staff report titled "Update on 2017/2018 Snow and Ice Response Preparations", dated October 20, 2017, from the Director, Public Works Operations, be received for information.

CARRIED

4. BURKEVILLE DRAINAGE

(File Ref. No. 10-6060-04-01) (REDMS No. 5617890 v.2)

In reply to queries from Committee, Lloyd Bie, Manager, Engineering Planning, advised that staff will implement a public information program on the drainage issue including mail outs to residents and a public open house and will include a time frame as well as what residents can expect throughout the project.

Mr. Bie advised that Burkeville ditches are not deep enough to accommodate City standard piping and cannot be improved in a manner that will increase capacity to the required levels. He noted that ditch infills reduce the drainage system's capacity for percolation, thereby increasing the drainage system flows which will ultimately cause flooding in the neighbourhood. . Mr. Bie stated that the moratorium on ditch infills will be lifted on a block by block basis as the piped drainage system is installed.

In reply to queries from Committee, Mr. Bie noted that ditches in Burkeville could be widened, however that would result in less space in residents yards and would not solve the long term problem.

4.

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It was moved and seconded

That a moratorium on ditch infills in the Burkeville neighbourhood, until a piped drainage network is implemented as outlined in the report titled "Burkeville Drainage" dated October 27, 2017, from the Director, Engineering, be endorsed.

CARRIED

5. 2017 UNION OF BC MUNICIPALITIES COMMUNITY EMERGENCY PREPAREDNESS FUND

(File Ref. No. 10-6060-05-01) (REDMS No. 5649642 v.3)

It was moved and seconded

- (1) That the Dike Master Plan Phase 5 submission to the 2017 Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund be endorsed; and*
- (2) That should the Dike Master Plan Phase 5 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.*

CARRIED

6. ELECTRIC VEHICLE CHARGING INFRASTRUCTURE - REQUIREMENTS FOR NEW DEVELOPMENTS

(File Ref. No. 10-6125-07-02) (REDMS No. 5496295 v.10)

In reply to queries from Committee, Brendan McEwen, Sustainability Manager, advised that the "Right to Charge" legislation would require that Electric Vehicle (EV) drivers be able to charge their vehicles with appropriate means of reconciling building owners or strata council common expenses. He noted that there are a few models in terms of paying for electricity for the EV and the cost would be significantly less than that of gasoline.

John Roston, Coordinator, Plug-In Richmond, spoke in support of EV's in the City and urged Committee to adopt the bylaw. He noted that driving an EV has made a difference in his life. Mr. Roston remarked that he was pleased with the response he has received from staff on the matter and stated that Richmond has the opportunity to be a leader in Canada for cost effective solutions.

It was moved and seconded

- (1) That Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9756, which adds Section 7.15 Electric Vehicle Charging Infrastructure, identified in the report titled "Electric Vehicle Charging Infrastructure – Requirements for New Developments" dated October 15, 2017, from the Director, Engineering, be introduced and given first reading;*

5.

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- (2) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw No. 9520, which amends Section 8.5 Transportation Capacity and Demand Management and Section 14.2.7.E Electric Vehicle Charging both regarding electric vehicles, identified in the report titled "Electric Vehicle Charging Infrastructure – Requirements for New Developments" dated October 15, 2017, from the Director, Engineering, be introduced and given first reading;*
- (3) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw No. 9520, 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 programs and plans, in accordance with Section 477(3)(a) of the Local Government Act; and

- (4) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw No. 9520, having been considered in accordance with Official Community Plan Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.*

CARRIED

7. OVAL VILLAGE DISTRICT ENERGY UTILITY BYLAW NO. 9134, AMENDMENT BYLAW NO. 9778

(File Ref. No. 10-6600-10-02) (REDMS No. 5563539 v.7)

It was moved and seconded

- (1) *That the staff recommendation to amend the Oval Village District Energy Utility rate for services as presented in Option 2 of the report titled "Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 9778" be endorsed; and*
- (2) *That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 9778 be introduced and given first, second and third readings.*

CARRIED

8. ALEXANDRA DISTRICT ENERGY UTILITY BYLAW NO. 8641, AMENDMENT BYLAW NO. 9777

(File Ref. No. 10-6600-10-02) (REDMS No. 5563441 v.9)

It was moved and seconded

- (1) *That the staff recommendation to amend the Alexandra District Energy Utility rate for services as presented in Option 2 of the report titled "Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9777" be endorsed; and*

6.

Public Works & Transportation Committee
Wednesday, November 22, 2017

- (2) *That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9777 be introduced and given first, second and third readings.*

CARRIED

9. MANAGER'S REPORT

None.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:47 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Public Works and Transportation Committee of the Council of the City of Richmond held on Wednesday, November 22, 2017.

Councillor Chak Au
Chair

Sarah Kurian
Legislative Services Coordinator



SCHOOL DISTRICT NO. 38 (RICHMOND)

Council/Board Liaison Committee Public Minutes

Wednesday, November 8, 2017
9:00 a.m.

School District Administration Offices
4th Floor Conference Room

Present: Trustee Chair, Donna Sargent
Trustee, Debbie Tablotney
Trustee, Alice Wong
Trustee, Sandra Nixon**
Councillor Linda McPhail
Councillor Alexa Loo

Also Present: S. Elwood, Superintendent of Schools, SD 38
M. Beausoleil, Director, Maintenance & Operations, SD 38
C. Mason, Director of Facilities Planning, SD 38
S. Lusk, Interim Director, Parks and Recreation, CoR
C. Achiam, General Manager, Community Safety, CoR*
K. Somerville, Manager, Community and Social Development, CoR
D. Chan, Manager, Transportation Planning, CoR
W. Plante, Executive Assistant, SD 38

* present for a portion of the meeting

** joined the meeting already in progress

*The Richmond Board of Education acknowledges and thanks the First Peoples of the
hən̓q̓əmi̓ñəm (hun-ki-meen-um) language group on whose traditional and unceded
territories we teach, learn and live.*

The Chair called the meeting to order at 9:00 am and introductions of attendees occurred.

1. **ADOPTION OF AGENDA**

It was moved and seconded

***That the Council/Board Liaison Committee agenda for the meeting of
Wednesday, November 8, 2017 be adopted as amended.***

Add Item 4.4 Remembrance Day

Add Item 4.5 Richmond Canada 150 Update

2. MINUTES

It was moved and seconded

That the minutes of the meeting of the Council/Board Liaison Committee held on Wednesday, September 20, 2017 be approved as amended under Item 3.1 Traffic Safety Advisory Committee, Paragraph 4.

CARRIED

3. STANDING ITEMS

3.1 Traffic Safety Advisory Committee

Minutes from the October 5, 2017, Traffic Safety Advisory Committee were included for information.

The results of a traffic study determined that an upgrade to a special crosswalk was not warranted at Railway Avenue at the raised pedestrian crosswalk connecting the multiuse pathway to the sidewalk adjacent Homma elementary. However in an effort to improve traffic safety, the no stopping zone on the north side of Railway Avenue was extended.

Several school related traffic safety concerns at General Currie, Talmey, Blair, Garden City and Woodward Elementary will be reviewed by the City of Richmond's Transportation Department.

The Richmond District Parents' Association will review and consider restarting the Traffic Safety Awareness Week program.

City Bylaw officers will continue to maintain a visible presence in all Richmond schools as a reminder to parents, students and school staff the importance of traffic safety.

There will be an opportunity to review and improve school related traffic planning over the next 5 years as a result of 20 schools in Richmond which have been identified for seismic upgrades.

The City's Traffic Operations Section are reviewing and will follow up on the status of a traffic safety concern at London Secondary School regarding vehicles turning left out of the driveway that serves the school.

Discussion ensued regarding the Travel Smart pilot program and the merits of presenting it at a future board meeting.

4. BUSINESS ARISING & NEW BUSINESS

4.1 Cannabis Legislation

The General Manager, Community Safety spoke on the UBCM discussions regarding Provincial Regulations of Non-Medical Cannabis and noted that the federal government's intent to pass legislation to regulate cannabis by July 1, 2018. Correspondence from the City of Richmond to the Prime Minister and the

Minister of Public Safety and Solicitor General regarding the City of Richmond's opposition of the legalization of non-medical cannabis were distributed.

Discussion took place regarding the complicated far reaching implications, short timelines on the consultation of local governments and the public, the importance of focusing on regulations around the future legalization, site zoning, consumption of edible products which are not included under the proposed regulations and the primary concerns of the health and welfare of students and the ongoing safety of school environments.

The Superintendent spoke to the huge commitment and responsibility to our community and is confident of a continued working partnership with the City of Richmond to implement next steps once the provincial landscape is shaped.

Trustees will be meeting with Mayor Brodie and Councillors on Wednesday, November 22, 2017, to discuss this item and other pressing issues.

Trustee Nixon joined the meeting at 9:32 am
The General Manager, Community Safety, CoR departed the meeting at 9:33 am

4.2 2018 ERASE Bullying Campaign

Councillor McPhail briefed attendees of the 2018 campaign leading up to the anti-bullying week and Pink Shirt Day in February 2018. Continued collaboration between and the school district and city staff for the February 1 promo launch of this nationwide awareness campaign was noted.

4.3 Childcare Services Advocacy

Results from a recently adopted 2017-2022 Richmond Child Care Needs Assessment and Strategy 2017 report was shared with attendees.

- a 46% increase in the supply of licensed child care spaces being provided by private businesses and not-for-profit agencies
- the opening of three new City-owned child care facilities
- the successful securement of an Early Childcare Development Hub and five more City-owned child care facilities (currently in development)
- an interactive City map to allow parents to search on line for licensed childcare programs

Discussion on continued district and city challenges regarding seismic upgrades, classroom sizing, right-sizing schools, before and after school daycares took place.

Attendees were updated on the relocation of daycares by the Director, Maintenance and Operations.

ACTION: Provide an update at the next agenda.

4.4 Remembrance Day

Attendees were reminded that the City of Richmond's Remembrance Day ceremony begins at 10:40 am.

4.5 Richmond Canada 150

Although school district events are completed for this campaign, the Richmond steering committee continue to gather feedback regarding this successful celebration.

Trustee Sargent expressed her appreciation with the inclusion of the school district.

5. NEXT MEETING

The next meeting is scheduled for Wednesday, January 17, 2018, at 9:00 am and will be hosted by the City of Richmond. Attendees will be advised of the meeting room location.

6. ADJOURNMENT

It was moved and seconded

That the meeting adjourn at 10:07 am.

CARRIED



City of Richmond

Report to Committee

To: Community Safety Committee

Date: October 10, 2017

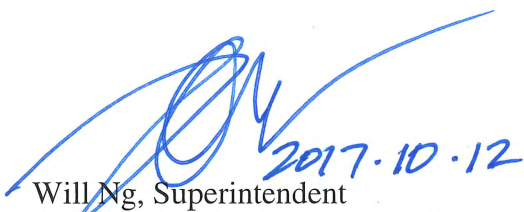
From: Will Ng, Superintendent
Officer in Charge, Richmond RCMP Detachment

File: 09-5000-01/2017-Vol
01

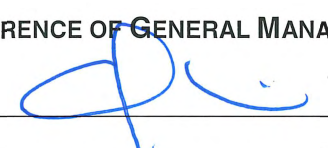

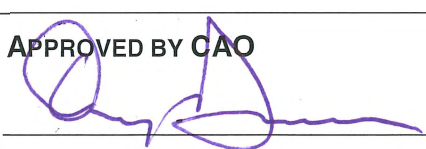
Re: RCMP Monthly Activity Report - September 2017

Staff Recommendation

That the report titled "RCMP's Monthly Activity Report – September 2017," dated October 10, 2017, from the Officer in Charge, Richmond RCMP Detachment, be received for information.


2017-10-12
Will Ng, Superintendent
Officer in Charge, Richmond RCMP Detachment
(604-278-1212)

Att. 4

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	

Staff Report

Origin

At the request of the Community Safety Committee, the Officer in Charge will keep Council informed on matters pertaining to policing in the Richmond community. This monthly activity report for the RCMP provides information on each of the following areas:

1. Activities and Noteworthy Files
2. Analysis of Crime Statistics
3. Auxiliary Constables
4. Block Watch
5. Community Police Stations and Programs
6. Crime Prevention Unit
7. Road Safety Unit
8. Victim Services
9. Youth Section

This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

Maintain emphasis on community safety to ensure Richmond continues to be a safe community.

Analysis

Activities and Noteworthy Files

Bike Registration

On September 5, 2017, Project 529 bike registrations were offered at the Community Police Offices located at the City Center, Steveston and South Arm locations. Richmond registrations can be managed through a smart phone app, '529 Garage', that is downloadable.

Organized Crime Initiative

On September 5, 2017, Richmond RCMP officers from the Organized Crime Unit and General Duty patrol partnered to conduct proactive gang patrols throughout the City of Richmond. These patrols will be focused on areas being frequented by gang members. This initiative is aimed at deterring gangs from using Richmond as a place to do business, disrupting the day-to-day movements of gang members and associates, and increasing overall public safety.

Homicide

On September 18, 2017, the Richmond RCMP was called to the 7500 block of Bridge Street for a report of a shooting. Upon police attendance, an adult victim was located and despite all attempts to revive the individual he succumbed to his injuries. The incident does not appear to be a random attack and the matter is under investigation.

Bait Bike

On September 21, 2017, Richmond RCMP Property Crime Unit officers deployed a Bait Bike in the downtown corridor of Richmond and 10 minutes later the officers made an arrest. A male has been charged with one count of Theft Under \$5000. Bait Bikes are currently being deployed throughout Richmond and are closely monitored to combat bicycle theft.

YVR Luggage Thief Arrested

On September 26, 2017, Richmond RCMP YVR Detachment officers arrested a suspect in the International Terminal Building of YVR. Through investigation it was determined that the individual had stolen luggage from luggage carousels before the respective owners could retrieve their property. A suspect was identified and a male fitting the description was observed by YVR Security staff. RCMP officers initiated an arrest shortly thereafter.

Analysis of Crime Statistics*Arson*

In September 2017, there were two incidents of arson, which is a 33 per cent decrease from August 2017 and no change from September 2016. Arson at this time is below the five-year statistical average range.

Assault Serious (Assault with a Weapon)

There were 18 assault serious events, which is a five per cent increase from August 2017 and a 28 per cent increase from September 2016. Assault serious is above the five-year statistical average range. A file review was done on these events and no significant patterns were noted.

Auto Theft

There were 32 auto theft incidents, which is an eight per cent decrease from August 2017 and a 33 per cent increase from September 2016. Auto theft is within the five-year statistical average range. A file review indicates that older model Honda Civics (1990s) were stolen throughout the month and there continues to be a large number of vehicles that are stolen from Richmond and recovered in nearby jurisdictions such as Surrey. A number of auto theft files are unsuccessful attempts.

Drugs

There were 57 drug incidents, which is no change from August 2017 and a 1.7 per cent decrease from September 2016¹. September 2017 drug incidents within five year statistical average range.

¹ Even though September 2017 shows a decrease, drug incidents are still on pace to meet the five per cent increase benchmark as noted in the Annual Performance Plan.

Mental Health

There were 117 mental health incidents, which is a decrease of 15 per cent from August 2017 and a 17 per cent increase from September 2016. Mental health incidents are above the five year statistical average range. A file review was completed and no significant observations were noted.

The Detachment training sessions and audits have been designed to help members better recognize when to flag files as mental health related. As a result, better training has led to a more accurate representation of calls for service and has increased the number of mental health flagged files.

Residential Break and Enter

There were 37 break and enters, which is a 15 per cent decrease from August 2017 and a 13 per cent decrease from September 2016. Residential break and enters are within the five year statistical average range.

Robbery

There were 4 robbery incidents, which is a 50 per cent decrease from August 2017 and a 33 per cent decrease from September 2016. Robbery incidents are below the five-year statistical average range.

Sexual Assault

There were seven sexual assault offences, which resulted in a 41 per cent decrease from August 2017 and no change from September 2016. Sexual Assault incidents are within the five year statistical average range.

Shoplifting

There were 54 shoplifting thefts, which is a 20 per cent decrease from August 2017 and a five per cent decrease from September 2016. Shoplifting is within the five-year statistical average range.

Theft from Auto

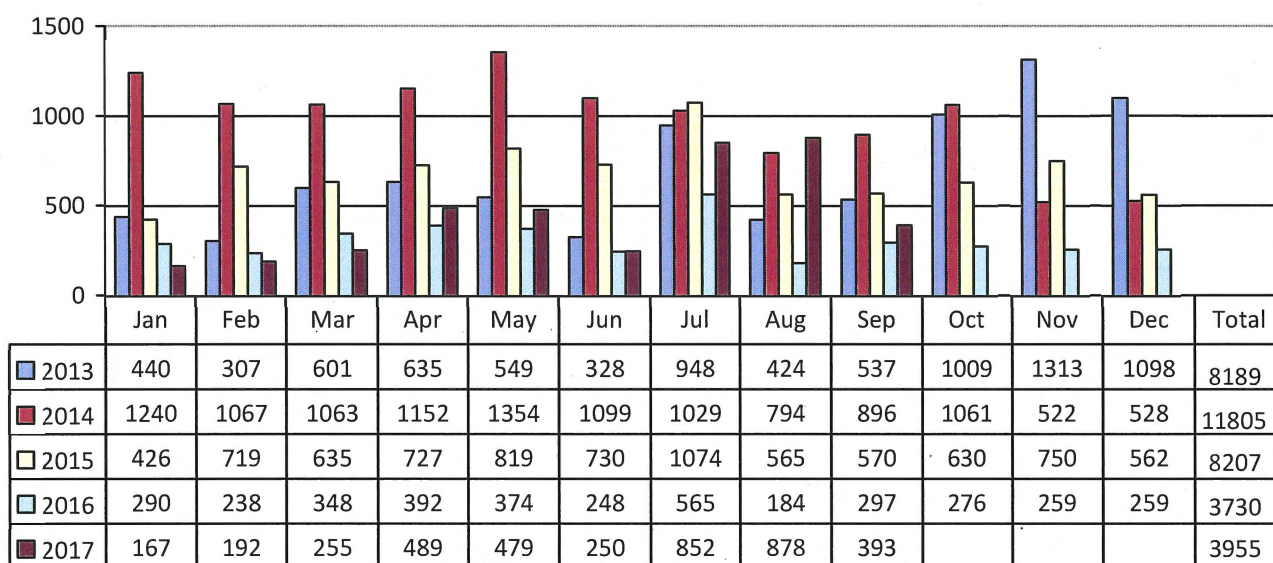
There were 136 thefts from auto incidents, which is a 14 per cent decrease from August 2017 and a 12 per cent decrease from September 2016. Theft from auto is below the five-year statistical average range.

Auxiliary Constables

In September 2017, the Richmond RCMP Detachment had a total complement of 37 auxiliary constables, who provided 393 volunteer hours. There was a 52 per cent decrease in hours from August 2017 and a 32 per cent increase from September 2016. During the summer volunteers were focused on festivals and wildfire deployments which accounts for the 52 per cent decrease in hours from August 2017.

Figure 1 compares the monthly hours of service provided by month from 2013 to 2017.

Figure 1: Auxiliary Constable Volunteer Hours



Auxiliary Constable Activities

Auxiliary Constables attend events in the community to promote a positive police presence, support regular RCMP members and provide traffic and crowd control. During the month of August auxiliary constables participated in:

- Block Watch
- Crime Watch
- Distracted Driving Campaign
- Harvest Festival
- Mental Health Initiative
- Night Market
- Ride for Refuge
- School Fair
- World Festival

Block Watch

At the end of September 2017, the Block Watch program had 443 groups totaling 10,133 participants. Currently, the program includes 580 captains, which is no change from the previous month, and an increase of 38 participants and one group.

Community Police Station Programs

Community police stations continue to enhance the Detachment's policing service by providing an array of crime prevention resources and community safety initiatives. City staff and volunteers pursued safety initiatives to enhance crime prevention program awareness, community engagement, police accessibility and to reduce anxiety and fear related to crime. The demographics of the programs vary from month to month reflective of weather conditions, seasonal initiatives, events and the availability of the volunteers.

During the month of September volunteer highlights included:

- The deployment of 25 foot/van patrols totalling 200 hours and eight bike patrols totalling 48 hours;
- 30 Fail to Stop deployments which resulted in 800 warning letters;
- Effort towards Speed Watch on 3,675 vehicles at various locations;
- Lock Out Auto Crime on 12,372 vehicles at various locations;
- September 7, 2017, Distracted Driver's Blitz deployed that resulted in 6,345 vehicles checked and 57 warning letters issued;
- September 13, 2017, Distracted Driver's Blitz deployed that resulted in 3,690 vehicles checked and 17 warning letters issued;
- September 21, 2017, Distracted Driver's Blitz deployed that resulted in 3,422 vehicles checked and 29 warning letters issued;
- September 21, 2017, volunteers assisted in the search of a stolen scooter in the Minoru/Moffatt Road area;
- September 21, 2017, volunteers assisted at the Lord Byng School BBQ to set up the fatal vision goggles and a putting green for the students to participate in;
- September 26, 2017, volunteers handed out 73 notices to provide information on the 529 Bike Registry program in the No. 3 Road corridor;
- September 27, 2017, Distracted Driver's Blitz deployed that resulted in 3,165 vehicles checked and 21 warning letters issued;
- September 29, 2017, during van patrol volunteers found a stolen vehicle; and
- September 30, 2017, volunteers assisted in the Harvest Festival at the Garden City Lands from 10:30 am – 7:00 pm by participating in the RCMP display table.

Distracted Drivers

Figure 2 provides a comparison by year of the number of letters sent to registered owners.

Figure 2: Distracted Drivers Letters Sent

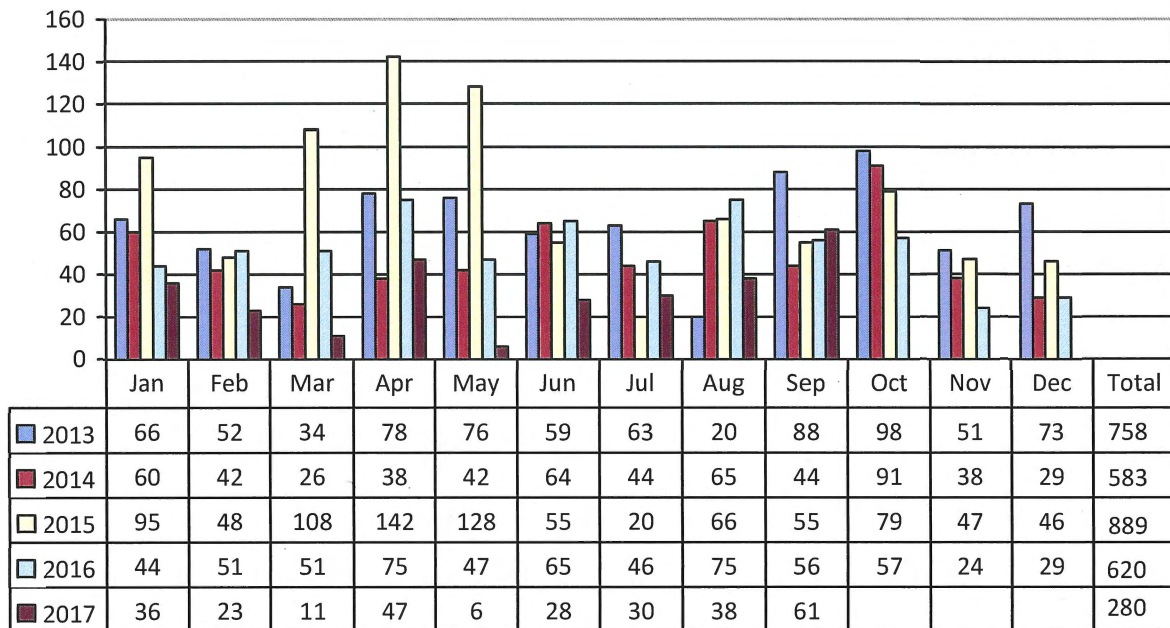
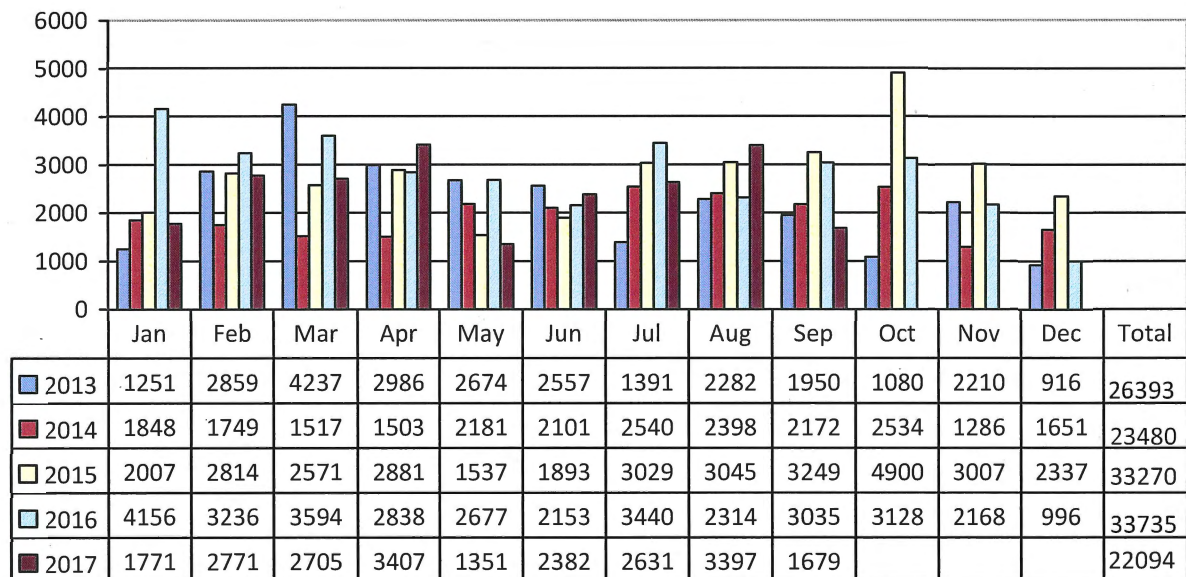
*Lock-Out Auto Crime*

Figure 3 provides a comparison by year of the number of vehicles notices issued.

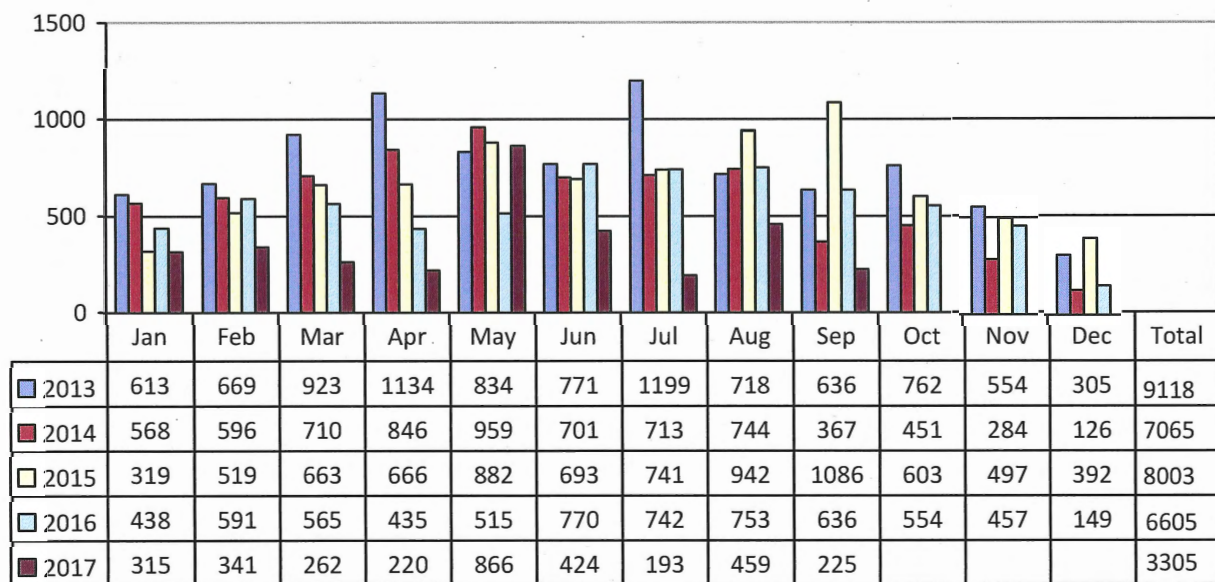
Figure 3: Lock Out Auto Crime Vehicles Issued a Notice



Speed Watch

Figure 4 provides a comparison by year of the number of letters sent to registered owners.

Figure 4: Speed Watch Letters Sent



Crime Prevention Unit

Crime Prevention reduces crime and enhances community engagement through public awareness and dialogue initiatives. During the month of August, the Crime Prevention unit participated in the following events/activities:

- Community Police Office Blitz Deployments
- Distracted Driving Blitz
- Richmond World Fair
- 100th Year Birthday Senior's Care Home Visit
- Harvest Festival
- Vulnerable Institution Patrols
- Wildfire Deployment

Road Safety Unit

The Road Safety Unit makes Richmond's roads safer through evidence-based traffic enforcement, investigation of serious vehicle collisions and public education programs. The statistics below compare August 2017 data to both June 2017 and July 2017.

The Moving Violations category refers to violations such as unsafe lane change and unsafe passing. The Vehicle category refers to motor vehicle regulation defects such as no insurance and no lights. The Other category refers to other motor vehicle infractions such as miscellaneous charges including fail to remain at the scene of accident and failing to stop for police.

Violation Tickets were issued for the following infractions:

Infraction	July 2017	August 2017	September 2017
Distracted Driving	143	111	188
Driver License	158	116	191
Impaired	36	22	38
Intersection offences	89	97	63
Moving Violations	88	137	136
Speeding	175	155	188
Seatbelts	34	10	18
Vehicle Related	45	55	47
Other	55	47	59
Total	823	750	928

Notice and Orders issued for the following infractions:

Infraction	July 2017	August 2017	September 2017
Distracted Driving	34	23	27
Driver License	57	29	21
Intersection	48	19	28
Moving Violations	41	40	39
Speeding	48	47	62
Seatbelts	5	3	6
Vehicle Related	79	63	63
Other	0	0	0
Total	312	224	246

Parking Tickets:

Name	Act	Example	July 2017	Aug 2017	Sep 2017
Parking	Municipal Bylaw	Municipal parking offences	39	33	42

Victim Services

In September 2017 Richmond RCMP Victim Services provided on-going support to 61 clients and attended eight crime/trauma scenes. The unit currently maintains an active caseload of 143 on-going files.

Youth Section

The Detachment's Youth Section focuses on strategies that contribute to safe and healthy behaviours essential to the development of productive and civic-minded adults. During the month of September Youth Section members highlights included:

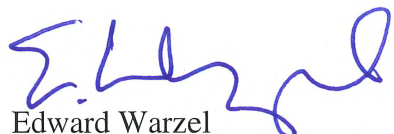
- Adopt-a-School
- Drug Abuse Resistance Education
- School Action For Emergencies Planning
- Youth Squad Planning

Financial Impact

None.

Conclusion

The Officer in Charge, Richmond Detachment continues to ensure Richmond remains a safe and desirable community.



Edward Warzel
Manager, RCMP Administration
(604-207-4767)

EW:jl

- Att. 1: Community Policing Programs Definition
- 2: Crime Statistics
- 3: Crime Maps
- 4: August 2017 sample of police occurrences in Richmond

Auxiliary Constables

- The primary mandate of Richmond's Auxiliary Constables is to support community policing activities related to public safety and crime prevention.
- For more information, visit www.richmond.ca/safety/police/prevention/auxiliary.htm

Block Watch

- Community-based crime prevention program aimed at helping neighbors organize themselves to prevent crime.
- Residents can receive email alerts of neighbourhood residential break and enters by registering their email addresses at: blockwatch@richmond.ca
- For more information, visit www.richmond.ca/safety/police/prevention/blockwatch.htm

Difference Maker Project

- The Difference Maker Project is an off-shoot of the School Sports Programs. Elementary school students are mentored by teachers, police officers and community ambassadors. This activity aims to encourage social and civic responsibility amongst elementary and secondary school aged youth through community projects.

Distracted Driving Program

- Trained volunteers monitor intersections and observe distracted drivers.
- A letter is sent to the registered owner of the offending vehicle with information on the safety risks associated to the observed behaviour and applicable fine amounts.
- For more information, visit www.richmond.ca/safety/police/prevention/programs.htm

Fail to Stop

- Trained volunteers monitor areas that have been referred to the program by local businesses or residents where drivers are not making a full stop at the stop sign, or running a red light.
- An information letter is sent to the registered owner of the vehicle advising them the date, time and location and applicable fine amounts if the driver received a violation ticket.

Lock Out Auto Crime

- Co-sponsored by the Insurance Corporation of BC (ICBC), volunteers patrol city streets and parking lots looking for automobile security vulnerabilities.
- Notices supplied by ICBC are issued to every vehicle inspected indicating to the owner what issues need to be addressed in order to keep the vehicle and contents secure.
- For more information, visit
- www.richmond.ca/safety/police/personal/vehicle.htm

Project 529

- This program allows riders to easily and securely register their bikes. This up-to-date database of bikes alerts its registrants if a fellow 529 bike is stolen.
- Project 529 is a unique, multi-national registry that holds a database of all registered and stolen bikes.

Speed Watch

- Co-sponsored by ICBC, promotes safe driving habits by alerting drivers of their speed.
- Trained volunteers are equipped with radar and a speed watch reader board that gives drivers instant feedback regarding their speed.
- Volunteers record the license plate number and the speed, and a letter is sent to the registered owner of the offending vehicle. The letter includes the date, time and location and applicable fine amounts if the driver received a violation ticket.

Stolen Auto Recovery

- Co-sponsored by ICBC, trained volunteers equipped with portable computers identify stolen vehicles.
- These volunteers recover hundreds of stolen vehicles each year throughout the Lower Mainland.

Volunteer Bike and Foot Patrol Program

- Trained volunteers patrol Richmond neighbourhoods reporting suspicious activities and providing a visible deterrent to crime and public order issues.

SEPTEMBER 2017 STATISTICS

RICHMOND RCMP

This chart identifies the monthly totals for founded Criminal Code incidents, excluding traffic-related Criminal Code incidents. Based on Uniform Crime Reporting (UCR) scoring, there are three categories: (1) Violent Crime, (2) Property Crime, and (3) Other Criminal Code. Within each category, particular offence types are highlighted in this chart. In addition, monthly totals for Controlled Drugs and Substances Act (CDSA) incidents and MHA-related calls for service are included. Individual UCR codes are indicated below the specific crime type. For 2017, some inclusion criteria have been modified to improve accuracy and accommodate RCMP scoring regulations. For more information, contact Richmond Crime Analysts.

The Average Range data is based on activity in a single month over the past 5 years. If the current monthly total for an offence is above the expected average range (using a standard deviation), it will be noted in **red**, while below expected numbers will be noted in **blue**.

Year-to-Date percentage increases of more than 10% are marked in **red**, while decreases of more than 10% are **blue**.

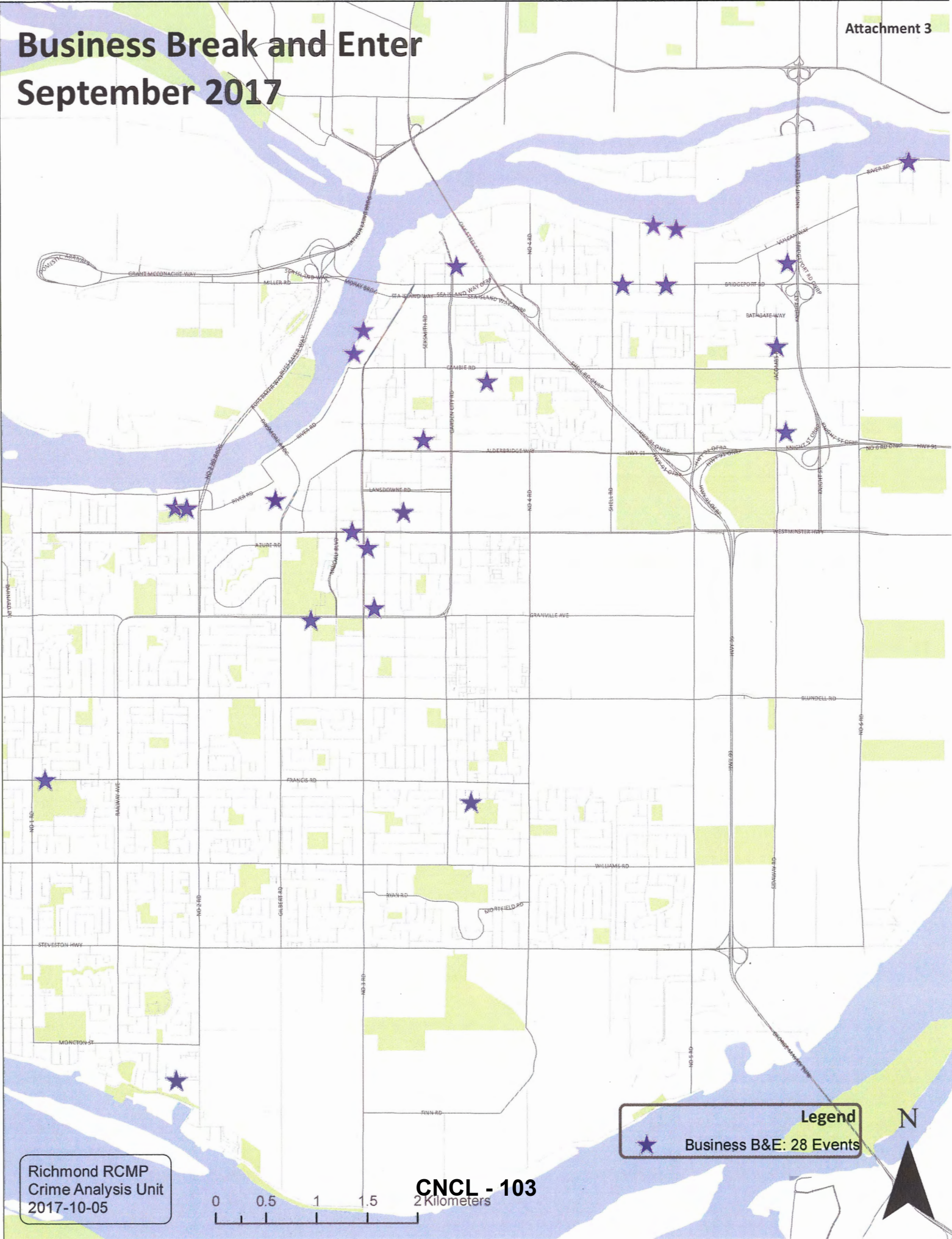
	Month	5-Yr Avg	5-Yr Range	Year to Date Totals			
	Sep-17	September		2016	2017	% Change	# Change
VIOLENT CRIME (UCR 1000-Series Offences)	128	106.0	99-113	1069	1050	-2%	-19
Robbery UCR 1610 (1-3)	4	6.6	5-8	70	43	-39%	-27
Assault Common UCR 1430	50	35.8	30-42	362	360	-1%	-2
Assault Serious UCR 1410, 1420	18	12.2	9-16	102	122	20%	20
Sexual Offences UCR 1345, 1330, 1358, 1310	7	6.6	4-9	65	59	-9%	-6
PROPERTY CRIME (UCR 2000-Series Offences)	589	623.8	543-705	6211	5772	-7%	-439
Business B&E UCR 2120-1	28	32.8	21-45	255	296	16%	41
Residential B&E UCR 2120-2	37	55.8	34-77	448	460	3%	12
Auto Theft UCR 2135 (1-10), 2178	32	26.6	19-35	262	254	-3%	-8
Theft from Auto UCR 2132, 2142	136	179.4	149-210	1929	1507	-22%	-422
Theft UCR 2130, 2140	84	103.4	91-116	941	851	-10%	-90
Shoplifting UCR 2133, 2143	54	56.4	47-66	621	476	-23%	-145
Fraud UCR 2160 (all), 2165, 2166	70	53.4	38-69	646	676	5%	30
OTHER CRIMINAL CODE (UCR 3000-Series Offences)	162	185.8	153-218	1707	1554	-9%	-153
Arson UCR 1629, 2110	2	5.8	3-9	44	30	-32%	-14
SUBTOTAL CC OFFENCES (UCR 1000 to 3000 Series)	879	915.6	811-1021	8987	8376	-7%	-611
DRUGS (UCR 4000-Series Offences)	57	57.2	51-64	624	542	-13%	-82
MHA RELATED CALLS (MHA files or Mental Health flag)	117	95.4	86-105	991	1089	10%	98

Prepared by Richmond RCMP Crime Analysts.

Data collected from PRIME on 2017-10-05. Published 2017-10-05.

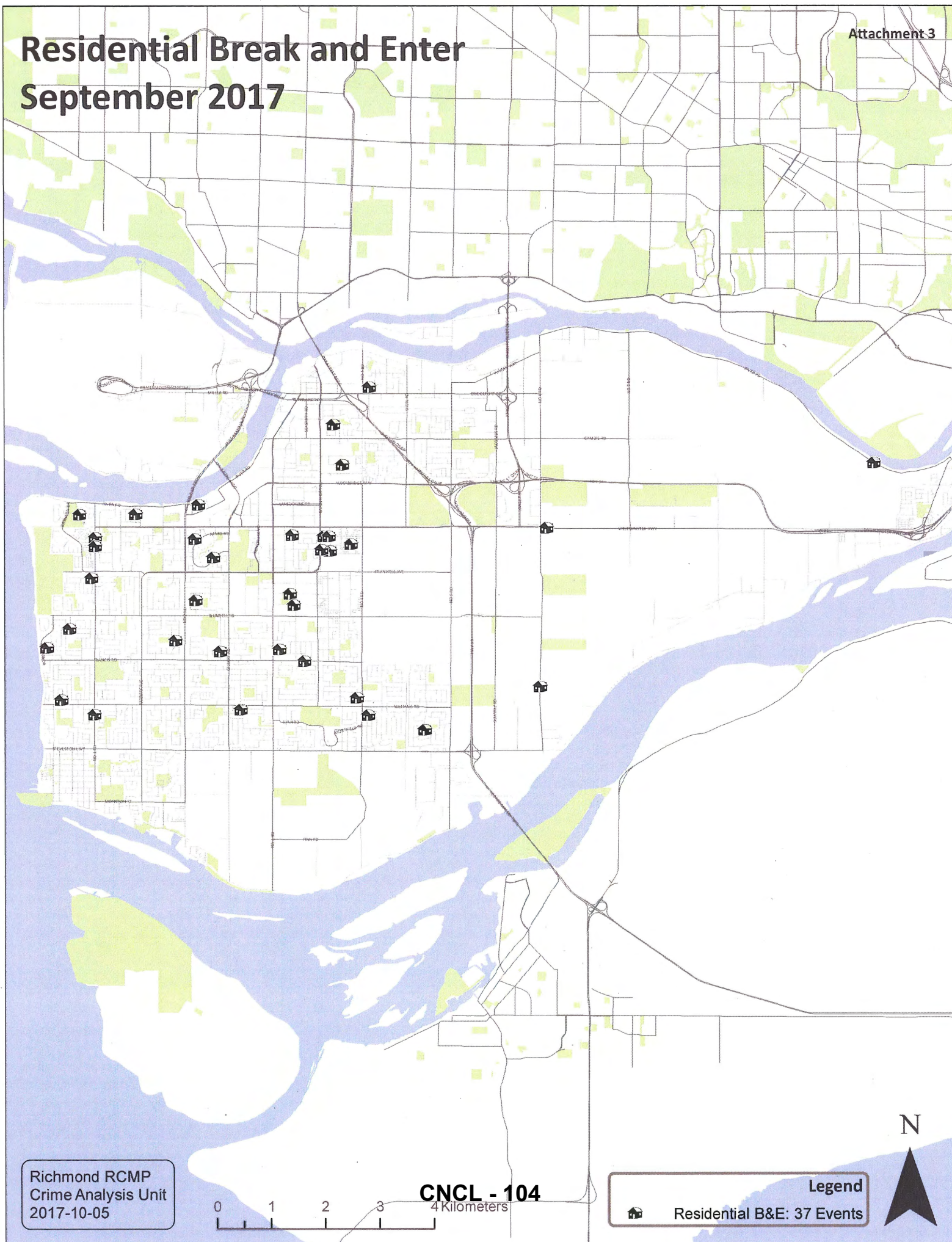
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Business Break and Enter September 2017



Residential Break and Enter September 2017

Attachment 3



Richmond RCMP
Crime Analysis Unit
2017-10-05

CNCL - 104

Legend

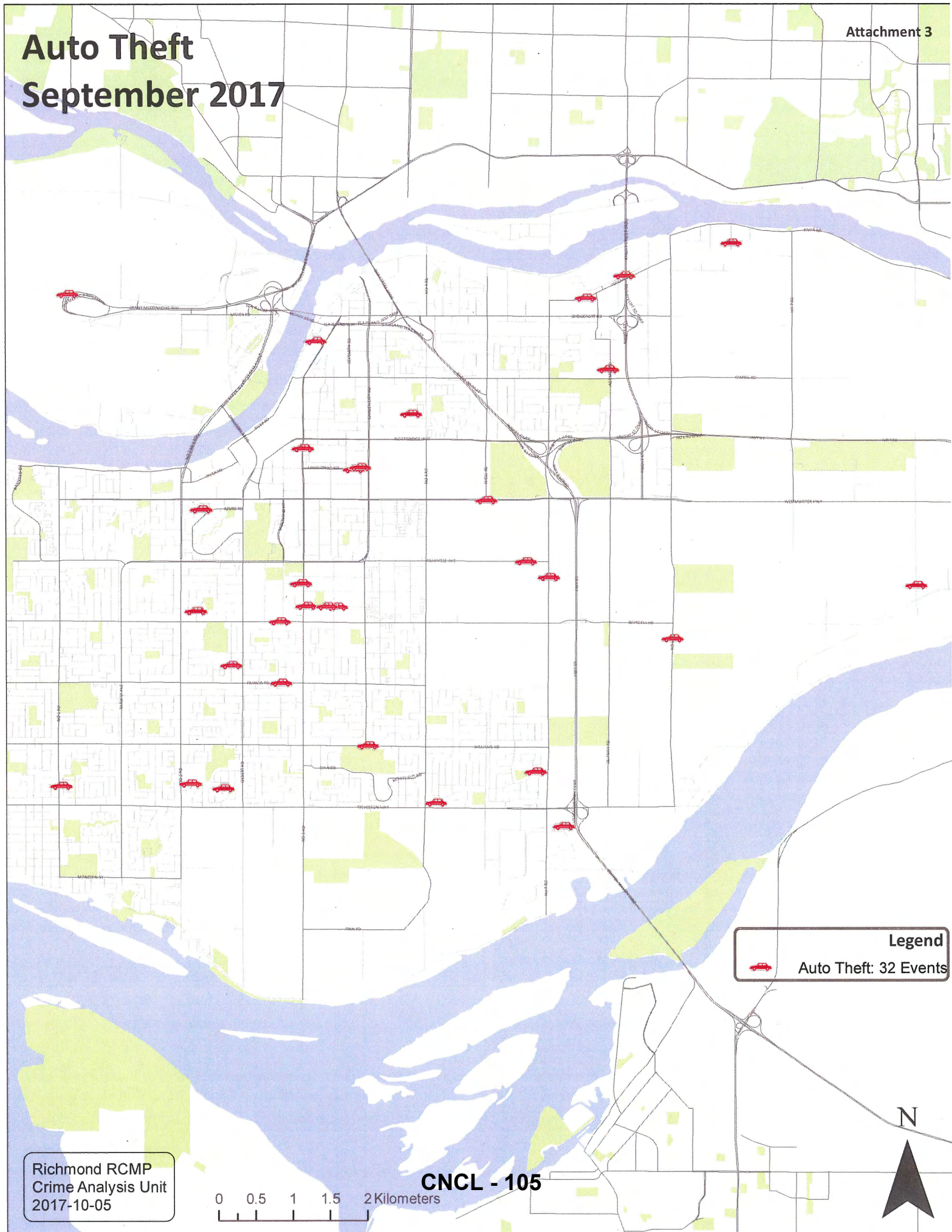


Residential B&E: 37 Events

N

Auto Theft September 2017

Attachment 3

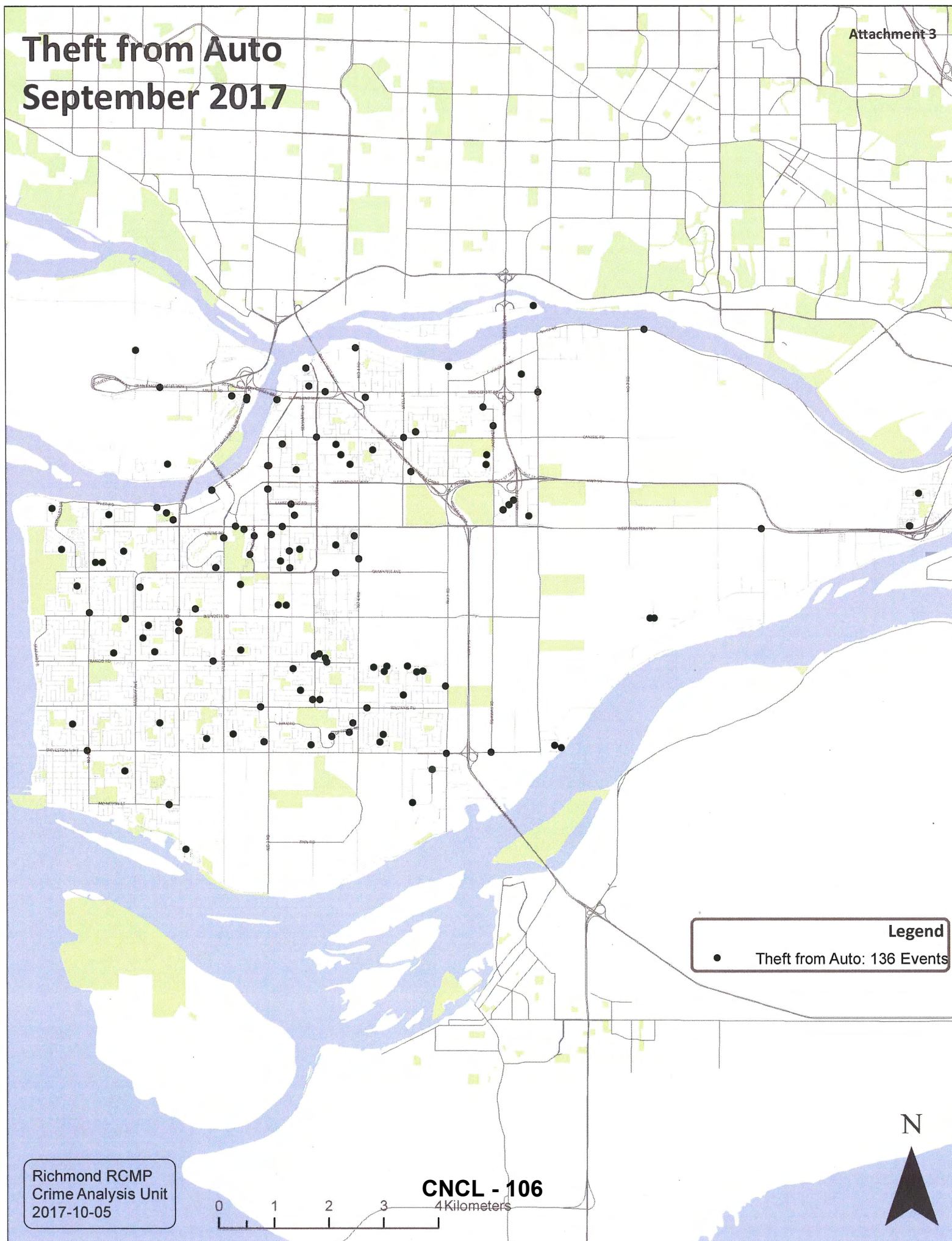


Richmond RCMP
Crime Analysis Unit
2017-10-05


CNCL - 105

Theft from Auto September 2017

Attachment 3



September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 911 FALSE 5 ASSAULT 3 AUTO THFT 2 B&E BUS 1 B&E OTH 1 B&E RES DISTURB 4 MHA 1 BYLAW 8 THEFT 4 TFA 5 WEAPONS 2 TOTAL GO 128	2 911 FALSE 1 ASSAULT 6 AUTO THFT 1 B&E BUS B&E OTH B&E RES 2 DISTURB 8 MHA 3 BYLAW 8 THEFT 5 TFA 4 WEAPONS TOTAL GO 132
3 911 FALSE 8 ASSAULT 3 AUTO THFT 1 B&E BUS B&E OTH B&E RES 1 DISTURB 1 MHA 5 BYLAW 4 THEFT 1 TFA 3 WEAPONS 2 TOTAL GO 135	4 911 FALSE 8 ASSAULT 4 AUTO THFT B&E BUS B&E OTH B&E RES 2 DISTURB 3 MHA BYLAW 3 THEFT 1 TFA WEAPONS 3 TOTAL GO 114	5 911 FALSE 7 ASSAULT AUTO THFT 4 B&E BUS B&E OTH 1 B&E RES 3 DISTURB 6 MHA 2 BYLAW 6 THEFT 3 TFA 5 WEAPONS 2 TOTAL GO 124	6 911 FALSE 2 ASSAULT 2 AUTO THFT 1 B&E BUS 1 B&E OTH B&E RES 1 DISTURB 4 MHA 3 BYLAW 1 THEFT 3 TFA 6 WEAPONS 1 TOTAL GO 109	7 911 FALSE 9 ASSAULT 4 AUTO THFT 1 B&E BUS 1 B&E OTH B&E RES DISTURB 5 MHA 3 BYLAW 4 THEFT 2 TFA 6 WEAPONS TOTAL GO 153	8 911 FALSE 4 ASSAULT 2 AUTO THFT B&E BUS 1 B&E OTH B&E RES 2 DISTURB 5 MHA 3 BYLAW 5 THEFT 3 TFA 7 WEAPONS TOTAL GO 107	9 911 FALSE 4 ASSAULT 5 AUTO THFT 1 B&E BUS 1 B&E OTH B&E RES 3 DISTURB 2 MHA 6 BYLAW 5 THEFT 3 TFA WEAPONS TOTAL GO 110
10 911 FALSE 3 ASSAULT AUTO THFT 3 B&E BUS B&E OTH B&E RES DISTURB 3 MHA 2 BYLAW 10 THEFT 3 TFA 4 WEAPONS 3 TOTAL GO 130	11 911 FALSE 7 ASSAULT 3 AUTO THFT B&E BUS 1 B&E OTH B&E RES 2 DISTURB 7 MHA 4 BYLAW 4 THEFT 5 TFA 5 WEAPONS 2 TOTAL GO 126	12 911 FALSE 4 ASSAULT AUTO THFT 1 B&E BUS 4 B&E OTH B&E RES DISTURB 1 MHA 3 BYLAW 3 THEFT TFA 5 WEAPONS 2 TOTAL GO 117	13 911 FALSE 2 ASSAULT 1 AUTO THFT 2 B&E BUS 2 B&E OTH B&E RES DISTURB 2 MHA 6 BYLAW 2 THEFT 4 TFA 5 WEAPONS TOTAL GO 122	14 911 FALSE 7 ASSAULT 1 AUTO THFT 2 B&E BUS B&E OTH 1 B&E RES DISTURB 2 MHA 5 BYLAW 2 THEFT 5 TFA 9 WEAPONS 1 TOTAL GO 136	15 911 FALSE 4 ASSAULT 3 AUTO THFT 3 B&E BUS B&E OTH B&E RES 3 DISTURB 3 MHA 5 BYLAW 1 THEFT 3 TFA 2 WEAPONS 1 TOTAL GO 121	16 911 FALSE 6 ASSAULT 1 AUTO THFT B&E BUS 4 B&E OTH B&E RES 1 DISTURB 6 MHA 7 BYLAW 8 THEFT TFA 6 WEAPONS 1 TOTAL GO 133
17 911 FALSE 4 ASSAULT 2 AUTO THFT 1 B&E BUS 1 B&E OTH B&E RES 1 DISTURB 7 MHA 3 BYLAW 2 THEFT 4 TFA 5 WEAPONS TOTAL GO 115	18 911 FALSE 3 ASSAULT 1 AUTO THFT 2 B&E BUS 4 B&E OTH B&E RES DISTURB 4 MHA 4 BYLAW 4 THEFT 2 TFA 7 WEAPONS TOTAL GO 125	19 911 FALSE 4 ASSAULT AUTO THFT B&E BUS 1 B&E OTH 1 B&E RES 2 DISTURB 1 MHA 4 BYLAW 1 THEFT 3 TFA 8 WEAPONS TOTAL GO 106	20 911 FALSE 4 ASSAULT 1 AUTO THFT B&E BUS 1 B&E OTH B&E RES 3 DISTURB 4 MHA 3 BYLAW 2 THEFT 2 TFA 2 WEAPONS TOTAL GO 92	21 911 FALSE 5 ASSAULT 2 AUTO THFT 2 B&E BUS B&E OTH B&E RES 1 DISTURB 4 MHA 1 BYLAW 2 THEFT 2 TFA 9 WEAPONS TOTAL GO 125	22 911 FALSE 6 ASSAULT 3 AUTO THFT 1 B&E BUS 1 B&E OTH 2 B&E RES 1 DISTURB 5 MHA 3 BYLAW 7 THEFT 4 TFA 5 WEAPONS TOTAL GO 129	23 911 FALSE 4 ASSAULT 2 AUTO THFT 1 B&E BUS 1 B&E OTH B&E RES 4 DISTURB 5 MHA 3 BYLAW 5 THEFT 5 TFA 3 WEAPONS 1 TOTAL GO 126
24 911 FALSE 4 ASSAULT 7 AUTO THFT B&E BUS 1 B&E OTH B&E RES 1 DISTURB 3 MHA 2 BYLAW 12 THEFT 2 TFA 3 WEAPONS TOTAL GO 119	25 911 FALSE 2 ASSAULT 3 AUTO THFT 2 B&E BUS 3 B&E OTH B&E RES 1 DISTURB 4 MHA 3 BYLAW 2 THEFT 1 TFA 3 WEAPONS TOTAL GO 116	26 911 FALSE 4 ASSAULT 3 AUTO THFT B&E BUS B&E OTH B&E RES DISTURB 2 MHA 2 BYLAW 3 THEFT 3 TFA 3 WEAPONS 1 TOTAL GO 111	27 911 FALSE 4 ASSAULT 5 AUTO THFT 4 B&E BUS 1 B&E OTH 1 B&E RES 2 DISTURB 2 MHA 2 BYLAW 2 THEFT 1 TFA 4 WEAPONS TOTAL GO 109	28 911 FALSE 5 ASSAULT 2 AUTO THFT B&E BUS B&E OTH B&E RES 2 DISTURB 3 MHA 6 BYLAW 2 THEFT 2 TFA 8 WEAPONS 1 TOTAL GO 112	29 911 FALSE 4 ASSAULT 4 AUTO THFT 3 B&E BUS 1 B&E OTH B&E RES 3 DISTURB 4 MHA 4 BYLAW 4 THEFT 3 TFA 2 WEAPONS TOTAL GO 116	30 911 FALSE 4 ASSAULT 2 AUTO THFT 1 B&E BUS B&E OTH B&E RES 1 DISTURB 6 MHA 2 BYLAW 6 THEFT TFA 5 WEAPONS TOTAL GO 118

Statistics Run on 2017-10-05

Prepared by Richmond RCMP Crime Analysts.

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These statistics are based on UCR primary scoring only.

*All CCJS are included (assistance, information, prevention, unsubstantiated, unfounded). Street Checks, Tickets, and non-GO calls have not been calculated.

Legend

911 FALSE	911 false/ abandoned
ASSAULT	assaults
AUTO THFT	auto theft
B&E BUS	Break and Enter - Business
B&E OTH	Break and Enter - Other
B&E RES	Break and Enter - Residential
DISTURB	Cause Disturbance
MHA	Mental Health Act
BYLAW	Municipal Bylaw
THEFT	Other Theft U/5000
TFA	Theft from Vehicle
WEAPONS	Weapons Offences
GO	Total General Occurrence



City of Richmond

Report to Committee

To: General Purposes Committee
From: Serena Lusk
Interim Director, Parks and Recreation
Re: Minoru Place Activity Centre Reuse Options

Date: October 31, 2017
File: 06-2345-20-MINO1/Vol
01

Staff Recommendation

1. That the recommended option, Option 1: Community Education and Arts Space, be approved as the preferred reuse of the Minoru Place Activity Centre as detailed in the staff report titled "Minoru Place Activity Centre Reuse Options," dated October 31, 2017, from the Interim Director, Parks and Recreation; and
2. That the recommended option, Option 1: Community Education and Arts Space, be considered as part of the Minoru Park Vision Plan, as detailed in the staff report titled "Minoru Place Activity Centre Reuse Options," dated October 13, 2017, from the Interim Director, Parks and Recreation.

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

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Project Development	<input checked="" type="checkbox"/>	
Community Safety	<input checked="" type="checkbox"/>	
Transportation Planning	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CS	APPROVED BY CAO

Staff Report

Origin

At the December 21, 2016, Parks, Recreation and Cultural Services Committee meeting, Council made the following referral:

That staff prepare options for the future use of the Minoru Place Activity centre located at 7660 Minoru Gate, and report back in 2017 as described in the staff report titled "Minoru Park Vision Plan Phase One: Facilities Planning," dated December 1, 2016, from the Senior Manager, Parks.

At the April 25, 2017, Parks, Recreation and Cultural Services Committee meeting, a delegation from the Richmond Adult Ballet spoke on their space needs. The Committee made the following referral motions:

- 1. That the presentation from Richmond Adult Ballet be received for information; and*
- 2. That staff consider programming space for Richmond Adult Ballet in the Minoru Place Activity Centre and report back.*

At the May 1, 2017, General Purposes Committee meeting, Council approved the following recommendations:

- 1. That upon completion and opening of the new Minoru Centre for Active Living, the existing Minoru Aquatic Centre located 7560 Minoru Gate in Minoru Park be decommissioned and demolished, and that the project be submitted for consideration in the 2018 capital budget; and*
- 2. That any future use of the existing Minoru Aquatic Centre and/or the Minoru Place Activity Centre sites located at 7560 Minoru Gate and 7660 Minoru Gate respectively be considered as part of the Minoru Park Vision Plan and be subject to Council approval.*

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

- 2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.*
- 2.4. Vibrant arts, culture and heritage opportunities.*

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

- 7.2. Well-informed and sustainable financial decision making.*

The purpose of this report is to review City and community stakeholder space needs and to recommend an appropriate reuse for the Minoru Place Activity Centre.

Analysis

The City has completed or is in the process of completing a number of planning initiatives to address the shifting and growing needs for community facilities (Attachment 1 – Community Facility Planning Initiatives). The City Centre Area Plan provides strategic guidance for the location of numerous future facilities and Council has established a set of priority projects for the next 10 years. More detailed planning is currently underway to address immediate and long-term needs for arts and culture, affordable housing and social services in the City. At the same time, the Minoru Park Vision Plan is being developed to recommend short and medium term improvements to the park and to guide future decision-making. Each of these initiatives informs the evaluation of a future use for the Minoru Place Activity Centre once the current programs relocate to the Minoru Centre for Active Living.

The recommendation for reuse of the existing building also takes into consideration the current building condition, the cost to upgrade and adapt it for reuse, and the suitability of any particular use to that location and that building. The options evaluated in this report are City facility needs that have been previously identified and those identified by community stakeholders.

City Facility Needs

The following table describes City facility needs previously identified by staff, that are a priority in the city centre but do not have designated locations:

Facility Type	Proposed Size	Proposed Location	Desired Proximities
Richmond Museum	50,000 sq. ft.	Arts District (City Centre).	Near transit; Suits co-location with other facilities i.e. visual and performing arts centre; Main Library.
Visual and Performing Arts Centre	45,000 sq. ft.	Arts District (City Centre).	Near transit; Suits co-location with other facilities i.e. Museum; Main Library.
City Centre Main Library	75,000 sq. ft.	City Centre.	Near transit; Suits co-location with other facilities i.e., a community centre or visual and performing arts centre.
Community Arts Program and Education Space	20,000 sq. ft.	Cultural Precinct in Minoru Park or Arts District (City Centre)	Suits co-location with other facilities i.e., Cultural Centre, community recreation space, or visual and performing arts centre.
Gateway Theatre Expansion	50,000 sq. ft.	Gateway Theatre	At the existing location.

Facility Type	Proposed Size	Proposed Location	Desired Proximities
Affordable Housing	Varies (Storeys is 110,000 sq. ft.)	City-wide	Near transit, child care, schools, community centres.
Community Police Station	4,500 sq. ft.	City Centre.	Replacement of existing City Centre Community Police Station; standalone building with visible storefront, sufficient parking, public and secured entrances and access to arterial roads.

Several of the uses above have specific requirements related to their programs and operations that would be best served by a purpose built facility. The main library, museum, visual and performing arts centre all promote public assembly on a large scale and require large volume spaces. They also have significant environmental control, storage and workspace needs. None of these requirements can be met by the Minoru Place Activity Centre building and are not being evaluated as potential options.

Affordable housing is also an unsuitable use for the existing building and is not being evaluated.

Community Space Needs

A series of consultation sessions were held with 13 community stakeholder groups and four staff groups in June 2017. The purpose of the sessions was to review the current functions and space uses and to solicit views on unmet space needs (Attachment 2 – Minoru Place Activity Centre Consultation Summary).

The following is a short summary of the space needs identified by category.

Arts and Culture Organizations

- Arts education spaces – dance, pottery, to supplement those activities at the Arts Centre;
- Exhibition space for local artists;
- Space for the Gateway Academy;
- Artist studio spaces; and
- Performance space.

Sport and Recreation Groups

- Saw the potential to use the building for programs at peak times on a rental basis;
- Identified need for rental space by other community groups, i.e. Vancouver Coastal Health; and
- Sports Council identified the need for additional storage space.

Social and Health Services Providers

- Desire for service hubs in the city centre with complementary services in one location. A youth services hub was one of the needs identified;
- Services for a variety of clientele; e.g., different age groups and service needs (including vulnerable or at-risk clients);
- Identified the need for office space, counseling areas and meeting/class rooms;
- Can share lobby/reception space; and
- Many stated a requirement for separation between uses including secured (lockable) spaces.

Minoru Place Activity Centre Building Assessment

A detailed building analysis report has been completed to assess the building for its potential to be repurposed. A team was retained to complete an assessment of the structural, mechanical, electrical, roof, building envelope and code compliance. Cost estimates to upgrade the building and renovate it for the recommended use have been prepared. The full Minoru Place Activity Centre Building Analysis Report is included as Attachment 3.

The following is a summary of the building assessment findings:

Maintenance/Replacement Costs

If the building were to continue to be occupied for up to 10 years, maintenance or replacement of the major building systems would be required. This includes architectural (e.g., windows, roofing), mechanical (e.g., HVAC, plumbing) and electrical (e.g., lighting, fire alarm) systems.

Building Design

The size of the building and some existing building features were designed specifically for the activity centre programs. The building has a large expanse of glazing on the east side that captures natural light and makes the activities within the building visible from the surrounding park. The 3,541 square foot activity room/gym has a hard wood sprung floor and a stage. The kitchen is a commercial kitchen added in 1989 with an adjacent cafeteria space.

Given the condition of the building and its particular design, it is recommended that rather than committing to a substantial capital investment to upgrade the building for long-term use, the City invest only in the upgrades required to extend its use for up to 10 years and select an interim use that will not require extensive changes to the building. This approach presents the opportunity to address immediate space needs while planning for future facilities that will be more programmatically and operationally optimal.

Minoru Place Activity Centre Reuse Options

The options for reuse that were generated through the review of the City's corporate facility needs and the community stakeholder consultation, have been evaluated against several factors to determine their suitability for interim use of the Minoru Place Activity Centre.

The options generated by the community stakeholder consultation that have been evaluated were those that indicated the need for specific types of space and a sustained need for space. For example, the sports and recreation consultation indicated that there was a need for only occasional meeting and/or office rental space.

The evaluation factors are:

- Building Size – Is the building's 16,700 square foot floor area adequate for the use?
- Building Configuration – Do the interior layout, flooring and building systems generally suit the required functions in order to minimize the capital and operating expenditures? Does the proposed use benefit from the unique features of the building?
- Location – Does the location suit the uses and the intended users?
- Compatibility – Is the proposed use compatible with the established and proposed future uses in the Arts and Culture precinct of Minoru Park? Does it have any synergies with other established uses that would benefit the intended users or the users of other services in the area?
- Operational Efficiency – Can the operations of the use be coordinated with the operations of the other nearby facilities (Culture Centre and Library) or will the use operate independently?
- Parking – Will the use generate the need for additional parking stalls?

The tables below further detail the evaluation factors and comments for each reuse option.

Option 1: Community Arts Program and Education Space – Recommended	
Factor	Evaluation Comments
Building Size	15% smaller than desired size previously identified to meet long term needs.
Building Configuration	Generally suitable with some reconfiguration of internal partitions required. Gym space with sprung floor particularly suitable for dance programs. No requirement for kitchen/cafeteria facilities.
Location	Yes.
Compatibility	Yes.
Operational Efficiency	Yes.
Parking Requirement	Yes – 44 additional stalls.

Option 2: Space for Gateway Academy	
Factor	Evaluation Comments
Building Size	Would require less than 10% of the space.
Building Configuration	Gym space with sprung floor particularly suitable for musical theatre programs. No requirement for kitchen/cafeteria facilities.
Location	Yes.
Compatibility	Yes, there could be some sharing of space if Option 1 is chosen.
Operational Efficiency	Somewhat. Gateway Theatre operations are in the park albeit the northern end.
Parking Requirement	Yes – 44 additional stalls.

Option 3: Community Police Station	
Factor	Evaluation Comments
Building Size	Would require just 20% of the space, could share with other uses.
Building Configuration	Generally suitable with some reconfiguration of internal partitions required. Would not use the unique building features.
Location	Yes.
Compatibility	No – internally focussed uses that would not benefit from or contribute to this location.
Operational Efficiency	No – independent.
Parking Requirement	Yes – 5 additional stalls.

Option 4: Social and Health Services Office and Meeting Space	
Factor	Evaluation Comments
Building Size	Yes.
Building Configuration	Somewhat suitable – Reconfiguration and addition of internal partitions required, potential requirement for an additional building entry. Would not use the unique building features.
Location	Yes.
Compatibility	No – internally focussed uses that would not benefit from or contribute to this location.
Operational Efficiency	No – independent.
Parking Requirement	Yes – 47 additional stalls.

Recommendation

Option 1: Community Arts Program and Education Space

It is recommended that Council endorse Option 1: Community Arts Program and Education Space as the interim reuse of the Minoru Place Activity Centre. With minimal upgrades to the building systems and aesthetics, the Arts Centre could expand its programs, meet community need, reduce waitlist numbers and better accommodate resident art groups. With minimal upgrades the building is expected to remain functional for the next five to 10 years.

Based on preliminary assessment, this proposed reuse is estimated to generate the need for an additional 44 parking spaces based on the City's parking bylaw using the Indoor Recreation Classification. The following is a breakdown of the parking required:

- 2 stalls per 100m² gross area - $1,555/100 = 15.5 \times 2 = 32$ stalls
- Staff allowance of $16 \times .75$ stalls = 12 stalls
- Total parking = 44 stalls

This represents new parking demand in Minoru Park since it will service expanded services not presently accounted for in the parking counts for the park. This additional parking could be accommodated by enlarging the existing parking lot south of the existing aquatic centre and/or implementing strategies for better managing the use of the existing parking in Minoru Park, which will be developed through the Minoru Park Vision Plan.

This option is the closest fit with the configuration of the existing building and it is also the best fit within the context of that part of Minoru Park. It will mean that the building will continue to be open and available to the public, will generate more public use of the surrounding park and could augment any cultural event use of the plaza (e.g., the Children's Festival). In addition, there are strong synergies between the programs and operations at the Cultural Centre and the proposed Community Arts Program and Education space.

It is also recommended that planning start immediately for a new facility in this area that complements the City Centre location, as well as Minoru Park Master Plan, currently underway. A capital request for advanced planning of a replacement facility will be submitted for the 2018 budget cycle.

Financial Considerations

The cost to complete the necessary upgrades to the existing aged building systems is \$1.1M which could be phased in over a 10 year period as needed. These costs are required in order to keep the building functioning for any use.

The cost to adapt it for the recommended Option 1: Community Arts and Education Space is estimated to be an additional \$2.6M. The Operational Budget Impact is estimated at \$500,000 for building operations and administrative costs. Program costs for instructors and supplies are expected to be offset by revenue.

In comparison, the capital cost of a full building upgrade for long term use is estimated at \$7.6M and a new, purpose-designed building of a similar size is estimated to be \$12.2M.

The Operational Budget Impact would be similar for the full building upgrade or for a new purpose-designed building.

Advanced planning costs for a new a facility has been estimated at \$350,000. A capital request will be submitted for Council consideration in the Five Year Capital Plan.

Financial Impact

Upon Council approval of the recommended option, a capital submission for \$440,000 will be provided for consideration in the 2018 Capital Budget process for detailed design with a second capital submission in 2019 for \$3.26 M for implementation for a total of \$3.7M to complete the work required for the reuse of Minoru Place Activity Centre.

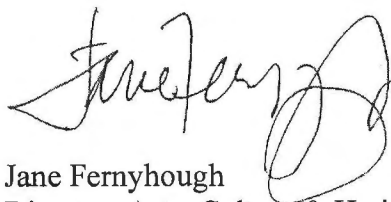
A separate capital submission for \$350,000 will also be submitted in 2019 for advanced planning for a new facility.

The Operating Budget Impact is estimated at \$500,000. This would have a tax impact of approximately 0.25 per cent, anticipated to start in late 2019.

Conclusion

The building assessment for the Minoru Place Activity Centre concludes that while the building has been kept in good repair, the major building systems are reaching the end of their life cycles. The option proposed in this report, to minimize the capital investment in adapting the building for reuse versus fully renewing and renovating the building, is based on a review of space needs, the building's context and the costs to improve the building.

Of the immediate and long-term space needs identified, only some are suitable for the Minoru Place Activity Centre and in that publicly oriented location. The recommended option, Option 1: Community Arts Program and Education Space addresses a number of immediate space needs and will allow the City to plan for more suitable, purpose-built facilities to meet long term needs.



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Jamie Esko
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(604-233-3341)

- Att. 1: Community Facility Planning Initiatives
2: Minoru Place Activity Centre Consultation Summary
3: Minoru Place Activity Centre Building Analysis Report

Major Facilities Planning1. Approved Major Facilities Projects

Council approved funding for advanced planning and design for five priority projects from 2016 to 2026. This included the Lawn Bowling Clubhouse which is the only one of the five projects to be located in Minoru Park. It is anticipated to remain in the northern area of the park in proximity to the lawn bowling fields.

2. Civic Facilities in the City Centre Area Plan (CCAP)

- a. Community-level facilities are encouraged in high amenity, village-centre locations with easy pedestrian and cycling access and convenient parking. Facilities may include:
 - i. Four (4) community centres distributed to serve the City Centre's north, south, east, and west quadrants and neighbouring communities. Of these, construction of the south community centre is complete and the north community centre has been approved through rezoning as part of a future Capstan Village development. The CCAP does not anticipate the two (2) remaining community centres will be required until sometime after 2030.
 - ii. A combination of branch libraries and lending services located in proximity to each village centre.
 - iii. Key city facilities are encouraged where they will contribute towards the establishment of prominent, high-amenity hubs, such as the "Sport Excellence and Wellness Hub" emerging around the Richmond Olympic Oval. Facilities may include:
- b. Bridgeport & Aberdeen Villages "**Cultural Hubs**": A riverfront museum and visual and performing arts centre designed to contribute towards a vibrant arts and entertainment district.
- c. Lansdowne Village "**Centre of the Centre**": A new main library, together with major public event and open space, designed to support the area around Lansdowne Station as the heart of Richmond's downtown.
- d. Brighthouse Village "**Civic Precinct**": A high amenity civic promenade linking No. 3 Road with Minoru Park via the City Hall and Richmond School District lands, both of which are designated for high-rise, high density, mixed use development.

Minoru Park has not been specifically identified as a location for further civic facilities in the CCAP. The City Hall and Richmond School District lands have also not been specifically identified but the development potential of these properties will allow for the addition or expansion of major civic facilities in the future.

Related Studies and Planning Activities

There are a number of strategies and planning activities that are underway: the Arts Strategy Update, Cultural Facility Needs Assessment, Affordable Housing Strategy update and Social Development Strategy. These strategies and planning activities will provide greater clarity on facility types and their specific requirements to assist with future space allocation and long term planning for facility development.

Community Facility Planning Initiatives

1. Arts and Culture

In 2017 Council approved funding for an Arts Strategy Update and a Cultural Facilities Needs Assessment. The Cultural Facilities Needs Assessment will determine the best types and balance of facilities and programming to support and meet the needs of the community as well as provide an analysis of the current use of facilities and spaces for artistic activities in Richmond. The Cultural Facilities Needs Assessment will provide a vital tool for the City, particularly given the high rate of property development in the City Centre and related opportunities for developer-funded amenity spaces. Expected completion date for these studies is June 2018.

2. Affordable Housing

Housing affordability remains a critical issue in Richmond. In 2016, the vacancy rate of all housing types in Richmond was 0.9%, which is much lower than a healthy rate of 3% and places pressure on rental rates. The City recognizes that a diverse range of housing choices is an essential part of a well-planned and liveable community. The updated Affordable Housing Strategy will continue to secure a balance of built low-end market rental units (80 – 100 annual target) and cash-in lieu developer contributions (\$1.5 million annual target), which will help position the City to capitalize on partnership opportunities for the development of affordable housing (e.g. Storeys project).

Through the Affordable Housing Strategy update consultation, it was also learned that there continues to be a strong interest for projects to be in close proximity to transit and other community amenities including, child care, schools and community centres, with a focus on the priority groups in need, including; families, low-moderate income earners, persons with disabilities, seniors and vulnerable populations.

3. Social Development

Strengthening Richmond's social infrastructure is identified as a strategic direction in Richmond's 2013 – 2022 Social Development Strategy, "Building our Social Future." Recommended actions include preparing an enhanced policy framework for securing community amenities (e.g. space for City services, space for lease to community agencies) through the rezoning process; establishing a clear, consistent City policy framework for assisting community agencies to secure program and office space; and implementing the City Centre Area Plan Policy of exploring opportunities to establish multi-use, multi-agency community service hubs in appropriate locations in the City Centre, as well as other space throughout Richmond. Also recommended is developing a database of space needs, currently underway under the auspices of Richmond Community Services Advisory Committee member agencies.

Minoru Park Vision Plan Context

The approach to planning for the future of the southeast corner of Minoru Park is informed by the Council approved Vision & Guiding Principles. The concept development that is currently underway is being organized around a framework of three distinct but interrelated districts within the park: the Lakes District, the Active Living District and the Arts and Culture District. These are based on the existing major uses and the objective is to build on and augment them.

Community Facility Planning Initiatives

The Arts and Culture District, in the southeast corner of the park, is envisioned to become an exciting and colourful hub of community cultural events and art displays. It will be a place where community talent is showcased and local residents are inspired to get creative and participate in artful expression. It will continue to host events such as the Children's Art Festival and will celebrate and amplify the function of the Cultural Centre. The design of the surrounding spaces and infrastructure will allow for the expansion of the range and frequency of programs and events (e.g., a dedicated, covered performance/event space).

The Minoru Park Vision Plan will also address a number issues and considerations, some of which affect the whole park and some that are particularly relevant to the Arts and Culture District:

- Additional neighbourhood park services are required to address the needs of the rapidly redeveloping neighbourhoods served by Minoru Park. The population within a 400 metre radius of the park is approximately 20,000 and is expected to double by 2041;
- Improvements to pedestrian and cyclist access to and through the park are required to address substandard and unsafe conditions. This includes the creation of a strong east-west link between the new Minoru Centre for Active Living and the Cultural Centre;
- Protect the park's heritage and significant trees;
- Develop a public art program that celebrates and strengthens the park's identity and character; and,
- Reduce the negative impacts of surface parking and avoid the generation of additional parking demand.

The Vision Plan will provide short, medium and long term directions for these and the many other considerations and ideas discussed through the staff, stakeholder and community engagement process completed in June of 2017.



City of Richmond
Minoru Place
Activity Centre
Consultation Summary

August, 2017



1.0 Process Overview

The consultant, David Hewko Planning + Program Management, met individually with thirteen external stakeholder groups and four staff groups to ascertain the potential compatibility in a re-purposed Minoru Place Activity Centre. In addition, the consultant reviewed and summarized the comments from one written submission.

Staff groups included: arts and culture, community social development, recreation and, parks and events. The staff groups identified both potentially their own needs or uses as well as offering perspective and insights into what the external stakeholders needs might be.

External stakeholder groups included: Gateway Theatre, Richmond Public Library, City Centre and Thompson Community Associations, Richmond Art Gallery, Richmond Arts Coalition, Vancouver Coastal Health, Caring Place, Richmond Sport Council as well as other groups. Some of the external groups are umbrella organizations such as Caring Place or Richmond Arts Coalition and advocated for broader constituencies. The written submission was provided by the Richmond Chinese Community Society. One key stakeholder group, Richmond Museum Society did not respond to numerous invitations and input was not available.

Most needs expressed by individual groups either exceeded the area of the entire building or only required a small portion. Most groups however were amenable to the idea of sharing space with other groups if their functions and clientele were compatible. This extended to include security and safety, compatibility in terms of standard operating schedule and acoustic separation, as well as the potential for rentals of unused surplus time to other outside users.

As expected, the cumulative needs identified far exceeded available space. Currently in Richmond, there is a severe shortage of affordable B-class and C-class office space and many social agency tenants in particular face eminent eviction for building demolition and redevelopment. The Richmond Community Foundation is currently in the process of updating a 2014-15 study that identified that as many as 18 agencies were either growing and needing more space or, their current tenancy was precarious.

The following is a list of groups that were consulted, the dates the meetings occurred as well as the number of representatives in attendance. City document number 5405516 (v5) includes the names of all individuals invited.

Externals Stakeholder #1:	Gateway Theatre (2 attendees)	June 19
Externals Stakeholder #2:	Richmond Public Library (2 attendees)	June 19
Externals Stakeholder #3:	Richmond Centre for Disability	June 19
Externals Stakeholder #4:	Thompson Community Centre and City Centre Community Associations (5 attendees)	June 19
Externals Stakeholder #5:	Richmond Sports Council (1 attendee)	June 19
Externals Stakeholder #6:	Vancouver Coastal Health (2 attendees)	June 20

Externals Stakeholder #7:	Richmond Caring Place Society (3 attendees)	June 20
Externals Stakeholder #8:	Richmond Art Gallery Association (5 attendees)	June 21
Externals Stakeholder #9:	Friends of the Library (5 attendees)	June 21
Externals Stakeholder #10:	Richmond Arts Coalition (2 attendees)	June 20
Externals Stakeholder #11:	Richmond Fitness and Wellness Board (2)	June 22
Externals Stakeholder #12:	Richmond Community Services Advisory Committee (8 attendees)	June 22
Externals Stakeholder #13:	Richmond Arts Centre Resident Art Groups (20 attendees)	June 22
Staff Session #1:	Arts and Culture (5 attendees)	June 7
Staff Session #2: June 7	Recreation, Sport and Oval (5 attendees)	
Staff Session #3:	Community Social Development (4)	June 8
Staff Session #4:	Parks and Events (2 attendees)	June 8
In addition, one written submission had been received by the City of Richmond as was reviewed:		
External Stakeholder #14:	Richmond Chinese Community Society (written submission)	

Each session was about one hour in duration and the participants were asked the same questions in the left hand column. In some cases, some of the questions were not relevant or applicable and other topics were raised.

2.0 Summaries of Consultation Meetings

1) Name of organization(s)	External Stakeholder Session #1 Gateway Theatre
2) Current location, approximate size (area) and current rent	Minoru Park; 540 seat proscenium theatre, 100-seat studio, support space
3) Current number of members/users and future growth potential	Academy and summer camps have potential to grow and have outgrown the theatre
4) Describe members/clientele (age, residency, etc.)	All ages; academy (more than 300 kids) and summer camps 6-18 years old
5) Schedule of use (season/weekly/daily) and peak times	Academy schedule (3pm-on) conflicts with traditional rehearsal schedule (10-6pm)
6) Special requirements for above (grade-access only, security, etc.)	Theatre specialized, but academy could be anywhere
7) Types of programs, services and activities offered now	Academy classes in speech, acting, improv, musical theatre, etc.
8) Types of programs and services would like to offer but cannot now	Their pressure is in support space, not performance space; if academy was decanted there would be more time for available rentals
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Theatre dressing rooms, offices, storage, set construction shop, wardrobe/prop shop. Note: existing stage design considered functionally obsolete
10) Which above need to be dedicated and which can be shared-use spaces	All are specialized, but auditorium is rented out for outside assembly functions
11) Advantages or challenges associated with sharing space; describe compatible uses	Schedule conflicts; acoustic separation
12) What special events (annual, seasonal, etc.) are held and what are requirements	Regular season of plays, special events and rentals (recitals, etc.)
13) Do you need to control access (paid admission, security, etc.)	Yes

14) How do members/ clientele get to current location (drive, transit, walk)	Theatre-goers drive, academy students some walk or transit; location is isolated at far end of park
15) Number of staff, types of staff	Not discussed
16) Would this be a satellite location, a hub or a single-location and what could be operational challenges	Academy could be in a satellite location like the Minoru Place Activity Centre (no direct interaction required or stage access)
17) Would this be a change of use according to the BC Building Code or zoning bylaws	Academy would still be an assembly function, A1 from A2 could require further fire separation from others
18) How extensive would renovations be for functional adaptive use required, not including lifecycle	Multi-purpose spaces; lighting and acoustic separation; adjacency to storage
19) How compatible would this use be with Minoru Park vision and guiding principles	Would fit within the arts and culture precinct vision
20) Timing, phasing, logistical challenges anticipated	Could move over at any time

1) Name of organization(s)	External Stakeholder Sessions #2 and #9 Richmond Public Library and Friends of the Library
2) Current location, approximate size (area) and current rent	47,000 sf now in the cultural centre; branch libraries 8-15,000 sf; Friends of the Library have small storage space now need about 700 sf (book sale storage) at a low cost and not necessarily in Minoru Place Activity Centre.
3) Current number of members/users and future growth potential	Library demand expected to grow with population; Richmond Public Library is repositioning itself to meet future needs
4) Describe members/clientele (age, residency, etc.)	All ages and abilities; multi-cultural
5) Schedule of use (season/weekly/daily) and peak times	Peak times after school weekdays; busy all seasons; Friends of the Library annual book sale and volunteer appreciation events
6) Special requirements for above (grade-access only, security, etc.)	One level ideal, but current 2-level situation works
7) Types of programs, services and activities offered now	45,000 volumes; literacy and learning programs running in multiple rooms
8) Types of programs and services would like to offer but cannot now	Would increase 'people space' with more room, plus enhance technology and multi-media offerings
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Use own program rooms but also requires access to lecture hall (300, but smaller too) 3-4 times per year; Friends of the Library rents Thompson gym now for annual book sale and for volunteer appreciation events
10) Which above need to be dedicated and which can be shared-use spaces	Library would be interested in occasionally booking gym in Minoru Place Activity Centre
11) Advantages or challenges associated with sharing space; describe compatible uses	Schedule conflicts if booking gym instead of hall in cultural centre; space needs would make it sole occupant if it moved in
12) What special events (annual, seasonal, etc.) are held and what are requirements	3-4 large lectures per year (see 9)
13) Do you need to control access (paid admission, security, etc.)	Materials checkout, patron security

- | | |
|---|---|
| 14) How do members/ clientele get to current location (drive, transit, walk) | Drive, transit and walk |
| 15) Number of staff, types of staff | Not discussed |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Could be footprint for a new main library; could be branch library if main relocates; could be a children/youth annex |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Unchanged A2 assembly function |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | If adapted as a children's/youth annex or long-term as a branch renovations would be extensive |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Would fit within the arts and culture precinct vision |
| 20) Timing, phasing, logistical challenges anticipated | Long-term, would consider location for branch library if main branch relocated |

1) Name of organization(s)	External Stakeholder Session #4 City Centre and Thompson Community Associations
2) Current location, approximate size (area) and current rent	City Centre 28,000 sf opened in 2015 plus Lang Centre, also using space in local area schools (gyms); Thompson area not available; new community centre in north downtown in planning stages
3) Current number of members/users and future growth potential	Unknown but both see need for childcare (especially pre-schools), youth space and table tennis and Garrett Wellness as well
4) Describe members/clientele (age, residency, etc.)	All ages and abilities; especially emerging needs with new immigrant single-parent households. Having to cut wellness programs to accommodate growing need for youth services
5) Schedule of use (season/weekly/daily) and peak times	Peak times 4-9 pm and weekends, but very busy during daytimes as well
6) Special requirements for above (grade-access only, security, etc.)	Public building with some access and admission controls
7) Types of programs, services and activities offered now	Recreational, educational, health and wellness, some social services referrals
8) Types of programs and services would like to offer but cannot now	Both centres experience peak period demand challenges and would consider renting space; emerging need for older adult daycare and Supreme Court ruling removing daycare from schools creating new demands
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Gymnasium, classroom, movement studios, 'wet' studio space (i.e. arts and crafts, birthday parties), office space, storage, kitchen. Noted city-wide shortage of gymnasiums
10) Which above need to be dedicated and which can be shared-use spaces	All spaces could be shared with other users as their primary locations elsewhere would remain
11) Advantages or challenges associated with sharing space; describe compatible uses	Peak period demand times, supply will never meet demand so choices have to be made
12) What special events (annual, seasonal, etc.) are held and what are requirements	None that would impact Minoru Place Activity Centre, except for occasional gym bookings

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| 13) Do you need to control access (paid admission, security, etc.) | Spaces controlled by program instructors; 'chemistry' and compatibility of the co-users would be very important |
| 14) How do members/ clientele get to current location (drive, transit, walk) | Primarily transit and walk, some drive |
| 15) Number of staff, types of staff | Program instructors would travel to this location if programs were delivered here (as with schools where programs are delivered now) |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Satellite locations for both. Could also rent space at new Minoru Centre for Active Living if available and affordable |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Unchanged A2 assembly function |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Given the entities at best would be occasional renters of space, no dedicated renovations would be required, though multi-purpose spaces with sinks and storage space would be favoured |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | As a secondary user, they would fit with vision and mandate. |
| 20) Timing, phasing, logistical challenges anticipated | The community centres despite their expertise in running multi-purpose facilities would not be interested in operating this facility, even as a satellite |

1) Name of organization(s)	External Stakeholder Session #5 Richmond Sport Council
2) Current location, approximate size (area) and current rent	In Minoru park, sport groups will have access to the new Minoru Centre for Active Living: team rooms, event room and bookable multi-purpose spaces as needed. Comment from attendee: demolished 'Pavilion Building' functions have not been adequately accommodated in replacement
3) Current number of members/users and future growth potential	All sport groups are experiencing growth
4) Describe members/clientele (age, residency, etc.)	All ages and abilities, multi-cultural; traditional sports and, new (to west) and emerging sports
5) Schedule of use (season/weekly/daily) and peak times	Year-round
6) Special requirements for above (grade-access only, security, etc.)	Grade access, except for event room at Minoru Centre for Active Living which needed to be elevated
7) Types of programs, services and activities offered now	Each sport runs its own programs; all need on-site storage to do so
8) Types of programs and services would like to offer but cannot now	The demolished Pavilion was a 'community building' largely left alone by the City and if replaced at the Minoru Activity Centre should be left in the hands of users, except for operations and maintenance
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Meeting space, activity spaces (dryland training), storage
10) Which above need to be dedicated and which can be shared-use spaces	All spaces would be shared-use except dedicated storage
11) Advantages or challenges associated with sharing space; describe compatible uses	Conflicting demands
12) What special events (annual, seasonal, etc.) are held and what are requirements	Meets, tournaments and events all year-round

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| 13) Do you need to control access (paid admission, security, etc.) | Not discussed |
| 14) How do members/ clientele get to current location (drive, transit, walk) | Most drive, youth use transit |
| 15) Number of staff, types of staff | Coaches |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Not discussed |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Unchanged A2 assembly function |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Nothing above normal renovation, but large occupant load for assemblies in gym would trigger higher water-closet count and more exiting doors |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Would fit with the sport aspect of the Minoru vision, but has nothing to do with arts and culture |
| 20) Timing, phasing, logistical challenges anticipated | Not applicable |

1) Name of organization(s)	External Stakeholder Session #6 Coastal Health
2) Current location, approximate size (area) and current rent	Mental Health and Addiction Services in multiple current locations; Richmond Home Health also attended but had no comments. Application for youth hub 'Foundry' location that would have gone in Lansdowne mall would have been about 3,000-3,500 sf
3) Current number of members/users and future growth potential	Unknown. Close proximity to high school would increase demand (the high school can't find space or would establish it's own satellite)
4) Describe members/clientele (age, residency, etc.)	Youth, vulnerable street youth. No pattern to volume or demand.
5) Schedule of use (season/weekly/daily) and peak times	Daytime, some evening
6) Special requirements for above (grade-access only, security, etc.)	Separate entrance at grade
7) Types of programs, services and activities offered now	Clinical, counseling, advocacy, support
8) Types of programs and services would like to offer but cannot now	'Foundry' is a provincial branded concept for youth hub and has support of all service provider partners and funders, Grandville Youth Clinic was one of the first in Metro Vancouver region
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Offices, clinical, lounge, bathroom, storage. Food possible. Overnight accommodations <u>not</u> envisioned.
10) Which above need to be dedicated and which can be shared-use spaces	Dedicated suite, but could be adjacent to gym with separate locking doors for shared use
11) Advantages or challenges associated with sharing space; describe compatible uses	Other uses would need to be separated: i.e. two separate front doors. Could share gym controlled by other tenant
12) What special events (annual, seasonal, etc.) are held and what are requirements	Not applicable
13) Do you need to control access (paid admission, security, etc.)	Need 'storefront' or grade level access, discrete and safe

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| 14) How do members/ clientele get to current location (drive, transit, walk) | Walk, bicycle or transit |
| 15) Number of staff, types of staff | Core staff and visiting clinicians and physicians |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | This would be part of a network of youth hubs in the Lower Mainland |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Change of use from A2 assembly occupancy to B2 treatment occupancy. 2-hour rated separate between tenancies would be required unless all B2 |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Open to conversation about them doing the tenant-improvements (building occupied without lifecycle capital improvements and assumes 10 year life) |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Not compatible with park or arts and culture, but compatible with Caring Place located across the street |
| 20) Timing, phasing, logistical challenges anticipated | Need is immediate and urgent and would assume space as is. This would be a 'no-cost up-front' solution for the City and recognizing that it would only be a 10-year solution for the Youth Hub |

1) Name of organization(s)	External Stakeholder Session #7 Caring Place
2) Current location, approximate size (area) and current rent	The existing Caring Place model regarded as a success and emulated by other municipalities. The current facility was built in 1994, is 34,000 sf and currently has 14 agencies as tenants. Unfunded plans for expansion including doubling of space. Current facility no debt and is tax exempted keeping rents low. Offering to manage and operate the facility tenanted by NFP social service agencies
3) Current number of members/users and future growth potential	14 tenant organizations, 4-6 staff per entity, plus CP staff
4) Describe members/clientele (age, residency, etc.)	All ages, ethnicities, genders
5) Schedule of use (season/weekly/daily) and peak times	Primarily daytime weekday, but classroom and meeting spaces booked evenings, weekends, etc. (staff person on site)
6) Special requirements for above (grade-access only, security, etc.)	Single entrance, each tenant suite has separate entrance off common corridors; security and personal safety issues
7) Types of programs, services and activities offered now	Clinical, counseling, advocacy, support
8) Types of programs and services would like to offer but cannot now	Extension of what is found currently in Caring Place. Some current tenants need more space and they have a wait list of NFP agencies wanting to get in
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Admin office, meeting rooms, classroom, tenant suites (each with possible open office, enclosed offices, files, seating lounge, interview or clinical rooms)
10) Which above need to be dedicated and which can be shared-use spaces	Tenant spaces dedicated, plus bookable meeting rooms and a classroom
11) Advantages or challenges associated with sharing space; describe compatible uses	Caring Place would expect to fill the entire building with NFP agency tenants
12) What special events (annual, seasonal, etc.) are held and what are requirements	Not applicable

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| 13) Do you need to control access (paid admission, security, etc.) | Operates like a mini-mall, with each organization having a storefront and separate lockable access off common corridors |
| 14) How do members/ clientele get to current location (drive, transit, walk) | Drive, transit and a modest few walk or bike |
| 15) Number of staff, types of staff | Minimal front and back-of-house staff (1F/T, 2 P/T); each agency staffing and volunteers varies in size |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Satellite to current Caring Place multi-tenant facility occupied by not-for-profit agencies and service providers. There could be operational challenges with two separate locations |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Change of use from A2 assembly occupancy to B2 treatment occupancy. 2-hour rated separate between tenancies would be required unless all B2 |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Caring Place would only be interested in operating a fully-renovated facility, but would be responsible for operating costs and routine maintenance. Rent structure wouldn't account for capital replacement amortization |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Not compatible with park or arts and culture, but Caring Place is across the street so precedent there |
| 20) Timing, phasing, logistical challenges anticipated | Caring Place would see some operational inefficiencies (added costs) to overcome managing two separate facilities. Need continues to grow so can be responsive when space is available. Many agencies have demolition clauses in their rental agreements and exist month-to-month.
Nb.: Richmond Caring Place commissioned an Expansion Business Plan in 2012 that defined needs (25,000 sf assignable, space, 35,000 sf gross; cost \$15 million in 2012 dollars) |

1) Name of organization(s)	External Stakeholder Session #8 Richmond Art Gallery Society
2) Current location, approximate size (area) and current rent	Currently located in the Cultural Centre on the ground floor. Estimated from key plan to be 7-8,000 sf in main footprint (common areas and additional support spaces not counted). Operated by NFP society model with paid staff. Rent not discussed.
3) Current number of members/users and future growth potential	Currently have three large gallery exhibition spaces, a program room, 2 offices, a meeting room and a storage vault (too small)
4) Describe members/clientele (age, residency, etc.)	Features world-class abstract artist touring exhibitions patrons are from all of Metro region but primarily Richmond
5) Schedule of use (season/weekly/daily) and peak times	Weekday and weekend, limited hours of operation. Also offer daytime summer camps for children and school tours
6) Special requirements for above (grade-access only, security, etc.)	Environmentally controlled and secured. Alarmed. Vault also specialized and is currently shared with museum (a new storage facility could be off-site)
7) Types of programs, services and activities offered now	Art gallery, education, lectures, corporate events
8) Types of programs and services would like to offer but cannot now	More programs, especially for children. Could occasionally rent multi-purpose rooms in Activity Centre for classes. Could see MPAC being used for local artists, something they do not represent
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	See #3. Would not be interested in relocating to Minoru Place Activity Centre but could backfill space in Richmond Cultural Centre if someone else leaves. Could occasionally rent classroom space or gym in Minoru Place Activity Centre instead of performance hall in the Cultural Centre
10) Which above need to be dedicated and which can be shared-use spaces	Currently share with Media Lab (part of Arts Centre) and Museum, but has to be similar types of occupancy. No interaction with Archive.
11) Advantages or challenges associated with sharing space; describe compatible uses	Art Gallery should be a separate free-standing building with specialized gallery exhibit spaces or if co-located should be like Anvil Centre in New West
12) What special events are held and what are requirements	Annual series of screenings and artist talks. Seating for up to 300

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| 13) Do you need to control access (paid admission, security, etc.) | Yes |
| 14) How do members/ clientele get to current location (drive, transit, walk) | Drive, transit, walk |
| 15) Number of staff, types of staff | Not discussed, but paid staff is limited (1 full-time) |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Main location |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | No change in use |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Renovations to Minoru Place Activity Centre would be cost prohibitive for building that still functionally would not work. Only a dedicated, larger contemporary building could induce them to relocate |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Compatible with Arts and Culture precinct envisioned for master plan. Arts hub should grow and be reinforced |
| 20) Timing, phasing, logistical challenges anticipated | No timetable discussed |

1) Name of organization(s)	External Stakeholder Session #10 Richmond Arts Coalition
2) Current location, approximate size (area) and current rent	Richmond Arts Coalition is about advocacy and promotion of local artists of all types, and bridging cultural gaps. Envisioned as an 'Artist Career Development Centre' and networking hub. The Arts Coalition would consider assuming the building 'as-is' and with minimum tenant improvements would populate spaces with visual and performance artists in studios and rentable rooms (operated as a new not-for-profit entity). Capitalizing renovations of Minoru Place Activity Centre would make rents unaffordable for artists, instead goal should be 'social return on investment'.
3) Current number of members/users and future growth potential	Unspecified
4) Describe members/clientele (age, residency, etc.)	All local artists, all ages; would also include services and support for artists such as career training and business management
5) Schedule of use (season/weekly/daily) and peak times	Days, evenings, weekends year-round
6) Special requirements for above (grade-access only, security, etc.)	Studio areas locking. One main entrance, with possible separate event entrance for 'black-box' theatre/gym
7) Types of programs, services and activities offered now	No space now; artists are fragmented and distributed throughout the community
8) Types of programs and services would like to offer but cannot now	Artists' workspace, place to sell art, performance space
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Artist's gallery-gift shop, exhibition spaces, rentable artist workspaces, music rehearsal and recording spaces, storage, offices. Gym would be converted into a small 'black-box' theatre for multi-use by performers
10) Which above need to be dedicated and which can be shared-use spaces	Workspace studios would be enclosed and rented, all other spaces would be shared and rentable

11) Advantages or challenges associated with sharing space; describe compatible uses	No perceived disadvantages foreseen if Minoru Place Activity Centre had to be shared
12) What special events (annual, seasonal, etc.) are held and what are requirements	Not discussed
13) Do you need to control access (paid admission, security, etc.)	One main entrance with passive security
14) How do members/ clientele get to current location (drive, transit, walk)	Unknown, no business model in place
15) Number of staff, types of staff	Would be volunteer governed, managed and operated, possibly as a cooperative
16) Would this be a satellite location, a hub or a single-location and what could be operational challenges	No location currently. Artists are dispersed in the community
17) Would this be a change of use according to the BC Building Code or zoning bylaws	Change in use from A2 to A1 and A2 may trigger upgrades
18) How extensive would renovations be for functional adaptive use required, not including lifecycle	Arts Coalition suggests it could assume the space 'as-is' and use the building for the remaining ten or so years of remaining service life. Minimal improvements would be made / routine maintenance but couldn't afford lifecycle upkeep
19) How compatible would this use be with Minoru Park vision and guiding principles	Compatible with arts and culture precinct in park
20) Timing, phasing, logistical challenges anticipated	This would also be a 'no-cost up-front' solution for the City and recognizing that it would only be a 10-year solution for local artists

1) Name of organization(s)	External Stakeholder Session #11 Richmond Fitness and Wellness Board
2) Current location, approximate size (area) and current rent	Richmond Fitness and Wellness is an advocacy group and does not deliver programs nor operate or occupy a building now. They typically partner with groups on projects (i.e. Garrett Centre, Vancouver Coastal Health, Library) looking for gaps in services and where they might be able to facilitate a solution. They would <u>not</u> be interested in managing or operating a shared-use or multi-tenant Minoru Place Activity Centre but would participate in governance as a board seat.
3) Current number of members/users and future growth potential	Not-for-profit society board does advocacy work, event coordination and payroll for City pools
4) Describe members/clientele (age, residency, etc.)	All ages and abilities
5) Schedule of use (season/weekly/daily) and peak times	Year-round
6) Special requirements for above (grade-access only, security, etc.)	None
7) Types of programs, services and activities offered now	Planned events such as Walk Richmond, and Heart Wellness and Diabetes Wellness at Garrett Centre
8) Types of programs and services would like to offer but cannot now	Opportunity for growth exists
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	For their own purposes, they need an office 'home-base' / storage space for promotional literature
10) Which above need to be dedicated and which can be shared-use spaces	Lockable office in a shared building
11) Advantages or challenges associated with sharing space; describe compatible uses	None foreseen
12) What special events (annual, seasonal, etc.) are held and what are requirements	Walk Richmond

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| 13) Do you need to control access (paid admission, security, etc.) | No |
| 14) How do members/ clientele get to current location (drive, transit, walk) | No current location |
| 15) Number of staff, types of staff | Volunteer board members |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Office location would be their main and only location |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Office would be interpreted as a D occupancy that may require a 1-hour fire separation between it and A2 uses |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | If the building was sub-divided into all offices, partitions would be added but structural walls would be left intact. Mechanical systems would be more spatial and zonal |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Office use less compatible in the arts and culture precinct even if all community service organizations |
| 20) Timing, phasing, logistical challenges anticipated | No timetable discussed |

1) Name of organization(s)	External Stakeholder Session #12 and #3 Richmond Community Services Advisory Committee
2) Current location, approximate size (area) and current rent	Service groups are dispersed throughout the community in leased space with multiple groups facing eminent eviction due to redevelopment clauses. Market rents also thought to be unaffordable. Capacity issues were also cited. While many uses and partners were put forward, the consensus at the meeting was the most urgent was a Youth Hub with Addiction Services (especially given proximity to high school) about 5,000 sf needed. Richmond Non-Profit Space Review (sponsored by Richmond Community Foundation) will be able to quantify city-wide space needs but January 2017 report advocated creating 'community service hubs'
3) Current number of members/users and future growth potential	Previous Richmond Community Foundation audit identified 18 agencies city-wide serving 13,000 residents using 150,000 sf (8,400 sf per location); Richmond Centre for Community Living 1,100 clients; Adult daycare has 4 locations with 75 clients per location; Richmond Centre for Disabilities claims hundreds of members; schools are downloading programs to the community due to budget constraints
4) Describe members/clientele (age, residency, etc.)	Youth are from all circumstances; adult daycare clientele are frail elderly; Richmond Centre for Disability clientele are disabled all ages including youth; etc.
5) Schedule of use (season/weekly/daily) and peak times	Predominantly weekdays daytime, but also evenings; youth hub would be busiest after school and evenings
6) Special requirements for above (grade-access only, security, etc.)	Grade-level access of Minoru Place Activity Centre would be ideal
7) Types of programs, services and activities offered now	Counseling, advocacy, medical support and referrals, training and rehabilitation, education, etc.; most facilities have some sort of lounge area to create a safe and welcoming environment for clientele
8) Types of programs and services would like to offer but cannot now	Richmond Community Foundation report indicated most agencies demands are increasing faster than population growth and that space constraints and funding limit how much new demand can be met

9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Richmond Community Foundation indicated average agency space is about 8,400 sf including offices, counseling/interview rooms, lounge/waiting area, open work areas, activity rooms, storage and some cases a kitchen. Example, Richmond Centre for Disability has 4,500 sf including offices, activity rooms, counseling rooms and support spaces
10) Which above need to be dedicated and which can be shared-use spaces	Each group needs dedicated office/ counseling areas for client privacy, but meeting rooms and classrooms can be shared spaces
11) Advantages or challenges associated with sharing space; describe compatible uses	Only issue discussed was clientele type, such as mixing ages groups or higher risk populations with general population
12) What special events (annual, seasonal, etc.) are held and what are requirements	Not discussed
13) Do you need to control access (paid admission, security, etc.)	Each tenant space should be lockable, building should have a central reception point at entrance
14) How do members/ clientele get to current location (drive, transit, walk)	Most use transit, some walk
15) Number of staff, types of staff	Varies by organization
16) Would this be a satellite location, a hub or a single-location and what could be operational challenges	With many services the autonomous social agencies form a de facto network. A single hub location for youth would create an identifiable address for a broader spectrum of services
17) Would this be a change of use according to the BC Building Code or zoning bylaws	Change of use from A2 assembly occupancy to B2 treatment occupancy. 2-hour rated separate between tenancies would be required unless all B2
18) How extensive would renovations be for functional adaptive use required, not including lifecycle	Given the urgency of the need, the service provider would be open to the tenant doing minimal improvements (building occupied without lifecycle capital improvements and assumes 10 year life)
19) How compatible would this use be with Minoru Park vision and guiding principles	Not compatible with park or arts and culture, but similar function Caring Place is across the street so precedent there
20) Timing, phasing, logistical challenges anticipated	Would assume space as is. This would be a 'no-cost up-front' solution for the City and recognizing that it would only be a 10-year stop-gap solution for youth in need

1) Name of organization(s)	External Stakeholder Session #13 Richmond Arts Centre Resident Arts Groups (RAC, RAGA and Dance)
2) Current location, approximate size (area) and current rent	Occupants of Richmond Cultural Centre second floor spaces. Opinion among attendees was should the Dance organization be relocated to the Minoru Place Activity Centre all space problems for remaining users would be solved. Dance would be amenable to the move if 3-4 studio spaces were available plus desired support space.
3) Current number of members/users and future growth potential	Multiple activities and user groups including drawing and painting, pottery, weaving, dance (currently 2 studios)
4) Describe members/clientele (age, residency, etc.)	Predominantly older adult; except for dance that is 400 female children and youth and an adult program as well
5) Schedule of use (season/weekly/daily) and peak times	Studios daytimes, less evening and weekend use; dance after school weekdays and all day weekends
6) Special requirements for above (grade-access only, security, etc.)	Currently located on 2 nd level; access not an issue providing elevators function
7) Types of programs, services and activities offered now	Each user group schedules activities in 'their' space as demand dictates; City has to program around residual pockets of time (limiting access and usefulness of space); spaces centrally booked by City
8) Types of programs and services would like to offer but cannot now	Each group claims needing more space, but cannot demonstrate need (i.e. drawing schedules 4 hours per week). Solution would be to schedule more times, not make spaces larger)
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	'Wet' studio space with sink and washable spaces; two dance studios with sprung floors. Dance needs more and larger change rooms. Would like a gallery to display artists' works and an offices
10) Which above need to be dedicated and which can be shared-use spaces	Most arts and crafts spaces cannot be made multi-purpose. Only dance studios can be opened to other uses (but they tend to be booked at all times)
11) Advantages or challenges associated with sharing space; describe compatible uses	Prime time demand exceeds supply

12) What special events (annual, seasonal, etc.) are held and what are requirements	Seasonal and end-of-term recitals. Currently use Cultural Centre performance hall. Need larger space like gym in Minoru Place Activity Centre if flooring improved
13) Do you need to control access (paid admission, security, etc.)	For dance, access controls for safety of young patrons
14) How do members/ clientele get to current location (drive, transit, walk)	Dance: driven or transit; art studios drive and a few walk
15) Number of staff, types of staff	No staff
16) Would this be a satellite location, a hub or a single-location and what could be operational challenges	Minoru Place Activity Centre would be a primary location for one or the other, but functions cannot be duplicated in two locations
17) Would this be a change of use according to the BC Building Code or zoning bylaws	Would continue as an A2 occupancy
18) How extensive would renovations be for functional adaptive use required, not including lifecycle	Dance studios would require acoustic separation, sprung floors and mirror wall in each; arts studios would require sinks, washable surfaces and independent ventilation
19) How compatible would this use be with Minoru Park vision and guiding principles	Very compatible
20) Timing, phasing, logistical challenges anticipated	Dance need is more urgent with wait-listing and turning participants away; arts programs numbers thought to be stable so no eminent action required

1) Name of organization(s)	Staff Session #1 Arts and Culture Staff
2) Current location, approximate size (area) and current rent	Cultural Centre all functions 'bursting at the seams'. Arts Centre has only pottery studio in Richmond, plus dance studios, 2 fabric arts studios and other arts studios. Dance is growing, booking 3-9pm everyday plus weekends as well as more than ½ of available daytime.
3) Current number of members/users and future growth potential	Multi-purpose rooms booked by 10 different groups, leftover dance studio times booked for yoga. In general, need more program spaces, more offices and more storage
4) Describe members/clientele (age, residency, etc.)	Dance younger demographic and some adults; all other programs mostly older adults
5) Schedule of use (season/weekly/daily) and peak times	Studios daytimes, less evening and weekend use; dance after school weekdays and all day weekends
6) Special requirements for above (grade-access only, security, etc.)	No issues identified with location
7) Types of programs, services and activities offered now	Each user group schedules activities in 'their' space as demand dictates; City has to program around residual pockets of time (limiting access and usefulness of space); spaces centrally booked by City
8) Types of programs and services would like to offer but cannot now	City is constrained and unable to offer more programming because residual pockets of time are unattractive or un-salable
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Multi-purpose space is most useful, with sink and built-in storage. A gymnasium like what's in Minoru Place Activity Centre would be very useful for more assembly-type functions
10) Which above need to be dedicated and which can be shared-use spaces	In the Minoru Place Activity Centre no spaces should be dedicated to any one group though certain functions such as pottery limit the utility of a space
11) Advantages or challenges associated with sharing space; describe compatible uses	Every group has peak period demands for space, can't provide enough even in another building
12) What special events (annual, seasonal, etc.) are held and what are requirements	Could see events like dance and music recitals, Christmas fairs, craft shows, volunteer appreciation banquets and rentals in a larger space like the gym

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| 13) Do you need to control access (paid admission, security, etc.) | Facility should be controlled by single reception point; bookings could be done centrally from Cultural Centre |
| 14) How do members/ clientele get to current location (drive, transit, walk) | Dance: driven or transit; art studios drive and a few walk |
| 15) Number of staff, types of staff | Likely 1.5 F/T equivalent (one person for all operating hours) |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Satellite to Cultural Centre; added staffing |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | No, A2 occupancy intact |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Renovations could be extensive to create modern and functional studio spaces and dance studios |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Very compatible |
| 20) Timing, phasing, logistical challenges anticipated | Moving City programs out of Cultural Centre and into Minoru Place Activity Centre that staff control would allow City programming to grow as well as create capacity for other users in the existing facility |

1) Name of organization(s)	Session #2 Recreation Staff and Oval
2) Current location, approximate size (area) and current rent	See a city-wide need for more affordable space for all kinds of groups and activities to use. Partners such as Coastal Health, book club (city-centre) and Family Place all need more space/time. Coastal Health currently leases Garrett Wellness Centre from the City (once was an elementary school). Minoru Place Activity Centre would do little for Recreation other than possibly more users over thereby creating more time in other existing facilities. Only recreation need foreseen would be table tennis (daytime mostly) and dryland training for field sports (evenings and off-season). These are a 'nice-to-have' but not critical.
3) Current number of members/users and future growth potential	Health programs such as heart wellness and post-partum have small budgets and cannot afford high rents. City Centre has a de facto youth centre called a 'casual room' (pass \$12 / year) allowing visits of 2-hours at a time for youth to study, hangout, group study, participate in arts or music (popularity and demand is increasing); table tennis players at the Oval pay \$45/month membership
4) Describe members/clientele (age, residency, etc.)	All ages and abilities, including New Canadians
5) Schedule of use (season/weekly/daily) and peak times	A bookable building similar to a community centre or a mini-conference centre would be heavily booked by all types of groups
6) Special requirements for above (grade-access only, security, etc.)	Not discussed
7) Types of programs, services and activities offered now	The City aims to provide 1 sf / resident in space, a standard the City currently meets; sports groups want office space/storage but don't want to pay; do not want to be in competition with community centres for users or revenues
8) Types of programs and services would like to offer but cannot now	From a recreation perspective the type of space available in Minoru Place Activity Centre is not an urgent priority but if available they might book spaces
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage)	Gyms, multi-purpose rooms, meeting rooms, storage and possibly office spaces

10) Which above need to be dedicated and which can be shared-use spaces	All could be shared except offices
11) Advantages or challenges associated with sharing space; describe compatible uses	Compatibility of user groups (i.e. ages, gender, etc.)
12) What special events (annual, seasonal, etc.) are held and what are requirements	Sport events in park might book event rooms or banquet space, but likely most of these needs will be satisfied in the new Minoru Centre for Active Living
13) Do you need to control access (paid admission, security, etc.)	Controlled in space by instructor/program staff
14) How do members/ clientele get to current location (drive, transit, walk)	Drive, transit, bike, walk
15) Number of staff, types of staff	Not discussed. No interest in operating the facility
16) Would this be a satellite location, a hub or a single-location and what could be operational challenges	Satellite location; operational challenges would be staffing costs
17) Would this be a change of use according to the BC Building Code or zoning bylaws	No, still A2 occupancy
18) How extensive would renovations be for functional adaptive use required, not including lifecycle	Assumed renovated to level where spaces would be usable (i.e. sprung floor in studios). Change rooms might be needed
19) How compatible would this use be with Minoru Park vision and guiding principles	Conceptually, recreation and arts are compatible with the cultural precinct
20) Timing, phasing, logistical challenges anticipated	Not discussed. Presumed not to be available for a year after the new Minoru Centre for Active Living opens

1) Name of organization(s)	Session #3 Community Social Development Staff
2) Current location, approximate size (area) and current rent	<p>See a need for a youth-dedicated space with a destination for youth (activities, hang-out) as well as a hub for social services. The City does not operate these types of facilities but there are many partners that could.</p> <p>Also, city has a need for an inner-city drop-in centre for homeless and at-risk populations with services and amenities (kitchen, showers, washer/dryer, counseling and health care) though this location while strategically appropriate may not be compatible with surrounding uses and should not be co-located with youth.</p> <p>Generally, many groups also need office and meeting space (Richmond Community Services Advisory Committee represents over 30 organizations</p>
3) Current number of members/users and future growth potential	Upwards of 15,000 or 10% of the population use some of the community partner services. This will only be increasing as the city continues to grow and the city-centre area in particular
4) Describe members/clientele (age, residency, etc.)	Richmond residents, all ages, abilities, ethnicities
5) Schedule of use (season/weekly/daily) and peak times	Year-round, day and night
6) Special requirements for above (grade-access only, security, etc.)	Grade access for youth or a drop-in centre. An older or older-appearing building is less intimidating
7) Types of programs, services and activities offered now	See #2 above
8) Types of programs and services would like to offer but cannot now	Many partners are in a situation of duress as rents and evictions are increasing and organizations are struggling to find a replacement home, let alone grow
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Office and meeting spaces primarily
10) Which above need to be dedicated and which can be shared-use spaces	Each agency would need its own locking space. A youth hub would have a series of locking offices for health professionals

11) Advantages or challenges associated with sharing space; describe compatible uses	Cross-over with other services – most clients have more than one challenge
12) What special events (annual, seasonal, etc.) are held and what are requirements	Not applicable
13) Do you need to control access (paid admission, security, etc.)	Building should be securable (i.e. emergency lockdown)
14) How do members/ clientele get to current location (drive, transit, walk)	Transit, walk
15) Number of staff, types of staff	Specifics not discussed
16) Would this be a satellite location, a hub or a single-location and what could be operational challenges	A hub for clients but satellites for partners; funding fluctuates year-to-year for most service providers
17) Would this be a change of use according to the BC Building Code or zoning bylaws	Change of use from A2 assembly occupancy to B2 treatment occupancy. 2-hour rated separate between tenancies would be required unless all B2
18) How extensive would renovations be for functional adaptive use required, not including lifecycle	Youth Hub may be able to assume space 'as-is' in order to accelerate access and keep rental cost down. This recognizes that this space is only a bridge solution that could last a decade
19) How compatible would this use be with Minoru Park vision and guiding principles	Does not fit the vision, but in the short-term addresses an urgent need
20) Timing, phasing, logistical challenges anticipated	Use would be for the short-term only, but allows the City a decade for planning to determine what ultimately should be on the site

1) Name of organization(s)	Staff Session #4 Parks and Events Staff
2) Current location, approximate size (area) and current rent	New Minoru Center for Active Living will fill most needs in the precinct. Spaces were planned in the complex that can be used by sports, special events and summer camps. Groups book and use the plaza now (i.e. Children's Festival) so new use of Minoru Place Activity Centre should consider the public nature of the plaza. Minoru Place Activity Centre would have limited use for outdoor special events, but multi-purpose spaces, gym and washrooms might be of some use
3) Current number of members/users and future growth potential	Not discussed
4) Describe members/clientele (age, residency, etc.)	Special events and the park itself attract all residents
5) Schedule of use (season/weekly/daily) and peak times	Year-round, days evenings weekends especially
6) Special requirements for above (grade-access only, security, etc.)	Grade would be most useful
7) Types of programs, services and activities offered now	Refer City website
8) Types of programs and services would like to offer but cannot now	Three new plaza areas and being planned as part of new Richmond Centre for Active Living and Minoru Park master planning. Community groups always looking for rentable meeting spaces
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	As event support space possibly the gym, multi-purpose, meeting, washrooms
10) Which above need to be dedicated and which can be shared-use spaces	No dedicated space needed
11) Advantages or challenges associated with sharing space; describe compatible uses	Will it be available when needed; how far in advance can it be booked and who determines what requests are granted or refused
12) What special events are held and what are requirements	Refer to City website for complete listings

- | | |
|---|--|
| 13) Do you need to control access (paid admission, security, etc.) | Not in the Minoru Place Activity Centre building |
| 14) How do members/ clientele get to current location (drive, transit, walk) | All forms of transportation |
| 15) Number of staff, types of staff | Event volunteers, City staff coordinators and maintenance people |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | No applicable |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | If kept as an A2 occupancy, could be used for events |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Not discussed |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Would be beneficial but not in the center of the park |
| 20) Timing, phasing, logistical challenges anticipated | Not discussed |

1) Name of organization(s)	External Stakeholder #14 (written submission) Richmond Chinese Community Society
2) Current location, approximate size (area) and current rent	Submission to the City dated April 2017, requesting about 6-7,000 sf assignable space or about 7,500 to 9,000 sf gross area. Current location is 4,600 sf rentable area at a cost of \$36,000 per year (about \$8/sf). Used for indoor recreation (dance, tai chi, etc.), social functions, office functions
3) Current number of members/users and future growth potential	Not indicated, but stated 'up to 50 normal attendance (weekday)
4) Describe members/clientele (age, residency, etc.)	Majority are city-centre residents
5) Schedule of use (season/weekly/daily) and peak times	Year-round
6) Special requirements for above (grade-access only, security, etc.)	Grade and fully handicapped accessible
7) Types of programs, services and activities offered now	Physical activity and social
8) Types of programs and services would like to offer but cannot now	Limited by current size, seeking 50% larger
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Two multi-purpose rooms, a board room, office space, reception area, storage and a kitchen
10) Which above need to be dedicated and which can be shared-use spaces	No indication of willingness to open it to outside users
11) Advantages or challenges associated with sharing space; describe compatible uses	Not discussed in letter
12) What special events (annual, seasonal, etc.) are held and what are requirements	Seasonal fairs and events attended by up to 150 now
13) Do you need to control access (paid admission, security, etc.)	Yes

- | | |
|---|--|
| 14) How do members/ clientele get to current location (drive, transit, walk) | 50% drive, 25% walk |
| 15) Number of staff, types of staff | Not indicated in letter |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Main location |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Would continue to be a A2 occupancy |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Moderate, existing large room sizes seem to meet their program needs |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Moderately compatible |
| 20) Timing, phasing, logistical challenges anticipated | Letter seemed to indicate a desire to move in sooner than later |

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MINORU PLACE ACTIVITY CENTRE BUILDING ANALYSIS REPORT

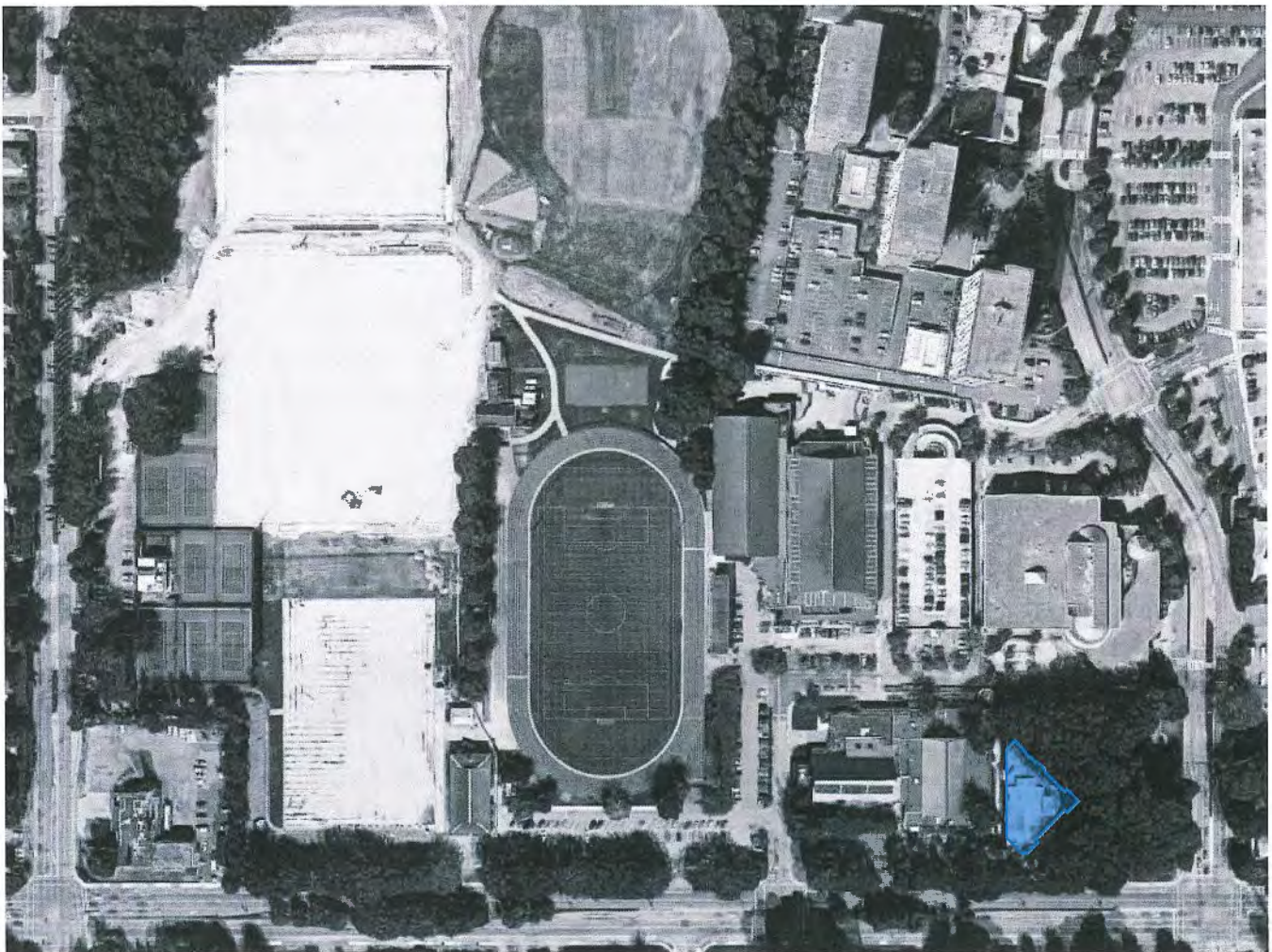
7660 Minoru Gate
Richmond, BC, V6Y 1R9

September 5, 2017

FOR THE ATTENTION OF:

CITY OF RICHMOND

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PART 1: INTRODUCTION



PART 1: INTRODUCTION

1.1 EXECUTIVE SUMMARY

The purpose of this report is to provide a building and cost analysis for the potential of repurposing of the Minoru Place Activity Centre located at the southeast corner of the cultural precinct of Minoru Park. With the imminent departure of the prime tenant to the new purpose built Minoru Centre for Active Living, this study is to investigate the potential for adapting the existing building in order to fill a critical need for additional City programming. From previous reviews and discussions, it has been determined that Arts programming currently represents the greatest spatial and programming need. The addition of space represented by the vacated Minoru Place Activity Centre, would allow the City to better meet the demand for programs such as dance, pottery, media arts, performing arts, and for a community gallery.

Given the age of the facility, the scope of work includes a condition analysis, to report on the current state of the building and systems, and to understand the extent of upgrades required to extend the life of the building for the short term, or bring the facility to current standards for long term continued use.

The City of Richmond has requested a study and preliminary comparative cost analysis to review the following options.

Option A – SHORT TERM FACILITY REUSE

Minimal interior and exterior improvements for conversion to an Arts Centre.

Option B – LONG TERM FACILITY REUSE

Full upgrade of the interior and exterior building with conversion to an Art Centre.

Option C – FACILITY REPLACEMENT

Based on the same size facility and use as an Arts Centre.

BUILDING ASSESSMENT

The building assessment has concluded that the building structure is in reasonable shape and the design for floor loads would support a variety of new uses, however the building is deficient with respect to seismic design, based on current building codes. For a long term building reuse option, this would be rectified by the addition of bracing, shear walls, and / or exterior buttresses to provide lateral support. With a short term solution of repurposing the building, seismic upgrading and the associated cost is not included in the Option.

The mechanical and electrical systems for the building are mostly original and are in need of replacement, if it was decided to extend the life of the building beyond 5 - 10 additional years. This would include the AHU, roof top units, boilers, hot water tank, lighting, DDC, fire alarm system, low voltage system, and PA system. Though some of the mechanical unit replacement could be phased, it would be sensible to replace most of the electrical items during a major renovation of the building.

With respect to the short term reuse option, some of the existing equipment and systems may be relied upon without replacement though it must be understood that the potential of failure and subsequent replacement would be continuing liability. A program of regular assessment should be considered with the approach of retaining the existing equipment and systems. The following list describes the assessment of the major systems of the building based on a short term reuse option.

Mechanical

- > Domestic Hot water system DHWT - This will likely last the next 5-10 years. Piping is aging but unless the operator has more information no major signs of leaking pipes is evident. Plumbing fixtures are original and can be replaced if necessary but likely can last 5-10 more years.
- > HVAC - The built-up indoor air handling units can likely last 5-10 more years. The rooftop A/C units should be replaced now. Pumps should be replaced.
- > Boilers - These are older modular type but can likely last 5-10 more years. Leaking heating water piping is evident and repairs will likely be required and continue to increase in the next 5-10 years.

1.1 EXECUTIVE SUMMARY CONT'D

- > Controls - Pneumatic controls do the bare minimum and do not provide good controllability of the system, however it can likely limp along for the next 5-10 years.
- > Fire Protection - From the report it would seem that the Fire Protection and DHW tank is ok Fire protection is adequate. DHWT is in good shape.

ELECTRICAL

- > Fire Alarm and devices - Fire Alarm system is operational and we think it is reasonable that it will continue to operate for 5-10 years provided its maintenance plan is conducted annually. As for devices such as light-switches and receptacles, there are different version and types throughout the building and the majority are in good condition. It is reasonable to assume that they will last 5-10 years.
- > Exit lighting - The exit signs are not to current code and we recommend that they are upgraded.
- > Emergency lighting - Emergency lighting system is operational and we think it is reasonable that it will continue to operate for 5-10 years provided its maintenance plan is conducted annually.
- > PA - The PA system is outdated and the client would have challenges securing support for the system. We don't think the system would last for 5-10 years.
- > DDC System - Not sure if this is for the Mechanical system DDC or if it is for the IT network headend. The average life for switches and small IT equipment is 7-10 years and the existing equipment seem to be approximately 5 years old. We don't think the system will last 5-10 years.
- > Security - Security systems such as cameras are not current and likely at end of life and we recommend upgrading.

The building envelope has performed reasonably well but is deteriorating. The recommendation for continued long term use, is to replace the cladding, windows and roofing with new assemblies before failure occurs. These new assemblies will serve to reduce energy costs by decreasing the heating and cooling loads. If a short term use of the building is desired, minor repairs and painting is suggested.

ARTS CENTRE USE

We believe that the Arts Centre is very well suited since the program planning will work well with the building and space, would provide the ability to extend existing programming in need, can expand their physical space, and will potentially free up area within the Cultural Centre building for other purposes.

PARKING

ARTS CENTRE: PARKINNG REQUIREMENTS

If categorized as Indoor Recreation: 2 stalls per 100m² gross area - 1,555/100 = 15.5 x 2 = 32 stalls

Plus - Staff allowance of 16 x .75 stalls = 12 stalls

Total parking = 44 stalls

Based on the requirement from the City to add 28 new stalls to the parking in this area, the total requirement would be 72 stalls. Given the existing 60 stalls dedicated to senior parking, there would be an overall shortfall of 12 stalls.

We have estimated the number of parking stalls required for each use based on the Parking Bylaw, and have found that the parking can be accommodated within the seniors parking area south of the existing Aquatic Centre. Given that acceptance of the parking requirements is at the discretion of the planning department, these calculations would need to be verified.

COST

The Cost Report identifies the total project costs for each of the options including construction, contingencies, professional fees, connection fees and permits, owners management and overhead. The breakdown of the cost options is as follows,

Option A – SHORT TERM FACILITY REUSE	\$3,652,900
Option B – LONG TERM FACILITY REUSE	\$7,868,800
Option C – FACILITY REPLACEMENT	\$12,566,700

END OF EXECUTIVE SUMMARY

1.2 SCOPE OF REPORT

1.3 INVOLVEMENT

In April of 2017, The City of Richmond engaged the services of DGBK Architects to complete a study of the existing Minoru Place Activity Centre. The purpose of this report is to provide a building analysis and costing of the potential for repurposing of the Minoru Place Activity Centre located at the southeast corner of the cultural precinct of Minoru Park.

With the imminent departure of the prime tenant to the new purpose built Minoru Centre for Active Living, the purpose of this study is to investigate the potential for adapting the existing building to fill a critical need for additional City programming. Given the age of the facility, the scope of work includes a condition analysis, in order to report on the current state of the building and systems, and to understand the extent of upgrades required to extend the life of the building for the short term, or bring the facility to current standards for long term continued use.

From previous reviews and discussions, it has been determined that Arts programming currently represents the greatest spatial and programming need. The addition of space represented by the vacated Minoru Place Activity Centre, would allow the City to better meet the demand for programs such as dance, pottery, media arts, performing arts, and for a community gallery.

The City of Richmond has requested a study and preliminary comparative cost analysis to review the following options.

Option A – SHORT TERM FACILITY REUSE

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Option C – FACILITY REPLACEMENT

Based on the same size facility and use as an Arts Centre.

In addition to the above noted scope, we felt it was important to include comments relative to the building site and context, and its relationship to the other components of the cultural precinct. Included in our study, is a brief review of how the continued use might address this relationship, and discussion of how to encourage connection and integration as part of this repurposing. This review notionally addresses the Cultural Centre, adjacent plaza, and surrounding landscape.

EXCLUSIONS & LIMITATIONS

The scope of this Study did not include a full condition assessment of all building components, material testing, or destructive investigations.

Based on the terms of reference for this study, DGBK did not conduct in depth interviews with City of Richmond departmental, or facilities staff. The planning for costing reflects a concept plan developed by City of Richmond Community Services. Should the decision be made to proceed with any of the specific uses included in this report, DGBK would recommend a Functional Program be developed in conjunction with staff and stakeholder consultation.

OWNER / CLIENT

The City of Richmond
Jon Thibodeau, PMP, Capital Buildings Project Development - Engineering & Public Works

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DOCUMENTS PROVIDED

The following background documents were provided to the consultants upon engagement:

- Annotated Concept Planning diagram provided by Community Services.
- Richmond Cultural Centre Annex: Facility Analysis, Urban Arts Architecture & Urban Design, 2015 (55 pages PDF format) Note: report includes VFA Asset Detail Report.
- Asbestos and hazardous materials survey report, Pacific Environmental, 2009 (3 pages PDF format).
- Architectural record drawings for Minoru Gate Seniors Activity Centre, Howard Yano Architects, 1985 (13 pages, PDF format).
- Structural record drawings for Minoru Gate Seniors Activity Centre, Pomeroy Engineering Ltd., 1985 (3 pages, PDF format).
- Mechanical record drawings for Minoru Gate Seniors Activity Centre, Pomeroy Engineering Ltd., 1985 (5 pages, PDF format).
- Electrical record drawings Minoru Gate Seniors Activity Centre, L.P. Gander & Associates Ltd., 1985 (5 pages, PDF format).
- Architectural record drawings for Minoru Gate Seniors Activity Centre: Kitchen / Cafeteria Renovation/Addition, Henry Hawthorn Architect, 1989 (5 pages, PDF format).
- Structural record drawings for Minoru Gate Seniors Activity Centre: Kitchen / Cafeteria Renovation/Addition, Pomeroy Engineering Ltd., 1989 (3 pages, PDF format).

1.4 EXISTING FACILITY OVERVIEW

MINORU PLACE ACTIVITY CENTRE

The Minoru Place Activity Centre (MPAC) is located at 7660 Minoru Gate in Richmond, B.C. set at the South East corner of Minoru Park and across from the existing Minoru Cultural Centre and the existing Aquatic Centre, and within a grove of trees designated a heritage asset. The 1,555m² (16,738 ft²) single story purpose built facility was constructed in 1986. In 1989 an addition and renovation was undertaken to add a commercial kitchen and cafeteria space. The building is classified as a Group A, Division 2, Assembly Occupancy. The facility was constructed to meet the then current 1988 British Columbia Building Code and applicable City of Richmond By-Laws.

FUNCTIONAL ORGANIZATION

MPAC features a triangular plan with the main entry obliquely facing the plaza and Minoru Cultural Centre to the north and a secondary entrance serving the dedicated parking to the northwest. The facility consists of an administrative component comprising offices, reception and meeting room, a large open lounge area, a billiards room, several multi-purpose rooms, a wood working shop, a dividable activity room with stage and dressing areas, a commercial kitchen with cafeteria and washrooms.

BUILDING APPEARANCE

The exterior of the facility is weathered and showing its age and is in moderate to poor condition. The facility still offers spacious, bright, naturally day lit interior spaces, the spatial organization is easily readable, and the facility is well used.

STRUCTURE

Minoru Place is primarily a heavy timber wood frame building with some structural steel columns in the high ceiling activity/stage area. The structure sits on a raft slab with timber pilings. A series of plywood clad sheer walls occur throughout the complex. The building was constructed to allow for the addition of a second level, an elevator shaft and pit having been incorporated into the original design.

BUILDING EXTERIOR

The exterior walls are cavity insulated wood stud framed walls clad in painted cedar siding. The windows, skylights and exterior doors are double glazed aluminium storefront. The flat roof is a built-up membrane and the sloped roofs are either glazing in aluminium frames or prefinished metal.

BUILDING INTERIOR

The interior partitions are wood stud and dry wall. Doors are wood set in pressed steel frames; the interior also features a generous amount of interior glazing. Floor finishes are generally carpet, except for resilient flooring in the kitchen /cafeteria area, wood floor in the activity space and ceramic tile in the washrooms. Ceilings are a mixture of acoustic tiles and exposed wood decking.

BUILDING SERVICES

Electrical Services are located on the main floor within a designated room. Mechanical services are divided between the boiler room on the main level and HVAC in the second level penthouse.

CURRENT FUNCTION AND FUTURE

Currently MPAC offers space for Richmond's population of seniors (those aged 55 plus) to engage in a number of educational, cultural, social and health related activities and programs. The facility features a full-service cafeteria, billiards room, wood working shop, multi-purpose rooms for programs and events and a well-used lounge for reading and socializing. It also offers a variety of daytime out trips by bus, boat and train to special attractions, events and restaurants.

Minoru Place Activity Centre will be vacated once the City of Richmond completes the new Minoru Centre for Active Living, which will address current and future community needs for seniors activities recreation, sport and other activities.

1.4 EXISTING FACILITY OVERVIEW CONT'D

SITE

Minoru Park within the Brighthouse, City Centre Area of Richmond is comprised of a mix of cultural and recreational uses that includes the Minoru Place Activity Centre, The Richmond Cultural Centre (which includes the Richmond Art Gallery, Richmond Museum and Library), Aquatic Centre, Minoru Arenas, Minoru chapel, the park proper, and a variety of sports fields. Currently under construction is Fire Hall No. 1 and Minoru Centre for Active Living, which will house the new Seniors Centre and Aquatic Centre. Minoru Place is located at 7660 Minoru Gate in Richmond, B.C. set at the South East corner of Minoru Park and across from the existing Minoru Cultural Centre and the existing Aquatic Centre. This facility is set within a grove of trees planted in 1925 and designated a heritage asset and as such is given special consideration for preservation. MPAC forms the South end of a cultural precinct, however due to its orientation does not have a clear physical and visual link to the precinct's plaza.

ZONING

The Minoru Place Activity Centre is located in the City of Richmond's Area Plan: 10 City Centre – Brighthouse Village. The building is situated in Minoru Park, which is zoned School and Institutional Use (SI). Applicable permitted uses are as follows: childcare, education, library and exhibit, government services, park and indoor/outdoor recreation.

OCCUPANT LOAD

Referring to the attached Fire Protection and Life Safety Building Code Assessment the building occupancy load can be determined in two ways:

1. Based on floor area ratios and room use designations for an Assembly Occupancy. This yields an occupancy of 924 persons divided equally between males and females
2. Based on current washroom fixture counts of (5) male washroom fixtures, (6) female washroom fixtures and (1) unisex fixture in staff washroom for an occupancy load of 450 person divided into 350 males and 150 females. This method would require signage indicating maximum allowable occupant load for building.

PARKING AND LOADING BYLAW

Minoru Place Activity Centre is located within Parking Zone 2. The parking requirements are from Section 7 of Zoning Bylaw 8500 for common land uses throughout the City.

A few things to note:

- (7.9) Minoru Park benefits from lower City Centre zone 2 parking rate requirements
- (7.2) New uses in new or existing buildings are required to provide parking in compliance with the current bylaw. Existing uses in existing buildings are not required to change their existing parking when the bylaw changes over time
- (7.4.3) Shared parking can be considered if appropriate
- (7.4.4) Up to a 10% parking reduction with transportation demand management measures may be considered if appropriate
- (7.7.1) Per Zoning Bylaw clause 7.7.1, for a property containing two or more uses, the total parking requirements should be the sum of the requirements for each individual use. In cases where the proposed use is unique, or the Bylaw parking requirements are not reflective of the actual parking demand. The parking rates are determined by the Director of Transportation for any uses not listed

PARKING FOR NEW USE

The MPAC currently utilizes 60 stalls dedicated to seniors southwest of the building providing close access to the building. Our calculations for the facility parking needs account for use of these 60 stalls once the new Minoru facility is operational.

We understand that there will be a requirement by the City to provide 28 stalls additional parking stalls to this area to account for an overall parking deficiency in the precinct.

1.4 EXISTING FACILITY OVERVIEW CONT'D

PARKING FOR NEW USE CONT'D

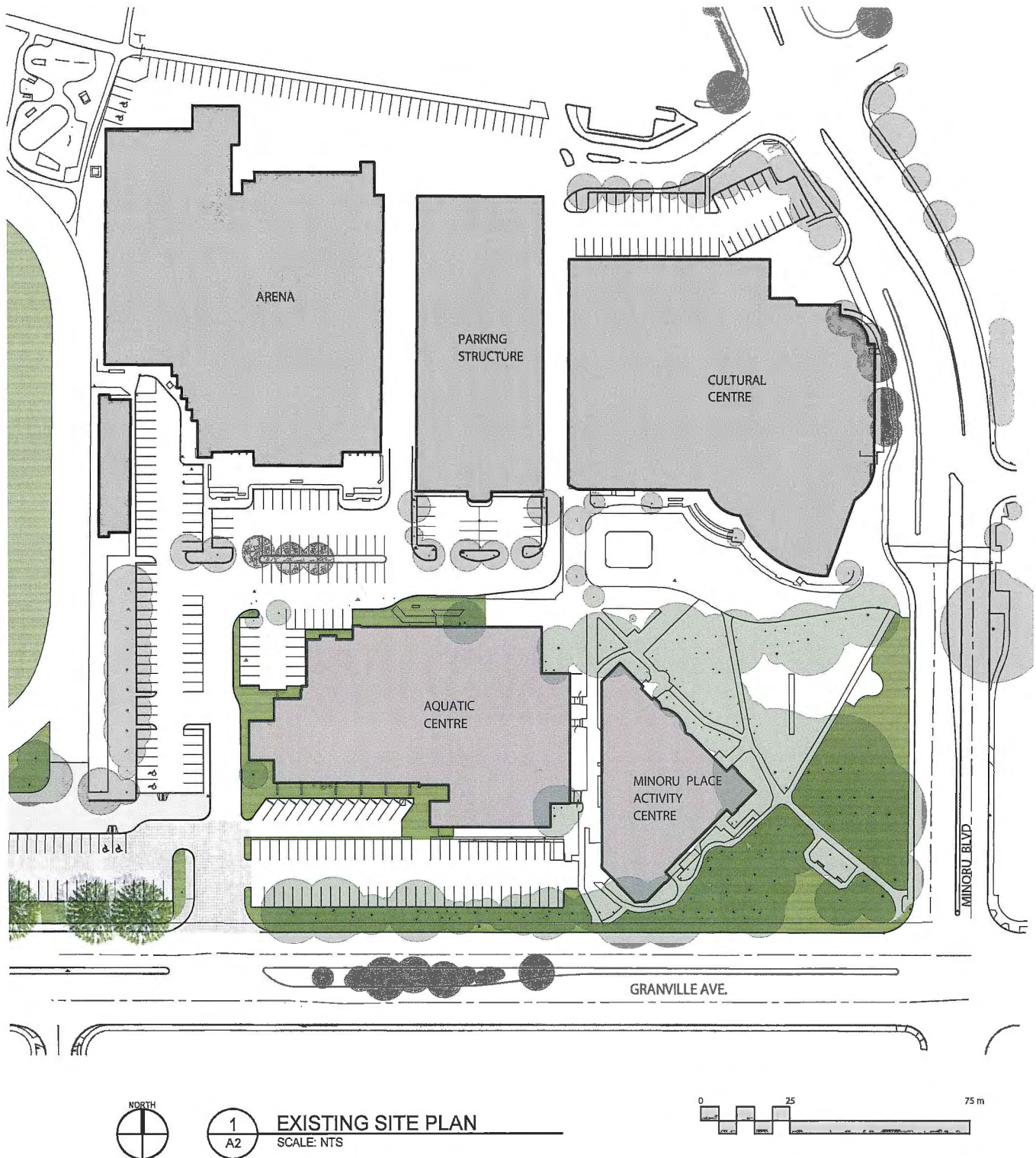
ARTS CENTRE: PARKING REQUIREMENTS

If categorized as Indoor Recreation: 2 stalls per 100m² gross area - $1,555/100 = 15.5 \times 2 = 32$ stalls

Plus - Staff allowance of 16 x .75 stalls = 12 stalls

Total parking = 44 stalls

This would mean there is no impact to satisfy the needs of the facility though there would be a shortfall of 12 stalls in order to accommodate the additional 28 parking stalls to be added. Given the decision to demolish the existing Aquatic Centre once the new facility is operational, it is presumed that there would be space to accommodate this additional parking.





1.5 ASSESSMENT SUMMARIES

The consultant team reviewed available existing building documents, and carried out an on-site review of the building to evaluate the general condition of the facility. Additionally, the team reviewed the building systems and construction to provide input on the potential repurposing of the building, considering the use identified by the City of Richmond.

The full assessment reports by the structural, mechanical, electrical, building code, building envelope, and landscape consultants, are provided within the appendix of this document. Listed below are the fundamental recommendations from each discipline with respect to general upgrades for the facility to bring it to a current working condition and building code compliance.

ARCHITECTURAL

The building interior has been well maintained, is in very good condition and is a comfortable space filled with natural light. Upgrading of floor finishes, millwork and painting would provide a more contemporary look for the building.

STRUCTURAL

1. The main floor is suitable for 4.8 kPa live load, which is suitable for assembly occupancies.
2. The existing building is seismically deficient and any renovations should consider incorporating a seismic upgrade. A seismic upgrade to a life safety performance objective would include:
 - > Plywood shear walls throughout the building. Distribution of the shear walls is important to limit wall-overturning forces on the raft slab and pile foundations.
 - > Connection of the plywood roof diaphragm to the existing and new plywood sheathed interior shear walls.
 - > Upgrade existing plywood shear walls with nailing and anchor bolts.
 - > Add steel perimeter chords and drag struts to connect the roof to the shear walls.
 - > Add additional brace bays and replace the existing steel brace bay on the west elevation of the Activity Room.
 - > Seismic upgrade using external buttress walls may be an effective approach that would require less internal shear walls thus opening up interior planning options.
3. The second floor and supporting columns and foundations are suitable for a future second floor addition. A future second floor addition however would increase the seismic retrofit requirements.
4. The structure is generally post and beam construction. Partition walls that are not used as shear walls can readily be relocated or removed.
5. The main floor is a pile supported structural raft slab, which cannot be readily cut to relocate under slab services. Relocation of under slab services should be avoided.

MECHANICAL

The Minoru Place Activity Centre mechanical system, equipment and components are still original to the building, dating back to the 1985 construction date. While it is possible to reuse much of the existing HVAC and plumbing systems in a repurposed building of similar occupancy, most components have outlived their expected lifespan and will continue to require more and more servicing and/or replacement in the near future. Consideration should be given to replacing the 5 boiler modules, HVAC system, domestic hot water tank, and DDC controls.

ELECTRICAL

The Minoru Senior Centre electrical systems are original to the 1985 building. Overall, the electrical service and distribution is in good order and has the capacity to accommodate the current or similar uses. Further investigation at a detailed design level would be required if a proposed repurposing of the building would increase the loads on the existing system.

The fire alarm system would need to be upgraded for a major renovation. The lighting and switching are original to the building and have reached the end of their expected lifespan, and should be replaced with new energy efficient fixtures. The low voltage systems requires upgrading or replacement. All exit signage will need to be replaced to be code compliant. The PA system needs to be replaced and consideration should be given to installing a security system since none exists at this time.

1.5 ASSESSMENT SUMMARIES CONT'D

With respect to the short term reuse option, some of the existing equipment and systems may be relied upon without replacement but it must be understood that failure and subsequent replacement would be continuing liability. A program of period assessment should be considered with the approach of retaining the existing equipment and systems. The following describes the assessment of the major systems of the building for a short term reuse option.

Mechanical

- > Domestic Hot water system DHWT - This will likely last the next 5-10 years. Piping is aging but unless the operator has more information no major signs of leaking pipes is evident. Plumbing fixtures are original and can be replaced if necessary but likely can last 5-10 more years.
- > HVAC - The built-up indoor air handling units can likely last 5-10 more years. The rooftop A/C units should be replaced now. Pumps should be replaced.
- > Boilers - These are older modular type but can likely last 5-10 more years. Leaking heating water piping is evident and repairs will likely be required and continue to increase in the next 5-10 years.
- > Controls - Pneumatic controls do the bare minimum and do not provide good controllability of the system, however it can likely limp along for the next 5-10 years.
- > Fire Protection - From the report it would seem that the Fire Protection and DHW tank is ok Fire protection is adequate. DHWT is in good shape.

ELECTRICAL

- > Fire Alarm and devices - Fire Alarm system is operational and we think it is reasonable that it will continue to operate for 5-10 years provided its maintenance plan is conducted annually. As for devices such as light-switches and receptacles, there are different version and types throughout the building and the majority are in good condition. It is reasonable to assume that they will last 5-10 years.
- > Exit lighting - The exit signs are not to current code and we recommend that they are upgraded.
- > Emergency lighting - Emergency lighting system is operational and we think it is reasonable that it will continue to operate for 5-10 years provided its maintenance plan is conducted annually.
- > PA - The PA system is outdated and the client would have challenges securing support for the system. We don't think the system would last for 5-10 years.
- > DDC System - Not sure if this is for the Mechanical system DDC or if it is for the IT network headend. The average life for switches and small IT equipment is 7-10 years and the existing equipment seem to be approximately 5 years old. We don't think the system will last 5-10 years.
- > Security - Security systems such as cameras are not current and likely at end of life and we recommend upgrading.

BUILDING ENVELOPE

For a long term reuse of the building, the Minoru Place Senior Centre will require a complete building envelope upgrade if the building's functional lifespan is to be extended whether through continued occupation or repurposing. The major upgrades would include,

1. Remove the existing cladding and re-clad with a rainscreen wall assembly with improved detailing, including, but not limited to, improved air barrier continuity and waterproofing the base of walls.
2. Lower the finished grade, so there is an elevation difference between the finished grade and top of slab-on-grade. Waterproof the slab-on-grade where it extends beyond the building footprint.
3. Replace the windows with new windows of improved rain, air, and thermal resistance.
4. Replace the glazed doors with new doors of improved rain, air, and thermal resistance. Also replace the pressed steel and wood doors with new pressed steel doors to allow for improved detailing.
5. Perform skylight water penetration testing to better confirm the performance of the skylights and the necessary repairs. Alternatively, consider replacing the skylight assemblies.
6. Where existing cladding is being re-clad with a rainscreen wall assembly, improve the waterproof detailing at metal flashings.

1.5 ASSESSMENT SUMMARIES CONT'D

7. The roof requires some remediation and repair, however since any repurposing of the building would require code related seismic upgrades to the roof structure, the opportunity should be taken to install a new roofing system.

BUILDING CODE

The MPAC is in reasonably good condition and well suited to an Arts Centre use. Life Safety and Building Code compliance concerns are minimal and can be addressed at the next renovation phase.

The two primary issues are;

- > a dead end corridor which needs an extension to an exterior door and confirmation of Fire truck access within this Minoru campus of Cultural Buildings (with Richmond Fire Department).
- > A review of the allowable occupant load determined that the building type and exiting is 923 occupants, however based on the number of water closets provided in the building, the allowable occupant load would be 450.

Any renovation should also address issues such as upgrades for full Accessibility for disabled persons. Although mostly compliant at this stage, there are some minor improvements, which would bring the facility into full compliance.

SITE

In any repurposing, it is essential to ensure the protection of the heritage grove of trees located to the North and East of the Minoru Senior Centre. This grove dating back to 1925 is considered a significant city heritage asset. Care will need to be taken during any renovation or rehabilitation of Minoru Place to protect them. This stand of trees is considered in overall good health; however, some consideration will need to be given to the long-term management of this asset. It is understood that any vegetation within one to two meters of the building would need to be removed in with a full building upgrade; option B.

PART 2: FACILITY OPTIONS



PART 2: FACILITY OPTIONS

2.1 INTRODUCTION

As previously noted, this study is to evaluate the potential for repurposing the MPAC to an arts centre. Working with a preliminary sketch from Community Services, we have conducted a review of the existing building and documented the changes required to accomplish the departments planning goals. As we understand it, the sketch reflects the departments intent for providing optimal programmatic use with a minimum of renovation and associated cost. The cost analysis for both Options A, B, and D reflect the planning seen in an arts centre revisions plan. In addition to this criteria the planning has been developed based on, but not limited to, the following criteria.

- *Existing building planning and spatial organization*
- *Quality of space and suitability for new use including views and daylight*
- *Size of facility, size of rooms, ceiling heights, etc.*
- *Occupant load, exiting, and other building code considerations*
- *Number of washrooms required for upgrade*
- *Accessibility within the building*
- *Extent of physical changes required for use*
- *Appropriateness for building and location*
- *Proximity to other facilities in the Cultural Precinct*
- *Relationship to the context*
- *Accessibility for transit, parking, loading*
- *Parking requirements*
- *Security and control*
- *Consideration of need for each program*
- *Surrounding site and ability to improve visibility within the precinct*
- *Benefit to the City of Richmond and to the Public*

BUILDING OPTIONS

Option A – SHORT TERM FACILITY REUSE

This option is based on changing the existing building use to that of an Arts Centre. The plan provided describes the intent for the various spaces and the minimal improvements necessary to provide for the function of these spaces. To be clear, the plan provided to DGBK does not reflect any functional space programming nor meetings with City department or groups to develop the building revisions in a detailed way. The intent of this option is to provide a short term solution (5-10 years) with the minimum expense to maintain the building and alter it for this use.

PROJECT COST - \$3,652,900

Option B – LONG TERM FACILITY REUSE

This option reflects a full upgrade of the interior and exterior of building based on the condition assessment by the consultants, and recommendations for maintaining the current building for the long term. The cost for the interior renovation includes seismic and building service improvements and conversion to an Art Centre to suit the plan used for option A.

PROJECT COST - \$7,868,800

Option C – FACILITY REPLACEMENT

In order to understand the magnitude cost options and value of the existing building, option D compares the cost of providing a new building of the same size, dedicated as the Arts Centre.

PROJECT COST - \$12,566,700



ARTS CENTRE PLAN
SCALE 1:300

2.2 PLANNING: ARTS CENTRE

We understand that repurposing the building as an arts centre would fulfill an expressed need for expansion of the Visual and Performing Arts program currently provided at the Cultural Centre including Dance, Performing Arts, Media Arts, Community Gallery, and Pottery.

It is a fact that most of these programs are consistently oversubscribed and many children, youth and adults are turned away as a result. Reuse of the existing Minoru Place Activity Centre would assist the City in meeting the current and future demand, and provide an opportunity to expand the range of services offered. Given the buildings' extensive exterior glazing, visibility of the activities inside would increase animation of the precinct and strengthen synergies with Cultural Centre. In addition to dedicated spaces, allowing for multi-purpose spaces would provide flexibility for special events, as well as potential use by local groups and clubs in the community. The planning makes use of the existing office for facility administration, removes the kitchen to provide a larger pottery studio, retains the large central space for dance, encloses the stage to accommodate a green room and change rooms, and provides a community gallery space. The lounge space would be retained and, with the addition of a raised platform, the space would allow for the programming of small performances.

OPTION A – SCOPE OF WORK (the scope of work is based on the existing MPAC plan and reflects the planning to be used for options A, B, and D.

ARCHITECTURAL

The changes and upgrades suggested for this change of use option include:

EXTERIOR - (Ref. LDR Envelope Report)

1. Strip, repair and repaint wood siding.
2. Lower the finished grade, so that there is an elevation difference between the finished grade and top of slab on grade.
3. Remove and/or adjust vegetation that are in close proximity to the exterior walls.
4. Review and correct deficiencies in the 2-ply SBS membrane.
5. Adequately secure all metal flashings
6. Remove and replace failed sealant.
7. Ensure all equipment and fans are well secured to the roof, replace all corroding fasteners, and seal all penetrations.
8. Replace roof hatch hardware and provide a new gasket.
9. Replace any failed window sealed units.
10. Replace canvas canopy at east entry.
11. New glass canopy for north entry.

INTERIOR – (Ref. Arts Centre Plan)

General notes,

- Replace ceiling tiles with new throughout spaces.
- Existing carpet to remain except where change of flooring is noted. Infill matched carpet where necessary at removal of millwork.

1. General Office Area 103
Provide partitions for additional meeting room
 - New door
 - Adjust lighting to suit
 - Paint walls
 - New ceiling tiles throughout
2. Office 106
Remove millwork and sink to convert to office
 - Infill carpet
 - Repair wall and paint room
 - New ceiling tiles throughout
 - Provide walls around counter adjacent to entry vestibule and provide additional lighting.

2.2 PLANNING: ART CENTRE

3. Flex Lobby
 - Remove millwork and fireplace
 - Remove display cabinet
 - Construct a new raised area for performances (one riser high)
 - Provide power in stage and lighting above for minor performances
4. Community Art Gallery 120
 - Remove existing millwork (pool queue holders, display cabinets)
 - Upgrade lighting for gallery use
 - Change flooring to large format porcelain tile
 - Paint walls, mechanical ducting and ceiling
 - Remove millwork on west wall
 - Remove glazing facing the interior corridor and replace with solid wall
 - Remove existing doors and replace with frameless glass doors
 - Provide new solid gypsum board wall 3' in front of exterior glazing to create a window gallery space
5. Visual Arts 125
 - Replace ceiling tiles.
6. Multi-purpose 127
 - Remove folding partition and replace with full height gypsum board partition between rooms 127 and 130 c/w with acoustic separation;
 - Replace ceiling tiles.
7. Media Arts 130
 - Replace ceiling tiles.
8. Workshop 132
 - No work
9. Pottery Studio 134
 - Remove commercial kitchen
 - Including all equipment, counters, storage rooms, shelving, and safety flooring;
 - Maintain Office 137 provide new flooring, ceiling tiles and paint;
 - Remove walls associated with Kitchen, except existing office.
 - Provide new Kiln Room with 2 hr rated gypsum board partitions, sprinklers and fire rated metal doors;
 - Provide new power for 2 electric pottery kilns;
 - Provide ventilation for room.
 - Provide ceiling mounted cord reels for potters wheels (20);
 - Upgrade ceiling tiles;
 - Provide metal storage shelving for pottery supplies and finished work 20' long x24" deep;
 - Provide new resilient flooring throughout demolished Kitchen area;
 - Extend lighting from open area to demolished Kitchen area;
 - Provide new card reader to exterior doors;
 - Provide new double doors from corridor 133 into Pottery Studio with swing into 134; Hardware to allow free exit from corridor into 134 but lockable from 134 to 133.
10. Performing Arts Room 116
 - Remove doors and rolling shutter between 116 and 117 and fill in wall with gypsum board partition;
 - Remove folding partition between 116 and 115 and replace with full height gypsum board partition with - acoustic separation;
 - Paint room for black box theatre use;
 - Provide black out curtains on exterior wall to cover glazing;
 - Provide new exit light to compensate for curtains;
 - Upgrade lighting for light theatrical use.

2.2 PLANNING: ART CENTRE

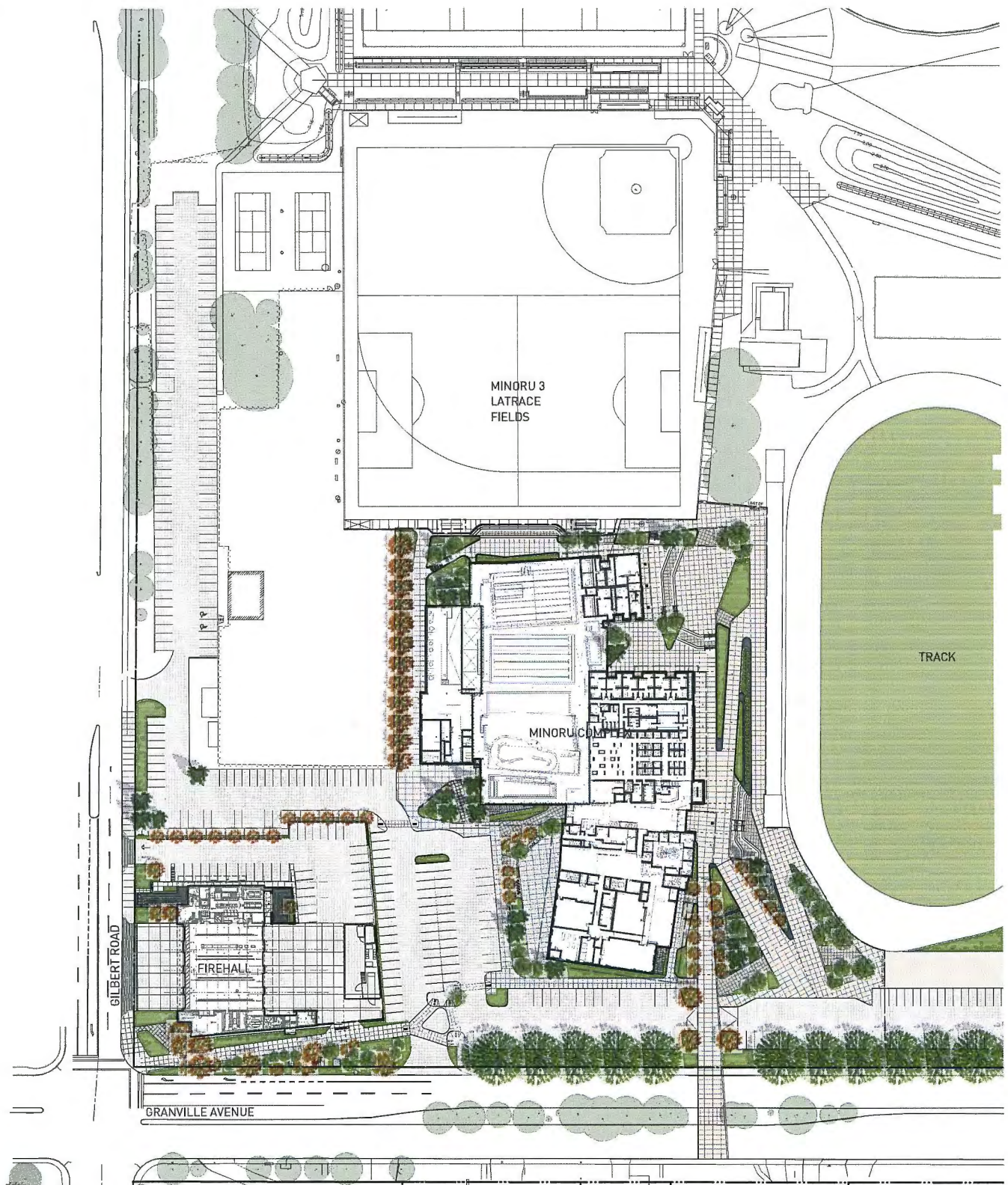
11. Dance Studio 115
 - Remove folding partition between 115 and 114 and replace with full height fixed gypsum board partition with acoustic separation.
12. Dance Studio 114
 - Remove stage curtains and replace with full height fixed gypsum board partition with acoustic separation. Include window to view from 113 to 114.
13. Green Room 113
 - Upgrade upper stage area for use as lounge space.
14. Dressing Rooms 111 & 112
 - Install new millwork counters, mirrors, and hanging rods for costumes.
15. Corridor 119
 - Provide new glazed double doors in corridor with closers and signage to deter access beyond.
16. Corridor 108
 - Provide door between corridor and Coats 110 with access control from front desk.

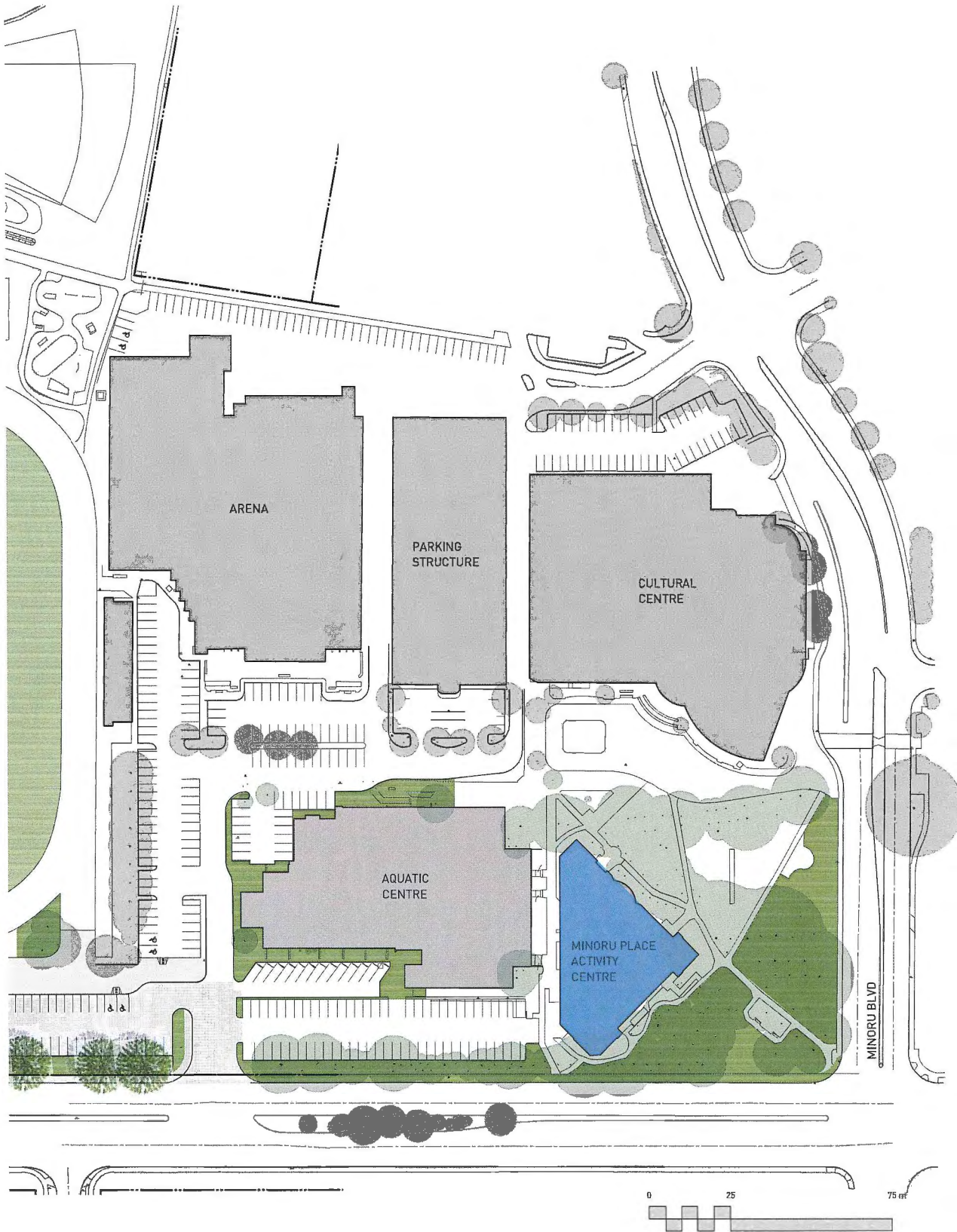
ADVANTAGES

1. Synergies with existing Art Gallery, arts programming, and functions in Cultural Centre.
2. Expansion of arts programming courses.
3. Provision of a much-needed Community Art Gallery.
4. Location is well suited to the other cultural facilities.
5. Unique facility within the City of Richmond.
6. Retention of gymnasium space allowing for expansion of popular programs such as dance.
7. Relatively little interior replanning.
8. Minimal building system upgrades.
9. Existing space is well suited to many programming activities.
10. Proximity to social and recreational activities within Minoru Park.

DISADVANTAGES

1. Difficulty in providing new washroom facilities (structural constraints).
2. Poor connections and visibility of facility within Cultural Precinct.





2.3 SITE & CONTEXT

When designing any new building, the site and context are integral components of the design and planning response. With respect to the repurposing of the Minoru Place Activity Centre, consideration of site and context are not only important for the facility, but critical to the area, given its location within the cultural precinct at Minoru and relationship to the other major facilities that make up this public asset.

Minoru Park, within the Brighthouse area of Richmond, is comprised of a mix of cultural and recreational uses that includes the Minoru Place Activity Centre, The Richmond Cultural Centre (which includes the Richmond Art Gallery, Richmond Museum and Library), Aquatic Centre, Minoru Arenas, Minoru chapel, the park proper, and a variety of sports fields. Currently under construction is Fire Hall No. 1 and Minoru Centre for Active Living, which will house the new Seniors Centre and Aquatic Centre.

We have studied the area around the Minoru Place Activity Centre and have documented observations that admittedly go beyond the scope of this study though regardless, we feel compelled to put forward to add to the conversation that we know has already been initiated within the City regarding the masterplan for Minoru park and the important facilities within.

Any repurposing of Minoru Place Activity Centre, will need to address a number of issues regarding the facilities visibility and relationship to the park as a whole, to the new Minoru Centre for Active Living to the East and most importantly to the Cultural Centre to the North, across the plaza.

VISIBILITY

With respect to the existing planning, the building is well situated, and the location and shape of the building well considered. It provides visibility to the Cultural Centre and into the plaza from the Minoru Boulevard, and from the corner of Granville Avenue and Minoru Boulevard. From the corner of this street, access runs at a 45 degree angle to enter into the plaza and to the entry of the Minoru Place Activity Centre building. The high canopy of the heritage tree grove allow this unobstructed view however, the bushes and covered walkways become visual barriers both from the street and from the facility to the plaza.

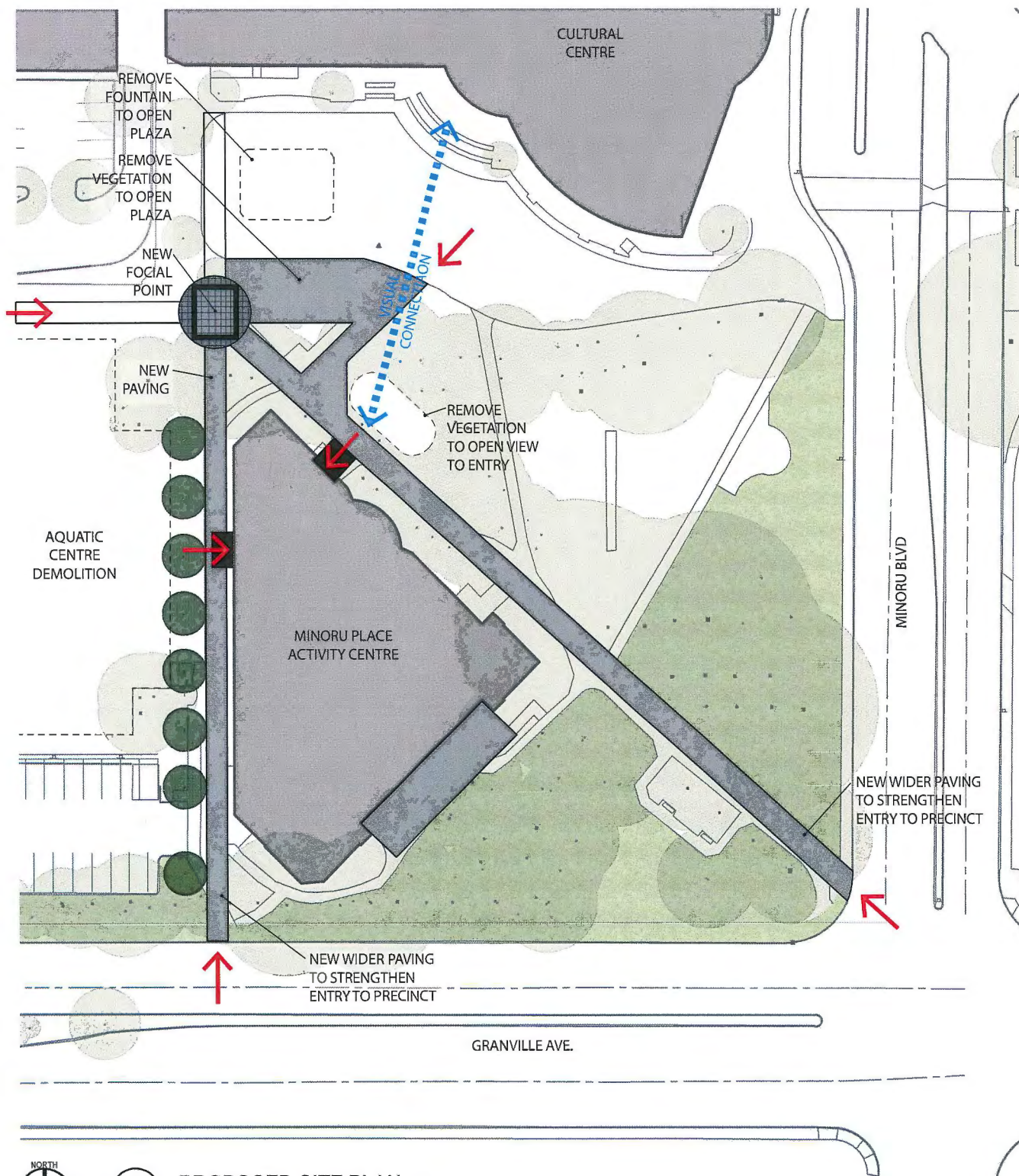
ENTRY

From within the central plaza, views of the Minoru Place Activity Centre entry are obstructed by the bushes, creating a disconnect and diminishing the opportunity to capitalize on the activity of the plaza and interaction between the Cultural Centre and Minoru Place Activity Centre. We recommend correcting this by removing this landscape to reinforce the visual and physical relationship that would highlight the new use.

We would recommend that this connection could be highlighted and strengthened as a more significant entry into the precinct and to the Minoru Place Activity Centre from the corner. This could be accomplished with a wider walkway, use of paving stones, lighting poles or bollards. We note that the access paths for the new Minoru Centre for Active Living are clear and directive. Echoing some of those same design elements and materials should be considered as a way to provide cohesion overall and a relationship to the major components of the precinct.

ARRIVAL

The current arrival point into the plaza from the west visually and physically blocks the plaza. We would recommend removal of the central fountain to provide a more flexible and functional plaza space as well as some of the shrubs and bushes around that obscure views to the Minoru Place Activity Centre and entry point into the plaza from the south west corner.



PROPOSED SITE PLAN

SCALE: NTS

2.3 SITE & CONTEXT CONT'D

SITE IMAGES



View of west walkway indicating need to update and highlight the building entry.



View of plaza showing open space limited by the central fountain.

2.3 SITE & CONTEXT CONT'D

SITE IMAGES



View from plaza to MPAC showing lack of visibility to building entry and indirect pathway.



View from west side of MPAC showing visibility obscured by bushes and covered walkway.

PART 3: CONCLUSION



PART 3: CONCLUSION

3.1 FACILITY ASSESSMENT

EXISTING BUILDING UPGRADES

As outlined in the body of the Report, the existing Minoru Place Activity Centre, continues to be a well used facility and, given its age, has stood up remarkably well over the past 31 years. The building appears to have been well maintained, and although the interior space is in very good condition, the exterior is understandably beginning to deteriorate due to years of exposure. Given the age of materials, detailing and construction technology of the day, and type of construction, the upgrades suggested by the building envelope consultant are consistent with expectations. Since there are no indications that the envelope has been compromised to the point of internal damage, the building framing has been protected. If the building is to be retained for new use, we would recommend that the envelope be fully addressed, i.e., replacement of cladding, glazing, and roofing, to provide a consistent and effective building shell.

The building frame is in very good condition, meets current structural design loads, and would still suit the addition of a second floor, as was planned for at the time of design. The building structure is seismically deficient but rated as low-medium risk. Continued use of the building should consider a program to upgrade the building's bracing during any planned renovations. The extent of implementation is typically a factor of the magnitude of renovation and should be based on a discussion between the City and Authority Having Jurisdiction.

One structural issue of note, is the construction of the building slab and foundation. Since the building is a raft slab on piles, the entire ground floor slab acts as a diaphragm to stiffen the building. Since the continuity of this diaphragm is integral to the structure, any modifications made by cutting the slab for new services, would need to be done with careful attention to repair the slab afterwards. Given this, the addition of washrooms would be more costly than with a typical structure.

The consultants have noted the building mechanical and electrical systems are largely original to the building and have reached the end of their expected life. For the mechanical systems, this would include the boilers, AHU unit, condenser, roof top units, domestic hot water tank, and DDC. The electrical equipment would include lighting, emergency lighting, exit lights, fire alarm, PA, and incoming fibre. It was also noted that the building does not have a security intrusion system nor any functioning surveillance. These should be provided with any of the building upgrades or replacement facility.

While replacement of electrical components would make sense with any internal renovations, some of the mechanical roof top unit upgrades might be phased over time.

Given that the building is still in use today, without any of the upgrades recommended in the condition assessment, the cost for implementation of all the work can be thought of as the ultimate refurbishment of the building. As such, the list of upgrades could be prioritized and /or the work scaled down to as little as deemed necessary at this time. Special consideration is needed regarding the seismic risk identified in the structural report.

The decision for retention of the building must weight the factors of upgrade or replacement costs, OBI's, and potential revenue, with value of the community asset, expansion of City programming, and speed of providing these services.

SHORT TERM UPGRADES

The building is well suited to an Arts Centre and although the cost of upgrades are approximately \$4M, the benefit of the Short Term Reuse, Option A, is that the City would have a functioning facility in place while planning for a replacement within the next 5 - 10 years.

PART : COST REPORT





PROJECT COST ESTIMATE

SUMMARY OF THREE (3) OPTIONS		Option A: Minimal Interior & Exterior Improvements + Conversion to Arts Centre		Option B: Full Upgrade of Interior & Exterior + Conversion to Arts Centre		Option C: New Build Replacement Dedicated as an Arts Centre	
A. LAND COST		Excluded		Excluded		Excluded	
B. CONSTRUCTION		\$1,530,000		\$4,141,000		\$7,306,000	
C. CONTINGENCIES		\$584,500		\$1,582,000		\$2,332,100	
D. PROFESSIONAL FEES		\$253,600		\$686,700		\$1,060,300	
E. CONNECTION FEES & PERMITS		\$180,000		\$190,000		\$415,000	
F. OWNERS MANAGEMENT & OVERHEAD		\$79,200		\$214,500		\$361,500	
G. SOFT COST CONTINGENCY (5% of Items D to F)		\$25,600		\$54,600		\$91,800	
SUB-TOTAL (Excluding FF&E)		\$2,652,900		\$6,868,800		\$11,566,700	
H. FURNISHINGS, FITTINGS & EQUIPMENT (Allowance of B + C)		\$1,000,000		\$1,000,000		\$1,000,000	
SUB-TOTAL (Including FF&E)		\$3,652,900		\$7,868,800		\$12,566,700	
I. GST (Excluded)		Excluded		Excluded		Excluded	
J. TOTAL PROJECT COST (Excluding Finance Charges & GST)		\$3,652,900		\$7,868,800		\$12,566,700	

Concept Scope:

SUMMARY OF THREE (3) OPTIONS

- To assess and analyze the viability of repurposing the existing Minoru Seniors Centre for other uses.
- To produce high level range of costs to bring the existing facility to current code requirements resulting from change of use, and bring the facility up to a "good condition" standard. To also produce high level range of costs to complete a Tenant Improvement to deliver the desired function.

Basis of Estimate:

- Scope of work defined in DGBK "Minoru Arts Centre List of Work 17.08.22", "MPAC", & "Scope of work images_reduced"
- Scope of work defined in "01 Minoru Assessment Reports - All"

Exclusions:

- Unforeseen existing building conditions
- A specialist HazMat consultant should be engaged to provide an assessment report and costing
- Accelerated schedule, phasing or restricted working hours
- Decanting and moving (if any)
- Items identified as "Excluded"



PROJECT COST ESTIMATE

Option A: Minimal Interior & Exterior Improvements + Conversion to Arts Centre			TOTAL
A. LAND COST			Excluded
1 Land			Excluded
2 Legal Fees			Excluded
B. CONSTRUCTION			\$1,530,000
Upgrade Existing Building to Current Standards (Base Build)			
1 Structural; structural upgrades and seismic upgrading excluded	16,738 SF	Excluded	Excluded
2 Architectural; mandatory code upgrades (change of use), no seismic upgrades (Base Build)	16,738 SF	\$29/ft ²	485,000
3 Mechanical; mandatory code upgrades (change of use), no seismic upgrades (Base Build)	16,738 SF	\$4/ft ²	67,000
4 Electrical; mandatory code upgrades (change of use), no seismic upgrades (Base Build)	16,738 SF	\$5/ft ²	84,000
5 Allowance for select demolition of existing interiors to suit base build; re-purpose	16,738 SF	\$5/ft ²	84,000
6 Allowance for HazMat removal (HazMat report not received)	16,738 SF	\$4/ft ²	67,000
Total Upgrade Existing Building to Current Standards (Base Build)	16,738 SF	\$47/ft²	\$787,000
Tenant Improvement (T.I.'s) to Convert Base Build to Art Space			
7 Tenant Improvements to convert Base Build to Art Studio Space (Basic)	16,738 SF	\$25/ft ²	418,000
Total T.I.'s to Convert Base Build to Finished Art Space	16,738 SF	\$25/ft²	\$418,000
8 Allowance for On Site Utility Upgrades	Allow		125,000
9 Allowance for on Site Works / Site Development / Green Spaces / Landscaping / Parking	Allow		200,000
10 Off Site Works / Infrastructure	Is		Excluded
C. CONTINGENCIES			\$584,500
1 Design Contingency (Design & Program Changes)	15.00%		229,500
2 Escalation Contingency (Assumed 3 years to Mid-Point of Construction)	9.25%		162,800
3 Post Tender Change Order Contingency	10.00%		192,200
D. PROFESSIONAL FEES			\$253,600
1 Architectural	6.50%		137,400
2 Structural	1.25%		26,400
3 Mechanical	1.50%		31,700
4 Electrical	1.00%		21,100
5 Quantity Surveying	0.30%		6,300
6 Other Consultants and Disbursements (Civil, Geotech, LEED, Envelope etc)	1.45%		30,700
E. CONNECTION FEES & PERMITS			\$180,000
1 Development Cost Charges	Is		Not Required
2 Building Permits	Is		30,000
3 Allowance for Utility Connection Fees (Hydro, Terasen, Telus etc)	Is		150,000
F. OWNERS MANAGEMENT & OVERHEAD			\$79,200
1 Owners Project Management Fee	1.50%		31,700
2 Owners Planning and Administrative Cost	1.00%		21,100
3 Project Insurance	1.00%		21,100
4 Project Commissioning, Move-In	0.25%		5,300
G. SOFT COST CONTINGENCY (5% of Items D to F)			\$25,600
SUB-TOTAL (Excluding FF&E)			\$2,652,900
H. FURNISHINGS, FITTINGS & EQUIPMENT (Allowance)			\$1,000,000
SUB-TOTAL (Including FF&E)			\$3,652,900
I. GST (Excluded)			Excluded
J. TOTAL PROJECT COST (Excluding Finance Charges & GST)			\$3,652,900

Concept Scope:

Option A: Minimal Interior & Exterior Improvements + Conversion to Arts Centre

- To assess and analyze the viability of repurposing the existing Minoru Seniors Centre for other uses.
- To produce high level range of costs to bring the existing facility to current code requirements resulting from change of use, and bring the facility up to a "good condition" standard. To also produce high level range of costs to complete a Tenant Improvement to deliver the desired function.

Basis of Estimate:

- Scope of work defined in DGBK "Minoru Arts Centre List of Work 17.08.22", "MPAC", & "Scope of work images_reduced"
- Scope of work defined in "01 Minoru Assessment Reports - All"

Exclusions:

- Unforeseen existing building conditions
- A specialist HazMat consultant should be engaged to provide an assessment report and costing
- Accelerated schedule, phasing or restricted working hours
- Decanting and moving (if any)
- Items identified as "Excluded"



September 1, 2017

PROJECT COST ESTIMATE

Option B: Full Upgrade of Interior & Exterior + Conversion to Arts Centre			TOTAL
A. LAND COST			
1 Land			Excluded
2 Legal Fees			Excluded
B. CONSTRUCTION			
	Area	\$/SF	\$4,141,000
Upgrade Existing Building to Current Standards (Base Build)			
1 Structural; mandatory code upgrades (change of use), including seismic (Base Build)	16,738 SF	\$90/ft ²	1,506,000
2 Architectural; mandatory code upgrades (change of use), including seismic (Base Build)	16,738 SF	\$65/ft ²	1,088,000
3 Mechanical; mandatory code upgrades (change of use), including seismic (Base Build)	16,738 SF	\$8/ft ²	134,000
4 Electrical; mandatory code upgrades (change of use), including seismic (Base Build)	16,738 SF	\$6/ft ²	100,000
5 Allowance for select demolition of existing interiors to suit base build; re-purpose	16,738 SF	\$5/ft ²	84,000
6 Allowance for HazMat removal (HazMat report not received)	16,738 SF	\$4/ft ²	67,000
Total Upgrade Existing Building to Current Standards (Base Build)	16,738 SF	\$178/ft²	\$2,979,000
Tenant Improvement (T.I.'s) to Convert Base Build to Art Space			
7 Tenant Improvements to convert Base Build to Art Studio Space (Basic)	16,738 SF	\$50/ft ²	837,000
Total T.I.'s to Convert Base Build to Finished Art Space	16,738 SF	\$50/ft²	\$837,000
8 Allowance for On Site Utility Upgrades	Allow		125,000
9 Allowance for on Site Works / Site Development / Green Spaces / Landscaping / Parking	Allow		200,000
10 Off Site Works / Infrastructure	Is		Excluded
C. CONTINGENCIES			\$1,582,000
1 Design Contingency (Design & Program Changes)	15.00%		621,200
2 Escalation Contingency (Assumed 3 years to Mid-Point of Construction)	9.25%		440,500
3 Post Tender Change Order Contingency	10.00%		520,300
D. PROFESSIONAL FEES			\$686,700
1 Architectural	6.50%		372,000
2 Structural	1.25%		71,500
3 Mechanical	1.50%		85,800
4 Electrical	1.00%		57,200
5 Quantity Surveying	0.30%		17,200
6 Other Consultants and Disbursements (Civil, Geotech, LEED, Envelope etc)	1.45%		83,000
E. CONNECTION FEES & PERMITS			\$190,000
1 Development Cost Charges	Is		Not Required
2 Building Permits	Is		40,000
3 Allowance for Utility Connection Fees (Hydro, Terasen, Telus etc)	Is		150,000
F. OWNERS MANAGEMENT & OVERHEAD			\$214,500
1 Owners Project Management Fee	1.50%		85,800
2 Owners Planning and Administrative Cost	1.00%		57,200
3 Project Insurance	1.00%		57,200
4 Project Commissioning, Move-In	0.25%		14,300
G. SOFT COST CONTINGENCY (5% of Items D to F)			\$54,600
SUB-TOTAL (Excluding FF&E)			\$6,868,800
H. FURNISHINGS, FITTINGS & EQUIPMENT (Allowance)			\$1,000,000
SUB-TOTAL (Including FF&E)			\$7,868,800
I. GST (Excluded)			0%
J. TOTAL PROJECT COST (Excluding Finance Charges & GST)			\$7,868,800

Concept Scope:

Option B: Full Upgrade of Interior & Exterior + Conversion to Arts Centre

- To assess and analyze the viability of repurposing the existing Minoru Seniors Centre for other uses.
- To produce high level range of costs to bring the existing facility to current code requirements resulting from change of use, and bring the facility up to a "good condition" standard. To also produce high level range of costs to complete a Tenant Improvement to deliver the desired function.

Basis of Estimate:

- Scope of work defined in DGBK "Minoru Arts Centre List of Work 17.08.22", "MPAC", & "Scope of work images_reduced"
- Scope of work defined in "01 Minoru Assessment Reports - All"

Exclusions:

- Unforeseen existing building conditions
- A specialist HazMat consultant should be engaged to provide an assessment report and costing
- Accelerated schedule, phasing or restricted working hours
- Decanting and moving (if any)
- Items identified as "Excluded"



September 1, 2017

PROJECT COST ESTIMATE

Option C: New Build Replacement Dedicated as an Arts Centre			TOTAL
A. LAND COST			Excluded
1 Land			Excluded
2 Legal Fees			Excluded
B. CONSTRUCTION			\$7,306,000
New Build Replacement (same size)			
1 New Build Arts Centre; including raft slab/piling, site preparation, site development etc	16,738 SF	\$429/ft ²	7,181,000
2 Allowance for On Site Utility Upgrades	Allow		125,000
3 Off Site Works / Infrastructure	Is		Excluded
C. CONTINGENCIES			\$2,332,100
1 Design Contingency (Design & Program Changes)	15.00%		1,095,900
2 Escalation Contingency (Assumed 3 years to Mid-Point of Construction)	9.25%		777,200
3 Post Tender Change Order Contingency	5.00%		459,000
D. PROFESSIONAL FEES			\$1,060,300
1 Architectural	11.00%		530,100
2 Structural	5.50%		120,500
3 Mechanical	1.25%		144,600
4 Electrical	1.50%		96,400
5 Quantity Surveying	1.00%		28,900
6 Other Consultants and Disbursements (Civil, Geotech, LEED, Envelope etc)	0.30%		139,800
E. CONNECTION FEES & PERMITS			\$415,000
1 Development Cost Charges	Is		225,000
2 Building Permits	Is		40,000
3 Allowance for Utility Connection Fees (Hydro, Terasen, Telus etc)	Is		150,000
F. OWNERS MANAGEMENT & OVERHEAD			\$361,500
1 Owners Project Management Fee	1.50%		144,600
2 Owners Planning and Administrative Cost	1.00%		96,400
3 Project Insurance	1.00%		96,400
4 Project Commissioning, Move-In	0.25%		24,100
G. SOFT COST CONTINGENCY (5% of Items D to F)			\$91,800
SUB-TOTAL (Excluding FF&E)			\$11,566,700
H. FURNISHINGS, FITTINGS & EQUIPMENT (Allowance)			\$1,000,000
SUB-TOTAL (Including FF&E)			\$12,566,700
I. GST (Excluded)			0%
J. TOTAL PROJECT COST (Excluding Finance Charges & GST)			\$12,566,700

Concept Scope:

Option C: New Build Replacement Dedicated as an Arts Centre

- To assess and analyze the viability of repurposing the existing Minoru Seniors Centre for other uses.
- To produce high level range of costs to bring the existing facility to current code requirements resulting from change of use, and bring the facility up to a "good condition" standard. To also produce high level range of costs to complete a Tenant Improvement to deliver the desired function.

Basis of Estimate:

- Scope of work defined in DGBK "Minoru Arts Centre List of Work 17.08.22", "MPAC", & "Scope of work images_reduced"
- Scope of work defined in "01 Minoru Assessment Reports - All"

Exclusions:

- Unforeseen existing building conditions
- A specialist HazMat consultant should be engaged to provide an assessment report and costing
- Accelerated schedule, phasing or restricted working hours
- Decanting and moving (if any)
- Items identified as "Excluded"

SEPTEMBER 1, 2017



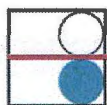
MINORU SENIORS CENTRE

STRUCTURAL ASSESSMENT REPORT

**BUSH, BOHLMAN
& PARTNERS LLP**

Submission by: Clint Low P. Eng., Struct. Eng., MStructE, FEC
1550 – 1500 West Georgia Street,
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**MINORU SENIORS CENTRE STRUCTURAL ASSESSMENT REPORT****➤ BACKGROUND**

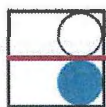
The existing building located in the Minoru Civic Centre complex on Granville Street in Richmond was constructed in 1985 and is a triangular shaped single storey structure. A cafeteria addition was added to the building in 1989.

The building construction is a pile supported raft slab on grade floor with a tongue and groove timber plank decking on glulam timber frame flat roof supported by timber and steel posts. The building is clad with wood siding. The roof is torch on SBS with built up slopes to drains. Generally the building timber structure is exposed to view on the interior. The building structure appears well maintained and in good condition.

➤ EXISTING BUILDING STRUCTURE

The following description of the building structural systems is based on structural information noted on the original building structural drawings dated July 1985, the addition drawings dated November 1989, and observations during a site visit on April 18, 2017:

- Building foundations consist of timber piles supporting a structural raft slab on grade with thickenings over the piles. Pile capacity is not noted on the original drawings. Pile capacity for the addition is noted as 175 kN (40 Kips). Piles do not appear to be anchored to the raft slab for uplift forces.
- The main floor is generally a 150mm thick structural concrete slab on grade supported by the pile foundations. The slab is thickened to 200mm below the activity room stage, in the shops area, and at the cafeteria addition. The slab was placed over 6 mil poly sheet as a vapour barrier over 150mm of sand base. The slab is thickened locally over the piles to act as pile caps. There is a 600mm deep perimeter grade beam supporting the exterior wall and providing frost protection.
- The main roof is flat consisting of 13mm thick plywood over 38mm tongue and groove plank decking spanning about 1500mm between glulam joists. The glulam joists are generally 130mm wide x 380mm deep and span about 6m between lines of glulam girder beams that are supported by round glulam posts. The glulam girders are generally 175mm wide x 532mm deep. Posts are 250mm diameter turned glulam. Posts sit on steel bases and have fabricated steel saddles supporting the glulam girder beams.
- The roof steps up 1260mm over the Activity room to achieve a higher ceiling height. Here the roof structure consists of 225mm wide x 1100mm deep glulam beams spaced at 2.8m centres that clear span 17m across the Activity room. The glulams support 13mm plywood on 64mm deep tongue and groove plank decking. The depth of the glulams varies from 912 at the Activity roof edges to 1100mm at mid-span to create roof slopes.
- There is a small mechanical penthouse sitting on the main roof just east of the Activity room that is constructed from plywood over 38 x 286mm wood joists supported on wood stud bearing walls.
- The original building structural drawings indicate that the main roof was designed as a future second floor.



- Exterior stud walls are 38 x 140mm wood studs at 400 centres sheathed with 13mm plywood. Walls are anchored to the foundation with 5/8" diameter bolts at 2'-6" centres.
- Lateral wind and seismic loads are resisted by a series of plywood shear walls and a steel brace bay in the west exterior wall of the Activity room.
- There are several roof skylights that are framed from aluminum mullion sections.
- There is a wheelchair access ramp and storage shed on concrete pad added to the south side of the building.

➤ SITE OBSERVATIONS AND CONDITION ASSESSMENT

A site visit was carried out on April 18, 2017 to review the condition of the building and confirm details shown on the original structural drawings. The site visit was a visual observation only. No detailed investigative testing, inspection, or measurement has been carried out.

Generally the building is in good condition and appears to have been well maintained. Site observations were:

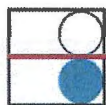
1. The building structure is generally as noted on the design drawings.
2. There are no visible signs of settlement or structural distress.
3. Timber framing exposed on the interior is in good condition. One split was observed in a beam in the Multi-purpose room that is likely due to drying shrinkage.
4. The floor slab is generally covered in carpet but it generally appears level.
5. The roof is in fair condition and appears to drain well.
6. There is a variety of rooftop mechanical equipment. Some of the equipment anchorage appears inadequate.
7. Building wood siding is in need of cleaning and painting. No rot or signs of water ingress was observed.
8. There appears to have been some settlement of adjacent grade relative to the pile supported building. Several door thresholds have a 30mm differential settlement step.
9. The kitchen walk-in cooler/freezer is flush with the surrounding floor however there is no indication on the original drawings of a slab recess to allow insulation below the freezer. There was no sign of freezing issues with the surrounding floor.
10. The steel brace bay connections at the Activity room west wall will not meet capacity design requirements of current codes.
11. The perimeter edge of the raft slab is exposed. This creates a cold bridge to interior floor space.
12. Staff stated that they are not aware of any issues with the building structure performance.

➤ STRUCTURAL ANALYSIS

The roof design has been checked for current snow loads and the main roof has been checked for use as a future floor. A high level seismic assessment has been carried out. The analysis confirms the following:

Main Roof design: The roof is capable of supporting the current Richmond design snow loads including snow drift and is capable of supporting a future second floor loading with a live load of 2.4 kPa (50 psf) which would be suitable for office type occupancy.

Activity Room Roof design: The Activity Room roof is capable of supporting current design snow loads and snow drift loads that would result from a future second floor addition.



Columns and foundations: Building columns and pile foundations are capable of supporting a future second floor addition having a 2.4 kPa live load.

Main Floor: The main floor structural pile supported slab appears to be designed for a 4.8 kPa (100 psf) live load. This is suitable for assembly, office, or retail type occupancies.

Seismic: The building structure has some seismic deficiencies particularly related to plywood shear wall anchorage, weak steel brace connections, and inadequate foundations for overturning and uplift forces. The building structure is rated low-medium risk. The underlying soils are soft and may be subject to liquefaction under strong ground shaking. Horizontal ground movement due to liquefaction may break timber piles and piles may plunge through a liquefied soil. Under those conditions, the raft slab is an important element that will provide bearing support to float the building on the surface crust soil and tie the building together. However, large differential settlement can be expected post-earthquake which will likely make the building unusable. A geotechnical consultant would be able to quantify liquefaction risks and mitigation options.

➤ RENOVATION CONSIDERATIONS

1. The main floor is suitable for 4.8 kPa live load which is suitable for assembly occupancies.
2. The existing building is seismically deficient and any renovations should consider incorporating a seismic upgrade. A seismic upgrade to a life safety performance objective will include:
 - Add plywood shear walls throughout the building. Distribution of the shear walls is important to limit wall overturning forces on the raft slab and pile foundations.
 - Connection of the plywood roof diaphragm to the existing and new plywood sheathed interior shear walls.
 - Upgrade existing plywood shear walls with nailing and anchor bolts.
 - Add steel perimeter chords and drag struts to connect the roof to the shear walls.
 - Add additional brace bays and replace the existing steel brace bay on the west elevation of the Activity Room.

Seismic upgrade using external buttress walls may be an effective approach that would require less internal shear walls thus opening up interior planning options.

3. The second floor and supporting columns and foundations is suitable for a future floor addition. A future floor addition would increase the seismic retrofit requirements.
4. The structure is generally post and beam construction. Partition walls that are not used as shear walls can readily be relocated or removed.
5. The main floor is a pile supported structural raft slab which cannot be readily cut to relocate under slab services. Relocation of under slab services should be avoided.



APPENDIX 1 - PICTURES



Picture 1 - Exposed Timber Roof Framing



Picture 2 - Glulam Beams Clearspan Activity Room



Picture 3 - Roof in Fair Condition – Drains Well. There are several Rooftop Units.



Picture 3 - Mechanical Penthouse with adjacent roof step over Activity Room



Picture 4 - Aluminum Framed Skylights



Picture 5 - Building Exterior in Fair Condition – requires cleaning and painting



Picture 5 - Ground settlement at several door thresholds. Edge of raft slab exposed creating a cold bridge.



Picture 6 - Storage building added at south elevation

Minoru Senior Centre

Mechanical Assessment Report

Prepared for:

DGBK Architects

950-1500 West Georgia Street,

Vancouver, BC, V6G 2Z6

Prepared by:

Rocky Point Engineering Ltd.

#102 – 211 E. Georgia Street

Vancouver, BC V6A 1Z6



Project # 17211-V

May 5, 2017

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1.0 Purpose of the Report

The intent of this report is to review the existing buildings plumbing, mechanical and fire protection systems and comment on their suitability and impact for future renovation. The report will provide an evaluation of the current condition of the mechanical systems and proposed options for upgrading systems with possible repurposing of the Senior Centre.

2.0 Existing Conditions

2.1 Mechanical Systems

The current mechanical systems consist of a Hydro Therm boiler model with five modules which serves air handling unit coils, reheat coils, perimeter baseboard radiation and the domestic hot water tank. Each modules capacity is 300,000 BTUH input for a total capacity of 1,500,000 BTUH or 1,500 MBH. The building is currently ventilated by two indoor heating only air handling units zoned roughly east and west. There are two split air condition unit serving the office with remote condensing unit located on the roof.



Figure 1 – Existing Boilers



Figure 2 – Existing indoor AHU



Figure 3 – Existing outdoor Split Condensing



Figure 4 – Existing rooftop unit

2.2 Plumbing Systems

The incoming combined fire/cold water main is currently a 150Ø pipe terminating in the water entry room at the north of the building. The water entry room contains the fire station and the domestic water station c/w water meter and PRV assemblies. A 65Ø cold water main feeds the 60 US Gallon indirect hot water tank with an immersion heater capacity of 250 BTUH input located in the Boiler Room. There are 25Ø domestic hot water (DHW) and 12Ø domestic hot water recirculation (DHW) pipes from the Boiler Room which distributes to various fixtures through the ceiling of the main floor.



Figure 5 – Existing indirect DHW heater/tank

A 100Ø sanitary main leaves the building and connects to the municipal sewer north of the building.

A 150Ø storm main leaves the building and connects to the municipal storm east of the building.

The building does not have any perimeter drain tiles.

A gas meter located outside the building provides gas service to the boilers. The 25Ø gas main feeds the boiler along with the fireplace.

2.3 Fire Suppression System

The building is fully sprinklered. A fire department Siamese connection is located on the north wall of the building.

2.4 Control System

The existing control system consists of pneumatic electric controls in each room to control the baseboard heaters along with night setback thermostat located in the space.

3.0 Condition Assessment

3.1 HVAC Systems

The HVAC system at Minoru is aged and are original to the building. Over the years, several rooftop units were added along with several split AC units were provided to the main air handling system to provide cooling. All of the equipment have out-lived its expected lifespan. Full replacement of the HVAC system is recommended.

The existing modular boiler plant has out-lived its expected lifespan as well. The boiler efficiencies are likely less than its designed efficiency of 80%. It is recommended the boilers be replaced with high-efficiency condensing type boilers that are over 95% efficient.

There is evident of water staining on the insulation of the heating water piping.

The various zone pumps appear to have been replaced over time.

3.2 Plumbing System

The existing central plumbing distribution piping is original to the building. The domestic hot water heater and tank appears to have been replaced within the last 5 years and is in reasonable condition. It is recommended to replace the domestic water tank with a separate high efficiency hot water heater and storage tank to suit the new building use. This separates the domestic water generation from the boiler water allowing the boiler to shut down during the summer months.

The plumbing fixtures are original to the building. Any new work would require the fixtures be replaced with new fixtures.

3.3 Fire Protection System

The existing fire protection system is in good shape. Any renovations can reuse the existing sprinkler system with modifications as required.

3.4 Control System

All new DDC controls with new room thermostats, occupancy sensors, etc. is recommended for the building. The existing control valves will be replaced with new DDC controlled valves and be tied into the new thermostat and sensors. The DDC system will be specified to meet City of Richmond controls standards.

4.0 Building Reuse

4.1 Recommendation

The mechanical systems at Minoru Senior Centre are original to the building. Many of the existing equipment is also original to the building. While it is possible to reuse much of the existing HVAC, plumbing system for a repurposed building that has a similar occupancy, they have outlived their expected lifespan and would like continue to require more and more servicing and or replacement over the life of the repurposed building.



Smith + Andersen

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ELECTRICAL INVESTIGATION REPORT

FOR

RICHMOND CULTURAL CENTRE ANNEX

7660 MINORU GATE,

RICHMOND, BC

OUR PROJECT NUMBER:

17188.001.E

DATE:

2017-04-28 (ISSUE FOR OWNERS REVIEW) – REV 0

LIMITS OF LIABILITY ASSOCIATED WITH THIS DOCUMENT

1. HAZARDOUS MATERIALS

- 1.1. It is understood that hazardous materials may be present (e.g. asbestos, mould, PCB's, etc.) within the existing building. The identification of and abatement recommendations with respect to hazardous materials is outside the scope of services provided by Smith + Andersen.

2. THIRD PARTY USE

- 2.1. Any use that a third party makes of this document, or reliance on or decisions to be based on it, are the responsibility of such third party. Smith + Andersen accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based upon this document.

3. GENERAL LIMITS

- 3.1. The review of existing installations was general in nature and limited to casual, visual observation without removal of ceilings, chases, destructive testing or dismantling. The review was not exhaustive and was performed to acquire a general understanding of the condition of existing systems. Very limited existing drawings were made available for the review of existing systems.
- 3.2. This document has been prepared solely for the use of the **CLIENT** and its design team associated with the **PROJECT**. The material contained in this document reflects Smith + Andersen's best judgement in light of the information available at the time of preparation. There is no warranty expressed or implied. Professional judgement was exercised in gathering and assessing information. The recommendations presented are the product of professional care and competence and cannot be construed as an absolute guarantee.
- 3.3. Where equipment sizing is provided it should be considered order-of-magnitude only as the project details that may affect systems have not been established or finalized.

1. INTRODUCTION

- 1.1. The investigated area is in a multi-use building (Administration, Circulation and Open Lounge, Program Rooms, Stage and Back of House, Food Services and Washrooms and Services).
- 1.2. The floor area investigated is approximately 16,738 square feet, single-story facility, shown on Figure 1.
- 1.2.1. The scope of the investigation is to determine the feasibility of improving the existing services to suit the current needs in an environmentally sustainable way. The scope of electrical review is determining the ability to provide adequate electrical service, telecommunication service and life and safety measurements.

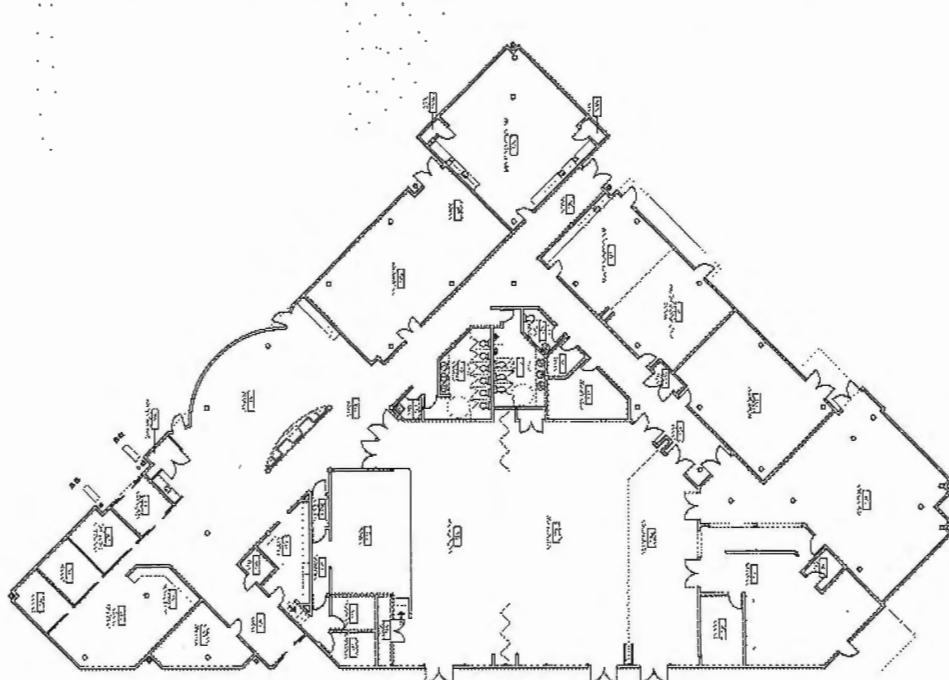


Figure 1 – Key Plan

2. INCOMING SERVICES AND POWER DISTRIBUTION

- 2.1. The building has a 3-phase, 4-wire, 800A service (120/208V) terminating on a main switchboard located in the main electrical room. The main switchboard and the service panel are shown in Figure 2 and Figure 3, respectively.
- 2.2. It's not foreseen that an upgrade to the electrical service will be required, since the

distribution equipment located throughout the building and on the roof (panel boards and disconnect switches) is in good condition.



Figure 2 – Building Main Switchboard 800A

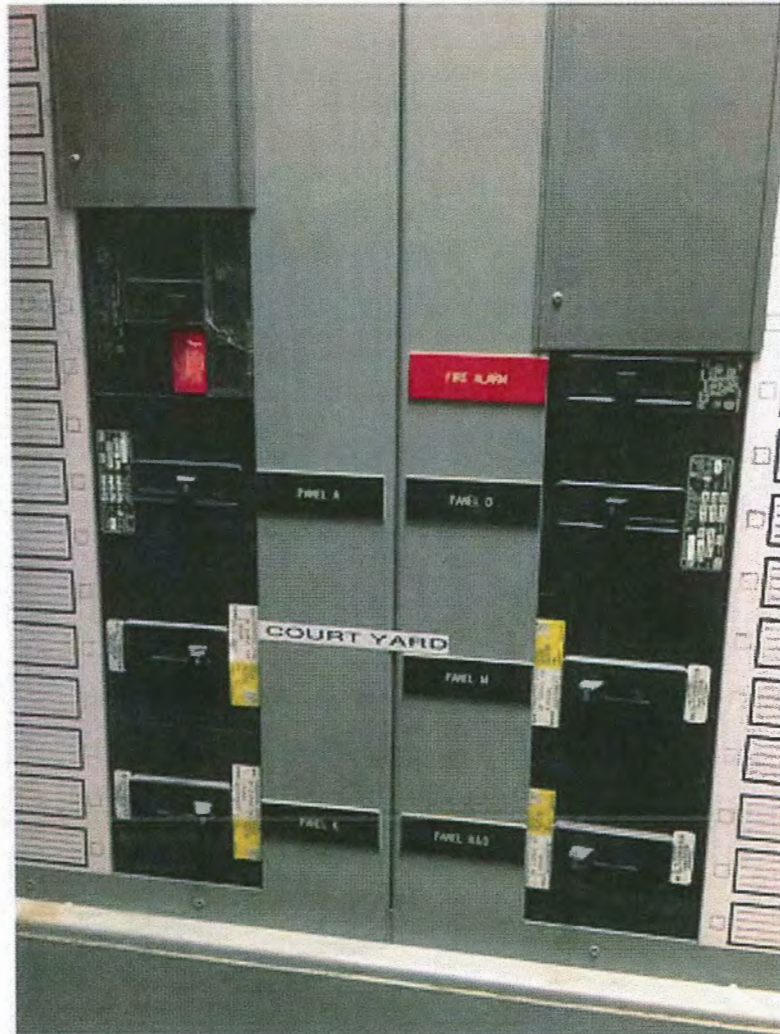


Figure 3 – Service panels

3. FIRE ALARM

- 3.1. The building has a conventional four zone fire alarm system with an annunciator at the main entrance. Bells, manual pull stations, sprinklers and smoke detectors are currently installed.
- 3.2. The fire alarm system is expected to require modifications and replacements to fire alarm devices to suit site conditions and compliance with code standards:
- .1 The fire alarm panel (Mircom Series 200), the annunciator and the manual pull stations shall be upgraded to code.

Smith + Andersen

Electrical Investigation Report
Richmond Cultural Centre Annex
17188.001.E

2017-04-28
Rev 0
Page 6

4. LIGHTING

- 4.1. In general, lighting and emergency lighting should be replaced, as some are from old models and have passed their life-expectancy.
- 4.2. Exit lights shall be replaced and upgraded to meet code standards.
- 4.3. All switching should be replaced.

5. LOW VOLTAGE SYSTEMS

- 5.1. A twisted pair telecommunications service is provided to the building. All structural cables are CAT 5E.
- 5.2. Incoming patching of fiber service shall be redone.
- 5.3. APC Surge Protector needs to be replaced.
- 5.4. Two 24 port switches are in good shape.
- 5.5. There is an intrusion panel and an earthquake recorder in the electrical room.
- 5.6. PA system needs to be updated and replaced.

6. SECURITY SYSTEM

- 6.1. No security system in place. It is expected that the tenant is responsible for their own security system.

FIRE PROTECTION AND LIFE SAFETY
BUILDING CODE ASSESSMENT

MINORU PLACE ACTIVITY CENTRE
7660 MINORU GATE, RICHMOND, BC

1.0 BUILDING CODE SUMMARY

This Building Code Assessment Report summarizes the fire protection and life safety building code concepts of the 2012 British Columbia Building Code (BCBC) as applicable to the overall condition of the existing Minoru Place Activity Centre (The Project) located at 7660 Minoru Gate, Richmond, BC, including all recent renovations, alterations, and additions.

The Project was originally constructed as a Senior's Centre in 1985. A single storey cafeteria addition was added in 1989. The building is a single story of wood frame construction on top of a raft slab of cast in place concrete.

Only one renovation was done since 1985.

The Project is provided with a fire alarm system and is also protected by an automatic sprinkler system.

The Project Building is located within a cultural precinct of civic buildings on civic land in Richmond, BC. Fire Department response is via internal laneways accessed off Minoru Boulevard and Granville Street.

This report is intended to identify features of the existing building that do not comply with Part 3 of the BCBC and assess whether and to what extent these differences may affect proposed uses for the building. This report should be read in conjunction with reports provided by the architectural, mechanical, electrical, and structural consultants.

This report is based on a review of existing architectural drawings in conjunction with a site review of the building conducted by our office on Friday, April 23, 2017. It is noted that some of the service rooms were not available for review at the time of our site visit.

2.0 INTRODUCTION

2.1 Project and Building Description

The existing original building was constructed in 1985 and has undergone one addition in that time. The building is one level with a building area (footprint) of approximately 1555 m². The building is constructed of combustible wood construction with a fire alarm system and full sprinklers.

2.1.1

2.1.2 Building Characteristics Summary

Building area: 1,555 m² (approximately)
Building height: 1 storey above grade⁽¹⁾
Occupancy: Assembly (Group A, Division 2)
High building: No
Construction: Combustible
Sprinklered: Yes
Standpipe system: No
Fire alarm system: Yes

2.2 Objectives of Building Code Assessment

The objectives of this report are:

- to outline the relevant and significant applicable requirements of Division B, Part 3 of the BCBC to the existing building and
- to assess the Project and the general existing conditions of the building relative to the BCBC to determine whether and to what extent existing features that do not comply and should be upgraded.

2.3 Applicable Building Code

The applicable building code for the Project is the 2012 BCBC. All references refer to Division B, Part 3 of the BCBC unless otherwise noted.

2.4 Approach to Building Code Compliance

As outlined in Appendix Note A-1.1.1.2., "Application to Existing Buildings," it is not intended that the BCBC be used to enforce the retrospective application of new requirements to existing buildings. Although the BCBC does not give specific guidelines to determine which conditions are required to be upgraded, Appendix Note A-1.1.1.2. implies that the experienced judgment of both the designer and the Authorities Having Jurisdiction should be used to determine if the cost of the upgrading is justified in relation to the improved safety for each respective deficiency. Accordingly, in developing an upgrading program, consideration has to be given to the difficulty of upgrading certain deficiencies due to the existing construction.

Renovations and additions to the existing building (all new construction) are required to be designed and constructed to comply with the current applicable building code requirements. However, provided the level of life safety and building performance that already exists in the building will not be decreased, existing conditions may be retained as otherwise permitted by Article 1.1.1.2.

2.5 Limitation of Liability

This report was prepared by DGBK Architects. The material provided in this report is based on DGBK's best judgment in light of the information available to DGBK at the time of preparation. Any use of this report by third parties, or any reliance on or decisions to be made based on it are the responsibility of the third parties. DGBK accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

3.0 BUILDING CODE CONCEPTS

This assessment is based on the potential to rehabilitate the Project or occupy existing building with similar occupancy type..

3.1 Fire Department Provisions

3.1.1 Fire Department Response Point and Access Route

- **Applicable Building Code Requirements**

In accordance with Sentence 3.2.5.4.(1), the building is required to be provided with access routes for Fire Department vehicles to the principal entrance. These access routes are required to be designed in accordance with Article 3.2.5.6. (a minimum 6 m clear width, 12 m turning radius, etc.).

In accordance with Sentence 3.2.5.5.(1), the Fire Department principal entrance is required to be located no less than 3 m, nor more than 15 m from the closest portion of the Fire Department access route.

In accordance with Clauses 3.2.5.5.(2)(a) and (c), the Fire Department access route is required to be designed such that a Fire Department pumper vehicle can be located adjacent to the required hydrant(s) referred to in Article 3.2.5.15, with an unobstructed path of travel of not more than 45 m for firefighters from the vehicle to the building.

Fire Department exterior access to above-grade storeys via openings in a building's facade are required to be provided by at least one unobstructed window or access panel for each 15 m of wall in each wall required to face a street.

- **Assessment of Existing Conditions**

It is assumed that Fire Department response is directed to the Minoru Place Activity Centre via the internal service road within Minoru Park that runs between the existing Cultural Centre and the Senior's centre. This appears to be a wide paved pedestrian pathway that allows only service vehicles and fire trucks.

Access from the nearest portion of the Fire Department access route is available from Minoru Blvd. as well as Granville Street with Granville being closer. The laneway provides access to a drive aisle providing access to surface parking and loading facilities for the adjacent civic buildings that surround the Project Building within Minoru Park.

Fire Department access to the Project is an existing condition of the site. It is recommended the fire safety plan for the Project Building be reviewed with the Richmond Fire Department (RFD) to ensure clear response and direction to the Project is provided and maintained.

3.2 Project Construction and Structural Fire Protection Requirements

Subsection 3.2.2. specifies construction and structural fire protection requirements to prevent fire spread and collapse caused by the effects of fire.

- **Applicable Building Code Requirements**

In accordance with Article 3.2.2.27, a building containing a Group A, Division 2 major occupancy is permitted to be constructed of combustible or non-combustible construction to a maximum area of 2,400 m² for a one-storey building which is sprinklered and has no basement.

- **Assessment of Existing Conditions**

The existing building is constructed of combustible wood frame construction and wood roof decking. The building area is 1,555 m² and, therefore, would meet the maximum building area permitted for a sprinklered building. However, the building is served by a drive aisle, but is remote from the nearest street as defined by the BCBC. It is our assumption that this was in compliance with the applicable building code at the time of construction.

The existing structure appears to be of combustible construction and was deemed to comply with the applicable requirements of the NBC/BCBC when constructed. The building contains a concrete slab on grade raft floor. Stair access is provided within the electrical room to roof top mechanical equipment.

3.3 Other Construction Requirements

The following sections outline other required fire separations within the building and Project area.

3.3.1 Exits

- **Applicable Building Code Requirements**

In accordance with Sentence 3.4.2.1.(1), every floor area intended for occupancy is required to be provided with access to two exits.

In accordance with Sentence 3.4.4.1.(1), exit corridors are required to be separated from the remainder of the building by a fire separation having a ¾-hour fire-resistance rating.

- **Assessment of Existing Conditions**

The existing corridors within the building are egress corridors and are not required to be rated from the spaces they serve. The egress corridors are considered to be corridors used by the public and not Public Corridors (building is single suite).

The travel distance to an exit is compliant with 3.4.2.5 (45m) in this sprinklered building.

The ground floor is provided with three exterior doors serving the internal egress corridors. There are also multiple exit doors leading directly to the exterior from the assembly rooms within the facility.

Existing exit capacity is sufficient for the assembly uses provided and intended from the existing rooms.

One corridor is a dead-end corridor and needs to be rectified as it is presently non-compliant according to 3.3.1.9.7 (longer than 6m) and would not have been compliant when it was closed off as part of the 1989 cafeteria addition.

This dead end corridor is a serious condition, which would not allow safe exiting from the building in an emergency.

The boiler room exist directly onto the internal egress corridor with door swinging in as required.

We note that due to the high occupant load of the building and the possible immobility of seniors, it is our opinion that dead-end corridor presents a significant life safety issue for the building.

3.3.2 Service Room Containing Fuel-Fired Appliance

- **Applicable Building Code Requirements**

In accordance with Sentence 3.6.2.1.(1), a service room containing a fuel-fired appliance is required to be separated from the remainder of the building by a 1 hour fire separation. The boiler room falls under this description.

In accordance with Table 3.1.8.4, a door for the service room requires a ¾-hour fire-protection rating. In accordance with Article 3.1.8.7., duct penetrations or transfer openings require fire damper protection with a ¾-hour fire-protection rating.

- **Assessment of Existing Conditions and Recommendation**

Further investigation needs to be done to determine whether the constructed assembly is a 1.0 hr assembly.

It is noted that the Boiler Room door is on a closer however the door and closer need to be investigated for ¾ hr rating.

3.3.3 Emergency Power

- **Applicable Building Code Requirements**

See Electrical Portion of this report.

3.4 Firestopping for Service Penetrations

- **Applicable Building Code Requirements**

In accordance with Sentence 3.1.9.1.(1), service penetrations of required fire separations are required to be sealed with a listed firestop system that provides an F-rating not less than the fire-protection rating required for closures when tested in accordance with ULC-S115, "Fire Tests of Firestop Systems."

- **Assessment of Existing Conditions and Recommendation**

Firestopping of any service penetrations was not investigated as material composition of firestop material could not be ascertained without laboratory testing. Firestopping primarily required in Boiler Room walls and penetrations to roof top enclosure
Any penetrations through fire separations identified in the report are required to be firestopped.

3.5 Exiting and Egress

3.5.1 Minimum Number of Exits and Travel Distance

- **Applicable Building Code Requirements**

In accordance with Sentence 3.4.2.1., every floor area throughout the Project is required to be served by a minimum of two exits.

In accordance with Clauses 3.4.2.5.(1)(c) and (f), a maximum travel distance of a 45 m is permitted where the floor area is protected by an automatic sprinkler system.

In accordance with Sentence 3.3.1.13.(3), doors in a means of egress are required to be operable with a single motion.

- **Assessment of Existing Conditions**

Travel distance to an exit appears to conform to the required 45 m for a sprinklered building on the ground floor.

Fire Safety Plans were provided at several locations identifying exit/egress locations.

The travel distance to an exit is compliant with 3.4.2.5 (45m) in this sprinklered building.

The ground floor is provided with three exterior doors serving the internal egress corridors. There are also multiple exit doors leading directly to the exterior from the assembly rooms within the facility.

Existing exit capacity is sufficient for the assembly uses provided and intended from the existing rooms.

One corridor is a dead-end corridor and needs to be rectified as it is presently non-compliant according to 3.3.1.9.7 (longer than 6m) and would not have been compliant when it was closed off as part of the 1989 cafeteria addition.

This dead end corridor is a serious condition, which would not allow safe exiting from the building in an emergency.
The boiler room exist directly onto the internal egress corridor with door swinging in as required as per 3.6.2.6.1.

We note that due to the high occupant load of the building and the possible immobility of seniors, it is our opinion that dead-end corridor presents a significant life safety issue for the building. A number of doors to the offices/service rooms are provided with separate dead bolts and door handles. Panic hardware is provided at the three exits from the ground floor as well as exits from assembly rooms to exterior.

3.5.2 Headroom Clearance

- **Applicable Building Code Requirements**

In accordance with Article 3.4.3.4., doorways are required to have a clear height of 2030 mm and the remainder of the building is required to have a clear height of not less than 2050 mm.

- **Assessment of Existing Conditions**

The headroom clearance in all areas of the building is in compliance. The service space above the Boiler room is not intended for general occupancy and some of the low headroom conditions around equipment is consistent with service rooms and other industrial occupancies where it is not reasonable to maintain headroom around equipment.

3.5.3 Lighting Levels in Means of Egress

- **Applicable Building Code Requirements**

In accordance with Article 3.2.7.1., exits are required to be equipped to provide illumination to an average level of not less than 50 lx (minimum value of 10 lx) at floor or tread level and at angles and intersections at changes of level where there are stairs or ramps.

- **Assessment of Existing Conditions**

Refer to electrical assessment report.

3.5.4 Emergency Lighting

- **Applicable Building Code Requirements**

In accordance with Sentence 3.2.7.3.(1), emergency lighting to an average illumination level of not less than 10 lx at floor or tread level is required within the principal routes providing access to exit within an open floor area and service rooms. The minimum value of illumination in these areas is not permitted to be less than 1 lx.

In accordance with Article 3.2.7.4., the emergency power for the emergency lighting is required upon failure of the regular power to automatically assume the electrical load for minimum 30-minute duration.

- **Assessment of Existing Conditions**

Refer to electrical assessment report.

3.5.5 Exit Signs

- **Applicable Building Code Requirements**

In accordance with Article 3.4.5.1., exit signs are required based on the building type and occupant load. That exceeds 150 persons.

- **Assessment of Existing Conditions and Recommendation**

Exit signage is observed at the ends of the corridors and over the exterior exit doors from assembly occupancy rooms.

The exit signs are not the currently required green pictogram type however the existing red EXIT text signs are acceptable until a major renovation is being considered. As described in exiting section a single dead end corridor exists. This is non-compliant and needs to exit to the exterior and be supplied with an additional exit sign when rectified.

3.6 Fire Alarm and Detection System

3.6.1 Fire Alarm System

- **Applicable Building Code Requirements**

In accordance with Sentence 3.2.4.1.(1), the Project Building is required to be provided with a fire alarm system.

- **Assessment of Existing Conditions and Proposed Design**

The Project appears to be provided with a stand-alone fire alarm system. The system monitors general building alarms, which are triggered by sprinkler flow switches and pull stations. An annunciator panel is located at the Fire Department Response Point at the main building entry. Pull stations were observed through the building. It was not confirmed if the fire alarm system was remotely monitored.

Refer to the electrical assessment report for further information.

3.6.2 Audible Signal Devices

- **Applicable Building Code Requirements**

In accordance with Article 3.2.4.19., audible signal devices are required to:

- be installed so that the alarm signal is clearly audible throughout the floor area in which they are installed,
- emit a three-pulse temporal sound pattern as defined in Clause 4.2 of International Standard ISO 8201, "Acoustics-Audible emergency evacuation signal," and
- provide a sound pressure level of not more than 110 dBA and not less than 10 dBA above the ambient noise level without being less than 65 dBA.

- **Assessment of Existing Conditions and Proposed Design**

Refer to electrical assessment report.

3.6.3 Emergency Power for Fire Alarm System

- **Applicable Building Code Requirements**

In accordance with Article 3.2.7.8., the required emergency power supply for the fire alarm system is required to be capable of providing supervisory power for not less than 24 hours and immediately following that period, emergency power under full load for not less than 30 minutes.

- **Assessment of Existing Conditions**

Refer to the electrical assessment report.

3.7 Portable Fire Extinguishers

- **Applicable Building Code Requirements**

In accordance with Sentence 3.2.5.16.(1) and NFPA 10, handheld fire extinguishers are required to be conspicuously mounted throughout the floor area such that all areas of the Project are within a 23.3 m travel distance to an extinguisher.

- **Assessment of Existing Conditions**

Fire extinguishers were observed at the floor level throughout the building. A review of existing fire extinguishers should be part of the regular maintenance of the building.

3.8 Health Requirements

Applicable Building Code requirements

In accordance with section 3.7.2.2 the Project building is required to have a sufficient number of male and female water closets to meet table 3.7.2.2a specifically related to Assembly type occupancies. The existing occupant count is 923 occupants based on floor area ratios and room name designations. The occupant genders are expected to be equal numbers of males and females and would therefore determine that the following number of water closets be required:

Male water closets: 8 Water closets (462 males) or 6 water closets and 2 urinals

Female water closets: 14 water closets (462 females)

In addition, a single Toilet Room is required.

Assessment of existing conditions

The Project Building currently has the following number of fixtures:

Male Water closets: 5

Female Water closets : 6

Staff Washroom – 1

Based on the Floor area ratio of Occupant Load calculation the building is presently deficient in Washroom facilities. While this is not a life safety concern it is nevertheless non-compliant with the current BCBC.

Another approach could have been utilized at the time of Building Permit application in 1985, namely making application with the programmed number of planned users for the space which would then determine the acceptable number of washroom fixtures. There was no evidence of signage posted in the Project Building describing the maximum number of occupants allowed in the facility. The existing fixture count would allow for a total of 450 occupants – 300 male and 150 female.

The single staff washroom is not adequately sized for a Toilet Room.

3.9 Section 3.8 – Building Requirements for Persons with Disabilities

- **Applicable Building Code Requirements**

Consistent with 3.8.2.1 access shall be provided to areas of the project building according to its present occupancy and use. Primarily A2 assembly spaces, the project building should provide access to each type of public facility in the building. The public washrooms in the building shall be designed for accessibility.

A toilet room should be provided in addition to the accessible multi stall public men's and women's washrooms.

- **Assessment of Existing Conditions**

The Minoru Place Activity Centre presently provides access to all public room spaces and has full access to at least one main entrance. HC parking is provided as part of the full parking complement to the Richmond cultural enclave, which contains this project building. As a one storey building on grade there are no barriers to access for persons with disabilities to the building public spaces. There is also be full access to administrative occupancies of the building. Handicapped Accessible public washrooms are provided with accessible toilet stalls. The Building Code requirement for a toilet room came into existence after the construction of the Minoru Place Activity Centre and one does not presently exist within the building. A staff washroom in the proximity of the HC accessible public washrooms in the building is of insufficient size to be a universal toilet room.

There exists some minor non-compliances related to this section 3.8 and they can easily be rectified at time of renovation. These are :

1. Accessible counter height at administration desk
2. Mirrors in washrooms to have tilted section
3. Faucets to have lever handles

General Condition/Additional Items

Consistent with an assembly occupancy, various floor areas have become used for storage throughout the building. A review of the floor area is recommended to ensure adequate egress width is provided for quick access to exit in emergency conditions. Various table and chair arrangements are possible within this high use Assembly Occupancy and staff should be trained to ensure adequate egress routes are provided between furniture and temporary installations.

4.0 CONCLUSION

This assessment report has outlined the general existing conditions of the existing life safety systems at the Minoru Place Activity Centre. This report is based on a visual review of the complex in conjunction with a review of available drawings. No testing of life safety systems was conducted in conjunction with the preparation of this report nor was any destructive testing done to any materials or assemblies.

Prepared by: **DGBK Architects**

Building Enclosure Condition Assessment

Minoru Place Seniors' Centre
7660 Minoru Gate, Richmond, BC



Presented to:

DGBK Architects

Suite 950–1500 West Georgia Street
Vancouver, BC V6G 2Z6

Attention: Mr. Peter Sickert

LDR | ENGINEERING
GROUP

480 – 6400 Roberts Street, Burnaby

May 19, 2017
Project No. 17-081

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APPENDICES

APPENDIX A	STANDARD INTERPRETATION OF LDR REPORT
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1.0 INTRODUCTION

1.1 TERMS OF REFERENCE AND SCOPE OF SERVICES

LDR Engineering Group (LDR) was retained by DGBK Architects to conduct a building enclosure condition assessment (BECAs) at Minoru Place Seniors' Centre, 7660 Minoru Gate, Richmond, BC. The assessment was performed in general conformance with our proposal dated March 16, 2017, and authorized March 30, 2017.

1.2 PROFESSIONAL LIMITATIONS

LDR's building enclosure condition assessment focused on assessing the current building enclosure performance of the complex. The review does not include observations of all locations throughout the complex. LDR reviewed a representative sample of typical details. The selection of details for review was based on LDR's previous experience with similar construction. LDR does not claim to have uncovered all the deficiencies or defects during this review. Some of the deficiencies noted in this report could also exist in other areas. Other deficiencies may not have been reported, and consequently not observed by LDR.

The information presented in this report is a review of the current condition at the site, within the terms of reference and limitations outlined in our proposal. We have been asked to make opinions based solely on the sampling of existing components. Consequently, further investigation or additional testing may change our current opinions.

No investigative method can completely eliminate the possibility of obtaining partially imprecise or incomplete information—it can only reduce the possibility to an acceptable level. Professional judgment was exercised in gathering and analyzing the information obtained and in the formulation of the conclusions. Like all professional persons rendering advice, we do not act as absolute insurers of the conclusions we reach, but we commit ourselves to care and competence in reaching these conclusions.

LDR has prepared this report solely for the use of the client. This report should be read in its entirety. LDR accepts no responsibility for damages suffered by third parties as a result of decisions or actions based on this report. LDR has not reviewed life-safety, structural components, environmental, and indoor air quality issues in our investigation. Our scope of services does not include for review of potential health concerns related to the presence of mould.

Please also refer also to our Standard Interpretation of LDR Report in Appendix A. These instructions form an integral part of this report and must be included with any copies of this report.

1.3 BUILDING DESCRIPTION

The site plan (from Howard Yano Architects, dated 1985) and aerial view (from Google Maps) of the complex are shown in Figure 1 and Figure 2, respectively. A project north is used to refer to each elevation, as shown in Figure 1 and Figure 2.

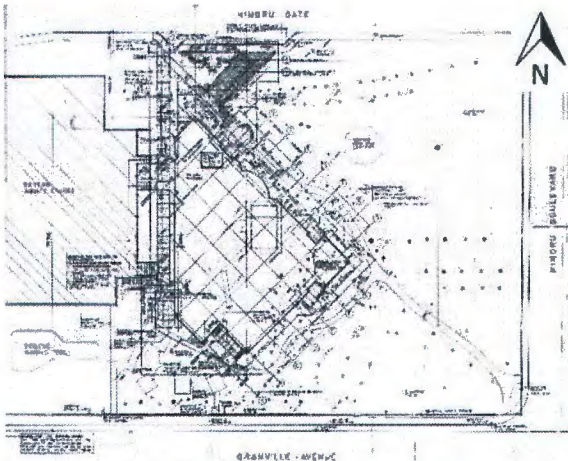


Figure 1 – Site Plan (from Howard Yano Architects).



Figure 2 – Aerial View (from Google Maps).

Various building elevations are shown from Figure 3 to Figure 7.



Figure 3 – Partial View of North-east Elevation.



Figure 4 – Partial View of West Elevation.



Figure 5 – Partial View of South-west Elevation.



Figure 6 – Partial View of North-west Elevation.



Figure 7– Partial View of South-east Elevation.

1.4 DOCUMENTS REVIEWED

Documentation (related to the building enclosure) provided by DGBK Architects for our reference is listed in Table 1 below.

Table 1 – Documentation Provided

Description	Author	Date
Architectural Drawings	Howard Yano Architects	July 1985
Architectural Drawings	Henry Hawthorn Architect	December 1989
Richmond Cultural Centre Annex – Facility Analysis	Urban Arts Architecture and Urban Design	September 2015

The original building is a single-storey wood-framed constructed circa 1986. Based on the provided documentation, an addition was constructed at the south-west corner approximately four years after original construction.

2.0 OBSERVATIONS, DISCUSSION, AND RECOMMENDATIONS

This section includes a description of relevant building enclosure items, observations, deficiencies, and recommendations. Deficiencies are not intended to be a complete list, but are a representative sample that should serve to illustrate the severity and extent of problems. They reflect a focused review of issues, which in our experience, are known for failure.

Deficiencies were assessed based on:

- Items that have resulted in, or have potential to result in water ingress.
- Items that may reduce serviceability and/or add to maintenance.
- Deviations from reasonable levels of workmanship.

Fieldwork was conducted on April 7, 2017. At the time of our investigations it was raining or overcast, and the temperature was approximately 12°C. We accessed both the interior, roof, and exterior of the building. Our investigation included a visual review of the key building envelope assemblies, as well as a moisture content survey of the cladding. No exploratory openings or probe holes were made.

2.1 EXTERIOR WALLS (FIELD OF WALL)

The exterior walls are primarily clad in painted horizontal cedar siding (Figure 8). The wall assembly, from exterior to interior is indicated on Architectural Drawing A8 (Figure 9) and through visual observation to be:

The exterior wall assembly, based on architectural drawings, and visual observation is:

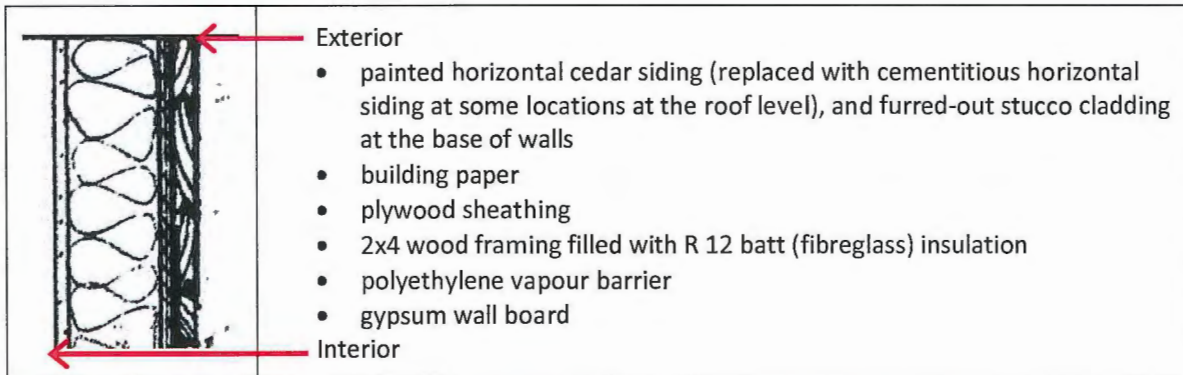


Figure 8 – Painted horizontal cedar siding

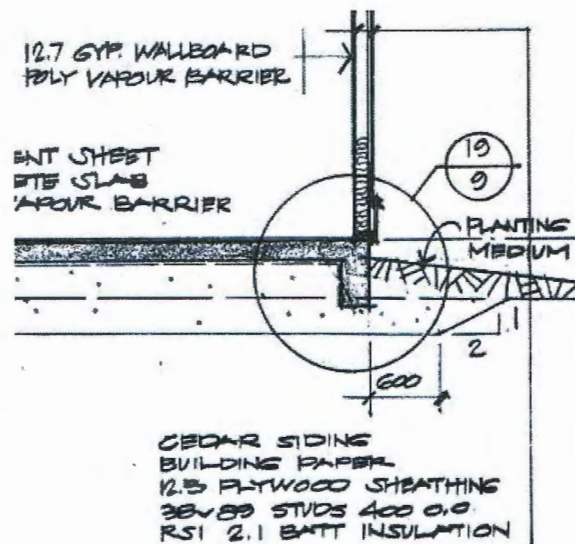


Figure 9 – Exterior wall assembly with horizontal cedar siding (from Howard Yano Architects).

The wall assembly design, from a rain resistance point of view, is known as a “concealed barrier”. In this design, the building paper behind the cladding is considered to be the primary moisture barrier as some incidental moisture is expected to leak past the siding. However, the majority of the water is meant to be deflected by the exterior surface of the siding and the design does not incorporate an intentional drainage path to the exterior.

Water ingress past the moisture barrier may enter the building, causing obvious inconvenience to occupants. Additionally, many of the materials inboard of the building paper are intolerant of water. Interior finishes may be damaged, and continued wetting of wood components in the wall can cause fungal growth and the wood to decay. The fungal growth may be unhealthy to occupants, and the wood decay may advance to the point where the structural capacity of the wood is decreased significantly.

This type of wall design was common for multi-unit residential buildings in the Lower Mainland at the time Minoru Place Seniors' Centre was constructed. Over the past few decades, the performance of such construction in weather-exposed conditions (e.g. minimal overhangs, few surrounding buildings or other cover, increased height, exposed east and south elevations, proximity to the ocean, elevation of the site) in the Lower Mainland has been very poor. Consequently, the City of Vancouver Building By-Law has not allowed this type of construction since 1996. The 2012 British Columbia Building Code highly recommends the use of rainscreen walls, but does allow the design professional to use judgment depending on the climate of the region.

Observations and Discussion

1. The wood framed exterior walls bear on the concrete slab on grade. This is shown on the architectural drawings and was verified on site (Figure 10 and Figure 11). The architectural drawings indicate an elevation difference between the finished grade and top of slab on grade; however, at many locations the finished grade is near the top of the slab. The current building code indicates foundation walls shall be not less than 150mm above the finished grade. We observed that water ingress was occurring at the base of wall at multiple locations (Figure 12).



Figure 10 – Typical base of wall finished grade near the top of the slab on grade.

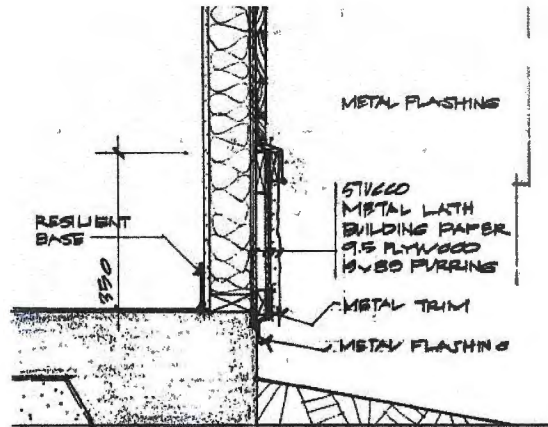


Figure 11 – Typical base of wall (from Howard Yano Architects).



Figure 12 – Typical water ingress at the base of wall.

2. We observed microbial growth and other signs of water ingress in the sprinkler room. We suspect the source of the water ingress is poor detailing at the glass canopy to wall interface next to the main entrance on the north-east elevation.



Figure 13 – Suspect detailing at the glass canopy to wall interface next to the main entrance on the north-east elevation.

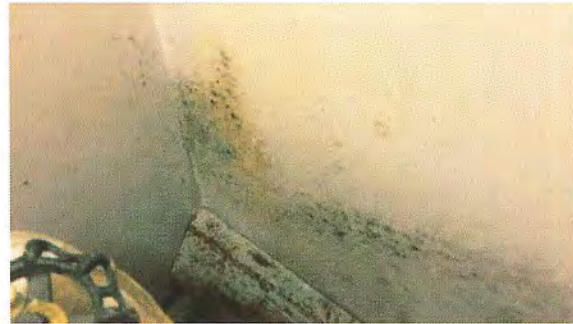


Figure 14 – Signs of water ingress in the sprinkler room, below the glass canopy to wall interface on the north-east elevation.

3. The metal base plate at exterior columns appears to be only shop painted. This is less durable than galvanization.



Figure 15 – Typical base of exterior column.

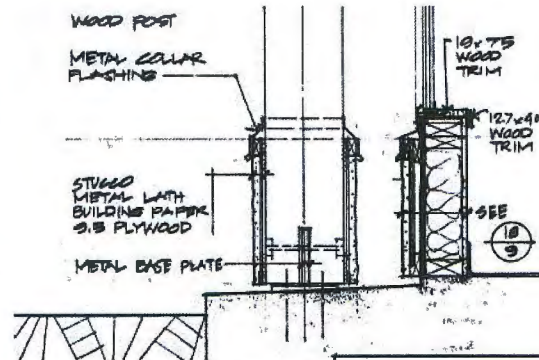


Figure 16 – Typical base of exterior column (from Howard Yano Architects).

4. At some locations, such as the exterior columns, the top of the slab on grade is exposed and there is no waterproofing membrane at the wall upturns (Figure 15 and Figure 16).
5. The paint finish on the horizontal cedar siding and metal flashing is delaminating and damaged in many areas.



Figure 17 – Delaminating paint on metal flashing.



Figure 18 – Delaminating paint finish on the horizontal cedar siding.

6. The horizontal cedar and cementitious horizontal siding are stained at various locations. In addition, at many locations the horizontal cedar siding is deteriorated and/or has elevated moisture content.



Figure 19 – Stained horizontal cedar siding.



Figure 20 – Stained cementitious horizontal siding at the roof.



Figure 21 – Deteriorated horizontal cedar siding above window head flashing.



Figure 22 – Deteriorated horizontal cedar siding.



Figure 23 – Elevated moisture content and deterioration of horizontal cedar siding.

7. The joints at the cementitious horizontal siding are sealed, at some of the locations the sealant has failed.



Figure 24 – Failed sealant at joint in the cementitious horizontal siding.

8. At the base of the wall, the stucco stop is corroding at various locations.



Figure 25 – Corroding stucco stop at the base of wall.

9. The soft landscaping (vegetation) is in close proximity to the building on most elevations. Vegetation holds moisture against the walls and reduces drying capacity, resulting in increased staining and deterioration at these locations.



Figure 26 – Vegetation in close proximity to the exterior wall and staining on the cladding.



Figure 27 – Vegetation in close proximity to the exterior walls.

10. From the interior, we observed that the vapour barrier is not continuous at various locations, and it is unclear if there is a defined air barrier.



Figure 28 – Discontinuous vapour barrier.

Recommendations

1	Remove the existing cladding and re-clad with a rainscreen wall assembly with improved detailing, including, but not limited to, improved air barrier continuity and waterproofing the base of walls.
2	Lower the finished grade, so there is an elevation difference between the finished grade and top of slab-on-grade. Waterproof the slab-on-grade where it extends beyond the building footprint.
3	Remove and/or adjust vegetation that are in close proximity to exterior walls.

2.2 EXTERIOR WALL PENETRATIONS

Penetrations through the exterior walls are critical from a water resistance perspective. Since they are more complicated to address in design and construction than the field of the wall, they are often prone to water ingress. The most common penetrations are windows and doors. In addition, there are other penetrations such as vents and exterior lights.

2.2.1 WINDOWS

Observations and Discussion

1. The windows at Minoru Place appear to be the original aluminum framed, double glazed windows. There are two types of windows: aluminum-framed windows with rolled-in glazing stops, and aluminum-framed storefront windows.



Figure 29 – Aluminum-framed windows with rolled-in glazing stops.



Figure 30 – Aluminum-framed storefront window.

2. The operable vents are a casement style. Many of the operable vents were difficult to open, close, and/or lock, and require adjustments. Some windows were missing or had broken handles or hardware.



Figure 31 – Casement opening vent.



Figure 32 – Broken window hardware.

3. The mitred corners of aluminum frames are mechanically fastened together and caulked with small joint sealant. Mitred corners are generally difficult to seal during the manufacturing process. In addition, it is hard to maintain the sealant during the service life of the window; therefore, water ingress through the mitred corners is a common problem contributing to wood decay below the bottom corners of the windows. At some locations, remedial sealant has been installed overtop of the mitred locations; however, this sealant does not extend into the mitred corners within the glazing pocket. We observed failed/de-bonded sealant (both original and remedial) at the mitred corners at various locations. Based on discussions with the occupants, the weep holes have recently been cleaned due to water build up in the condensation tracks. If water build up occurs within the condensation track, and the sealant has failed at the mitred corners, this may result in water ingress into the wall assembly below.
4. Some of the insulating glazing units (IGUs) were found to be failing. Many of the IGUs are original, but we found various units that have been replaced. Both the replaced and original IGUs were found to be failing.



Figure 33 – Failed IGU.



Figure 34 – Failed IGUs

5. The sealant around windows appear to be failing.



Figure 35 – Failed sealant around window.

6. Some of the gaskets have shrunk.



Figure 36 – Shrunken gasket at a window.

Recommendations

4	Replace the windows with new windows of improved rain, air, and thermal resistance. These will likely be thermally broken aluminum or fibreglass framed windows with low-e coated, argon filled, IGUs. At all locations, the replacement of windows/doors is to include improved detailing (e.g. new sealants, and rain screen design with sub-sill waterproofing membrane).
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2.2.2 DOORS**Observations and Discussion**

1. The doors at Minoru Place are glazed swing and automatic sliding doors which are located within the storefront assemblies. There are also hinged pressed steel doors at various locations.



Figure 37 – Glazed swing door.



Figure 38 – Pressed steel door.



Figure 39 – Glazed automatic sliding door.

2. One of the doors to the rooftop mechanical room is constructed of wood. These doors are not meant to be fully exposed, and as such the wood door slab is deteriorating.



Figure 40 – Wood door slab at the mechanical room.

3. Poor detailing at the interface between door and cladding at some locations resulted in water ingress. We observed water ingress at the mechanical room door head.



Figure 41 – Water ingress at mechanical room door head.

4. Many of the doors do not have overhang (i.e. completely exposed) and these doors have low water penetration resistance.



Figure 42 – Exposed pressed steel door.



Figure 43 – Exposed doors at the storefront system.

5. Some doors do not have a metal threshold, and some metal threshold fasteners are corroding.



Figure 44 – Corroding fasteners at door threshold (typical).

6. The detailing at the sill of the doors is suspect, and water at some of the doors was noted.



Figure 45 – Water ingress at door sill.

7. Many of the doors do not incorporate gasketing, or the gasketing is damaged.



Figure 46 – No gasket around the door and daylight is visible through the door slabs.



Figure 47 – No gasket around the door.

Recommendations

5	Replace the glazed doors with new doors of improved rain, air, and thermal resistance. These will likely be thermally broken aluminum framed with low-e coated, argon filled, IGUs. Also replace the pressed steel and wood doors with new pressed steel doors to allow for improved detailing. For pressed steel doors not under cover, canopies or large metal head flashings can be considered. At all locations, the replacement of doors is to include improved detailing (e.g. new sealants and rain screen design with sub-sill waterproofing membrane).
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2.2.3 SKYLIGHTS

Observation and Discussion

1. The skylights (i.e. located over occupied space) at Minoru Place are pressure-plate aluminum glass skylights (Figure 48). Glass canopies (i.e. located over exterior space) are T-bar aluminum glass canopies (Figure 49).



Figure 48 – Pressure-plate aluminum glass skylight.



Figure 49 – T-bar aluminum-framed glass canopy.

2. Some of the fasteners at skylights appear to be corroding.



Figure 50 – Corroding fasteners at skylight (typical).

3. There is moisture staining adjacent to and below the skylight at the multipurpose room at north-east side of the building.



Figure 51 – Signs of water ingress at skylight.



Figure 52 – Signs of water ingress at skylight.

4. The detailing is a suspect at the interface between the glass canopy to wall interface, at all locations.



Figure 53 – Poor detailing at glass canopy to wall interface and deterioration of horizontal cedar siding.

Recommendations

6	Perform skylight water penetration testing to better confirm the performance of the skylights and the necessary repairs. Alternatively, consider replacing the skylight assemblies.
7	In conjunction with the wall rehabilitation, remove and replace glass canopies with a new assembly with improved performance and detailing.

2.2.4 MISCELLANEOUS PENETRATIONS

Observation and Discussion

At most locations, there is no sealant around wall penetrations, such as scupper drain and hose bib.



Figure 54 – Wall penetration (typical).



Figure 55 – Wall penetration (typical).

Recommendations

8	Install new sealant at transitions between dissimilar materials and penetrations (e.g. windows, doors, vents, lights, hose bib, scupper drains).
---	--

2.2.5 METAL FLASHING

Metal flashing is a common element used to waterproof around wall penetrations and over changes in the wall planes, and therefore is included in this section as well.

1. Metal flashings seams at Minoru Place were not adequately detailed or sealed. Rather than having s-lock seams, the metal flashing is only overlapped.



Figure 56 – Metal flashing seam unsealed and only overlapped.

2. Metal flashings do not incorporate end dams.



Figure 57 – Metal flashing at the door head does not incorporate an end dam. Water runoff can cause deterioration of the siding.

3. At many locations, the metal flashing is back sloped towards the building.



Figure 58 – Back sloped metal flashing at a window head.

Recommendations

9	Where existing cladding is being re-clad with a rainscreen wall assembly, improve the waterproof detailing at metal flashings through the use of proper waterproofing membranes, adequate slope, appropriate metal flashing connections, sealant at joints and interfaces, and end dams/ saddles at terminations.
---	---

2.3 ROOF

Observation and Discussion

1. The original main roof was a built-up low-sloped roofing according to the architectural drawings, and has been replaced with torch-applied roofing membrane. Steep sloped roofing was originally cedar shingle according to architectural drawings, but these have been replaced with standing seam metal roofs (Figure 59 to Figure 62).



Figure 59 – Low-sloped roof.

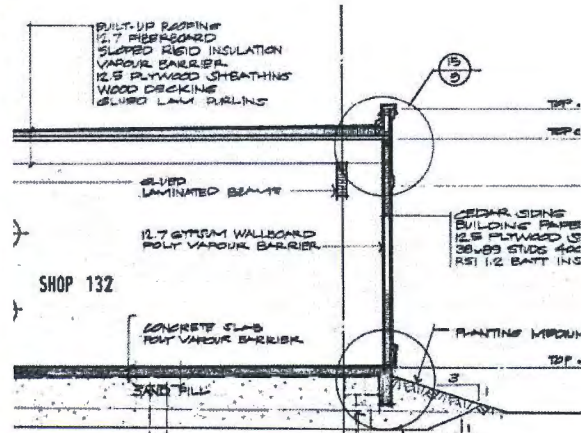


Figure 60 – typical roof assembly (from Howard Yano Architects).



Figure 61 – Standing seam metal sloped roof.

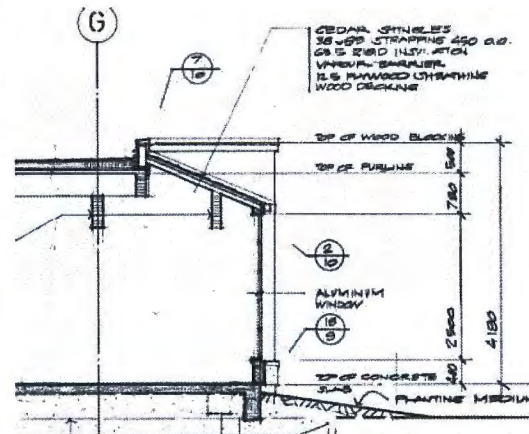


Figure 62 – Original cedar shingle roof (from Howard Yano Architects).

2. We could not confirm the age of the roofs. It appears that the roof is not all the same age, and there are possible two dates of installation. Based on our review, it is likely the remaining service of the roofs is between 5 and 10 years. We recommend the roofing should be reviewed again within the next 5 years.
3. We observed fish mouths and excessive bleed out in the torch-applied roofing membrane. At some locations, the roofing membrane is not well adhered, has failed seams, being cut/damaged by the metal flashing, or has exposed edges (Figure 63 to Figure 69).



Figure 63 – Fish mouth in the roofing membrane.



Figure 64 – Roofing membrane bleed out.



Figure 65 – Roofing membrane not well adhered.



Figure 66 – Failed roofing membrane seams.



Figure 67 – Metal flashing cutting into the roofing membrane.



Figure 68 – The roofing membrane not extending into door rough opening and has exposed edge.



Figure 69 – Exposed edge of roofing membrane.

4. Ponding water at various locations on the roof, including at scupper drains.



Figure 70 – Ponding water within the field of roof where pavers are obstructing drainage.



Figure 71 – Ponding water adjacent to scupper drain.

5. We observed debris and/or moss growth. At some locations, the debris and/or moss growth is restricting drainage.



Figure 72 –Debris between roof pavers and obstructed drainage.



Figure 73 – Moss growth on the roofing membrane (typical).

6. At some locations, the metal flashing on the parapet is not well-secured and the attachment of roof parapet metal flashing is questionable.



Figure 74 – Roof parapet metal flashing not well-secured.

7. At various locations, the paint on the metal flashing is delaminating.



Figure 75 – Delaminating paint at metal flashing.

8. At various saddle interfaces, there is exposed self-adhered membrane which is deteriorating due to UV degradation. Detailing at saddle interfaces are suspect.



Figure 76 – Suspect saddle interface and exposed self-adhered membrane.

9. At some locations, the extraction fans are not well secured, and/or have unsealed fasteners.



Figure 77 – Extraction fan not well secured



Figure 78 – Unsealed fasteners at extraction fan.

10. On top of the mechanical room, roof vents are in close proximity to roof edge. This makes effective roofing membrane detailing more difficult.



Figure 79 – Roof vent in close proximity to the roof parapet.

11. The roof access hatch has corroded hinges and hardware, and seal is damaged and is no longer effectively secured in place.



Figure 80 – Roof access hatch.

12. The roof penetrations rely on a single line of defence (i.e. sealant or a storm collar). Where possible, it is recommended to incorporate two lines of defence.



Figure 81 – Roof access vent relies on single sealant.

13. The fasteners securing electrical cables are corroding.



Figure 82 – Corroded fasteners at electrical cables.

Recommendations

10	Review and correct deficiencies in the 2-ply SBS membrane.
11	Adequately secure all metal flashings.
12	Remove and replace failed sealant.
13	Improve detailing at roof penetrations, ensuring all incorporate two lines of defence.
14	Ensure all equipment and fans are well secured to the roof, replace all corroding fasteners, and seal all penetrations.
15	Replace roof hatch hardware and provide a new gasket.
16	As part of regular maintenance, remove debris and ensure the drains are cleaned, ponding water is removed/minimized, and the drainage is not restricted.
17	During the wall and door rehabilitation, improve the transition detailing to the roofs.
18	During our review, we did not have access to the metal roofs. However, based on our experience, we recommend that the sloped metal roofing be replaced at the same time as the exterior wall rehabilitation, with improved detailing.

3.0 TESTING

3.1 Wood Moisture Content Survey

A survey of the moisture content of the horizontal cedar siding was conducted on April 7, 2017. The main purpose of a moisture content survey was to determine if there is a systemic problem of elevated moisture content and/or decay of the horizontal cedar siding. Note that since our review did not include a destructive testing, we only measured the moisture content of the siding, not the sheathing behind the siding, which would have required us to drill holes through the siding. The moisture content survey was still informative in that the moisture content within the wood was measured (not at the painted wood surface), so elevated readings do give an indication of whether the wood is being saturated and not drying easily.

Methodology

The moisture meters used were a Delmhorst BD-2100 (serial # 45296).

Note that each reading is only a measure of the moisture content of the horizontal cedar siding at a discrete location, at the time the reading is taken. The moisture content can vary dramatically just a few feet away, as water ingress is generally concentrated at certain locations. We typically take moisture readings at locations where, based on our experience, water is prone to enter behind the cladding, where evidence suggests that water may have penetrated the cladding (i.e. staining, moss growth), and/or where occupants report a problem. Included are readings taken at random locations to establish a baseline.

Interpretation

The moisture content readings have been colour- and shape-coded according to the following criteria:

- *Green (circle) - Wood moisture content reading 19.0% and lower*
Moisture contents in this range for wood are not elevated. The wood in this case has typically reached moisture equilibrium with its surroundings. Wood is generally considered immune to fungal growth in this moisture content range.
- *Yellow (pentagon) - Wood moisture content reading from 19.1% to 27.9%, inclusive*
At locations with moisture contents in this range, it is probable that water may be entering behind the cladding. Some decay fungi remain active at these moisture levels. These are areas of concern.
- *Red (square) - Wood moisture content reading 28.0% and above*
At locations with moisture contents in this range, it is likely that water is entering behind the cladding. These are areas of greatest concern, as decay fungi can germinate and propagate.

Moisture content readings are recorded to the first decimal place, as they appear on the moisture meter. Despite poor accuracy, readings over 30.0% are still recorded because they provide a relative idea of moisture content. At moisture content readings greater than 40.0%, the moisture meter will indicate a reading of 40.0%. Such readings are recorded in our drawings as +40.0%.

Results

All moisture content readings are indicated in Appendix C and on building elevations in Appendix B. The following table is a summary of the survey results.

Table 2 – Moisture Content Survey Results (% of total in brackets)

Green	Yellow	Red	Total
5 (26%)	10 (53%)	4 (21%)	19

Of the 19 moisture content readings we took, 14 (74% of readings) were at elevated levels.

4.0 SUMMARY OF RECOMMENDATIONS

The following is a summary of the recommendations made in in Section 2.0 of this report.

Table 3 – Recommendations

Minoru Place Seniors' Centre	
1	Remove the existing cladding and re-clad with a rainscreen wall assembly with improved detailing, including, but not limited to, improved air barrier continuity and waterproofing the base of walls.
2	Lower the finished grade, so there is an elevation difference between the finished grade and top of slab-on-grade. Waterproof the slab-on-grade where it extends beyond the building footprint.
3	Remove and/or adjust vegetation that are in close proximity to exterior walls.
4	Replace the windows with new windows of improved rain, air, and thermal resistance. These will likely be thermally broken aluminum or fibreglass framed windows with low-e coated, argon filled, IGUs. At all locations, the replacement of windows/doors is to include improved detailing (e.g. new sealants, and rain screen design with sub-sill waterproofing membrane).
5	Replace the glazed doors with new doors of improved rain, air, and thermal resistance. These will likely be thermally broken aluminum framed with low-e coated, argon filled, IGUs. Also replace the pressed steel and wood doors with new pressed steel doors to allow for improved detailing. For pressed steel doors not under cover, canopies or large metal head flashings can be considered. At all locations; the replacement of doors is to include improved detailing (e.g. new sealants and rain screen design with sub-sill waterproofing membrane).
6	Perform skylight water penetration testing to better confirm the performance of the skylights and the necessary repairs. Alternatively, consider replacing the skylight assemblies.
7	In conjunction with the wall rehabilitation, remove and replace glass canopies with a new assembly with improved performance and detailing.
8	Install new sealant at transitions between dissimilar materials and penetrations (e.g. windows, doors, vents, lights, hose bib, scupper drains).
9	Where existing cladding is being re-clad with a rainscreen wall assembly, improve the waterproof detailing at metal flashings through the use of proper waterproofing membranes, adequate slope, appropriate metal flashing connections, sealant at joints and interfaces, and end dams/ saddles at terminations.
10	Review and correct deficiencies in the 2-ply SBS membrane.
11	Adequately secure all metal flashings.
12	Remove and replace failed sealant.
13	Improve detailing at roof penetrations, ensuring all incorporate two lines of defence.
14	Ensure all equipment and fans are well secured to the roof, replace all corroding fasteners, and seal all penetrations.
15	Replace roof hatch hardware and provide a new gasket.

Minoru Place Seniors' Centre	
16	As part of regular maintenance, remove debris and ensure the drains are cleaned, ponding water is removed/minimized, and the drainage is not restricted.
17	During the wall and door rehabilitation, improve the transition detailing to the roofs.
18	During our review, we did not have access to the metal roofs. However, based on our experience, we recommend that the sloped metal roofing be replaced at the same time as the exterior wall rehabilitation, with improved detailing.

5.0 CLOSURE

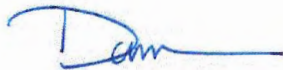
This report was prepared for the exclusive use of our client and their appointed agents, and cannot be used for any other purpose without written consent of LDR Engineering Group.

We appreciate this opportunity to be of service to you. If you have any questions regarding the contents of this report, or if we can assist you further on this project, please contact the undersigned.

Yours truly,

LDR Engineering Group

Prepared by:



Sepideh Daneshpanah, B.Arch.
Building Science Consultant

Reviewed by:



The seal is a circular professional stamp for the Province of British Columbia. It contains the text 'PROFESSIONAL ENGINEER', 'C.D. BLACK', and '# 35763'. A handwritten signature and the date 'May 19, 2017' are written over the seal.

Christopher Black, M.A.Sc., P.Eng.
Senior Building Science Consultant

APPENDIX A — STANDARD INTERPRETATION OF LDR REPORT

Standard Interpretation of LDR Report

1.0 STANDARD OF CARE

This Report has been prepared in accordance with generally accepted engineering consulting practices in this area. No other warranty, expressed or implied, is made.

2.0 COMPLETE REPORT

All documents, records, data and files, whether electronic or otherwise, generated as part of this assignment are a part of the Report which is of a summary nature and is not intended to stand alone without reference to the instructions given to us by the Client, communications between us and the Client, and to any other reports, writings, proposals or documents prepared by us for the Client relative to the specific site described herein, all of which constitute the Report. In order to properly understand the suggestions, recommendations and opinions expressed herein, reference must be made to the whole of the report. We cannot be responsible for use by any party of portions of the report without reference to the whole report.

3.0 BASIS OF THE REPORT

The Report has been prepared for the specific objectives and purpose that were described to us by the Client. The applicability and reliability of any of the findings, recommendations, suggestions, or opinions expressed in the document are only valid to the extent that there has been no material alteration to or variation from any of the said descriptions provided to us unless we are specifically requested by the Client to review and revise the Report in light of such alteration or variation.

4.0 USE OF THE REPORT

The information and opinions expressed in the Report, or any document forming the Report, are for the sole benefit of the Client. No other party may use or rely upon the report or any portion thereof without our written consent. The contents of the Report remain our copyright property and we authorise only the Client and Approved Users to make copies of the Report only in such quantities as are reasonably necessary for the use of the Report by those parties. Any use which a third party makes of the Report, or any portion of the Report, is the sole responsibility of such third parties. We accept no responsibility for damages suffered by any third party resulting from unauthorised use of the Report.

5.0 INTERPRETATION OF THE REPORT

- a. Nature and Exactness of Descriptions: Classification and identification of building enclosure assessment and engineering estimates have been based on investigations performed in accordance with the standards set out in Paragraph 1. Classification and identification of these factors are judgmental in nature and even comprehensive sampling and testing programs, implemented with the appropriate equipment by experienced personnel, may fail to locate some conditions. All investigations, or building enclosure descriptions, utilizing the standards of Paragraph 1 will involve an inherent risk that some conditions will not be detected and all documents or records summarising such investigations will be based on assumptions of what exists between the actual points sampled. 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. Some conditions are subject to change over time and those making use of the Report should be aware of this possibility and understand that the Report only presents the conditions at the sampled points at the time of sampling. Where special concerns exist, or the Client has special considerations or requirements, the Client should disclose them so that additional or special investigations may be undertaken which would not otherwise be within the scope of investigations made for the purposes of the Report.

- b. Reliance on Provided Information: The evaluation and conclusions contained in the Report have been prepared on the basis of conditions in evidence at the time of site inspections and on the basis of information provided to us. We have relied in good faith upon representations, information and instructions provided by the Client and others concerning the site. Accordingly, we cannot accept responsibility for any deficiency, misstatement or inaccuracy contained in the report as a result of misstatements, omissions, misrepresentations or fraudulent acts of persons providing information.
- c. To avoid misunderstandings, LDR Engineering Group (LDR) should be retained to work with the other design professionals to explain relevant engineering findings and to review their plans, drawings, and specifications relative to engineering issues pertaining to consulting services provided by LDR. Further, LDR should be retained to provide field reviews during the construction, consistent with building codes guidelines and generally accepted practices. Where applicable, the field services recommended for the project are the minimum necessary to ascertain that the Contractor's work is being carried out in general conformity with LDR's recommendations. Any reduction from the level of services normally recommended will result in LDR providing qualified opinions regarding adequacy of the work.

6.0 ALTERNATE REPORT FORMAT

When LDR submits both electronic file and hard copies of reports, drawings and other documents and deliverables, the Client agrees that only the signed and sealed hard copy versions shall be considered final and legally binding.

The Client recognizes and agrees that electronic files submitted by LDR have been prepared and submitted using specific software and hardware systems. LDR makes no representation about the compatibility of these files with the Client's current or future software and hardware systems.

**APPENDIX B — ELEVATIONS INDICATING RESULTS AND LOCATIONS OF
MOISTURE CONTENT SURVEY**

DATE	May 19, 2017
PROJECT	MOISTURE CONTENT SURVEY MINOR PLACE SENIORS' CENTRE RICHMOND, BC
PROJECT NO.	17-081
DATE	17-081
FILE	HORIZONTAL CEDAR SIDING MOISTURE CONTENT RESULTS
SCALE	NOT TO SCALE
	201



LEGEND: MOISTURE PROBE READINGS

"ARROW" LEADER DENOTES LOCATION OF MOISTURE

ARROW LEADER DENOTES LOCATION OF MOISTURE PROBE READING ON WALL PERPENDICULAR TO PAGE

"DOT" LEADER DENOTES LOCATION OF MOISTURE

DOT LEADER DENOTES LOCATION OF PROBE READING ON WALL AS SHOWN.

100

GREEN CIRCLE INDICATES A MOISTURE

CONTENT READING 19.0% AND LOWER.

VEL | LOW BENTAGON INDICATES A MOISTURE

YELLOW PENTAGON INDICATES A MOISTURE CONTENT READING FROM 19.1% TO 27.9% INCLUSIVE.

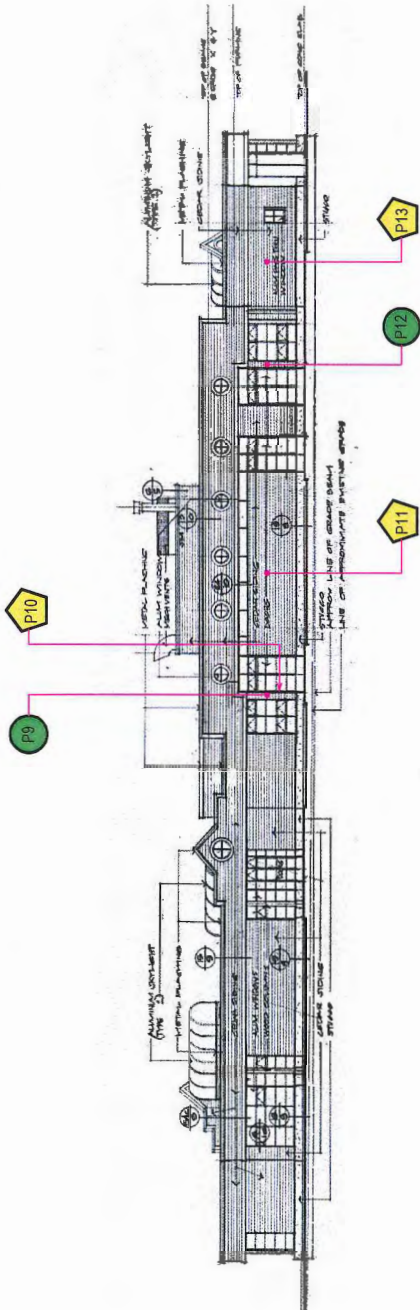
CONTENT RANGING FROM 19.1% TO 27.9% INCLUSIVE.

RED TRIANGLE INDICATES A MOISTURE CONTENT

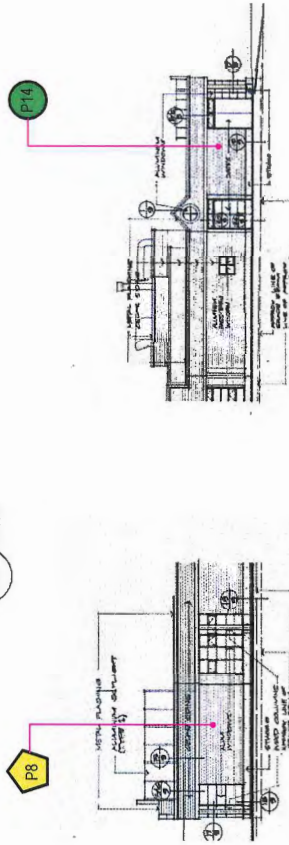
READING OF 28.0% OR GREATER AND/OR LOCATION WITH SIGNIFICANT DECAY/DETERIORATION

WITH SIGNIFICANT DECAY/DETERIORATION.

DATE	May 19, 2017
PROJECT	MOISTURE CONTENT SURVEY MINORU PLACE SENIORS' CENTRE RICHMOND, BC
PROJECT NO.	17-081
DATE	17-081
DATE	17-081
TITLE	HORIZONTAL CEDAR SIDING MOISTURE CONTENT RESULTS
SCALE	NOT TO SCALE
DWG. NO.	202



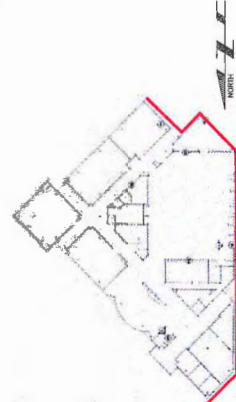
1 WEST ELEVATION
202 N.T.S.



2 NORTH-WEST ELEVATION
202 N.T.S.

3 SOUTH-WEST ELEVATION
202 N.T.S.

- LEGEND: MOISTURE PROBE READINGS**
- *ARROW* LEADER DENOTES LOCATION OF MOISTURE PROBE READINGS ON WALL PERPENDICULAR TO PAGE.
 - *DOT* LEADER DENOTES LOCATION OF MOISTURE PROBE READING ON WALL AS SHOWN.
 - GREEN CIRCLE INDICATES A MOISTURE CONTENT READING 15.0% AND LOWER.
 - YELLOW PENTAGON INDICATES A MOISTURE CONTENT READING FROM 15.1% TO 27.9% INCLUSIVE.
 - RED TRIANGLE INDICATES A MOISTURE CONTENT READING OF 28.0% OR GREATER AND/OR LOCATION WITH SIGNIFICANT DECAY/DETERIORATION.



APPENDIX C — MOISTURE CONTENT SURVEY

Project Name Minoru Place Senior Centre
Project Address 7660 Minoru Gate
 Richmond, BC

May 19, 2017
 Project No. 17-081

Probe No.	MC Colour Code	Elevation	Moisture Content of Wood %	Temperature Corrected Moisture Content %	Cladding Type	NOTES
P1		Northeast	22.5%	24.0%	Cedar Siding	
P2		Northeast	13.0%	14.0%	Cedar Siding	8" above window
P3		Northeast	26.0%	27.7%	Cedar Siding	Above flashing
P4		Northeast	38.0%	40.3%	Cedar Siding	At glass canopy to wall interface
P5		Northeast	34.7%	36.9%	Cedar Siding	
P6		Northeast	38.8%	41.2%	Cedar Siding	In close proximity to door jamb
P7		Northeast	12.2%	13.2%	Cedar Siding	At inside corner (protected by glass canopy)
P8		Northwest	21.9%	23.4%	Cedar Siding	Staining on horizontal cedar siding
P9		West	9.4%	10.2%	Cedar Siding	
P10		West	22.0%	23.5%	Cedar Siding	At trim
P11		West	22.0%	23.5%	Cedar Siding	
P12		West	8.2%	9.0%	Cedar Siding	Protected by small overhang
P13		West	22.1%	23.6%	Cedar Siding	Staining on horizontal cedar siding
P14		Southeast	11.4%	12.3%	Cedar Siding	
P15		Southeast	40.0%	42.4%	Cedar Siding	In close proximity to door jamb
P16		Southeast	18.8%	20.1%	Cedar Siding	
P17		Southeast	20.3%	21.7%	Cedar Siding	
P18		Southeast	17.8%	19.1%	Cedar Siding	
P19		Southeast	19.0%	20.3%	Cedar Siding	
Total	19.00					
Red	4.00	21%				
Yellow	10.00	53%				
Green	5.00	26%				

Tree Stand Assessment

Minoru Place Seniors Centre, Richmond BC

May 1, 2017



Services provided by:

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Introduction

Judith Cowan was retained by DGBK Architects to conduct an assessment of the tree stand located in close proximity to the Minoru Place Seniors Centre at 7660 Minoru Gate, in Richmond BC.

Objective:

To determine the value of the tree stand in relation to future Minoru Plaza redevelopment and to consider the consequences of tree removal.

The purpose of the assessment is to provide information to DGBK Architects on the health and value of the tree stand for consideration as part of the interior renovation planning services they are conducting for the current and long-term use of the Minoru Place Seniors Centre. DGBK has requested tree stand valuation information because poor visibility and wayfinding issues to and from the Seniors Centre, and connectivity with the Cultural Centre Plaza have been highlighted as issues requiring improvement. Although not part of the interior planning work for the Minoru Place Seniors Centre per se, DGBK's feasibility studies have considered the interface between the building interior and exterior spaces, and the shared interface and the circulation routes which connect them (Figure 1). The exterior spaces are comprised of a passive park and Cultural Centre complex which includes the Art Gallery and Library. To this end, DGBK would like to determine the flexibility of realigning or creating new pedestrian circulation routes or expanding the surface area of the plaza, and the likelihood and extent to which the existing stand of trees would require removal or be impacted from construction.

In order to properly weigh risks and tradeoffs for future planning scenarios, a proper valuation of the tree stand in both ecological and social terms was conducted to be used as a device to inform decision-making processes for both DGBK and the City of Richmond.



Figure 1: Minoru Place Seniors Centre is situated at the edge of the existing tree stand in Minoru Park (front entry).



Figure 2: Proximity of individual tree specimens to the entrance and circulation routes leading to the Seniors Centre.

Methodology:

One site visit was conducted on April 23, 2017 by Judith Cowan, ISA Certified Arborist using the ISA's Limited Visual Assessment procedure which is suitable for assessing populations of trees near specified targets (the Minoru Place Seniors Centre) in order to identify obvious defects or specified conditions.¹ Photographs of site and trees were taken and all tree and stand attributes (height, dbh [diameter at breast height], and species) were ocular estimates only. The scope of the assessment did not include tree tagging because the specimens under review comprise part of the City of Richmond's Significant Tree Inventory and have already been tagged with unique identifiers (Figure 5).²

Site and Stand Description:

- The tree stand, Cultural Centre Complex and Minoru Place Seniors Centre are located within Minoru Park which is a 45 acre open space in the centre of Richmond. The park has a classic design and contains a wide range of public amenities including the Cultural Centre Complex, sports fields and facilities, water features and display gardens.
- The tree stand lies to the south and east of the Cultural Centre Complex and associated buildings. Of all the buildings, the Minoru Place Seniors Centre is located closest to the tree stand and has some individual trees within 10m of the building footprint.

¹From *Tree Risk Assessment: Levels of Assessment*, pages 12-20, ISA's Arborist News publication. Accessed on April 27, 2017: <http://www.isa-arbor.com/myaccount/myeducation/resources/2012-april-ceuarb.pdf>

² For more detailed information on the City of Richmond's Significant Tree Inventory contact the City at 604 276-4000.

- The site's elevation is approximately 1.0m above sea level, and no aspect or slope is discernable due to the flat topography. Minoru Park, and Richmond in general, are in the Coastal Douglas Fir, moist and mild subzone (CDFmm) of the Biogeoclimatic Ecosystem Classification (BEC) system. The CDFmm lies in the rainshadow of the Vancouver Island Coast Mountains resulting in warm, dry summers and mild, wet winters and represents the mildest climate in Canada.
- Stand Attributes:
 - Deciduous non-native (ornamental) hardwood species: Chestnut (*Aesculus*), Elm (*Ulmus*), Black locust (*Robinia*) and Oak (*Quercus*). Understorey vegetation is composed primarily of maintained lawn, shrub beds and foundation plantings near buildings.
 - Average tree height: 30-35m height
 - Crown-base height (the lowest portion of the canopy supporting live foliage): 20m height
 - Diameter-at-breast height range (dbh) estimated at ~1.3m height: 30-70cm.
 - Age class: 60 – 80 years (planting of some specimens dates from 1925)
 - Population - ~100 trees
 - The stand as a whole can be described as having an even-age structure, and composed of taller trees (the 'dominants') and slightly smaller trees (the 'co-dominants').
- Defects observed on some trees included (Figure 3 and Figure 4):
 - Mechanical damage at the tree base from lawn mowing equipment (Figure 3 - left),
 - Small cavities between 0-2m height (Figure 3 - centre),
 - Buried root flares from excessive soil placement which may limit air exchange to the root system if the depth of soil is greater than 50mm, and can be an entry point for decay fungi (Figure 3 - right),
 - Longitudinal 1m long seams on lower trunks which may be indicative of decay columns. Pronounced reaction wood over the wound shows that the injuries are not recent (Figure 4),
 - Large branch stubs from previous pruning. Although not specifically a defect, these can become entry points for decay fungi.

Although decay fungi may be present with any type of scarring, wounding or mechanical injury, no decay fungi was noted.



Figure 3: Tree defects (L-R): mechanical injury from mowing equipment, basal cavity, and buried root flare.



Figure 4: Vertical scarring and pronounced wound wood formation could indicate possible internal decay.



Figure 5: The Tree stand forms part of the City's Significant Tree Inventory.

Discussion

The population of trees can be described as an even-aged stand (*i.e.* trees were planted at roughly the same time), and composed of large crowned specimens with broad horizontal and decurrent branching patterns typical for these species. This even-aged forest structure has produced a tree form which is

narrow and elongated as individuals stretch to compete for limited sunlight resources. In general, the canopy of live foliage occurs only in the upper 1/3 of the tree. The average tree spacing is between 2-5m, and this has prevented the development of their natural form and branching habit. Ideal spacing for ornamental shade trees of these species is approximately 20m when considering their mature size at approximately 80 years of age.

Tree density has also influenced tree form on the outer edges of the stand which exhibit imbalanced crowns and a phototropic lean as they try to capture maximum sunlight for photosynthesis (Figure 6). Additionally, routine maintenance pruning has lifted the base of trees crowns through the removal of lower branches likely due for multiple objectives including dead limb removal, improvement of sight lines, safety and clearance to service vehicles.



Figure 6: The phototropic lean exhibited by trees at the stand edge.

Even-aged stands can function as a single unit, and those individual trees within the stand, especially in the centre, have not been exposed to the wind forces nor the sunlight experienced by the edge trees. These are considerations when contemplating the removal of individual specimens for purposes such as enlarging the plaza, reconfiguring pathway alignments to the Minoru Place Seniors Centre, or to accommodate building / park amenity construction projects because they could create tree instability hazards and result in tree part or whole tree failures.

The trees directly surrounding the Minoru Place Seniors Centre occur at the edge of the tree stand under review (Figure 2), and they mark the transition point between parkland space and the buildings comprising the Library and Cultural Centre complex. Therefore targeted removal of individual trees is possible if planned in coordination with other master planning timelines. Prior to any tree removal

decision, an updated tree assessment is recommended using the ISA's more detailed *Basic Level Tree Risk Assessment* (TRAQ) methodology which visually assesses the condition of tree roots, trunks, crowns and branches to determine the risk of part or whole tree failure using a probability and consequence matrix.

Conclusion

Overall, the tree stand is in normal health and no significant defects indicating imminent tree failure were observed on the day of the assessment. The stand is a young forest beginning to mature and individual trees have adapted to the close proximity of neighbouring trees and are now dependent upon each other for stability. To maintain the viability and long-term health of the stand, it is recommended over the course of the next 10 years to selectively thin suppressed co-dominant trees at a rate of no more than two trees per year in order to create canopy gaps, and allow time for the remaining trees to adapt to increased levels of sunlight and wind loads. This will reduce the stand density by 20%.

Before this plan is adopted, a revised tree inventory should be undertaken along with a public communication strategy explaining that individual tree removal is routine maintenance to promote the stand's overall health and longevity. Individual tree removal is not mutually exclusive of plaza expansion, or park or building renovation initiatives as long as the two objectives are planned in concert with one another.

Limitations

This Tree Stand assessment is based on site observations noted on the date specified only. The consulting Arborist has endeavored to use her skill, education, and knowledge to provide accurate representation. Every effort has been made to ensure that the opinions expressed are an accurate assessment of the condition of the site and background information provided by DGBK Architects (the 'Client').

Assumptions and conclusions drawn in this report are based on the professional experience of Judith Cowan, ISA Certified Arborist (PN-7314a) and Qualified Tree Risk Assessor (the 'Consultant'). The opinions expressed are also based on documentary research of written information accessed on the City of Richmond's website www.richmond.ca.

The Consultant cannot accept responsibility for any issues or events that have arisen since the date of the inspection and the date the report was written. The Consultant accepts that the report represents professional judgement and that the Consultant's responsibilities are limited to the content of this report.



Judith Cowan
ISA Certified Arborist (# PN-7314a)

DGBK

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Suite 950 – 1500 West Georgia Street
Vancouver, BC, V6G 2Z6

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e: rlange@dgbk.com

CNCL - 271



City of Richmond

Report to Committee

To: General Purposes Committee
From: Kim Somerville
Manager, Community Social Development
Date: October 26, 2017
File: 07-3400-01/2017-Vol
01
Re: 2018 Age-Friendly Communities Grant Submission

Staff Recommendation

1. That the application to the Union of British Columbia Municipalities (UBCM) 2018 Age-friendly Communities Grant Program for \$25,000 in the Age-friendly Assessments, Action Plans and Planning Category be endorsed;
2. That should the funding application be successful, the Chief Administrative Officer and a General Manager be authorized to enter into agreement with the UBCM for the above mentioned project and the 5-Year Financial Plan (2018-2022) be updated accordingly.

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

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Intergovernmental Relations & Protocol Unit Recreation Services Finance	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CJ	APPROVED BY CAO

Staff Report

Origin

The Ministry of Health has committed an additional \$500,000 in funding for 2018 to support the Age-friendly Communities grant initiative program which assists local governments to prepare for an aging population. Between 2007 and 2017 the Ministry provided \$3.75M to further this initiative. Age-friendly Communities grants have been offered to 144 local governments and 286 plans or projects have been completed or approved for funding. The grant application requires Council resolution indicating support by local government for the proposed project as well as a willingness to provide overall grant management.

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

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

2.1. *Strong neighbourhoods.*

2.2. *Effective social service networks.*

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

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

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

5.1. *Advancement of City priorities through strong intergovernmental relationships.*

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

This reports also supports the 2013-2022 Social Development Strategy Strategic Direction #3 Address the Needs of an Aging Population Action #9:

Support aging in place initiatives and the ongoing development of Richmond as an age-friendly community

9.2 *Collaborating with senior governments, Vancouver Coastal Health and community partners in planning and delivery of programs which help older adults continue to live independently in their community for as long as possible*

9.4 *Striving to ensure that City land use plans, policies and developments support aging in place*

In addition, this report supports the Council adopted 2015-2020 Age Friendly Assessment and Action Plan, Action 2.8 Community Support and Health Services: Exploring the Dementia Friendly Communities Training initiative by Alzheimer's Society of BC.

The Dementia-Friendly Communities initiative exists to support municipalities to become more dementia-friendly through tools, education and partnerships. The City was approached by the Alzheimer's Society of BC as part of their campaign to implement Dementia-Friendly Communities across BC. The initiative was noted in the 2015-2020 Age-Friendly Assessment and Action Plan and aligns with the City's commitment to become more age-friendly by focusing on the inclusion of people living with Dementia.

Analysis

In 2015, the City received Age-Friendly Community Designation for its commitment to becoming an age-friendly community. In an age-friendly community, older adults are supported to live active, socially engaged, independent lives and people of all ages and abilities feel included and valued in their communities. The policies, services and structures related to the physical and social environment of an age-friendly community are designed to help seniors age actively.

The 2018 Age-friendly Communities Grant Program intends to assist local governments in BC to best support aging populations, develop and implement policies and plans, or develop projects that enable seniors to age in place and facilitate the creation and sustainability of age-friendly communities. Grants are available under two streams: Stream 1: Age-friendly Assessments, Action Plans and Planning (up to \$25,000) and Stream 2: Age-friendly projects (up to \$15,000).

Staff have prepared and submitted a grant application for funding under Stream 1: Age-Friendly Assessments, Action Plans and Planning to meet the deadline of November 10, 2017. If successful, the grant will be used to create a Dementia Friendly Community Action Plan for Richmond.

The number of people living with dementia in Richmond increased from 955 in 2005/06 to 1657 in 2014/15. Staff have been increasingly reporting challenges when dealing with patrons with Dementia accessing Community Services programs and services. Alzheimer's Society of BC will also support the project through the provision of training, education and tools at no cost to frontline staff dealing with patrons and families living with dementia.

In addition to staff, the project will involve a number of Community Partners including representation from Community Centre Associations, Alzheimer's Society of BC, Minoru Seniors Society, Vancouver Coastal Health and Richmond Public Library (see page 4 of Attachment 2 for a detailed list).

A Dementia Friendly Community Action Plan will ensure those living with dementia and their families/caregivers are connected, supported and valued through public awareness and understanding, responsive and inclusive programming and well designed, accessible and supportive built environments.

Due to tight timelines UBCM has approved that, a Council resolution of support of the grant application can be provided at a later date.

Should the funding requests be successful, the City would be required to enter into funding agreements with the UBCM. The agreements are standard form agreements provided by senior levels of government and include an indemnity and release in favour of UBCM.

As with any submission to senior governments, there is no guarantee that this application will be successful.

Financial Impact

If successful, the application to UBCM 2018 Age-friendly Communities Grant Program will add \$25,000 to the Community Services Operating Budget.

Conclusion

The 2018 Age-friendly Communities Grant Program is intended to assist and support local governments in BC to develop and implement policies and plans, or undertake projects that enable seniors to age in place and facilitate the creation of age-friendly communities.

Staff have submitted a grant application for \$25,000 to UBCM with the intention of developing a Dementia Friendly Communities Action Plan that will further Action 2.8 outlined in the 2015-2020 Age-Friendly Assessment and Action Plan approved by Council in 2015.

Developing a Dementia-Friendly Plan will further Richmond's commitment to being an Age-Friendly community and ensure all seniors living in Richmond have the most inclusive, welcoming and supportive environment to age in place.



Debbie Hertha
Seniors Coordinator
(604-276-4175)

- Att. 1: Union of BC Municipalities 2018 Age-friendly Communities Grant Program Guidelines
2: Grant Application, Richmond Dementia-Friendly Community Action Plan, submitted November 10, 2017



E-mail: lgps@ubcm.ca
525 Government Street, Victoria, BC, V8V 0A8



AgeFriendlyBC

2018 Age-friendly Communities Grant Program

Program & Application Guide

1. Introduction

The Age-friendly Communities grant program is intended to assist local governments in BC to best support aging populations, develop and implement policies and plans, or undertake projects that enable seniors to age in place and facilitate the creation of age-friendly communities.

The Ministry of Health has committed an additional \$0.5 million in funding to the program and grants are now available for 2018 community planning initiatives or community projects.

Formerly under the Seniors' Housing and Support Initiative, which was launched in 2004 through a one-time \$2 million grant from the (now) Ministry of Municipal Affairs & Housing, the Age-friendly Communities program continues to assist local governments to prepare for an aging population.

Between 2007 and 2017, the Ministry of Health provided \$3.75 million to further support the initiative and to incorporate a focus on age-friendly communities. Age-friendly Communities grants have been offered to 144 local governments and 286 plans or projects have been completed or approved for funding.

Age-friendly Communities

In an age-friendly community, the policies, services and structures related to the physical and social environment are designed to help seniors "age actively." In other words, the community is set up to help seniors live safely, enjoy good health and stay involved.

The creation of age-friendly communities in BC builds on findings from the [World Health Organization's Age-friendly Cities](#) and the [Canadian Age-friendly Rural/Remote Communities Initiative](#).

The Province of BC, in collaboration with key partners including health authorities, has advanced the age-friendly agenda since 2007 to engage and support local governments in preparing their communities for an aging population. Age-friendly BC (AFBC) is supported by:

1. The Age-friendly Communities grant program, administered by [UBCM](#)
2. A range of services to support age-friendly projects, offered by the [BC Healthy Communities Society](#) (BCHC Society)
3. A commitment to meet the needs of an aging population and work with partners to ensure people of all ages and abilities feel included and valued in their communities, provided by the [Ministry of Health](#)

2. Guiding Principles

The 2018 Age-friendly Communities program is intended to assist local governments in BC to best support aging populations, develop and implement policies and plans, or develop projects that enable seniors to age in place and facilitate the creation and sustainability of age-friendly communities.

Applications should demonstrate a commitment to the following guiding principles:

- Community Driven - Community solutions are based on local priorities and plans
- Catalyst for Action – Community activities are catalysts that enable local governments and community partners, including health authorities, to enhance and improve services for older adults
- Focus on Funding Priorities - Activities are focused on funding priorities with clear outcomes
- Flexible - Required actions differ in each community
- Coordinated - Activities of different levels of government and community partners, including health authorities, are coordinated to avoid duplication among programs and projects
- Sustainable Results – Community activities contribute to improving the lives of older adults over time

3. Eligible Applicants

Eligible applicants are local governments (municipalities and regional districts) in British Columbia. Please see Section 8 for other important information on application requirements.

4. Funding Streams

Under the 2018 Age-friendly Communities program, grants are available under two funding streams:

Stream 1: Age-friendly Assessments, Action Plans & Planning (up to \$25,000)

Stream 2: Age-friendly projects (up to \$15,000)

In order to be eligible for Stream 2, eligible applicants are required to have a completed age-friendly assessment or action plan, or demonstrate that their Official Community Plan, Integrated Sustainability Community Plan, or equivalent, is inclusive of age-friendly planning principles.

Proposed activities under either funding stream should focus on one or more of the eight age-friendly community components:

- | | |
|---|---|
| • Outdoor spaces and buildings | • Social participation |
| • Transportation (including traffic safety) | • Communications and information |
| • Housing | • Civic participation and employment |
| • Respect and social inclusion | • Community support and health services |

Stream 1: Age-friendly Assessments, Action Plans & Planning

The intent of this funding stream is to support local governments to develop or update assessments or plans in order to enable seniors to age in place and facilitate the creation of age-friendly communities. The maximum grant under Stream 1 is \$25,000.00.

Examples of eligible planning activities under this funding stream include:

- Development of a local age-friendly assessment or action plan
- Creation of specific plans and/or policies that address one or more of the eight community components (see Section 4)
- Engagement of seniors in planning activities
- Adding an age-friendly or seniors lens to existing plans or policies, such as:
 - Official Community Plans, Integrated Community Sustainability Plans, or community or neighbourhood plans
 - Zoning and other bylaws (subdivision, snow removal, parking, etc.)
 - Development permit requirements
 - Emergency response, evacuation and/or emergency social services plans
 - Design guidelines
 - Active transportation planning
 - Food security and food systems planning
 - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.)
 - Development of community health plans

Stream 2: Age-friendly Projects

The intent of this funding stream is to support local governments to undertake local projects that enable seniors to age in place and facilitate the creation of age-friendly communities. The maximum grant under Stream 2 is \$15,000.00.

In order to be eligible for Stream 2, eligible applicants are required to have a completed age-friendly assessment or action plan, or demonstrate that their Official Community Plan, Integrated Sustainability Community Plan, or equivalent, is inclusive of age-friendly planning principles.

Examples of eligible projects under this funding stream include developing new community projects for seniors, such as:

- | | |
|---|---|
| • Support for persons with dementia | • Health literacy and promotion (e.g. workshops, guides, etc.) |
| • Increased community accessibility (transportation, housing, services) | • Chronic disease prevention |
| • Provision of recreation and healthy living activities and/or referral and support to link seniors with recreation and healthy living services | • Injury prevention and community safety (including traffic safety) |
| • Community gardens and healthy eating | • Intergenerational projects |
| | • Promotion of age-friendly business practices |
| | • Prevention of elder abuse |

The 2018 Age-friendly Communities program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to seniors and that are clearly linked to programming for seniors will be considered for funding.

Please note capital costs cannot exceed 40% of the total requested grant (i.e. an application for a \$15,000.00 grant cannot include more than \$6,000.00 in capital costs).

5. Eligible & Ineligible Activities

Eligible Expenditures

Eligible activities are new community planning or community projects that are undertaken by a local government and that address the guiding principles and funding priorities of the program.

Ineligible Expenditures

The following are not eligible activities:

- Development of feasibility studies, business cases, architectural, engineering or other design drawings for the construction or renovation of facilities providing services to seniors, including housing and care facilities
- Fundraising
- Sidewalk construction or improvements or other infrastructure projects

6. Age-friendly BC Community Recognition

All local governments can apply to be recognized as Age-friendly Communities. Once the four criteria (establish a steering committee, pass a council resolution, conduct an age-friendly assessment, and develop and publish an action plan) have been met, the community can apply to be recognized in BC. The completion of these four steps also makes the community eligible for membership in the Pan-Canadian Age-friendly Community Initiative and the World Health Organization Global Network of Age-friendly Cities and Communities.

For more information, please contact:

Sarah Ravlic, Program Coordinator
BC Healthy Communities Society
sarah@bchealthycommunities.ca

7. Support from BC Healthy Communities Society

The BC Healthy Communities (BCHC) Society is a province-wide not-for-profit organization that facilitates the ongoing development of healthy, thriving and resilient communities.

Applicants approved under the 2018 Age-friendly Communities program may be eligible to apply for a range of services to support their project from BCHC Society.

The purpose of this support is to: 1) Engage sector leaders so they can collaboratively prioritize the goals intended to be achieved through their age-friendly community grant; 2) Understand and utilize key capacities and innovative practices that will support community groups to bring their age-friendly initiatives to the next level; and 3) Determine the next wise actions to achieve the community's age-friendly goals.

8. Application Process

The application form is required to be completed by all applicants. A Council or Board resolution, as well as a detailed budget, is required with the application form.

The Council/Board resolution is required to indicate support for the proposed activities and willingness to provide overall grant management.

Applications are due by November 10, 2017, and applicants will be notified of the status of their application within 60 days.

The Evaluation Committee will assess and score all eligible applications based on the guiding principles and funding priorities. Higher application review scores will be given to applications that:

- Demonstrate direct participation of seniors
- Complement the Provincial priorities regarding seniors outlined in Appendix 1
- Include collaboration with health authorities or others partners (e.g. school districts, First Nations or Aboriginal organizations, seniors, senior-serving organizations, community organizations and other local governments)

The committee will also consider the location of each application in order to ensure a balanced representation of projects across the province.

Please note the following important points when preparing your application:

- Only one application per local government will be accepted.
- Funds are for new activities that support age-friendly communities and are not for on-going operations or regular planning activities.
- All funded activities are to take place within the 2018 calendar year.
- The detailed budget must indicate proposed expenditures and align with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions should be identified.
- Council/Board resolutions must indicate support by the local government for the proposed project as well as a willingness to provide overall grant management.
- All application information and final reports will be shared with the Ministry of Health and the BCHC Society.

9. Grant Management & Applicant Responsibilities

Notice of Decision

All applicants will receive written notice of the Evaluation Committee's decision as well as the terms and conditions of any grant that is awarded. Grants are awarded in two payments: 70% at the approval of the project and 30% when the project is complete and UBCM has received the required final report and a financial summary.

Applicant Responsibilities

Please note: Grants are awarded to local governments only. When collaborative projects are undertaken with community partners, the local government remains the primary organization responsible for the grant.

Due to this, and in addition to the terms and conditions that will be provided to all successful applicants, approved applicants are responsible for:

- Proper fiscal management, including acceptable accounting records
- Final reports (using UBCM forms) and certification of costs

Final Reports

All funded activities are to take place within the 2018 calendar year, and the final report will be due within 30 days of project completion and no later than January 26, 2019. Applicants are required to complete the final report form, available on the [UBCM website](#).

The certification of costs on the final report must be signed by the local government Chief Financial Officer.

Changes to Funded Activities

Approved applicants are required to advise UBCM of any significant variation from the approved project as described in the completed application form. Approval from UBCM is required in advance for such changes.

Extensions

Please note that all funded activities are required to be completed within the 2018 calendar year and any requests for extensions beyond this date must be in writing and be approved by UBCM.

10. Additional Information

For further information on grants and the application process, please contact:

Union of BC Municipalities

Local Government Program Services
(250) 356-2947 or lgps@ubcm.ca

For further information on age-friendly communities, please contact:

BC Healthy Communities Society

Sarah Ravlic, Program Coordinator
250.590.1845 or sarah@bchealthycommunities.ca
www.bchealthycommunities.ca

For further information on other provincial initiatives, please visit the [Age-friendly BC website](#) or contact:

Ministry of Health:

(250) 952.2574 or AgeFriendlyBC@gov.bc.ca

Provincial Priorities

The following are examples of provincial priorities that may complement age-friendly planning and projects:

Accessibility 2024 (http://www2.gov.bc.ca/assets/gov/government/about-the-bc-government/accessible-bc/accessibility-2024/docs/accessibility2024_update_web.pdf)

In 2014, *Accessibility 2024: Making B.C. the most progressive province in Canada for people with disabilities by 2024* was released. This 10-year action plan is designed around 12 building blocks: inclusive government, accessible service delivery, accessible internet, accessible built environment, accessible housing, accessible transportation, income support, employment, financial security, inclusive communities, emergency preparedness and consumer experience.

Example of an age-friendly assessment/project incorporating accessibility

Sun Peaks Mountain Resort Municipality has committed to being an age-friendly community by providing essential amenities to facilitate walking and skiing around the village, as well as accessible recreation and adaptive sports. (Awarded age-friendly recognition in 2015)

Aging Well (<https://www.healthyfamiliesbc.ca/aging-well>)

Supporting older adults to think about and plan for the future helps them anticipate needs as they age. Knowing where to find the right information if and when they need it is key to planning for a healthy and independent future. Aging Well is an online resource on Healthy Families BC, the Province's health promotion plan to encourage British Columbians to make healthier choices. Aging Well has information, tools and videos on topics including health and wellness (includes healthy eating and physical activity), finance, transportation, housing and social connection - areas of life that are important and interconnected when it comes to healthy aging.

Example of an age-friendly project incorporating planning for a healthy and independent future

Columbia-Shuswap Regional District has engaged the Communities of the South Shuswap in the development of a resource centre to support age-friendly community planning. Services offered through the centre include financial planning, computer literacy training, transportation and health eating programs.

Better at Home (<http://www2.gov.bc.ca/gov/content/family-social-supports/seniors/health-safety/health-care-programs-and-services/better-at-home>)

Better at Home, an innovative non-medical home support program funded by the Province and managed by the United Way of the Lower Mainland, helps seniors with day-to-day tasks so that they can continue to live independently in their own homes and remain connected to their communities. Better at Home services may include transportation to appointments, light housekeeping, light yard

work and home visits. There are currently 67 community-based Better at Home programs across B.C., including six rural and remote pilot sites.

Example of an age-friendly project incorporating the Better at Home program

District of Invermere created an age-friendly business directory, companion program, monthly luncheons and a mentorship program. The companion program matched seniors with volunteers who will assist with everyday living activities such as shoveling the sidewalk, driving to and from the grocery store or appointments. Business owners and employees were offered training on how their operations can be more age-friendly.

Physical Activity Strategy (<http://www.health.gov.bc.ca/library/publications/year/2015/active-people-active-places-web-2015.pdf>)

The BC Physical Activity strategy is designed to guide and stimulate co-ordinated policies, practices and programs in physical activity that will improve the health and well-being of British Columbians and the communities in which they live, learn, work and play. It aims to foster active people and active places, and its development was guided by key leaders and organizations across the province who worked collectively to determine the best approach to increasing physical activity rates.

Example of an age-friendly project incorporating physical activity

Town of Oliver developed an outdoor fitness park with input from partners including Interior Health, service clubs and seniors groups. The year-round park is well utilized and provides a no-cost opportunity for seniors to be physically active.



AgeFriendlyBC



2018 Age-friendly Communities Grant Program

Phone: 250 356-2947 E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

APPLICATION FORM for STREAM 1

Age-friendly Assessments, Action Plans & Planning

Please complete and return this form by **November 10, 2017**. All questions are required to be answered by typing directly in this form.

Applicant Information

Local Government: City of Richmond

Complete Mailing Address: 6911 No. 3 Road,
Richmond BC V6Y 2C1

Contact Person: Debbie Hertha

Position: Seniors Coordinator

Phone: 604-276-4175

E-mail: dhertha@richmond.ca

1. PROJECT INFORMATION

Project title: Richmond Dementia-Friendly Community Action Plan

Proposed project start and end dates: Start: January 22, 2018 End: December 21, 2018

Proposed project budget: \$25,000

2. PROPOSED FOCUS AREA(S) - Please indicate which age-friendly components will be the primary focus of the proposed planning activities:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Outdoor spaces & buildings | <input checked="" type="checkbox"/> Social participation |
| <input type="checkbox"/> Transportation (including traffic safety) | <input type="checkbox"/> Communications and information |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Civic participation and employment |
| <input checked="" type="checkbox"/> Respect & inclusion | <input checked="" type="checkbox"/> Community support & health services |
| | <input checked="" type="checkbox"/> Plan/Assessment dealing with all features |

3. AGE-FRIENDLY ACCOMPLISHMENTS TO DATE AND RECOGNITION. Many BC communities have already completed steps required to be recognized as an age-friendly community. Please indicate below if your community has completed the following:

- ☒ Established an age-friendly advisory or steering committee that includes the active participation of older adults. An existing committee can also take on this mandate.
- ☒ Passed a council or district board resolution to actively support, promote and work towards becoming an age-friendly community. As an alternative, local governments may have chosen to commit to being age-friendly through specific goals, objectives or policies in an official community plan or strategic plan.
- ☒ Conducted an age-friendly assessment in consultation with older adults.
- ☒ Developed and published an action plan.

Can BC Healthy Communities Society contact you to discuss completing Age-friendly Community recognition?

Yes ☒ No ☐

4. DESCRIPTION OF PROPOSED ACTIVITIES - Please describe the specific activities you plan to undertake. Refer to Section 4 of the Program & Application Guide for eligible activities under Stream 1.

The intent of this project is to create a Dementia-Friendly Community Action Plan for Richmond. Specific activities will include:

1. Dementia-Friendly Working Group: comprised of seniors, a person(s) living with dementia, caregivers/family members of those living with dementia, City Staff and representatives from Vancouver Coastal Health (VCH), an Alzheimer Society of B.C. staff and community organizations/partners
2. Literature Review: review of age-friendly and dementia-friendly work globally, in BC and in Richmond. Evaluations of dementia-friendly action plans and activities in other BC municipalities.
3. Marketing, Communication and Distribution Plan Development: posters, email messages, newspaper ads, media releases, social media as well as utilizing existing City tools and those available from project stakeholders. Develop a plan to reach isolated/hard to reach seniors utilizing project stakeholder tools and existing networks/connections.
4. Education/Focus Group Sessions: in partnership with the Alzheimer Society of B.C. to be delivered to internal City staff, frontline Seniors Centre and Community Centre staff and staff and volunteers involved in delivering programs and services
5. Walking Interview: with a person living with Dementia that would lead City staff from departments including Community Services, Engineering, Planning and/or Community Safety.
6. Neighbourhood Meetings: a combination of a focus group, education and information sharing session, these meetings will gather information from seniors, families, caregivers, community organizations and businesses
7. Community Forum to present project findings to the public and utilize a Graphic Recording Artist to collect information to assist in creating an action plan and shared community vision.
8. Evaluation Activities: to determine whether goals were met and to support the creation of an action plan
9. Creation of an Action Plan: utilizing information collected from the working group feedback, literature review, survey results and above activities and events to develop proposed actions with timeframes

5. PROGRAM GOALS & OBJECTIVES - How will the proposed planning activities meet the goals of the 2018 Age-friendly Communities grant program? How will this make your community more age-friendly?

The proposed planning activities will meet the goals of the 2018 Age-friendly Communities grant program by providing valuable information collected from City of Richmond staff and the community that will help to create a Dementia-Friendly Community Action Plan for Richmond. The Action Plan will enable seniors to age in place and facilitate the creation of an age-friendly community in Richmond. The planning activities proposed in this project focus on all of the age-friendly community components with an emphasis on: Outdoor Spaces and Buildings; Respect and Social Inclusion; Social Participation and Community Support and Health Services.

A Dementia-Friendly Action Plan will support the City of Richmond's commitment to become more age friendly by proposing specific actions with timelines that will guide the work towards an Age-Friendly Richmond. An Action Plan will ensure those living with dementia, their families/caregivers as well as all Richmond residents feel supported and connected in their communities with access to tools and resources to age in place independently, safe and with a better sense of inclusion and belonging.

6. INTENDED OUTCOMES & DELIVERABLES - What do you hope the proposed planning activities will achieve? What will be the specific deliverables?

The proposed planning activities are intended to achieve the following:

1. Dementia-Friendly Working Group: guide the project activities, directly participate in the events and activities and contribute to the literature search. The hope is that the group will stay involved with future dementia-friendly and age-friendly activities and assist in the implementation of the action plan
2. Literature Review: the review will help to inform the community and staff engagement activities and strategies and further add to the action plan
3. Marketing, Communication and Distribution Plan: will increase awareness of the project and attendance at activities and events in all areas of Richmond. An intentional distribution plan will help to reach those not actively involved in the community and who may be isolated and to increase attendance at the events.
4. Education/Focus Group Sessions: educate and raise awareness of dementia, inform staff of community needs, help to inform the plan by gathering information and expertise from staff in key departments, help with buy-in and explore how the City can help to address community needs. These will also demonstrate the need for on-going training sessions for other City staff, Community Partners, businesses and the general public
5. Walking Interview: the outcome of this walk would be to highlight to City staff what is and is not dementia friendly in the City to inform their current and future work, to modify existing plans if necessary and help to inform the Action Plan
6. Neighbourhood Meetings: will assist with gathering valuable information from the Richmond community, raise awareness of dementia and show the impact of dementia on the community. Meetings will also provide an opportunity for the larger community and those living with dementia to network and connect. It is hoped that holding meetings in strategic and accessible locations in the City will reach a larger proportion of Richmond's population and assist in the creation of a shared vision for Richmond as a dementia-friendly community.
7. Community Forum: a larger event to present project findings and collect further information to assist in creation of the action plan and overall community vision
8. Evaluation Activities: evaluate whether the goals of the project were met, information for future activities and to support the creation of the action plan

The specific deliverables will include a completed Dementia-Friendly Community Action Plan for Richmond that will include the literature review, findings from the staff and community

engagement activities, evaluation results with proposed actions and directions for implementation and monitoring as well as timelines that will guide future work.

7. COMMUNITY PARTNERS & PARTICIPATION BY SENIORS

- A) Local governments are encouraged to work with their local Health Authority. How will the proposed planning activities include your health authority?

Vancouver Coastal Health is one of the City's major government partners. Staff work closely on a regular basis with various departments within VCH including Community Engagement, Falls Prevention, Home and Community Care, Public Health and Mental Health. In addition, VCH representatives sit on the Richmond Age-Friendly Assessment and Action Plan Steering Committee.

Specific departments from VCH including Community Engagement, Public Health and Primary Care and the Falls Prevention Team will be involved in planning activities through participation on the working group, contribution to the literature review, marketing of the project and providing connections clients (seniors and those living with Dementia), families/caregivers and staff as well as direct involvement and participation with community engagement activities (ie. facilitators and panel presenters at neighbourhood meetings and the community forum).

- B) List all confirmed partners (e.g. school districts, First Nations or Aboriginal organizations, seniors, senior-serving organizations, community organizations and other local governments) that will directly participate in the proposed planning activities and the specific role they will play.

Confirmed partners that will directly participate in the proposed planning activities include the following:

1. Alzheimer Society of B.C.: working group member; resources and staff for education, training, support; access to clients and families/caregivers; resource and promotional materials, research and provincial and municipal specific statistics; marketing and promotion support; panel speakers
2. Minoru Seniors Society (operates Minoru Place Activity Centre - Seniors Centre): working group member; provision of volunteers to assist at events; connections and access to people living with dementia and caregivers/families; in-kind space at new Minoru Centre for Active Living; Community Leisure Transportation Bus Use; staff to attend training and education; marketing and promotions
3. City of Richmond Facility Staff: working group members; marketing and promotions; training and education
4. VCH - Community Engagement, Public Health and Primary Care, Falls Prevention: working group member; in-kind space; connections to staff, seniors and families; marketing and promotions; event and activity planning; education at meetings and forum; panel speakers
5. Richmond Cares, Richmond Gives: working group member, connection to users (seniors, those living with dementia, caregivers) of their Seniors Support Services and Better at Home program; provision of volunteers to assist at events
6. Richmond Public Library: working group member; in-kind space; marketing and promotions
7. Richmond Addiction Services Society: working group member; connections to clients and families; marketing and promotions
8. Richmond Food Bank: working group member; connections to clients and families;

marketing and promotions

9. Cedarwood Non-Profit Seniors Housing (Metro Vancouver Housing Corporation): working group member; connections to residents who are seniors and those living with dementia and their families/caregivers; marketing and promotions

C) Describe any direct participation by seniors in the proposed planning activities.

Seniors will directly participate in the project as participants, staff and/or caregivers as well as assisting as volunteers through the following activities:

- Participation on the Working Group (seniors, those living with dementia and caregivers/family of those living with dementia)
- Attendance as a person living with dementia, volunteer in program/service delivery and/or volunteer helping at Education and Focus Group Sessions
- Person living with dementia to lead and participate in the Walking Interview
- Attendance and/or volunteering at Neighbourhood Meetings and/or Community Forum
- Assistance with completion of evaluation activities
- Volunteering to assist with marketing, communication and distribution plan

8. EVALUATION - What tools will be used to evaluate the completed planning activities? How will this information be used?

Tools that will be used to evaluate the completed planning activities will include the following:

1. A special evaluation session for the working group as well as City staff and volunteers involved in the project
2. Targeted informal discussions with City staff, volunteers, seniors and community organizations about the completed activities and their feedback
3. Feedback forms at seniors activities and events promoting the use of the City of Richmond's online community engagement tool, "Let's Talk Richmond" for any feedback on all aspects of the project
4. Volunteers and staff involved with the project will also be trained to record informal feedback from participants at the activities and events

This information gathered through the above activities will be shared with the working committee and be incorporated into the Action Plan guiding the proposed future actions.

9. IMPACT ON LOCAL GOVERNMENT - List any policies, practices, plans or local government documents that will be developed or amended as a result of the proposed planning activities.

This project will have a positive impact on our local government and the following plans and documents will be updated/amended as a result:

1. Official Community Plan 2041
2. Council Term Goals 2014-2018
3. Richmond Community Wellness Strategy 2018-2023
4. Community Social Development Strategy 2013-2022
5. Seniors Services Plan 2015-2020
6. Age-Friendly Assessment and Action Plan 2015-2020

10. SUPPORT FROM BC HEALTHY COMMUNITIES (BCHC) SOCIETY. Applicants approved under the 2018 Age-friendly Communities grant program may be eligible to apply for a range of services from BCHC Society.

The purpose of this support is to: 1) engage sector leaders so they can collaboratively prioritize the goals intended to be achieved through their age-friendly community grant; 2) understand and utilize key capacities and innovative practices that will support community groups to bring their age-friendly initiatives to the next level; and 3) determine the next wise actions to achieve the community's age-friendly goals.

Would you be interested in additional information to learn more about possible supports from BCHC Society?

Yes ☒ No ☐

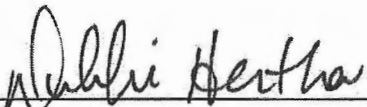
11. ADDITIONAL COMMENTS - Please use this space to add any additional comments.

A report to Council requesting support for the proposed project will be presented at the end of November 2017. If endorsed, a letter will follow shortly.

12. REQUIRED ATTACHMENTS - Please submit the following with your application:

- ☒ Council/Board Resolution - Indicating local government support for the proposed project and a willingness to provide overall grant management
- ☒ Detailed budget

13. SIGNATURE - Applications are required to be signed by the local government applicant. Please note all application materials will be shared with the Province of BC and BCHC Society.


Signature

Debbie Hertha, Seniors Coordinator

Name and Title

Please send the completed Application Form and all required attachments as an e-mail attachment to Local Government Program Services (UBCM) at lqps@ubcm.ca.

If you submit by e-mail, hardcopies and/or additional copies of the application are not required. Please submit your application as either a Word or PDF file(s) and note "2018 Age-friendly" in the subject line.



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** November 16, 2017
From: Cecilia Achiam, MCIP, BCSLA **File:** 12-8000-01/2017-Vol
General Manager, Community Safety 01
Re: **Proposed Taxation Framework for Cannabis Products**

Staff Recommendation

That the comments summarized in the staff report titled, "City of Richmond Submission Regarding Proposed Excise Duty Framework for Cannabis Products", dated November 16, 2017 be approved for submission to the federal government.

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

Att. 2

REPORT CONCURRENCE	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CJ
APPROVED BY CAO 	

Staff Report

Origin

On November 10, 2017 the federal government published a proposed framework for taxing cannabis products and requested that written comments be submitted by December 7, 2017. The following report outlines the proposed framework presented by the Government of Canada.

This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

Maintain emphasis on community safety to ensure Richmond continues to be a safe community.

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

Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.

Analysis

The federal government intends to pass legislation to regulate cannabis by July 1, 2018.

On November 10, 2017 the Government of Canada released a proposed framework for taxation of non-medical cannabis and has invited written comments to be submitted by December 7, 2017 via email to fin.cannabis-taxation-cannabis.fin@canada.ca. Attachment 1 provides the proposed excise duty framework for cannabis products from the Department of Finance Canada. This allows less than one month for written comments to be submitted.

The federal government has proposed a taxation regime that includes a proposed excise duty (duty) and the application of the Goods and Services Tax/Harmonized Sales Tax (GST/HST).

Proposed Federal Excise Duty Framework

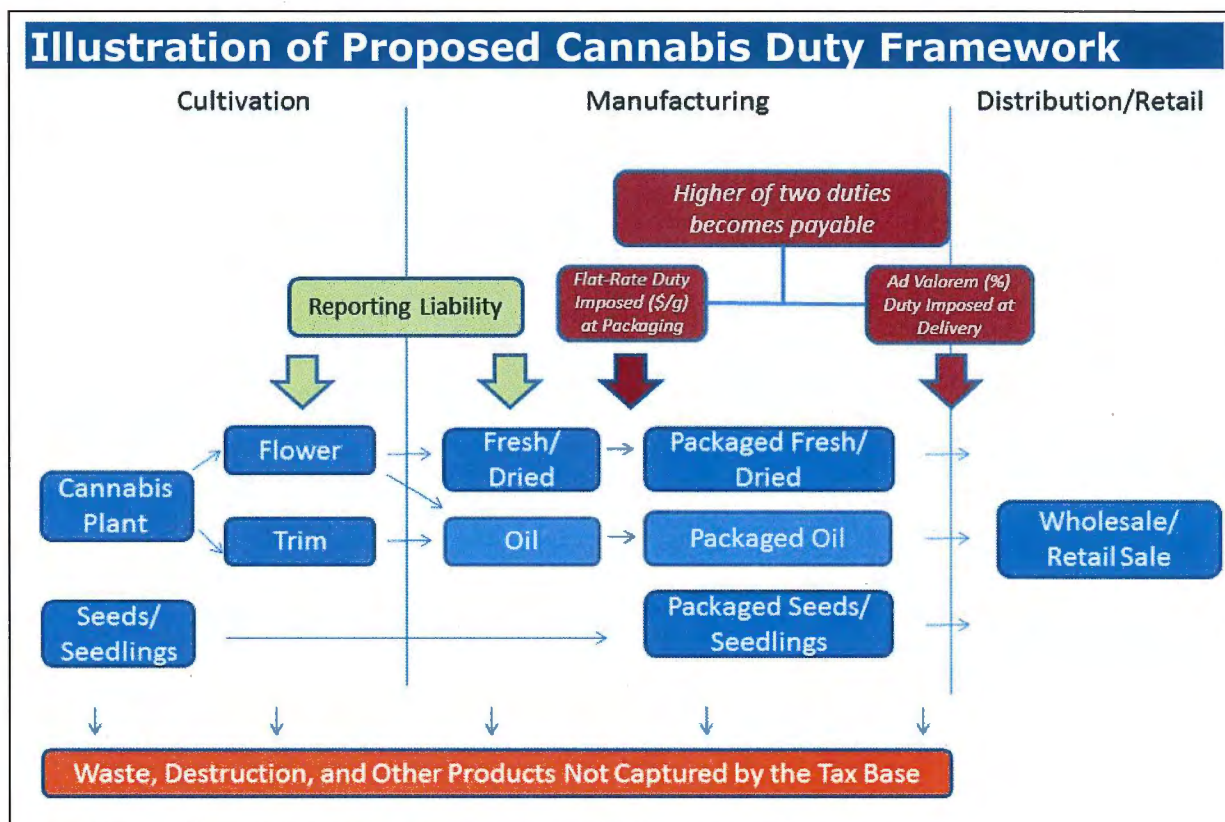
The duty will be applicable to cannabis products which will be available for legal sale, including fresh and dried cannabis, cannabis oils, seeds and seedlings for home cultivation. The framework will be applied to medical cannabis. The duty will be introduced as part of the existing Excise Act, 2001 (Excise Act) that is applied to tobacco, wine and spirits.

The Canada Revenue Agency (CRA) will be tasked with the administration and enforcement of the new duty framework to ensure compliance with administrative rules outlined in the Excise Act. All Health Canada licensed cannabis cultivators and product manufacturers will be required to obtain a cannabis licence from the CRA. As a condition to qualify for the cannabis licence, applicants will be required to qualify for the appropriate licence from Health Canada. See Attachment 1 for the qualification criteria for a cannabis licence.

According to the federal government, the proposed federal excise duty rate would be 50 cents per gram of cannabis, or five per cent of the producer's sale price of the product and this tax room

rate would apply for an agreeing province or territory. Attachment 1 provides a detailed explanation on the application of the tax regime using various scenarios as illustration.

Collectively, the combined duty for cannabis flowering material contained in a final packaged product should not exceed \$1 per gram or 10 per cent of the producer's sale price; whichever is higher. The duty will be paid by the manufacture and not by the consumer.



Source: https://www.fin.gc.ca/n17/data/17-114_1-eng.asp

Goods and Services Tax/Harmonized Sales Tax (GST/HST)

Cannabis product sales will be taxable under the Goods and Services Tax, as is currently the case for medical cannabis products. Unlike the excise duty, GST is paid directly by consumers at the point of sale.

According to the federal government, revenues raised from the proposed taxation regime will be used to help support investments in public education, enforcement, research and other activities integral to an effective system of legalization and regulation of cannabis. The proposed federal excise duty framework will aim to support the Government's purposes for legalizing and regulating cannabis, including restricting youth access and deterring illicit activities.

City of Richmond Comments

Without a full understanding on the regulatory framework for the legalization of cannabis in British Columbia, it is difficult for local government to project the costs associated with enforcement, education and outreach. Furthermore, there has not been any clear indication of whether the federal or the provincial governments will be funding all or some of the additional equipment, training or enforcement costs for public safety from the tax revenues generated from the sale of cannabis. Some municipal operations that would be directly impacted include policing, licencing and bylaw enforcement, youth and community outreach.

The proposed federal excise duty rate would be 50 cents per gram of cannabis, or five per cent of the producer's sale price of the product and this tax room should be shared equally between the federal and provincial-territorial governments. The remaining 50 cents per gram of cannabis, or five per cent of the producer's sale price of the product remains unassigned to the two levels of government at this time. Given the impact on local governments, it would seem reasonable that the majority of the unassigned portion of the collected duty be allocated to local governments for policing, enforcement and community education and outreach.

If endorsed by Council, the following comments will be provided to the Department of Finance Canada as the City of Richmond's input into the proposed taxation framework for cannabis products.

1. The City of Richmond strongly opposes the legalization of non-medical use of cannabis;
2. Local governments should be given a significant share of the federal and provincial revenues from the proposed excise duty to offset extra costs for policing, bylaw enforcement, training, community education and outreach;
3. There has been insufficient time given to respond to the Department of Finance Canada's request for feedback;

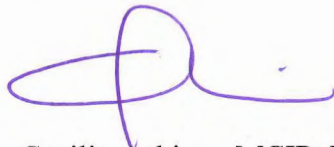
Attachment 2 outlines the resolution passed by Richmond Council on October 23, 2017 in response to the community engagement process carried out by the Province of British Columbia regarding the regulatory framework for the legalization of cannabis in British Columbia. The proposed comments outlined in this report are consistent with the Council resolution from October 23, 2017.

Financial Impact

None.

Conclusion

Summarized above are the proposed comments on the proposed taxation framework for cannabis products to be submitted to the Government of Canada on behalf of the City of Richmond. Staff will prepare a written submission on the City's behalf should these comments be approved by Council.



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

CA:ks

- Att. 1: Proposed Excise Duty Framework for Cannabis Products
- 2: Council Resolution from October 23, 2017

Government
of CanadaGouvernement
du Canada

Department of Finance Canada

Canada

Proposed Excise Duty Framework for Cannabis Products

1. Introduction and Purpose

The Government of Canada is committed to providing regulated and restricted access to cannabis, to keep it out of the hands of youth and keep profits out of the hands of criminals.

Bill C-45, "an Act respecting cannabis and to amend the *Controlled Drugs and Substances Act*, the *Criminal Code*, and other Acts" (referred to as the "*Cannabis Act*") was introduced in Parliament on April 13, 2017, outlining the framework for legal possession, production, distribution, and sale of cannabis, with an intention to bring this Act into force no later than July 2018 (subject to Parliamentary approval and Royal Assent). As part of the Government's commitment to legalize, regulate, and restrict access to cannabis, it is proposed to introduce a new excise duty framework that imposes duties on cannabis products.

This technical backgrounder seeks to inform Canadians and stakeholders about the proposed federal excise duty framework on cannabis products and to obtain feedback on its design. Canadian stakeholders, businesses and the public are invited to submit feedback as part of the Government of Canada's consultation on the cannabis duty framework on or before December 7, 2017. Written comments should be sent to fin.cannabis-taxation-cannabis.fin@canada.ca.

All measures discussed in this technical backgrounder should be considered as proposals subject to Parliamentary approval.

2. Licensing Background Information

Under the proposed *Cannabis Act*, the federal government will generally be responsible for setting conditions and licensing the cultivation and manufacture of cannabis products while provinces and territories will generally be responsible for regulating their distribution and retail sale (e.g., selecting a retail sales model and detailing requirements for those vendors). In those jurisdictions that have not put in place a regulated retail framework at the time of legalization, individuals would be able to purchase cannabis online from a federally-licensed entity. In addition, adults would be allowed to cultivate cannabis at home (up to four plants per residence) and the current program for access to cannabis for medical purposes would be maintained.

While regulations are still being developed under the proposed *Cannabis Act*, strict packaging and labelling requirements would also apply at the federal level for products destined for the retail market.

In this regard, all products intended for sale to a final consumer at the retail level would be required to be put into their final packaging by a federally-licensed entity and would not be allowed to be altered any further (including repackaging) for the purposes of commercial sale or resale.

For ease of reading, in this technical backgrounder, future licence holders under the proposed *Cannabis Act* are generally referred to as "federal licensees."

3. Overview of Proposed Cannabis Duty Base and Design

Budget 2017 affirmed the Government's commitment to implement a new taxation regime on cannabis and to take steps to ensure that taxation levels remain effective over time.

The proposed federal excise duty framework will aim to support the Government's purposes for legalizing and regulating cannabis, including restricting youth access and deterring illicit activities. This will entail keeping duties low, and working with the provinces and territories to develop and maintain a coordinated cross-country approach to taxation. The new federal excise duty framework is proposed to be in place when cannabis for non-medical purposes becomes available for legal sale.

A new excise duty framework on cannabis is proposed to be introduced as part of the existing *Excise Act, 2001* (the Act), the Act that currently applies excise duties on tobacco, wine, and spirits. The duty will apply to all products available for legal purchase, which will include fresh and dried cannabis, cannabis oils, and seeds or seedlings for home cultivation.¹

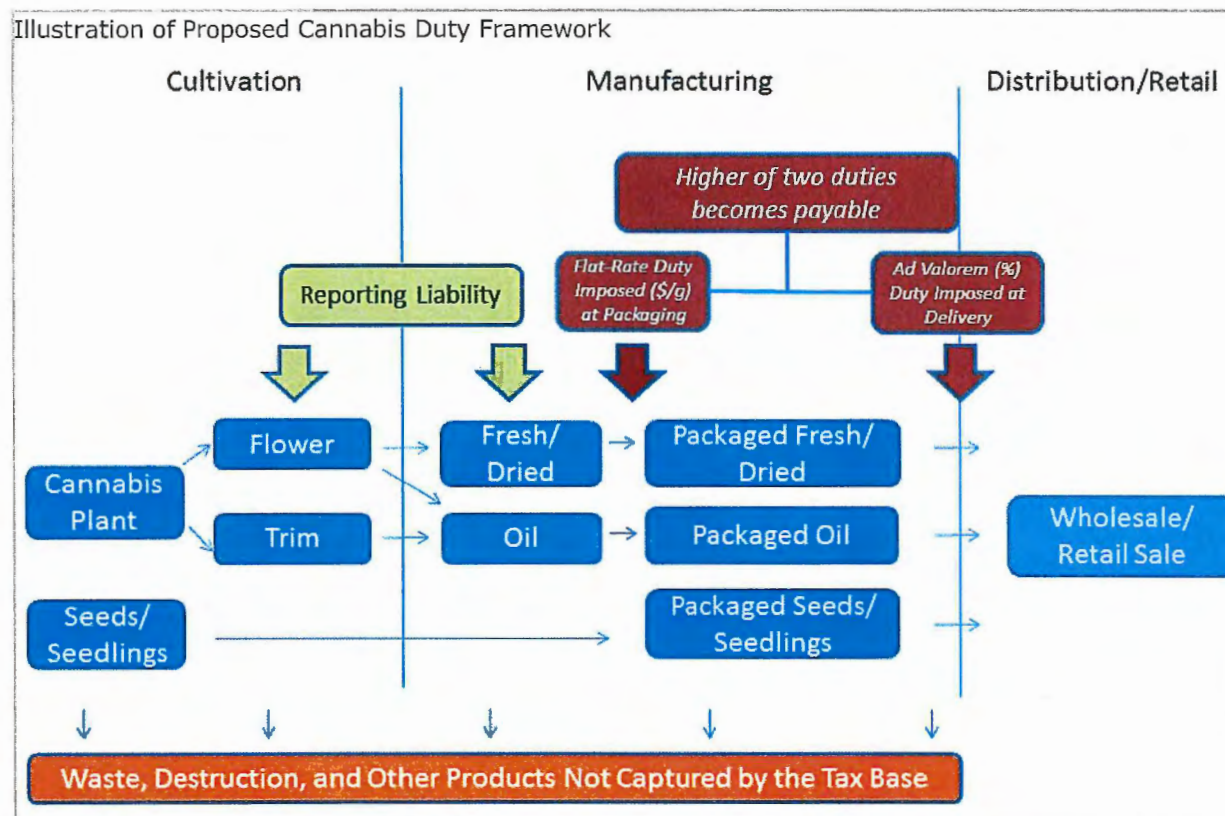
The proposed framework will impose an excise duty that is the higher of a flat rate (e.g., an amount per gram) applied on the quantity of cannabis contained in a final product available for sale, or a percentage (i.e., *ad valorem* rate) of the federal licensee's sale price of the product it has packaged. This approach is intended to provide flexibility in helping support the above-mentioned policy goals by establishing a minimum duty amount for cannabis products while also accounting for changing market conditions and variances in product value and potency. The framework has also been designed to capture a wide variety of products to account for the expansion of available products for sale in the future (e.g., edibles).

The proposed excise duty framework will be applied as follows:

- A flat rate duty will be imposed on the quantity of flowering and non-flowering material (referred to as "flower" and "trim," respectively, in this technical backgrounder) of the cannabis plant, as well as on cannabis seeds and seedlings (in the case of home cultivation).
 - **Flower:** the whole or any part, other than viable seeds, of an inflorescence of a cannabis plant at any stage of development, including the infructescence stage of development.
 - This generally refers to the hairy, sticky, or crystal-covered parts of mature female cannabis plants harvested for their high-potency content.
 - **Trim:** any part of a cannabis plant other than flowers, viable seeds, and a part of the plant referred to in Schedule 2 of the *Cannabis Act*.
 - This generally refers to the plant material, to be used in a cannabis product, after the flowers are removed.
 - **Seedling:** a cannabis plant that has not yet produced flowers, fruits or seeds, or other reproductive structures.
 - This generally refers to clones/immature plants sold for home cultivation purposes.
 - **Seed:** would generally represent a viable cannabis seed sold for home cultivation purposes.

- Generally, the flat rate will be imposed on the quantity of flower/trim packaged for final retail sale or the amount of flower/trim ultimately contained in a manufactured cannabis product (i.e., cannabis oil), at the time of packaging.
 - The flat rate duty will be imposed on a dollar-per-gram basis, or dollar-per-seed/seedling basis in the case of seeds/seedlings.
 - A lower rate per gram will be applied for trim in relation to flower.
 - A product will generally be considered to be “packaged” by a federal licensee when it is in a container intended for sale to a final consumer at the retail level.
- At the time of delivery of a cannabis product from the federal licensee that packaged it to a purchaser (e.g., a provincially-authorized distributor/retailer or final consumer), an *ad valorem* rate will also be imposed on the sale price of the transaction.
- Federal licensees selling to purchasers will be liable to pay the higher of the flat rate or the *ad valorem* rate on the product. The applicable duty will only become payable at the time of delivery to a purchaser.
 - The last federal licensee in the supply chain who packaged the cannabis product for final retail sale will be liable to pay the applicable excise duty.

An illustration of this proposed excise framework within the cannabis supply chain, and the types of products captured in the base, can be seen in the figure below:



4. Treatment of Cannabis for Medical Purposes

Any cannabis products sold under the proposed *Cannabis Act* for medical purposes will be subject to the duty rates and conditions of the excise duty framework, which will become applicable as per the transitional rules section below. Cannabis products that are produced by an individual (or a designated person) for the individual's own medical purposes in accordance with the proposed *Cannabis Act* will not be subject to the excise duty. Seeds and seedlings used in this production will be subject to duty.

5. Duty Rates and Federal-Provincial-Territorial Taxation Coordination

The Government is committed to working with provinces and territories on an ongoing basis to ensure a coordinated cross-country approach to the taxation of cannabis. Provincial and territorial governments will also have a stake in supporting the objectives of cannabis legalization by ensuring any cannabis-specific levies do not lead to prices that may indirectly promote or perpetuate the illicit market. This will mean keeping overall taxes low, with the federal government working with provinces and territories on an ongoing basis to ensure a coordinated approach.

The federal government believes that the total² of federal duty rates and provincial-territorial taxes (or the portion of provincial Crown monopoly mark-ups that are, from a revenue-generating standpoint, similar to a taxation measure) on cannabis products should, subject to modest regional variations to reflect local circumstances, be set at a level of the greater of \$1.00 per gram, or 10 per cent of the sale price of a product, at the outset of legalization. Where provinces and territories agree, coordination could be achieved through the implementation of this level of taxation through federal legislation. Participation in a formalized coordination agreement with the federal government will be the prerogative of provincial and territorial governments.

- This coordinated framework could include a federal rate, with an additional rate in respect of provinces and territories choosing to participate.
- Revenue-sharing would be determined by the actual duty paid by federal licensees in respect of cannabis products intended for the provincial or territorial markets where the products will be sold to the final consumer, less any refunds related to the destruction of duty-paid products intended for those markets.

The proposed federal-only excise duty rates applicable as part of the cannabis excise duty framework can be found in **Table 5.1**, while potential combined federal and additional cannabis excise duty rates (assuming similar rates) as part of a coordinated framework can be found in **Table 5.2**.

Table 5.1: Proposed Federal-Only Excise Duty Rates on Cannabis

Cannabis Plant Product	The Higher of the Two Rates Applies	
	Flat Rate	Ad Valorem Rate
Flower	\$0.50 / gram	5 per cent of the sale price of a cannabis product packaged by a federal licensee to a purchaser.
Trim	\$0.15 / gram	

Seed for home cultivation	\$0.50 / seed	
Seedling for home cultivation	\$0.50 / seedling	
Table 5.2: Potential Combined Federal and Additional Excise Duty Rates on Cannabis		
	The Higher of the Two Rates Applies	
Cannabis Plant Product	Flat Rate	Ad Valorem Rate
Flower	\$1.00 / gram	10 per cent of the sale price of a cannabis product packaged by a federal licensee to a purchaser.
Trim	\$0.30 / gram	
Seed for home cultivation	\$1.00 / seed	
Seedling for home cultivation	\$1.00 / seedling	

For illustrative examples of potential applicable excise duty rates for certain cannabis products (i.e., how the duty flat rate and ad valorem rate interact in practice), please see **Table 5.3** for potential federal-only excise duty liabilities and **Table 5.4** for potential combined federal and additional excise duty liabilities.

Table 5.3: Examples of Proposed Federal-Only Excise Duty and GST/HST Liabilities on Certain Cannabis Products							
Product	Quantity of Dried Cannabis Flower Used¹ (g)	Total Flat Duty at \$0.50/g (\$)	Sale Price Pre-Duty (\$)²	Total Ad Valorem Duty at 5% of Sale Price (\$)	Duty Type Applicable	GST/HST (e.g.,13%) (\$)	Final Price (\$)
Dried cannabis		0.50	8.00	0.40	Flat	1.11	9.61
	1	0.50	11.00	0.55	Ad Valorem	1.50	13.05
Cannabis oil (60 ml bottle)	10	5.00	130.00	6.50	Ad Valorem	17.75	154.25
Cannabis oil (soft gels)	5	2.50	52.50	2.63	Ad Valorem	7.17	62.30

* Totals may not add due to rounding.

¹ Assuming the use of only the flower portion of the cannabis plant. Quantities are illustrative and may not necessarily reflect the actual quantity of cannabis used in the products detailed here.

² Prices are illustrative and assume direct sale from a federal licensee to a final consumer.

Table 5.4: For Illustrative Purposes Only—Examples of Proposed Combined Federal and Potential Additional Excise Duty Liabilities, and GST/HST Liabilities, on Certain Cannabis Products

Product	Quantity of Dried Cannabis Flower Used ¹ (g)	Total Flat Duty at \$1/g (\$)²	Sale Price Pre-Duty (\$)²	Total Ad Valorem Duty at 10% of Sale Price (\$)	Duty Type Applicable	GST/HST (e.g., 13%) (\$)	Final Price (\$)
Dried cannabis		1.00	8.00	0.80	Flat	1.17	10.17
	1	1.00	11.00	1.10	Ad Valorem	1.57	13.67
Cannabis oil (60 ml bottle)	10	10.00	130.00	13.00	Ad Valorem	18.59	161.59
Cannabis oil (soft gels)	5	5.00	52.50	5.25	Ad Valorem	7.50	65.25

* Totals may not add due to rounding.

¹ Assuming the use of only the flower portion of the cannabis plant. Quantities are illustrative and may not necessarily reflect the actual quantity of cannabis used in the products detailed here.

² Prices are illustrative and assume direct sale from a federal licensee to a final consumer.

6. Administration

The Canada Revenue Agency (CRA) will be responsible for administering and enforcing the new cannabis duty framework, including ensuring compliance with the general application and administrative rules contained within the Act.

To promote compliance with the cannabis duty regime, penalty and offence provisions broadly similar to those applying to alcohol and tobacco duties will be put in place.

7. Licensing and Registration Requirements

The proposed legislative framework will require all Health Canada-licensed cultivators and manufacturers of cannabis and cannabis products to obtain a cannabis licence from the CRA. Health Canada-licensed cultivators and product manufacturers will be required to obtain a cannabis licence from the CRA for reporting liability purposes, regardless of whether they have a duty liability.

As a condition to qualify for a cannabis licence from the CRA, applicants will be required to concurrently qualify for the appropriate licence from Health Canada.

In line with the current rules under the Act, and in addition to the above requirement, the specific CRA-related criteria for an applicant to obtain a licence will include the following:

- The applicant is not subject to receivership of its debts;
- The applicant has not acted to defraud her Majesty in the past five years;
- The applicant, if an individual, is at least 18 years of age; and
- The applicant has sufficient financial resources to conduct their business in a responsible manner.

Licensing requirements will also include:

- Submitting a detailed application;
- Submitting supporting documents and information proving sufficient financial resources, including a business plan; and
- Providing acceptable security to cover one full reporting period, with a minimum of \$5,000 and a maximum of \$5 million.

Cannabis licences will be issued for a maximum of two years and will not be automatically renewed. A cannabis licensee will have to re-apply at least 30 days prior to the expiry of their licence.

8. Excise Stamping Requirements

All cannabis products that will be removed from the premises of a federal licensee to enter into the Canadian market will be required to be packaged in a container intended for sale at the retail level and will be required to have an excise stamp. As with the current tobacco stamping program, a stamp will need to be affixed to a product:

- In a conspicuous place on the package;
- In a manner that seals the package (i.e., once the package is opened the stamp cannot be in a condition to be re-used);
- In a manner that the stamp remains affixed to the package after the package is opened; and
- In a manner that does not obstruct any information that is required under an Act of Parliament to appear on the package, including Health Canada warnings.

The issuance of stamps will be administered by the CRA and the stamps will be sold through an authorized provider. With respect to stamping within a coordinated taxation framework between federal, provincial, and territorial governments with potentially different duty rates:

- A cannabis licensee (i.e., the manufacturer who packages a product for final retail sale) would have to apply an excise stamp with an indicator (e.g., colour) of the intended provincial or territorial market.
- Diversion of products intended for consumption in a particular province would be subject to penalties.

The Act will also prohibit the possession or sale of any unstamped cannabis products by a person unless otherwise allowed under circumstances prescribed by regulations. These allowances would include allowances for persons licensed or registered with the CRA and may further include allowances for:

- A person who is transporting the product under circumstances and conditions prescribed by regulations;
- An individual or person who has imported the product under special permit (see section 12: Imports and Exports below), not for final sale to consumers; or
- An individual who has cultivated cannabis and/or manufactured a cannabis product in accordance with personal-use/cultivation limits as provided under the *Cannabis Act*.

9. Reporting Requirements

All cannabis licensees will be required to submit to the CRA a monthly duty and information return. The return will be required to include the following information:

- The quantity of products produced;
- The quantity of cannabis-related inputs used expressed in terms of: whole cannabis plants, cannabis flowers, and trim;
- The quantity of cannabis seeds and seedlings intended for home cultivation market;
- The amount of excise duty payable;
- Inventory details: opening, additions, reductions, and closing; and,
- The quantity of products sent for export under a special permit authorization;

All entities in the supply chain before the duty imposition point will have the same reporting liability.

- Inventory discrepancies or any other product unaccounted for by federal licensees will be subject to the relevant duty applicable under the Act and will become payable immediately by that particular licensee.

10. Coming-into-Force

The cannabis excise duty framework is proposed to generally apply on the date that legal cannabis for non-medical purposes becomes accessible for retail sale. The *Cannabis Act* is proposed to come into force on a day or days to be fixed by order of the Governor in Council. Subject to Parliamentary approval and Royal Assent, the Government has indicated that this is proposed to be no later than July 2018. Some provisions of the Act, such as licensing and stamping requirements, are proposed to come into force earlier to facilitate a smooth transition in the period leading up to legalization.

11. Transitional Rules

Under the current *Access to Cannabis to Medical Purposes Regulations* (ACMPR), licensed producers are expanding production and capacity in anticipation of supplying the cannabis market for both medical and non-medical purposes.

Subject to Royal Assent of the bill implementing the proposed amendments to the Act, on the date that cannabis sales for non-medical purposes become legal, the cannabis duty framework will be implemented to ensure the equal duty treatment of cannabis products destined for the retail market regardless of when that product was produced and/or transported to final distributors/retailers.

- Duty will become payable for federal licensees on any cannabis products they have already delivered in advance of the legalization date for eventual retail sale, with the

exclusion of cannabis previously delivered directly to final consumers through the mail under the ACMPR.

- All cannabis products delivered through the mail under the *Cannabis Act* on or after the date of cannabis legalization for non-medical purposes will be subject to the appropriate duty.
- Administrative information, as well as excise stamps, will be available with sufficient time to facilitate this transitory process.

12. Imports and Exports

Under the proposed *Cannabis Act*, it will be illegal to import into or export from Canada cannabis and cannabis products except under very specific circumstances. Import and export of cannabis or cannabis products for medical and scientific purposes will continue to be allowed with the proper permits issued by the Government. In addition, industrial hemp will be allowed to be imported and exported.

- Any exportation of cannabis for medical or scientific purposes through an authorized permit or licence **will not** be subject to excise duty.
- Any importation of cannabis for medical or scientific purposes through an authorized permit or licence **will** be subject to excise duty, unless duty is not payable or relieved through an approved manner (see below).

13. Non-Dutiable Uses of Cannabis and Cannabis Products

Aside from exports of non-duty paid cannabis, the Act will provide certain circumstances in which non-dutiable uses of cannabis and cannabis products will be permitted. For example:

- Duty will not be payable on cannabis and cannabis products taken for analysis or re-worked/destroyed (in a manner approved by the Minister) by a licensee or by the Minister.
 - This will include product delivered to a person prescribed by regulations for destruction by that person in circumstances prescribed by regulations.
- The legislation will also provide the power to relieve the duty on a product prescribed by regulations, or a product used in a circumstance prescribed by regulations, in the future as appropriate.

14. Application of GST/HST

The Goods and Services Tax/Harmonized Sales Tax (GST/HST) applies to a broad base of goods and services with only limited exceptions. In keeping with the broad-base application of the GST/HST, sales of cannabis products (including seeds and seedlings) will be taxable under the GST/HST (as is currently the case).

Amendments to the GST/HST basic groceries provisions of the *Excise Tax Act* are proposed to ensure that any sales of edible cannabis products permitted in the future would be subject to the GST/HST in the same way as sales of other types of cannabis products. In addition, amendments are proposed to relieving provisions for agricultural products to ensure that sales of cannabis products, including seeds and seedlings, will not be relieved under these provisions.

How to Provide Input

Canadian stakeholders, businesses and the public are invited to submit feedback as part of the Government of Canada's consultation on the cannabis duty framework on or before December 7, 2017.

Closing date: December 7, 2017

Written comments should be sent to:

fin.cannabis-taxation-cannabis.fin@canada.ca

In order to add to the transparency of the consultation process, the Government of Canada may make public some or all of the responses received or may provide summaries in its public documents.

Therefore, parties making submissions are asked to clearly indicate the name of the individual or the organization that should be identified as having made the submission.

In order to respect privacy and confidentiality, when providing your submission please advise whether you:

- consent to the disclosure of your submission in whole or in part;
- request that your identity and any personal identifiers be removed prior to publication; and/or
- wish any portions of your submission to be kept confidential (if so, clearly identify the confidential portions).

Information received throughout this submission process is subject to the *Access to Information Act* and the *Privacy Act*. Should you express an intention that your submission, or any portions thereof, be considered confidential, the Government of Canada will make all reasonable efforts to protect this information.

¹ Industrial hemp would not be considered cannabis products and would not be subject to excise duties.

² Before GST/HST and general application provincial sales taxes.

Council Resolution from October 23, 2017:

On October 23, 2017, Council adopted the following resolution in response to the community engagement process carried out by the Province of British Columbia regarding the regulatory framework for the legalization of cannabis in British Columbia:

WHEREAS it is important to the City of Richmond to protect the quality of life of its residents and to enact measures to afford such protection, therefore be it RESOLVED:

- 1) *That the comments summarized in the staff report titled, "City of Richmond Submission Regarding Cannabis Legislation and Regulation in BC" and detailed in Table 1, be approved for submission to the Province of British Columbia with the following additions:*
 - a) *that the minimum age to buy, grow, and possess cannabis be 19;*
 - b) *that a copy of the staff report titled, "City of Richmond Submission Regarding Cannabis Legalisation and Regulation in BC" be submitted to the Province along with a letter detailing the following points of clarification:*
 - i. *the City of Richmond strongly opposes the legalization of non-medical use of cannabis;*
 - ii. *that municipalities continue to maintain authority over regulation of land use and zoning as it pertains to cannabis-related land uses;*
 - iii. *the limit for youth personal possession (under age 19) should be 0 grams;*
 - iv. *Provincial regulations should be a minimum and municipalities should be able to impose stricter regulations;*
 - v. *regulations for farm land should be provided;*
 - vi. *municipalities should be given a share of the federal and provincial revenues to offset extra costs;*
 - vii. *there has been insufficient time given to respond to the Province's request for feedback;*
 - viii. *there should be firmer controls on public consumption of cannabis that match public tobacco and alcohol consumption regulations;*
 - ix. *there should be a low tolerance for drug impaired driving for fully licenced (non "new") drivers and zero tolerance for new drivers;*
 - x. *the cultivation, smoking, and use of cannabis and cannabis related products should be prohibited in any place, including residences, where children may reside or be around;*
 - xi. *the maximum number of cannabis plants allowable for personal cultivation should be set by building premises, not by household;*
 - xii. *the legal rights of the landlord (including strata council or owner) to forbid tenants to cultivate, consume, and buy/sell marijuana should be protected;*
 - xiii. *enable the strata council or the building owner to prohibit smoking or cultivation of cannabis in any buildings (such as apartments) with central air ventilation systems; and*
 - xiv. *require any products containing cannabis to be labeled and carry health warnings similar to cigarettes.*

2. *That a letter be sent to the Prime Minister, with copies to the Minister of Justice and Attorney General of Canada, Richmond Members of Parliament, and the federal leader of the official opposition, expressing concern over the inadequate time given to Provincial and Municipal governments to prepare prior to cannabis legalization.*



City of Richmond

Report to Committee

To: General Purposes Committee

Date: November 3, 2017

From: David Weber
Director, City Clerk's Office

File: 12-8125-80-01/Vol 01

Re: Election Reserve and Advance Planning for the 2018 Election

Staff Recommendation

- 1) That a divisional-voting approach to the 2018 election, which is consistent with the current Civic Election Administration and Procedure Bylaw, and as generally described in the staff report dated November 3, 2017 from the Director, City Clerk's Office, be approved.
- 2) That the following additional level requests be considered as part of the 2018 budget process:
 - a) A one-time additional level request in the amount of \$130,000 for the 2018 election, and
 - b) An ongoing additional level request in the amount of \$45,000 to increase the annual Election Reserve transfer for the 2018 election and for future elections.

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

Att. 2

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:
APPROVED BY CAO	

Staff Report

Origin

With the General Local and School Election in Richmond less than a year away, it is appropriate to bring forward a report that provides a general overview of the proposed election program for the 2018 election as well as to review aspects of the previous election. In this regard, the report responds to the following Council referral given after the last election (December 8, 2014):

"That staff report back on the election program generally."

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

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

9.1. Understandable, timely, easily accessible public communication.

9.2. Effective engagement strategies and tools.

Findings of Fact

The next General Local and School Elections will be held in all local jurisdictions across BC on October 20, 2018. The General Local and School Election in Richmond is coordinated and administered through the City Clerk's Office in accordance with the requirements of the *Local Government Act*, the *Community Charter* and the City's Bylaws.

The election is funded through an Election Reserve to which an annual transfer of \$117,000 is made. These annual transfers are set aside and kept in the Reserve for use during the election year. In addition to the funding made available through the Election Reserve, costs for some new or enhanced election initiatives introduced for past elections have been provided through Council-approved one-time additional level requests. The election is also supported through existing budgets through the allocation of staff resources to election-related work, most significantly from the City Clerk's Office and Information Technology.

Analysis

As with the last election in 2014, it is proposed that the 2018 General Local and School Election be based on Voting Divisions, meaning that voting places are located within designated neighbourhoods and that residents are required to vote at their designated neighbourhood voting place. This approach is consistent with the current Civic Election Administration and Procedure Bylaw.

The City has utilized the same 34 Voting Divisions for all previous divisionally-based elections. However, for 2018, staff will be looking at the possibility of establishing several new divisions in areas that have experienced population growth and where voter turnout has been very strong. In these areas, there have been some challenges in managing the volume of voters coming through the voting place, which suggests that it may be time to consider establishing a few additional divisions and voting places in order to provide a better experience for the electorate

and a more manageable election operation. If one or more new divisions are warranted, recommendations for such would be brought back to Council for consideration since voting divisions and their boundaries must be established by bylaw.

In addition to the voting opportunities on General Voting Day, opportunities to vote in advance and by mail-in ballot will also be available and residents of many local care facilities will be able to take advantage of special voting opportunities held at their residential care homes. In 2014, the City held 9 advance voting opportunities over 5 days and voting opportunities were provided at 8 local care facilities. A comparable level of service will also be provided in 2018.

A re-assessment of the Election Reserve and the election budget is presented in order to (a) provide ongoing funding for various election program elements which were introduced for past elections but only funded as one-time additional levels; (b) reflect and more fully fund the true staffing costs of the election; and (c) provide for a general increase to the budget where appropriate to cover rising election costs due to growth and inflation.

What follows below is a general description of the main components of the election program. The main components of the election program in terms of the budget can be described under the following categories: (1) Staffing; (2) Advertising, Public Awareness & Engagement; (3) Equipment & Technology; (4) Supplies, Printing, Postage, and Miscellaneous.

Staffing

Staffing is one of the main cost centres for the election. Staffing levels at voting places and staff training programs are established with a view to providing a positive, orderly and efficient experience for the voting public. Voting place staff (those that work at the polling places at the time of voting) are also supported by a staff team in the Election Office in order to deliver a well-organized and legislatively-compliant election.

In 2014, approximately 375 temporary voting place staff were hired and trained to work at the 34 voting places on General Voting Day, at the 9 advance voting opportunities and at various special voting opportunities at local care facilities. In addition to the staff who work at the voting places, a team is assembled and hired to work in the Election Office on a temporary basis in the months leading up to the election. The Election Office positions are often filled by regular City staff whose regular positions are subsequently backfilled by auxiliary or temporary staff. Assignments vary from approximately 4 to 10 months in duration. The work undertaken by the Election Office staff team is further supplemented and supported by the Clerk's Office and IT staff who are assigned to support the election in addition to their usual duties.

Summary of primary activities and program components

Election Office Staff Team

- Recruit approximately 375 temporary voting place staff
- Plan and conduct training for voting place staff using a combination of in-person sessions and workshops, printed training materials and online video resources
- Respond to inquiries and requests from the public, the media and candidates
- Coordinate and prepare all forms of public communication materials, both printed and electronic

- Manage and update the Voters List
- Coordinate ballot production and prepare vote counting machines
- Administer special voting opportunities at care facilities and manage the distribution of mail-in ballots
- Make arrangements for voting place locations and source, organize and deliver all necessary supplies, equipment, signage, instructional materials, voters lists, voting booths, ballot boxes, ballots, etc. required at the various voting places

Voting Place Staff

- Interact directly with the voting public on General Election Day, at advance voting and at special voting opportunities at care facilities
- Set-up the voting places in the morning, administer the vote for the full 12 hours, take down the voting place and report out on the results of the vote
- Ensure that all aspects of the voting process are conducted in strict adherence with legislative requirements

Advertising, Public Awareness and Engagement

A number of well-established public communication elements and newer initiatives make up this category of the election program. At the core is the statutory election advertising that is required to appear in local newspapers and the Voter Cards which are mailed to registered electors to advise them about voting locations, dates and times relative to their neighbourhood voting place.

In addition to these core advertising initiatives, public awareness of the election has also been enhanced during previous election years through a variety of print, electronic and social media communications. For the 2014 election, a temporary Communications employee worked as part of the Election Team to coordinate and manage the advertising and online content, to engage the public through social media, and to liaise with members of the media.

In conjunction with the 2018 local elections in BC, the lower mainland local election officers planning group has been approached by the non-profit organization CIVIX to partner, sponsor and promote the Student Vote program. The Student Vote program is a learning opportunity that has been provided to students in conjunction with 5 federal, 21 provincial and 6 municipal elections since 2003. The program provides participating schools with resource materials, along with posters and election supplies to create an authentic voting experience in the class room that parallels the election that is being held in the broader community. The goals of the program are to teach students about government and the electoral process and to have them engage with the relevant campaigns with the ultimate goal of creating future voters and better understanding of the electoral process amongst youth.

In Richmond, classes in 25 elementary schools and 9 secondary schools participated in the Student Vote program that was offered in conjunction with the May 2017 provincial election.¹ In 2018, Student Vote is planning to develop for the first time, a full program in relation to the local level elections in BC in partnership with local governments and local government election

¹ Further information about Student Vote can be found at www.studentvote.ca. Additional videos are available on Youtube by searching "Student Vote BC 2017"

officers, many of whom have already indicated their support for this and other youth engagement programming.

Summary of primary activities and program components

- Prepare and coordinate legislatively-compliant advertising
- Manage the preparation and distribution of Voter Cards to registered voters
- Prepare all content for the Voters Guide, including candidate profiles, and arrange for printing and distribution of the Guide to all Richmond households
- Prepare content and (along with IT) coordinate upgrade of the Richmond Election “app”
- Manage the social media campaign
- Prepare and update website content relating to the election as the process unfolds
- Liaise with members of the media; prepare and issue news releases as appropriate
- Coordinate all other forms of advertising and public awareness (for example, bus shelter ads, poster campaign, and inter-municipal regional radio campaign).

Equipment and Technology

Automated vote counting machines have been in use locally for approximately 25 years. For 2018, staff will be re-evaluating and likely replacing the now 25-year old vote counting equipment with newer model leased vote-counting equipment. In addition, Richmond will continue to utilize a voters list software system and will look to further develop the popular Richmond Election “app,” a downloadable smartphone application that includes candidate profiles, broadcasts real-time election results, provides voting place location look-ups and general election-related information.

Summary of primary activities and program components

- Prepare and coordinate vote counting machines and electronic tabulation of results
- Update, refresh and launch the Richmond Election “app”
- Manage the Voters List using electronic voters list software system
- Engage the public through social media and website content, including tools such as voters registration confirmation look-up, and “find my voting place” look-up

Supplies, Printing, Postage, and Miscellaneous

The last grouping of components of the election budget covers various miscellaneous administrative and hard-costs associated with staging the election, including ballot production and printing, postage, office supplies and equipment, moving and deliveries, general printing, etc.

Summary of program components and costs

- Postage (for Voter Cards, Voters Guides, and general mailings)
- Ballot printing and general printing (forms, brochures, training materials, signage)
- Voting place supplies, office supplies, courier, moving and delivery expenses
- Inaugural meeting expenses

Update to Election Dates

As a result of Provincial legislative amendments, the date for General Voting Day for civic elections has been changed from the third Saturday in November to the third Saturday in October. All other significant dates, such as the Nomination period dates, are also adjusted accordingly as follows:

- October 20, 2018 – General Voting Day
- September 4, 2018 to September 14, 2018 – Nomination Period

Other election-related dates, such as advance voting days will be determined in due course.

Next Steps

Additional level budget requests relating to the election would be considered by Council as part of the 2018 budget process. If additional level requests are not approved through the budget, then the scope of the election program would be reduced accordingly.

Some consequential matters will require further Council approval in due course – such as the consideration of possible changes to voting division boundaries, the appointment of election officers, and other necessary housekeeping amendments to bylaws resulting from the change in election dates. Other updates on the progress of the election program will be provided over the course of the next year.

Financial Impact

The Election Reserve is the main funding source for the general civic election. The purpose behind the reserve is to spread out the cost and budget impact of the election evenly over the Council term. Currently, the reserve receives an annual transfer of \$117,000, for an accumulated total of \$468,000 in 2018.

The recommended budget for the 2018 civic election is \$643,000. This budget is based on (1) a same-level-of-service approach using the 2014 election as a base, and (2) the addition of two new program enhancements for 2018, namely, participation in the Student Vote initiative (\$15,000) and the increase in the number of voting places on General Voting Day (\$15,000).

The difference between the projected budget and the amount that will be available in the election reserve in 2018 is \$175,000. This amount is recommended to be put forward for consideration as part of the 2018 budget process in the form of a \$130,000 one-time additional level request “top-up” along with a \$45,000 ongoing additional level request to increase the annual transfer to the election reserve. By increasing the annual transfer to the election reserve by \$45,000 starting in 2018 (an increase from \$117,000 annually to \$162,000 annually), the amount that will be accumulated through the election reserve will better correspond to the cost of future elections.

Outlined below is a breakdown of the key components of the 2014 Election program along with their costs in 2014 and the proposed budget for the 2018 election.

Election Budget

			2018 Budget Same-Level of Service
	2014 Budget	2014 Actuals	

Staffing

Voting Place Staff (approx. 375)	\$ 125,500	\$ 142,260	\$ 143,000
Election Office Staff	\$ 120,000	\$ 145,526	\$ 148,000

Advertising, Public Awareness and Engagement

Advertising	\$ 25,000	\$ 19,302	\$ 20,000
Voters Guide	\$ 22,000	\$ 22,235	\$ 25,000
Voter Cards	\$ 20,000	\$ 22,646	\$ 25,000
Election "App", Social media	\$ 18,000	\$ 19,375	\$ 20,000

Equipment and Technology

Automated vote-counting machines	\$ 37,000	\$ 37,495	\$ 55,000
Electronic Voters List software	\$ 55,000	\$ 58,850	\$ 65,000
Miscellaneous equipment, services	\$ 10,000	\$ 2,264	\$ 3,000

Supplies, Printing, Postage, and Miscellaneous

Postage	\$ 50,000	\$ 56,791	\$ 60,000
Ballots	\$ 24,000	\$ 24,246	\$ 25,000
General printing	\$ 10,000	\$ 11,683	\$ 12,000
Supplies	\$ 10,000	\$ 8,174	\$ 9,000
Inaugural Meeting	\$ 3,000	\$ 2,980	\$ 3,000

2018 Same-Level of Service Sub-Total**\$ 613,000**

Proposed Initiatives / Enhancements for 2018

Additional Voting Places (up to 3)	\$ 15,000
Support for Student Vote / youth programming	\$ 15,000

TOTALS**\$ 529,500 \$ 573,827 \$ 643,000****Election Funding****2014 Funding****2018 Funding**

Funding available in Election Reserve*	\$ 351,000	\$ 468,000
One-time allocation in 2014	\$ 182,500	
One-time request (for same level of service in 2018)		\$ 100,000
One-time request (for proposed initiatives in 2018)		\$ 30,000
On-going additional level request to Election Reserve (to provide consistent funding for 2018 and future elections)		\$ 45,000
Total	\$ 533,500	\$ 643,000

*Note: \$117,000 is transferred to the Election Reserve each year between elections

Conclusion

The 2018 election program is outlined generally herein and is proposed to be conducted on a divisional voting basis as currently outlined in the Civic Election Administration and Procedure Bylaw and as was conducted in 2014. The election budget is based on delivering the same-level-of-service as was delivered in 2014, which would include new initiatives added in 2014 but funded at that time on a one-time basis.

For 2018, 2 program enhancements are proposed, namely participation in the Student Vote program and the potential increase in the number of voting divisions.

The election budget additional level requests, which are recommended to be considered as part of the overall budget process, are structured to provide funding for the proposed 2018 election program and to adjust the annual transfer to the Election Reserve so that future elections are more fully funded through the reserve.



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

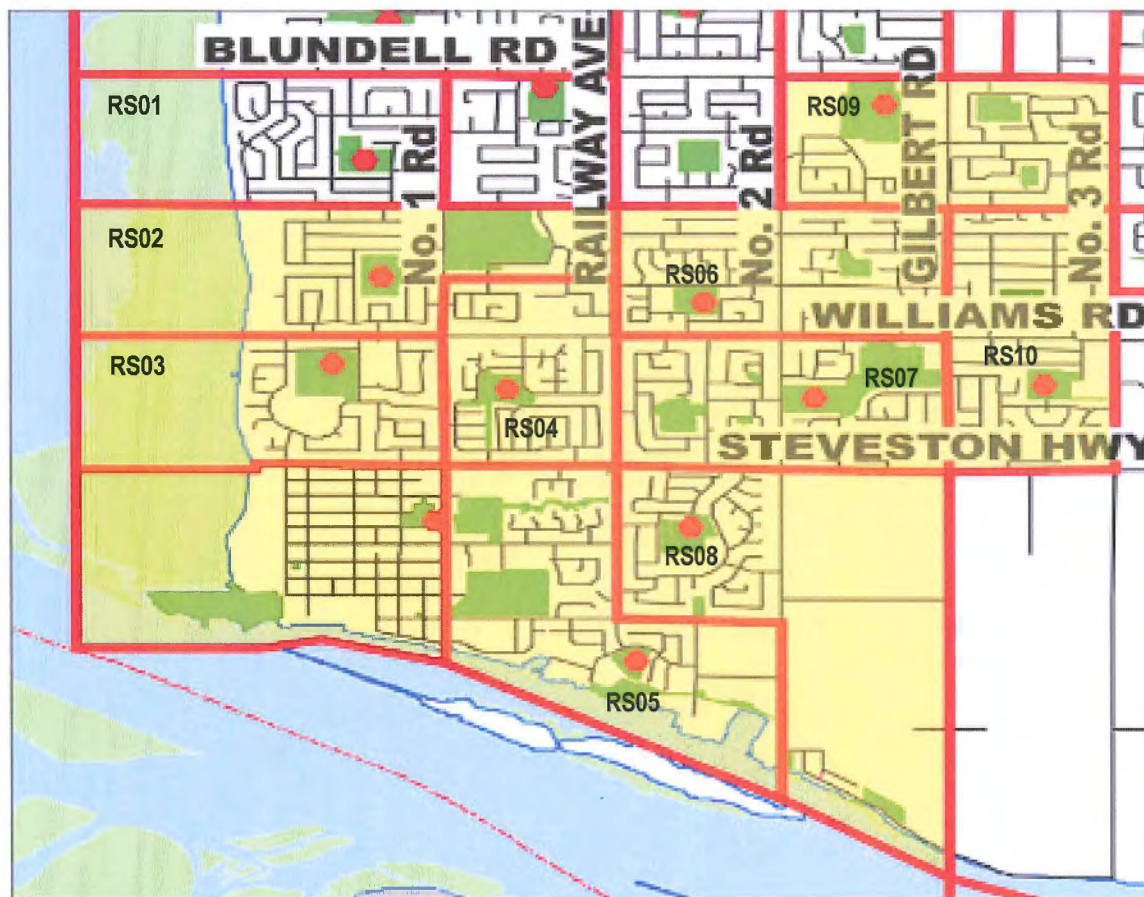
- Att. 1: Current Richmond Voting Divisions (from Civic Election Administration and Procedure Bylaw)
2: Voter Turnout and Ballots Cast – 2008, 2011, 2014 Elections

Current Richmond Voting Divisions Richmond – Centre Area



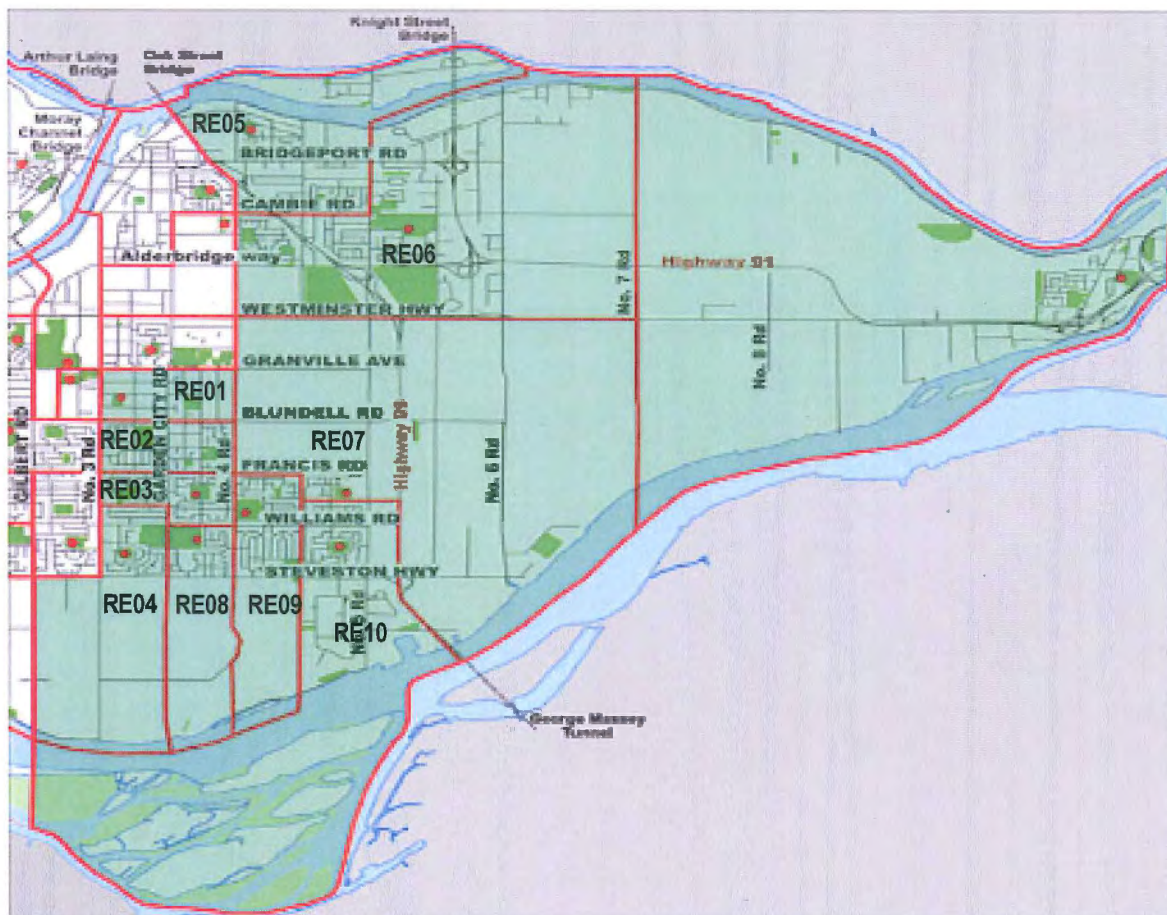
- RC01 [Thompson Elementary School](#)
- RC02 [Quilchena Elementary School](#)
- RC03 [Gilmore Elementary School](#)
- RC04 [Grauer Elementary School](#)
- RC05 [Blair Elementary School](#)
- RC06 [McKay Elementary School](#)
- RC07 [Brighthouse Elementary School](#)
- RC08 [Minoru Place Seniors Centre](#)
- RC09 [Richmond Secondary School](#)
- RC10 [Talmey Elementary School](#)
- RC11 [Tomsett Elementary School](#)
- RC12 [Cook Elementary School](#)
- RC13 [Sea Island Elementary School](#)

Current Richmond Voting Divisions Richmond – Steveston Area



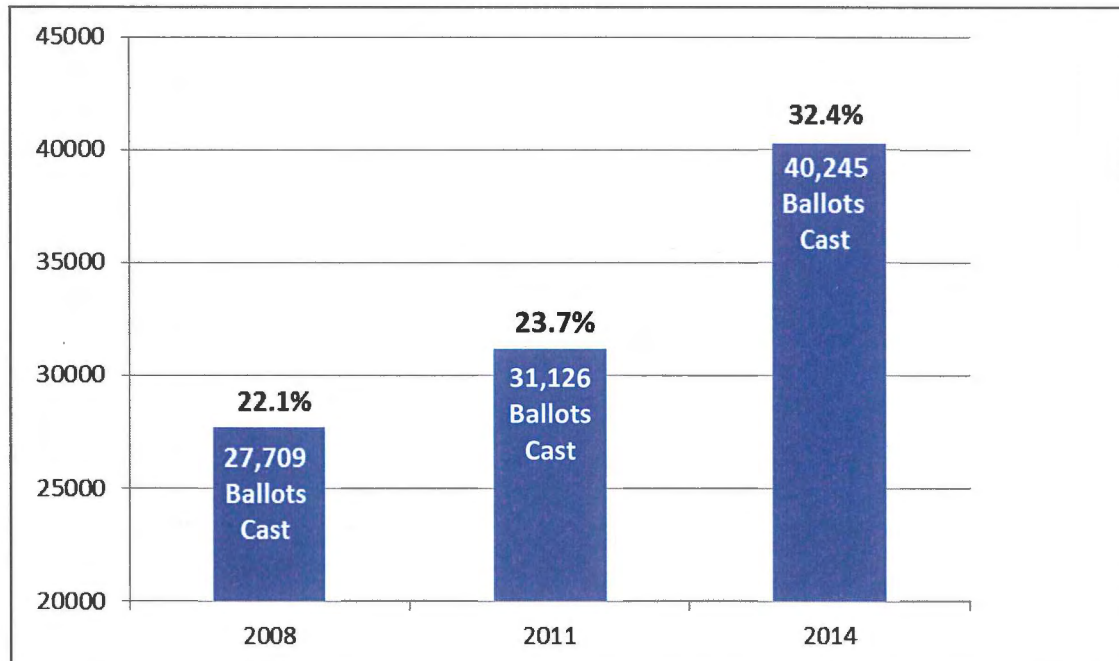
- RS01 [Dixon Elementary School](#)
- RS02 [Manoah Steves Elementary School](#)
- RS03 [Lord Bynq Elementary School](#)
- RS04 [Diefenbaker Elementary School](#)
- RS05 [Homma Elementary School](#)
- RS06 [Wowk Elementary School](#)
- RS07 [Steveston-London Secondary School](#)
- RS08 [Westwind Elementary School](#)
- RS09 [Blundell Elementary School](#)
- RS10 [Maple Lane Elementary School](#)

Current Richmond Voting Divisions Richmond – East Area



- RE01 [General Currie Elementary School](#)
- RE02 [Palmer Secondary School](#)
- RE03 [Walter Lee Elementary School](#)
- RE04 [Bridge Elementary School](#)
- RE05 [Tait Elementary School](#)
- RE06 [McNeely Elementary School](#)
- RE07 [Kingswood Elementary School](#)
- RE08 [Whiteside Elementary School](#)
- RE09 [McNair Secondary School](#)
- RE10 [Woodward Elementary School](#)
- RE11 [Hamilton Elementary School](#)

Voter Turnout and Ballots Cast
2008, 2011, 2014 Elections





City of Richmond

Report to Committee

To: Planning Committee
From: Cathryn Volkering Carlile
General Manager, Community Services
Date: October 25, 2017
File: 07-3300-01/2017-Vol
01
Re: Richmond Intercultural Advisory Committee - Terms of Reference Update

Staff Recommendation

That the proposed updated Richmond Intercultural Advisory Committee (RIAC) Terms of Reference be endorsed as presented in the staff report titled "Richmond Intercultural Advisory Committee – Terms of Reference Update," dated October 25, 2017 from the General Manager, Community Services.

Cathryn Volkering Carlile
General Manager, Community Services
(604-276-4068)

Att. 3

REPORT CONCURRENCE		
ROUTED TO: City Clerk	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CS	APPROVED BY CAO

Staff Report

Origin

This report has been written in response to the staff referral from February 27, 2017, wherein the report titled “Richmond Intercultural Advisory Committee 2017-2022 Intercultural Strategic Plan, 2016 Annual Report, 2017 Work Program, and the Committee’s Terms of Reference” was presented to Council. Council received the report and adopted on consent the following recommendation:

- (3) That the RIAC Terms of Reference be referred to staff for review and that any recommended changes are brought back to Council to ensure that the committee continues to be an effective resource for Council and the community.*

The purpose of this report is to present recommended changes to the Richmond Intercultural Advisory Committee (RIAC) Terms of Reference.

This report supports the following Council 2014-2018 Term Goals:

#5 Partnerships and Collaboration:

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

#9 A Well-Informed Citizenry:

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

9.2. *Effective engagement strategies and tools.*

This report also supports the Council-adopted Social Development Strategy, Strategic Direction 6 – Support Community Engagement and Volunteerism:

Action 26 – Review the City’s advisory committee structure to determine:

26.2 Mechanisms for ensuring that committees are best positioned to provide helpful and timely advice to City staff and elected officials including:

- Clear Terms of Reference for each committee;*
- Clear roles of elected officials and staff;*
- Annual orientation program for new committee members;*
- Consistent reporting procedures and feedback mechanisms;*
- Mechanisms for information exchange amongst committees;*
- Work programs that reflect Council Term Goals.*

Analysis

Background

The Richmond Intercultural Advisory Committee (RIAC) was established in 2002 to enhance intercultural harmony and strengthen intercultural co-operation. RIAC's 2017-2022 Intercultural Strategic Plan builds on the key vision, values and strategic directions of the 2012-2015 plan, while making it more relevant to Richmond's context today.

The current RIAC Terms of Reference was approved by Council on January 28, 2008.

RIAC Terms of Reference

When RIAC's Intercultural Strategic Plan, 2016 Annual Report and 2017 Work Program were considered by Council in February 2017, it was noted that some of the language in the RIAC Terms of Reference was outdated. Proposed revisions have been made throughout the Terms of Reference to improve clarity and reflect organizational and operational updates. Recommendations for substantive updates are presented below. The current Terms of Reference are provided in Attachment 1 and a black-lined version highlighting the changes is provided in Attachment 2. A complete version of the updated Terms of Reference with recommended changes is provided in Attachment 2.

Role

Wording in the current Terms of Reference (section 3) has been changed to emphasize RIAC's role as a resource and advisory body to the City and to complement the roles of other City advisory committees. Language has also been updated to reflect the ongoing work of the City and committee in promoting intercultural harmony.

As an advisory committee, RIAC has neither a program delivery nor communications function for the City, therefore references regarding co-ordinating events and liaising with other levels of government have been removed in the updated Terms of Reference.

Guiding Principles

The principles outlined in section 4 of the current Terms of Reference have been updated in the proposed Terms of Reference to reflect the Guiding Principles that were outlined in the RIAC 2017-2022 Intercultural Strategic Plan, adopted by Council on February 27, 2017.

Composition

In the current RIAC Terms of Reference (section 6) membership consists of 18 individuals, with two seats held for youth representatives. This makes for a large committee, and the youth seats have been difficult to fill due to limited youth applicants. The committee has also experienced attrition from youth representatives due to changing schedules and commitments of those who have been appointed. The proposed Terms of Reference have been adjusted to allocate one seat for a youth representative in recognition of the limited number of youth applicants, the past difficulty in filling the seats, and in order to decrease the size of the committee to 17 individuals.

Recruitment, Selection and Appointment

Effort will be made to ensure the youth seat will be filled. In practice, when there has been a lack of youth applicants, the youth seats have been assigned to citizen appointees. The proposed Terms of Reference have been updated to state that in the absence of youth or young adult applicants the youth seat will be left unfilled until a suitable applicant applies and is appointed by Council.

Term

Section 8 of the proposed Terms of Reference reflects the revised Term Limit guidelines for all City advisory bodies. These guidelines indicate that advisory committee members may serve a maximum of four consecutive two-year terms (i.e. a total of eight consecutive years).

Membership Responsibilities

The current Terms of Reference do not outline expected responsibilities of committee members. To be more consistent with Terms of Reference from other City advisory bodies and to improve clarity for committee members, a new section has been added (section 9) in the proposed Terms of Reference to outline responsibilities of members, the Chair, and Vice Chair. Members are also expected to uphold the City's Respectful Workplace Policy (Policy 6800).

Operation and Process

As the RIAC's only officers are the Chair and Vice-Chair, reference to appointing a Secretary has been removed. As well, content to clarify the operation of sub-committees has been added in the proposed Terms of Reference (section 10a).

The conflict of interest clause has been emphasized in the proposed Terms of Reference (section 10c).

The current Terms of Reference do not define a quorum for the committee. A definition for quorum has been added to the proposed Terms of Reference (section 10e) as per Robert's Rules of Order regarding quorum for committees. This point provides greater clarity for committee members.

Resources

The current Terms of Reference do not outline the role of the Staff Liaison. Content has been added to the proposed Terms of Reference (section 11) to clarify how the Staff Liaison acts as a resource for the committee. This includes: updating the RIAC on City initiatives that relate to intercultural harmony; referring issues for advice and options; relaying feedback from the RIAC to Council and other departments as appropriate; providing an orientation to new committee members; and providing administrative support as necessary.

Next steps

If approved by Council, the proposed RIAC Terms of Reference will take effect January 1, 2018 and will be circulated to members of the RIAC and updated on the City's website.

Further revisions to the RIAC Terms of Reference may be brought forward to Council in the future as a result of recommendations arising from the Cultural Harmony and Social Inclusion Strategy or other internal review processes of advisory bodies.

Financial Impact

There is no financial impact.

Conclusion

The RIAC plays an important role in providing Council and staff with an intercultural lens on civic matters that may affect community harmony. The recommended revisions to the RIAC Terms of Reference are expected to improve clarity for committee members in their advisory role to the City. This will help ensure that the committee continues to be an effective resource for Council and the community.

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

Donna Lee
Inclusion Coordinator
(604-276-4391)

- Att. 1: Current RIAC Terms of Reference (Approved January 28, 2008)
2: Black-lined Proposed Changes to RIAC Terms of Reference
3: Proposed RIAC Terms of Reference

Terms of Reference

Richmond Intercultural Advisory Committee

Terms of Reference Richmond Intercultural Advisory Committee

1. Purpose

These terms of reference shall apply to the "Richmond Intercultural Advisory Committee" (RIAC).

2. Mandate

The purpose of the Richmond Intercultural Advisory Committee is to enhance intercultural harmony and strengthen intercultural co-operation in Richmond.

3. Role

The role of the RIAC is to carry out the following functions:

- advise City Council by providing information, options and recommendations regarding intercultural issues and opportunities
- respond to intercultural issues referred to the RIAC by Council or the community
- assist Council and the community to:
 - develop a vision for improved intercultural relations in Richmond
 - determine appropriate goals, objectives, policies and guiding principles to enhance intercultural harmony
 - periodically review City policies and procedures pertaining to intercultural issues
- encourage and co-ordinate public participation and networking in the identification and development of solutions to intercultural issues
- enhance public awareness of and involvement in intercultural issues
- liaise with other levels of government to address Richmond intercultural issues

4. Principles

The RIAC will follow a community development approach by involving those affected in resolving issues and identifying opportunities.

In doing so, the RIAC will act on the following principles:

Inclusiveness:

- The RIAC will consult with and seek to include Richmond's many cultures and organizations in its activities.

Co-operation:

- The RIAC will co-operate with Richmond's many cultures and organizations to achieve enhanced intercultural harmony.

Partnerships:

- The RIAC will seek and encourage a wide range of partnerships with Richmond's many cultures and organizations to identify enhancing intercultural opportunities and available community resources to address intercultural issues.

Flexibility:

- The RIAC will operate with flexibility thereby encouraging Richmond's many cultures and organizations to determine themselves how they wish to co-operate.

Voluntary:

- Participation in and with the RIAC is voluntary.

3. City Councillor Liaison To RIAC

There shall be one Councillor Liaison appointed to the RIAC.

4. Composition

Voting Members:

RIAC shall be comprised of up to 18 Council appointed members consisting of:

- six citizens interested in enhancing intercultural harmony
- four RCSAC representatives
- one representative from each of the following statutory organizations:
 - School District 38
 - RCMP
 - Richmond Health Services
 - Ministry of Children and Family Development
- two youth representatives
- one representative from the Richmond Seniors Advisory Committee
- one representative from the Richmond Committee on Disability

5. Recruitment, Selection and Appointment

a) Recruitment

- Recruitment of citizen appointees shall be according to Council policy and procedures (e.g. the City Clerk's office will place appropriate public advertisements in the media to ask for volunteers).
- RCSAC representatives shall be recruited and nominated by the RCSAC.
- Statutory organizations shall recruit and nominate their own representatives.
- Organizations (e.g. School District #38) will be asked to nominate youth interested in participating.

b) Selection

All members of RIAC shall be selected based on one or both of the following criteria:

- Be a Richmond resident or non-resident who has demonstrated an interest in and commitment to improving intercultural harmony in Richmond
- Represents the diversity of the community.

c) Appointment

- All members shall be appointed by Council.

6. Term

- Members shall be appointed for 2-year terms.
- The RIAC shall have rotating membership so that:
 - eight members shall initially be appointed for a one-year term, and
 - eight shall initially be appointed for a two-year term.
- When these respective initial terms expire, each appointment shall be for a two-year term.

7. Operation and Process

a) Operation

- Each year, in January, RIAC shall appoint a Chair, Vice Chair and Secretary.
- Meetings shall be held a minimum of six times a year.
- Sub-committees may be appointed by the RIAC as necessary. Membership in the sub-committees is not restricted to appointed RIAC members. The sub-committees will report to and take direction from the RIAC.

b) Accountability

The RIAC shall:

- produce annual reports, work programs, budgets and other reports for Council approval
- be required to disclose in writing the nature of their interests and involvement in Richmond to identify any potential conflict of interest.

c) Communication

- The RIAC shall report to Council through the staff liaison to Planning Committee and then to Council.
- The RIAC may communicate regularly with the public.
- RIAC meetings shall be open to the public.

d) Decision-Making Process

- Members of RIAC shall:
 - follow Council decision-making policy and procedures;
 - strive for consensus.
- Each member is entitled to one vote.
- Where RIAC recommendations are brought forward on a basis other than consensus, the submission of minority RIAC member(s) opinions shall be permitted.

8. Resources

- RIAC shall prepare and submit:
 - For the Year Just Completed:
 - an annual report
 - a financial statement
 - For the Upcoming Year
 - a proposed work plan
 - a proposed budget.
- Richmond City Council will review the RIAC annual budget submission and may provide funding subject to City budgetary priorities.
- RIAC may incur expenses only for Council authorized items, and City policy and procedures shall be followed.
- The RIAC may draw upon external consultants and volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved annual RIAC budget.
- City staff support and liaison shall be co-ordinated through the Policy Planning Department.

Proposed Changes

Terms of Reference

Richmond Intercultural Advisory Committee



Proposed Changes
Terms of Reference
Richmond Intercultural Advisory Committee

1. Purpose

These terms of reference shall apply to the "Richmond Intercultural Advisory Committee" (RIAC).

2. Mandate

The purpose of the Richmond Intercultural Advisory Committee is to act as a resource and provide advice to City Council in support of enhancing and strengthening intercultural harmony and enhance intercultural harmony and strengthen intercultural co-operation in Richmond.

3. Role

The role of the RIAC is to carry out the following functions:

- Act as a resource and provide advice to City Council by providing information, options and recommendations regarding intercultural issues and opportunities referred to the RIAC by Council.
- Advise the City on overall intercultural visioning and initiatives, including appropriate goals, objectives, policies and guiding principles, that support and enhance intercultural harmony.
- Provide an intercultural lens in the periodic review of City policies and procedures and in response to staff requests for input on City strategies and initiatives.
- Act as a conduit for feedback from the community on intercultural matters affecting them.
- Encourage public participation and networking in the identification and development of solutions to intercultural issues.
- Enhance public awareness of and involvement in intercultural issues of Richmond residents of all backgrounds, including Indigenous, settler and newcomer community members.
- ~~advise City Council by providing information, options and recommendations regarding intercultural issues and opportunities~~
- ~~respond to intercultural issues referred to the RIAC by Council or the community~~
- ~~assist Council and the community to:~~
 - ~~develop a vision for improved intercultural relations in Richmond~~
 - ~~determine appropriate goals, objectives, policies and guiding principles to enhance intercultural harmony~~
 - ~~periodically review City policies and procedures pertaining to intercultural issues~~
- ~~encourage and co-ordinate public participation and networking in the identification and development of solutions to intercultural issues~~
- ~~enhance public awareness of and involvement in intercultural issues~~
- ~~liaise with other levels of government to address Richmond intercultural issues~~

4. Principles

The following are foundation principles developed by the RIAC to guide their 2017-2022 Intercultural Strategic Plan, adopted by Council on February 27, 2017.

- Inclusion:
 - Participation by all sectors of the community is to be invited and encouraged.
- Co-operation:

- Partnerships are to foster co-operation, rather than competition.
- Collaboration:
 - The interests (e.g. needs, goals, concerns) of all stakeholders are to be considered in decision-making processes.
- Dynamism:
 - Flexibility and adaptability are required to stay abreast of emerging needs, issues and opportunities and being open to new ideas and approaches.
- Integration:
 - Cultural diversity is to be recognized as a core aspect of Richmond life, and the principles of multiculturalism and the vision of interculturalism applied.
- Interculturalism:
 - Recognized as a core aspect of Richmond life.
- Equity:
 - Strategic initiatives are to be implemented in a manner that is fair to all groups, communities and individuals in need.

~~The RIAC will follow a community development approach by involving those affected in resolving issues and identifying opportunities.~~

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~~— The RIAC will consult with and seek to include Richmond's many cultures and organizations in its activities.~~

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~~Voluntary:~~

~~- Participation in and with the RIAC is voluntary.~~

5. City Councillor Liaison To the RIAC

There shall be one Councillor Liaison appointed to the RIAC.

6. Composition

Voting Members:

RIAC shall be comprised of up to 1748 Council appointed members consisting of:

- six (6) citizens interested in enhancing intercultural harmony
- four (4) RCSAC representatives
- one (1) representative from each of the following statutory organizations:
 - School District 38
 - RCMP
 - Richmond Health Services

- Ministry of Children and Family Development
- one (1) two-youth representative
- one (1) representative from the Richmond Seniors Advisory Committee
- one (1) representative from the Richmond Committee on Disability

7. Recruitment, Selection and Appointment

a) Recruitment

- Recruitment of citizen appointees shall be according to Council policy and procedures (e.g. the City Clerk's office will place appropriate public advertisements in the media to ask for volunteers).
- RCSAC representatives shall be recruited and nominated by the RCSAC.
- Statutory organizations shall recruit and nominate their own representatives.
- Organizations (e.g. School District #38) will be asked to nominate youth interested in participating.

b) Selection

All members of RIAC shall be selected based on one or both of the following criteria:

- Be a Richmond resident or non-resident who has demonstrated an interest in and commitment to improving intercultural harmony in Richmond
- Represents the diversity of the community.
- Every effort will be made to fill the youth seat with a youth or young adult. In the absence of youth applicants, the seat reserved for a youth representative will remain unfilled until a suitable applicant applies and is appointed by Council.

c) Appointment

- All members shall be appointed by Council.

7.8. Term

- Members shall be appointed for a term of two (2) years.
- At the end of a term, members may re-apply to serve for a subsequent term.
- Members may serve for a maximum of four (4) consecutive terms, or eight (8) consecutive years.

- ~~Members shall be appointed for 2-year terms.~~
- ~~The RIAC shall have rotating membership so that:~~
 - ~~eight members shall initially be appointed for a one-year term, and~~
 - ~~eight shall initially be appointed for a two-year term.~~
- ~~When these respective initial terms expire, each appointment shall be for a two-year term.~~

9. Membership Responsibilities

a) Members shall:

- Be familiar with the goals and annual work plan of the RIAC.
- Attend monthly meetings with regularity and punctuality.
- Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.
- Raise intercultural-related concerns which they have observed or which have been brought to their attention by community members.

- Act in accordance with and uphold the City's Respectful Workplace Policy (Policy 6800).

b) The Chair shall:

- In consultation with the Staff Liaison, prepare the agenda and any necessary supporting material in time for preparation and distribution by City Staff.
- Assume responsibility of signing or authorizing all correspondence arising from Committee or Subcommittee activities.
- Ensure decisions made by the RIAC are acted upon in a timely manner and align with the RIAC's mandate.
- Chair meetings according to Robert's Rules of Order, while demonstrating knowledge of the work at hand, facilitating inclusive discussions, and ensuring that all members have a full and equal opportunity to participate in decision-making.
- Accurately present the views and work of the RIAC to City Council as and when required.

c) The Vice Chair shall:

- Assume the duties of the Chair in the absence of the latter, and shall perform and assume such other responsibilities and duties as assigned by the Chair.

8-10. Operation and Process

a) Operation

- Each year, in January, RIAC shall appoint a Chair, and Vice Chair, and Secretary.
- Meetings shall be held a minimum of six times a year.
- Sub-committees may be appointed by the RIAC as necessary. Membership in the sub-committees is not restricted to appointed RIAC members. The sub-committees will be chaired by a RIAC member in accordance with Robert's Rules of Order and report to and take direction from the RIAC.

b) Accountability

- The RIAC shall: produce annual reports, work programs, budgets and other reports for Council approval.

~~produce annual reports, work programs, budgets and other reports for Council approval~~

~~be required to disclose in writing the nature of their interests and involvement in Richmond to identify any potential conflict of interest.~~

c) Conflict of Interest

- All members are required to disclose in writing the nature of their interests and involvement in Richmond to identify any potential conflict of interest.

e)d) Communication

- The RIAC shall report to Council through the ~~s~~Staff Liaison to Planning Committee.
- The RIAC may communicate regularly with the public.

- RIAC meetings shall be open to the public, in accordance with the Local Government Act.

d)e) Decision-Making Process

- Members of RIAC shall:
 - ~~f~~Follow Council decision-making policy and procedures;
 - ~~s~~Strive for consensus; and
 - ~~In the absence of consensus, a quorum shall be a simple majority of members present.~~
- Each member is entitled to one vote.
- ~~Where RIAC recommendations are brought forward on a basis other than consensus, the submission of minority RIAC member(s) opinions shall be permitted.~~

9.11. Resources

- There shall be one Staff Liaison appointed to the RIAC. The Staff Liaison's role is to: update the RIAC on City initiatives that relate to intercultural harmony; refer issues for advice and options; relay feedback from the RIAC to City Council and to City Departments as appropriate; provide an orientation to new committee members; and provide administrative support as necessary.
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- City Staff Liaison role and staff support ~~staff support and liaison~~ shall be co-ordinated through the Community Social Development Department ~~Policy Planning Department.~~

Proposed

Terms of Reference

Richmond Intercultural Advisory Committee



**Proposed
Terms of Reference
Richmond Intercultural Advisory Committee**

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- Chair meetings according to Robert's Rules of Order, while demonstrating knowledge of the work at hand, facilitating inclusive discussions, and ensuring that all members have a full and equal opportunity to participate in decision-making.
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c) **The Vice Chair shall:**

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a) **Operation**

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b) **Accountability**

- The RIAC shall produce annual reports, work programs, budgets and other reports for Council approval.

c) **Conflict of Interest**

- All members are required to disclose their interests and involvement in Richmond to identify any potential conflict of interest.

d) **Communication**

- The RIAC shall report to Council through the Staff Liaison to Planning Committee.

- The RIAC may communicate regularly with the public.
- RIAC meetings shall be open to the public, in accordance with the Local Government Act.

e) Decision-Making Process

- Members of RIAC shall:
 - Follow Council decision-making policy and procedures;
 - Strive for consensus; and
 - In the absence of consensus, a quorum shall be a simple majority of members present.
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- The RIAC may draw upon volunteers to assist in fulfilling its mandate.
- City Staff Liaison role and staff support shall be co-ordinated through the Community Social Development Department.



City of Richmond

Report to Committee Planning and Development Division

To: Planning Committee
From: Wayne Craig
Director, Development

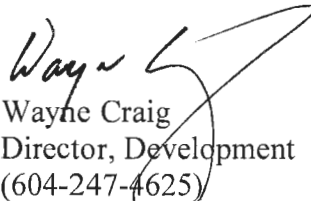
Date: November 15, 2017

File: RZ 17-778570


Re: Application by Ken Phuah for Rezoning at 10011 Seacote Road from
"Single Detached (RS1/E)" Zone to "Compact Single Detached (RC2)" Zone

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9788, for the rezoning of 10011 Seacote Road from "Single Detached (RS1/E)" zone to "Compact Single Detached (RC2)" zone, be introduced and given first reading.


Wayne Craig
Director, Development
(604-247-4625)

SDS:blg
Att. 7

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	

Staff Report

Origin

Ken Phuah has applied to the City of Richmond for permission to rezone the property at 10011 Seacote Road from the "Single Detached (RS1/E)" zone to the "Compact Single Detached (RC2)" zone, to permit the property to be subdivided into two lots, with vehicle access from the existing rear lane (Attachment 1). The subject site is currently occupied by a single-family dwelling, which is proposed to be demolished. The proposed subdivision plan is included in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

Surrounding Development

Development immediately surrounding the subject site is as follows:

- To the North: Across Williams Road, a sanitary sewer pump station on a City-owned lot zoned "Single Detached (RS1/E)".
- To the South: Across the rear lane, a single-family dwelling on a lot zoned "Single Detached (RS1/E)" fronting Seafeld Crescent.
- To the East: Across Seacote Road, single-family dwellings on lots zoned "Compact Single Detached (RC1)" fronting Williams Road.
- To the West: Single-family dwellings on lots zoned "Compact Single Detached (RC2)" fronting Williams Road.

Related Policies & Studies

Official Community Plan/Arterial Road Land Use Policy

The Official Community Plan (OCP) land use designation for the subject site is "Neighbourhood Residential (NRES)". The Arterial Road Land Use Policy in the OCP identifies the subject site for redevelopment as "Arterial Road Compact Lot Single Detached". The proposed rezoning and subdivision would comply with these designations.

Single-Family Lot Size Policy 5434

The subject property is located within the area governed by Single-Family Lot Size Policy 5434 (adopted by Council on February 19, 1990 and last amended in 2006) (Attachment 4). The Policy permits the subject property to be rezoned and subdivided in accordance with the provisions of the "Compact Single Detached (RC2)" zone or the "Coach Houses (RCH1)" zone, provided that vehicle access is from the rear lane only. The proposed rezoning and subdivision would comply with the requirements of the "Compact Single Detached (RC2)" zone and Single-Family Lot Size Policy 5434.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant first reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing; where any area resident or interested party will have an opportunity to comment.

Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Analysis**Existing Legal Encumbrances**

There is an existing Statutory Right-of-Way (SRW) registered on Title for storm sewer utilities located along the north property line (4.6 m wide), which will not be impacted by the proposed development. The applicant is aware that encroachment into the SRW is not permitted.

Transportation and Site Access

Vehicle access to the proposed lots is to be from the existing rear lane, with no access permitted from Williams Road, in accordance with Residential Lot (Vehicular) Access Regulation Bylaw No. 7222.

Prior to final adoption of the rezoning bylaw, the applicant is required to provide a 4 m x 4 m corner cut road dedication on the northeast corner of the subject site.

Tree Retention and Replacement

A Certified Arborist's Report was submitted by the applicant, which identifies tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The report assesses one bylaw-sized tree located on the subject site and two City-owned trees on the Williams Road boulevard.

The Arborist's recommendations include retaining the two City-owned trees (tag# 2 & 3) and removing one on-site tree (tag# 1) due to conflict with the proposed building envelope and low landscape value. Tree Preservation staff have reviewed the Arborist's Report, conducted an on-site visual tree assessment, and concur with the Arborist's recommendations.

Tree Protection

The proposed Tree Management Diagram is shown in Attachment 5, which outlines the protection of the two City-owned trees (tag# 2 & 3). To ensure protection, the applicant is required to complete the following, prior to final adoption of the rezoning bylaw:

- Submission to the City of a contract with a Certified Arborist for supervision of all works conducted within or in close proximity to tree protection zones.
- Submission of a Tree Survival Security to the City in the amount of \$6,750 for the two City-owned trees to be retained.

Prior to the demolition of the existing dwelling on the subject site, the applicant is required to install tree protection fencing around all trees to be retained, in accordance with the City's Tree Protection Information Bulletin TREE-03.

Tree Replacement

For the removal of the one tree on-site (tag# 1), the OCP tree replacement ratio goal of 2:1 requires two replacement trees. Consistent with Council Policy No. 5032 for Tree Planting (Universal), the applicant has proposed to plant and maintain five replacement trees on-site; two on proposed Lot A and three on proposed Lot B.

As per Tree Protection Bylaw No. 8057, based on the size of the on-site tree being removed (24 cm dbh), replacement trees shall be the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
5	6 cm	3.5 m

To ensure the five replacement trees are planted on-site at development stage, and the front yards of the subject site are enhanced consistent with the landscape guidelines of the Arterial Road Land Use Policy, the applicant will provide a Landscape Plan and a Landscape Security based on 100% of the cost estimate provided by the Landscape Architect (which includes \$2,500 for the five replacement trees), prior to final adoption of the rezoning bylaw.

Securities will not be released until a landscaping inspection has been passed by City staff after construction and landscaping has been completed. The City may retain a portion of the security for a one year maintenance period from the date of the landscape inspection.

Built Form, Architectural Character & Landscaping

The applicant has submitted preliminary conceptual plans showing the proposed architectural elevations of the corner lot dwelling (proposed Lot B) at the intersection of Williams Road and Seacote Road (Attachment 6).

The applicant has proposed a deck on top of the garage and second floor of the dwelling for both lots. The applicant has confirmed that the height of the proposed deck on top of the second floor

does not exceed the 7.5 m height maximum for a flat roof measured to the top of the guardrail and the proposed deck on the garage is within the 5.0 m height maximum, as per Zoning Bylaw requirements.

Prior to final adoption of the rezoning bylaw, the applicant is required to register a legal agreement on Title to ensure that the Building Permit application and ensuing development of the corner lot is generally consistent with the submitted conceptual plans, to the satisfaction of the Director of Development. Building Permit plans must comply with all City regulations and staff will ensure that the plans are generally consistent with the registered legal agreement.

The applicant is also required to submit a Landscape Plan prepared by a Registered Landscape Architect for the front yards of the proposed lots. As stated above, the applicant is required to provide a landscape security based on 100% of the cost estimate provided by the Landscape Architect, prior to final adoption of the rezoning bylaw.

Affordable Housing Strategy

The City's Affordable Housing Strategy for single-family rezoning applications received prior to July 24, 2017, requires a secondary suite on 100% of new lots, or a secondary suite on 50% of new lots, plus a cash-in-lieu contribution of \$2.00/ft² of total buildable area towards the City's Affordable Housing Reserve Fund for the remaining 50% of new lots, or a 100% cash-in-lieu contribution if secondary suites cannot be accommodated.

The applicant proposes to provide a legal secondary suite on both of the two lots proposed at the subject site. To ensure the secondary suites are built to the satisfaction of the City in accordance with the City's Affordable Housing Strategy, the applicant is required to enter into a legal agreement registered on Title, stating that no final Building Permit inspection will be granted until the secondary suite is constructed to the satisfaction of the City in accordance with the BC Building Code and Richmond Zoning Bylaw 8500. Registration of this legal agreement is required prior to final adoption of the rezoning bylaw.

Site Servicing and Frontage Improvements

Prior to subdivision approval, the applicant is required to enter into a Servicing Agreement for the design and construction of required engineering infrastructure and frontage improvements, as described in Attachment 7. Frontage improvements include, but are not limited to, the following:

- Seacote Road: Road widening, curb and gutter, treed/grassed boulevard and a new 1.5 m concrete sidewalk.
- Williams Road: Repair any damaged or uneven sidewalk panels as necessary.
- Lane upgrades including a lighting strip and roll-over curb on both sides.

The applicant is also required to complete the following, prior to subdivision approval:

- Payment of the current year's taxes, Development Cost Charges (City and Metro Vancouver), School Site Acquisition Charge, Address Assignment Fees, and the costs

associated with the completion of the required engineering infrastructure and frontage improvements as described in Attachment 7.

- Payment to the City, in accordance with the Works and Services Cost Recovery Bylaw No. 8752, Schedule 7, in the amount of \$41,828.15 to recover lane improvement construction costs financed by the City.

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).

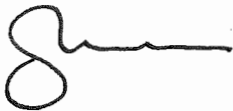
Conclusion

The purpose of this application is to rezone the property at 10011 Seacote Road from the "Single Detached (RS1/E)" zone to the "Compact Single Detached (RC2)" zone, to permit the property to be subdivided into two single-family lots.

This rezoning application complies with the land use designation and applicable policies contained within the OCP for the subject site.

The list of rezoning considerations is included in Attachment 7, which has been agreed to by the applicant (signed concurrence on file).

On this basis, it is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9788 be introduced and given first reading.



Steven De Sousa
Planning Technician – Design
(604-204-8529)

SDS:blg

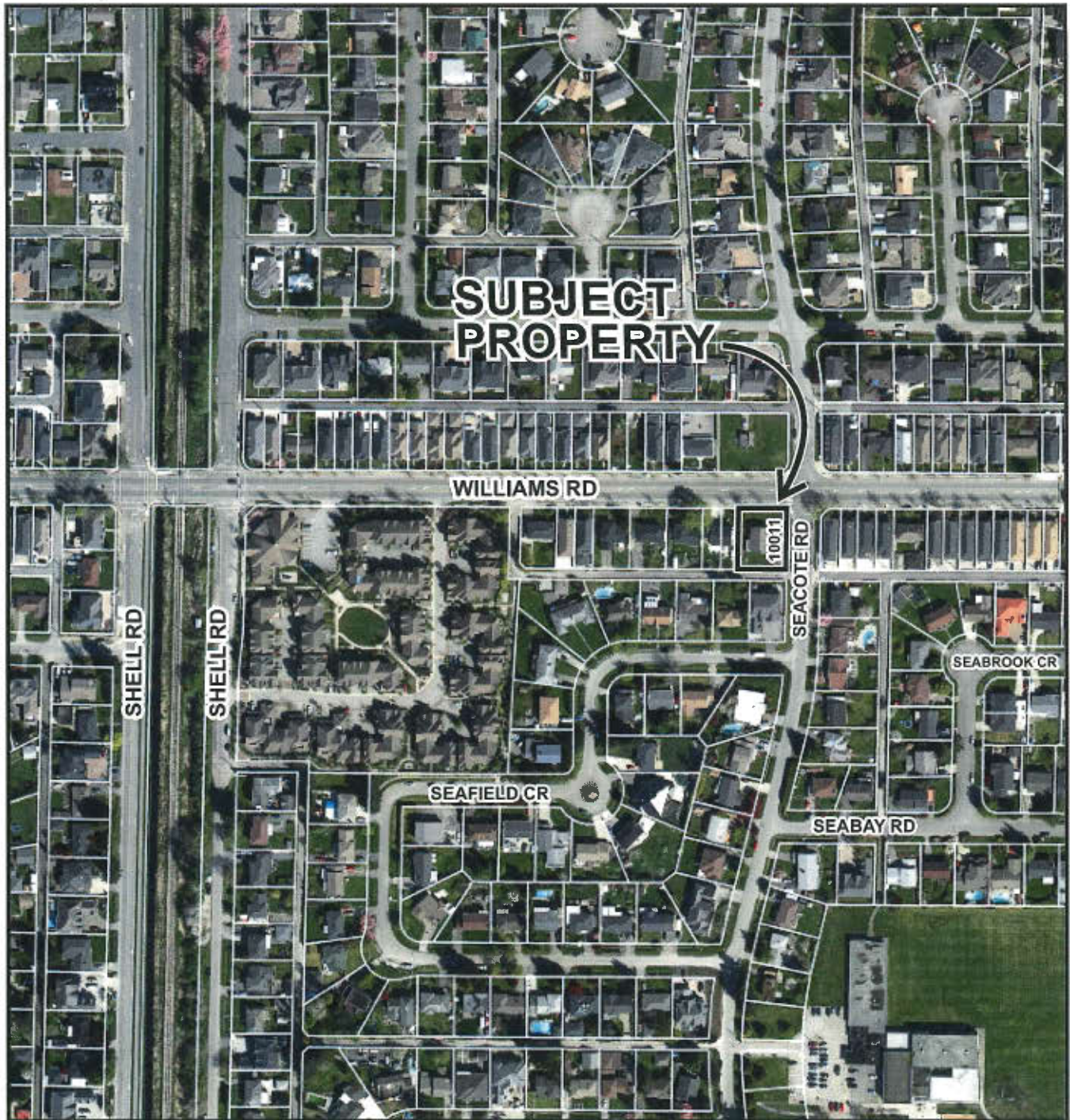
Attachment 1: Location Map/Aerial Photo
Attachment 2: Proposed Subdivision Plan
Attachment 3: Development Application Data Sheet
Attachment 4: Single-Family Lot Size Policy 5434
Attachment 5: Tree Management Diagram
Attachment 6: Conceptual Building Elevations
Attachment 7: Rezoning Considerations

PROPOSED REZONING-





City of
Richmond



RZ 17-778570

Original Date: 07/26/17

Revision Date:

Note: Dimensions are in METRES

CNCL - 346

[illegible]



RZ 17-778570

Attachment 3

Address: 10011 Seacote Road

Applicant: Ken Phuah

Planning Area(s): Shellmont

	Existing	Proposed
Owner:	J. Thomas & K. Phuah	To be determined
Site Size:	893.0 m ² (9,612 ft ²)	Lot A: 402.3 m ² (4,330 ft ²) Lot B: 482.7 m ² (5,196 ft ²) Road dedication: 8.0 m ² (86 ft ²)
Land Uses:	Single-family residential	No change
OCP Designation:	Neighbourhood Residential	Complies
702 Policy Designation:	Compact Single Detached (RC2) or Coach Houses (RCH1)	Compact Single Detached (RC2)
Zoning:	Single Detached (RS1/E)	Compact Single Detached (RC2)
Number of Units:	1	2

Proposed Lots	Bylaw Requirement		Proposed		Variance
Floor Area Ratio:	Max. 0.6 for 464.5 m ² of lot area plus 0.3 for remainder		Max. 0.6 for 464.5 m ² of lot area plus 0.3 for remainder		None Permitted
Buildable Floor Area:*	Lot A: Max. 241.3 m ² (2,598 ft ²) Lot B: Max. 284.1 m ² (3,058 ft ²)		Lot A: Max. 241.3 m ² (2,598 ft ²) Lot B: Max. 284.1 m ² (3,058 ft ²)		None permitted
Lot Coverage:	Building: Max. 50% Non-porous: Max. 70% Landscaping: Min. 20%		Building: Max. 50% Non-porous: Max. 70% Landscaping: Min. 20%		None
Lot Size:	270.0 m ²		Lot A: 402.3 m ² Lot B: 482.7 m ²		None
Lot Dimensions:	Lot A Width: 9.0 m Depth: 24.0 m	Lot B Width: 11.0 m Depth: 24.0 m	Lot A Width: 12.0 m Depth: 33.5 m	Lot B Width: 14.6 m Depth: 33.5 m	None
Setbacks:	Front: Min. 6.0 m Rear: Min. 6.0 m Interior Side: Min. 1.2 m Exterior Side: Min. 3.0 m		Front: Min. 6.0 m Rear: Min. 6.0 m Interior Side: Min. 1.2 m Exterior Side: Min. 3.0 m		None
Height:	Max. 2 ½ storeys (9.0 m pitched roof or 7.5 m flat roof)		Max. 2 ½ storeys (9.0 m pitched roof or 7.5 m flat roof)		None
Private Outdoor Space:	Min. 20.0 m ²		Min. 20.0 m ²		None

Other: Tree replacement compensation required for loss of significant trees.

* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.



City of Richmond

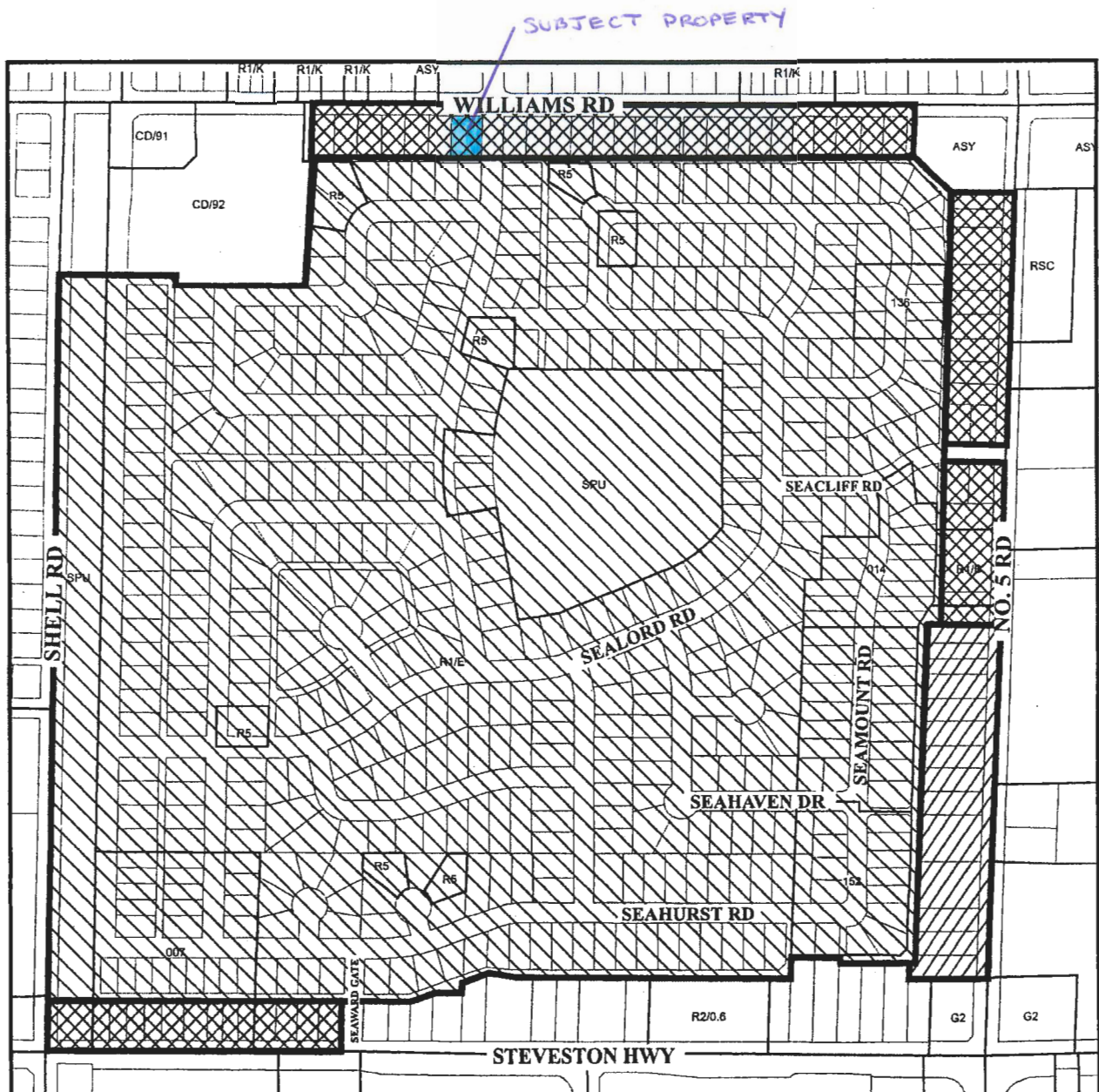
Policy Manual

Page 1 of 2	Adopted by Council: February 19, 1990 Amended by Council: November 18, 1991 Amended by Council: October 16, 2006	POLICY 5434
File Ref:	SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 36-4-6	

POLICY 5434:

The following policy establishes lot sizes in a portion of Section 36-4-6, within the area bounded by **Steveston Highway, Shell Road, No. 5 Road, and Williams Road**:

1. That properties within the area bounded by Shell Road, Williams Road, No. 5 Road, and Steveston Highway, in a portion of Section 36-4-6, be permitted to subdivide in accordance with the provisions of Single-Family Housing District (R1/E), with the exception that:
 - a) Properties fronting on Williams Road from Shell Road to No. 5 Road, properties fronting on Steveston Highway from Seaward Gate to Shell Road, and properties fronting on No. 5 Road from Williams Road to approximately 135 m south of Seaclyff Road to rezone and subdivide in accordance with the provisions of Single-Family Housing District (R1-0.6) or Coach House District (R/9) provided that vehicle accesses are to the existing rear laneway only. Multiple-family residential development shall not be permitted in these areas.
 - b) Properties fronting on No. 5 Road from Steveston Highway to approximately 135 m south of Seaclyff Road be permitted to subdivide in accordance with the provisions of Single-Family Housing District, Subdivision Area B (R1/B) provided that vehicle accesses are to the existing rear laneway only.
2. This policy, as shown on the accompanying plan, is to be used to determine the disposition of future rezoning applications in this area, for a period of not less than five years, unless changed by the amending procedures contained in the Zoning and Development Bylaw.



Subdivision permitted as per **R1/E** (18 m wide lots)



Subdivision permitted as per **R1-0.6 or R/9**
(access to lane only) (No Multiple-family residential development
is permitted.



Subdivision permitted as per **R1/B**

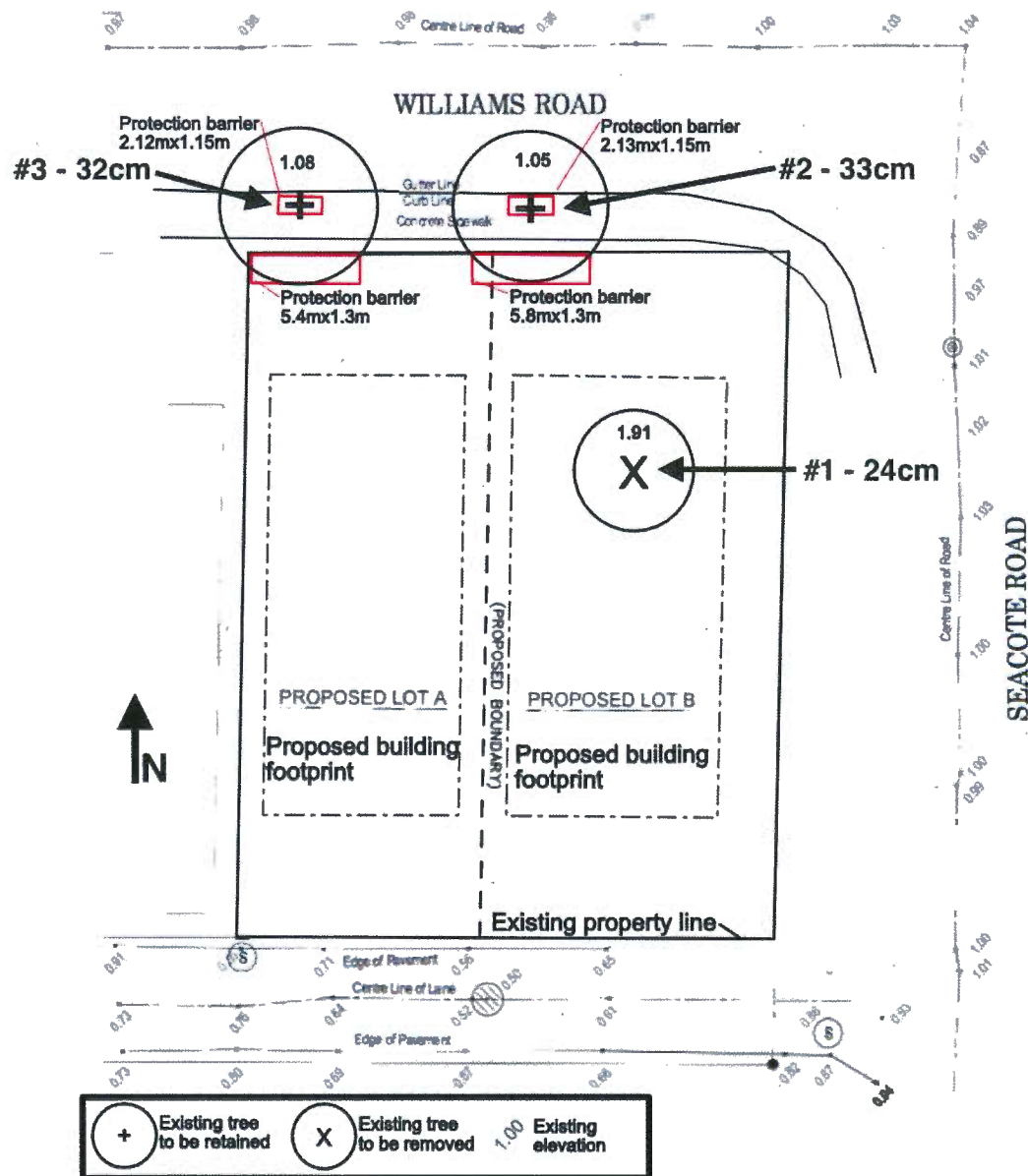


Policy 5434 Section 36-4-6

Adopted Date: 02/19/1990

Amended Date: 11/18/1991
10/16/2006

Tree Retention Plan - 10011 Seacote Rd.



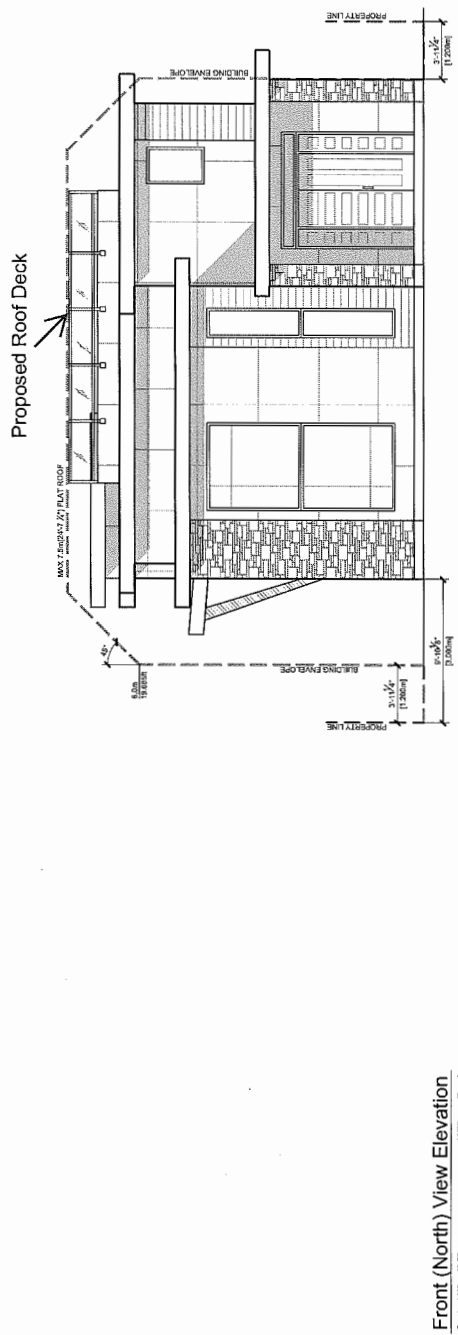
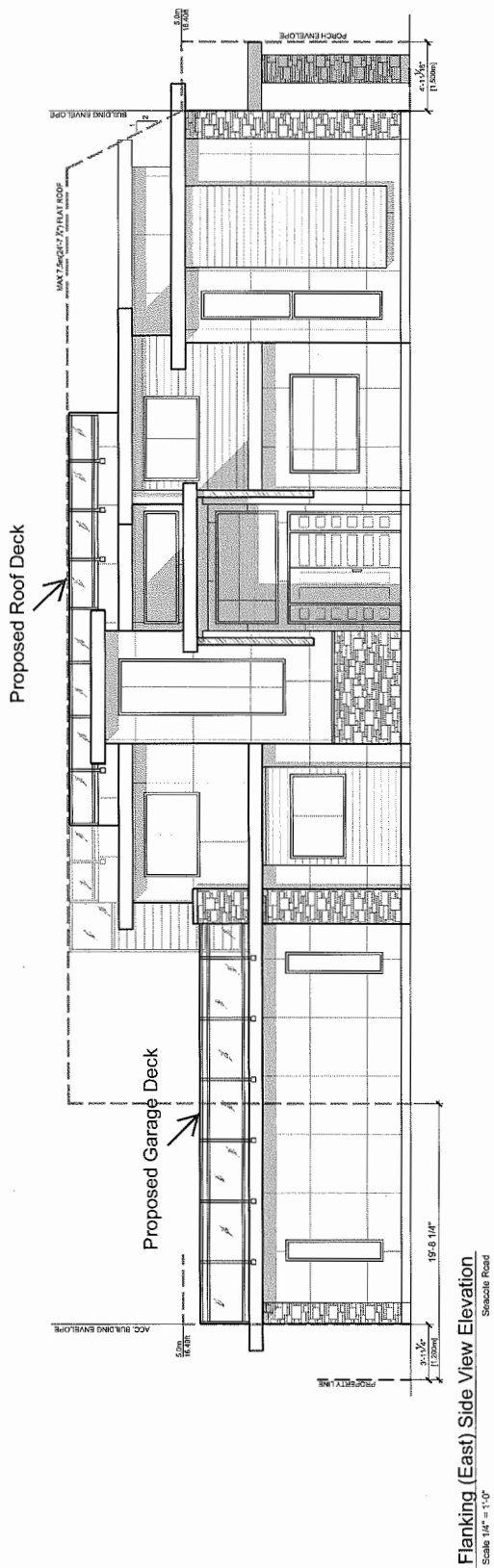
Tree #	Common Name	Botanical Name	DBH (cm)	Crown Spread (m)
1	Weeping cherry	<i>Prunus pendula</i>	24	5.8
2*	Sweetgum	<i>Liquidambar styraciflua</i>	33	7.6
3*	Sweetgum	<i>Liquidambar styraciflua</i>	32	7.8

* Trees on City property

Original Date: July 8, 2017

Amended Date: October 2, 2017

Common Name	Botanical Name
Vine maple	<i>Acer circinatum</i>
Douglas Maple	<i>Acer glabrum</i> var <i>douglasii</i>
Paperbark Maple	<i>Acer griseum</i>
Japanese Maple	<i>Acer palmatum</i>
Eastern Redbud	<i>Cercis canadensis</i>
Golden Chain Tree	<i>Laburnum watereri</i> 'Vossi'
Sourwood	<i>Oxydendrum arboreum</i>
Japanese Stewartia	<i>Stewartia pseudocamellia</i>
Purple Dawyck Beech	<i>Fagus sylvatica</i> 'Dawyckii Purple'
Dawyck Beech	<i>Fagus sylvatica</i> 'Dawyckii'





City of Richmond

Rezoning Considerations

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 10011 Seacote Road

File No.: RZ 17-778570

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9788, the developer is required to complete the following:

1. Road dedication of 4 m by 4 m corner cut at the northeast corner of the subject site.
2. Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including \$2,500 for the five replacement trees, all hard and soft materials, installation and a 10% contingency. The Landscape Plan should:
 - Comply with the guidelines of the OCP's Arterial Road Policy and should not include hedges along the front property line.
 - Include a mix of coniferous and deciduous trees.
 - Include low fencing outside of the rear yard (max 1.2 m).
 - Include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report.
 - Include the five required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
5	6 cm		3.5 m

If required replacement trees cannot be accommodated on-site, a cash-in-lieu contribution in the amount of \$500/tree to the City's Tree Compensation Fund for off-site planting is required.

3. 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.
4. Submission of a Tree Survival Security to the City in the amount of \$6,750 for the two City-owned trees to be retained (tag# 2 & 3).
5. Registration of a flood indemnity covenant on Title.
6. Registration of a legal agreement on Title, ensuring that the Building Permit application and ensuing development of the corner lot is generally consistent with the submitted conceptual plans, to the satisfaction of the Director of Development.
7. Registration of 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.

At Demolition Permit* stage, the developer must complete the following requirements:

1. Installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin TREE-03 prior to any works being conducted on-site, and must remain in place until construction and landscaping on-site is completed.

At Subdivision* stage, the developer is required to complete the following:

1. Payment of the current year's taxes, Development Cost Charges (City and Metro Vancouver), School Site Acquisition Charge, Address Assignment Fees, and the costs associated with the completion of the required servicing works and frontage improvements.

2. Enter into a Servicing Agreement* for the design and construction of engineering infrastructure and frontage improvements. Works include, but may not be limited to, the following:

Water Works:

- Using the OCP Model, there is 528.0 L/s of water available at 20 psi residual at the hydrant located at the north east corner of 11360 Williams Road and 409.0 L/s of water available at 20 psi residual at the frontage of Seacote Road. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
- At the 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 on-site fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit designs at Building Permit stage.
 - Retain the existing 25 mm water service connection at the Seacote Road frontage of the lot.
- At the Developer's cost, the City will:
 - Install a new water service connection off of the existing 300 mm PVC watermain on Williams Road; complete with water meter, to service the west lot.

Storm Sewer Works:

- At the Developer's cost, the Developer is required to:
 - Check the existing storm service connection located in the middle of the subject site along Williams Road (STCN28308). Confirm the material and condition of the inspection chamber and pipe. If deemed acceptable by the City, the existing service connection may be retained and upgraded to service both lots with a new IC & dual service leads. In the case that the service connection is not in a condition to be re-used, the service connection shall be replaced by the City, at the Developer's cost, as described below.
- At the Developer's cost, the City will:
 - Cut and cap the existing storm service connection located in the middle of the subject site along Williams Road (STCN28308) at a distance slightly closer to the property line to avoid potential conflict with a City tree.
 - Install a new storm service connection at the adjoining property line of the two newly created lots; complete with inspection chamber, off of the existing storm sewer along Williams Road. If installation of a new storm service connection is required, please note that arborist's recommendations & review is required for the works within the drip line of the existing tree.
 - Cut, cap, and remove the existing storm service connections and inspection chambers (STCN12503 & STCN28307) at the subject site.

Sanitary Sewer Works:

- At the Developer's cost, the Developer is required to:
 - Check the existing sanitary service connections at the south west corner of the subject site (SCON3354). Confirm the material and condition of the inspection chamber and pipe. If deemed acceptable by the City, the existing service connection may be retained. In the case that a service connection is not in a condition to be re-used, the service connection shall be replaced by the City, at the Developer's cost, as described below.
- At the Developer's cost, the City will:
 - Replace the existing sanitary service connection at the southwest corner of the subject site (SCON3354) if required.
 - Install a new sanitary service connection off of the existing manhole SMH725 along the north property line.

Frontage Improvements:

- The Developer is required to:
 - Coordinate with BC Hydro, Telus and other private communication service providers.
 - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - To determine if above ground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc.). These should be located on-site.
 - Complete other frontage improvements as per Transportation's requirements, which include, but are not limited to, the following:
 - Vehicular access to be restricted to the rear lane.
 - Removal of existing driveway off Seacote Road.

GNOL-354

Initial: _____

- Seacote Road: Along the entire frontage, using the existing curb/gutter along the east side, widen the road to include a 11.2 m pavement width, 0.15 m wide curb/gutter, 1.85 m wide treed/grassed boulevard (but can be reduced to 1.5 m when there is a constraint), and a 1.5 m wide sidewalk.
- Williams Road: Repair any damaged/uneven sidewalk panels as necessary.
- Lane: along the entire south property line, upgrade existing lane to include (from north to south) approximately 0.6 m wide lighting strip, 0.15 m wide roll-over curb, 5.1 m wide driving surface, and a 0.15 m wide roll-over curb.
- Ensure on-site parking meets the Zoning Bylaw requirements.

General Items:

- The Developer is required to:
 - Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
 - Not encroach into the existing SRW with proposed trees, non-removable fencing, or other non-removable structures.
 - Pay, in keeping with the Cost Recovery Bylaw No. 8752, a \$41,828.15 contribution prior to the approval of the subdivision.

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 copy on file]

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9788 (RZ 17-778570)
10011 Seacote 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. 009-228-535

Lot 12 Section 36 Block 4 North Range 6 West New Westminster District Plan 23314

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9788"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee Planning and Development Division

To: Planning Committee
From: Wayne Craig
Director, Development

Date: November 16, 2017

File: RZ 17-784468

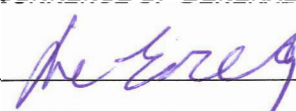
Re: Application by Raj Dhaliwal for Rezoning at 10460 Williams Road from "Single Detached (RS1/E)" Zone to "Compact Single Detached (RC2)" Zone

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9789, for the rezoning of 10460 Williams Road from "Single Detached (RS1/E)" zone to "Compact Single Detached (RC2)" zone, be introduced and given first reading.


Wayne Craig
Director, Development
(604-247-4625)

JR:blg
Att. 7

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	

Staff Report

Origin

Raj Dhaliwal has applied to the City of Richmond for permission to rezone 10460 Williams Road from the “Single Detached (RS1/E)” zone to the “Compact Single Detached (RC2)” zone, to permit the property to be subdivided to create two single-family lots with vehicle access from the rear lane (Attachment 1). The proposed subdivision plan is shown in Attachment 2. There is an existing single-family dwelling on the property, which would be demolished.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 3.

Surrounding Development

Development immediately surrounding the subject site is as follows:

- To the North, across Williams Road: Single-family dwellings on compact lots zoned “Compact Single Detached (RC1)” and “Single Detached Convertible Accessible (ZS4) – Steveston and Shellmont”, with vehicle access from a rear lane.
- To the South, across the rear lane: Single-family dwellings on lots zoned “Single Detached with Granny Flat or Coach House – Edgemere (RE1)”, with vehicle access from Aintree Crescent.
- To the East: A single-family dwelling on a compact lot zoned “Compact Single Detached (RC2)”, with vehicle access from a rear lane.
- To the West: A single-family dwelling on a lot zoned “Single Detached (RS1/E)”, with vehicle access from a rear lane.

Related Policies & Studies

Official Community Plan/Shellmont Area Plan

The subject property is located in the Shellmont planning area, and is designated “Neighbourhood Residential” in the Official Community Plan (OCP) (Attachment 4). The proposed rezoning and subdivision are consistent with this designation.

Arterial Road Policy

The subject property is designated “Arterial Road Compact Lot Single Detached” on the Arterial Road Housing Development Map. The Arterial Road Land Use Policy requires all compact lot developments to be accessed from the rear lane only. The proposed rezoning and ensuing development are consistent with this Policy.

Prior to final adoption of the rezoning bylaw, the applicant must submit a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should comply with the guidelines of the OCP's Arterial Road Policy and include any required replacement trees identified as a condition of rezoning.

Richmond Zoning Bylaw 8500/Single-Family Lot Size Policy 5443

The subject property is located in the area governed by Single-Family Lot Size Policy 5443, which was adopted by Council on December 17, 1990, and subsequently amended on December 18, 2006 (Attachment 5). The subject property is permitted to subdivide as per the "Compact Single Detached (RC2)" zone, provided that vehicle access is from the rear lane only. The proposed rezoning and subdivision are consistent with this Policy.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant first reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing; where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Analysis

Transportation and Site Access

Residential Lot (Vehicular) Access Regulation Bylaw No. 7222 restricts vehicle access to properties on designated arterial roads to the rear lane only. Vehicle access is proposed from the rear lane via separate driveways to each new lot, consistent with this Bylaw.

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 10 bylaw-sized trees on the subject property and three street trees on City property.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- 10 trees located on the subject property (Tag # 594, 595, 596, 597, 598, 599, 600, 601, 602, and 603) exhibit structural defects, poor health, and restricted root plates. As a result, these trees are not good candidates for retention and should be replaced. These trees should be removed and replaced.
- Two trees located on the subject property (untagged) are not bylaw-sized, but were replacement trees planted under the condition of Tree Removal Permit 14-653777. These trees are in good condition, but will be impacted by significant grade changes due to the Flood Construction Level requirements. These trees should be removed and replaced.
- Replacement trees should be specified at 2:1 ratio as per the OCP; for a total of 24 replacement trees.

The City Parks Department has assessed the condition of the three trees located in the City-owned boulevard (untagged). The trees are in good condition and will be protected.

Tree Replacement

The applicant wishes to remove 12 on-site trees (Trees # 594-603, and two untagged trees). The 2:1 replacement ratio would require a total of 24 replacement trees. Based on the size and configuration of the [proposed lots, the applicant has agreed to plant three trees on each lot proposed, for a total of six trees. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
4	11 cm	6 m
2	10 cm	5.5 m

To satisfy the 2:1 replacement ratio established in the OCP, the applicant will contribute \$9,000 to the City's Tree Compensation Fund in lieu of the remaining 18 trees that cannot be accommodated on the subject property after redevelopment.

Tree Protection

Three trees in the City-owned boulevard 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 \$5,900 Tree Survival Security for the three City-owned trees to be retained.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

Affordable Housing Strategy

The Affordable Housing Strategy for single-family rezoning applications requires a secondary suite or coach house on 100% of new lots created; a secondary suite or coach house on 50% of new lots created together with a cash-in-lieu contribution to the City's Affordable Housing Reserve Fund of \$4.00/ft² of the total buildable area of the remaining lots; or, where a secondary suite cannot be accommodated in the development, a cash-in-lieu contribution to the City's Affordable Housing Reserve Fund of \$4.00/ft² of the total buildable area of the development.

The applicant has proposed a secondary suite in each of the dwellings to be built on the new lots, for a total of two secondary suites. This is consistent with the Affordable Housing Strategy.

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 in the dwelling 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.

Site Servicing and Frontage Improvements

At Subdivision stage, the applicant is required to pay the current year's taxes, Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, Address Assignment Fees, and the costs associated with the servicing works described in Attachment 7.

Financial Impact

This rezoning application results in an insignificant Operations 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 10460 Williams Road from the "Single Detached (RS1/E)" zone to the "Compact Single Detached (RC2)" zone, to permit the property to be subdivided to create two single-family lots with vehicle access from the rear lane.

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 9789 be introduced and given first reading.



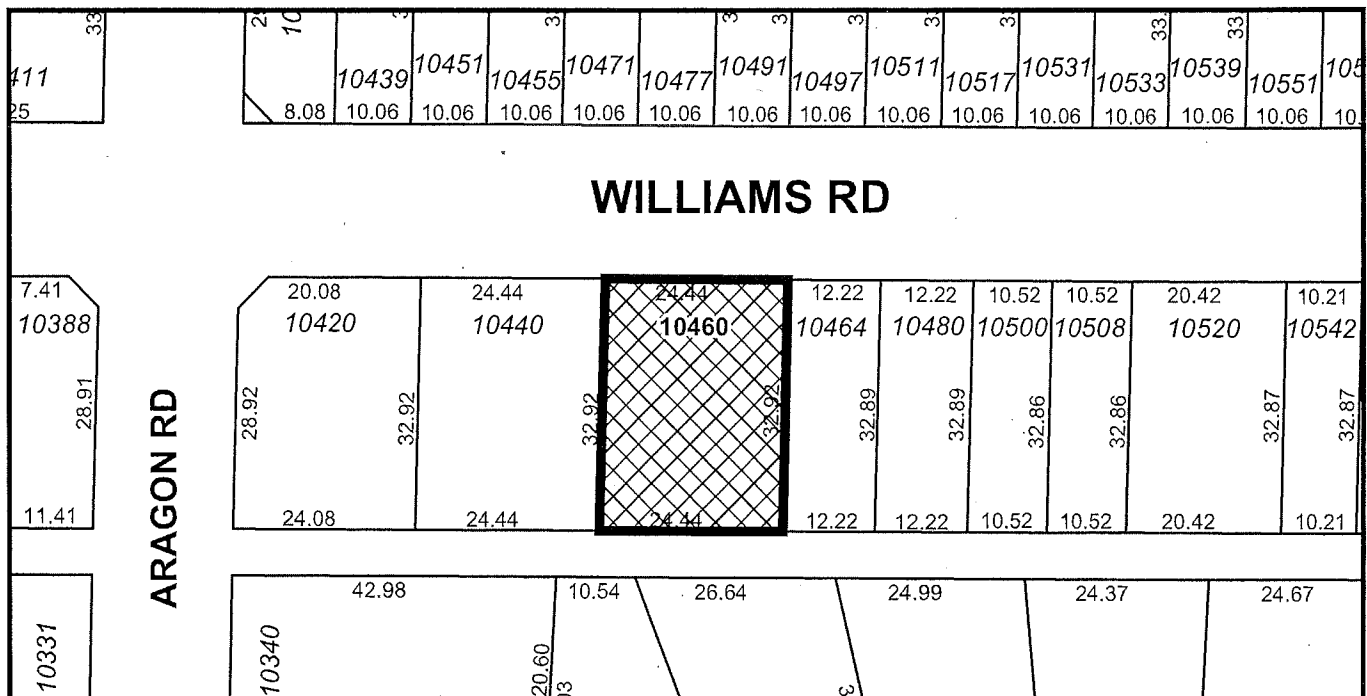
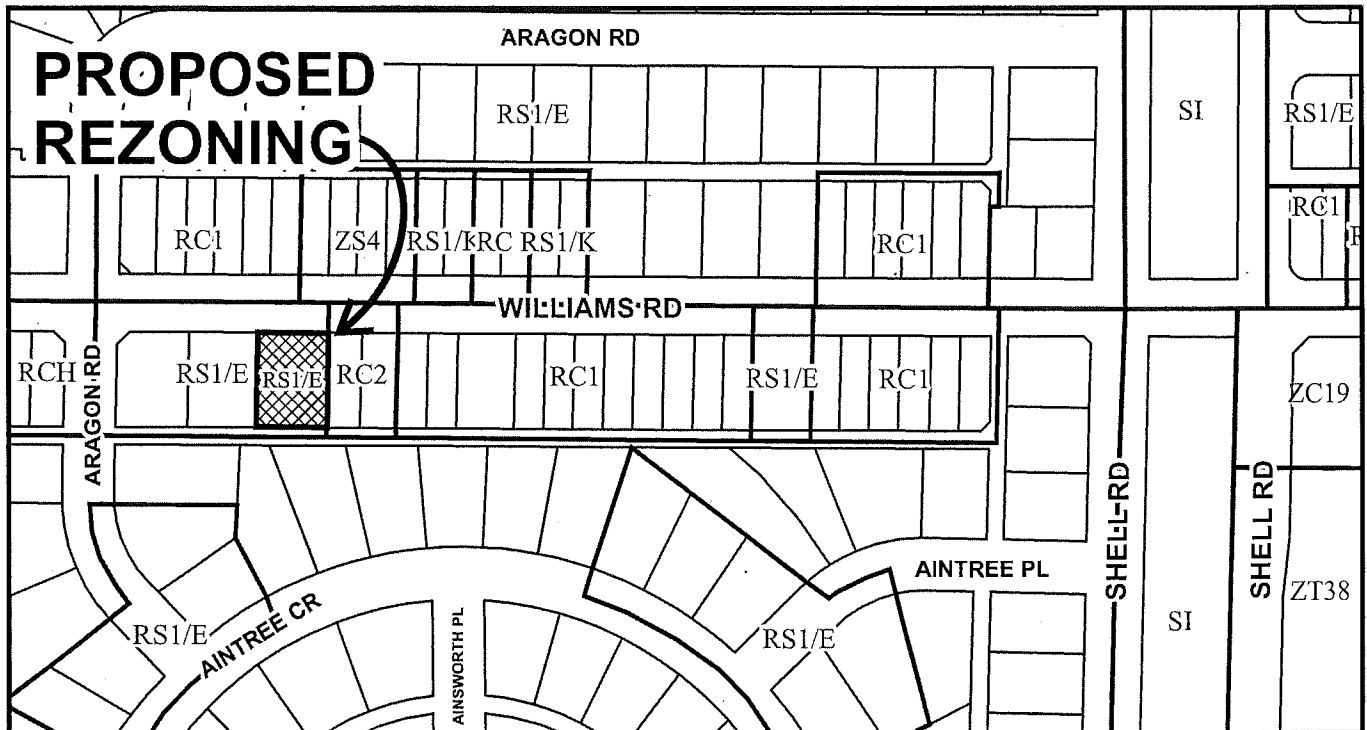
Jordan Rockerbie
Planning Technician
(604-276-4092)

JR:blg

Attachment 1: Location Map and Aerial Photo
Attachment 2: Proposed Subdivision Plan
Attachment 3: Development Application Data Sheet
Attachment 4: Shellmont Area Land Use Map
Attachment 5: Single-Family Lot Size Policy 5443
Attachment 6: Tree Retention Plan
Attachment 7: Rezoning Considerations



City of Richmond



RZ 17-784468

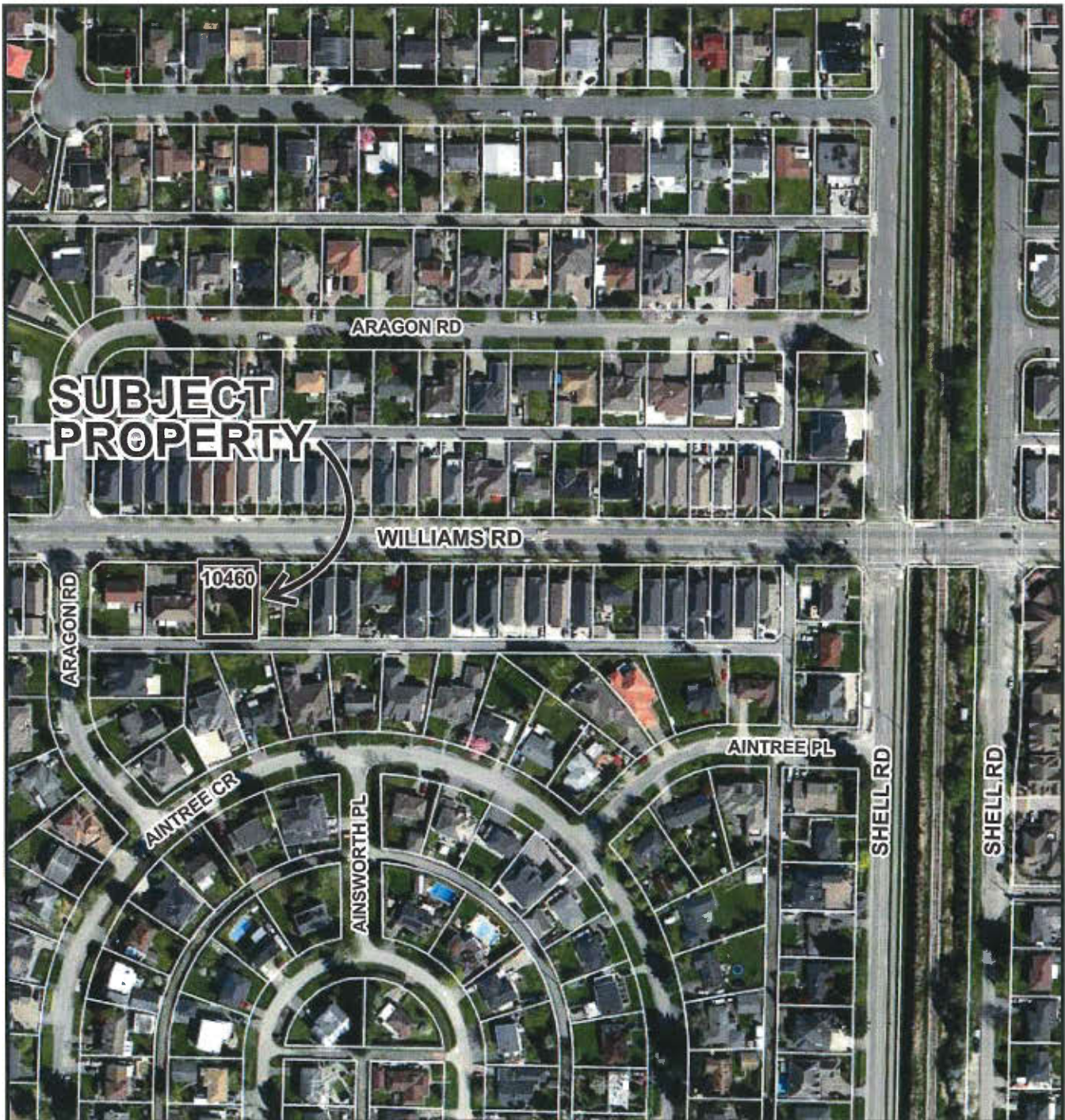
Original Date: 09/12/17

Revision Date: 09/14/17

Note: Dimensions are in METRES



City of
Richmond



RZ 17-784468

Original Date: 09/12/17

Revision Date: 09/14/17

Note: Dimensions are in METRES

CNCL - 365

SURVEY PLAN OF LOT 19 BLOCK 12 Sec 35 BK4N R6W NWD PLAN 18551

ATTACHMENT 2

=> FOR REZONING PURPOSES

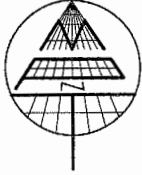
PARCEL IDENTIFIER (PID): 003-590-704

CIVIC ADDRESS

#10460 WILLIAMS ROAD
RICHMOND, BC

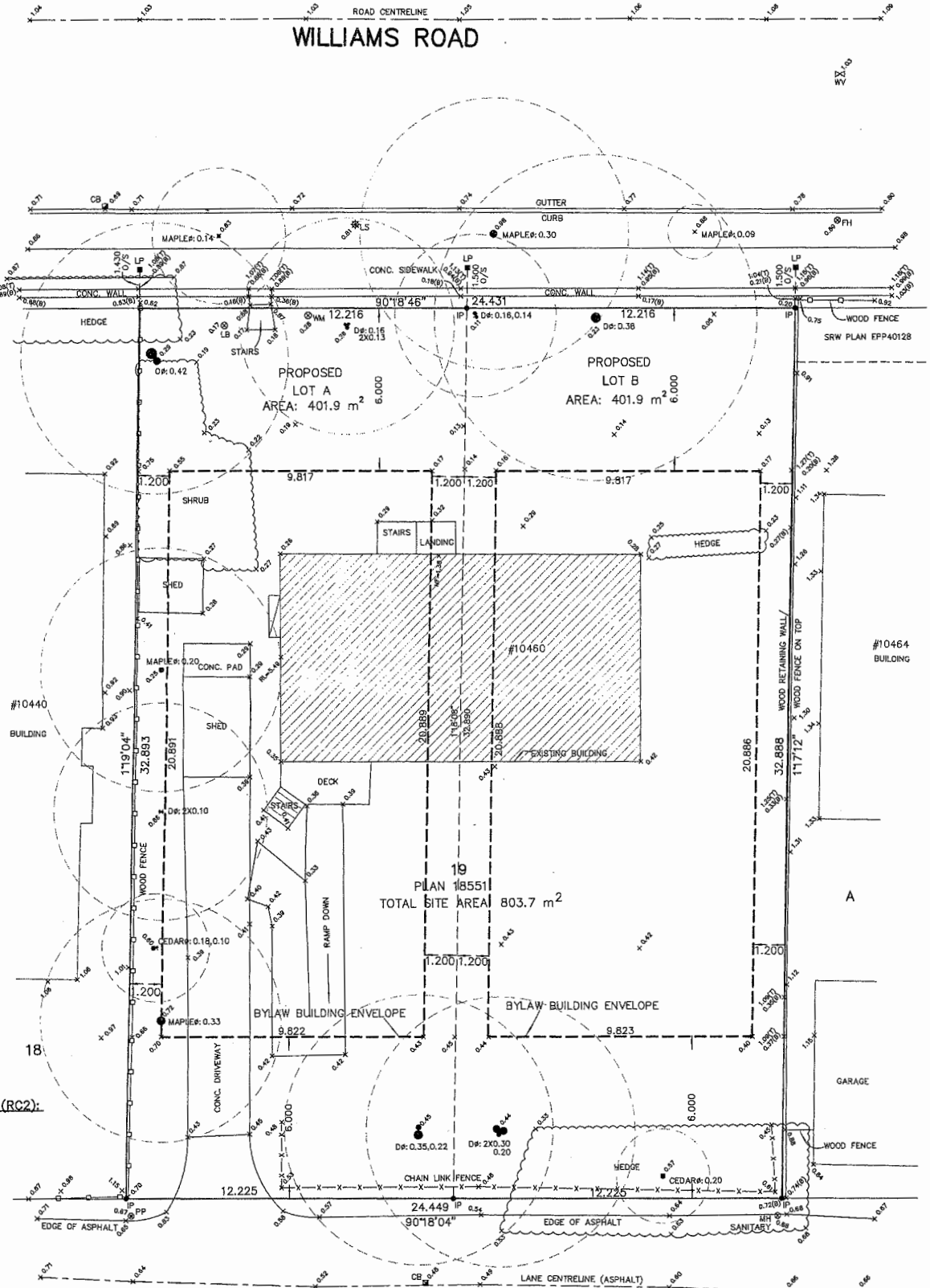
SCALE 1:100

ALL DISTANCES ARE IN METRES



LEGEND

- IP INDICATES SPOT ELEVATION
- LP INDICATES IRON POST
- CB INDICATES LEAD PLUG
- LS INDICATES CATCH BASIN
- FH INDICATES LAMP STANDARD
- LB INDICATES FIRE HYDRANT
- MH INDICATES LAWN BASIN
- WM INDICATES MANHOLE
- PP INDICATES WATER METER
- WV INDICATES POWER POLE
- WV INDICATES WATER VALVE
- CONC. INDICATES CONCRETE
- # INDICATES DIAMETER
- D INDICATES DECIDUOUS
- MF INDICATES MAIN FLOOR
- RL INDICATES ROOF LEVEL
- (T) INDICATES TOP OF WALL
- (B) INDICATES BOTTOM OF WALL



BUILDING ENVELOPE FORMULAE (RC2):

FRONT SETBACK = 5.0m
REAR SETBACK = 5.0m
SIDEYARD = 1.2m
(FORMULAE SHOULD BE VERIFIED WITH
RICHMOND CITY PLANNING DEPARTMENT.)

NOTES:

- ELEVATIONS ARE IN METRES AND ARE DERIVED FROM CITY OF RICHMOND HPN MONUMENT #191 (Q2H2453) LOCATED AT THE RIVERSIDE WAY AND FEATHERSTONE WAY WITH AN ELEVATION OF 1.664 METRES CVD28GVRD GEODETIC DATUM.
- PROPERTY LINE DIMENSIONS ARE BASED ON LAND TITLE OFFICE RECORDS AND LEGAL FIELD SURVEYS.
- ALL TREES AND STUMPS HAVE BEEN PLOTTED AS REQUIRED BY CITY OF RICHMOND BYLAW No.8057
- BUILDING MEASUREMENTS ARE TAKEN TO OUTSIDE WALLS.

CNCL - 366

ADDED BUILDING ENVELOPE: AUG 01, 2017
DATE OF SURVEY: JUNE 20, 2017

* SEALED *

MATSON PECK & TOPLISS
SURVEYORS & ENGINEERS
#320 - 11120 HORSESHOE WAY
RICHMOND, B.C., V7A 5H7
PH: 604-270-9331
FAX: 604-270-4137
CADFILE: 18489-001-TPG-001.DWG

R-17-18489-TPG

CLIENT REF: NEW VILLA HOLDINGS LTD.

WILLIAM P. WONG
BC LAND SURVEYOR (#697)
"THIS DOCUMENT IS NOT VALID
UNLESS ORIGINALLY SIGNED
AND SEALED."



RZ 17-784468

Attachment 3

Address: 10460 Williams Road

Applicant: Raj Dhaliwal

Planning Area(s): Shellmont

	Existing	Proposed
Owner:	Balraj Singh Dhaliwal	To be determined
Site Size (m²):	803.8 m ²	Two lots, each 401.9 m ²
Land Uses:	One single-family dwelling	Two single-family dwellings
OCP Designation:	Neighbourhood Residential	No change
702 Policy Designation:	Compact Single Detached (RC2)	No change
Zoning:	Single Detached (RS1/E)	Compact Single Detached (RC2)
Other Designations:	Arterial Road Compact Single Detached	No change

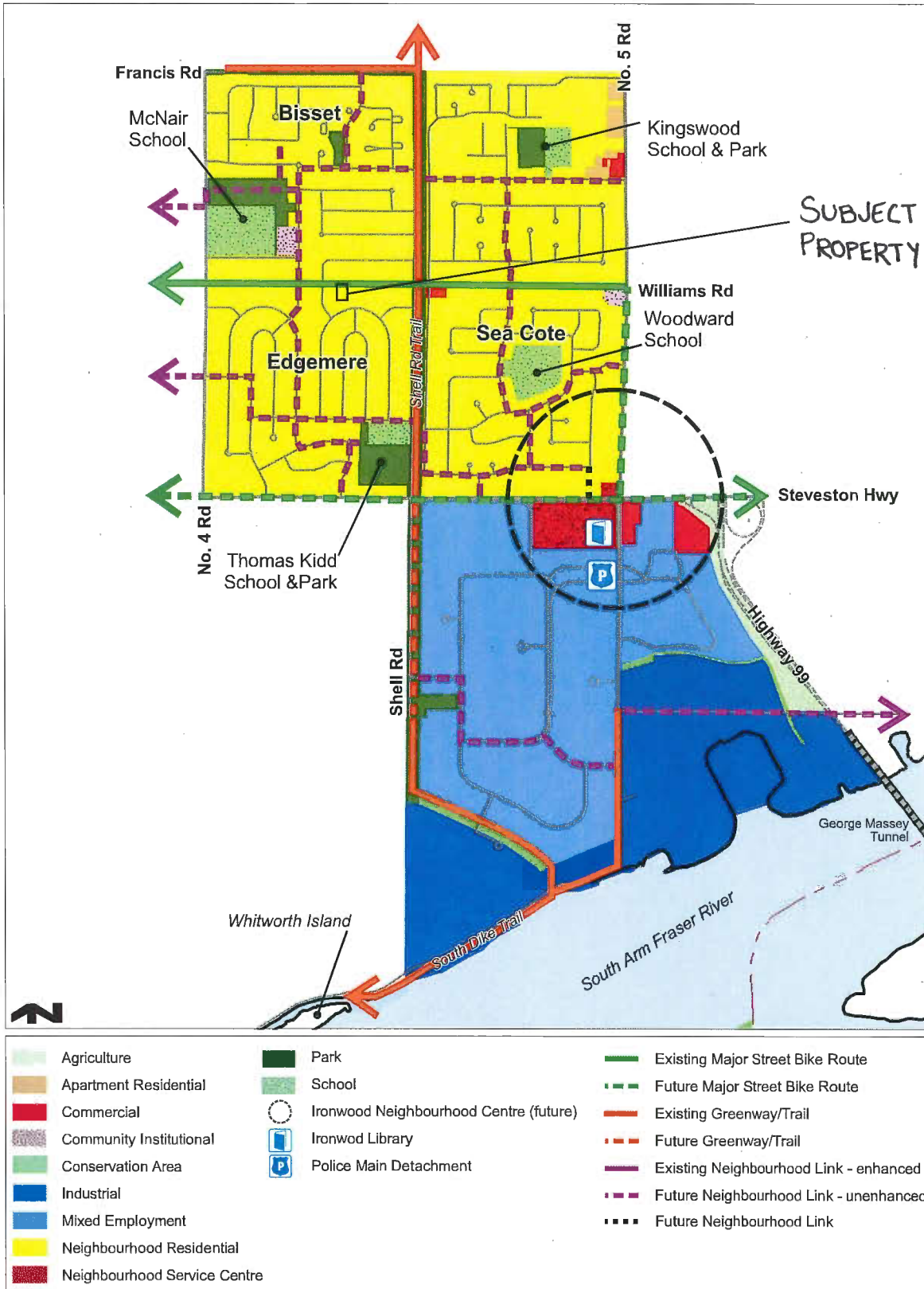
On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.60 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ²	Max. 0.60 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ²	none permitted
Buildable Floor Area (m ²):*	Max. 241.1 m ² (2,595.6 ft ²)	Max. 241.1 m ² (2,595.6 ft ²)	none permitted
Lot Coverage (% of lot area):	Building: Max. 50% Non-porous Surfaces: Max. 70% Landscaping: Min. 20%	Building: Max. 50% Non-porous Surfaces: Max. 70% Landscaping: Min. 20%	none
Lot Size:	Min. 270.0 m ²	401.9 m ²	none
Lot Dimensions (m):	Width: Min. 9.0 m Depth: Min. 24.0 m	Width: 12.23 m Depth: 32.89 m	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 6.0 m Side: Min. 1.2 m	Front: Min. 6.0 m Rear: Min. 6.0 m Side: Min. 1.2 m	none
Height (m):	Max. 9.0 m	Max. 9.0 m	none

Other: Tree replacement compensation required for loss of significant trees.

* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.



8. Shellmont



**City of Richmond****Policy Manual**

Page 1 of 2

Adopted by Council: December 17, 1990
Amended by Council: December 18, 2006**POLICY 5443**

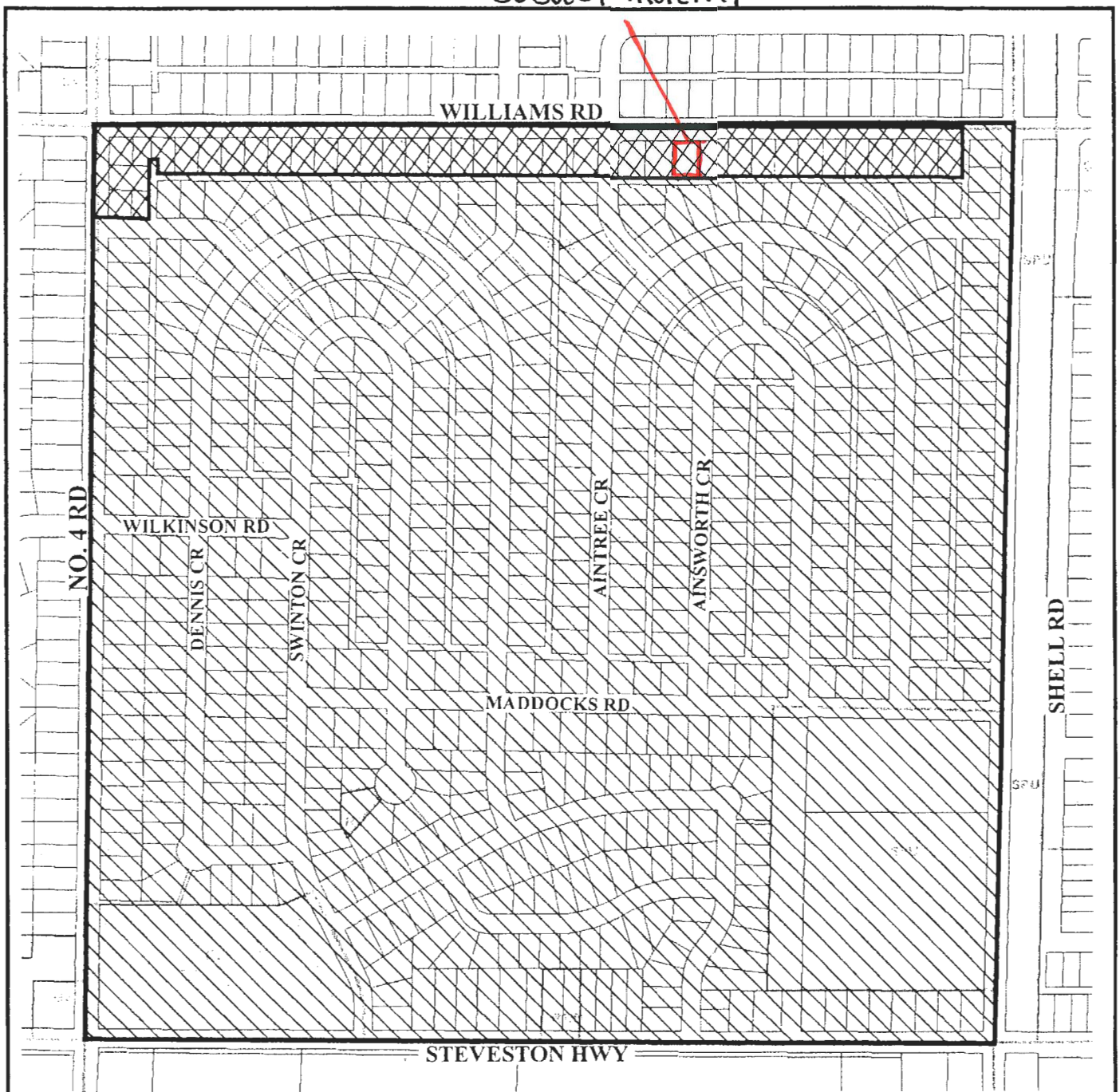
File Ref: 4045-00

SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 35-4-6**POLICY 5443:**

The following policy establishes lot sizes in Section 35-4-6 located in the area bounded by **Steveston Highway, Shell Road, No. 4 Road and Williams Road**:

1. That properties within the area bounded by Steveston Highway, Shell Road, No. 4 Road and Williams Road, in Section 36-4-6, be permitted to subdivide in accordance with the provisions of Single-Family Housing District, Subdivision Area E (R1/E) as per Zoning and Development Bylaw 5300, with the exception that:
 - a) Properties fronting on Williams Road from No. 4 Road to Shell Road and properties fronting on No. 4 Road from Williams Road to Dennis Place, be permitted to subdivide in accordance with the provisions of Single-Family Housing District (R1-0.6) or Coach House District (R9) provided that vehicle accesses are to the existing rear laneway only.
2. This policy, as shown on the accompanying plan, is to be used to determine the disposition of future rezoning applications in this area, for a period of not less than five years, except as per the amending procedures contained in the Zoning and Development Bylaw 5300.

SUBJECT PROPERTY



Subdivision permitted as per **R1/E**.



Subdivision permitted as per R1-0.6 or R9 provided that access is to a constructed lane and not to the arterial road.



Policy 5443
Section 35, 4-6

CNCL - 370

Adopted Date: 12/17/90

Amended Date: 12/18/06



Address: 10460 Williams Road

File No.: RZ 17-784468

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9789, the developer is required to complete the following:

1. Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should:
 - Comply with the guidelines of the OCP's Arterial Road Policy and should not include hedges along the front property line.
 - Include a mix of coniferous and deciduous trees.
 - Include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report.
 - Include the six required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	Minimum Height of Coniferous Tree
4	11 cm	6 m
2	10 cm	5.5 m

2. City acceptance of the developer's offer to voluntarily contribute \$9,000 to the City's Tree Compensation Fund for the planting of replacement trees within the City.
3. 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.
4. Submission of a Tree Survival Security to the City in the amount of \$5,600 for the three City-owned trees to be retained.
5. Registration of a flood indemnity covenant on Title.
6. 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.

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.

Prior to Building Permit* Issuance, the developer must complete the following requirements:

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

At Subdivision* stage, the developer must complete the following requirements:

1. Enter into a Servicing Agreement* for the design and construction of engineering infrastructure improvements. Works include, but may not be limited to, the following:

Water Works:

- Using the OCP Model, there is 544.0 L/s of water available at a 20 psi residual at the Williams Road 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 Developer's cost, the City is to:
 - Install 2 new water service connections to serve the proposed development, complete with meters and meter boxes.
 - Cut and cap, at main, the existing water service connection serving the development site.

Storm Sewer Works:

- The Developer is required to:
 - Video inspect the existing storm service connections and inspection chambers to confirm condition and adequate capacity to serve the proposed development per City specifications. If a connection is acceptable to the City, that connection may be retained. If a connection is not acceptable to the City, the service connection and inspection chamber shall be replaced by the City at the Developer's cost, as described below.
 - If the storm connection(s) are in a condition to be reused, provide minimum 2.0 m (N-S) x 1.5 m (E-W) right-of-way(s) centered on the existing inspection chamber(s) to be retained that are located within the development site.
- At Developer's cost, the City is to:
 - If one or more storm connection is not in a condition to be reused, replace that connection with a new service connection and inspection chamber. Reconnect service to 10440 Williams Road.

Sanitary Sewer Works:

- The Developer is required to:
 - Not start on-site excavation or foundation construction prior to completion of rear yard sanitary works by City crews.
- At Developer's cost, the City is to:
 - Cut and cap, at inspection chamber, the existing sanitary service connection at the southeast property line.
 - Install a new sanitary service connection complete with inspection chamber and dual service laterals at the adjoining property line of the newly subdivided lots.

Frontage Improvements:

- The Developer is required to:
 - Coordinate with BC Hydro, Telus and other private communication service providers:
 - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - To determine if above ground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc.). These should be located onsite.
 - Pay at the subdivision stage, in keeping with Schedule 4 to the Cost Recovery Bylaw No. 8752, the amount of \$28,547.63 for rear lane improvements constructed during a City capital works project in 2012.

General Items:

- The Developer is required to:
 - Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on-site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9789 (RZ 17-784468)
10460 Williams Road**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"COMPACT SINGLE DETACHED (RC2)"**.

P.I.D. 003-590-704

Lot 19 Block 12 Section 35 Block 4 North Range 6 West New Westminster District
Plan 18551

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9789"**.

FIRST READING



A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER




City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: Victor Wei, P. Eng.
Director, Transportation
Date: October 20, 2017
File: 01-0154-04/2017-Vol
01
Re: **City of Richmond-TransLink TravelSmart Partnership – Completion of Pilot Program**


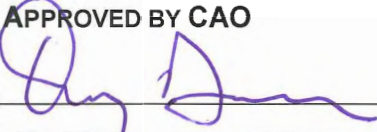
Staff Recommendation

1. That the staff report titled “City of Richmond-TransLink TravelSmart Partnership – Completion of Pilot Program”, dated October 20, 2017, from the Director, Transportation be received for information.
2. That a copy of the above report be forwarded to the Richmond Council-School Board Liaison Committee for information.



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

Att. 3

REPORT CONCURRENCE		
ROUTED TO: Economic Development Community Social Development	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CJ	APPROVED BY CAO 

Staff Report

Origin

At its February 22, 2016 meeting, Council received an update report on joint activities undertaken through the City's partnership with TravelSmart, TransLink's branded transportation demand management (TDM) program, and resolved:

That staff continue to monitor the TransLink TravelSmart pilot program and relevant activities, as described in the staff report titled "City of Richmond-TransLink TravelSmart Partnership – Update", dated January 25, 2016, from the Director, Transportation and report back on the results following their completion.

As the pilot program has now concluded, this report provides a summary of the results.

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

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

Analysis

The TravelSmart pilot program focused on implementing TDM strategies that foster behaviour changes that lead to increased use of transit, carpooling, car-sharing, cycling, and walking as viable alternatives to a single occupant vehicle. The following sections highlight the key initiatives completed and their results.

School Travel Planning: Pilot Project at Three Elementary Schools

The ultimate goal of a School Travel Plan (STP) is to create an environment that encourages healthy and active transportation to and from school, improves the journey for those who use vehicles or take school busses, and improves transportation safety for everyone. TravelSmart contracted HASTe (Hub for Active School Travel) to develop customized STPs in collaboration with the Richmond School District, TravelSmart and the City at three elementary schools: Garden City, AB Dixon and Walter Lee.¹

The process was initiated in Fall 2015 and typically takes 18 months to progress through the five phases of set-up, baseline data collection, action plan development, action plan implementation, and evaluation. Completion of the pilot program was delayed from Spring 2017 to Fall 2017 due to the uncertainty arising from the potential for elementary school closures in Richmond, which included two of the three participating schools (i.e., AB Dixon and Walter Lee).

A customized STP for each school is the final outcome of the planning process and is intended to be a living document that belongs to the school and should be revisited regularly in order to update the status of the action plan items and incorporate future evaluation findings. Each STP has the following components:

¹ The three schools were identified by Richmond School District based on demonstrated interest from principals.

- *School Profile*: describes the school's history, special programs offered (e.g., French immersion), enrolment, and location.
- *Baseline Data*: summarizes the results of classroom and family take-home surveys regarding travel mode to/from school, factors that influence transportation decisions and local transportation concerns. Attachment 1 provides excerpts of the survey results for each school.
- *Travel Challenges*: summarizes the perceived barriers to active travel faced by students, families and staff based on input from parents and other members of the school community through meetings, surveys and observations during a school walkabout that included the participation of School District and City staff. This section also identifies potential measures to address the perceived issues. Attachment 2 summarizes the concerns identified for each school and staff's preliminary comments on each item.
- *Implementation*: describes the key initiatives undertaken to foster active transportation to and from school and improve traffic safety. Common elements across all schools include:
 - Best Routes to School Map: based on the baseline family take-home surveys, walkabout information and Parent Advisory Committee (PAC) consultation, the map outlines the safest and most accessible routes that students and families can take to walk or bike, and includes an overview of the local neighbourhood and tips for commuting safely. Attachment 3 provides excerpts of the map for each school.
 - Bike to School Week: this annual province-wide event that typically occurs during the last week of May was a key action item for promoting and encouraging active transportation to and from school.
 - Cool Routes to School: implementation of a comprehensive student leadership and engagement program to generate student-designed projects that are uniquely suited to the travel needs and cultures of individual schools. The approach works to engender a strong sense of ownership and accomplishment among participating students. Examples of creative activities and events that showcased students' understanding of sustainable and active school travel include:
 - PA announcements and publicity materials related to active travel (Figure 1);
 - Writing, rehearsing and performing an original play about active travel at a school assembly;

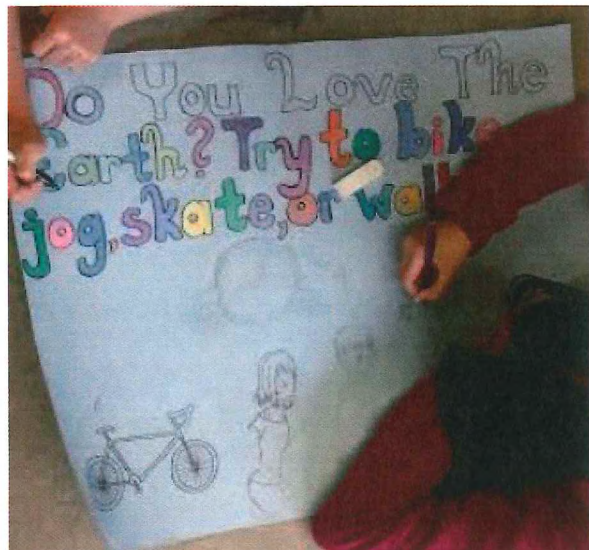


Figure 1: Publicity material created by Garden City Elementary School students

- Creation of launch material for a school assembly including a video, a collection of active travel interviews, active travel posters, outdoor signage, and announcements;
 - Promotion of Bike to School Week including sharing information at a school assembly; and
 - Participation at the Richmond Earth Day Youth Summit in April 2016 to speak about the STP process.
- Action Plan: informed by the school walkabout, the Plan categorizes potential measures to address the perceived barriers to active travel by stakeholder group including HASTE, Richmond School District, the City, Richmond RCMP, HUB Cycling, ICBC, school principal, and the PAC.

Suggested measures within the City's responsibility typically involve pedestrian infrastructure improvements (e.g., repair of existing and/or new walkways, new crosswalks, curb bulges to reduce crossing distances), additional parking restrictions near school zones and studies to determine the need for traffic calming measures in school zones. Further to the preliminary staff comments provided in Attachment 2, staff will undertake a detailed review of the proposed measures and, if deemed feasible and/or warranted, implement them over the forthcoming several years as resources and other City priorities allow via the City's annual capital budget (i.e., projects such as pedestrian walkways and new crosswalks would be funded from Council-approved annual capital programs including the Neighbourhood Walkway Program and the Traffic Calming Program).

Business Retention Initiative: Employee Transportation at Riverside Business Park

A high priority action item in the Richmond Resilient Economy Strategy is to retain and support businesses already in Richmond. Data collected through the City's Business Development Program has shown that employee transportation is the number one barrier to workforce attraction and business retention. This issue is most pronounced in the City's business parks, such as the Riverside Business Park (500+ businesses with 6,000+ employees) located off No. 5 Road to the south of Steveston Highway. The City's partnership with TravelSmart provided an additional resource to help staff explore alternative transportation solutions for industrial park tenants and their employees as a business and workforce retention initiative.

Staff undertook considerable communication, research and facilitation work to introduce Riverside businesses to a variety of alternative transportation solutions for their employees, including public transit, biking and walking, ride-sharing, car-sharing and a private shuttle. The private shuttle option emerged as the most feasible near term solution to improved employee access.

A pricing/cost share model for a shuttle pilot was developed by a private operator with input from a champion group of four major Riverside businesses. Despite initial enthusiasm to engage, the four business champions ultimately opted out of the shuttle pilot, citing cost. To conclude staff's facilitation work, the opportunity of a private shuttle pilot was communicated to all participating businesses (23 in total) and interested businesses were invited to contact the shuttle operator directly to register their interest in a private shuttle solution. As well, a summary of all available solutions was distributed to the greater Riverside business group for their future consideration.

A major outcome of this initiative was increased awareness of Richmond businesses' transportation challenges by TransLink, the Province of B.C., and other regional stakeholders. Medium and longer term solutions continue to be developed by the City and TransLink and include potential transit enhancements via the current work of the Southwest Area Transport Plan, as well as improvements to pathways, lighting, transit shelters, and landing pads at bus stops via the City's capital improvement programs (e.g., as part of the 2018 capital budget process and pending Council approval, staff are proposing the construction of pedestrian pathways to and landing pads at all bus stops within the Riverside Industrial Park).

Community Outreach

As outlined in Table 1, TravelSmart staff participated in City events to promote and raise awareness of sustainable travel modes and provided presentations on transit to a number of local community groups during 2017 and will continue to do so in the future.

Table 1: TravelSmart Outreach Activities in Richmond in 2017

Activity	Details
City Event	<ul style="list-style-type: none"> Attended with TransLink's community engagement bus (Figure 2) to answer any transit-related questions Participated in Ships to Shore (May 6) and Public Works Open House (May 13)
TravelSmart for Business	<ul style="list-style-type: none"> Provide organizations with a strategic approach to employee commuting and transportation issues (e.g., manage demand for parking) Provided 2 sessions in 2017
TravelSmart for Newcomers	<ul style="list-style-type: none"> Work with individual newcomers, settlement service agencies, and community groups to provide newcomers with tools, resources, and tips on how to effectively use public transit and other modes of sustainable transportation Provided 6 presentations in 2017
TravelSmart for Seniors	<ul style="list-style-type: none"> Work with Senior Centres and advocacy groups to provide seniors with information on the wide array of transportation options available Provided 9 presentations in 2017
TravelSmart	<ul style="list-style-type: none"> Presentation to the Board of the Richmond Centre for Disability (May 16)

Potential Future Initiatives

Staff will continue work with TravelSmart and Richmond School District to identify on-going and potential future initiatives such as:

- City events that TravelSmart may attend to provide information and awareness,
- further school- and business-focussed outreach efforts, and
- public education sessions such as transit training sessions for seniors and recent immigrants.

Staff will work with TravelSmart to develop evaluation and monitoring tools to measure



Figure 2: TransLink Community Engagement Bus

the effectiveness of such initiatives (e.g., installation of bike counters on cycling routes, the change over time of the travel mode share of walking, cycling, transit, and carpooling).

Financial Impact

None. The STP process was funded by TravelSmart. Any City capital projects arising from the action plans for each school would be funded from Council-approved capital budgets.

Conclusion

Following the launch of the City-TravelSmart partnership in December 2014, staff from different departments worked with TravelSmart to collectively improve the community's awareness and understanding of transportation options and build positive attitudes about sustainable transportation choices. Two key initiatives, a pilot project to undertake school travel planning with three elementary schools and business engagement at Riverside Industrial Park, have been completed. Both have identified constructive suggestions that all stakeholders can pursue to help encourage sustainable travel modes.

Staff will continue to work with TravelSmart to advance the City's progress towards its targets to reduce greenhouse gas emissions and increase the mode share of active transportation as well as improve personal health and enhance community safety.



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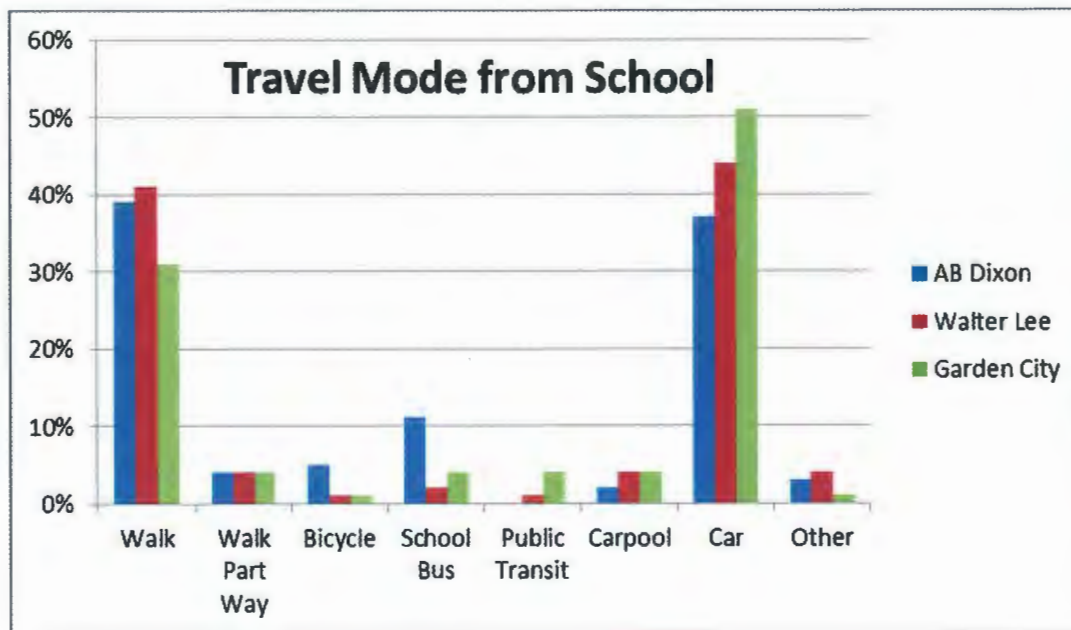
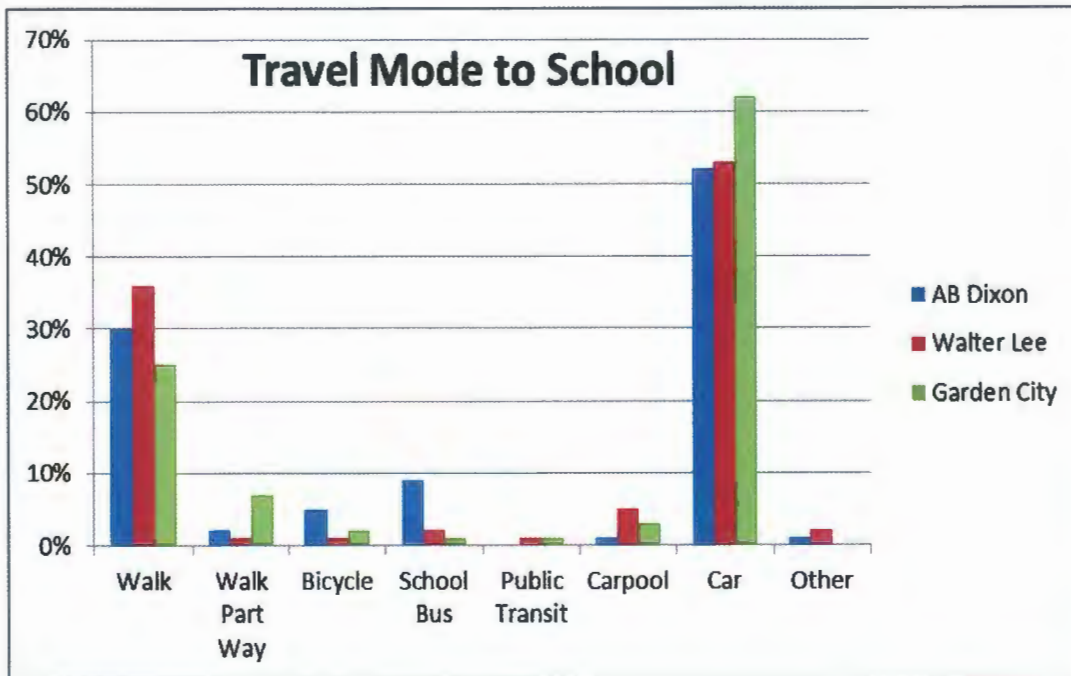
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Att. 1: Summary of School Travel Planning Survey Results

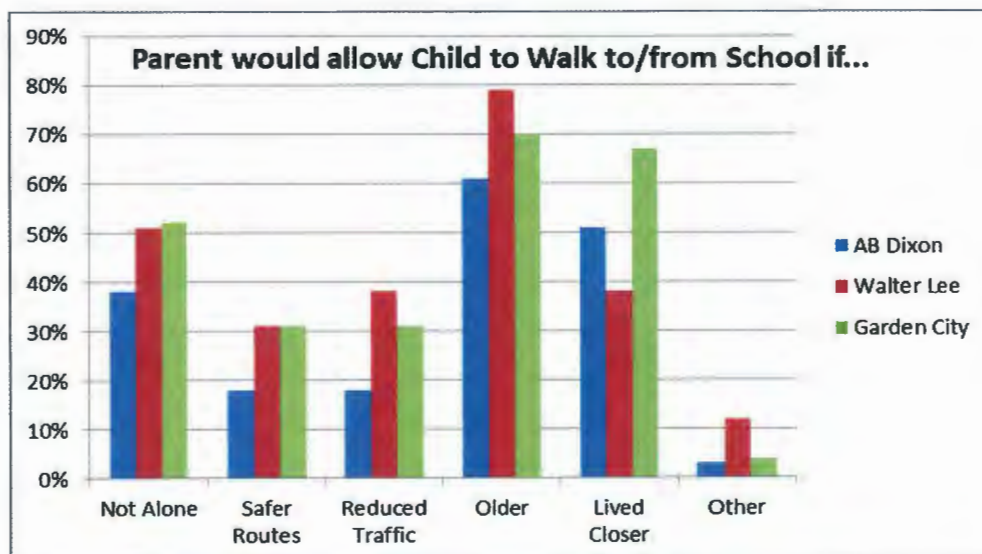
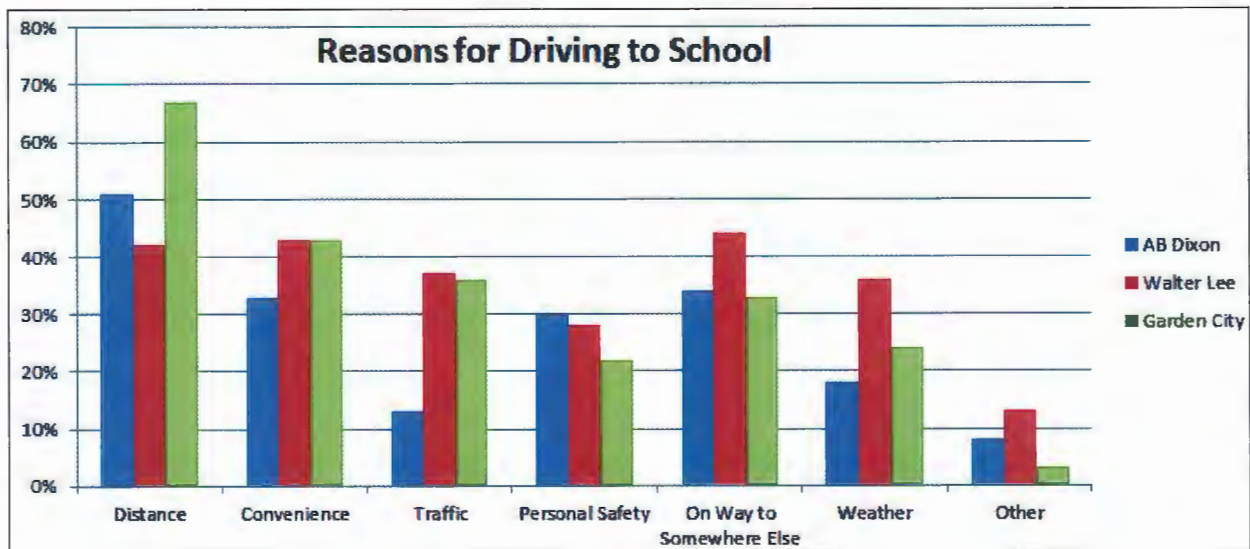
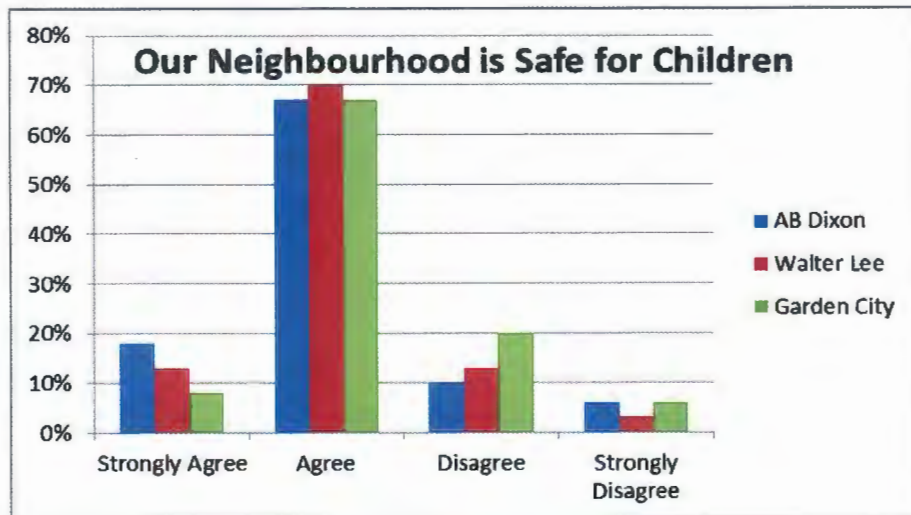
Att. 2: Summary of Travel Challenges identified in School Travel Planning Process

Att. 3: Draft Best Routes to School Maps

Summary of School Travel Planning Survey Results



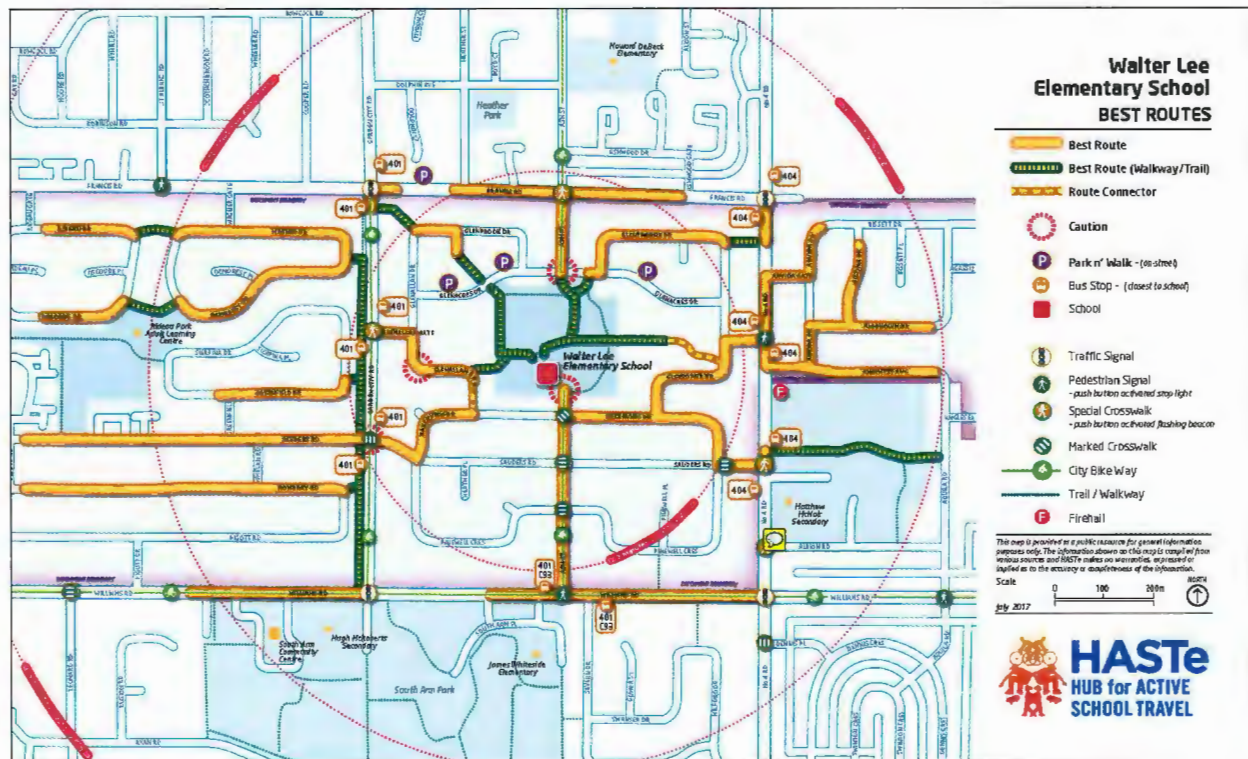
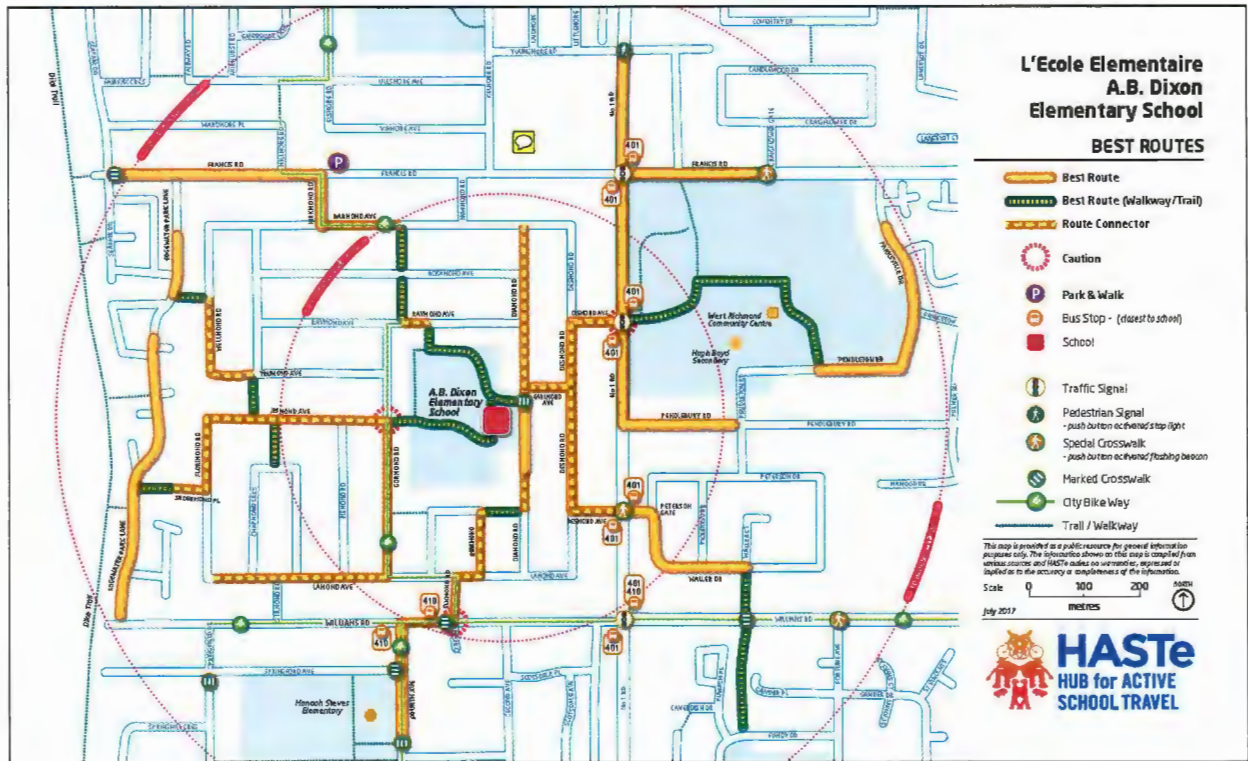
Summary of School Travel Planning School Survey Results



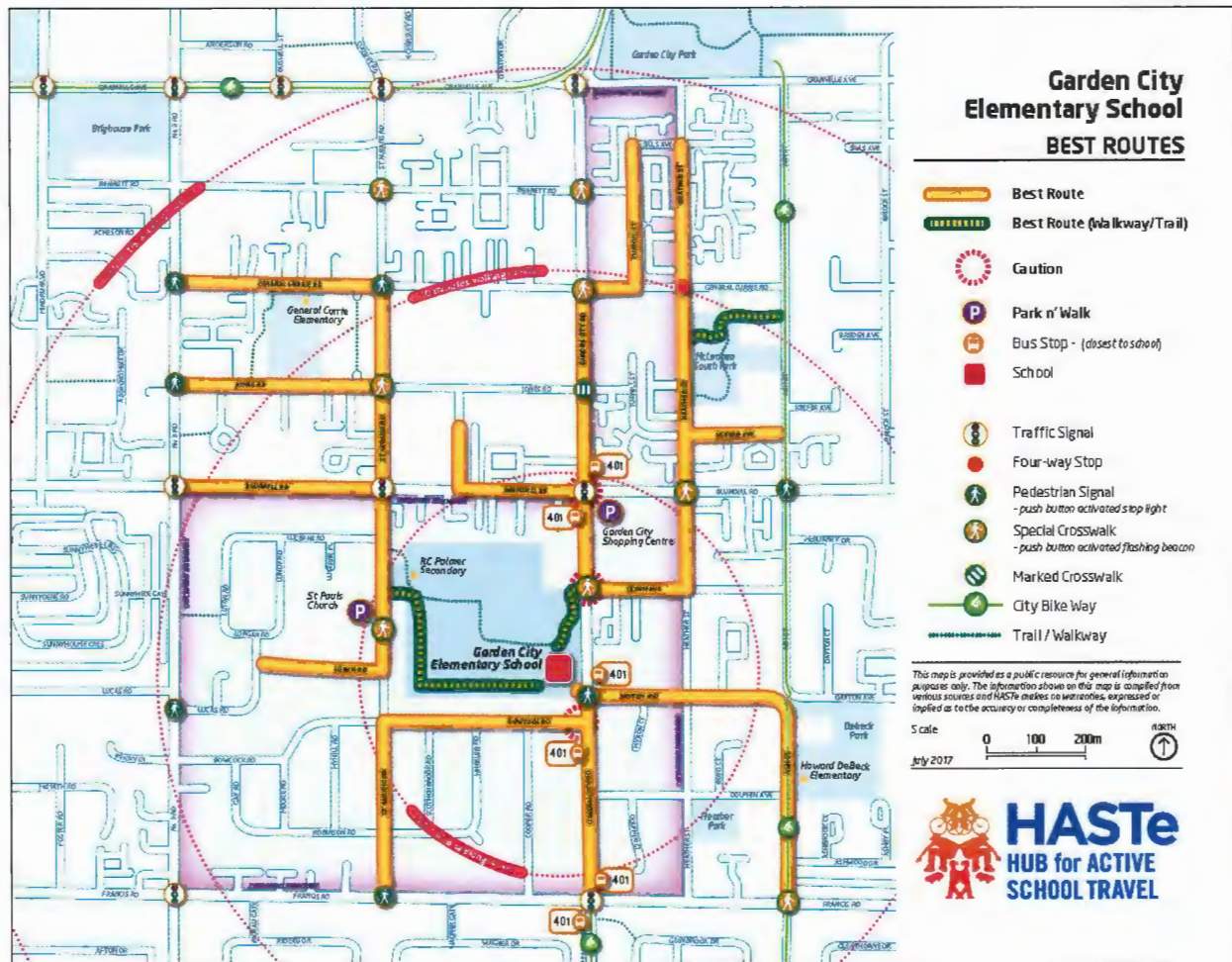
Summary of Perceived Travel Challenges identified in School Travel Planning Process

School	Perceived Travel Challenge	Preliminary Comments from Staff
AB Dixon	Driveway to school from Gormond Ave lacks pedestrian facilities	<ul style="list-style-type: none"> Review feasible options for pedestrian facilities subject to limited right-of-way
	Lack of pedestrian facilities within school zone on Diamond Ave	<ul style="list-style-type: none"> Identify as future City capital project subject to resources and other priorities
	Crossings of major arterial road (No. 1 Road) can be uncomfortable	<ul style="list-style-type: none"> Review sightlines, signage and markings of crossings Undertake warrant analysis to determine if upgrade of a crossing is required Request RCMP enforcement of driver compliance at crosswalks
Garden City	Traffic volumes and speeds along Garden City Road detract from pedestrian comfort	<ul style="list-style-type: none"> Review sightlines, signage and markings of crossings Undertake warrant analysis to determine if upgrade of a crossing is required Request RCMP enforcement of driver compliance at crosswalks
	Crossing of major arterial road (Garden City Road) can be uncomfortable	<ul style="list-style-type: none"> Review sightlines, signage and markings of crossings Undertake warrant analysis to determine if upgrade of a crossing is required Request RCMP enforcement of driver compliance at crosswalks
	Pedestrian access through school site	<ul style="list-style-type: none"> Responsibility of Richmond School District Richmond School District staff will review and liaise with City staff on any planned actions that may involve City right-of-way
Walter Lee	Crossing of major arterial road (Garden City Road) can be uncomfortable	<ul style="list-style-type: none"> Review sightlines, signage and markings of crossings Undertake warrant analysis to determine if upgrade of a crossing is required Request RCMP enforcement of driver compliance at crosswalks
	Lack of driver compliance at crosswalks	<ul style="list-style-type: none"> Request RCMP enforcement of driver compliance at crosswalks
	Lack of crosswalk at Ash St-Glenacres Dr	<ul style="list-style-type: none"> Undertake warrant analysis to determine need for crosswalk
	Pedestrian access through school site	<ul style="list-style-type: none"> Responsibility of Richmond School District Richmond School District staff will review and liaise with City staff on any planned actions that may involve City right-of-way

Draft Safe Routes to School Maps



Draft Safe Routes to School Maps





City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: Victor Wei, P. Eng.
Director, Transportation
Date: November 1, 2017
File: 01-0154-04/2017-Vol
01
Re: **TransLink Southwest Area Transport Plan – Results of Phase 2 Consultation
and Preparation of Draft Final Plan**

Staff Recommendation

1. That as described in the report titled “TransLink Southwest Area Transport Plan – Results of Phase 2 Consultation and Preparation of Draft Final Plan” dated November 1, 2017 from the Director, Transportation:
 - (a) The comments from the Senior Advisory Committee and staff be forwarded to TransLink staff for incorporation into the draft final Plan; and
 - (b) TransLink’s draft recommendations for transit service and regionally significant cycling corridors for the Southwest Area Transport Plan be endorsed for the purpose of public consultation on the draft final TransLink Southwest Area Transport Plan.
2. That staff be directed to report back with the draft final TransLink Southwest Area Transport Plan in January 2018.

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

Att. 4

REPORT CONCURRENCE		
ROUTED TO: Policy Planning Economic Development	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CS	APPROVED BY CAO

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Staff Report

Origin

The development of TransLink's Southwest Area Transport Plan was initiated in February 2015. Staff have provided regular updates on the progress of the Plan with the last report in May 2017 highlighting the Phase 2 public consultation material on proposed strategies and action to address the issues and opportunities identified in Phase 1. This report provides a summary of the Phase 2 consultation results and the next steps to prepare the draft final Plan.

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

3.3. Effective transportation and mobility networks.

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

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

Analysis

Southwest Area Transport Plan

The Southwest Area Transport Plan includes Richmond, South Delta (Ladner and Tsawwassen) and Tsawwassen First Nation and will encompass the entire multi-modal transportation network (as opposed to just transit) within the identified sub-area of the region. Based on the structure of TransLink's Regional Transportation Strategy and the Mayors' Council 10-Year Plan, the Plan will identify priority strategies and actions related to the themes of invest, manage and partner. Figure 1 illustrates the Plan process; the Plan is anticipated to be finalized by the end of 2017.

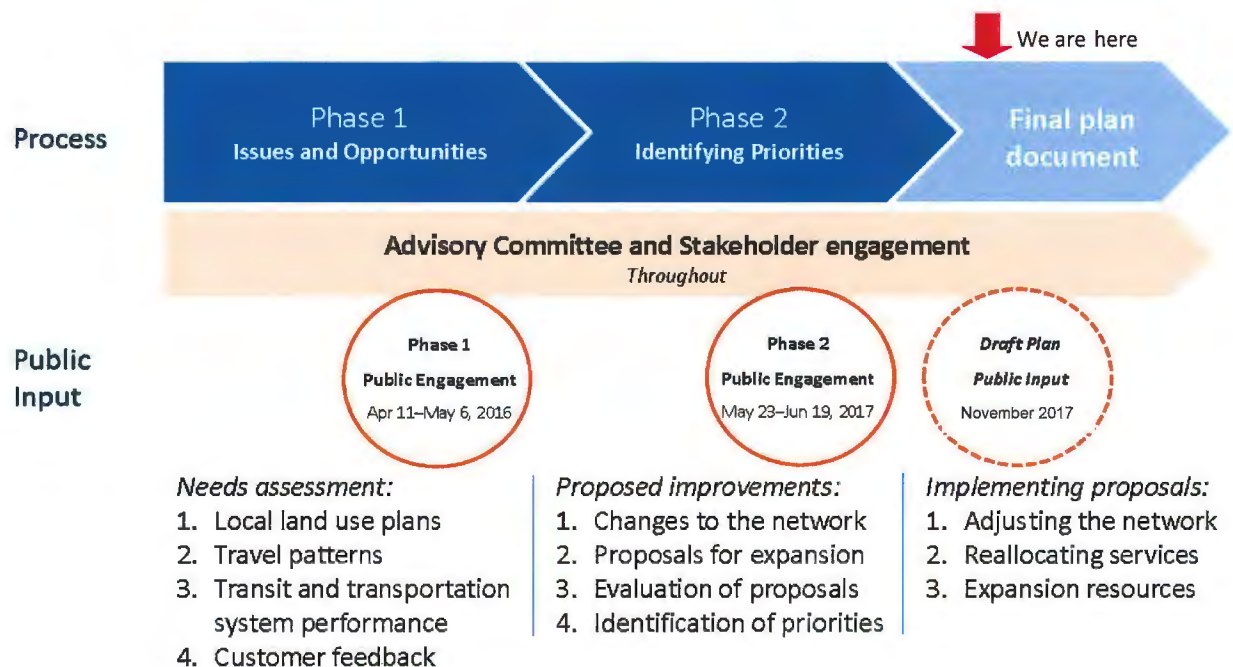


Figure 1: Southwest Area Plan Process

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Phase 2 Consultation Engagement

From May 23 to June 19, 2017, TransLink sought input from the public, stakeholders and municipal partners in the engagement for Phase 2: Identifying Priorities. Outreach activities undertaken by TransLink to raise awareness of the consultation included:

- Local newspaper advertisements including the Richmond News, Ming Pao and Sing Tao;
- Online and social media including targeted digital advertising buys, Buzzer blog, TransLink website and social media, local government websites and social media (including the City of Richmond); and
- Email to 300+ community and business groups, distribution of 9,000 posters and postcards to community centres, libraries, non-profits, and transit hubs.

As transportation and employee access continue to be a key concern for Richmond businesses and a challenge for workforce attraction and retention, the City's Economic Development Office also shared information about the Phase 2 consultation process and proposed transit improvements with the business community through the following means:

- E-mails to businesses that had previously registered concerns about employee access (~100 businesses representing 10,000+ employees);
- Notice in Richmond in Business e-newsletter (~700 recipients); and
- Posts on economic development Twitter and Facebook social media channels (~2,500 followers).

Feedback was gathered via an online survey on the TransLink website with paper surveys (in English and Chinese) available at key community locations including Richmond Centre for Disability, Richmond Chinese Community Society, Minoru Place Activity Place, and all libraries in Richmond. In addition, in-person events held in Richmond included two pop-up open houses at the Steveston Farmers and Artisans Market (June 4) and Bridgeport Station (June 7) as well as a presentation to the Richmond Active Transportation Committee (June 14), and a transportation stakeholder workshop (June 15).

A total of 3,288 surveys were completed (3,192 online and 96 paper), which is comparable to the Phase 1 response rates. Table 1 provides a breakdown of the survey participants by location of residence for the online responses. Overall, one-half of the participants identified themselves as residents of the southwest area of Richmond, South Delta (Ladner and Tsawwassen) and Tsawwassen First Nation and of those, the majority (75%) are from Richmond.

Table 1: Survey Responses by Residence

Resident of	#	%
Richmond	1,204	37%
South Delta	384	12%
Tsawwassen First Nation	72	2%
Other/Did Not Answer	1,628	49%
Total	3,288	100%

Phase 2 Consultation Results: Transit

In Phase 2, TransLink proposed three new and changes to 33 existing transit routes throughout the sub-region and survey participants were asked for input to help understand customer impacts and identify new ideas or suggestions. Attachment 1 summarizes and ranks, for each proposed route change, respondents' perception of the proposed change versus the existing service (i.e.,

much better, better, about the same, worse, or much worse). Overall, 25 of 36 proposed changes (69%) were rated as providing about the same or better service. Of these, 18 proposals were rated twice as better or even higher. Highlights of the public feedback for Richmond routes include:

- Support that the proposed changes would be the same or better than current service for:
 - “New A” bus service along Blundell Road (82% of respondents); and
 - Increased frequencies to the existing 301 Richmond-Brighthouse Station/Newton Exchange (87%), 311 Bridgeport Station/Scottsdale (84%) and 430 Richmond-Brighthouse Station/Metrotown (85%).
- Concern that the proposed cancellation of the following services as part of the network redesign (typically due to the resulting duplication of service with another route) would be worse than today:
 - C92 Sea Island South/Bridgeport Station (88% of respondents);
 - C96 East Cambie/Richmond-Brighthouse Station (53%); and
 - 480 UBC/Bridgeport Station (94%).
- Concern that the following existing services proposed to be re-aligned to provide more direct north-south service and connect to Bridgeport Station rather than Richmond-Brighthouse Station would be worse than today:
 - 404 Four Road/Richmond-Brighthouse Station (39% of respondents); and
 - 405 Cambie/Five Road (40%).
- Mixed responses on longer routes that would be split (i.e., 401 One Road/Garden City, 407 Bridgeport/Gilbert, 410 22nd St Station/Railway, and 405 Cambie/Five Road), typically based on the trade-off between improved reliability and the ability to tailor service frequencies to route segments versus some passengers being required to transfer depending on their destination.

Respondents also indicated broad support for the proposed regionally significant cycling corridors that were identified for new or improved cycling facilities.

Consideration of Consultation Results

Based on the Phase 2 survey responses and comments, TransLink staff determined that some Richmond route proposals could proceed unchanged (i.e., responses were generally positive with no significant issues identified) while others would be further analyzed to explore refinements and new options to address respondents’ concerns as summarized in Table 2.

Table 2: Richmond Route Proposals

Proceed with Proposal	Consider Revisions
<ul style="list-style-type: none"> • 401 One Road/Garden City • 402/New A (Blundell Rd) • N10/N15 NightBus (Vancouver-Richmond) • 430 Richmond-Brighthouse/Metrotown • 301 Richmond-Brighthouse/Newton • C94 Richmond Oval 	<ul style="list-style-type: none"> • 403 Three Road/Bridgeport Stn • 404/405/C96 East Cambie • 410/C98 22nd St Stn-Fraserport-Railway • 480 UBC/Bridgeport Stn • C92/407 (Sea Island)

Route Changes to Proceed as Proposed

Staff support the following six proposals identified to proceed unchanged:

- 401 One Road/Garden City: Split into two routes (east (401e) and west (401w) segments) and increase service level on the 401w to FTN¹ level to improve service reliability and match service level with growing demand.
- 402 Richmond-Brighouse/No. 2 Road-New A (Blundell Road): Extend service along No. 2 Road north of Blundell Road, increase service to FTN level and provide service along future River Parkway and Capstan Station. Introduce “New A” service along Blundell Road connecting to Richmond-Brighouse Station.
- N10/N15 NightBus (Vancouver-Richmond): Extend the N15 service from Marine Drive Station to YVR with a timed transfer point at Airport Station (Russ Baker Way-Miller Road) on Sea Island thereby increasing service to YVR for passengers originating from both Richmond and Vancouver. Service hours would also be extended to ensure full coverage of the time when the Canada Line is not operating.
- 430 Richmond-Brighouse/Metrotown: The approved Phase One of the 10-Year Vision identifies the completion of planning and design work in 2018-2019 for a new express B-Line service between Metrotown (Burnaby) and Richmond-Brighouse Station that would be implemented through the Phase Two investment plan (i.e., service implementation anticipated in 2020).
- 301 Richmond-Brighouse/Newton: Increase service frequency on weekends to meet growing demand and add a new stop at Alderbridge Way-No. 4 Road to provide a better transfer point for customers with other proposed services along No. 4 Road.
- C94 Richmond Oval: Extend weekday AM peak period service to meet demand.

Revision of Proposed Route Changes

Staff were involved in TransLink’s consideration of revisions to the remaining route proposals. For each of the Richmond route proposals considered for revision, the final revised proposal and rationale are summarized below, which are supported by staff. Alignment of the route proposals with the City’s Transit Network Map as identified in the *Official Community Plan* was a key consideration in the assessment of options.

- 403 Three Road/Bridgeport Station: Redesign the 403 to become two routes; the 403e per the current route from Bridgeport Station east to Riverport and a “New B” bus route west to Steveston. Increase the frequency of the 403e east of No. 3 Road to FTN level and bring the New B service to Richmond-Brighouse Station instead of Bridgeport Station, where passengers can transfer for local destinations further north on No. 3 Road.
- 404 Four Road/Richmond-Brighouse Station-405 Cambie/Five Road-C96 East Cambie: Realign the 404 to serve Riverside Industrial Park but keep the existing routing along No. 4

¹ TransLink’s Frequent Transit Network comprises transit service that runs at least every 15 minutes in both directions throughout the day and into the evening, every day of the week.


Road and Granville Avenue to Richmond-Brighthouse Station (i.e., do not realign to continue north on No. 4 Road to Bridgeport Road and Bridgeport Station). Given that the 404 is not realigned north of Granville Avenue and thus would not serve the North Bridgeport area, modify the proposed realignment of the 405 to extend the service along Shell Road, River Drive and Van Horne Way before terminating at Bridgeport Station. The C96 would be retained but realigned to provide new service on Westminster Highway between Garden City Road and No. 4 Road (which would otherwise lose service due to the realigned 405) and would not extend to Crestwood on No. 6 Road due to redundancy with the 410.

- 410 22nd St Station/Railway-C98 22nd St Station/Kingswood: Split the 410 into two routes (east (410e) and west (410w) segments) and operate the 410e on Westminster Highway (rather than Highway 91) for all trips in order to maintain peak period service to Fraserwood and provide increased service to the Crestwood area on No. 6 Road given the realignment of the C96. Realign the C98 to serve the Fraserwood area and extend service further west on Blundell Road. As the full build-out of the Ecowaste site is anticipated within the next 15 years, the future extension of the C98 to Riverport will be shown in the final Plan.
- 480 UBC/Bridgeport Station: Retain the 480 but operate during peak periods only when crowding is more prevalent on the Canada Line. Reinvest the off-peak 480 service hours into other Plan priorities (e.g., FTN service on No. 1 Road, improvements to the 410).
- C92 Sea Island South/Bridgeport Station-407 Bridgeport/Gilbert: Retain the C92 with consideration of increased span of service (i.e., weekday evenings as well as weekend day/evenings). Split the 407 into two routes (east (407e) and west (407w) segments) and, given that the C92 will still operate on Russ Baker Way-Cessna Drive, revise the realignment of the 407w to operate via Gilbert Road, Lansdowne Road and Garden City Road to Bridgeport Station, which provides new and improved service on Lansdowne Road.

Attachment 2 provides a staff assessment of how transit route proposals address key Richmond issues. Attachment 3 presents a map of the draft recommended transit service changes. Overall, the combined transit route proposals would significantly improve transit service in Richmond and support the goals and objectives of the Official Community Plan to reduce car dependency and greenhouse gas emissions.

Identification of Transit Service Recommendations for Implementation

The finalized routing proposals then underwent a multiple account evaluation (MAE) in consultation with staff to ensure that the proposed changes are aligned with regional and local goals and to help prioritize the investments and inform decision-making. The accounts and criteria are shown in Figure 2. Each account was scored on a 7-point scale ranging from -3 (significantly adverse) to 0 (neutral) to +3 (significant benefit).

- Multiple Account Evaluation tool
 - Each criteria scored using a 7-point scale
- 3 0 +3**

 Significantly adverse Neutral/ Business-as-usual Significant benefit
- Deliverability weighted at 25%








ACCOUNT	CRITERIA
 ECONOMY	<input type="checkbox"/> Access to jobs <input type="checkbox"/> Access to industrial employment areas
 ENVIRONMENT	<input type="checkbox"/> Emissions reduction
 FINANCIAL	<input type="checkbox"/> Capital costs <input type="checkbox"/> Operating costs
 SOCIAL AND COMMUNITY	<input type="checkbox"/> Customer experience <input type="checkbox"/> Access to transit
 HEALTH	<input type="checkbox"/> Access to transit for seniors, youth, low income <input type="checkbox"/> Neighbourhood impacts
 LAND USE	<input type="checkbox"/> Policy alignment (regional, local) <input type="checkbox"/> Demand areas
 DELIVERABILITY	<input type="checkbox"/> Ease of implementation <input type="checkbox"/> Acceptability

Figure 2: Multiple Account Evaluation Criteria for Proposed Routing Changes

The recommended service proposals were then categorized as High, Medium and Low priorities according to the following definitions:

- High Priority: Considered for implementation as funding allows and alongside other regional priorities.
- Medium Priority: Considered for implementation based on future funding conditions and may require demand for services to grow or conditions to change (e.g., new development occurs, changes to road network).
- Low Priority: Considered for implementation based on future funding conditions and likely requires demand for services to grow or conditions to change (e.g., new development occurs, changes to road network).

The key objectives for the transit service recommendations are aimed at:

- improving Frequent Transit Network (FTN) service along key corridors;
- expanding bus service for growing communities and large areas of employment, including industrial areas;
- providing more reliable and convenient bus service; and
- making NightBus more direct for service to Richmond City Centre and YVR.

Transit Facilities and Infrastructure

Additional transit service, facilities and infrastructure initiatives within the sub-area that have been identified in the Mayors' Council 10-Year Vision include:

- Years 1-5: Phase One (2017-2019) includes Canada Line upgrades (i.e., increased Canada Line service during high-demand times starting January 2017 and purchase of 22 new cars) and the Richmond-Metrotown and Scott Road B-Line studies; and

- Years 6-10: a new bus exchange and layover facility in Steveston and new and improved transfer opportunities at Highway 99-Steveston Highway and Highway 99-Highway 17A.

Additional transit facility and infrastructure initiatives identified through technical work and engagement specific to the Plan include:

- improve park and ride by expanding current facilities or creating new facilities;
- identify opportunities to improve customer amenities at stations and exchanges;
- consider options for potential future applications of on-demand transit services; and
- identify opportunities for transit priority to make services faster and more reliable, including approaches to the Queensborough Bridge.

Phase 2 Consultation Results: Cycling

A number of regionally-significant corridors were proposed (Attachment 3) as priorities for new, or improved, cycling facilities to provide high-quality connections to transit, urban centres and regional transportation gateways that are comfortable and accessible for most cyclists. The survey results indicated:

- seven in ten (69%) said the regionally-significant cycling corridors identified for prioritization are the right ones;
- one-quarter (25%) of those who choose to share comments said that cycling corridors should be protected and/or separated from vehicle traffic, especially on roadways with high traffic and high speeds (e.g., Steveston Highway and Westminster Highway in Richmond; Ladner Trunk Road and River Road in Delta); and
- important regional cycling connections that need to be improved are between Richmond and Delta, and to the Tsawwassen Ferry Terminal.

Additional specific cycling-related initiatives identified through technical work and engagement specific to the Plan include exploring opportunities to:

- improve the ability for more customers to take bicycles on buses through the George Massey Tunnel and to the Tsawwassen Ferry Terminal;
- expand secure bike parking at transit stations and exchanges, including Bridgeport Station and Richmond-Brighouse Station; and
- improve cycling conditions and infrastructure for bridge crossings, including the Knight Street Bridge and Westham Island Bridge, both of which are owned by TransLink.

Senior Advisory Committee Meeting

A meeting of the Senior Advisory Committee (the Committee) was held September 15, 2017 and attended by Councillor Au, the City's elected official appointed to the Committee, and staff. TransLink staff provided a review of the public engagement results with respect to transit proposals and how the public and stakeholder feedback is being addressed (as discussed above), the draft priorities for the Plan, and the process to finalize the Plan. Overall, the Committee is supportive of the proposed transit service changes.

Specific feedback from the Committee and staff on TransLink's materials regarding the draft transit service priorities (Attachment 3) as well as other comments include:

- revise the current depiction of the draft transit service recommendations to better clarify the anticipated implementation of the proposed changes (i.e., avoid the use of the word "priority," which implies that a "low priority" service change may never be implemented, and instead use, for example, "Tier 1" to "Tier 3");
- include reference in the Plan to the independent technical review of the George Massey Tunnel corridor and potential transit improvements arising from the ultimate preferred crossing solution; and
- the Plan should acknowledge a need for future light rapid transit (LRT) across the South Arm of the Fraser River.

Staff recommend that the above feedback be forwarded to TransLink for incorporation into the draft final Plan prior to its posting on TransLink's website for public comment.

Development of Draft Final Plan

TransLink is consolidating the technical analysis, public consultation and stakeholder feedback from Phase 1 (Issues and Opportunities) and Phase 2 (Identifying Priorities) to develop a draft final Plan that identifies transit, cycling and walking networks as well as transit facilities and infrastructure priorities.

The draft Plan and priorities would be posted on TransLink's website in mid-November 2017 and comments accepted from stakeholders and the public via email, mail or phone. Based on feedback from Committee and Council meetings and any additional public input through email, mail or phone, TransLink would revise the draft Plan and priorities and move to finalize the document. Staff will continue to provide input during this process and anticipate presenting a complete draft final Plan for endorsement in January 2018.

Financial Impact

None.

Conclusion

The Phase 2 public consultation results for the Southwest Area Transport Plan regarding proposals for three new and changes to 33 existing transit routes throughout the sub-region indicate support for most proposed route changes (26 of 36 proposed changes were perceived to be better). TransLink has developed revised route proposals for those changes that generated concerns from respondents (i.e., typically proposals that involved cancellation of a route). The Southwest Area Transport Plan is expected to be completed by TransLink by the end of 2017. Staff anticipate presentation of the complete draft final Plan for endorsement in January 2018.



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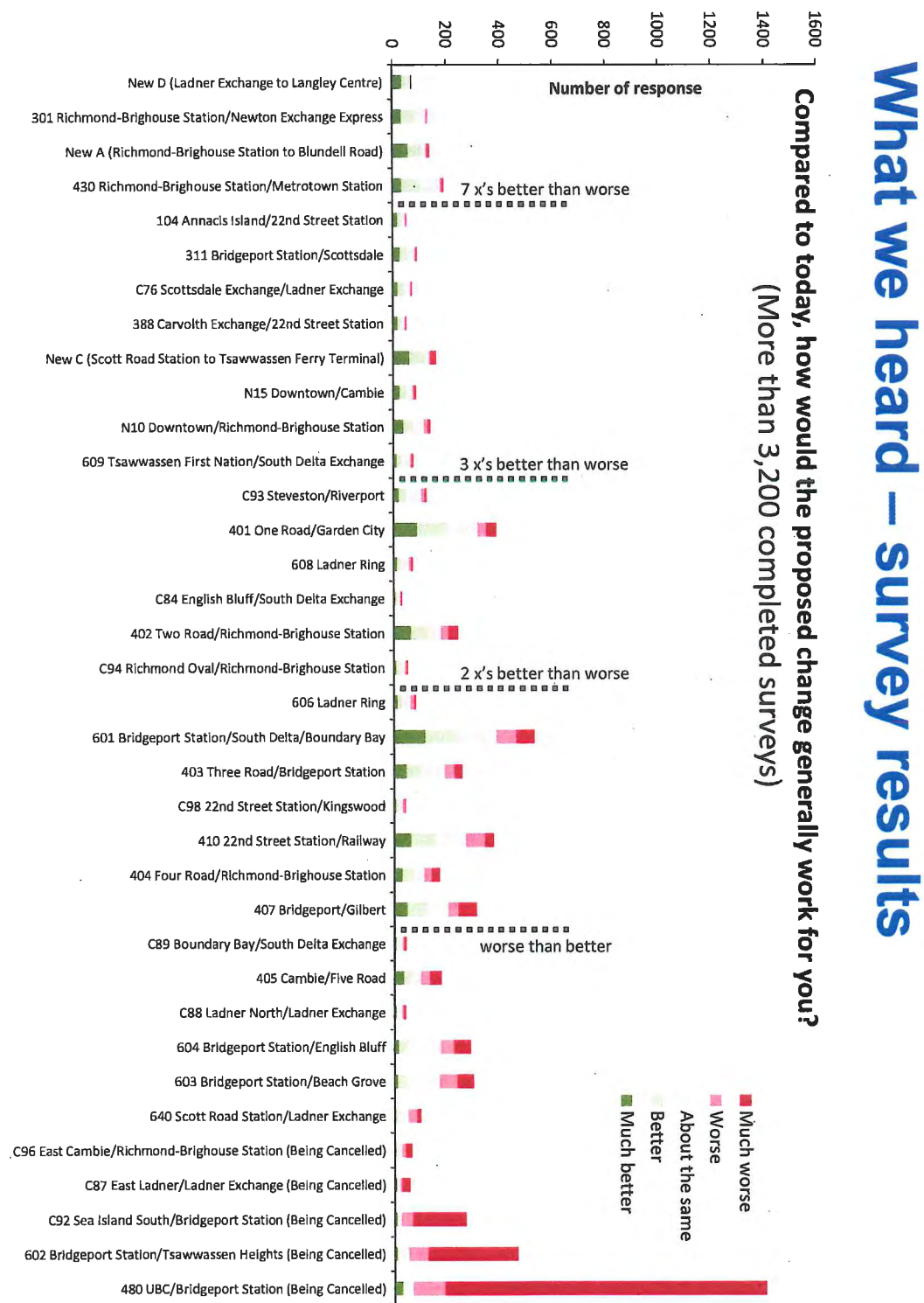
Att. 1: Phase 2 Consultation - Respondents' Perception of Proposed Change versus Existing Service

Att. 2: Summary of Key Issues Addressed by Richmond Transit Proposals

Att. 3: Map of Draft Prioritized Transit Service Proposals for Richmond

Att. 4: Proposed Regionally Significant Cycling Corridors

Phase 2 Consultation: Respondents' Perception of Proposed Change versus Existing Service



Summary of Key Issues Addressed by Richmond Transit Proposals

Key Issues Addressed	Route	Current Service	Proposal and Benefits
Improved Service Level Improved Service Reliability	401	Garden City Rd- Brighthouse Stn-No. 1 Rd	<ul style="list-style-type: none"> Split into two routes (east and west segments) and increase frequency on west segment to FTN level Improves reliability and provides FTN level service on No. 1 Road
Improved Service Level Improved Service Reliability	402	No. 2 Rd-Blundell Rd-Brighthouse Stn	<ul style="list-style-type: none"> Increase frequency to FTN level and realign to extend service on No. 2 Rd north of Blundell Rd and future River Parkway Provides FTN service level on No. 2 Road and new service on No. 2 Road as well as future River Parkway
Improved Service Level Improved Service Reliability	403	Bridgeport Stn-No. 3 Rd-Steveston Hwy- Riverport	<ul style="list-style-type: none"> Split into two routes (east and west segments) splitting as more reliable, increase frequency of east segment to FTN and bring west segment (New B) to Brighthouse Stn Provides FTN service level on No. 3 Road and new service on Steveston Hwy between No. 3 Rd and Gilbert Rd
Improved Service to Industrial/Business Parks	404	Brighthouse Stn- Granville Ave-No. 4 Rd-Riverport	<ul style="list-style-type: none"> Realign eastern segment to extend service into Riverside Industrial Park via Shell Road and interline with 405
Improved Service to Industrial/Business Parks New Service between Neighbourhood Centres New Service to Neighbourhoods	405	Riverside-No. 5 Rd- Westminster Hwy- Brighthouse Stn- Cambie-Viking Way- Knight St	<ul style="list-style-type: none"> Realign to extend service along No. 5 Road north of Westminster Hwy and, at northern end, travel Shell Road-River Dr-Van Horne Way-Bridgeport Stn Improved service for Riverside Industrial Park, direct connection between East Cambie and Ironwood, new service to River Dr (Parc Riviera) and Van Horne Way
Improved Service Reliability Improved Service to Neighbourhoods	407	Steveston-Gilbert Rd-Brighthouse Station-Garden City Rd-Bridgeport Rd	<ul style="list-style-type: none"> Split into two routes (east and west segments) and realign west segment to Lansdowne Rd-Garden City Rd to Bridgeport Stn Improved service along Lansdowne Rd (KPU, Lansdowne Mall and Lansdowne Stn) and West Cambie area (Walmart)
Improved Service Level Improved Service Reliability Improved Service to Industrial/Business Parks	410	Steveston Village through City Centre to east Richmond via Hwy 91 with limited service on Westminster Hwy	<ul style="list-style-type: none"> Split into two routes (east and west segments) and retain all trips on Westminster Hwy to/from east Richmond including service to Fraserwood Splitting service improves reliability, keeping service on Westminster Hwy better serves Crestwood (due to realigned C96), more reliable/legible service for Kartner area and Fraserwood
Improved Efficiency	480	Bridgeport Stn-UBC	<ul style="list-style-type: none"> Retain with peak period service only (bi-directional) Service retained and will only be reduced when future improvements in place that will have combined faster travel time and more reliability
Improved Service to Neighbourhoods	C92	YVR South Terminal- Bridgeport Station, serving Burkeville and BCIT	<ul style="list-style-type: none"> Retain with increased span of service Improved service for Burkeville and businesses/agencies on Cessna Dr to include weekday evenings and weekend days/evenings
New Service to Neighbourhoods	C93	Steveston-Riverport via Williams Rd	<ul style="list-style-type: none"> Extend service to London Landing at south end of No. 2 Rd New transit service to London Landing area

Summary of Key Issues Addressed by Richmond Transit Proposals

Key Issues Addressed	Route	Current Service	Proposal and Benefits
New Service to Neighbourhoods	C96	Brighthouse Stn to Crestwood via Garden City Rd-Cambie Rd-Jack Bell Dr-Jacombs Rd-Cambie Rd-No. 6 Rd	<ul style="list-style-type: none"> • Realign to Brighthouse Stn-Westminster Hwy-No. 4 Road-Cambie Road-Jacombs Rd-one-way loop into residential neighbourhood-No. 5 Rd-Cambie Rd then back • Retains service on Westminster Hwy between Garden City Rd and No. 4 Rd (otherwise lost due to realignment of 405) and provides new service along No. 4 Rd north of Westminster Hwy
Improved Service to Industrial/Business Parks	C98	22 nd St Stn-Westminster Hwy-Fraserport	<ul style="list-style-type: none"> • Extend further west on Blundell Rd but do not realign into Fraserwood • Improved frequency and service area with potential future service to Ecowaste acknowledged
New Service to Neighbourhoods and Neighbourhood Centres	New A	N/A	<ul style="list-style-type: none"> • Blundell Rd-Brighthouse Stn • East-west route with new service along Blundell Rd west of No. 2 Rd and east of No. 3 Rd

Map of Draft Transit Service Recommendations for Sub-Area



Close-Up of Draft Transit Service Recommendations for Richmond



Proposed Regionally Significant Cycling Corridors





City of Richmond

Report to Committee

To: Public Works and Transportation Committee

Date: October 27, 2017

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

File: 10-6060-04-01/2017-
Vol 01

Re: Burkeville Drainage

Staff Recommendation

That a moratorium on ditch infills in the Burkeville neighbourhood until a piped drainage network is implemented as outlined in the report titled "Burkeville Drainage" dated October 27, 2017, from the Director, Engineering be endorsed.

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

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Sewerage & Drainage	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CJ	APPROVED BY CAO

Staff Report

Origin

Significant numbers of non-permitted ditch infills have been identified in Burkeville. The current drainage system configuration does not support standard City ditch infills and Engineering staff have not issued a ditch infill permit in Burkeville since 2011. This report describes drainage issues in Burkeville and a proposed solution to those issues.

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

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

6.1. Safe and sustainable infrastructure.

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

Findings of Fact

Drainage

Burkeville was originally constructed in 1941 as housing for war time Boeing aircraft manufacturing. The drainage system has not been significantly updated for decades, but has served the community well. The soils in Burkeville are permeable and significant drainage flows are percolated through the soil, resulting in lower flows in the ditch network.

Over time, and primarily driven by new home construction and renovations, there has been a corresponding increase in ditch infill requests in Burkeville. In 2011, the number of completed ditch infills combined with the increasing number of requested ditch infills were identified as problematic from a drainage capacity perspective. Piping the drainage network increases the storm water flows in the drainage network significantly, due to the reduced opportunity for percolation into the soil, and will be beyond the capacity of the existing system at build out.

Burkeville ditches are not deep enough to accommodate City standard piping and cannot be improved in a manner that will increase capacity to the required levels. On this basis, staff pursued comprehensive drainage upgrade planning for the area. The planning effort identified an overall cost of \$13 million for drainage improvements, which includes upgrading the Miller Road pump station to accommodate the higher anticipated flows that will be generated by the piped system. A \$2 million capital project to begin implementation of a piped drainage network in Burkeville has been included in the 2018 Capital Plan for Council's consideration. \$1 million per year for Burkeville drainage has been included in the subsequent four years of the five year capital plan for Council's consideration.

Of the 287 single family homes in Burkeville, 60 have permitted ditch infills and there are an additional 20 ditch infills that were completed without permits. The majority of the infills constructed without permits were completed after 2011. Engineering has been addressing the

non-permitted infills as staff have become aware of them, however, the impacted residents are often unaware of the Bylaw requirements for ditch infills and are distressed by the requirements to address the non-permitted ditch infills.

Staff will implement a public information program on the drainage issue including mail outs to residents and a public open house.

Future Development Considerations in Burkeville

Staff anticipate bringing a report to the Planning Committee in early 2018, to consult with Burkeville residents regarding coach houses, granny flats, retaining the existing pre 1945 houses including the front, side and rear yards, incentives, design guidelines, and parking policies.

In addition, the Vancouver Airport Authority (VAA) advises that they anticipate meeting with representatives of Burkeville later this year, as part of their ongoing information sharing sessions regarding activities at the airport.

Analysis

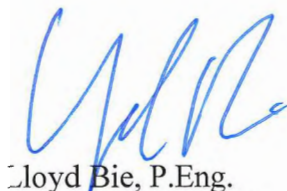
Given the current drainage capacity limitations in Burkeville, staff recommend a moratorium on ditch infills in this neighbourhood until a piped drainage system can be implemented. It is anticipated that the moratorium will be lifted on a block by block basis as the piped drainage system is installed. A program for implementation of a piped drainage system that will include capacity for granny flat and coach house development has been included in the 2018 capital budget and 2018 to 2022 five year financial plan for Council's consideration.

Financial Impact

None.

Conclusion

The drainage system in Burkeville relies on percolation to minimize flows in the ditched drainage network. Ditch infills reduce the drainage system's capacity for percolation, increasing drainage system flows which will ultimately cause flooding in the neighbourhood. Staff have discontinued approval of ditch infills in Burkeville on this basis and recommend that Council issue a moratorium on ditch infills until such time as a piped drainage system can be implemented. Staff has included the Burkeville Drainage Improvement program in the proposed 2018 capital plan and the 2018 to 2022 Five Year Financial Plan for Council's consideration.



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



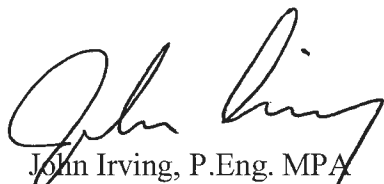
City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: John Irving, P.Eng. MPA
Director, Engineering
Date: November 8, 2017
File: 10-6060-05-01/2017-
Vol 01
Re: 2017 Union of BC Municipalities Community Emergency Preparedness Fund

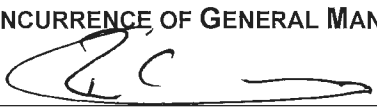

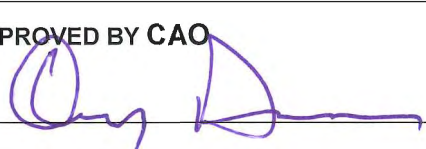
Staff Recommendation

1. That the Dike Master Plan Phase 5 submission to the 2017 Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund be endorsed.
2. That should the Dike Master Plan Phase 5 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.



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

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	

Staff Report

Origin

On March 15, 2017 the Province announced \$80 million in funding for partners to perform emergency preparedness activities in flood protection and prevention. UBCM manages \$20 million to plan and implement structural flood protection projects in British Columbia. The application deadline for funding was on October 27, 2017; staff have submitted an application for funding for the Dike Master Plan Phase 5 project. The application guidelines state that projects must be endorsed by Council to be considered for funding. Staff are requesting Council's endorsement for the Dike Master Plan Phase 5 submission to the UBCM Community Emergency Preparedness Fund.

Completion of the Dike Master Plan is identified in the City of Richmond 2008 – 2031 Flood Protection Strategy as a key action in the effort to prevent flooding and minimize the effects of flood damage. Phase 5 of the Dike Master Plan has been included in the 2018 capital program that will be presented to Council for consideration in a subsequent report.

Analysis

The City of Richmond is made up of 3 main islands; Lulu Island is the focus of the first 4 phases of the Dike Master Plan (Attachment 1) and phase 5 will focus on dike improvements for Sea Island and Mitchell Island.

The scope of work for the Dike Master Plan Phase 5 project includes:

1. Develop 3D terrain model of existing dikes
2. Geotechnical review of dikes
3. Develop options for upgrading dikes to 4.7m geodetic expandable to 5.5m geodetic
4. Identification of environmental impacts of diking options
5. Stakeholder consultation
6. Recommendation of preferred diking options
7. Finalization of Dike Master Plan Phase 5

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 the Dike Master Plan Phase 5 is \$200,000. Should the City be successful in winning the UBCM grant, staff recommend that costs beyond the grant allocation be funded from the Drainage and Diking Utility. Staff have included the Dike Master Plan Phase 5 in the 2018 capital program for Council's consideration.

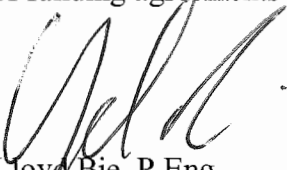
Staff also recommend that authority be given to the Chief Administrative Officer and General Manager, Engineering and Public Works to negotiate and execute funding agreements for this project if approved for funding by UBCM as part of the 2017 Community Emergency Preparedness Fund.

Financial Impact

None.

Conclusion

The Union of BC Municipalities has requested funding applications from local governments for emergency preparedness activities in flood protection and prevention. Staff have submitted an application for funding and recommend that Council endorse the project in accordance with the grant program guidelines. Staff are seeking Council authority for the negotiation and execution of funding agreements should the City's application be successful.

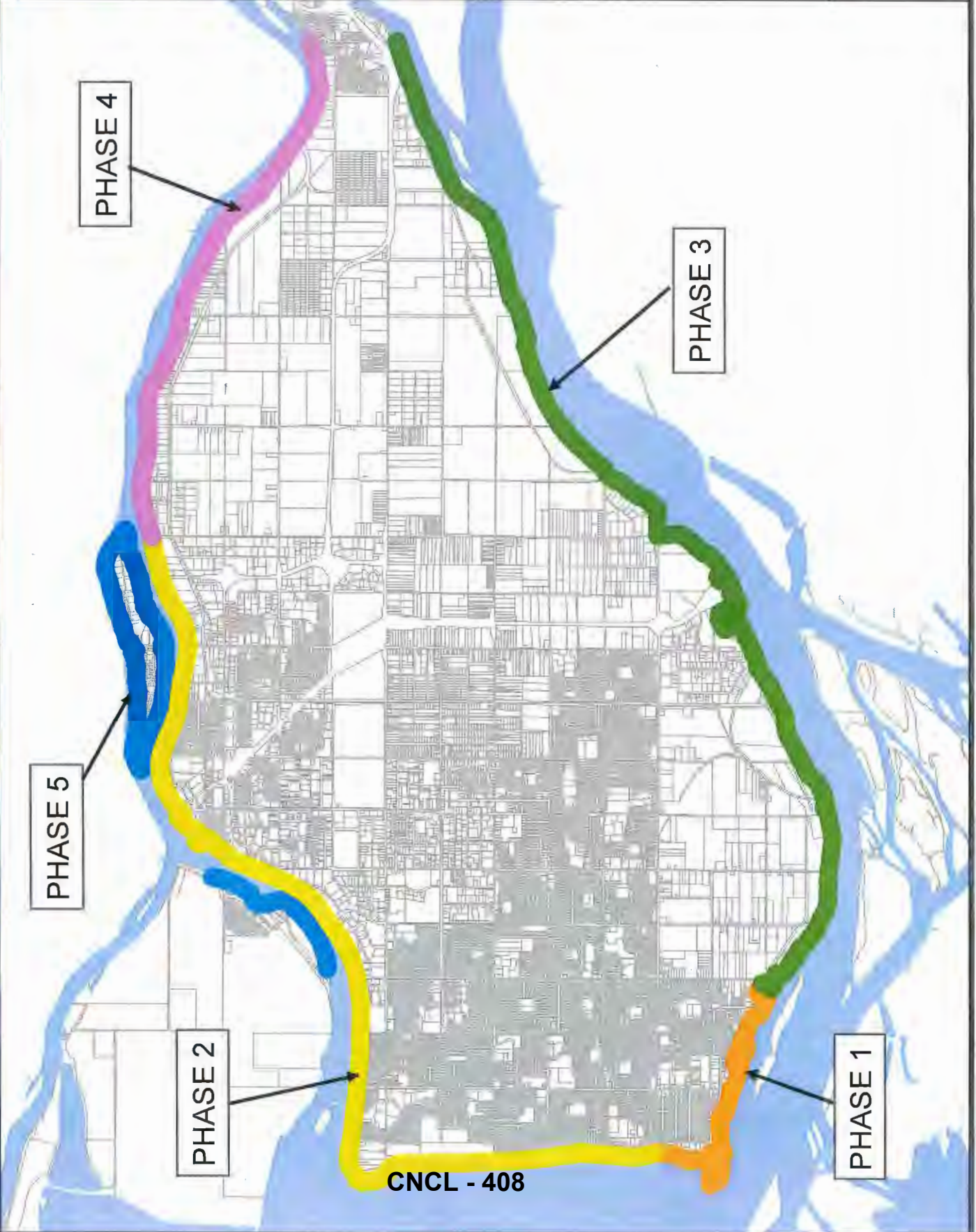


Lloyd Bie, P.Eng.
Manager, Engineering Planning
(604-276-4075)

LB:cc

Att. 1: Dike Master Plan Phases Map

- Legend**
- PHASE 1
 - PHASE 2
 - PHASE 3
 - PHASE 4
 - PHASE 5



Note:
The information shown on this map is compiled from various sources and is not intended to be a warranty, expressed or implied, as to the accuracy or completeness of the information. Users are reminded that this is a legal document and is published for information and convenience purposes only. © City of Richmond, 2017. All rights reserved. Not to be reproduced or distributed without permission.

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feet



Printed Date: November 9, 2017





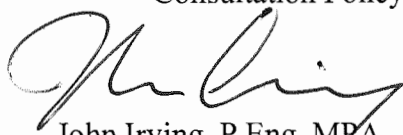
To:	Public Works and Transportation Committee	Date:	October 15, 2017
From:	John Irving, P.Eng. MPA Director, Engineering	File:	10-6125-07-02/2017- Vol 01
Re:	Electric Vehicle Charging Infrastructure - Requirements for New Developments		

Staff Recommendation

1. That Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9756, which adds Section 7.15 Electric Vehicle Charging Infrastructure, identified in the report titled "Electric Vehicle Charging Infrastructure – Requirements for New Developments" dated October 15, 2017, from the Director, Engineering, be introduced and given first reading;
2. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw No. 9520, which amends Section 8.5 Transportation Capacity and Demand Management and Section 14.2.7.E Electric Vehicle Charging both regarding electric vehicles, identified in the report titled "Electric Vehicle Charging Infrastructure – Requirements for New Developments" dated October 15, 2017, from the Director, Engineering, be introduced and given first reading;
3. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw No. 9520, 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;

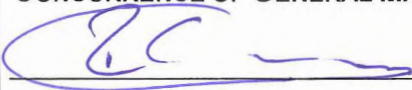

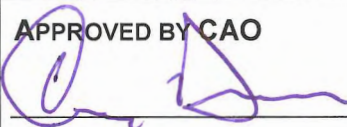
is hereby found to be consistent with said programs and plans, in accordance with Section 477(3)(a) of the Local Government Act;

4. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw No. 9520, having been considered in accordance with Official Community Plan Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.



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

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

In January 2017, Council endorsed a stakeholder consultation program to develop electric vehicle charging infrastructure requirements for new private developments. This consultation also included opportunities for input on the City-owned network of public electric vehicle charging stations, and implementing electric vehicle charging infrastructure in existing buildings. A future report to the Public Works and Transportation Committee will address the City-owned network of public electric vehicle charging stations.

This report supports Council's 2014-2018 Term Goal #4 Leadership in Sustainability:

Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.

Analysis

Background

In 2010, Council adopted targets in Richmond's Official Community Plan to reduce community greenhouse gas (GHG) emissions 33% below 2007 levels by 2020, and 80% below 2007 levels by 2050. Transportation accounts for more than half of the greenhouse gas (GHG) emissions in Richmond's Community Energy and Emissions Inventory, with personal transportation accounting for more than 40% of emissions.

Richmond's 2014 Community Energy and Emissions Plan (CEEP) outlines strategies and actions for the City to take to reduce community energy use and GHG emissions, including:

- **Strategy 7: Promote Low Carbon Personal Vehicles**
 - **Action 18:** Set minimum requirements for electric vehicle infrastructure in new developments.

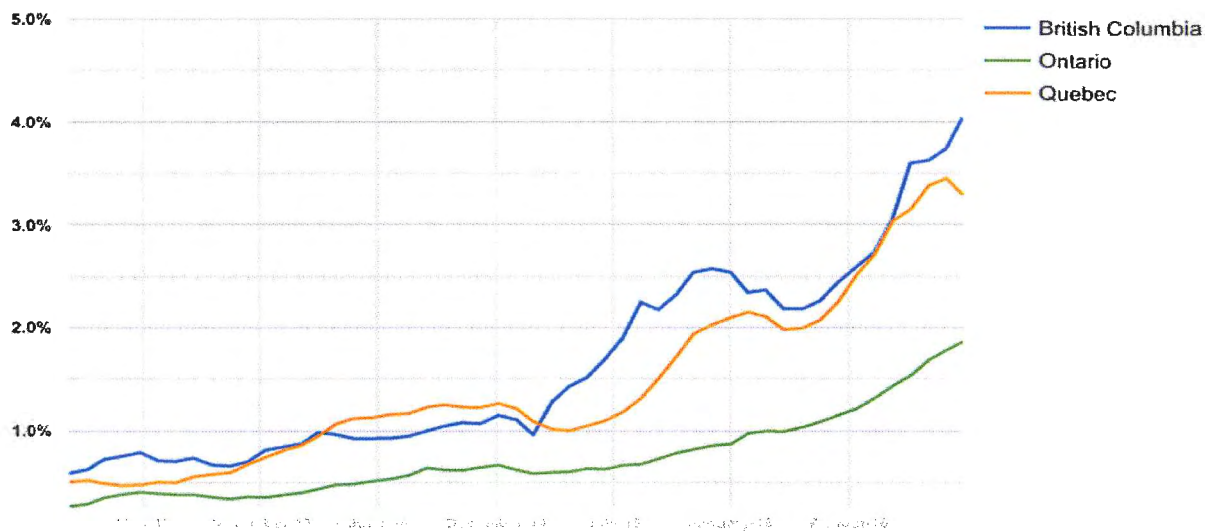
Modeling undertaken as part of the CEEP indicates Richmond's 2050 emissions reduction targets can only be achieved with the near-universal adoption of zero emissions personal vehicles by the 2040s, in addition to increasing transit ridership, walking, bicycling and rolling. The CEEP states that the City will pursue the widespread adoption of low carbon vehicles, in coordination with senior levels of government and industry.

Electric Vehicles (EVs)

Plug-in Electric Vehicles (EVs) include vehicles equipped with a plug and battery that can use electricity for propulsion. EVs realize near-zero GHG and air contaminant emissions when using power from BC's electric grid.

As of June 2017, EVs comprised over 4% of passenger cars sold in BC, and nearly 1.5% of all motor vehicles sold in the province (Figure 1 below). Most EV ownership is currently concentrated in single family and townhome housing with individual garages, as these household currently have more easy access to EV charging. Conversely, EV ownership in multi-family buildings is less common, due to difficulties to date in renovating buildings for access to charging infrastructure.

Figure 1: EVs as percent of passenger car sales in Canadian provinces (excludes SUVs and light duty trucks). Source: FleetCarma.



EVs' market share is growing rapidly as battery and subsequent vehicle costs decline and the number of available EV models increases. A number of analyses, including those by Morgan Stanley, BNP Paribas, Bloomberg New Energy Finance, and others, project that EVs could comprise 50% or more of the new vehicles sold worldwide by 2040, even in the absence of further government action. Many recent analyses note that increasing access to home charging, particularly in multi-family buildings, is key to enabling even greater adoption.

Other factors influencing EV uptake include: EV and battery cost trajectories; the adoption of shared and/or autonomous vehicle services, whose operations favours electrification; oil prices; consumer preferences; the availability of public charging infrastructure; and government policy. Notably, a growing number of countries have announced they will phase out sales of gasoline-only vehicles, including China, England (by 2040), France (by 2040), and Norway (by 2025), and other countries.

Likewise, many vehicle manufacturers made announcements in 2017 regarding their transition away from internal combustion vehicles and towards plug-in EVs: Volvo has committed to all its vehicles being electric or hybrid by 2019; General Motors announced plans to sell 20 models of electric vehicles by 2023 and states the company "believes the future is all electric"; Ford has committed to selling 13 new EV models by 2022; BMW will offer 25 EV models by 2025; Lincoln, Mazda and Volkswagen will offer EV versions for all their vehicle models by 2022, 2030, and 2030, respectively.

Advances in EV Charging Technologies for Residential Applications

The large majority (over 80%) of EV charging occurs at home, which is typically most convenient as well as lowest cost. As outlined in Attachment 3, there are two levels of charging that are used in home applications: Level 1 (120V – so called “trickle charging”) and Level 2 (208V-240V). It is increasingly believed that Level 1 charging is insufficient for the next generation of EVs that feature greater battery capacity, and that Level 2 will be preferable for at home charging applications.

“EV Energy Management Systems” (also known as “smart charging”, “power sharing” or “load sharing”) refers to a variety of technologies and services that control the rate and timing of EV charging. These technologies allow multiple EVs to charge simultaneously while not exceeding the capacity of an electric circuit, and for charging to occur when power costs less.

EV Energy Management Systems are anticipated to be especially useful for enabling EV charging infrastructure in multi-family buildings. Implementing such technologies in multi-family buildings can significantly reduce the first cost of providing EV charging infrastructure, by reducing the size of building electrical systems that must be installed. These technologies can also ultimately reduce energy costs for users by optimizing the timing of vehicle charging to minimize consumer electrical costs, while still ensuring users receive sufficient charge. Use of EV Energy Management Systems has recently been enabled in the Canadian and BC Electric Codes, and EV charging service providers are active locally providing such systems. Figure 3 below illustrates the estimated average cost per parking stall for new multi-family developments to provide an outlet at each parking stall using two EV Energy Management configurations, versus dedicated circuits.

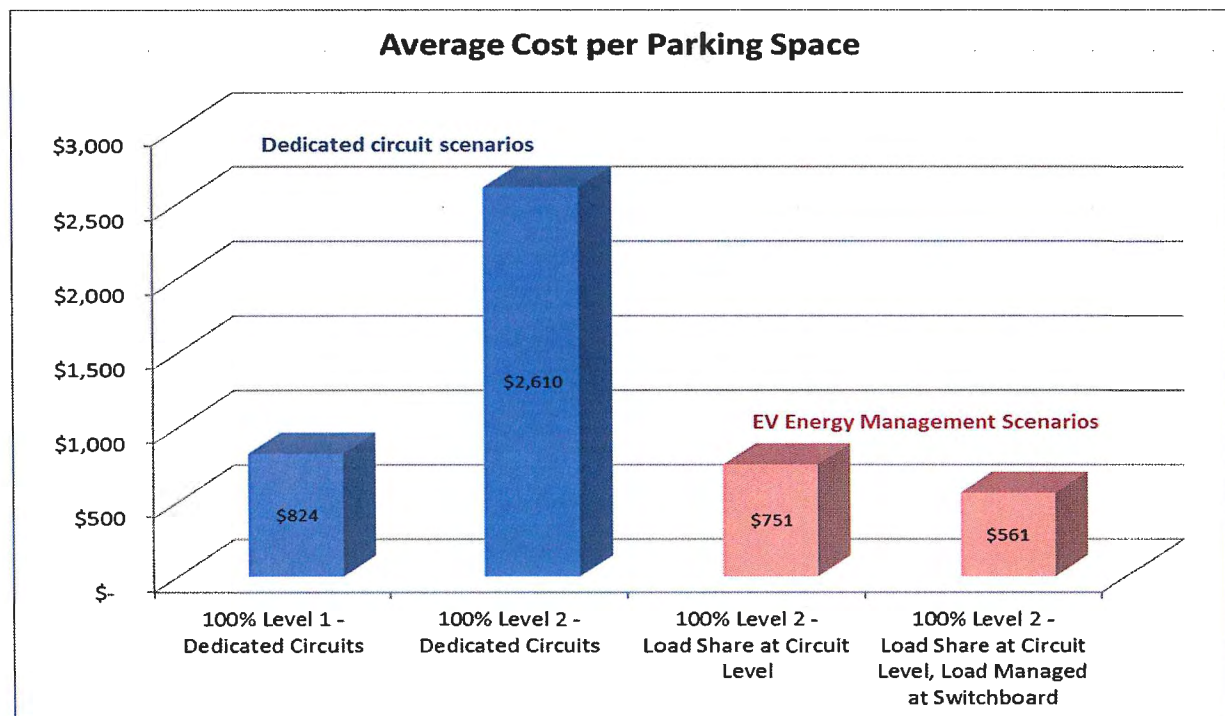


Figure 3: Average cost per parking space for EV charging infrastructure scenarios.

Figure 3 suggests that costs for new developments can be significantly reduced when using EV energy management systems. Indeed, the costs of energizing all residential parking spaces using energy management systems are comparable to energizing just 20% of stalls to Level 2 using dedicated circuits (as has been required in the City of Vancouver since 2011, and the City of North Vancouver as of 2017). Additionally, EV energy management systems with Level 2 charging can provide better quality of charging service than Level 1, at lower cost.

Lastly, EV energy management systems can lower the incremental increase in electrical capacity that new buildings constructed with EV charging infrastructure will feature. This will reduce the likelihood that larger electrical transformers will be required, and the potential for issues with BC Hydro electrical infrastructure impacting the streetscape fronting new developments.

Local Governments' Electric Vehicle Charging Infrastructure Requirements

The City has demonstrated leadership by being one of the first municipalities in the region to establish policy providing for home access to EV charging. Section 8.5.2 d of the 2041 Official Community Plan currently includes this policy for new private multi-family developments to include EV charging infrastructure. This policy specifies that “a minimum of 20% of parking stalls be provided with a 120 volt receptacle [e.g. “Level 1”] to accommodate EV charging equipment [and] ... an additional 25% of parking stalls be constructed to accommodate the future installation of EV charging equipment (e.g. pre-ducted for future wiring)”. This policy is applied to developments requiring a rezoning and/or development permit applications.

Table 2 below summarizes current requirements amongst other local governments for electric vehicle charging in new developments. It is important to note that multiple local governments in the Metro Vancouver region report that they are in the process of considering updates to their EV charging requirements to strengthen their requirements. In addition to the municipalities noted in this table, other local governments are securing EV charging infrastructure in new developments as part of development processes, but do not yet have Council policies specifying requirements.

Table 2: Minimum EV charging requirements in municipalities in Metro Vancouver

	Multi-family	Single family, duplex, coach house¹	Commercial	Policy Method²
City of Richmond (current)	20% Level 1 outlet; electric conduit additional 25%	None	None	Council policy
City of Vancouver	20% Level 2 outlet (dedicated circuits); electric room sized for 100%	100% Level 2 outlet	10% Level 2 outlet	Building Bylaw
District of West Vancouver	Aim for 100% outlet (Level not specified)	None	None	Council resolution
City of North Vancouver	20% Level 2 outlet (dedicated circuits); electric room sized for 100%	None	None	Sustainable development guideline
District of North Van.	20% Level 1 outlet; electric conduit for remainder	None	10% Level 2 outlet	Council policy

¹ As noted previously in this report, renovating access to EV charging is typically simpler for these building types.

² Requirements applied as “council policy” and “council resolution” are typically applied at rezoning or development permit

The City of San Francisco has adopted an Electric Vehicle Ready Ordinance that will provide sufficient electrical capacity for 100% of parking spaces to provide EV charging, and electrical conduit to all parking spaces; this is essentially equal in cost to a requirement for all stalls to feature an energized outlet. Other North American cities are considering requirements with similar levels of ambition. Likewise, the European Union is considering a Directive that would mandate that its member states adopt a requirement to future-proof all residential parking stalls in new developments with EV charging infrastructure.

Local Government Authority to Regulate EV Charging Infrastructure Requirements

Currently, the City uses a policy in the OCP to define EV charging infrastructure requirements in new developments. This report recommends integrating EV charging infrastructure requirements in the Richmond Zoning Bylaw, rather than policy. The Local Government Act (RSBC 2015), Chapter 1, 525(1)(b) states that a bylaw may “establish design standards for [parking] spaces”, enabling design standards for EV charging. Integrating requirements into the Richmond Zoning Bylaw provides greater clarity for development applicants; allows for developments that are not undergoing rezoning or development permitting processes to be regulated; and is more administratively streamlined. The BC Building Act Guide notes that the BC Building Act does not restrict local governments from making requirements for EV charging infrastructure.

Local governments do not have authority to regulate how strata councils or building owners will ultimately manage EV charging infrastructure. In some instances, strata councils have chosen to disconnect electrical supply to parkades out of concern about paying for drivers use of electricity. However, other strata councils have implemented strata rules or bylaws to manage this issue, providing mechanisms for residents who drive EVs to pay for the cost of the electricity they use. Model strata bylaws have been developed by the Fraser Basin Council to address this issue, and can be provided to developers to assist in drafting the initial strata bylaws for the proposed development. Moreover, the province could enact so-called “Right to Charge” legislation, which would require that EV drivers be able to charge their vehicles with appropriate means of reconciling building owners or strata council common expenses. Right to Charge legislation was the subject of two successful resolutions at the 2017 Union of BC Municipalities convention, both forwarded by Metro Vancouver: B116 Resale of Electricity for Electric Vehicle Charging; and B132 Electric Vehicle Charging in Strata Buildings. The City will continue to work with developers and strata councils to encourage adoption of strata rules and bylaws that allow for appropriate management of EV charging infrastructure. Likewise, the City will continue to work with other local governments and stakeholders to encourage the province to adopt “Right to Charge” legislation.

EV Charging Consultation

In January 2017, Council endorsed a consultation program to inform the City’s requirements for electric vehicle charging infrastructure in new private developments and action in existing buildings. This consultation also included opportunities for input on the City-owned network of public electric vehicle charging stations, per a second report titled “Electric Vehicle Fleet and Charging Infrastructure” adopted by Council in November 2016. A separate report relating to the City-owned network of public electric vehicle charging stations will be delivered to the Public Works and Transportation Committee in the future.

The City's EV consultation program consisted of:

- **Digital engagement:** An online Let's Talk Richmond webpage and survey. The survey was open to the public from May 14th to June 26th, 2017. It was distributed via press release, social media, and notifications by the Richmond Chamber of Commerce and other organizations. 484 visits to the webpage occurred, with 168 visitors completing the survey. Of survey respondents, 34% currently drove an EV and 78% were considering an EV for their next vehicle purchase.
- **A Public Open House:** The Open House included introductory information about EVs, their role in mitigating climate change, and the City's action to support EVs to date. 33 people signed-in to the Open House.
- **Stakeholder meetings:** Multiple meetings and conversations with representatives of different stakeholder groups including the Urban Development Institute, the Richmond Home Builders Group, the Richmond Chamber of Commerce, Plug-In Richmond, BC Hydro, the Condominium Home Owners Association, EV charging service providers, other local government staff and other organizations.

Both the survey and the Open House solicited participants' feedback on requirements for new construction, where in the city public EV charging infrastructure is desired, and how upgrades to existing buildings to facilitate access to EV charging can occur.

Attachment 4 summarizes the feedback received during stakeholder consultations relating to charging at home. Feedback regarding the public charging network will be included in a future Report to Committee.

Proposed EV Charging Requirements in New Developments

In light of feedback received during public consultations, it is recommended to amend the Richmond Zoning Bylaw to require that all residential parking spaces, excluding visitor parking, feature an electrical outlet capable of providing Level 2 charging; and update the Official Community Plan to amend current policy regarding EV charging in multi-family buildings; and introduce policy in the Official Community Plan that broadly supports EV charging "at home", "at work" and "on the go".

Bylaw 9756 proposes Richmond Zoning Bylaw amendments to require that all residential parking spaces, excluding visitor parking, in new buildings feature an adjacent electrical outlet capable of providing Level 2 EV charging. This approach is recommended because it:

- **Provides for Level 2 charging.** Level 2 home charging access is widely considered to be most appropriate for EV charging. Requiring Level 2 charging, as opposed to allowing Level 1, was supported by 97% of respondents to the City's survey and open house.
- **Accommodates more widespread access to EV charging.** This option provides all residential parking spaces with access to a source of electricity for Level 2 electric vehicle charging. This will make it less costly to install a charging station in any residential parking space, avoiding later electrical system renovations that are estimated to be 2-5 times more costly than integrating the infrastructure into new developments.

Furthermore, a requirement that all parking spaces have access to electricity avoids the problem associated with partial electrification of parking stalls in multi-family buildings, whereby some potential EV buyers would need to trade parking spaces; this is often a difficult process involving reassignment of property and/or breaking of long-term leases that has proven unworkable in practice. Lastly, it supports near universal adoption of zero carbon vehicles, which is necessary to achieve the City's emissions goals.

- **Allows for EV Energy Management Systems to reduce costs.** As noted above, EV Energy Management Systems can reduce the first costs of implementing EV charging infrastructure, as well as reduce end users' costs by coordinating charging to occur when power costs less and to minimize capacity charges. For multifamily buildings, it is estimated that designing for EV Energy Management Systems will cost approximately \$560-\$750 per parking space (Figure 3). Costs in single family homes and duplexes will typically be significantly less per parking space (\$50-\$200). The approach recommended in this report allows for developers and builders to implement such EV Energy Management systems. Variances in EV parking requirements may be considered in rare cases when a development implements EV Energy Management Systems, and yet can document significantly greater costs due to infrastructure upgrades or BC Hydro extension fees.
- **Supports charging in all new residential buildings.** The requirement pertains to all new residential construction, including single family homes, duplexes, townhomes, and multi-family buildings. Currently, the City's policy applies only to multi-family buildings. While renovating access to electricity for EV charging in a single family or townhome is typically less expensive in a multi-family apartment, it is still more expensive than providing it during new construction. Providing this source of electricity is typically low cost during construction of a new home (\$50-\$200). Requiring a source of electricity for EV charging in all types of new construction was supported by 97% of respondents to the City's survey and open house.
- **Demonstrates City leadership in sustainability.** The proposed amendments exceed the EV charging infrastructure requirements currently in place in other Metro Vancouver municipalities. Staff understand that Richmond's leadership may encourage other municipalities to increase their ambition. Providing for all residential parking spaces to be energized in the future best enables households to adopt EVs, which is required to achieve climate and sustainability goals.

These requirements would be effective for new construction that has not yet been issued a building permit as of April 1, 2018 (the "effective date"). In order to accommodate in-stream applications that may face greater difficulty adjusting the design of parking areas to provide for EV charging:

- Multifamily developments that have been issued Development Permits prior to the effective date, may apply for a Building Permit to construct in compliance with the previous requirements for duration of the time that their Development Permit is valid;

- Multifamily developments that have submitted acceptable Development Permit applications before the date of Council's adoption of Bylaw 9756, and are endorsed by the Development Permit Panel within 6 months of the date of Council's adoption of Bylaw 9756, will have until December 15, 2019, to receive their Building Permit in order to build under previous requirements.

Bylaw 9520 proposes Official Community Plan amendments that would remove reference to the previous policy requirements for multi-family buildings. These requirements are now proposed to be included in the Richmond Zoning Bylaw, as per Bylaw 9756. A new objective would be added to the OCP to support adoption of EVs and other zero carbon vehicles. Policies supporting this objective would also be adopted, supporting:

- The provision of electric vehicle charging infrastructure in new residential, commercial and mixed use developments;
- Renovations of existing buildings to implement EV charging infrastructure;
- The ongoing development of publicly accessible EV charging networks, including expanding the City-owned network of public electric vehicle charging stations; and

Staff will continue to secure commitments for new developments to implement "at work" and "on the go" charging infrastructure as part of rezoning and development approvals processes. Recommendations to establish requirements for "at work" and "on the go" charging infrastructure in the Richmond Zoning Bylaw may be brought forward in the future as more standardized strategies for these applications are identified.

Implementation Resources

Staff are preparing an information an information bulletin to explain the new requirements and implementation processes. The bulletin will be distributed to applicants. Staff are also developing technical bulletins to help designers, developers and builders cost-effectively comply with these requirements. Staff are engaging a group of stakeholders to inform a scope of work for materials that will be included in the bulletin, and review drafts of these materials. Invitees will include staff from other local governments, the Urban Development Institute, the Condominium Home Owners Association, the Province of BC, BC Hydro, and the EV interest group Plug-in Richmond. Materials being developed for inclusion the bulletin include:

- Descriptions of potential EV charging strategies applicable to multifamily buildings, including configurations for EV energy management systems.
- Electrical diagrams of cost-effective strategies to meet the proposed requirements.
- Model strata rule or bylaw content, to guide stratas in governing EV charging infrastructure.

OCP Consultation Summary

Staff have reviewed the proposed 2041 OCP amendment bylaw with respect to the *Local Government Act* and the City's OCP Bylaw Preparation Consultation Policy No. 5043 requirements. Table 4 clarifies this recommendation. Public notification for the public hearing will be provided as per the *Local Government Act*.

Table 4: OCP Consultation Summary

OCP Consultation Summary	
Stakeholder	Referral Comment (No Referral necessary)
BC Land Reserve Commission	No referral necessary, as they are not affected.
Richmond School Board	No referral necessary, as they are not affected.
The Board of the Greater Vancouver Regional District (GVRD)	No referral necessary, as they are not affected.
The Councils of adjacent Municipalities	No referral necessary, as they are not affected.
First Nations (e.g., Sto:lo, Tsawwassen, Musqueam)	No referral necessary, as they are not affected.
TransLink	No referral necessary, as they are not affected.
Port Authorities (Vancouver Port Authority and Steveston Harbour Authority)	No referral necessary, as they are not affected.
Vancouver International Airport Authority (VIAA) (Federal Government Agency)	No referral necessary, as they are not affected.
Richmond Coastal Health Authority	No referral necessary, as they are not affected.
Stakeholder	Referral Comment
Community Groups and Neighbours	No referral necessary, as they are not affected.
Utilities	The proposed amendments were referred to BC Hydro.
All relevant Federal and Provincial Government Agencies	No referral necessary, as they are not affected.
Urban Development Institute	The proposed amendments were referred to the Urban Development Institute.
Richmond Home Builders Group	The proposed amendments were referred to the Richmond Home Builders Group.
Richmond Chamber of Commerce	The proposed amendments were referred to the Richmond Chamber of Commerce.
Plug-in Richmond	The proposed amendments were referred to Plug-in Richmond.

Feedback was received from several of these groups and considered during refinement of the proposed amendments.

Richmond Official Community Plan Bylaw 9000, Amendment Bylaw No. 9520 having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, does not require further consultation.

The public will have an opportunity to comment further on all of the proposed amendments at the Public Hearing.

Financial Impact

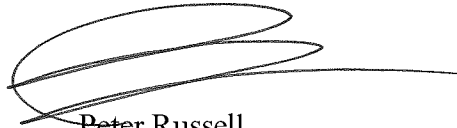
None.

Conclusion

This report recommends updating the City's electric vehicle charging infrastructure requirements, including new requirements in the Zoning Bylaw and updated policies and development permit guidelines in the Official Community Plan.



Brendan McEwen
Sustainability Manager
(604-247-4676)
BM:bm



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

- Att 1: Proposed Zoning Bylaw 8500 Amendment Bylaw 9756 (Electric Vehicle Charging Infrastructure)
- Att 2: Proposed Richmond Official Community Plan Bylaw 9000 Amendment Bylaw 9520 (Electric Vehicle Charging Infrastructure)
- Att 3: About EV Charging
- Att 4: Consultation Feedback on At Home Charging



City of
Richmond

Bylaw 9520

Richmond Official Community Plan Bylaw 9000 Amendment Bylaw 9520 (Electric Vehicle Charging Infrastructure)

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Official Community Plan Bylaw 9000 is amended at section 8.5 [Transportation Capacity and Demand Management], Objective 2, by deleting Policy d) in its entirety and renumbering the remaining sections accordingly.
2. Richmond Official Community Plan Bylaw 9000 is amended at section 8.5 [Transportation Capacity and Demand Management] by adding a new section as follows:

“OBJECTIVE 4: Support the adoption of plug-in electric vehicles and other vehicle technologies that can emit zero greenhouse gas and air contaminant emissions.

POLICIES:

- a) Support the use of plug-in electric vehicles, including bicycles and mobility scooters, through the provision of electric vehicle charging infrastructure in new residential, commercial and mixed use developments;
 - b) Support renovations of existing buildings to facilitate the integration of electric vehicle charging infrastructure;
 - c) Support the ongoing development of publicly accessible electric vehicle charging infrastructure networks, including expanding the City-owned network of public electric vehicle charging stations;
3. Richmond Official Community Plan Bylaw 9000 is amended at section 14.2.7. B [Parking Structures] by deleting section 14.2.7.B i) in its entirety and renumbering the remaining section accordingly.
 4. This Bylaw may be cited as “**Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 9520**”.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Manager or Solicitor 

MAYOR

CORPORATE OFFICER



City of
Richmond

Bylaw 9756

Richmond Zoning Bylaw 8500 Amendment Bylaw 9756 (Electric Vehicle Charging Infrastructure)

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended at Section 3.4 [Use and Terms Definitions] by adding the following definitions in alphabetical order:

“Electric vehicle	means a vehicle that uses electricity for propulsion, and that can use an external source of electricity to charge the vehicle’s batteries.
Electric vehicle supply equipment	means a complete assembly consisting of conductors, connectors, devices, apparatus, and fittings installed specifically for the purpose of power transfer and information exchange between a branch electric circuit and an electric vehicle .
Electric vehicle energy management system	means a system to control electric vehicle supply equipment electrical loads comprised of monitor(s), communications equipment, controller(s), timer(s) and other applicable devices.
Energized outlet	means a connected point in an electrical wiring installation at which current is taken to supply utilization equipment.
Level 2 charging	means a Level 2 electric vehicle charging level as defined by SAE International’s J1772 standard.”

2. Richmond Zoning Bylaw 8500, as amended, is further amended by adding a new Section 7.15 [Provision of Electric Vehicle Charging Infrastructure] as follows:

7.15 "Provision of Electric Vehicle Charging Infrastructure"

7.15.1 For new **buildings, structures and uses**, all residential **parking spaces**, excluding visitor **parking spaces**, shall feature an **energized outlet** capable of providing **Level 2 charging** or higher to the **parking space**.

7.15.2 **Energized outlets**, provided pursuant to section 7.15.1 above, shall be labeled for their intended use for **electric vehicle** charging.

7.15.3 Where an **electric vehicle energy management system** is implemented, the Director of Engineering may specify a minimum performance standard to ensure a sufficient rate of **electric vehicle** charging."

3. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9756**", and is effective April 1, 2018.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Manager or Solicitor 

MAYOR

CORPORATE OFFICER

Attachment 3: About EV Charging

SAE International (the Society for Automotive Engineers) defines different levels of EV charging, summarized in the Table below. It is increasingly believed that Level 1 charging is insufficient for the next generation of EVs that feature greater battery capacity, and that Level 2 will be preferable for at home charging applications.

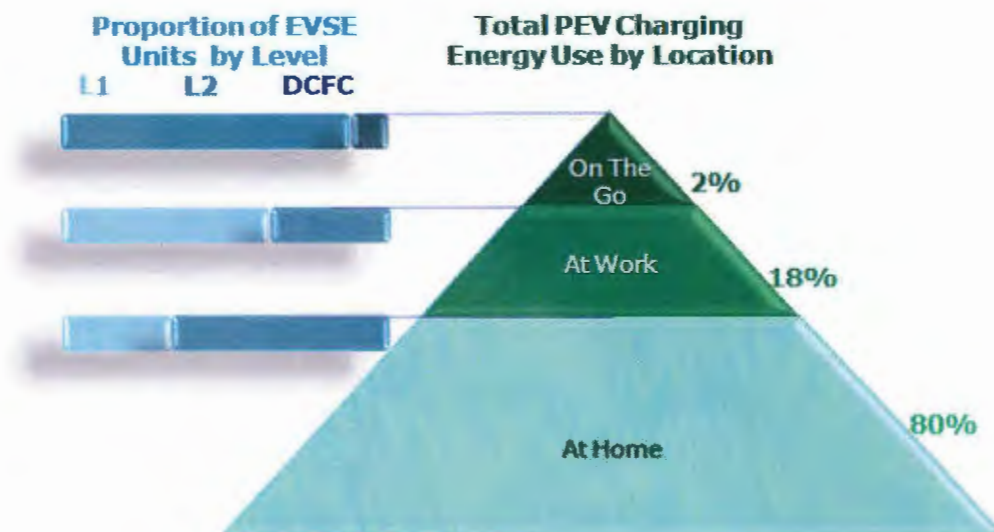
Table: Common EV service equipment charging levels.

Charging Level	Voltage	Amperage	Apprx km of range per hour	Time to fully Recharge	Applications
AC Level 1	120 VAC	12-16 A	~ 7 km/hr	5 to 60 hours	At home, at work
AC Level 2	208 / 240 VAC	<=80A (30 A most common)	15 – 45 km/hr	2 to 8 hours	At home, at work, public charging
DC Fast Charge	200–400 VAC	80–400 A	200+ km/hr	<10 min to 1 hour	Major public rapid-recharge locations

The “EV charging hierarchy” shown in the Figure below summarizes research on the amount of charging that occurs in different locations, as well as the charging levels used in those circumstances. The large majority (80%) of charging occurs at home, which is typically most convenient as well as lowest cost. For this reason, improving access to home charging is one of the most meaningful opportunities to grow the share of electric vehicles.

It is expected that workplace charging will comprise a significant portion of charging in the future as well, though it is currently limited in BC. “On the go” charging is important to provide confidence to EV drivers that they will not be stranded without access to charge, and to facilitate longer trips. However, “on the go” charging generally is a small percentage of total charging for drivers with access to charging at home or at work.

EV charging hierarchy. Source: Community Energy Association.



Attachment 4: Consultation Feedback on At Home Charging

What we heard...	Staff response
<p><i>Support for EV charging infrastructure requirements in new construction</i></p> <ul style="list-style-type: none">- 97% of survey and Open House respondents support expanding requirements for access to an outlet for EV charging to all residential building types, including single family, duplexes and townhomes.- 97% of survey and Open House respondents support requiring an outlet capable of providing Level 2 charging, and disallowing Level 1.- 59% of respondents support requiring that 100% of parking spaces in multi-family apartments feature an adjacent outlet for EV charging. The remainder supported a partial provision of infrastructure.- Richmond Home Builders Group representatives supported the proposed requirements.- Members of the UDI Liaison Committee and broader development community noted that many buyers are beginning to request that their parking spaces feature EV charging infrastructure.	<p>Proposed Richmond Zoning Bylaw amendments require a 100% of residential parking spaces (excluding visitor parking) in new developments to feature a Level 2 energized outlet for the purposes of EV charging.</p>
<p><i>Some support for subsidies for EV charger installation</i></p> <p>Some participants commented that they felt the City should provide subsidies for EV charging station installations at residences.</p>	<p>Staff are exploring its role with the Province, BC Hydro, Metro Vancouver, and other stakeholders in providing support for EV charger installations.</p>

Some concern from development community about cost of implementing EV charging infrastructure

- Some representatives of the multi-family development community expressed concern regarding the additional cost of providing energized outlets to all parking stalls in multi-family buildings.
- Providing energized outlets to a smaller percentage of parking spaces was suggested.
- Providing electrical conduit (as opposed to energized wires) to remaining stalls was suggested.
- Some development community representatives noted that changing technologies (such as autonomous vehicle services, public charging) may make home parking and at home charging obsolete.
- BC Hydro fee structure can, on rare occasions, result in disproportionately high incremental costs for developments featuring additional load from EV charging.

- Partial provision of EV charging infrastructure (e.g. conduit) can significantly increase costs to implement EV charging in the future. It is estimated to be 2-5 times more expensive to conduct electrical renovations than implement EV charging infrastructure during new construction.
- EV Energy Management Systems can reduce costs, compared to application of dedicated circuits which has predominated until recent Electrical Code changes.
- Staff are monitoring advances in shared and autonomous mobility services, and their impacts on the rationale for mandatory residential parking.
- Reliance on public charging is typically more expensive and less convenient than at home charging.
- A variance could grant exemptions from requirements, in the rare event that EV charging infrastructure results in a development being charged much higher fees for electrical connection by BC Hydro.

EV Charging in Existing Buildings

Some stakeholders proposed that the City:

- Require electrical renovations for multi-family buildings for EV charging;
- Ensure "Right to Charge" in multi-family buildings. "Right to charge" legislation in some American states ensures that residents in multi-family buildings can upgrade electrical service in common parking areas;
- Implement a voluntary program to assist stratas in voluntarily upgrading their parking areas to facilitate EV charging.

- The City does not have legislative authority to compel EV charging infrastructure improvements in existing buildings.
- The City does not have legislative authority to ensure "Right to Charge". Efforts to update the Strata Property Act and/or Regulation are active at the provincial level.
- City staff are exploring its role with the Province, BC Hydro, Metro Vancouver, and other stakeholders in implementing programs that would assist stratas in voluntarily upgrading parking areas for EV charging.

Representatives of the development and homebuilder industries expressed appreciation for the City's thorough consultation process

Staff appreciate the productive engagement of the development and homebuilder industry representatives.



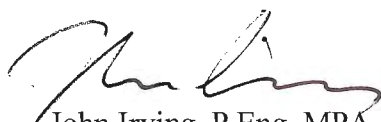
City of Richmond

Report to Committee

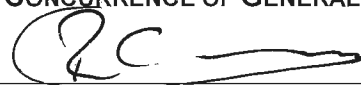

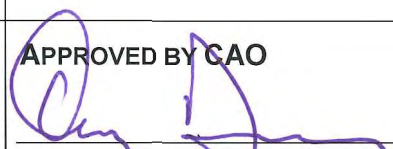
To: Public Works and Transportation Committee
From: John Irving, P.Eng. MPA
Director, Engineering
Date: September 25, 2017
File: 10-6600-10-02/2017-
Vol 01
Re: Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 9778

Staff Recommendation

1. That the staff recommendation to amend the Oval Village District Energy Utility rate for services as presented in Option 2 of the report titled "Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 9778" be endorsed; and
2. That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 9778 be introduced and given first, second and third readings.


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

Att. 3

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

Staff Report

Origin

In 2014, Council adopted the Oval Village District Energy Utility Bylaw No. 9134 (Bylaw) establishing governing regulations and the rate for the delivery of energy for space and domestic hot water heating within the Oval Village District Energy Utility (OVDEU) service area.

The purpose of this report is to recommend 2018 OVDEU service rates.

This report supports Council's 2014-2018 Term Goal #4 Leadership in Sustainability:

Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.

- 4.1. *Continued implementation of the sustainability framework.*
- 4.2. *Innovative projects and initiatives to advance sustainability.*

Background

In 2013, under Council direction, the Lulu Island Energy Company (LIEC) was established as a wholly-owned corporation of the City for the purposes of managing district energy utilities on the City's behalf. The District Energy Utilities Agreement between the City and LIEC was executed in 2014, assigning LIEC the function of providing district energy services on behalf of the City.

The OVDEU service area and the associated operations, assets and liabilities are administered by LIEC. All capital and operating costs are recovered through revenues from user fees, ensuring that the business is financially sustainable over time for the City of Richmond's residents. In 2014, in order to accomplish these goals, LIEC and Corix Utilities (Corix) entered into a design-build-finance-operate-maintain concession agreement. The City is the sole shareholder of LIEC and Council sets the rates to customers.

At the present time, there are eight buildings (Carrera, Onni Riva 1,2,3 River Park Place-Phase 1, Cressey Cadence, Amacon Tempo and ASPAC Lot 9) connected to the OVDEU (see Attachment 1) with over 1,675 residential units receiving energy from the OVDEU. Energy is currently being supplied from two interim energy centres which use natural gas boilers providing a combined 11 MW of heating capacity. When enough buildings are connected to the system, a permanent energy centre will be built which will produce low carbon energy, expected to be harnessed from the Gilbert Trunk sanitary force main sewer. Over the project's lifetime, the OVDEU system is anticipated to reduce the GHG emissions by more than 52,000 tonnes of CO₂ as compared to business as usual.

Analysis

Proposed 2018 OVDEU Rates

The 2017 OVDEU rate is comprised of:

1. A Capacity Charge (Fixed) - monthly charge of \$0.0495 per square foot of the building gross floor area; and
2. A Volumetric Charge (Variable) - charge of \$30.501 per megawatt hour of energy returned from the Heat Exchanger and Meter Set at the Designated Property.
3. Excess demand fee of \$0.14 for each watt per square foot of the aggregate of the estimated peak heat energy demand that exceeds 6 watts per square foot.

Factors that were considered when developing the 2018 OVDEU rate options are:

- **Competitive Rate:** The rate should provide end users with annual energy costs that are competitive with conventional system energy costs, based on the same level of service. It is estimated that customers using energy from a conventional utility system in a Business as Usual (BAU) scenario would see a blended rate increase of around 1.4% in 2018¹.
- **Financial Sustainability:** The OVDEU was established on the basis that all capital and operating costs would ultimately be recovered through revenues from user fees. The financial model includes recovery of the capital investment over time and built in a rate increase of 4% year over year for fuel cost increases, inflation, etc., in order to ensure the financial viability of the system.
- **Financial Obligations from LIEC to Corix:** LIEC executed a concession agreement with Corix Utilities to design, construct, finance, operate and maintain the OVDEU. Under the agreement, Corix is entitled to recover from LIEC all capital and operating costs, as well as Corix's overall return on investment. All Corix's expenses are approved in accordance with prudent utility practice.
- **Forecasted Utility Costs:** BC Hydro's rates will have a 0% increase in 2018. Natural gas costs are increasing from January 1, 2018 by approximately 0.1% for a typical residential customer in Lower Mainland according to Fortis BC's filing with the British Columbia Utilities Commission for their 2018 rates (Order Number G-138-14). However, the recently announced increase in carbon tax to \$35/tonne in April 2018 will be an additional increase of 1.8% to the annual bill for a typical Fortis BC customer, resulting in a total estimated increase for the 2018 calendar year of 1.9%.

¹ 1.4% blended increase for 2018 is based on an estimated 0% increase of electricity cost and a 1.9% increase in natural gas cost assuming that all energy was provided for heating. Also, the business-as-usual (BAU) scenario assumption is that 40% of the building heating load would be provided from electricity and the remaining 60% would be from gas make-up air units. Non-fuel BAU costs are assumed to be 25% of total costs and that they increase by the CPI (2.1%).

- **Consumer and Municipal Price Indexes:** Other factors to consider include various price indexes. For example, the 2018 Consumer Price Index (CPI) is estimated to be 2.1%, while the 2018 Municipal Price Index (MPI) is estimated at 3.2%, both as estimated by the City's Finance Department.\

Taking into consideration the above factors, two options are presented here for consideration:

Option 1 – 2.1% increase to OVDEU rate for services (Not recommended)

Under this option, the rate would increase modestly to match the Consumer Price Index (CPI – projected at 2.1%), but it would be below 4% increase as built in the financial model. The OVDEU is still a young utility that is early in its operational life. The development of the Oval Village neighbourhood is still in progress and the OVDEU is continuously expanding. As a result, the OVDEU's utility (electricity and natural gas), operational, and maintenance costs are still largely based on the projections of the financial model. Additionally, the initial capital investments (by Corix) required to start up the OVDEU are significant which requires stable, long term repayment as per the Concession Agreement. Variation from the model may affect the long term performance of the OVDEU.

The OVDEU Concession Agreement with Corix and financial model have taken into consideration modest rate increases similar to the projected rate increases for the conventional utility providers' energy. A CPI based rate increase at this point in the utility life would have a negative impact on the financial performance of OVDEU and LIEC by increasing of the capital repayment deferral account balance², by causing the under-recovery of LIEC's operating expenses or by causing the OVDEU to lose financial self-dependency as a utility. As a result, this option is not recommended.

Option 2 – 4% increase to OVDEU rate for services (Recommended)

The proposed 4% rate increase under this option follows the OVDEU financial model. The OVDEU financial model follows the principle of full cost recovery where all capital and operating costs need to be recovered through revenues from user fees, making the OVDEU a financially self-sustaining utility. The recommended rate increase ensures the revenue necessary to recover LIEC's cost of service which includes Corix's fees for services and LIEC's operating expenses. Not following these calculated rate increases could result in the increase of the capital repayment deferral account balance² and/or under-recovery of LIEC's operating expenses impacting the OVDEU's financial self-dependency.

Even with no projected increase in 2018 rates for BC Hydro, the 4% rate increase is below the three year average rate increase of the conventional utilities (see Table 1 below). This is due to the fact that the OVDEU customer rates have been increasing less than those of conventional utilities. A 4% rate increase keeps the OVDEU rate competitive when compared to conventional system energy costs, based on the same level of service.

² Capital repayment deferral account is used to stabilize rates over time.

Table 1: Annual Percent Increase Comparison

	2016	2017	2018	3 Year Avg.
OVDEU Rate	4.0%	4.0%	4.0%	4.0%
Blended BAU Rate	4.5%	6.9%	1.4%	4.3%

A table summarizing the above proposed Rate for Service options is displayed in Attachment 2.

LIEC is a service provider appointed by Council to provide energy services to OVDEU customers on behalf of the City. City Council is the regulator and the rate setting body for the OVDEU service area. In accordance with this structure, LIEC staff have prepared the above rate analysis, and LIEC's Board of Directors has reviewed and approved the recommended 2018 OVDEU rate for services.

The recommended rate outlined in the proposed Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 9778 (Attachment 3), represents full cost recovery for the delivery of energy within the OVDEU service area.

Financial Impact

None. The 4% rate increase will help offset the operating and capital costs following the principle of full cost recovery as modeled in the OVDEU financial model and ensures that the OVDEU rate increase is below the three year average rate increase of the BAU scenario.

Conclusion

The recommended 4% increase (Option 2) for the 2018 OVDEU service rate supports Council's objective to keep the annual energy costs for OVDEU customers competitive with conventional energy costs, based on the same level of service. This rate increase also ensures sufficient revenues will offset Corix's fees for services and LIEC's operating expenses. Staff will continuously monitor energy costs and review the rate to ensure rate fairness for consumers and financial sustainability for the City.

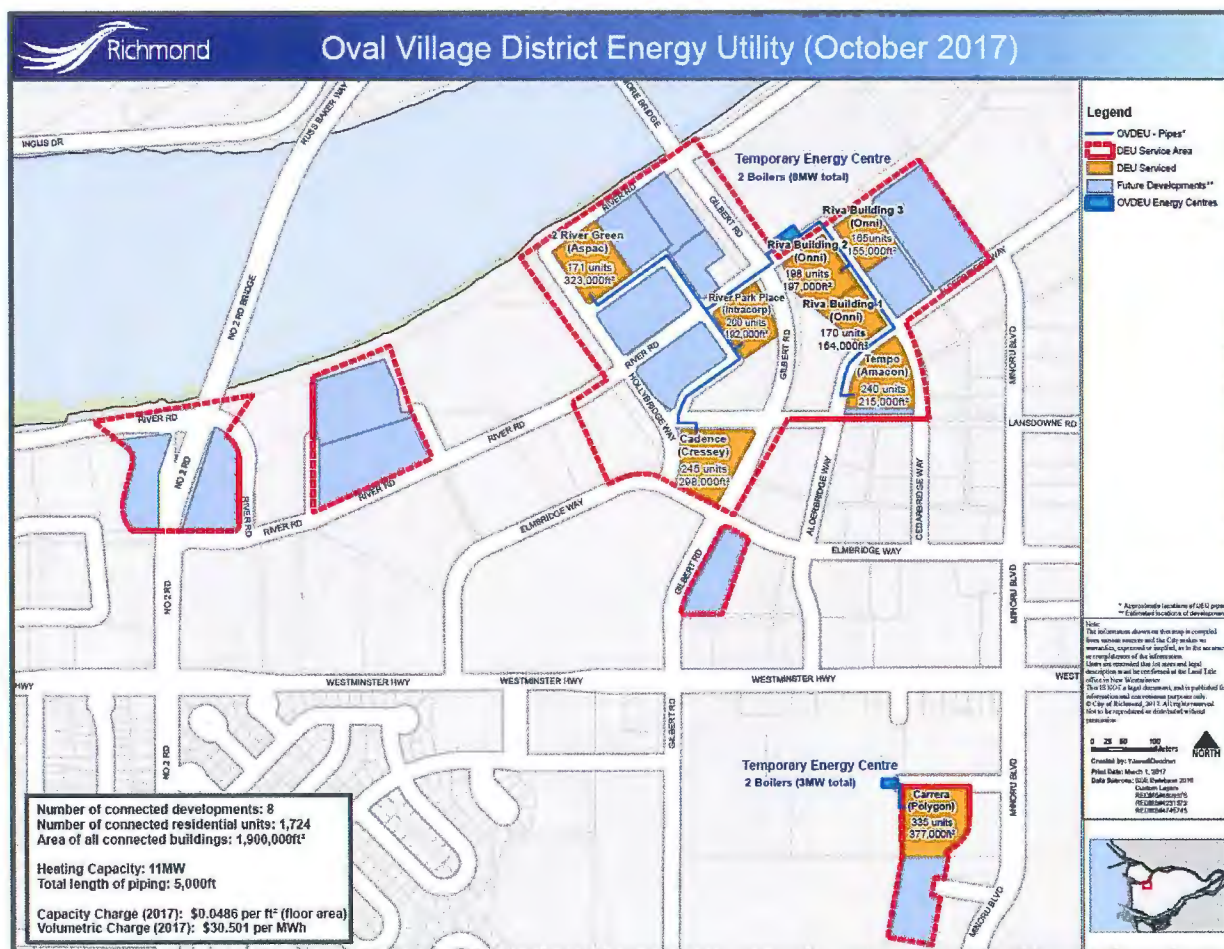


Peter Russell, BASc MSc MCIP RPP
Senior Manager, Sustainability & District Energy
(604-276-4130)

Att. 1: Oval Village District Energy Utility Map

Att. 2: Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No.977

Attachment 1 – Oval Village District Energy Utility Map



Attachment 2 – Summary of Options: Proposed Rates for Services

Table 1: Proposed Rates for Services

	2017	2018	2018
	Current	Option 1 2.1% Increase	Option 2 4% Increase (Recommended)
Capacity Charge			
monthly charge per square foot of the building gross floor area	\$0.0495	\$0.0505	\$0.0515
Volumetric Charge			
charge per megawatt hour of energy consumed by the building	\$30.501	\$31.142	\$31.721
Excess Demand Fee			
charge for each watt per square foot of the aggregate of the estimated peak heat energy demand that exceeds 6 watts per square foot	\$0.14	\$0.14	\$0.15



City of
Richmond

Bylaw 9778

Oval Village District Energy Utility Bylaw No. 9134 Amendment Bylaw No. 9778

The Council of the City of Richmond enacts as follows:

1. The **Oval Village District Energy Utility Bylaw No. 9134** is amended by deleting **Schedule D (Rates and Charges)** of the Bylaw in its entirety and replacing it with a new Schedule D as attached as Schedule A to this Amendment Bylaw.
2. This Bylaw is cited as "**Oval Village District Energy Utility Bylaw No. 9134**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. <i>KR</i>
APPROVED for legality by Solicitor <i>JA</i>

Schedule A to Amendment Bylaw No. 9778

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 \$0.0515 per square foot of gross floor area;
and
- (b) volumetric charge – a monthly charge of \$31.721 per megawatt hour of Energy
returned from the Heat Exchanger and Meter Set at the Designated Property.

PART 2 - EXCESS DEMAND FEE

Excess demand fee of \$0.15 for each watt per square foot of the aggregate of the estimated peak heat energy demand referred to in section 19.1(e) (i), (ii), and (iii) that exceeds 6 watts per square foot.



City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** September 25, 2017
From: John Irving, P.Eng. MPA **File:** 10-6600-10-02/2017-Vol 01
Director, Engineering
Re: Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9777

Staff Recommendation

1. That the staff recommendation to amend the Alexandra District Energy Utility rate for services as presented in Option 2 of the report titled "Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9777" be endorsed; and
2. That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9777 be introduced and given first, second and third readings.

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

Att. 4

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

Staff Report

Origin

In 2010, Council adopted the Alexandra District Energy Utility Bylaw No. 8641 establishing the rate for the delivery of energy for space heating, cooling and domestic hot water heating within the Alexandra District Energy Utility (ADEU) service area.

The purpose of this report is to recommend 2018 ADEU service rates.

This report supports Council's 2014-2018 Term Goal #4 Leadership in Sustainability:

Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.

4.1. Continued implementation of the sustainability framework.

4.2. Innovative projects and initiatives to advance sustainability.

Background

ADEU has been operating since 2012 as a sustainable energy system which provides a centralized energy source for heating, cooling and domestic hot water heating for residential and commercial customers located in the Alexandra/West Cambie neighbourhood. ADEU assists in meeting the community-wide greenhouse gas emission reduction targets adopted as part of Richmond's Sustainability Framework by providing buildings with renewable low carbon energy through geo-exchange technology.

Since 2012, the West Cambie neighbourhood has seen rapid redevelopment. ADEU has also been growing to meet this increased energy demand, most recently cumulating in the completion of the construction and commissioning of the Phase 4 expansion at the end of 2016. This expansion included the construction of a new satellite energy plant designed primarily to meet the energy demands of the ADEU's first commercial customers. Using efficient air source heat pump technology as an energy source, this new energy plant is also interconnected with the main ADEU system providing customers with another low carbon energy source in addition to the existing geo-exchange fields when there is an excess of energy produced. This expansion, coupled with 2015's Phase 3 expansion, has ensured the ADEU system will meet the energy demands of the neighbourhood as it continues its rapid growth.

The system currently provides energy to six residential buildings, the "Central at Garden City" commercial development, the Richmond Jamatkhana temple and Fire Hall #3, in total connecting over 1450 residential units and over 1.6 million square feet of floor area. See Attachment 1 for a map of the service area.

As of September 2017 (the end of the third billing quarter), the ADEU system has delivered 13,425 MWh of energy to customers for space heating, cooling and domestic hot water heating.

While some electricity is consumed for pumping and equipment operations, almost all of this energy was produced locally from the geo-exchange fields located in the greenway corridor and West Cambie Park. The backup and peaking natural gas boilers and cooling towers in the energy centre have operated only for a few days throughout the system's operation to date. Staff estimate that ADEU has eliminated 2336 tonnes of GHG emissions¹ to the community (see Attachment 2).

Analysis

The ADEU service area is comprised of two different use areas: the main service area which is mostly residential and Area A which contains large format retail buildings. The rate for each of the areas was established to ensure that ADEU costs reflect Council's objective to implement low carbon solutions and maintain annual energy costs that are competitive with conventional system energy costs, based on the same level of service. At the same time, the rates ensure cost recovery to offset the City's capital investment and ongoing operating costs.

The 2017 rate for customers in the ADEU service area, excluding Area A, is comprised of:

1. Capacity Charge (Fixed) - monthly charge of \$0.09 per square foot of the building gross floor area, and a monthly charge of \$1.217 per kilowatt of the annual peak heating load supplied by DEU, as shown in the energy modeling report required under Section 21.1.(c); and
2. Volumetric Charge (Variable) - charge of \$3.893 per megawatt hour of energy consumed by the building.

The 2017 rate in effect for Area A is comprised of:

1. Volumetric charge – a charge of \$69.60 per megawatt hour of Energy returned from the Heat Exchanger and Meter Set at the Designated Property calculated on each of (i) an energy use of 2644 MWh per annum ("Basic Supply Amount"), and (ii) any energy use in excess of the Basic Supply Amount.

Factors that were considered when developing the 2018 ADEU rate options include:

- **Competitive Rate:** The rate should provide end users with annual energy costs that are less than or equal to conventional system energy costs, based on the same level of service. It is estimated that customers using energy from a conventional utility system in a Business as Usual (BAU) scenario would see a blended rate increase of around 1.4% in 2018².

¹ Assume that all energy was provided for heating. The business-as-usual (BAU) assumed that 40% of the building heating load would be provided from electricity and the remaining 60% would be from gas make-up air units.

² 1.4% blended increase for 2018 is based on an estimated 0% increase of electricity cost and a 1.9% increase in natural gas cost assuming that all energy was provided for heating. Also, the business-as-usual (BAU) scenario assumption is that 40% of the building heating load would be provided from electricity and the remaining 60% would be from gas make-up air units. Non-fuel BAU costs are assumed to be 25% of total costs and that they increase by the CPI (2.1%).

- **Financial Sustainability:** ADEU was established on the basis that all capital and operating costs would ultimately be recovered through revenues from user fees. The financial model has built in a rate increase of 4% year over year to recover the capital investment as well as the fuel cost increases, inflation, etc. to ensure the financial viability of the system.
- **Forecasted Utility Costs:** BC Hydro's rates will have a 0% increase in 2018. Natural gas costs are increasing from January 1, 2018 by approximately 0.1% for a typical residential customer in Lower Mainland according to Fortis BC's filing with the British Columbia Utilities Commission for their 2018 rates (Order Number G-138-14). However, the recently announced increase in carbon tax to \$35/tonne in April 2018 will be an additional increase of 1.8% to the annual bill for a typical Fortis BC customer, resulting in a total estimated increase for the 2018 calendar year of 1.9%.
- **Consumer and Municipal Price Indexes:** Other factors considered include various price indexes. For example, the 2018 Consumer Price Index (CPI) is estimated to be 2.1%, while the 2018 Municipal Price Index (MPI) is estimated at 3.2%, both as estimated by the City's Finance Department.

Taking into consideration the above factors, two options are presented here for consideration.

Option 1 – 2.1% increase to ADEU rate for services (Not recommended)

Under this option, the rate would increase modestly to match the Consumer Price Index (CPI – projected at 2.1%), but it would be below 4% increase as built in the financial model. The ADEU remains a young utility that is early in its operational life. The development of the West Cambie neighbourhood is still in progress and the ADEU is continuously expanding. As a result, the ADEU's utility (electricity and natural gas), operational, and maintenance costs are still largely based on the projections of the financial model. Additionally, the initial capital investments required to start up the ADEU were significant and future equity and investments must be made in order to ensure future repayments and long term viability.

The ADEU financial model has taken into consideration modest rate increases similar to the projected rate increases for the conventional utility providers' energy. A CPI based rate increase at this point in the utility life would have a negative impact on the financial performance of the ADEU and returns on investment may be impacted. As a result, this option is not recommended.

Option 2 – 4% increase to ADEU rate for services (Recommended)

The proposed 4% rate increase under this option follows the ADEU financial model. The ADEU financial model follows the principle of full cost recovery; all capital and operating costs need to be recovered through revenues from user fees, making the ADEU a financially self-sustaining utility. The recommended rate increase ensures the revenue necessary to recover all the capital and operating costs. Not following these calculated rate increases could result in deferring payback or delaying capital cost recovery.

Even with no projected increase in 2018 rates for BC Hydro, the 4% rate increase is below the five year average rate increase of the conventional utilities (see Table 1 below). This is due to the fact that the ADEU customer rates have been increasing less than those of conventional utilities. A 4% rate increase keeps the ADEU rate competitive when compared to conventional system energy costs, based on the same level of service.

Table 1: Annual Percent Increase Comparison

	2014	2015	2016	2017	2018	5 Year Avg.
ADEU Rate	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Blended BAU Rate	6.5%	3.3%	4.5%	6.9%	1.4%	4.5%

A table summarizing the above proposed rate for service options is displayed in Attachment 3.

LIEC is a service provider appointed by Council to provide energy services to ADEU customers on behalf of the City. City Council is the regulator and the rate setting body for the ADEU service area. In accordance with this structure, LIEC staff have prepared the above rate analysis, and LIEC's Board of Directors has reviewed and approved the recommended 2018 ADEU rates for services.

The recommended rate outlined in the proposed Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9777 (Attachment 4), represents full cost recovery for the delivery of energy within the ADEU service area.

Financial Impact

None. The 4% rate increase will help offset the operating and capital costs following the principle of full cost recovery as modeled in the ADEU financial model and ensures the ADEU rate increase is below the five year average rate increase of the BAU scenario.

Conclusion

The recommended 4% increase (Option 2) for the 2018 ADEU service rate supports Council's objective to keep the annual energy costs for ADEU customers competitive with conventional energy costs, based on the same level of service. This rate increase also ensures sufficient revenues to offset the capital investment and operating costs. Staff will continuously monitor energy costs and review the rate to ensure fairness for consumers and cost recovery for the City.



Peter Russell, BASc MSc MCIP RPP
Senior Manager, Sustainability & District Energy
(604-276-4130)

Att.1: Alexandra Neighbourhood and ADEU Service Area Informational Map

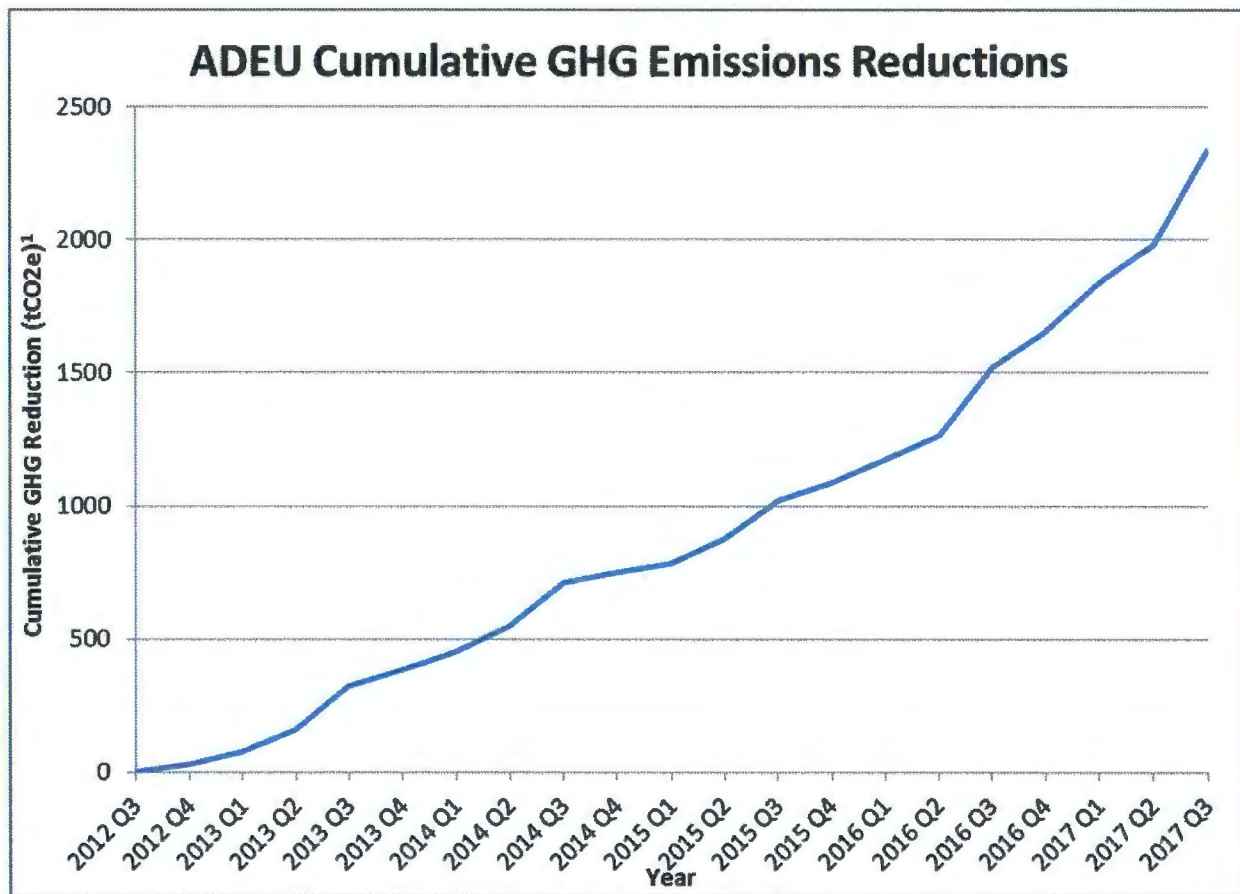
Att.2: Green House Gas Emissions Reduction Graph

Att.3: Summary of Options: Proposed Rates for Services

Att.4: Alexandra District Energy Utility Bylaw No. 8641 Amendment Bylaw No.9777



Attachment 2 – ADEU Green House Gas (GHG) Emission Informational Graph



¹ Assumed that all energy was provided for heating. The business-as-usual (BAU) assumed that 40% of the building heating load would be provided from electricity and the remaining 60% would be from gas make-up air units.

September 25, 2017

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Attachment 3 – Summary of Options: Proposed Rates for Services**Table 1: Proposed Rates for Services, excluding Area A**

	2017	2018 Option 1 2.1% Increase	2018 Option 2 4% Increase (Recommended)
Capacity Charge One: Monthly charge per square foot of the building gross floor area	\$0.090	\$0.092	\$0.094
Capacity Charge Two: Monthly charge per kilowatt of the annual peak heating load supplied by DEU	\$1.217	\$1.243	\$1.266
Volumetric Charge: Charge per megawatt hour of energy consumed by the building	\$3.893	\$3.975	\$4.049

Table 2: Proposed Rates for Services, Area A

	2017	2018 Option 1 2.1% Increase	2018 Option 2 4% Increase
Volumetric Charge: Charge per megawatt hour of energy consumed	\$69.60	\$71.06	\$72.38



City of
Richmond

Bylaw 9777

**Alexandra District Energy Utility Bylaw No. 8641
Amendment Bylaw No. 9777**

The Council of the City of Richmond enacts as follows:

1. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended:
 - a) by deleting Schedule C (Rates and Charges) in its entirety and replacing with a new Schedule C attached as Schedule A to this Amendment Bylaw.
2. This Bylaw is cited as "**Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 9777**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. <i>KL</i>
APPROVED for legality by Solicitor <i>JA</i>

Schedule A to Amendment Bylaw No. 9777***SCHEDULE C to BYLAW NO. 8641******Rates and Charges*****PART 1 - RATES FOR SERVICES**

The following charges will constitute the Rates for Services for the Service Area excluding shaded Area A as shown in Schedule A to this Bylaw:

- (a) Capacity charge – a monthly charge of \$0.094 per square foot of Gross Floor Area, and a monthly charge of \$1.266 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 \$4.049 per megawatt hour of Energy returned from the Heat Exchanger and Meter Set at the Designated Property.*

PART 2 - RATES FOR SERVICES APPLICABLE TO AREA A

The following charges will constitute the Rates for Services applicable only to the Designated Properties identified within the shaded area (Area A) shown in Schedule A to this bylaw:

- (a) Volumetric charge – a charge of \$72.38 per megawatt hour of Energy returned from the Heat Exchanger and Meter Set at the Designated Property calculated on each of (i) an energy use of 2644 MWh per annum (“Basic Supply Amount”), and (ii) any energy use in excess of the Basic Supply Amount.*



City of Richmond

Report to Committee

To: General Purposes Committee

Date: November 8, 2017

From: David Weber
Director, City Clerk's Office

File: 12-8125-80-01/Vol 01



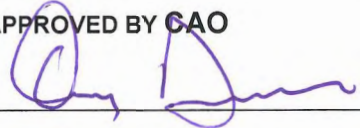
Re: Amendments to Local Election Campaign Financing Legislation

Staff Recommendation

That the staff report dated November 8, 2017, titled "Amendments to Local Election Campaign Financing Legislation" from the Director, City Clerk's Office, be received for information.

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

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	

Staff Report

Origin

Since the last civic election in 2014, the *Local Elections Campaign Financing Act* (LECFA) was amended and further legislative amendments were recently introduced in the BC Provincial Legislature. The purpose of this report is to generally describe the changes that were enacted in May 2016 concerning expense limits and to describe the key elements of the proposed changes that were introduced under Bill 15, the *Local Elections Campaign Financing Amendment Act, 2017*. These latest proposed changes focus primarily on contribution limits and other restrictions on campaign contributions.

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

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

9.1. Understandable, timely, easily accessible public communication.

9.2. Effective engagement strategies and tools.

Analysis

Jurisdiction

Starting with the 2014 local civic elections, campaign financing came under the direct jurisdiction of Elections BC. Accordingly, all campaign financing disclosures for the 2014 election were filed directly with the Provincial body and are currently available in a searchable central database through the Elections BC website. Prior to 2014, campaign financing disclosures were filed locally with each jurisdiction's local Chief Election Officer and made publicly available through local municipal offices and websites.

In addition to their regulatory role, Elections BC also plays an advisory role with regard to specific local election campaign financing concerns and questions and their Compliance Officers are available for consultation through a local elections campaign financing toll-free telephone number. Potential candidates and interested parties need to contact Elections BC directly should they have any specific questions about campaign financing, disclosure documents or how the proposed changes will impact their disclosures.

Campaign Financing Expense Limits - 2016

In May 2016, following public and stakeholder consultations, the Provincial Government enacted legislation that places limits on local government election expenses. The specifics of these rules are provided in the *Local Elections Campaign Financing Act* and the *Local Elections*

Campaign Financing Expense Limit Regulation which can also be found on the Elections BC website along with a number of forms and related guides.¹

Generally speaking, the Act and Regulations establish expense limits for the “campaign period” (which is defined as the 28-day period prior to General Voting Day) based on a per capita formula. For jurisdictions under 10,000 in population, a flat rate applies of \$10,000 for mayoral candidates and \$5,000 for all other candidates.

For jurisdictions over 10,000 in population, including Richmond, Mayoral candidates would have an expense limit of:

- \$1 per capita for the first 15,000 population;
- \$0.55 per capita for the next 15,000 to 150,000 population;
- \$0.60 per capita for the next 150,000 to 250,000 population; and
- \$0.15 per capita thereafter.

All other candidates in jurisdictions over 10,000 in population would have an expense limit of:

- \$0.50 per capita for the first 15,000 population;
- \$0.28 per capita for the next 15,000 to 150,000 population;
- \$0.30 per capita for the next 150,000 to 250,000 population; and
- \$0.08 per capita thereafter.

The population of Richmond is 198,309 according to the most recent official census data figures from May 2016. Using this population figure and the above formulas, the expense limit for the campaign period for a Mayoral candidate in Richmond would be \$118,235. Candidates for the positions of Councillor and School Trustee in Richmond would have a campaign period expense limit of approximately half that amount, or \$59,792.

The expense limit calculations provided above are for the purposes of illustration only and are not official. According to regulation, the specific application of the formula per jurisdiction and the official expense limits based on census data will be determined by Elections BC and announced publicly no later than May 31, 2018. Expense limits would be adjusted in future for inflation and for changes in population over time.

Proposed Amendments to Campaign Financing Contribution Limits - 2017

Over the last several years, there has been public debate and calls by various parties for further legislative changes to restrict campaign contributions at the local government level. At the September 2017 UBCM convention, the issue of campaign financing and restrictions on donations was specifically debated, resulting in the following resolution being endorsed:

¹ While the most current legislation and regulations are available on the Elections BC website, as of the date of this report, many of the campaign financing guides and forms have not yet been updated to reflect the legislative amendments enacted in 2016. Elections BC staff have indicated that these materials will be updated as soon as possible in advance of the 2018 local elections.

Therefore be it resolved that as the provincial government makes changes to provincial campaign finance regulations to limit and restrict campaign donations, the Province also implement reforms to campaign finance regulations for local government, in consultation with UBCM.

On October 30, 2017, the Provincial Government introduced legislation and announced a new set of local level campaign financing reforms. A government backgrounder on *Bill 15 – the 2017 Local Elections Campaign Financing Amendment Act* is attached (Attachment 1).

The key elements of the proposed legislative changes are as follows:

Sources of campaign contributions:

- Campaign contributions from corporations, unions or other organizations are prohibited.
- Campaign contributions can only be made by an “eligible individual” which is defined as an individual who is a Canadian citizen or permanent resident and who is also a BC resident.
- Indirect donations are prohibited, meaning that a corporation, union or other organization, or an ineligible individual, must not provide money or a non-monetary contribution to an eligible individual for the purpose of making a campaign contribution or as consideration for an eligible individual to make a campaign contribution.
- Anonymous contributions over \$50 are prohibited; anonymous contributions of \$50 or less must be from eligible individuals, in other words, corporations, unions or other organizations, or ineligible individuals commit an offence if they make anonymous contributions of any amount.

Campaign Contribution Limits

- Campaign contributions (donations) are capped at \$1,200 per eligible donor per year towards the election campaign of a candidate or towards the election campaign of an elector organization and all of its endorsed candidates. In other words, for donations to slates, one donor’s total contribution to the group as a whole cannot exceed \$1,200 per year.
- From a jurisdictional perspective, a Board of Education/School Trustee election is considered to be a separate election from a Local Government/City Council election, even though the two elections are typically administered and conducted in parallel with each other. Accordingly, an Elector Organization that endorses candidates for positions on a City Council and a School Board is considered for the purposes of the *Local Elections Campaign Financing Act* (LECFA) to be running two separate election campaigns - a municipal election campaign and a board of education campaign. This has several implications with regard to campaign financing and contribution limits, specifically:
 - (1) Elector Organizations are required to file separate disclosures for their municipal campaign and their board of education campaign.
 - (2) Separate campaign accounts are required for each campaign.

- (3) Funds cannot be transferred between the two campaigns.
- (4) When accepting campaign contributions, funds must be designated for either the municipal campaign or the board of education campaign and deposited in the appropriate accounts.
- (5) Each campaign (municipal and board of education) would be eligible to receive a contribution from an eligible individual of up to \$1,200 per year for 2017 and 2018.
- Money provided by a candidate for use in the candidate's own campaign is considered to be a campaign contribution and is also subject to the contribution limit of \$1,200 per year (however, this does not apply to non-monetary property or services provided by a candidate for the candidate's own campaign). Previously, there would have been no monetary limit on the amount a candidate could fund their own election campaign.
- Contribution limits for 2019 and later may be adjusted for inflation by regulation.

Elector Organizations and Endorsed Candidates

- Elector Organizations will not have their own campaign period expense limits. Endorsed candidates must assign a portion of their campaign period expense limits to their Elector Organization to be spent on their behalf. This assignment must be formalized through a "campaign financing arrangement" before the beginning of the campaign period (28 days prior to General Voting Day). A campaign financing arrangement may be amended up to 3 days before General Voting Day to adjust the expense limit amount that the candidate has assigned to the Elector Organization.
- Elector organizations must show in their disclosures how all campaign period expenses were spent vis-à-vis each specific endorsed candidate and these expense amounts should correspond to the amounts assigned by each endorsed candidate. In other words, it is not appropriate for one or more endorsed candidates to assign a portion of their expense limits to their Elector Organization and then have the Elector Organization spend that total amount disproportionately among the endorsed candidates.
- Surplus campaign funds over \$500 of independent candidates must be provided to the local jurisdiction to be held in trust for that candidate's use in the next election; surplus campaign funds of Elector Organizations regardless of the amount are provided to the elector organization to be used as they determine.

Fundraising Functions

- Under the legislation as it currently stands, if a corporation or organization buys one or more tickets to a fundraising function, the entire amount is considered to be a campaign contribution. Under the proposed changes, corporations or organizations may no longer purchase tickets to fundraising functions since contributions from those sources will be prohibited. Only eligible individuals may purchase tickets to fundraising functions.
- Under the legislation as it currently stands, the following rules apply to the purchase of tickets to fundraising functions by individuals:
 - If an individual purchases a ticket to a fundraising function and the price of the ticket is over \$50, then the whole amount is a campaign contribution.

- If an individual purchases a ticket to a fundraising function and the price of the ticket is \$50 or less, then it is not considered to be a campaign contribution.
- If the price of a fundraising function ticket is \$50 or less and an individual purchases \$250 worth of tickets or less, then that amount is also not considered to be a campaign contribution.
- If the price of a fundraising function ticket is \$50 or less and an individual purchases more than \$250 worth of tickets, then the whole amount is a campaign contribution.

Two significant changes to these rules are proposed under the new Bill:

- (1) Only eligible individuals, as defined by the Act, may purchase fundraising function tickets.
- (2) The \$250 threshold described above will be lowered to \$50, meaning that if an eligible individual purchases more than \$50 worth of tickets for a fundraising function, then the whole amount is a campaign contribution. Previously, an individual would have to purchase more than \$250 worth of tickets in order for the amount to be considered a campaign contribution.

Third-Party Advertisers

- Third-party advertisers must also observe expense limits. For Richmond, the directed advertising limit would be 5% of the mayoral limit (approximately \$5,900 given the previously cited population figures).

Application and Retroactivity

- The proposed legislation will apply to all elections and by-elections starting with the 2018 general local elections.
- Once enacted, the changes will apply retroactively to October 31, 2017, meaning that any contributions received prior to that date under the previous rules may be used for the 2018 election and any contributions received on or after October 31, 2017 will be subject to the new legislation.

Bill 15 was introduced and given first reading in the Provincial legislature on October 30, 2017 and second reading on November 8, 2017. It is anticipated that the Bill will progress through the legislative process and be enacted in time for the 2018 General Local and School Elections. Prior to enactment, amendments to the proposed Bill are still possible. City Council, or any interested party, would be able to provide their comment or input on the proposed amendments by sending a letter to the BC Minister of Municipal Affairs and Housing, with a copy to UBCM.

Financial Impact

None.

Conclusion

Local election campaign financing regulations have gone through significant changes since the last civic election cycle and further changes are being considered by the Provincial Government

at this time. The proposed changes will affect political candidates, elector organizations, third-party advertisers and any other participants in the civic political election process. If Council or any other interested party wishes to convey comments to the Provincial Government about the Bill prior to enactment, these can be conveyed to the Minister as appropriate.

A handwritten signature in black ink, appearing to read "David Weber". The signature is fluid and cursive, with the first name "David" written in a larger, more prominent script than the last name "Weber".

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

Att. 1: Provincial Government News Release and Backgrounder on *Bill 15 – The Local Elections Campaign Financing Act, 2017*

British Columbia News

Local election reforms take big money out of politics

<https://news.gov.bc.ca/15744>

Monday, October 30, 2017 2:47 PM

Victoria - Campaign finance reforms announced today by the British Columbia government will limit the influence of big money on local elections, putting people at the centre of community politics and decisions.

"With this legislation, people can be confident that their local and provincial governments will be working for all voters, not just those able to write the largest cheques," said Selina Robinson, Minister of Municipal Affairs and Housing. "Our government has already taken action to get big money out of politics at the provincial level. These amendments will make sure that democracy at the local level works for everyone, not just a select few."

The legislation would ban corporate and union donations, put limits on individual contributions and ban out-of-province donations at the local level.

Contributions for the election campaign of a candidate or elector organization will be limited to \$1,200 per donor per year. One donor's total contributions to the election campaign for an elector organization and all of its endorsed candidates cannot exceed this amount. These changes follow the approach of the proposed provincial Election Amendment Act.

"B.C. local governments have been asking for a ban on corporate and union donations and a cap on contributions to local election campaigns since 2015," said Wendy Booth, Union of British Columbia Municipalities (UBCM) president. "We reaffirmed this request just last month, and appreciate the commitment demonstrated by Minister Robinson to address this issue. The proposed changes will support fairness during campaigns and make running for office more accessible by strengthening the rules for local elections."

The proposed amendments to the Local Elections Campaign Financing Act follow consultations with key stakeholders such as Elections BC and UBCM, which represents B.C.'s 189 local governments and the Islands Trust.

"Elected officials have the privilege and responsibility of representing their citizens, and this legislation helps ensure that campaigning for public office is conducted fairly," said Nils Jensen, mayor of Oak Bay. "The District of Oak Bay has strongly advocated for local elections campaign financing reform. We appreciate Minister Robinson bringing this forward in such a timely fashion. It's clearly in the best interest of candidates and the public—and it's the right thing to do."

The amendments will apply to all local elections starting with the 2018 general local elections and any byelections thereafter, including campaigns for councillors, mayors, electoral area directors and school trustees.

Once passed, the changes will be retroactive to Oct. 31, 2017, the day after the first reading of the legislation. To allow candidates to transition to the new campaign financing framework, contributions allowed under the former rules and received before Oct. 31, 2017, may be used for the 2018 general local elections.

Quick Facts:

- An elector organization in local elections is an organization that endorses candidates in a local election. Elector organizations are often referred to as civic political parties.
- The Local Elections Campaign Financing Act was amended in 2016 to implement expense limits for local elections. These amendments will also come into effect for the 2018 general local elections.

Learn More:

Local Elections Campaign Financing Act: <http://www.bclaws.ca/civix/document/id/complete/statreg/14018>

Election Amendment Act, 2017: <https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/41st-parliament/2nd-session/bills/first-reading/gov03-1>

A backgrounder follows.

Contacts

Ministry of Municipal Affairs and Housing
Media Relations
250 952-0617

Backgrounders

Local Elections Campaign Financing Act amendments

Contributions by individuals (applies to the 2018 general local elections and beyond):

- Restricted to individuals who are residents of British Columbia and who are Canadian citizens or permanent residents.
- Contribution limits are set at \$1,200 for the election campaign of a candidate or elector organization per donor per year. This means that one donor's total contributions to the election campaign for an elector organization and all of its endorsed candidates cannot exceed \$1,200 per year.
- These contribution limits will apply provincewide for the 2018 general local elections.

Union and corporate contributions (applies to the 2018 general local elections and beyond):

- Donations from any corporation, union or other organization to local candidates, elector organizations, third-party advertisers, and assent voting advertisers are prohibited.

Loans (applies to the 2018 general local elections and beyond):

- Loans to candidates, elector organizations, third-party sponsors, and assent-voting advertising sponsors must be from a savings institution at not less than prime rate or from an eligible individual (eligible individuals are those persons who may make contributions). "Assent voting" is generally voting on a bylaw or other matter for which a local government is required to obtain the assent of the electors. Assent voting may also be referred to as a "referendum", but not all referenda are assent voting.
- The amount of a loan provided by an eligible individual to a candidate or elector organization would count toward the contribution limit and therefore cannot exceed \$1,200 per year.

Election advertising sponsors:

- An election advertising sponsor (generally known as a third-party advertiser) is an individual or organization that sponsors election advertising independently of a candidate or elector organization. Third-party advertisers must register with Elections BC, and record and disclose information about contributions and expenditures related to election advertising.
- The legislation will amend the Local Elections Campaign Financing Act with the intention of ensuring that small-scale advertising and individual self-expression (for example, people who put up home-made signs) are not subject to these third-party advertiser rules.
- The amendment ensures the treatment of third-party advertisers in the Local Elections Campaign Financing Act is consistent with the provincial Election Act and is in response to a recent Supreme

CNCL-455

Court of Canada decision.

School trustees (applies to the 2018 general local elections and beyond):

- Board of education trustees are elected as part of general local elections.
- This legislation will apply to candidates for school trustee, just as it does for other candidates seeking locally elected office.

Implementation:

- These changes will be in place for the October 2018 general local elections and beyond.
- Once this legislation is passed, the new rules will be applied retroactively to Oct. 31, 2017, the day after the first reading of the bill.
- To allow candidates to transition to the new campaign financing framework, contributions allowed under the former rules and received before Oct. 31, 2017, may be used for the 2018 general local elections and are not limited to \$1,200.
- However, contributions received on or after Oct. 31, 2017, will be subject to the new rules and are limited to \$1,200.
- If a candidate, elector organization or third-party advertiser becomes aware that they have received a contribution on or after Oct. 31, 2017, that contravenes the new rules, they will have to return that contribution.

Election expense limits (based on 2016 amendments to the Local Elections Campaign Financing Act):

- The 2016 amendments to the Local Elections Campaign Financing Act put in place expense limits for candidates, elector organizations and third-party advertisers. (see details below)
- The cap on expenses follows a consistent formula for all candidates and is generally based on the population of an election area.
- As legislation around expense limits for local elections has already been passed, these changes will be in effect for the 2018 general local elections as well.
- Candidates will need to follow the rules guiding expense limits and, as of Oct. 31, 2017, will need to follow the rules on contribution limits as well.

Expense limits for candidates:

- In communities with a population of fewer than 10,000 people, the expense limit will be \$10,000 for mayoral candidates and \$5,000 for all other candidates.
- In communities with a population of 10,000 or more, expense limits will be determined using a per-capita formula to recognize that the size of the community can affect a candidate's campaign costs.

Expense limits for elector organizations:

- An elector organization will not have its own expense limit. Instead, endorsed candidates will sign over a portion of their expense limit for the elector organization to spend during the campaign period via a campaign financing arrangement (CFA). This approach is to ensure neutrality between endorsed and independent candidates.
- Elector organizations will be required to attribute campaign period expenses to each endorsed candidate.

Expense limits for third-party advertising:

- Under the third-party advertising framework, expense limits will apply to both directed advertising and issue advertising:
 - The limit for directed advertising will be the following:

CNCL - 456

- In a community that has a population of fewer than 15,000 people, the directed advertising limit is \$750.
- In a community that has a population of 15,000 people or more, the directed advertising limit will generally be 5% of the mayoral candidate (or candidate) expense limit in the corresponding election area.
- The limit for issue advertising is not easily tied to a specific election area and will be subject to a separate, overall limit of \$150,000.
 - This overall limit will also act as the maximum amount that a third-party advertiser can spend in total (e.g., directed advertising and issue advertising must not exceed \$150,000).



To: Planning Committee
From: Victor Wei,
Director, Transportation
Terry Crowe,
Manager, Policy Planning
Date: October 10, 2017
File: 08-4045-20-04/2017-
Vol 01
Re: **Proposed Changes: Steveston Area Plan, Village Heritage Conservation Policies, Design Guidelines and Long-Term Bayview, Moncton and Chatham Street Visions**

Staff Recommendation

1. That the report titled "Proposed Changes: Steveston Area Plan, Village Heritage Conservation Policies, Design Guidelines and Long-Term Bayview, Moncton and Chatham Street Visions" dated October 10, 2017 from the Director, Transportation and Manager, Policy Planning be received for information;
2. That Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9775, be introduced and given first reading;
3. That Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9775, 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
4. That Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9775, having been considered in accordance with Section 475 of the Local Government Act and the City's Official Community Plan Bylaw Preparation Consultation Policy 5043, is found not to require further consultation.
5. That the recommended Long-Term Streetscape Visions for Bayview, Chatham and Moncton Streets based on community feedback obtained from the public consultation held in July 2017 be endorsed to guide future street frontage improvements along these roadways as part of new developments and City capital projects.

6. That staff be directed to report back with an implementation strategy for the Bayview, Chatham and Moncton Street recommended streetscape visions including updated and more detailed cost estimates, boulevard surface finish, timing, and funding sources.
7. That the boundary of the 30 km/h speed limit on Chatham Street be extended from 3rd Avenue west to 7th Avenue to provide consistency along the length of the street.

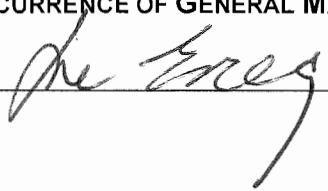

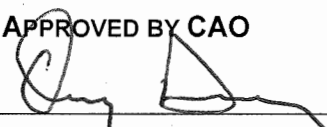


Victor Wei, P. Eng.
Director, Transportation
(604-276-4131)



Terry Crowe
Manager, Policy Planning
(604-276-4139)

Att. 13

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Parks	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:	APPROVED BY CAO
		

Staff Report

Origin

At its regular meeting held on June 12, 2017, Council endorsed proposed changes to the design and heritage policies in the Steveston Area Plan, and a long-term streetscape visions for Bayview Street, Moncton Street and Chatham Street for the purpose of carrying out public consultation, and directed staff to report back on the outcome of the consultation in October 2017.

This report:

- presents the results of consultations with the general public and stakeholders;
- proposes recommendations to amend design and heritage policies of the Steveston Area Plan based on the consultation feedback and staff's analysis; and
- proposes recommended long-term streetscape visions based on the consultation feedback and staff's analysis.

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

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

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

- 3.2. *A strong emphasis on physical and urban design.*
- 3.3. *Effective transportation and mobility networks.*

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

- 9.1. *Understandable, timely, easily accessible public communication.*
- 9.2. *Effective engagement strategies and tools.*

Findings of Fact

Public Consultation Engagement

From July 14 to 30, 2017, the City sought input from the community and stakeholders regarding proposed changes to the design and heritage policies in the Steveston Area Plan, and a long-term streetscape vision for Bayview Street, Moncton Street and Chatham Street.

Outreach activities to raise awareness of the consultation included:

- Media release and local newspaper advertisement in the Richmond News;
- City of Richmond website and social media including LetsTalkRichmond.ca; and
- Distribution of posters in Steveston Village.

Feedback was primarily gathered via an online survey on LetsTalkRichmond.ca with paper surveys available at two open houses held at Steveston Community Centre on July 20 and July 22 (see Attachments 1 and 2 for the open house display boards, and Attachments 3 and 4 for the open house surveys). Each open house recorded approximately 90 attendees. Direct meetings with stakeholders included the Richmond Heritage Commission (July 19), the Steveston Harbour Authority (July 26), and the Steveston Group of 20/20 (September 14).

Analysis

Part A – Land Use and Design-Related Issues

1. Public Consultation Results and Staff Recommendations

A total of 195 design and heritage policies surveys were completed (167 on-line and 28 paper). Listed below are the survey results and the staff recommendation for each question in the design and heritage policies survey.

Question 1		
The current density allowed on Moncton Street is a maximum of 1.2 floor area ratio (FAR), and the maximum building height is 2 storeys or 9 m. However, 1 in 3 buildings may be up to a maximum of 3 storeys and 12 m. Which option do you support?		
Options		Survey Response
1	No change in the maximum density and maximum height.	18.1%
2	Reduce maximum density from 1.6 FAR to 1.2 FAR, and require all buildings to have a maximum height of 2 storeys and 9 m (recommended in May 30 staff report).	81.9%

Staff Recommendation: Amend the Heritage (Section 4.0) and Development Permit Guidelines – Village Core Area (Section 9.0) of the Steveston Area Plan and accompanying land use, density and building height maps to reflect Option 2 above.

Question 2		
The current density allowed on Bayview Street (north side) is a maximum of 1.6 floor area ratio (FAR), and the maximum building height is 3 storeys, or 12 m, over parkade structure. Which option do you support?		
Options		Survey Response
1	No change in the maximum density and maximum height as described above.	17.7%
2	A reduction in density and height as follows: <ul style="list-style-type: none"> Maximum density of 1.2 FAR North side lot depth, up to 2 storeys over parkade (appears 3 storeys). South side lot depth, up to 2 storeys over parkade (appears 2 storeys) (recommended in May 30 staff report).	82.3%

Staff Recommendation: Amend the Development Permit Guidelines (Section 9.0) in the Steveston Area Plan specific to the Steveston Village Core Area and accompanying land use, density and building height maps to reflect Option 2 above.

Question 3

In the design guidelines for the Village Core (including Bayview Street north side), wood is the primary material for exterior cladding (i.e. siding). However, the wood for exterior cladding is restricted to horizontal siding. Historically, the wood used on buildings in Steveston Village included wood shingles, board-and-batten, and vertical shiplap, and these materials were allowed in the "Sakamoto Guidelines" that the City used for the Village Core before 2009. Which option do you support?

Options		Survey Response
1	No change to the primary material for exterior cladding (i.e. horizontal wood siding only).	7.7%
2	Expand the primary materials for exterior cladding to include wood shingles, board-and-batten and vertical ship lap, in addition to horizontal wood siding (recommended in May 30 staff report).	92.3%

Staff Recommendation: Amend the Development Permit Guidelines – General and Village Core Area (Section 9.0) in the Steveston Area Plan to reflect Option 2 above.

Question 4

In the design guidelines for new buildings and additions, for the Village Core (including Bayview Street north side), the primary material for exterior cladding (i.e. siding) is wood. Glass, concrete, stucco, and metal that complements the wood siding may be used as secondary material(s) for exterior cladding. Which option do you support?

Options		Survey Response
1	No change to the secondary materials for exterior cladding (i.e. siding).	9.0%
2	No brick and no metal allowed. For façade upgrades, replace brick with similar brick.	5.3%
3	No brick and no metal allowed. For façade upgrades, replace brick with similar brick or different brick.	2.7%
4	No brick and no metal allowed. For façade upgrades, replace brick with similar brick, different brick or a better material.	2.1%
5	No metal but brick is allowed if different from the Hepworth Building. For façade upgrades, replace brick with a similar brick or different brick.	6.4%
6	No metal but brick is allowed if different from the Hepworth Building. For façade upgrades, replace brick with similar brick, different brick, or a better material (recommended in May 30 staff report).	74.5%

Staff Recommendation: Amend the Development Permit Guidelines –Village Core Area (Section 9.0) in the Steveston Area Plan to reflect Option 6 above.

Question 5

In the design guidelines for the Village Core and the Riverfront, window frames that are wood are encouraged. Vinyl window assemblies are discouraged but allowable. Which option do you support?

Options		Survey Response
1	No change to materials for window treatments (i.e. wood or vinyl is allowed).	24.7%
2	Windows with wood frames or metal frames are allowed. Vinyl is prohibited (recommended in May 30 staff report).	75.3%

Staff Recommendation: Amend the Development Permit Guidelines – Village Core and Riverfront Area (Section 9.0) in the Steveston Area Plan to reflect Option 2 above.

The proposed Steveston Area Plan amendments do not permit exclusively vinyl window frames and related assemblies in Steveston Village Core and Riverfront Area. However, the proposed guidelines would allow for the use of contemporary materials that offer a compatible look to wood or metal to be considered.

Question 6		
Solar panels, and other renewable energy infrastructure (e.g. air source heat pump), may be mounted on heritage buildings and non-heritage buildings in Steveston Village. No changes are proposed to the guidelines for heritage buildings. The design guidelines to manage the visibility of solar panels on non-heritage properties with a flat roof include a requirement for the panels to be located back from the building edges. There are no design guidelines for other renewable energy infrastructure on flat roofs, and no design guidelines for solar panels or other renewable energy infrastructure on new or existing pitched-roof buildings. Which option do you support?		
Options		Survey Response
1	No changes to existing design guidelines.	10.9%
2	New design guidelines that require any false parapets to be slightly taller on new flat-roofed buildings, and allow solar panels to be affixed flush to pitched roofs (recommended in May 30 staff report) .	89.1%

Staff Recommendation: Amend the Development Permit Guidelines – Village Core Area (Section 9.0) in the Steveston Area Plan to reflect Option 2 above.

Question 7		
Barrier railings for rooftop living spaces, which provide safety, on new and existing buildings should blend with the special character of the historic district. Currently there are no design guidelines for barrier railings in the Village Core. Rooftop living spaces are not possible in the Riverfront sub-area (Bayview Street south side) where roofs are pitched not flat. Which option do you support?		
Options		Survey Response
1	No changes to existing design guidelines.	8.9%
2	New design guidelines for barrier railings to be simple in design, and primarily consist of glazed panels to minimize visibility from streets and nearby rooftop patios on adjacent and surrounding buildings (recommended in May 30 staff report) .	91.1%

Staff Recommendation: Amend the Development Permit Guidelines – Village Core Area (Section 9.0) in the Steveston Area Plan to reflect Option 2 above.

Question 8

Managing the visibility of an access point for individual rooftop living spaces (i.e. roof decks and gardens) can be achieved through blending the hatch or 'pop-up' stair entries (that the building code requires) with the overall architecture of the new building or the existing building. There are currently no design guidelines for hatch ('pop-up') entries to individual rooftop living space. Which option do you support?

Options		Survey Response
1	No changes to existing design guidelines as described above.	6.4%
2	Prohibit all hatch stair entries.	3.7%
3	Prohibit all hatch stair entries unless they are not more than 1.83 m (6 ft.) in height, well-integrated with the architecture and setback 1.0 m or more from all roof edges (recommended in May 30 staff report) .	66.3%
4	Allow hatch stair entries if well-integrated with the overall architecture, and setback from all roof edges.	23.5%

Staff Recommendation: Amend the Development Permit Guidelines – Village Core Area (Section 9.0) in the Steveston Area Plan to reflect Option 3 above.

Question 9

Managing the visibility of one or more access points for communal rooftop living space (i.e. roof deck and garden) can be achieved through blending the structure for the access stairs or elevator shaft (two shafts may be required to meet the building code) with the overall architecture or the new building or the existing building. There are no design guidelines to reduce the visibility of access stairs or an elevator shaft for communal rooftop living spaces. Which option do you support?

Options		Survey Response
1	No changes to existing design guidelines as described above.	3.7%
2	Prohibit all elevator shafts and access stairs.	4.8%
3	Prohibit access points unless they are less than 2.2 m for elevator shafts, and 3.17 m for access stairs, well-integrated with the architecture, and setback 1.0 m or more from all roof edges (recommended in May 30 staff report) .	69.3%
4	Allow structures for elevator shafts and access stairs if well-integrated with the overall architecture, and setback from all roof edges.	22.2%

Staff recommendation: Amend the Development Permit Guidelines – Village Core Area (Section 9.0) in the Steveston Area Plan to reflect Option 3 above.

Question 10

The current density allowed on Bayview Street (south side) is a maximum of 1.6 floor area ratio (FAR), and the maximum building height is 3 storeys, or 12 m, over parkade structure. Which option do you support?

Options		Survey Response
1	No change in the maximum density and maximum height as described above (recommended in May 30 staff report) .	54.7%
2	Reduced density or reduced height.	45.3%

Staff recommendation: No changes proposed to the Steveston Area Plan.

Question 11

The overall design vision for Bayview Street (south side) includes "Cannery-like" pitched roofed buildings, but flat roofs are allowable. Which option do you support?

Options		Survey Response
1	No changes to existing design guidelines.	16.9%
2	Pitched roofs only to fully align with the design vision. Flat roofs are prohibited (recommended in May 30 staff report).	83.1%

Staff Recommendation: Amend the Development Permit Guidelines – Riverfront Area (Section 9.0) in the Steveston Area Plan to reflect Option 2 above.

Question 12

The overall design vision for Bayview Street (south side) includes retention of existing large lots. Which option do you support?

Options		Survey Response
1	No changes to existing large lots (recommended in May 30 staff report).	74.9%
2	Through the redevelopment process, allow the subdivision of the existing larger lots into relatively small lots.	25.1%

Staff Recommendation: Amend the Development Permit Guidelines – Riverfront Area (Section 9.0) in the Steveston Area Plan to reflect Option 1 above.

Question 13

The overall design vision for Bayview Street (south side) includes large and small buildings on existing large lots. Which option do you support?

Options		Survey Response
1	No changes (i.e. a mix of large and small buildings) (recommended in May 30 staff report).	71.4%
2	Small buildings on small lots. No more new large "Cannery-like" buildings.	28.6%

Staff Recommendation: Amend the Development Permit Guidelines – Riverfront Area (Section 9.0) in the Steveston Area Plan to reflect Option 1 above.

Question 14

The City has the long-term objective of completion of the waterfront boardwalk, between 3rd Avenue and No. 1 Road, which is part of the Parks Trail System, and to complete pedestrian connections from Bayview Street to the riverfront. The Steveston Area Plan is currently unclear on how developers will contribute to the boardwalk and paths in the application review process. Which option do you support?

Options		Survey Response
1	No changes (i.e. no City policy on developer contributions).	6.7%
2	Developer contributions to the waterfront boardwalk and pedestrian paths are required through rezoning and development permit application review process (recommended in May 30 staff report).	93.3%

Staff Recommendation: Amend the Natural and Human Environment (Section 6.0) in the Steveston Area Plan to reflect Option 2 above.

Question 15

The Steveston Area Plan does not include a full set of design policies and guidelines for the waterfront boardwalk, between 3rd Avenue and No. 1 Road, which is part of the Parks Trail System, or new and existing pedestrian connections, from Bayview Street to the riverfront. Which option do you support?

Options		Survey Response
1	No change to existing design policies and guidelines.	6.7%
2	New design guidelines that include, but are not limited to, a set of dimension standards for details, such as boardwalk and path widths, setbacks to accommodate hanging signage, and surface treatments (recommended in May 30 staff report).	93.3%

Staff Recommendation: Amend the Natural and Human Environment (Section 6.0) in the Steveston Area Plan and add accompanying maps and diagrams to reflect Option 2 above.

Question 16

To help support the vitality and conservation of Steveston Village, existing policy allows up to 33% reduction in on-site vehicle parking from the zoning regulations. However, there are impacts on the availability of street parking to be taken into consideration. Which option do you support?

Options		Survey Response
1	No change to the policy for on-site parking requirements (i.e. 33% reduction).	24.6%
2	Decrease the allowable parking reduction from up to 33% to up to 13% for new residential development (recommended in May 30 staff report).	75.4%

Staff Recommendation: Amend the Heritage (Section 4.0) and Transportation (Section 5.0) in the Steveston Area Plan to reflect Option 2 above.

The recommended amendment to the Steveston Area Plan to reflect the change in Option 2 also includes policies to provide direction on all parking reduction considerations to help achieve the City's heritage conservation and management objectives in the Steveston Village Heritage Conservation Area, which have been applied in varying forms to redevelopments in the Steveston Village Core Area since 2009. The recommended parking reduction policies to be included in the Steveston Area Plan are summarized as follows:

- Consideration of parking reductions to be assessed through the applicable required development application,
- For development of new residential uses, a 13% reduction from applicable Zoning Bylaw parking requirements can be considered,
- For development of new commercial uses, a 33% reduction from applicable Zoning Bylaw parking requirements can be considered, and
- Required on-site residential visitor parking and other non-residential use parking (i.e., commercial) may be shared.

In accordance with Zoning Bylaw regulations specific to on-site parking, if the application of a parking reduction at the identified rate results in a fractional figure, it is rounded up to the nearest whole number.

2. Stakeholder Consultation

In addition to the public open house sessions in July, staff also engaged with stakeholders to consult on the Steveston Area Plan recommended changes and long-term streetscape visions for Bayview, Moncton and Chatham Street as outlined in the report reviewed and endorsed by Council in June 2017.

Steveston Harbour Authority

Staff met directly with the Steveston Harbour Authority (SHA) on July 26, 2017. The SHA forwarded a letter to the City following this consultation session (Attachment 5). A summary of the SHA comments is provided as follows:

- No issues with the proposed changes and/or clarifications pertaining to density, building height exterior finishing and rooftop structures.
- Concerns noted about the proposal for a contiguous riverfront walkway along the Steveston Village Riverfront Area, which could pose conflicts to the use and operation of the existing public fish sales dock area.
- Concerns about identifying the development potential for lots in the Steveston Village Riverfront Area, which are federally owned and managed by the SHA, and used to directly support the industry operating out of the harbour.

In response to comments from the SHA, staff propose to continue to work collaboratively with the SHA to ensure that their concerns are addressed and that they can continue the safe and secure operations of the harbour for the commercial fishing fleet. Staff recommended that the amendments to the Steveston Area Plan, as reflected in the public consultation survey results and outlined in this report, remain, as they will not negatively impact SHA operations.

Additional comments in the SHA's letter that were not part of the topics being addressed in the proposed land use and streetscape vision change included:

- Translink's long-term plans for a possible Steveston bus loop/exchange and its potential to negatively impact SHA supporting land along Chatham Street, and
- The City's identification of SHA's harbour infrastructure (e.g., piers, floats) in the Steveston Village Riverfront Area as heritage resources, may potentially negatively impact the SHA's operation of the harbour.

A proposed upgraded bus exchange in Steveston is to be included in TransLink's Phase 3 (Years 6-10) initiative which is part of the Mayors' Council 10-Year Vision and will also be identified in TransLink's draft Southwest Area Transport Plan which is anticipated over the next 5 years when Translink is anticipated to provide more details. The current and proposed changes to the Steveston Area Plan do not lessen the SHA's authority or ability to provide needed services along the Riverfront to support the commercial fishing fleet. More information and additional details on transit infrastructure proposed in Steveston by TransLink will come once work on Phase 3 of the 10-Year Vision commences, which is anticipated over the next 5 years. The current Steveston Area Plan allows for and supports SHA operations and use of the riverfront in support of the commercial fishing fleet.

Richmond Heritage Commission

Staff presented the proposed Steveston Village Conservation Area changes and Long-Term Streetscape Visions to the Richmond Heritage Commission (RHC) as part of the stakeholder consultation. The RHC was supportive of the staff recommended changes.

Steveston 20/20

On September 14, 2017, at the Steveston 20/20 Group's invitation, City staff presented the proposed Steveston Area Plan changes. At the meeting, the Group provided feedback on the Streetscape Options only for each street but did not complete a City survey. As the Steveston 20/20 Group itself declined to comment, it was left for the individual Steveston 20/20 Group's members to comment, if they wished by September 20, 2017.

Only one Steveston 20/20 Group member commented and can be found in Attachment 6.

Individual/Stand-alone Letters

Staff received one stand-alone letter from Oris Consulting (Attachment 7) communicating that the proposed changes to the Steveston Area Plan are generally supported and will benefit the area as a whole. The proposed changes would allow Village site specific factors to be considered on a case by case basis (e.g., roof top access structures). Staff also received a letter from Vancouver Coastal Health (Attachment 8) who were supportive of the long-term streetscape visions which support healthy communities.

3. Other Staff Recommendations

Establishing Geodetic Reference Points in the Steveston Village Core and Riverfront Areas

Staff recommend clarifying the following Geodetic Point reference elevations in the Steveston Area Plan, to ensure that the current street and ground elevations are recognized and retained, to achieve uniform building heights and safety, as Village development occurs. The clarified points do not change the maximum permitted heights of buildings.

- For properties in the Steveston Village Core, north of Bayview Street, the higher elevation of 1.4 m GSC or an existing adjacent sidewalk shall be referenced. The proposed 1.4 m GSC baseline is the elevation at the intersection of 3rd Avenue and Moncton Street which is a unique, historic feature of the Village Core that should be retained.
- For properties located in the Steveston Village Riverfront Area, south of Bayview Street, the higher elevation of 3.2 m GSC or existing adjacent sidewalks (e.g., the sidewalk in front 3531 Bayview Street ranges from 3.2m to 3.4m) shall be used.

Protected Heritage Properties – Renewable Energy Infrastructure

Staff recommend the continued use of the 2009 Council adopted Parks Canada, “Standards and Guidelines for the Conservation of Historic Places in Canada” document which established best practices for how the City will conserve the 17 protected Village heritage properties.

The Parks Canada, “Standards and Guidelines for the Conservation of Historic Places in Canada” document includes sustainability guidelines for the installation of renewable energy infrastructure (e.g., solar panels, air source heat pumps). Staff examined the visibility of placing renewable energy building infrastructure on flat and pitched roofs of the protected heritage properties from the street. The analysis indicates that it may be possible to install solar panels on flat and front-gable roofed buildings, if the panels are tucked behind false parapets and away from roof edges for facades along the street or lanes.

The recommendation supports owner and developer voluntary installation of renewable energy infrastructure (e.g., solar panels, air source heat pumps), while continuing to protect the 17 identified Village heritage properties through the application of the Parks Canada, “Standards and Guidelines for the Conservation of Historic Places in Canada”.

For clarity, in the Steveston Village Heritage Conservation Area, the Parks Canada, “Standards and Guidelines for the Conservation of Historic Places in Canada” document applies to the 17 protected heritage properties, to conserve the exteriors of the buildings.

For the remaining non-heritage properties contained in the Steveston Village Heritage Conservation Area, the policies and guidelines contained in the Steveston Area Plan (including recommended changes in this report) shall apply.

This approach would ensure the maximum flexibility in finding solutions for each of the 17 identified Village heritage properties, which is a principle of the City’s adopted Parks Canada’s

National Standards and Guidelines, when managing modifications and additions to existing buildings and new development in the area.

View Corridors and Location of Pedestrian Connections – Bayview Street to the Waterfront

Staff recommend not changing the current Steveston Area Plan DPA/HCA Riverfront Sub-Area guidelines which are intended to address views and pedestrian connectivity from Bayview Street to the waterfront. The existing guidelines identify the desired outcomes that new development should achieve while allowing flexibility for designers to respond to the site-specific conditions and context.

Sakamoto Guidelines

Staff recommend maintaining the spirit and intent of the Sakamoto Guidelines, which have been an integral part of the Steveston Area Plan since 1989. The Sakamoto Guidelines were originally developed to assist in the restoration of the facades of existing heritage buildings in Steveston Village, as well as other non-heritage buildings. As part of the proposed bylaw amendments that reflect the most recent stakeholder and public consultation, major elements of the Sakamoto Guidelines are still included in the design guidelines of the Steveston Area Plan. Certain elements have been updated including the use of certain building materials, incorporating solar panels, and rooftop living spaces.

Staff have prepared Bylaw 9775 which would incorporate the above recommendations into the design and heritage policies of the Steveston Area Plan.

Part B – Streetscape Vision for Bayview, Chatham and Moncton Street

1. Public Consultation Results

A total of 120 streetscape surveys were completed (93 on-line and 27 paper). The Steveston 20/20 Group provided feedback on the streetscape options only for each street but did not complete a City survey. A stand-alone letter was also received from Vancouver Coastal Health that expressed its preferred streetscape option for each street. For those who completed the City survey, the majority of respondents (63%) live within one kilometre of Steveston Village and of those, 28% live within 400 metres of the Village. A further 34% live in Richmond beyond one kilometre of the Village. Given respondents' proximity to Steveston Village, they regularly visit the area: 65% visit more than three times per week and a further 22% visit one to three times per week. The prevalent modes of travel are walking (53%), vehicle as a driver or passenger (34%) and cycling (9%). Listed below are the survey results and the staff recommendation for the question in the streetscape survey regarding the preferred option for each street.

Bayview Street

Question 4		
I have the following comments on Options 1 through 3 for Bayview Street		
Option	I think these features are important	I think these features are NOT important
Option 1 (Enhanced Pedestrian Realm on North Side Only)	<ul style="list-style-type: none"> Improved pedestrian realm (26%) Maintain on-street parking (18%) Consider directional bike lanes/paths (7%) Consider closing Bayview Street to vehicle traffic (5%) Addition of benches and landscaping (4%) 	<ul style="list-style-type: none"> Improved pedestrian realm as existing sidewalk is wide enough (11%) Addition of benches and landscaping (10%) Maintaining existing parking spaces (10%)
Option 2 (Enhanced Pedestrian Realm on North & South Sides)	<ul style="list-style-type: none"> Improved pedestrian realms (18%) Maintain on-street parking (10%) Addition of benches and landscaping (6%) Consider closing Bayview Street to vehicle traffic (3%) 	<ul style="list-style-type: none"> Loss of on-street parking (10%) Improved pedestrian realm as existing sidewalk on south side is wide enough (9%) Widen pedestrian realm on north side only (3%)
Option 3 (Enhanced Pedestrian Realm on North & South Sides plus Bikeway)	<ul style="list-style-type: none"> Cycling facilities (28%) Improved pedestrian realms (28%) Consider directional bike lanes/paths (7%) Maintain on-street parking (6%) 	<ul style="list-style-type: none"> Cycling facilities (15%) Improved pedestrian realm as existing sidewalk widths are sufficient (7%) Loss of on-street parking (6%)

Question 5		
I prefer the following streetscape vision for Bayview Street		
Options		Survey Response¹
Status Quo	No changes to existing streetscape	11%
1	Enhanced Pedestrian Realm on North Side Only: no change to the existing curbs, wider pedestrian realm on north side (7.5 m) and retention of on-street parking on south side	25%
2	Enhanced Pedestrian Realm on North & South Sides: wider pedestrian realm on north side (7.5 m), remove on-street parking on south side and move south curb to the north by 2.5 m, and wider pedestrian realm on the south side (up to 4.75 m)	11%
3	Enhanced Pedestrian Realm on North & South Sides plus Bikeway: wider pedestrian realm on north side (6.0 m), move north curb to the north by 1.5 m, remove on-street parking on south side and move south curb to the north by 1.0 m, wider pedestrian realm on the south side (3.25 m), and two-way protected on-street cycling facility on south side (3.0 m)	32%
Don't Know/ No Response		7%
Other (i.e., close Bayview Street to vehicle traffic; convert Bayview Street to one-way vehicle traffic, keep on-street parking while widening on the south side only or on both sides; provide bike lanes while also keeping on-street parking)		14%

¹ Members of the Steveston 20/20 Group expressed the highest interest in Option 3 (11 of 16 responses or 69%) followed by Option 1 (7 of 13 responses or 54%) and Option 2 (two of 16 responses or 12.5%).

Staff Recommendation: Option 3, which originally comprised shifting both curbs, wider pedestrian realms on the north and south sides, the removal of on-street parking on the south side, and the provision of a two-way protected cycling facility on the south side, with the following modifications to address concerns identified by survey respondents:

- Passenger Loading: to mitigate the loss of on-street parking on Bayview Street that may impact visitors with mobility challenges seeking access to the waterfront, the existing parking lay-by on the north side near No. 1 Road would be retained and converted to a passenger loading zone to allow short-term pick up and drop off (e.g., 15 minute time limit). An additional lay-by on the north side for passenger loading would be established to the west between Second Avenue and Third Avenue. The pedestrian realm on the north side would be narrowed by approximately 2.5 m at these locations to accommodate the lay-bys.
- Accessible Parking Space: the existing on-street parking on Bayview Street includes one designated accessible parking space. To mitigate the loss of this parking space, additional accessible parking spaces would be designated on First Avenue and Second Avenue as close as possible to Bayview Street.
- Design of Cycling Facility: modification of the proposed two-way on-street protected cycling facility on the south side to directional bike lanes on either side of the street, which would provide more convenient access for cyclists, minimize confusion for pedestrians at crossings, and be consistent with the proposed cycling facilities on Chatham Street. Both the westbound and eastbound bike lanes would be located on the street as there is insufficient right-of-way to accommodate off-street facilities while maintaining adequate width for the pedestrian realm. An on-street cycling facility is considered acceptable given the lower vehicle speeds of 30 km/h.

The recommended modified Option 3 would result in the loss of 17 on-street parking spaces, which represents a relatively small proportion (10%) of the overall public parking available in the immediate vicinity of Bayview Street. Parking demand could be accommodated when on-street public parking immediately adjacent to the Steveston Village core is included (e.g., Chatham Street west of 3rd Avenue has sufficient capacity of approximately 54 spaces to fully accommodate future parking demand).

Attachment 9 illustrates a typical cross-section and plan view for the recommended modified Option 3 for Bayview Street. Attachment 10 indicates that recommended streetscape option could be implemented along the majority of both sides of the street (yellow shaded areas) with the exception of two areas where there would be private property impacts (pink shaded areas).

The current cost estimate (2017\$) for the recommended improvements is \$1.6 million. Staff propose to bring forth a future report detailing the implementation strategy for the recommended improvements including updated and more detailed cost estimates, boulevard surface finish (e.g., brick or concrete stamped to simulate bricks), timing, and funding sources. For any in-stream development applications where the frontage works have already been completed or designed, the modification of the public realm to be consistent with the recommended streetscape vision would be undertaken via the proposed implementation strategy.

Chatham Street

Question 6		
I have the following comments on Options 1 and 2 for Chatham Street		
Option	I think these features are important	I think these features are NOT important
Option 1 (Enhanced Pedestrian Realm on North & South Sides)	<ul style="list-style-type: none"> Improved pedestrian realms (20%) Maintaining on-street parking (16%) Addition of trees, benches and landscaping (8%) Vehicle access from the rear lane on the north side (7%) Need for cycling facilities (7%) 	<ul style="list-style-type: none"> Improved pedestrian realms as existing widths are sufficient (16%) Addition of benches not needed (5%) Shorter crossing distances (2%)
Option 2 (Enhanced Pedestrian Realm on North & South Sides plus Bike Paths)	<ul style="list-style-type: none"> Provision of cycling facilities (39%) Improved pedestrian realms (17%) Maintaining on-street parking (10%) Addition of trees, benches and landscaping (5%) Vehicle access from the rear lane on the north side (5%) 	<ul style="list-style-type: none"> Provision of cycling facilities (16%) Improved pedestrian realms as existing widths are sufficient (8%) Shorter crossing distances (2%) Addition of trees, benches and landscaping (2%)

Question 7		
I prefer the following streetscape vision for Chatham Street		
Options		Survey Response ²
Status Quo	No changes to existing streetscape	18%
1	Enhanced Pedestrian Realm on North & South Sides: no change to the existing curbs, wider pedestrian realms on north side (7.0 m) and south side (6.4 m), and retention of on-street parking on both sides	17%
2	Enhanced Pedestrian Realm on North & South Sides plus Bike Paths: shift north and south curbs into the roadway by 1.25 m each, wider pedestrian realms on north and south sides as in Option 1, retention of on-street parking on both sides, and delineated off-street directional cycling paths	51%
Don't Know/ No Response		11%
Other		3%

Staff Recommendation: Option 2, which comprises shifting the north and south curbs into the roadway, wider pedestrian realms on both sides, and delineated off-street directional cycling paths.

A 30 km/h speed limit is currently in place for the Steveston Village core bounded by No. 1 Road, Bayview Street, 3rd Avenue, and Chatham Street. Staff recommend extending the boundary of the 30 km/h speed limit on Chatham Street from 3rd Avenue west to 7th Avenue to

² Members of the Steveston 20/20 Group expressed the highest interest in Option 2 (8 of 16 responses or 50%) followed by Option 1 (three of 16 responses or 19%).

provide consistency along the length of the street. Following implementation, staff will continue to monitor vehicle speeds to determine if further traffic calming measures are needed.

The recommended streetscape vision Chatham Street also includes curb bulges at each intersection; the temporary curb bulges on Chatham Street at 4th Avenue would be replaced with new bulges. Staff would ensure that the design of new bulges can accommodate the turning movements of trucks and buses. Attachment 11 illustrates a typical cross-section for Chatham Street. Attachment 12 indicates that recommended streetscape option could be implemented along the both sides of the street (yellow shaded areas) with the exception of areas where there would be private property impacts (pink shaded areas) or the extent of implementation would be limited due to the presence of driveways (green shaded areas).

The current cost estimate (2017) for the recommended improvements is \$3.2 million. Staff propose to bring forth a future report detailing the implementation strategy for the recommended improvements including updated and more detailed cost estimates, boulevard surface finish (e.g., brick or concrete stamped to simulate bricks), timing, and funding sources. For any in-stream development applications where the frontage works have already been completed or designed, the modification of the public realm to be consistent with the recommended streetscape vision would be undertaken via the proposed implementation strategy.

Moncton Street

Question 8		
I have the following comments on Option 1 for Moncton Street		
Option	I think these features are important	I think these features are NOT important
Option 1 (Modified Curb Bulges and Blvd Surface plus 2 New Mid-Block Crossings)	<ul style="list-style-type: none"> Modified curb bulges with ramps (16%) Additional mid-block crossings (13%) Maintain on-street parking (9%) 	<ul style="list-style-type: none"> Additional mid-block crossings (8%) Modified curb bulges with ramps due to less protection for pedestrians (7%) Modified curb bulges with ramps not needed (6%)

Question 9		
I prefer the following streetscape vision for Moncton Street		
Options		Survey Response ³
Status Quo	No changes to existing streetscape	31%
1	Modified Pedestrian Realm: modify curb bulges (remove unit pavers and add asphalt ramps) and boulevard, add mid-block crossings	42%
Don't Know/ No Response		15%
Other (i.e., close Moncton Street to vehicle traffic; provide ramps but no curb bulges; provide a widened pedestrian realm; convert Moncton Street to one-way)		12%

³ Members of the Steveston 20/20 Group expressed the highest interest in Option 1 (11 of 16 responses or 69%).

Staff Recommendation: Option 1, which comprises the removal of unit pavers and provision of asphalt ramps with a rollover curb at the curb bulges, replacement of the boulevard surface (e.g., brick or concrete stamped to simulate bricks), addition of new mid-block crossings, and retention of on-street parking on both sides. In addition, wooden bollards (similar to that in place at Moncton Street-No. 1 Road) would be added at the edge of the ramps to enhance pedestrian safety in response to concerns expressed by respondents.

Attachment 13 provides a rendering of the modified curb bulges and boulevard surface.⁴ The current cost estimate (2017\$) for the recommended improvements is \$1.1 million. Staff propose to bring forth a future report detailing the implementation strategy for the recommended improvements including updated and more detailed cost estimates, boulevard surface finish (e.g., brick or concrete stamped to simulate bricks), timing, and funding sources. For any in-stream development applications where the frontage works have already been completed or designed, the modification of the public realm to be consistent with the recommended streetscape vision would be undertaken via the proposed implementation strategy.

2. Steveston Interurban Tram

At its September 11, 2017 meeting, Council approved the allocation of \$50,000 from Council Contingency to undertake a feasibility study, including a business case and transportation and engineering analysis, of operating the Steveston Interurban Tram between the existing tram building at No.1 Road and Moncton Street and the Gulf of Georgia Cannery. As noted in the staff report on the topic, none of the recommended long-term streetscape options would preclude a future operating tram. For example, if the tram were to operate on Bayview Street, the tracks could be laid within the vehicle portion of the roadway in combination with: (1) conversion of Bayview Street to one-way (i.e., the tram and vehicles each operate on one-half of the street); or (2) removal of the bike lanes and the re-allocation of that space to the tram with cyclists then operating with vehicle traffic, which could be accommodated given the 30 km/h speed limit. Staff will work with the feasibility study team to ensure that all users are accommodated within any potential tram route.

3. One-Way Street System in Steveston Village

As noted above, some survey respondents and open house attendees suggested consideration of a one-way street system in the Steveston Village core utilizing Moncton and Bayview Streets between No. 1 Road and 3rd Avenue to form an east-west couplet. Feedback from the Steveston 20/20 Group also indicated interest in a one-way street system (13 of 16 responses) that would comprise westbound only on Moncton Street and eastbound only on Bayview Street.

Staff have previously investigated potential one-way street systems for Steveston Village and, most recently, sought public feedback on a proposed one-way street system in June 2006 as part of a consultation process on parking options in Steveston Village. As the feedback results did not indicate strong support for converting selected two-way streets to one-way streets, staff recommended the status quo, which was endorsed by Council. At the time, staff noted that the

⁴ Note that the rendering does not show the bollards recommended by staff; these would be included as part of the detailed design of the improvements.

existing road patterns functioned well and establishing more one-way streets could impact the exposure and access to businesses on those streets and lead to more vehicle circulation within the Village. None of the recommended long-term streetscape options would preclude a future one-way street system in Steveston Village should there be an interest in pursuing this concept pending the outcome of the tram feasibility study.

Consultation

Staff have reviewed the proposed 2041 OCP amendment bylaw with respect to the *Local Government Act* and the City's OCP Bylaw Preparation Consultation Policy No. 5043 requirements. Table 4 clarifies this recommendation. Public notification for the public hearing will be provided as per the *Local Government Act*.

Table 4 – OCP Public Consultation Summary

Stakeholder	Referral Comment
Provincial Agricultural Land Commission	No referral necessary, as they are not affected.
Richmond School Board	No referral necessary, as they are not affected.
The Board of the Greater Vancouver Regional District (GVRD)	No referral necessary, as they are not affected.
The Councils of Adjacent Municipalities	No referral necessary, as they are not affected.
First Nations (e.g., Sto:lo, Tsawwassen, Musqueam)	No referral necessary, as they are not affected.
TransLink	No referral necessary, as they are not affected.
Port Authorities (Port Metro Vancouver and Steveston Harbour Authority)	No referral necessary, as they are not affected.
Vancouver Airport Authority (VAA) (Federal Government Agency)	No referral necessary, as they are not affected.
Richmond Coastal Health Authority	No referral necessary, as they are not affected.
Community Groups and Neighbours	Community Groups (e.g., Group of 20/20, Steveston Harbour Authority) and Neighbours will have the opportunity to comment regarding the proposed OCP amendment (and proposed Zoning Bylaws) at Planning Committee, Council and at a Public Hearing.
All Relevant Federal and Provincial Government Agencies	No referral necessary, as they are not affected.

Financial Impact

With respect to the recommended long-term streetscape visions, staff propose to report back with an implementation strategy for the improvements including updated and more detailed cost estimates, timing and funding sources.

Conclusion

The recommended design and heritage policies in the Steveston Area Plan and the long-term streetscape design concepts for Bayview Street, Chatham Street and Moncton Street reflect the

public feedback received, are supportive of the heritage character of Steveston and improve the public realm with wider sidewalks and boulevards, more benches and street trees, increased accessibility, and opportunities for active transportation to reduce reliance on private auto trips to the Village. These long-term visions will help provide clarity and guidance for future development to realize the community's vision for these key streets in the Steveston Village area.

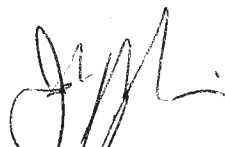
It is recommended that Bylaw 9775 be introduced and given first reading.



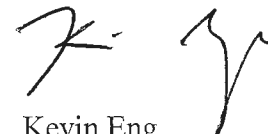
Joan Caravan
Transportation Planner
(604-276-4035)



Sonali Hingorani
Transportation Engineer
(604-276-4049)



John Hopkins
Senior Planner
(604-276-4279)



Kevin Eng
Planner 2
(604-247-4626)

JC/SH/JH/KE:cas

- Att. 1: Open House Boards: Steveston Area Plan Update and Streetscape Concepts
 2: Open House Boards: Long-Term Streetscape Visions for Bayview Street, Chatham Street and Moncton Street
 3: Open House Survey: Steveston Area Plan Update – Design and Heritage Policies Survey
 4: Open House Survey: Long-Term Streetscape Visions for Bayview Street, Chatham Street & Moncton Street: Public Feedback Form
 5: Letter from Steveston Harbour Authority dated August 22, 2017
 6: Survey Results from Steveston 20/20 Group Member dated September 26, 2017
 7: Letter from Oris Consulting Ltd. dated July 28, 2017
 8: Letter from Vancouver Coastal Health dated July 28, 2017
 9: Typical Cross Section and Plan View of Recommended Streetscape Design for Bayview Street
 10: Bayview Street: Timing of Implementation of Recommended Streetscape Improvements
 11: Typical Cross Section of Recommended Streetscape Design for Chatham Street
 12: Chatham Street: Timing of Implementation of Recommended Streetscape Improvements
 13: Rendering of Recommended Streetscape Design for Moncton Street

Welcome To This Open House

Why are we here?

Since the Steveston Area Plan was updated in 2009, there have been some concerns in the community about how new development fits into the special character of Steveston.

The public realm is an important part of the uniqueness of Steveston, and streetscape concept visions for Bayview, Chatham and Moncton Streets are long-term objectives.

On June 12, 2017, Council directed staff to:

- Undertake public consultation on proposed changes to the design and heritage policies in the Steveston Area Plan, and streetscape concepts for Bayview Street, Chatham Street and Moncton Street.
- Complete engagement by July 31, 2017
- Report back in October 2017 on feedback and recommendations.

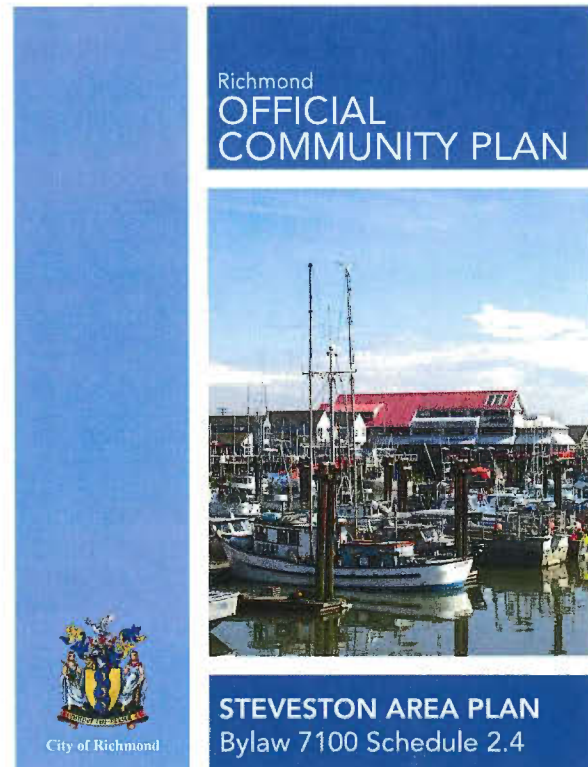
Today's Open House is an opportunity to:

- ☒ Learn more about design and heritage policies in the Steveston Area Plan.
- ☒ Review options and proposed changes to design and heritage policies in the Plan.
- ☒ Review options for streetscape concepts for Bayview Street, Chatham Street and Moncton Street.
- ☒ Ask questions and give feedback.

More information

www.richmond.ca

communityplanning@richmond.ca



Have Your Say

- Talk to City staff
- Fill out a Let's Talk Richmond survey today and drop it off with staff or mail it back to us (to the address on the form).
- Complete a Let's Talk Richmond survey at www.richmond.ca
- Stay informed through visiting the project website following the links from the homepage at www.richmond.ca

Context: How Is Change To Properties Managed In Steveston Village?

Steveston Village is the area within the boundaries generally between 3rd Avenue to the west, No. 1 Road to the east, Chatham Street to the north, and Bayview Street and the riverfront to the south.

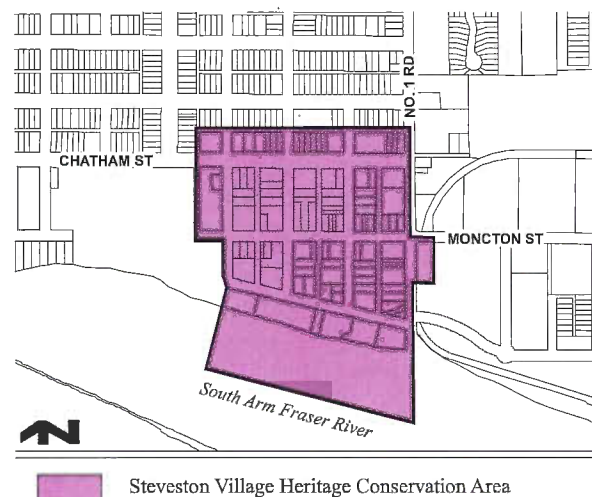
Changes to buildings, structures, landscaping and land in Steveston Village are managed through a Heritage Conservation Area (HCA) and a Development Permit Area (DPA).

Steveston Village Heritage Conservation Area (HCA)

The purpose of the HCA is to conserve the heritage value and special character of Steveston Village through HCA guidelines.

For changes to 17 protected heritage properties, ("identified heritage resources" on the bottom map), the City uses *The National Standards and Guidelines for the Conservation of Historic Places in Canada*.

The HCA guidelines that apply to all other properties in Steveston Village are the same as the DPA guidelines.



Steveston Village Development Permit Area (DPA)

The purpose of the DPA is to manage the appearance of new development, and façade upgrades (over \$50,000), to fit within the special character of Steveston Village.

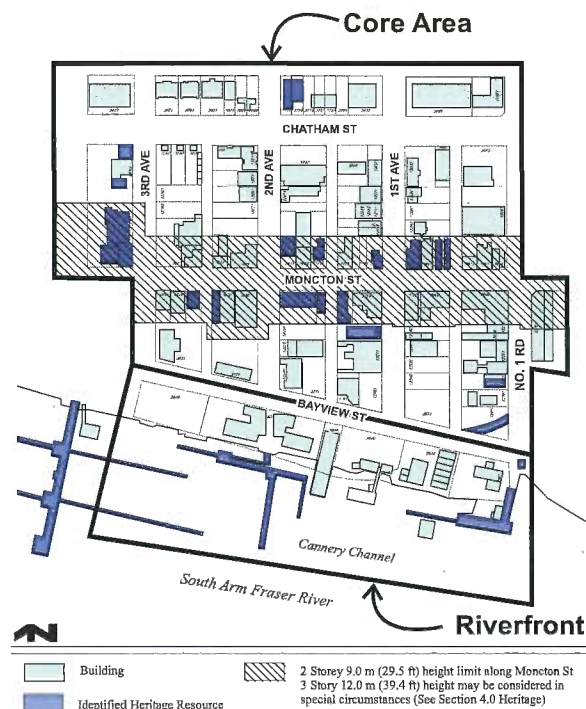
The DPA has two sub-areas:

- Village Core
- Riverfront Precinct

The entire DPA has general guidelines, and there are additional special guidelines for each of the sub-areas.

The design vision for the Village Core is relatively small lots, and buildings that reflect the historical mixed-use.

This contrasts to the vision for the Riverfront Precinct which is larger 'Cannery-like' buildings and larger lots.



Land Use Density and Heights in the Village Core

What are the issues?

- There have been recent community concerns about the size, scale and height of Moncton Street development and a preference for two-storey buildings has been raised.
- There have been similar concerns about the size, scale and height of development along the north side of Bayview Street, and a desire for lowering the building height has been raised.
- There is some lack of clarity about technical aspects of how to measure the building heights in Steveston Village.

What is included in the Steveston Area Plan today?

Moncton Street

Maximum density: 1.2 FAR.

Maximum height: Up to 2 storeys and 9 m and eligibility for 1 in 3 buildings to be 3 storeys and 12 m.

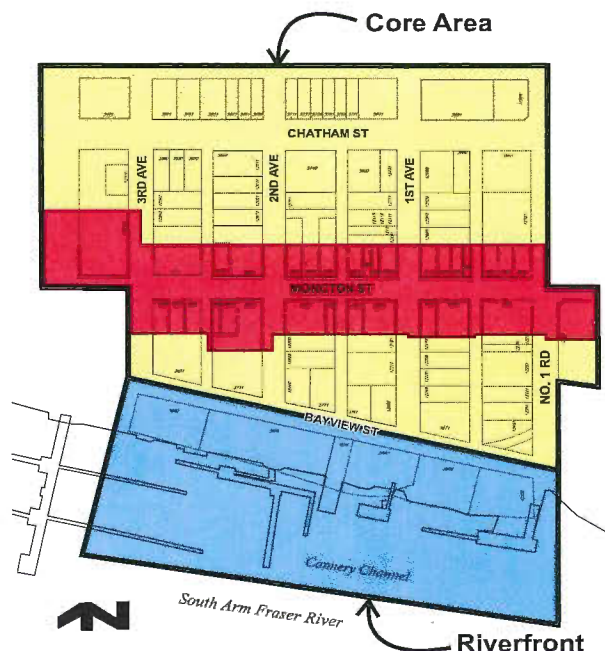
Bayview Street (north side)

Land Use Density: 1.6 FAR.

Building Height: 3 storeys over parkade.

Density & heights in Steveston Village

	Maximum FAR	Maximum Storeys	Maximum Building Height
Core Area, generally	1.6	3	12 m
Moncton Street	1.2	2	9 m
Riverfront Area	1.6	3	20 m GSC



Have Your Say

Tell us what you support.

Moncton Street

- Option 1:** No change.
- Option 2:** Reduced height: 1.2 FAR and 2 storeys and 9 m. ***staff recommendation***

Bayview Street (north side)

- Option 1:** No change.
- Option 2:** Reduced density and height: 1.2 FAR; and

For the north 50% of any lot depth, up to 2 storeys over parkade (looks like 3 storeys).

For the south 50% of any lot depth, up to 2 storeys over parkade (looks like 2 storeys).

staff recommendation

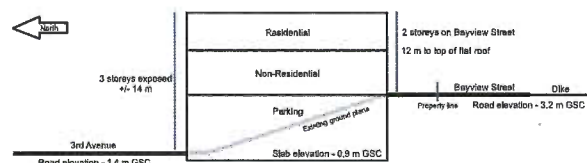
 **Add comments here**

Technical measurement of building height

To provide clarity for designers, engineers and property owners, staff are recommending the use of "geodetic points" for height measurements.

A **geodetic point** is a reference point on the earth from which to calculate the height of buildings and structures (e.g. parkades). It provides consistency in determining the height of buildings and structures.

How to measure (geodetic) height



Design Guidelines for Exterior Cladding and Window Treatments

What are the issues?

- The materials for exterior cladding and window treatments should fit with the special character of Steveston Village.

What is included in the Steveston Area Plan today?

General guidelines for Steveston Village Core & Riverfront

Exterior cladding:

- Horizontal wood siding with complementary glass, concrete, stucco and metal for siding.
- Brick is allowed.
- Vinyl siding is prohibited.

Window treatments:

- Wood frames are encouraged.
- Vinyl frames are discouraged but not banned.

* Choices of exterior cladding and windows for the 17 heritage properties must be in keeping with unique features of each building.

Exterior Cladding: primary finishes

Wood is the primary material for new buildings but is currently limited to horizontal siding.

Staff recommend that siding choices include vertical ship lap, board-and-batten, and wood shingles which were used historically and in the earlier Sakamoto Guidelines until 2009.

Have Your Say

Tell us what you support.

Window treatments

- **Option 1:** Wood, vinyl and metal frames are allowed.
- **Option 2:** Wood and metal frames are allowed. Vinyl is prohibited. ***staff recommendation***

 **Add comments here**

Have Your Say

Tell us what you support.

Village Core (includes north Bayview)

Exterior cladding: secondary finishes

- **Option 1:** No change.
- **Option 2:** For new buildings and additions, no brick and no metal allowed. For façade upgrades, *replace brick with similar brick.*
- **Option 3:** For new buildings and additions, no brick and no metal allowed. For façade upgrades, *replace brick with similar brick or different brick.*
- **Option 4:** For new buildings and additions, no brick and no metal allowed. For façade upgrades, *replace brick with similar brick or different brick or other better material.*
- **Option 5:** For new buildings and additions, no metal but brick is allowed if different from the Hepworth building. For façade upgrades, *replace brick with similar brick or different brick.*
- **Option 6:** For new buildings and additions, no metal but brick is allowed if different from the Hepworth building. For façade upgrades, *replace brick with similar brick or different brick or better material.* ***staff recommendation***

 **Add comments here**

Brick in the Village Core

The Hepworth Building is the only heritage property with brick masonry.

There are 13 non-heritage buildings with brick features in a variety of colours and textures. Some of the brick is painted.



Please fill out the Feedback form as you view the display boards.



Design Guidelines for Rooftop Structures

What are the issues?

- Minimizing the visibility of solar panels, and other renewal energy infrastructure (i.e. air source heat pumps), that is mounted on the exterior of new and existing buildings is important to help retain the special character of Steveston Village.
- Barriers around rooftop living spaces, which provide safety, should blend with the special character of the Village.

Solar panels and other renewable energy infrastructure (e.g. air source heat pumps)

The National Standards and Guidelines for the Conservation of Historic Places in Canada, which apply to the 17 protected heritage properties, require solar panels, and other infrastructure, to not be visible from the street.

Existing design guidelines for non-heritage properties include a requirement for solar panels on flat roofs to be located back from the building edges. There are no guidelines for other infrastructure (e.g. air source heat pumps), or pitched roofs.

Have Your Say

Tell us what you support.

- **Option 1:** No changes to existing design guidelines.
- **Option 2:** New additional design guidelines that require false parapets on new flat-roofed buildings to be slightly higher and to allow solar panels affixed on pitched roofs. ***staff recommendation***



Rooftop barrier railings


Like solar panels and other renewal energy infrastructure, barrier railings for rooftop living spaces in Steveston Village should fit into the special character of the historic area.

There are no existing design guidelines for barrier railings.

Have Your Say

Tell us what you support.

- **Option 1:** No changes to existing design guidelines.
- **Option 2:** New design guidelines for barrier railings to be simple in design, and primarily consist of glazed panels to minimize visibility from streets and nearby rooftop patios. ***staff recommendation***

 **Add comments here**



Solar panels behind a false parapet on a flat roof



Barrier railings for a rooftop patio (Victoria, BC)

Design Guidelines for Rooftop Structures

What are the issues?

- There have been recent community concerns about the visibility of elevator shafts for communal rooftop living spaces and hatch (or 'pop-up') entries for individual rooftop living spaces.
- Managing the visibility of rooftop access points is important to retain the special character of Steveston Village, and can be achieved through blending hatch or 'pop-up' stair entries, access stairs, or elevator shafts, with the overall architecture.

Hatch or 'pop-up' entries

There are no existing design guidelines for hatch (or 'pop-up') stair entries for individual rooftop living spaces.

Elevator shafts and access stairs

There are no existing design guidelines for structures for access stairs or elevator shafts for communal rooftop living spaces.

Have Your Say

Tell us what you support.

- Option 1:** No changes to existing design guidelines.
- Option 2:** Prohibit all hatch stair entries.
- Option 3:** Prohibit all hatch stair entries unless they are not more than 1.83 m (6ft.) in height, well-integrated with the architecture and setback 1.0 m or more from all roof edges.
staff recommendation
- Option 4:** Allow hatch stair entries if well-integrated with the overall architecture, and set back from all roof edges.

 **Add comments here**

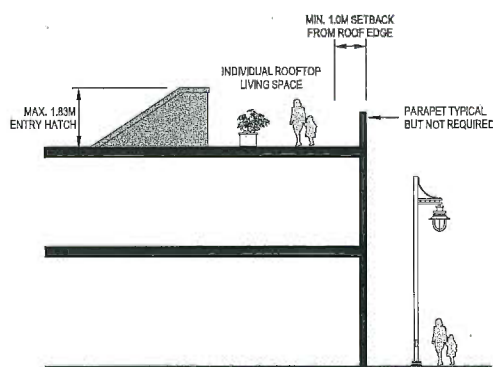


Have Your Say

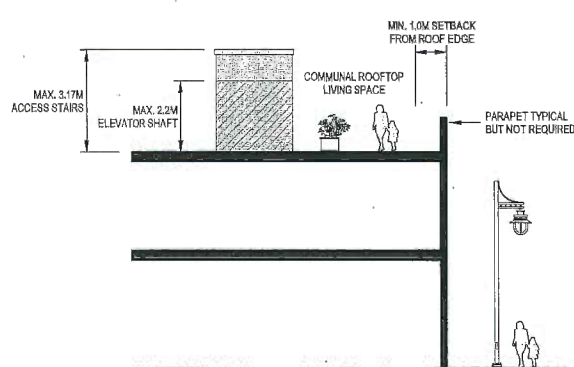
Tell us what you support.

- Option 1:** No changes to existing design guidelines.
- Option 2:** Prohibit all elevator shafts and access stairs.
- Option 3:** Prohibit all structures unless they are not more than 2.20 m (7.2 ft.) for elevator shafts, and 3.17 m (10.4 ft.) for access stairs, well-integrated with the architecture and setback 1.0 m or more from all roof edges.
staff recommendation
- Option 4:** Allow structures for elevator shafts and access stairs if well-integrated with the overall architecture, and set back from all roof edges.

 **Add comments here**



Cross-section of hatch entry



Cross-section of access stairs and elevator shafts

Design Vision for Riverfront Precinct

What are the issues?

- The City is seeking to reconfirm if the community supports the current density and heights on south Bayview Street.
- There has been a lack of clarity about whether flat roofs should be allowable along the south side of Bayview Street.

Density and heights on Bayview Street (south)

Have Your Say

Tell us what you support.

- **Option 1:** 1.6 FAR and 3 storeys (no change).
staff recommendation
- **Option 2:** Reduced density or reduced height.

 **Add comments here**



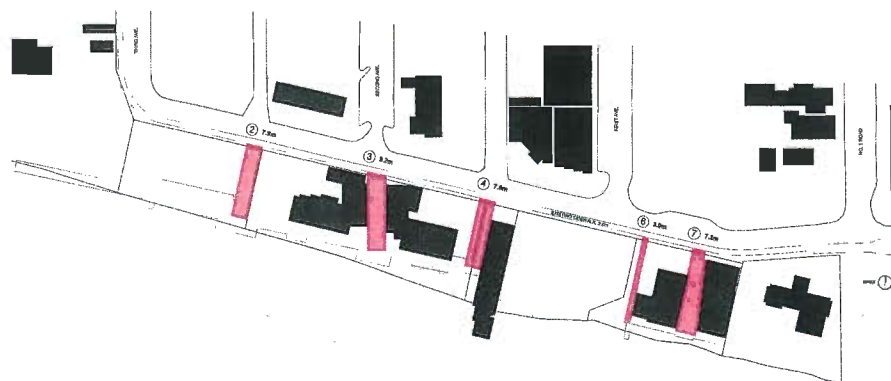
Roofs types on Bayview Street (south)

Have Your Say

Tell us what you support.

- **Option 1:** Flat roofs, or pitched, roofs (no change).
- **Option 2:** Pitched roofs. Flat roofs are prohibited.
staff recommendation

 **Add comments here**



Properties along
Bayview Street (south)

EXISTING CONNECTION AND EXISTING WIDTH



Existing Condition

Model of existing
buildings on Bayview
Street (south)

Design Vision for Riverfront Precinct

What are the issues?

- There has been some interest in the recent past in the subdivision of large lots on the south side of Bayview Street, between 3rd Avenue and No. 1 Road, into smaller lots with smaller buildings.

Lot sizes on Bayview St. (south)

Have Your Say

Tell us what you support.

- Option 1:** Large lots (no change).
staff recommendation
- Option 2:** Small lots.

 **Add comments here**



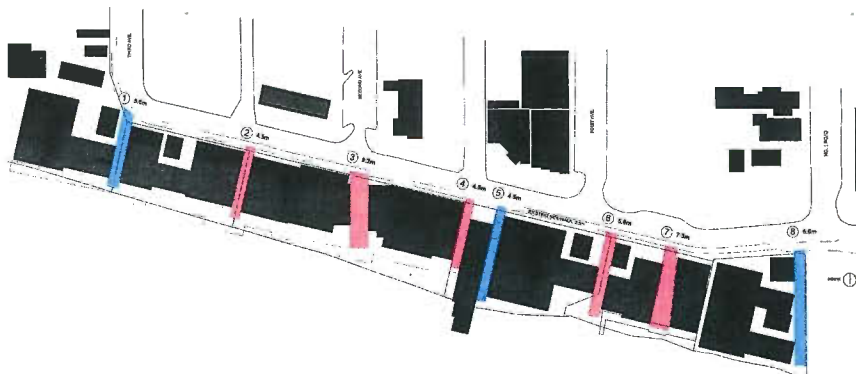
Building sizes on Bayview St. (south)

Have Your Say

Tell us what you support.

- Option 1:** Large & small buildings (no change).
staff recommendation
- Option 2:** Small buildings.

 **Add comments here**



Large lots along Bayview Street (south) – existing conditions

EXISTING CONNECTION AND FUTURE WIDTH (MINIMUM)
FUTURE CONNECTION AND FUTURE WIDTH (MINIMUM)



Massing model of buildings on existing large lots

**actual development would not result in fully built out lots due to zoning regulations (e.g. setbacks) and meeting design guidelines*

Design Vision for Riverfront Precinct

What are the issues?

- There has been some interest in the recent past in the subdivision of large lots on the south side of Bayview Street, between 3rd Avenue and No. 1 Road, into smaller lots with smaller buildings.

Lot sizes on Bayview St. (south)

Have Your Say

Tell us what you support.

- Option 1:** Large lots (no change).
staff recommendation
- Option 2:** Small lots.

 **Add comments here**



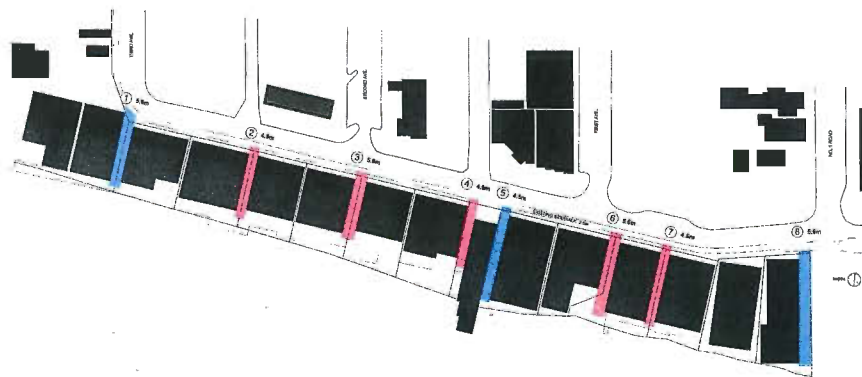
Building sizes on Bayview St. (south)

Have Your Say

Tell us what you support.



- Option 1:** Large & small buildings (no change).
staff recommendation
- Option 2:** Small buildings.

 **Add comments here**



Small Lots – potential creation of new lots

**Illustration is theoretical – not proposed redevelopments*

 EXISTING CONNECTION AND FUTURE WIDTH (MINIMUM)
 FUTURE CONNECTION AND FUTURE WIDTH (MINIMUM)

Small Lot Development



Massing model of buildings on potential small lots

**actual development would not result in fully built out lots due to zoning regulations (e.g. setbacks) and meeting design guidelines*

Design Vision for Riverfront Precinct

What are the issues?

- There is a need to provide clarity on how the City will complete the waterfront boardwalk and pedestrian connections from Bayview Street, with respect to developer contributions, and the overall design of the City walkways.

Have Your Say

Tell us what you support.

Developer contributions toward the walkways

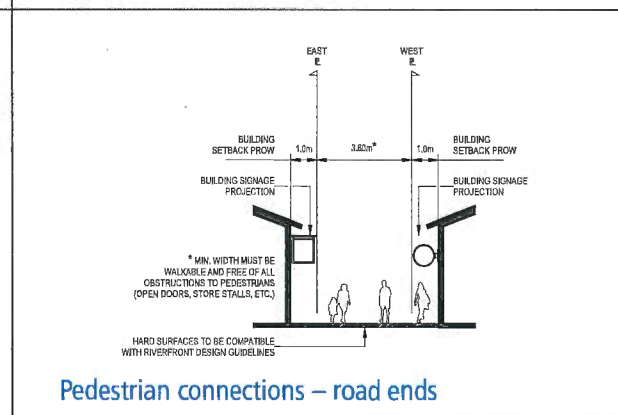
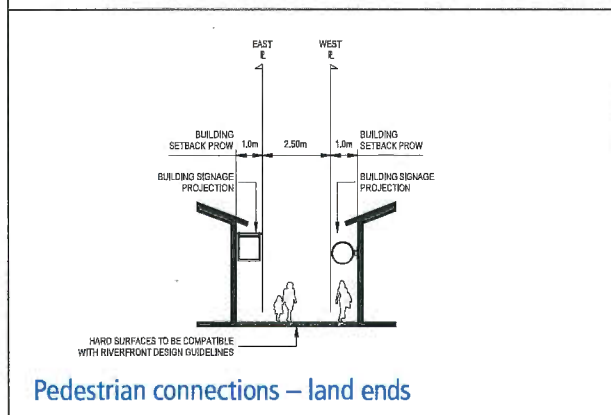
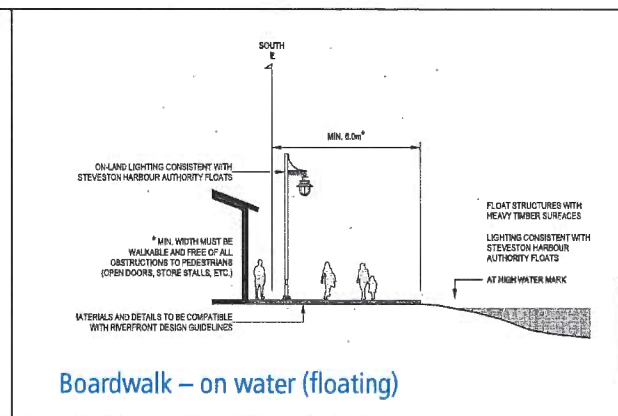
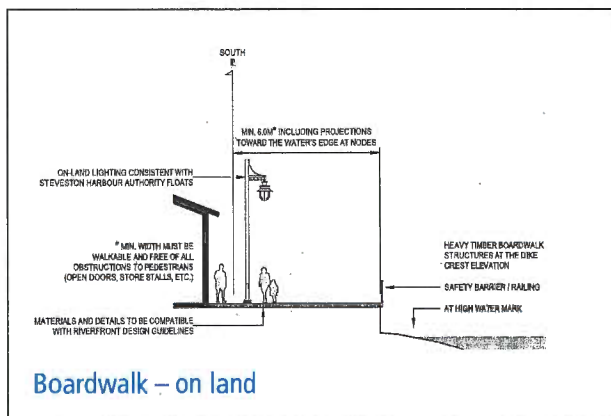
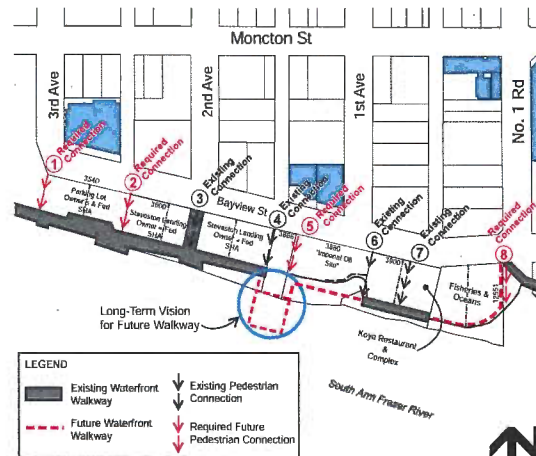
- Option 1:** No City policy (no change).
- Option 2:** Developer contributions to be required through the rezoning and development permit application process. ***staff recommendation***

Design guidelines for the boardwalk and paths

- Option 1:** No design guidelines (no change).
- Option 2:** Design guidelines including but not limited to the cross sections that are shown on this board. ***staff recommendation***



Existing and future riverfront walkways



On-Site Parking Requirements

What are the issues?

- Address the need to maintain an adequate supply of on street parking in Steveston Village.
- Consider a smaller on-site vehicle parking reduction for future residential developments.

What is included in the Steveston Area Plan (SAP) today?

Where a rezoning application is required for new developments in Steveston Village, the SAP allows up to a 33% reduction in on-site vehicle parking from the City's Zoning Bylaw requirements.

OPTION 1

Existing Parking Rates for Steveston Village	
Existing Conservation Strategy Parking Rate (Up to 33% Reduction from Zoning Bylaw Parking Requirements)	
Residential	1.0 stall/ dwelling Unit
Retail	2.0 stalls/ 100 sq.m
Restaurant	6.0 stalls/ 100 sq.m

OPTION 2

Proposed Parking Rates for Steveston Village	
Proposed New Parking Rates	
Residential	1.3 stalls/ dwelling Unit
Retail	2.0 stalls/ 100 sq.m
Restaurant	6.0 stalls/ 100 sq.m

- Allows more future residents to park on site

Have Your Say

Tell us what you support.

On-Site Parking Requirements: Steveston Village

- **Option 1:** No change. Maintain up to 33% on-site parking reduction for all uses
- **Option 2:** Decrease allowable parking reduction from up to 33% to up to 13% for residential use

 **Add comments here**



LONG-TERM STREETSCAPE VISIONS FOR BAYVIEW STREET, CHATHAM STREET AND MONCTON STREET

What is a "Streetscape"

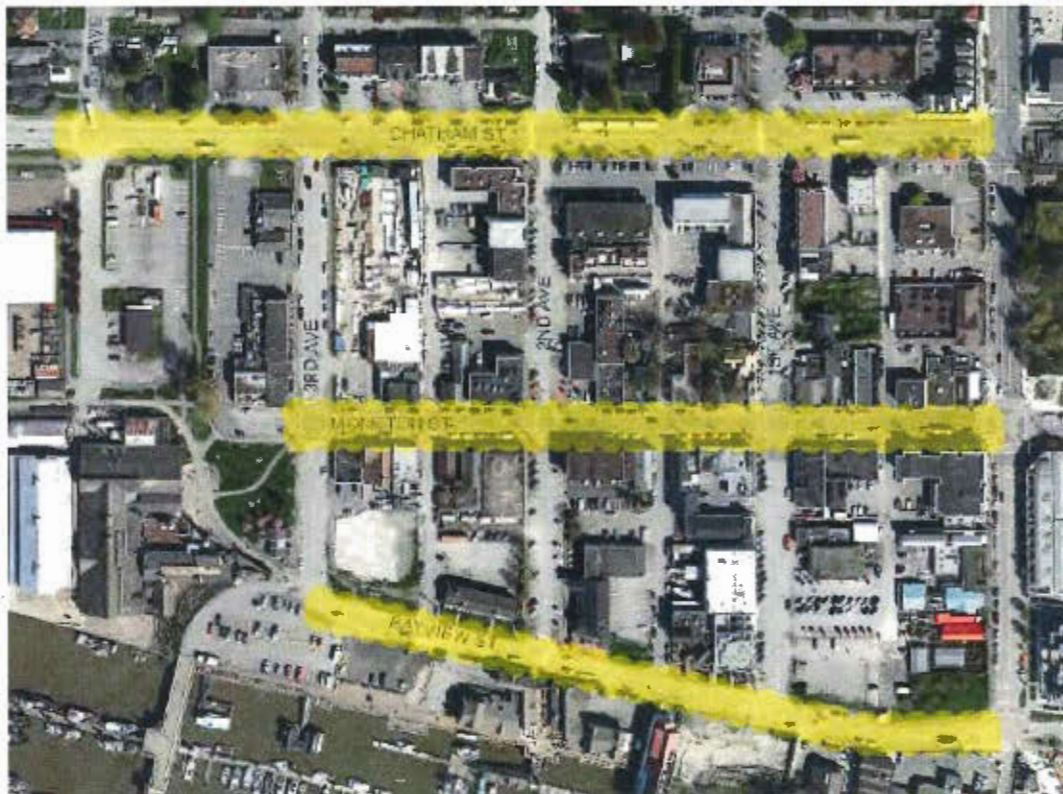
The elements of a street including the road, adjoining buildings, sidewalk and open spaces, street furniture, trees, and other elements that combine to form the street character.

Why We Need Long-Term Streetscape Visions

- A planning tool to help guide future development
- Support implementation of the *Steveston Village Conservation Strategy*

Streetscape Design Objectives

- Support and be respectful of the heritage of Steveston Village
- Allow the buildings to stand out in front of a less complex streetscape
- Use of simple materials with a minimum of street furniture
- Enhance pedestrian areas and encourage more walking, cycling and transit use



Scope of Streetscape Study.

Your Opinions are Important to Us

Community feedback is an important component when considering changes to the streetscapes of Bayview Street, Chatham Street and Moncton Street in Steveston Village.

Please fill out the Feedback form as you view the display boards.



LONG-TERM STREETScape VISIONS FOR BAYVIEW STREET, CHATHAM STREET AND MONCTON STREET

Results of Public Consultation in April-May 2013

- Majority support for wider and improved pedestrian realms on Bayview Street and Chatham Street with no additional on-street parking
- Recommended streetscape visions consistent with the *Steveston Village Conservation Strategy* and community feedback were presented to City Council in July 2013
- Staff were directed to undertake further analysis of streetscape features

The Next Several Boards Detail:

- Existing conditions on Bayview Street, Chatham Street and Moncton Street
- Potential revised streetscape options for each street
- The pros and cons of each option
- The estimated cost of implementation and funding source



Bayview Street looking west



Chatham Street looking west



Moncton Street looking west

Please fill out the Feedback form as you view the display boards.



LONG-TERM STREETSCAPE VISIONS FOR BAYVIEW STREET, CHATHAM STREET AND MONCTON STREET

BAYVIEW STREET

Existing Conditions

- 2.0 metre to 3.0 metre wide sidewalk on south side
- 1.5 metre to 2.0 metre wide sidewalk on north side plus 5.5 metre to 6.0 metre wide green space
- Total of 17 parallel parking spaces: 14 spaces on south side and 3 spaces on north side



Aerial View of Bayview Street



Street View of Bayview Street Looking East to 2nd Avenue

Please fill out the Feedback form as you view the display boards.



LONG-TERM STREETSCAPE VISIONS FOR BAYVIEW STREET, CHATHAM STREET AND MONCTON STREET

BAYVIEW STREET

Option 1: Enhanced Pedestrian Realm on North Side Only

- Maintain location of north and south curbs
- Widen pedestrian realm (combined sidewalk and boulevard) up to 7.5 metres wide on north side
- Add benches, pedestrian lighting and landscaping on the north side
- Pedestrian realm on south side remains unchanged
- Maintain total of existing 17 parallel parking spaces (14 on south side and 3 on north side)

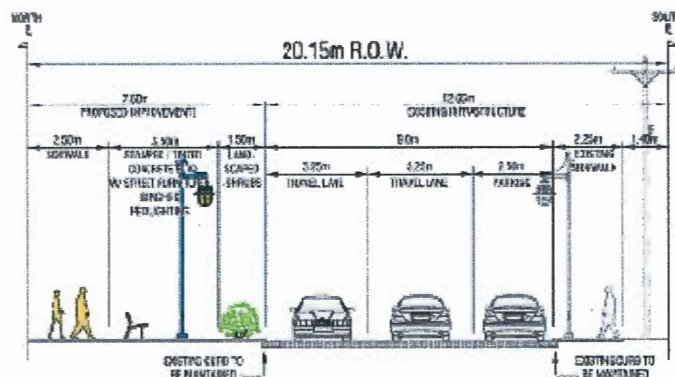


Pros

- Improved pedestrian realm on north side
- Wider pedestrian area on north side (by 1.0 m) versus Option 3
- Provides better buffer between pedestrians and moving traffic

Cons

- No pedestrian realm improvements on south side versus Options 2 and 3
- No cycling facilities versus Option 3



Estimated Cost

\$500,000

Potential Funding Source

Roads Development Cost Charges Program

Question 4:

I think the following features of Option 1 for Bayview Street are important: _____

I think the following features of Option 1 for Bayview Street are not important: _____

Please fill out the Feedback form as you view the display boards.



LONG-TERM STREETSCAPE VISIONS FOR BAYVIEW STREET, CHATHAM STREET AND MONCTON STREET

BAYVIEW STREET

Option 2: Enhanced Pedestrian Realm on North and South Sides

- Maintain location of north curb
- Widen pedestrian realm up to 7.5 metres wide on north side as in Option 1
- Remove on-street parking on south side and move south curb to the north by 2.5 metres
- Widen pedestrian realm up to 4.75 metres on the south side
- Add benches, pedestrian lighting and landscaping on the north and south sides



Pros

- Improved pedestrian realm on north and south sides
- Provides better buffer between pedestrians and moving traffic

Cons

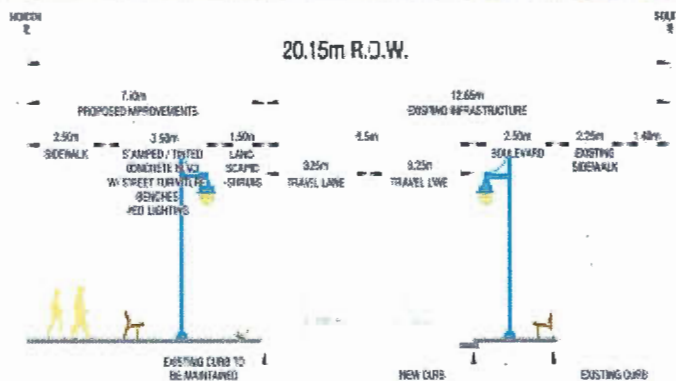
- Removal of on-street parking on south side
- No cycling facilities versus Option 3

Estimated Cost

\$1,500,000

Potential Funding Source

Roads Development Cost Charges Program



Question 4:

I think the following features of Option 2 for Bayview Street are important: _____

I think the following features of Option 2 for Bayview Street are not important: _____

Please fill out the Feedback form as you view the display boards.



LONG-TERM STREETScape VISIONS FOR BAYVIEW STREET, CHATHAM STREET AND MONCTON STREET

BAYVIEW STREET

Option 3: Enhanced Pedestrian Realm on North and South Sides plus Continuous Bikeway

- Move north curb to the north by 1.5 metres and widen pedestrian realm up to 6.0 metres on north side
- Remove on-street parking on south side and move south curb to the north by 1.0 metres
- Widen pedestrian realm up to 3.25 metres on the south side
- Reallocate 3.0 m on the south side of the road for a two-way protected cycling facility
- Add benches, pedestrian lighting and landscaping on the north and south sides

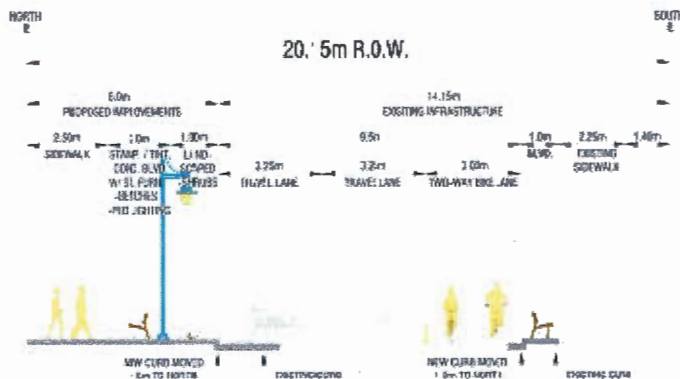


Pros

- Improved pedestrian realm on north and south sides
- Provides better buffer between pedestrians and moving traffic
- Protected cycling facility that connects to off-street pathways at either end

Cons

- Removal of on-street parking on south side
- Pedestrian realms on north and south sides not as wide as Options 1 or 2 (by 1.5 m)



Estimated Cost

\$1,600,000

Potential Funding Source

Roads Development Cost Charges Program

Question 4:

I think the following features of Option 3 for Bayview Street are important:

I think the following features of Option 3 for Bayview Street are not important:

Question 5:

I prefer the following streetscape vision for Bayview St

- ☐ Status Quo
☐ Option 1
☐ Option 2

- ☐ Option 3
☐ Other (please specify)
☐ Don't Know / Unsure

Please fill out the Feedback form as you view the display boards.



LONG-TERM STREETSCAPE VISIONS FOR BAYVIEW STREET, CHATHAM STREET AND MONCTON STREET

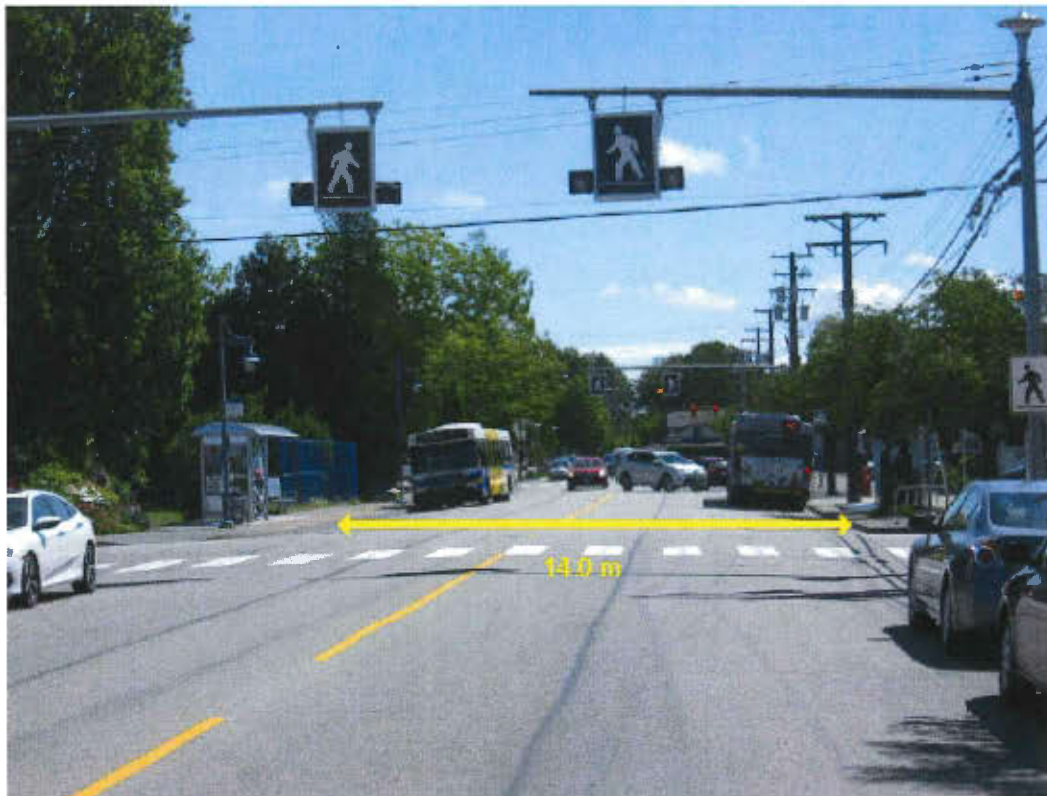
CHATHAM STREET

Existing Conditions

- 2.0 metre to 4.0 metre wide sidewalk and boulevard on north side
- 1.5 metre to 5.0 metre wide sidewalk and boulevard on south side
- Total of 23 parallel parking spaces: 14 spaces on north side and 9 spaces on south side



Aerial View of Chatham Street



Street View of Chatham Street Looking East to 2nd Avenue

Please fill out the Feedback form as you view the display boards.



Option 1: Enhanced Pedestrian Realm on North and South Sides

-

- Improved pedestrian realm on north and south sides
- Provides better buffer between pedestrians and moving traffic

- Longer crossing of Chatham Street for pedestrians versus Option 2
- Cyclists not protected from adjacent vehicles versus Option 2



Potential Funding Source

Roads Development Cost
Charges Program

I think the following features of Option 1 for Chatham Street are important _____

I think the following features of Option 1 for Chatham Street are not important _____

Richmond

LONG-TERM STREETSCAPE VISIONS FOR BAYVIEW STREET, CHATHAM STREET AND MONCTON STREET

CHATHAM STREET

Option 2: Enhanced Pedestrian Realm on North and South Sides plus Cycling Paths

- Move north and south curbs into the roadway by 1.25 metres each
- Widen pedestrian realms (sidewalk and boulevard) up to 5.65 metres on north side and 6.25 metres on south side
- Add benches, pedestrian lighting and landscaping on the north and south sides
- Delineate off-street cycling path on north and south sides
- Maintain total of existing 23 parallel parking spaces
- As development occurs on north side, pursue opportunities to relocate driveways to rear lane



Pros

- Improved pedestrian realm on north and south sides
- Provides better buffer between pedestrians and moving traffic
- Shorter crossing of Chatham Street for pedestrians
- Cycling paths protected from adjacent vehicles

Cons

- Pedestrian realm (sidewalk and boulevard) on north and south sides not as wide as Option 1 (by 0.75 m)



Estimated Cost

\$3,200,000

Potential Funding Source

Roads Development Cost Charges Program

Question 6:

I think the following features of Option 2 for Chatham Street are important

I think the following features of Option 2 for Chatham Street are not important

Question 7:

I prefer the following streetscape vision for Chatham St

☐ Status Quo☐ Option 1☐ Option 2☐ Other (please specify)☐ Don't Know / Unsure

Please fill out the Feedback form as you view the display boards.



LONG-TERM STREETScape VISIONS FOR BAYVIEW STREET, CHATHAM STREET AND MONCTON STREET

MONCTON STREET

Existing Conditions

- Pedestrian realm comprises concrete sidewalk and boulevard with unit pavers
- Curb bulges at 1st, 2nd and 3rd Avenues
- Total of 46 parallel parking spaces: 21 spaces on north side including 2 loading zone spaces and 25 spaces on south side



Aerial View of Moncton Street



Street View of Moncton Street Looking East at 2nd Avenue

Please fill out the Feedback form as you view the display boards.



LONG-TERM STREETSCAPE VISIONS FOR BAYVIEW STREET, CHATHAM STREET AND MONCTON STREET

MONCTON STREET

Option 1: Modified Curb Bulges and Boulevard Surface with Two New Mid-Block Crossings

- Modify curb bulges with removal of unit pavers and provision of ramps with a rollover curb at 1st, 2nd and 3rd Avenues
- Add two new mid-block crossings with modified curb bulges at the lane between 1st and 2nd Avenues, and the lane between 2nd and 3rd Avenues
- Replace boulevard unit pavers with textured concrete as proposed for Bayview Street and Chatham Street
- Maintain location of north and south curbs
- Maintain total of existing 46 parallel parking spaces



Pros

- Better consistency of pedestrian realm with proposed streetscapes for Bayview Street and Chatham Street
- Additional crossing opportunities of Moncton Street for pedestrians

Cons

- Perception of less protection for pedestrians from turning vehicles
- May require additional physical protection (e.g., bollards) at rollover curb edge

Estimated Cost

\$1,100,000

Potential Funding Source

Roads Development Cost Charges Program

Question 8:

I think the following features of Option 1 for Moncton Street are important:

I think the following features of Option 1 for Moncton Street are not important:

Question 9:

I prefer the following streetscape vision for Moncton St:

- ☐ Status Quo
☐ Option 1
☐ Other (please specify)

Please fill out the Feedback form as you view the display boards.



LONG-TERM STREETSCAPE VISIONS FOR BAYVIEW STREET, CHATHAM STREET AND MONCTON STREET

**Have Your Say - What Options Do You Support?**

Bayview Street				
STATUS QUO	OPTION 1 Enhanced Pedestrian Realm on North Side Only	OPTION 2 Enhanced Pedestrian Realm on North and South Sides	OPTION 3 Enhanced Pedestrian Realm on North and South Sides plus Continuous Bikeway	OTHER (Please Specify)

Chatham Street			
STATUS QUO	OPTION 1 Enhanced Pedestrian Realm on North and South Sides	OPTION 2 Enhanced Pedestrian Realm on North and South Sides plus Cycling Paths	OTHER (Please Specify)

Moncton Street		
STATUS QUO	OPTION 1 Modified Curb Bulges and Boulevard Surface with Two New Mid-Block Crossings	OTHER (Please Specify)

Please fill out the Feedback form as you view the display boards.





City of
Richmond

Steveston Area Plan Update Design and Heritage Policies Survey

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

Introduction

The City of Richmond is seeking comments from the community on options for changes to design and heritage policies in the Steveston Area Plan. For more information on key issues, existing policies, and options, please view the Open House Boards on the website to answer the survey and add comments (www.letstalkrichmond.ca/svapupdate2017/documents).

We thank you for taking the time to fill out this survey. Your input will be included in results that staff will report back to Council in October 2017, and will inform staff review of preferred options, as well as the Council decision on changes to the Steveston Area Plan.

Please send your survey to Helen Cain, Planner 2, Policy Planning, through:

Email: communityplanning@richmond.ca

Fax: 604 276 4052

Mail or drop off: City of Richmond, 6911, No. 3 Road, Richmond, BC

The deadline to submit surveys and other comments is **July 30, 2017**.

For more information, please contact Helen Cain at 604-276-4193 or communityplanning@richmond.ca.

Land Use Density and Building Heights in the Village Core

Please refer to Open House Board #3 for more information on the issues and illustrations.

- 1. The current density allowed on *Moncton Street* is a maximum of 1.2 floor area ratio (FAR), and the maximum building height is 2 storeys or 9 m. However, 1 in 3 buildings may be up to a maximum of 3 storeys and 12 m.**

Which option do you support?

- ☐ 1. No change in the maximum density and maximum height as described above.

Staff Recommendation

- ☐ 2. Reduce maximum density from 1.6 FAR to 1.2 FAR, and require all buildings to have a maximum height of 2 storeys and 9 m.

Comments: _____

- 2. The current density allowed on *Bayview Street (north side)* is a maximum of 1.6 floor area ratio (FAR), and the maximum building height is 3 storeys, or 12 m, over parkade structure.**

Which option do you support?

- ☐ 1. No change in the maximum density and maximum height as described above.

Staff Recommendation

- ☐ 2. A reduction in density and height as follows:
Maximum density of 1.2 FAR
North side lot depth, up to 2 storeys over parkade (appears 3 storeys).
South side lot depth, up to 2 storeys over parkade (appears 2 storeys).

Comments: _____

Design Guidelines for Exterior Cladding and Window Treatments

Please refer to Open House Boards #4 and #5 for more information on the issues and illustrations.

3. In the design guidelines for the *Village Core* (including Bayview Street north side), wood is the primary material for exterior cladding (i.e. siding). However, the wood for exterior cladding is restricted to horizontal siding. Historically, the wood used on buildings in Steveston Village included wood shingles, board-and-batten, and vertical shiplap, and these materials were allowed in the "Sakamoto Guidelines" that the City used for the Village Core before 2009.

Which option do you support?

- ☐ 1. No change to the primary material for exterior cladding (i.e. horizontal wood siding only).

Staff Recommendation

- ☐ 2. Expand the primary materials for exterior cladding to include wood shingles, board-and-batten and vertical ship lap, in addition to horizontal wood siding.

Comments: _____

4. In the design guidelines for new buildings and additions, for the *Village Core* (including Bayview Street north side), the primary material for exterior cladding (i.e. siding) is wood. Glass, concrete, stucco, and metal that complements the wood siding may be used as secondary material(s) for exterior cladding.

Which option do you support?

- ☐ 1: No change to the secondary materials for exterior cladding (i.e. siding).
- ☐ 2: **No brick** and **no metal** allowed. For façade upgrades, *replace brick with similar brick.*
- ☐ 3: **No brick** and **no metal** allowed. For façade upgrades, *replace brick with similar brick or different brick.*
- ☐ 4: **No brick** and **no metal** allowed. For façade upgrades, replace brick with similar brick, different brick or a better material.
- ☐ 5: **No metal** but **brick is allowed if different from the Hepworth Building.** For façade upgrades, *replace brick with a similar brick or different brick.*

Staff Recommendation

- ☐ 6: **No metal** but **brick is allowed if different from the Hepworth Building.** For façade upgrades, *replace brick with similar brick, different brick, or a better material.*

Comments: _____

5. In the design guidelines for the *Village Core* and the *Riverfront*, window frames that are wood are encouraged. Vinyl window assemblies are discouraged but allowable.

Which option do you support?

- ☐ 1: No change to materials for window treatments (i.e. wood or vinyl is allowed).

Staff Recommendation

- ☐ 2: Windows with wood frames or metal frames are allowed. Vinyl is prohibited.

Comments: _____

Design Guidelines for Rooftop Structures

Please refer to Open House Boards #6 and #7 for more information on the issues and illustrations.

6. **Solar panels, and other renewable energy infrastructure (e.g. air source heat pump), may be mounted on heritage buildings and non-heritage buildings in Steveston Village. No changes are proposed to the guidelines for heritage buildings. The design guidelines to manage the visibility of solar panels on non-heritage properties with a flat roof include a requirement for the panels to be located back from the building edges. There are no design guidelines for other renewable energy infrastructure on flat roofs, and no design guidelines for solar panels or other renewable energy infrastructure on new or existing pitched-roof buildings.**

Which option do you support?

- ☐ 1: No changes to existing design guidelines.

Staff Recommendation

- ☐ 2: New design guidelines that require any false parapets to be slightly taller on new flat-roofed buildings, and allow solar panels to be affixed flush to pitched roofs.

Comments: _____

7. **Barrier railings for rooftop living spaces, which provide safety, on new and existing buildings should blend with the special character of the historic district. Currently there are no design guidelines for barrier railings in the Village Core. Rooftop living spaces are not possible in the Riverfront sub-area (Bayview Street south side) where roofs are pitched not flat.**

Which option do you support?

- ☐ 1: No changes to existing design guidelines.

Staff Recommendation

- ☐ 2: New design guidelines for barrier railings to be simple in design, and primarily consist of glazed panels to minimize visibility from streets and nearby rooftop patios on adjacent and surrounding buildings.

Comments: _____

8. **Managing the visibility of an access point for individual rooftop living spaces (i.e. roof decks and gardens) can be achieved through blending the hatch or 'pop-up' stair entries (that the building code requires) with the overall architecture of the new building or the existing building. There are currently no design guidelines for hatch ('pop-up') entries to individual rooftop living space.**

Which option do you support?

- ☐ 1: No changes to existing design guidelines as described above.
☐ 2: Prohibit all hatch stair entries.

Staff Recommendation

- ☐ 3: Prohibit all hatch stair entries unless they are not more than 1.83 m (6 ft.) in height, well-integrated with the architecture and setback 1.0 m or more from all roof edges.
☐ 4: Allow hatch stair entries if well-integrated with the overall architecture, and setback from all roof edges.

Comments: _____

9. Managing the visibility of one or more access points for communal rooftop living space (i.e. roof deck and garden) can be achieved through blending the structure for the access stairs or elevator shaft (two shafts may be required to meet the building code) with the overall architecture or the new building or the existing building. There are no design guidelines to reduce the visibility of access stairs or an elevator shaft for communal rooftop living spaces.

Which option do you support?

- ☐ 1: No changes to existing design guidelines as described above.
- ☐ 2: Prohibit all elevator shafts and access stairs.

Staff Recommendation

- ☐ 3: Prohibit access points unless they are less than 2.2 m for elevator shafts, and 3.17 m for access stairs, well-integrated with the architecture, and setback 1.0 m or more from all roof edges.
- ☐ 4: Allow structures for elevator shafts and access stairs if well-integrated with the overall architecture, and setback from all roof edges.

Comments: _____

Design Vision for the Riverfront Precinct

Please refer to Open House Boards #8 through #11 for more information on the issues and illustrations.

10. The current density allowed on Bayview Street (south side) is a maximum of 1.6 floor area ratio (FAR), and the maximum building height is 3 storeys, or 12 m, over parkade structure.

Which option do you support?

Staff Recommendation

- ☐ 1: No change in the maximum density and maximum height as described above.
- ☐ 2: Reduced density or reduced height.

Comments: _____

11. The overall design vision for Bayview Street (south side) includes "Cannery-like" pitched roofed buildings, but flat roofs are allowable.

Which option do you support?

- ☐ 1: No changes to existing design guidelines.

Staff Recommendation

- ☐ 2: Pitched roofs only to fully align with the design vision. Flat roofs are prohibited.

Comments: _____

12. The overall design vision for Bayview Street (south side) includes retention of existing large lots.

Which option do you support?

Staff Recommendation

- ☐ 1: No changes to existing large lots.
- ☐ 2: Through the redevelopment process, allow the subdivision of the existing larger lots into relatively small lots.

Comments: _____

13. The overall design vision for Bayview Street (south side) includes large and small buildings on existing large lots.

Which option do you support?

Staff Recommendation

- ☐ 1: No changes (i.e. a mix of large and small buildings).
- ☐ 2: Small buildings on small lots. No more new large "Cannery-like" buildings.

Comments: _____

14. The City has the long-term objective of completion of the waterfront boardwalk, between 3rd Avenue and No. 1 Road, which is part of the Parks Trail System, and to complete pedestrian connections from Bayview Street to the riverfront. The Steveston Area Plan is currently unclear on how developers will contribute to the boardwalk and paths in the application review process.

Which option do you support?

- ☐ 1: No changes (i.e. no City policy on developer contributions).

Staff Recommendation

- ☐ 2: Developer contributions to the waterfront boardwalk and pedestrian paths are required through rezoning and development permit application review process.

Comments: _____

15. The Steveston Area Plan does not include a full set of design policies and guidelines for the waterfront boardwalk, between 3rd Avenue and No 1. Road, which is part of the Parks Trail System, or new and existing pedestrian connections, from Bayview Street to the riverfront.

Which option do you support?

- ☐ 1: No change to existing design policies and guidelines.

Staff Recommendation

- ☐ 2: New design guidelines that include, but are not limited to, a set of dimension standards for details, such as boardwalk and path widths, setbacks to accommodate hanging signage, and surface treatments.

Comments: _____

On-Site Parking Requirements

Please refer to Open House Board #12 for more information on the issues and illustrations.

16. To help support the vitality and conservation of Steveston Village, existing policy allows up to 33% reduction in on-site vehicle parking from the zoning regulations. However, there are impacts on the availability of street parking to be taken into consideration.

Which option do you support?

- ☐ 1: No change to the policy for on-site parking requirements (i.e. 33% reduction).

Staff Recommendation

- ☐ 2: Decrease the allowable parking reduction from up to 33% to up to 13% for new residential development.

Comments: _____

Additional Comments:

How did you hear about this public engagement?

17. I heard about this public engagement opportunity via (check all that apply):

- ☐ Newspaper ad (Richmond News)
- ☐ News story in local newspaper
- ☐ LetsTalkRichmond.ca email sent to me
- ☐ Twitter
- ☐ City of Richmond website (richmond.ca)
- ☐ Facebook
- ☐ Poster in City facility
- ☐ Facebook
- ☐ Word of mouth
- ☐ Other _____



**City of
Richmond**

**Long-Term Streetscape Visions for
Bayview Street, Chatham Street & Moncton Street:
Public Feedback Form**
6911 No. 3 Road, Richmond, BC V6Y 2C1

The City is continuing a planning process to develop long-term streetscape visions for Bayview Street, Chatham Street and Moncton Street in Steveston Village.

The purpose of this City initiative is to inform you, seek your input on the important elements that should be included in the planning concepts and identify your preferred vision for each street.

Your views will be considered by Council.

1. I live:

- | | |
|--|---|
| <input type="checkbox"/> In Richmond within 400 m of Steveston Village | <input type="checkbox"/> In Richmond beyond 1 km of Steveston Village |
| <input type="checkbox"/> In Richmond between 400 m and 1 km of Steveston Village | <input type="checkbox"/> Outside of Richmond |

2. I visit Steveston Village:

- | | |
|--|---|
| <input type="checkbox"/> Frequently (more than 3 times per week) | <input type="checkbox"/> Slightly Often (once per month) |
| <input type="checkbox"/> Very Often (1–3 times per week) | <input type="checkbox"/> Not at All Often (1–10 times per year) |
| <input type="checkbox"/> Moderately Often (2–3 times per month) | <input type="checkbox"/> Other (please specify) _____ |

3. I travel to Steveston Village most often by:

- | | | | |
|---|---|----------------------------------|----------------------------------|
| <input type="checkbox"/> Vehicle as a Driver or Passenger | <input type="checkbox"/> Walking | <input type="checkbox"/> Bicycle | <input type="checkbox"/> Scooter |
| <input type="checkbox"/> Transit | <input type="checkbox"/> Other (please specify) _____ | | |

4. I have the following comments on Options 1 through 3 for Bayview Street (Boards 4–6):

Option 1 (Board 4)

I think these features are important:

I think these features are **NOT** important:

Option 2 (Board 5)

I think these features are important:

I think these features are **NOT** important:

Option 3 (Board 6)

I think these features are important:

I think these features are **NOT** important:

5. I prefer the following streets cape vision for Bayview Street:

- | | | | | |
|---|-----------------------------------|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Status Quo | <input type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | <input type="checkbox"/> Option 3 | <input type="checkbox"/> Don't Know/Unsure |
| <input type="checkbox"/> Other (please specify) _____ | | | | |

6. I have the following comments on Options 1 and 2 for Chatham Street (Boards 8–9):

Option 1 (Board 8)

I think these features are important:

I think these features are **NOT** important:

Option 2 (Board 9)

I think these features are important:

I think these features are **NOT** important:

7. I prefer the following streetscape vision for Chatham Street:☐ Status Quo☐ Option 1☐ Option 2☐ Don't Know/Unsure☐ Other (please specify) _____**8. I have the following comments on Option 1 for Moncton Street (Board 11):**

Option 1 (Board 11)

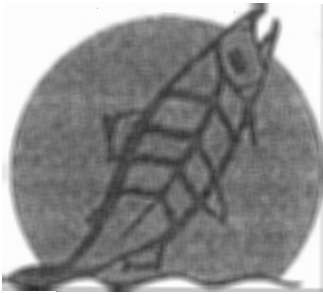
I think these features are important:

I think these features are **NOT** important:

9. I prefer the following streetscape vision for Moncton Street:☐ Status Quo☐ Option 1☐ Don't Know/Unsure☐ Other (please specify) _____**10. I heard about this public engagement opportunity via (check all that apply):**☐ Newspaper ad (Richmond News)☐ LetsTalkRichmond.ca email sent to me☐ Poster in City facility☐ Twitter☐ News story in local newspaper☐ City of Richmond website (richmond.ca)☐ Word of mouth☐ FacebookPlease fill out the survey form and return it to the City by **Sunday, July 30, 2017**.

- Mail it to the City of Richmond, 6911 No. 3 Road, Richmond, BC V6Y 2C1 to the attention of Joan Caravan, Transportation Planner; or
- Fax it to the City of Richmond at 604-276-4052 (fax); or
- Email it to the City of Richmond at joan.caravan@richmond.ca; or
- Fill it out online at the City's website and at www.letstalkrichmond.ca; or
- Leave it in the drop off boxes provided at this Public Open House.

Thank you for your participation



August 22, 2017

STEVESTON HARBOUR AUTHORITY

12740 Trites Road, Richmond, B.C. V7E 3R8 604-272-5539 Fax 604-271-6142

Terry Crowe, Manager, Policy Planning
City of Richmond
TCrowe@richmond.ca

Dear Mr. Crowe,

RE: STEVESTON AREA PLAN ("SAP")

Further to our meeting on July 26, 2017, the following are Steveston Harbour Authority's (SHA) comments regarding the SAP.

Density, Height, Exterior Finishes & Rooftop Structures

The SHA has no issues with the changes proposed by City staff. We do appreciate the City's efforts in clarifying the rules with respect to height.

Riverfront Walkway

While we generally do not oppose the proposal to complete the riverfront walkway spanning from Britannia Heritage Shipyards all the way to 3rd Avenue, we do have two concerns with the proposed drawings as they currently stand:

1. The proposed walkway around the Blue Canoe/Catch building would come too close to our public fish sales float, restricting berthage access to the entire northeast side of the dock. This float is extremely busy during certain parts of the year and losing area for moorage is not acceptable to us, particularly after having spent millions of dollars on the new floats in the past two years.
2. SHA is concerned with the walkway connecting directly to the sales float, as it increases liability for DFO with the increased public access. It also may be detrimental to the fishermen trying to make a living by selling their catch as increased foot traffic may deter potential customers from purchasing seafood on the float, which is the primary purpose of the float.

As such, we cannot support the walkway in its current proposed form but we do look forward to reviewing a revised drawing, as discussed at our meeting.

Chatham Street Parking Lot

We have several issues with the proposed use of the Chatham Street parking lot as a bus loop for Translink's operations:

1. This lot currently generates significant revenue for the SHA that is used to fund dredging of the Cannery Channel, building maintenance and other capital projects in the harbour.
2. The lot is important to the community of Steveston as the space is used to support community events.
3. SHA has medium-term plans to develop the lot and surrounding area to support the commercial fishing industry.

The SHA is not interested in a bus loop on any of our properties and we have reiterated this conclusion to Translink multiple times over the past several years.

Steveston Harbour Infrastructure - Heritage Resources

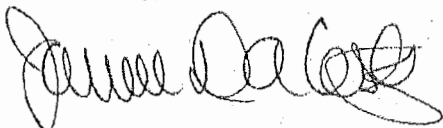
Upon consultation with the Department of Fisheries and Oceans, Small Craft Harbours (SCH) we have several additional concerns that were not discussed at the meeting:

1. SHA's No. 1 Road pier, public fish sales float and 3rd Avenue floats have been all been included in your maps as "heritage resources" (page 3 of your PowerPoint presentation). As discussed at the meeting, none of SHA's infrastructure should be identified as heritage properties as it may impede the operation of the commercial fishing harbour. As you are aware the SHA exists solely to provide safety, security and service to the commercial fishing fleet.
2. The City is proposing future development on the waterfront (page 14 & 15 of the PowerPoint) which clearly include properties owned by SCH and managed by SHA. SHA in no way supports this objective as all property managed by the SHA will be used to support industry.

Please note that we have raised all of these issues with DFO and they are aware of these matters.

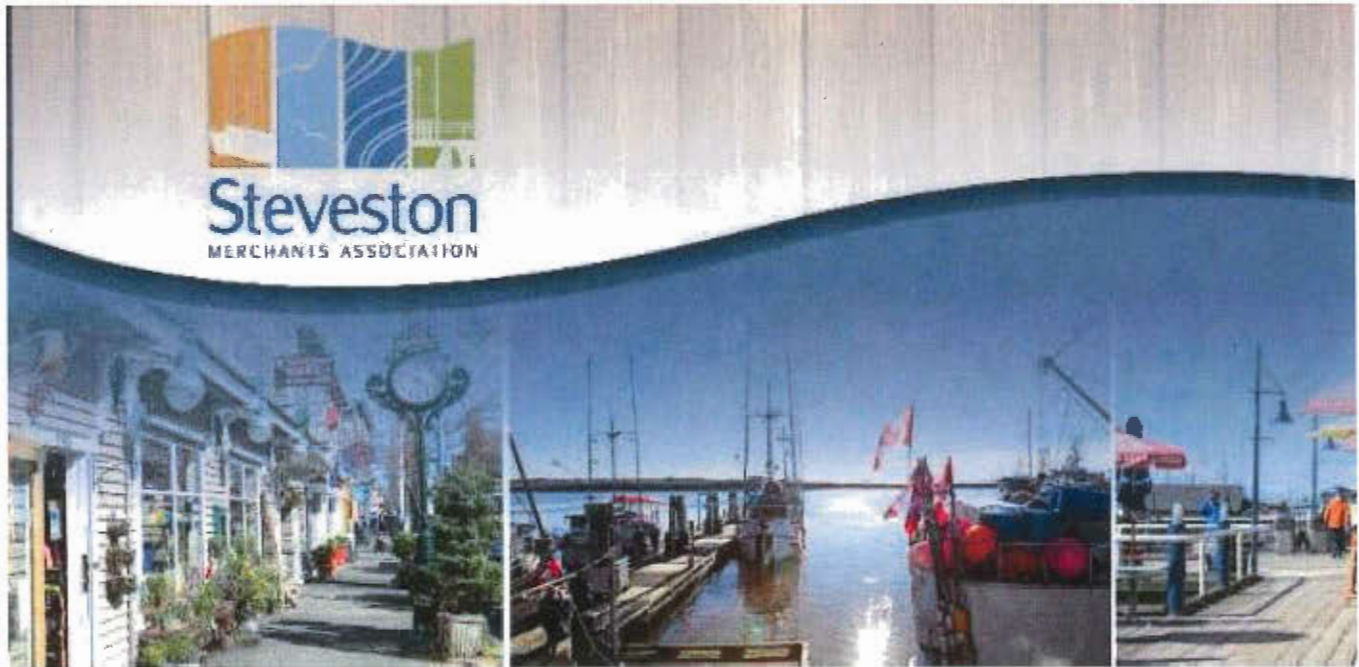
If you have any questions please feel free to contact me at 604-272-5539 or via email at jaime@stevestonharbour.com.

Yours truly,



Jaime Da Costa, General Manager
Steveston Harbour Authority

CC: Robert Kiesman, Board Chairman
Tina Atva, Senior Planning Coordinator
Donna Chan, Manager, Transportation Planning
Sonali Hingorani, Transportation Engineer
Helen Cain, Heritage Planner



Constant Contact Survey Results

Survey Name: Steveston Streetscape Survey

Response Status: Partial & Completed

Filter: None

9/26/2017 7:56 AM PDT




One Way Traffic Idea: This option is not on the proposal by the city but we want to know if you are interested in considering this.

Plan one-way traffic on
 Moncton Street (heading west) and Bayview Street (heading east) creating a loop. This would allow
 for substantially wider side
 walks, benches/tables for
 sitting, natural greenery, separate bike lane on
 Bayview Street connecting dyke path to Onni Development.

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes, interested in this idea	<div></div>	<div></div>	13	81.2 %
No, not interested in this idea	<div></div>	<div></div>	3	18.7 %
Other	<div></div>	<div></div>	0	0.0 %
Totals			16	100%

BAYVIEW STREET

Option 1: Enhanced Pedestrian Realm on North Side Only Maintain location of north and south curbs. Widen pedestrian realm (combined sidewalk and boulevard) up to 7.5 metres wide on north side. Add benches, pedestrian lighting and landscaping on the north side. Pedestrian realm on south side remains unchanged. Maintain total of existing 17 parallel parking spaces (14 on south side and 3 on north side).

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes, interested in this idea			7	53.8 %
No, keep Bayview Street as it is			4	30.7 %
Other			1	7.6 %
Totals			13	100%

BAYVIEW STREET

Option 2: Enhanced Pedestrian Realm on North and South Sides. Maintain location of north curb. Widen pedestrian realm up to 7.5 metres wide on north side as in Option 1. Remove on-street parking on south side and move south curb to the north by 2.5 metres. Widen pedestrian realm up to 4.75 metres on the south side. Add benches, pedestrian lighting and landscaping on the north and south sides.

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes, interested in this idea			2	12.5 %
No, not interested in this idea			8	50.0 %
Other			0	0.0 %
No Response(s)			6	37.5 %
Totals			16	100%

BAYVIEW STREET

Option 3: Enhanced Pedestrian Realm on North and South Sides plus

Continuous Bikeway. Move north curb to the north by 1.5 metres and widen pedestrian realm up to 6.0 metres on north side. Remove on-street parking on south side and move south curb to the north by 1.0 metres. Widen pedestrian realm up to 3.25 metres on the south side. Reallocate 3.0 m on the south side of the road for a two-way protected cycling facility. Add benches, pedestrian lighting and landscaping on the north and south sides.

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes, interested in this idea			11	68.7 %
No, not interested in this idea			4	25.0 %
Other			0	0.0 %
No Response(s)			1	6.2 %
		Totals	16	100%

CHATHAM STREET

Option 1: Enhanced Pedestrian Realm on North and South Sides. Maintain location of north and south curbs. Widen pedestrian realms (sidewalk and boulevard) up to 6.4 metres on north side and 7.0 metres on south side. Add benches, pedestrian lighting and landscaping on the north and south sides. Maintain total of existing 23 parallel parking spaces. As development occurs on north side, pursue opportunities to relocate driveways to rear lane.

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes, interested in this idea			3	18.7 %
No, not interested in this idea			9	56.2 %
Other			0	0.0 %
No Response(s)			4	25.0 %
		Totals	16	100%

CHATHAM STREET

Option 2: Enhanced Pedestrian Realm on North and South Sides plus

Cycling Paths. Move north and south curbs into the roadway by 1.25 metres each. Widen pedestrian realms (sidewalk and boulevard) up to 5.65 metres on north side and 6.25 metres on south side. Add benches, pedestrian lighting and landscaping on the north and south sides. Delineate off-street cycling path on north and south sides. Maintain total of existing 23 parallel parking spaces. As development occurs on north side, pursue opportunities to relocate driveways to rear lane.

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes, interested in this idea			8	50.0 %
No, not interested in this idea			7	43.7 %
Other			0	0.0 %
No Response(s)			1	6.2 %
		Totals	16	100%

MONCTON STREET

Option 1: Modified Curb Bulges and Boulevard Surface with Two New

Mid-Block Crossings. Modify curb bulges with removal of unit pavers and provision of ramps with a rollover curb at 1st,

2nd and 3rd Avenues. Add two new mid-block crossings with modified curb bulges at the lane between 1st and 2nd

Avenues, and the lane between 2nd and 3rd Avenues. Replace boulevard unit pavers with textured concrete as proposed for

Bayview Street and Chatham Street. Maintain location of north and south curbs. Maintain total of existing 46 parallel parking spaces.

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes, interested in this idea			11	68.7 %
No, not interested in this idea			3	18.7 %
Other			1	6.2 %
No Response(s)			1	6.2 %
		Totals	16	100%

There was a survey out this summer regarding Land Use Density and Building Heights in the Village Core; Design Guidelines for Exterior Cladding and Window Treatments; Design Guidelines for Rooftop Structures; Design Vision for the Riverfront Precinct; On-Site Parking Requirements. This is an extensive survey. Please read this link and reply directly to the city if you have feedback to be included in their report.Steveston Area Plan Update

1 Response(s)



Oris Consulting Ltd
12235 No 1 Rd,
Richmond, BC
V7E 1T6

July 28, 2017

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

RE: Steveston Area Update Plan

Dear Sir or Madam,

We have reviewed the proposed changes to the Steveston Area Plan and for the most part think they will be a great addition to the current guidelines. We have made a few notes below on a couple of areas we believe should be looked at in further details.

Rooftop decks Steveston Area Plan

In reference to the proposed updated Steveston Area plan, Oris believes that providing guidelines around the height of rooftop hatches, along with stair and elevator access is a positive step towards greater clarity and should be introduced.

Our concerns, however, are around the implementation of this. The Steveston Area plan considers that sites within the township that are designated as 3-storeys within the plan, have a maximum height of 12m. Given that the frontage along these streets must include commercial uses the minimum height of the first storey is 14-16' floor to floor. With 2 stories of residential on top of this at 10' floor to floor, the building will be a minimum height of 11m to the rooftop.

As these sites are built to the property lines to provide the required parking and commercial space, no room for outdoor space for residential owners can be provided at grade. We believe outdoor living space is essential to residents living in the village.

Recent changes in the building code are shifting towards making rooftop hatches for individual unit owner's unachievable, leaving common stairs and elevators as the only options. We also believe these rooftop areas should be made accessible to all owners, including those with mobility issues. Given the minimum height requirements for buildings from floor to floor this will ensure that most new developments will be looking for a height exemption, as to achieve the elevator access will cause the height of the building to be at 13-14m in a localized area. We believe that by allowing this doesn't detract from what Steveston Village owners and visitors are looking for. The suggestion to set these decks and rooftop access points back from the building edge by 1m is an excellent way to help limit overlook and should be implemented.

We understand that as each site develops this will be a localized condition and will need to be reviewed as such. We request that the requirement within the report for these items to not be seen within 90m be

modified for development within 90m of the dyke. It isn't possible to achieve given that the access stairs or elevator access cannot fit within the zoning height limit of 12m and the elevated grade on the dyke opens sightlines that are not available from the street grade. We would suggest that the sightlines be taken from the street level grade that prevails through most of the village.

Secondly, we believe the addition of more exterior finish types will help to provide more variety in the township and create a richer more vibrant village. Metal windows for the store fronts of buildings will provide an appearance consistent with the historical character of the area. However, we feel that vinyl windows should not be prohibited for the residential levels as long as they can be made to fit in with the Steveston Village vision. Wood are historically more accurate, however they need greater maintenance for the homeowner and isn't something that should be mandated. Properly detailed vinyl windows appear identical to wood windows viewed from the ground to the second floor.

Kind Regards,

Nathan Curran

Oris Consulting Ltd



Health Protection Environmental Health

#325 - 8100 Granville Avenue
Richmond, BC V6Y 3T6
Tel: (604) 233-3147 Fax: (604) 233-3175

July 28, 2017

Joan Caravan
Transportation Planner
City of Richmond
6911 No. 3 Road
Richmond BC V6Y 2C1

Dear Ms. Caravan:

RE: Long-Term Streetscape Visions for Bayview Street, Chatham Street & Moncton Street

Healthy communities are places that are safe, contribute to a high quality of life, provide a strong sense of belonging and identity, and offer access to a wide range of health-promoting amenities, infrastructure, and opportunities for all residents. It is well documented that a community's built environment, defined as the human-made surroundings that provide the setting for human activity, can have a significant influence on the physical and mental health of its residents.

Proposed streetscape visions for were reviewed by Vancouver Coastal Health - Richmond Health Protection's Healthy Built Environment Team. Please consider our support for the following visions:

- *Bayview Street: Option 3*
- *Chatham Street: Option 2*

These visions prioritize safety and promote active transportation such as walking and biking. The proposed streetscapes increase perception of safety, offer attractive features such as benches and landscaping, which encourage use of active transportation. Active transportation has been shown to improve social connectivity, physical activity, mental health and quality of life. Furthermore, by making active transportation the more convenient and safe choice in the area, the reduction of car traffic will provide additional benefits of reduced traffic noise and improved ambient air quality.

Vancouver Coastal Health looks forward to reviewing future documents associated with the project. If you have any further questions or comments, please contact me at 604-233-3106 or via email at elden.chan@vch.ca

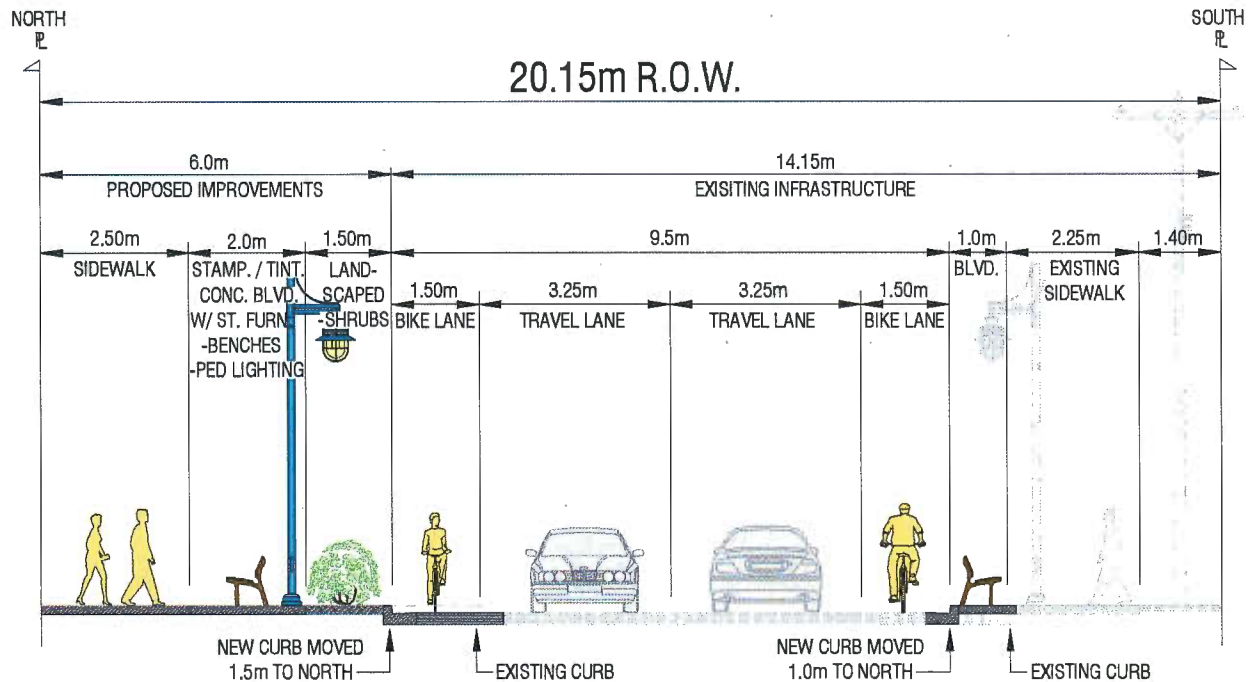
Sincerely,

Elden Chan
Environmental Health Officer | Healthy Built Environment
Vancouver Coastal Health

CC: Dalton Cross, Senior Environmental Health Officer

Envh0115449

Typical Cross-Section of Recommended Streetscape Design for Bayview Street



RECOMMENDED ULTIMATE CROSS-SECTION

BAYVIEW STREET

THIRD AVENUE TO NO 1 ROAD

Plan View of Recommended Streetscape Design for Bayview Street

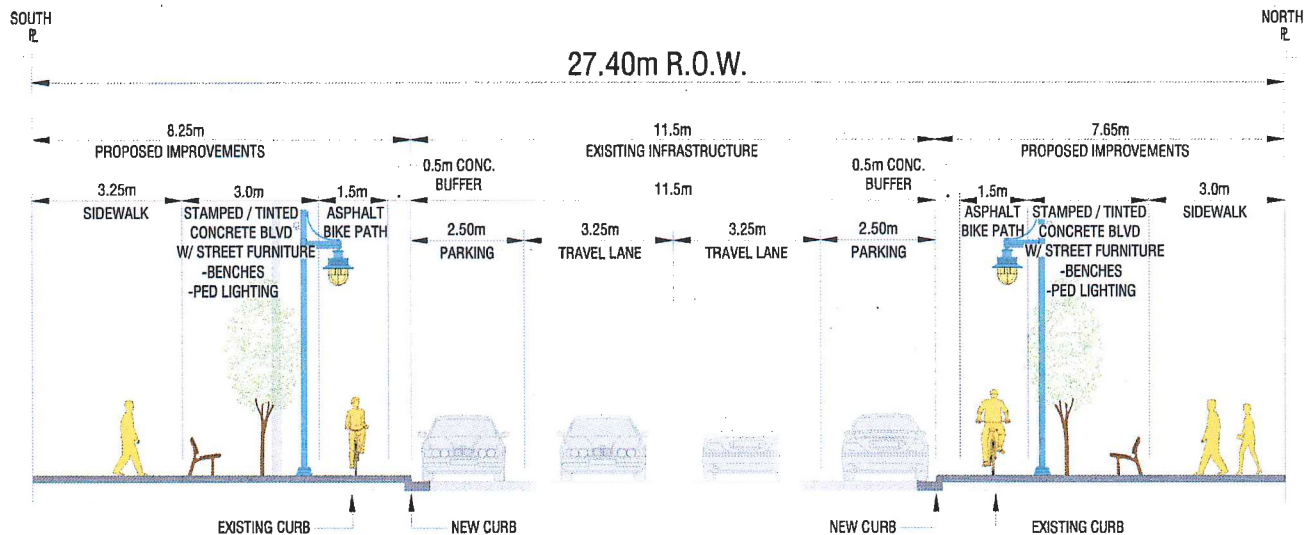


Bayview Street: Timing of Implementation of Recommended Streetscape Improvements



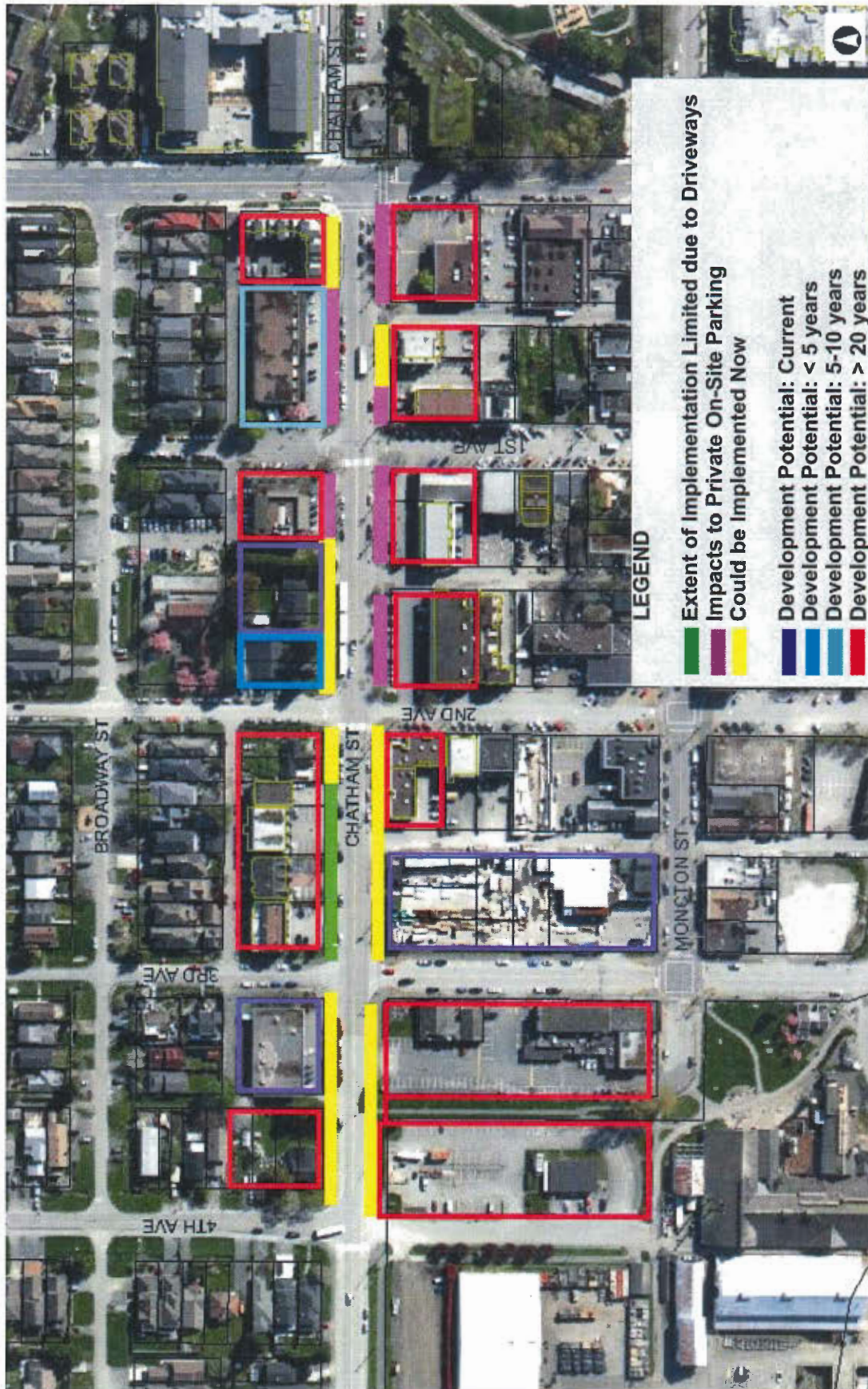
CNCL - 521

Typical Cross-Section of Recommended Streetscape Design for Chatham Street



RECOMMENDED ULTIMATE CROSS-SECTION CHATHAM STREET FOURTH AVENUE TO NO 1 ROAD

Chatham Street: Timing of Implementation of Recommended Streetscape Improvements





Moncton Street: Recommended Modification of Curb Bulges

Note: The rendering does not include the recommended addition of bollards to provide pedestrian protection, which will be included as part of the detailed design of the improvements.



Moncton Street: Recommended Textured Concrete Boulevard



**Richmond Official Community Plan Bylaw 7100
Amendment Bylaw 9775
Steveston Area Plan (Schedule 2.4)**

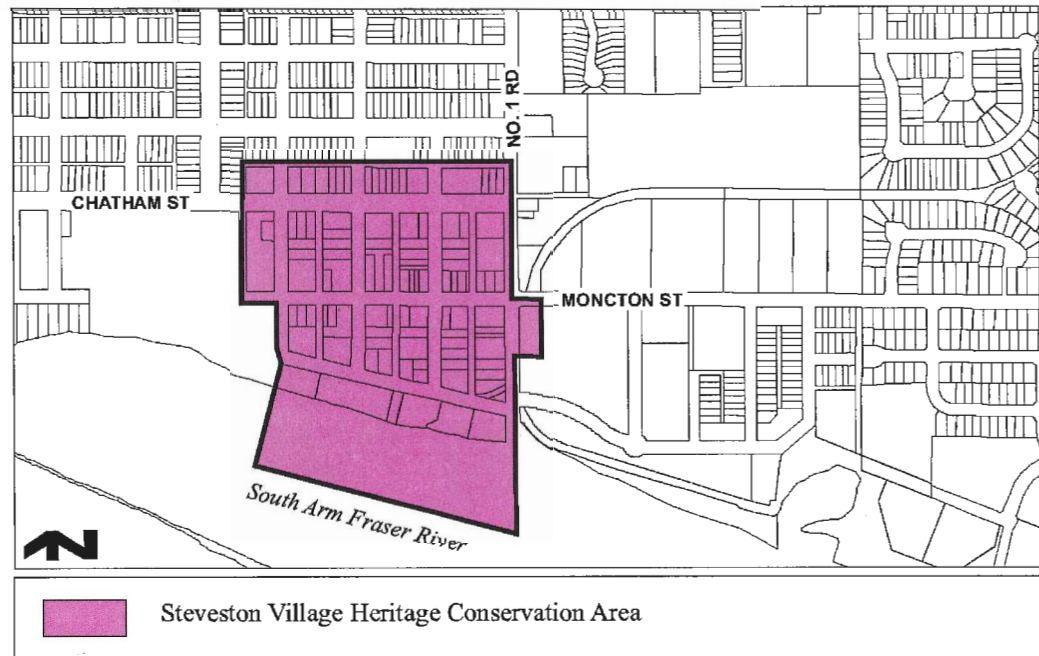
The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Official Community Plan Bylaw 7100 is amended by repealing and replacing and/or adding text and accompanying diagrams to various sections of the Steveston Area Plan (Schedule 2.4) as follows:
 - i) Adding the following text into Section 3.2.3 Steveston Village Node:
 - “h) Promote public access to the waterfront between 3rd Avenue and No. 1 Road through new pedestrian connections from Bayview Street and upgrades to the existing pedestrian paths.
 - i) Work toward uninterrupted connectivity along the waterfront between 3rd Avenue and No. 1 Road through extensions and improvements to walkway infrastructure and surfaces.”
 - ii) Repeal and replace the following text in Section 4.0 Heritage – Policies for Steveston Planning Area:
 - “k) To assist in achieving heritage conservation, consider utilizing a variety of regulatory and financial incentives through the applicable development application requirements (i.e., rezoning, development permit and/or heritage alteration permit), including but not limited to new zones, reduced parking, loading and unloading requirements, density bonusing and density transfer as well as consider using a variety of legal tools (i.e., heritage revitalization agreements, heritage covenants, phased development agreements).
 - Note: Supporting policies and guidelines are contained in the Heritage (Section 4.0), Transportation (Section 5.0), Natural and Human Environment (Section 6.0) and Development Permit Guidelines (Section 9.0) in the Steveston Area Plan.”
 - iii) Repeal and replace the following text in Section 4.0 Heritage – Policies for Steveston Village Node:
 - “l) Along Moncton Street the maximum building height shall be two-storeys and 9 m in height to ensure the size and scale of Moncton Street development is consistent with the village node.”

- iv) Adding the following text into Section 5.0 Transportation and accompanying diagram:

“Objective 6: Consider on-site parking reduction opportunities to help achieve the City’s heritage conservation and management objectives for the Steveston Village Heritage Conservation Area, in recognition that Steveston Village (Core and Riverfront Areas) is a complete and compact community well serviced by public transit offering a wide range of services to residents, visitors and employees.

Steveston Village Heritage Conservation Area Map



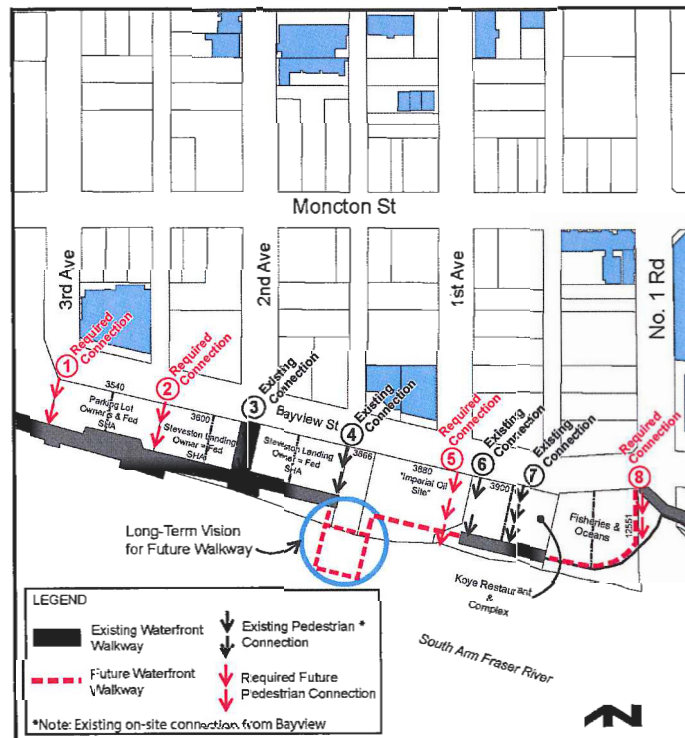
Policies:

- a) Consideration of parking reductions to be assessed through the applicable required development application.
- b) For development of new residential uses, a 13% reduction from applicable Zoning Bylaw parking requirements can be considered.
- c) For development of new commercial uses, a 33% reduction from applicable Zoning Bylaw parking requirements can be considered.
- d) Required on-site residential visitor parking and other non-residential use parking (i.e., commercial) may be shared.”

- v) Adding the following text into Section 6.0 Natural & Human Environment and accompanying diagrams:

“Objective 6: Work toward public accessibility for pedestrians to and along the waterfront between 3rd Avenue and No. 1 Road through pathways that connect Bayview Street to the water’s edge, and completion of a continuous boardwalk.

Existing and Future Riverfront Walkways and Connections

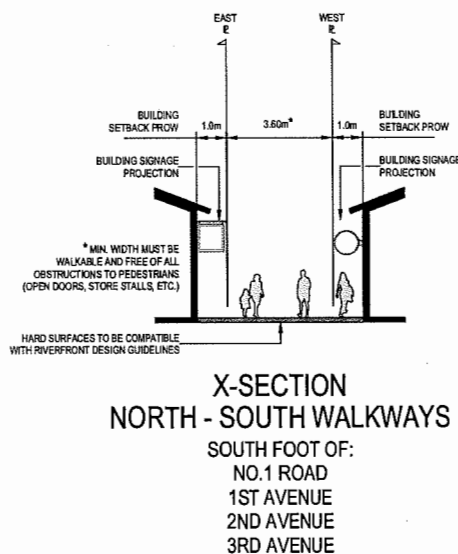


Policies:

- a) Work with the Federal Government, Steveston Harbour Authority and other property owners to establish new pedestrian connections at the following street and lane ends.
- Pedestrian connections at road ends at the south foot of No. 1 Road, 1st Avenue and 3rd Avenue will meet the following guiding principles for universal accessibility and urban design:
 - Create a public right-of-passage with a minimum width of 5.6 m including 1.0 m setbacks from adjacent buildings
 - Building signage projections up to 1.0 m into any building setback and detailed as per Steveston Development Permit Area Design Guidelines

- A minimum of 5.6 m of the above minimum 5.6 m public right-of-passage must be free and clear of obstructions, including but not limited to: building projections (except for signage), doors, patios, store stalls.
- Accessible hard surfaces with materials compatible with “Steveston Village Riverfront” Development Permit Area design guidelines (see: Section 9.3.2.2.b).
- Pedestrian connections materials and surface treatments designed to be safe and accessible for all users.
- Undertake enhancements to existing pedestrian connections in accordance with these guidelines where appropriate.

Pedestrian Connections at Road Ends

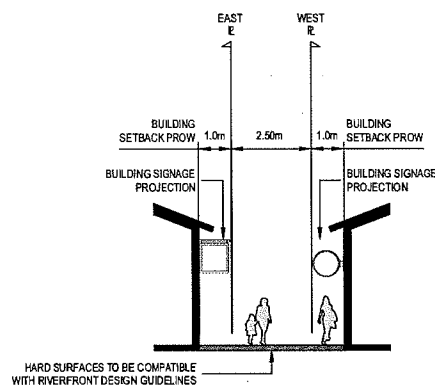


- Connections at the lane ends between No. 1 Road and 1st Avenue, between 1st Avenue and 2nd Avenue; and between 2nd Avenue and 3rd Avenue, will meet the following guiding principles for universal accessibility and urban design:
 - Create a public right-of-passage with a minimum width of 4.5 m including 1.0 m setbacks from adjacent buildings
 - Building signage projections up to 1.0 m into any building setback and detailed as per Steveston Development Permit Area Design Guidelines
 - A minimum of 4.5 m of the above minimum 4.5 m public right-of-passage must be free and clear of obstructions, including but not

limited to: building projections (except for signage), doors, patios, store stalls.

- Accessible hard surfaces with materials compatible with “Steveston Village Riverfront” Development Permit Area design guidelines (see: Section 9.3.2.2.b).
- Pedestrian connections materials and surface treatments designed to be safe and accessible for all users.
- Undertake enhancements to existing pedestrian connections in accordance with these guidelines where appropriate.

Pedestrian Connections at Lane Ends

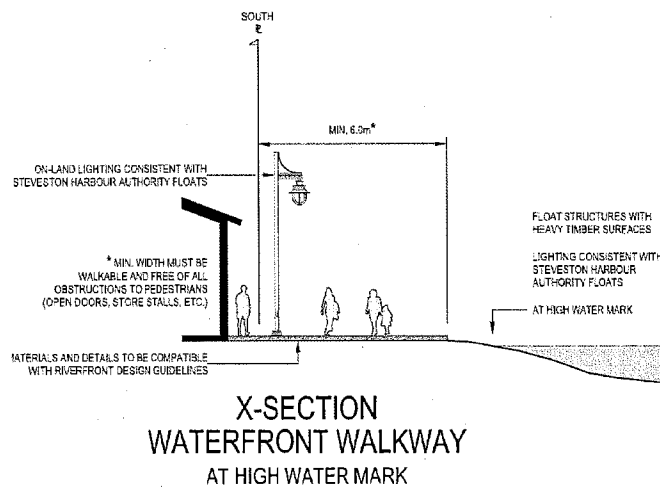


X-SECTION
NORTH - SOUTH WALKWAYS
 SOUTH FOOT OF LANE ENDS BETWEEN:
 NO.1 ROAD & 1ST AVENUE
 1ST AVENUE & 2ND AVENUE
 2ND AVENUE & 3RD AVENUE

- b) Work with the Federal Government, Steveston Harbour Authority and other property owners to establish waterfront walkway connections at, and above, high water mark.
 - Walkway sections that are situated at high water mark elevation will meet the following guiding principles for universal accessibility and urban design:
 - Minimum 6.0 m in width.
 - Connected to walkways above, at the street end nodes, with gangways to create accessible access points.
 - Float structures with heavy timber surfaces.

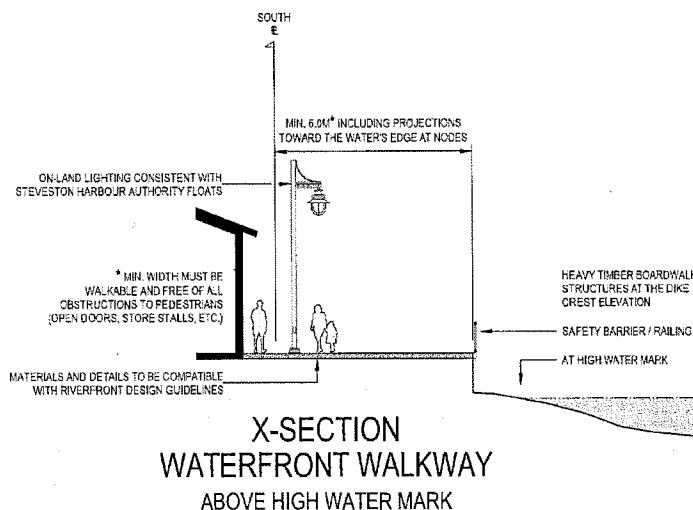
- Materials and details compatible with “Steveston Village Riverfront” Development Permit Area design guidelines (see: Section 9.3.2.2.b).
- Waterfront walkway materials and surface treatments designed to be safe and accessible for all users.
- Lighting to enable nighttime use consistent with Steveston Harbour Authority floats.
- Undertake enhancements to existing waterfront walkway connections in accordance with these guidelines where appropriate.

Waterfront Walkway at High Water Mark



- Walkway sections that are situated above high water mark elevation will meet the following guiding principles for universal accessibility and urban design:
 - Minimum 6.0 m in width including projections toward the water's edge at nodes (i.e. both street end and lane end connections).
 - Heavy timber boardwalk structures at the dike crest elevation.
 - Materials and details compatible with “Steveston Village Riverfront” Development Permit Area design guidelines (see: Section 9.3.2.2.b).
 - Waterfront walkway materials and surface treatments designed to be safe and accessible for all users.
 - Lighting, seating and other site furnishings, as appropriate, at nodes.
 - Undertake enhancements to existing waterfront walkway connections in accordance with these guidelines where appropriate.

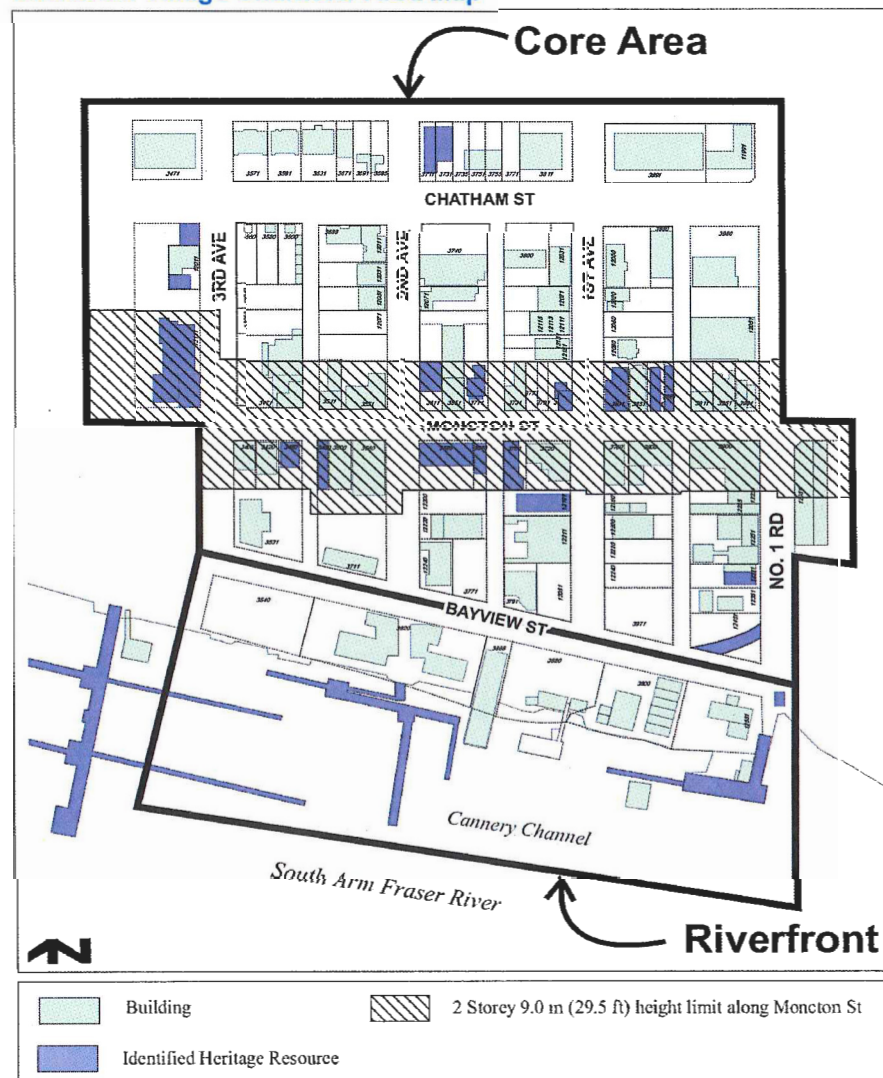
Waterfront Walkway Above High Water Mark



- c) Work with Steveston Harbour Authority to connect the waterfront walkway to existing structures as follows:
- Piers at the south foot of No. 1 Road and 3rd Avenue:
 - Increase the accommodation of pedestrian volume, circulation, resting and viewing points, while removing any obstructions to access to the water for harbour-related activities.
 - Add seating and other site furnishings in accessible locations (e.g. pier ends) to further enable people to observe harbour activities.
 - Floats:
 - Extend the length of publicly accessible floats.
 - Increase the number of connections from the land side.
 - Parking lot at 3rd Avenue:
 - Dedicate a pedestrian route to the waterfront boardwalk and pier.
 - Develop a bridge crossing to the Gulf of Georgia Cannery waterside deck.
- d) In scenarios where waterfront walkways deadend as an interim condition, ensure developments provide suitable universally accessible on-site connections from these points to Bayview Street.

- e) Developers through rezoning, development permit and/or heritage alteration permit applications shall be required to provide their portion of the continuous, universally accessible, riverfront walkway through:
- Ensuring public access to the riverfront walkway and pathway connections in perpetuity through the necessary legal agreements.
 - Design and construction of the riverfront walkway and pathway connections by the developer in accordance with the design guidelines contained in the Steveston Area Plan.”
- vi) In Section 9.3 Additional Development Permit Guidelines: Character Area Guidelines, repeal and replace the Steveston Village Character Area Map as follows:

Steveston Village Character Area Map



- vii) Inserting the following text to Section 9.3.2.1 Steveston Village General Guidelines: Shifts in Scale:
- “e) Existing elevations in the Village Core (at Moncton Street and 3rd Avenue), measured at 1.4 m GSC (Geodetic Survey Datum of Canada) is a historic feature in the Steveston Village Character Area to be retained:
- For properties in the Steveston Village Core, north of Bayview Street, the higher elevation of 1.4 m GSC or of the existing adjacent sidewalk shall be used and referenced in the development.
 - For properties in the Steveston Village Riverfront Area, south of Bayview Street, the higher elevation of 3.2 m GSC or of the existing adjacent sidewalk shall be used and referenced in the development.”
- viii) Repeal and replace the following text in Section 9.3.2.1 Steveston Village General Guidelines: Roofscapes, Exterior Walls, and Finishes as follows:
- “g) Using horizontal siding as the primary exterior cladding materials, complemented by a judicious use of glass, concrete, stucco and delicate timber details. Siding is encouraged to include historical treatments such as ship lap, flat lap horizontal wood, board-and-batten, and wood shingles. In keeping with the special heritage character of the two sub-areas, the use of metal exterior cladding or architectural detailing is not permitted in the Village Core except to replace existing metal materials with similar metal finishes in any existing building. The use of brick is not permitted in the Riverfront precinct except to replace any existing brick with similar brick.”
- ix) Repeal and replace the following text in Section 9.3.2.2 Area B: Steveston Village Sub Area Guidelines (Steveston Village Core Area – Massing and Height) as follows:
- “a) Reinforce a continuous commercial storefront streetwall with harmonious height of buildings, parapets, canopies and fascias. Building height should typically be no more than three storeys and may be varied to provide visual interest to the streetscape roofline (e.g., stepping from two to three-storey, except along Moncton Street where building heights are to be limited at two storeys.
- g) Make use of roofs as outdoor living spaces except for the roof decks with 3.0 m of the street property line; use the 3.0 m zone as a water collection area or inaccessible landscape area where no element or mature plant material is higher than 1.05 m above roof deck level.
- h) Building facades facing streets, or within 10 m (32.8 ft.) of a street, should have parapets at least 1.2 m above roof deck level.

- i) Solar panels may be affixed to flat roofs up to a height of 1.20 m and placed in any section of the roof deck that is a minimum distance of 1.0 m back from the roof edge. On a sloped roof, panels must be affixed flush to the roof and may not be more than 0.2 m above the roof surface.
- j) To encourage use of roof top decks as outdoor living spaces and architecturally integrate individual and communal rooftop deck access points into the building, such structures are not permitted unless all of the following criteria are met:
 - For individual unit roof top deck access:
 - Hatch access points (i.e., also known as pop-ups) should not exceed 1.83 m in height, as measured from the roof deck and be well integrated with the overall design of the building and setback from all roof edges to a minimum distance of 1.0 m.
 - Evaluate individual roof top deck access structures to ensure they are not visible from the streets and other public vantage points (i.e., lanes) generally from a distance of 90 m, taking into account any site specific context.
 - For communal (i.e., resident shared) roof top deck amenities:
 - Stair structures should not exceed 3.17 m in height for access as measured from the roof deck. Elevator lifts to facilitate accessibility to rooftop decks may require additional height to accommodate mechanical equipment, which would be reviewed as part of the required development application.
 - Stair and elevator structures should be well integrated with the overall design of the building and setback from all roof edges to a minimum distance of 1.0 m.
 - Evaluate communal rooftop deck access structures to ensure they are not visible from the streets and other public vantage points (i.e., lanes) generally from a distance of 90 m, taking into account any site specific context.
- k) On Bayview Street (north side), to achieve a suitable transition in built form moving north from Bayview Street to Moncton Street:
 - For the north 50% of any lot depth, a density of 1.2 F.A.R. and 3 storeys maximum building height (containing a parkade structure and two storeys above) is supported.
 - For the south 50% of any lot depth (nearest to Bayview Street which is the dyke) a density of 1.2 F.A.R. and 2 storeys building height as viewed

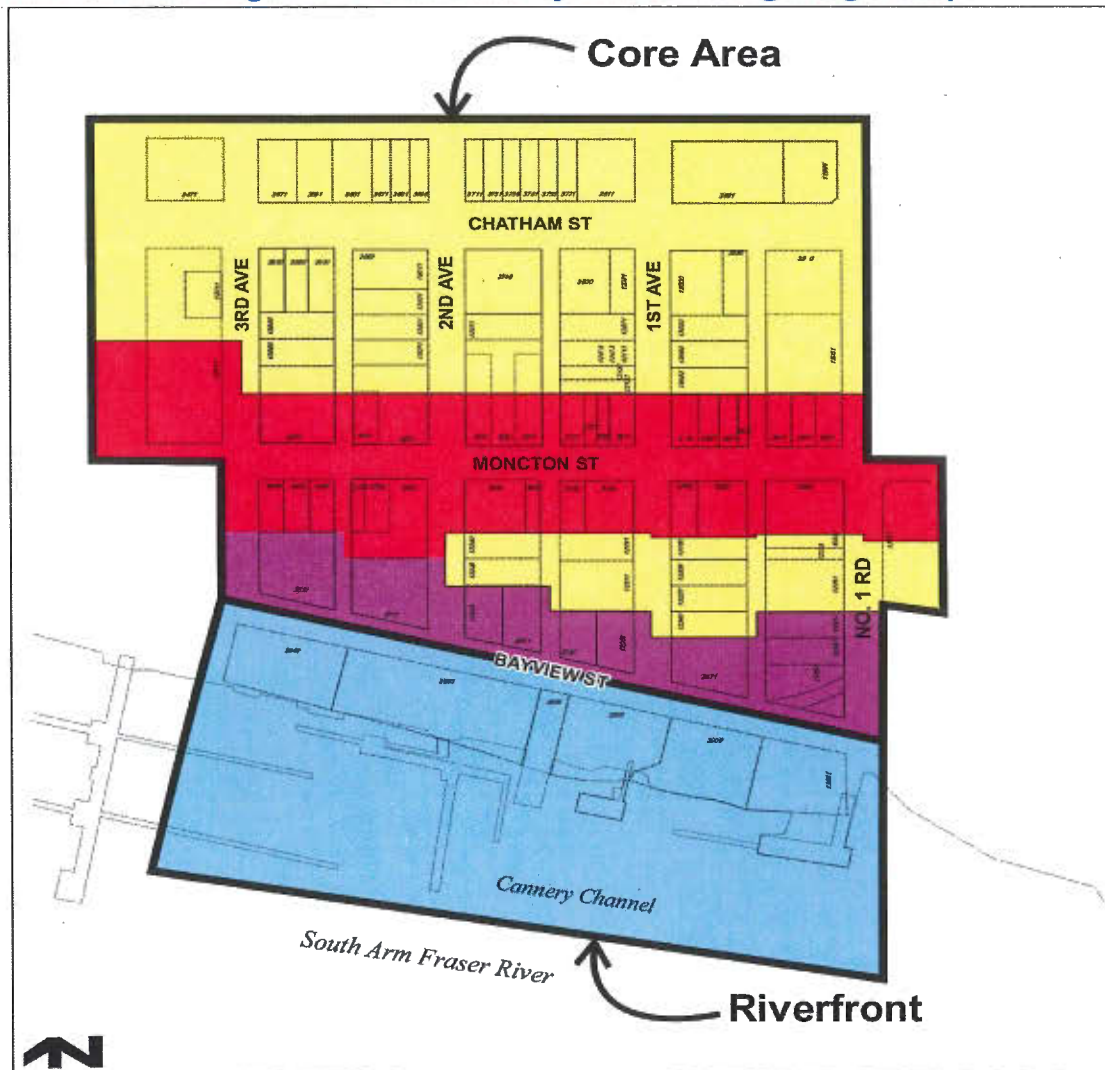
from Bayview Street is supported as the parkade structure below the two storeys will predominantly be concealed by the grade difference.”

- x) Repeal and replace the following text in Section 9.3.2.2 Area B: Steveston Village Sub Area Guidelines (Steveston Village Core Area – Architectural Elements) as follows:
 - “b) High quality materials that weather gracefully. Preferred cladding materials to be historic materials such as horizontal wood siding, board and batten, vertical channel board, wood shingles, 150 mm wide by 19 mm wood trim boards, or contemporary materials that provide effect (e.g., cementitious beveled board that replaces the appearance of bevelled wood siding). The use of brick is permitted as a secondary treatment for architectural elements and detailing in new buildings and new additions if that brick is clearly distinguishable from the Hepworth Building’s brick in colour and texture. For façade improvements to existing buildings, any brick that is removed should be replaced with similar brick, or a different brick or materials that would improve the aesthetics of the building and the area character. Stucco is prohibited. The use of brick or metal for exterior cladding or architectural detailing is not permitted, except to replace existing brick or metal materials with suitable brick, or similar metal, finishes in any existing building.
 - c) Metal or wood framed windows are preferred or contemporary materials that offer a compatible look. Exclusively vinyl framed windows are not permitted. Imitation divided lights should be avoided.
 - l) Roof top deck barrier railings are to be simple in design and consist primarily of transparent glazed panels at a minimum height that complies with British Columbia Building Code requirements but also mitigates their visibility from the street or from neighbouring roof top deck areas.”
- xi) Insert the following text into Section 9.3.2.2 Area B: Steveston Village Sub Area Guidelines (Steveston Village Riverfront – Settlement Patterns) and renumber clauses accordingly:
 - “b) Retain the existing large lot configuration along the Riverfront Area to accommodate a mix of large ‘cannery-like’ buildings and smaller buildings in accordance with the Steveston Village Riverfront Area guidelines.”
- xii) Repeal and replace the following text into Section 9.3.2.2 Area B: Steveston Village Sub Area Guidelines (Steveston Village Riverfront – Massing and Height) as follows:
 - “a) Typically be simple buildings blocks with broad gable roofs of approximately 12/12 pitch, augmented by subordinate portions with shed roofs having shallower pitches seamlessly connected to the main roof form. Flat roofs are not permitted.”

- xiii) Repeal and replace the following text into Section 9.3.2.2 Area B: Steveston Village Sub Area Guidelines (Steveston Village Riverfront – Architectural Elements) as follows:
- “a) Contribute to an interesting and varied roofscape which combines extensive use of shed and gable forms with very limited use of symmetrical hip, feature roofs, and dormers.
 - e) Employment of architectural elements which enhance enjoyment of the river, the sun, and the view and provide opportunities for private open space, especially in the case of residential uses where french balconies and similar features are encouraged. Roof decks are not permitted.
 - m) Metal or wood framed windows are preferred or contemporary materials that offer a compatible look. Application of exclusively vinyl framed windows in buildings is not supported. Vinyl siding is not permitted. Cementitious boards may be considered. The use of brick for exterior cladding or architectural detailing is not permitted, except to replace existing brick materials with suitable brick finishes in any existing building.”

- xiv) Repeal and replace the Steveston Village Land Use Density and Building Height Map as follows:

Steveston Village Land Use Density and Building Height Map



	Maximum FAR	Maximum Storeys	Maximum Building Height
Core Area, generally	1.6	3	12 m *
Core Area, Bayview Street (North)	1.2	3**	Varies due to grade elevation difference north of Bayview Street
Moncton Street **	1.2	2	9 m *
Riverfront Area	1.6	3	20 m GSC ***

* Maximum building height may increase where needed to improve the interface with adjacent existing buildings and streetscape, but may not exceed the maximum storeys.

** Three storey building height for buildings along the north side of Bayview Street shall include two storeys over a parkade structure.

*** Maximum building height may not exceed the height of the Gulf of Georgia Cannery, which is approximately 22 meters GSC.

2. This Bylaw may be cited as **“Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9775”**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

_____	CITY OF RICHMOND
_____	APPROVED by LE
_____	APPROVED by Manager or Solicitor

MAYOR

CORPORATE OFFICER



To: Mayor and Councillors
From: Terry Crowe
Manager, Policy Planning
Date: November 24, 2017
File:
Re: Proposed Steveston Area Plan Bylaw Changes: Village Heritage Conservation Policies and Design Guidelines

Purpose

The purpose of this memo is to respond to direction provided by Planning Committee on November 21, 2017, as follows:

- (1) *That staff be directed to:*
 - (a) *incorporate both the "Sakamoto Guidelines for Area Revitalization (1987)" and "Sakamoto Guidelines for Façade Improvements (1989)" in their entirety, into the Steveston Area Plan;*
 - (b) *incorporate design guidelines that would require solid non-transparent barrier railings for rooftop structures;*
 - (c) *incorporate design guidelines that would restrict the use of brick only for the replacement of existing brick façades throughout the Village; and*
 - (d) *remove the proposed policy to establish a bridge connection to the Gulf of Georgia site;**and to make the necessary changes to Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9775;*
- (2) *That new developments in the Riverfront Area south of Bayview Street be restricted to a maximum of two storeys and a maximum density of 1.2 FAR; and*

Response

City staff have made Planning Committee's requested changes to Official Community Plan Bylaw 7100, Amendment Bylaw 9775 to address Items (1)(a) through (d) above (Attachment 1).

As well, staff have prepared proposed Official Community Plan Bylaw 7100, Amendment Bylaw 9797 to address Planning Committee's Item (2) above (Attachment 2). Both proposed Bylaws are being forward to you for consideration by Council at its on Monday, November 27, 2017 meeting.

For clarification, please contact me at 604-276-4139

Terry Crowe
Manager, Policy Planning

TTC:ke

Att.2

pc: Joe Erceg, MCIP, General Manager, Planning and Development
Wayne Craig, Director, Development



**City of
Richmond**

Bylaw 9775

**Richmond Official Community Plan Bylaw 7100
Amendment Bylaw 9775
Steveston Area Plan (Schedule 2.4)**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Official Community Plan Bylaw 7100 is amended by repealing and replacing and/or adding text and accompanying diagrams and materials to various sections of the Steveston Area Plan (Schedule 2.4) as follows:
 - i) Adding the following text into Section 3.2.3 Steveston Village Node:
 - “h) Promote public access to the waterfront between 3rd Avenue and No. 1 Road through new pedestrian connections from Bayview Street and upgrades to the existing pedestrian paths.
 - i) Work toward uninterrupted connectivity along the waterfront between 3rd Avenue and No. 1 Road through extensions and improvements to walkway infrastructure and surfaces.”
 - ii) Repeal and replace the following text in Section 4.0 Heritage – Policies for Steveston Planning Area:
 - “k) To assist in achieving heritage conservation, consider utilizing a variety of regulatory and financial incentives through the applicable development application requirements (i.e., rezoning, development permit and/or heritage alteration permit), including but not limited to new zones, reduced parking, loading and unloading requirements, density bonusing and density transfer as well as consider using a variety of legal tools (i.e., heritage revitalization agreements, heritage covenants, phased development agreements).
 - Note: Supporting policies and guidelines are contained in the Heritage (Section 4.0), Transportation (Section 5.0), Natural and Human Environment (Section 6.0) and Development Permit Guidelines (Section 9.0) in the Steveston Area Plan.”
 - iii) Repeal and replace the following text in Section 4.0 Heritage – Policies for Steveston Village Node:
 - “l) Along Moncton Street the maximum building height shall be two-storeys and 9 m in height to ensure the size and scale of Moncton Street development is consistent with the village node.”

- iv) Adding the following text into Section 5.0 Transportation and accompanying diagram:

“Objective 6: Consider on-site parking reduction opportunities to help achieve the City’s heritage conservation and management objectives for the Steveston Village Heritage Conservation Area, in recognition that Steveston Village (Core and Riverfront Areas) is a complete and compact community well serviced by public transit offering a wide range of services to residents, visitors and employees.

Steveston Village Heritage Conservation Area Map



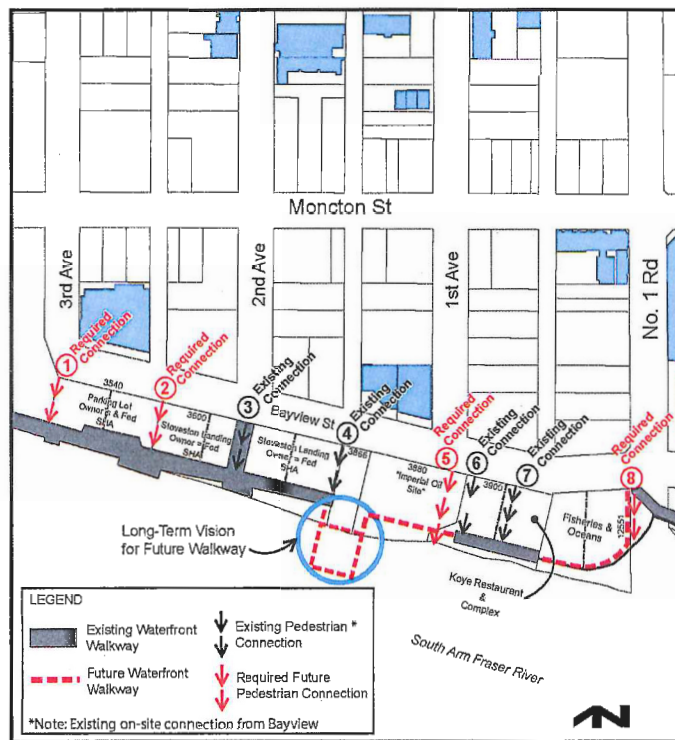
Policies:

- a) Consideration of parking reductions to be assessed through the applicable required development application.
- b) For development of new residential uses, a 13% reduction from applicable Zoning Bylaw parking requirements can be considered.
- c) For development of new commercial uses, a 33% reduction from applicable Zoning Bylaw parking requirements can be considered.
- d) Required on-site residential visitor parking and other non-residential use parking (i.e., commercial) may be shared.”

- v) Adding the following text into Section 6.0 Natural & Human Environment and accompanying diagrams:

“Objective 6: Work toward public accessibility for pedestrians to and along the waterfront between 3rd Avenue and No. 1 Road through pathways that connect Bayview Street to the water’s edge, and completion of a continuous boardwalk.

Existing and Future Riverfront Walkways and Connections

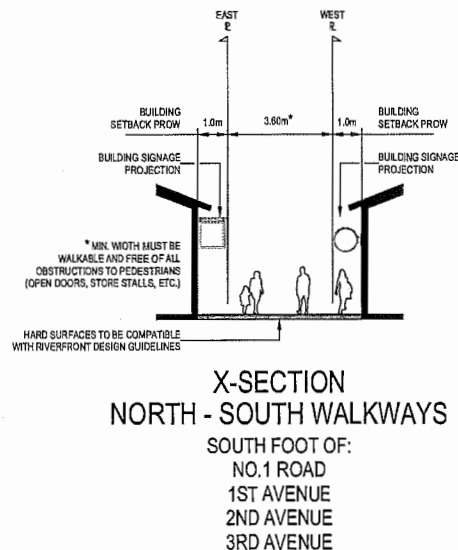


Policies:

- a) Work with the Federal Government, Steveston Harbour Authority and other property owners to establish new pedestrian connections at the following street and lane ends.
 - Pedestrian connections at road ends at the south foot of No. 1 Road, 1st Avenue and 3rd Avenue will meet the following guiding principles for universal accessibility and urban design:
 - Create a public right-of-passage with a minimum width of 5.6 m including 1.0 m setbacks from adjacent buildings
 - Building signage projections up to 1.0 m into any building setback and detailed as per Steveston Development Permit Area Design Guidelines

- A minimum of 5.6 m of the above minimum 5.6 m public right-of-passage must be free and clear of obstructions, including but not limited to: building projections (except for signage), doors, patios, store stalls.
- Accessible hard surfaces with materials compatible with “Steveston Village Riverfront” Development Permit Area design guidelines (see: Section 9.3.2.2.b).
- Pedestrian connections materials and surface treatments designed to be safe and accessible for all users.
- Undertake enhancements to existing pedestrian connections in accordance with these guidelines where appropriate.

Pedestrian Connections at Road Ends

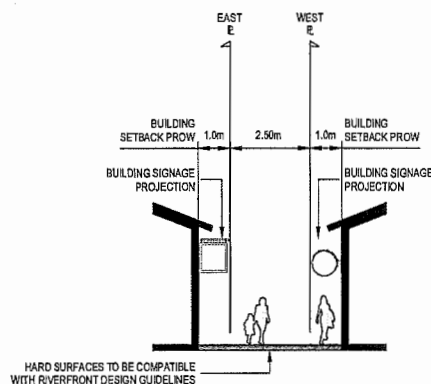


- Connections at the lane ends between No. 1 Road and 1st Avenue, between 1st Avenue and 2nd Avenue; and between 2nd Avenue and 3rd Avenue, will meet the following guiding principles for universal accessibility and urban design:
 - Create a public right-of-passage with a minimum width of 4.5 m including 1.0 m setbacks from adjacent buildings
 - Building signage projections up to 1.0 m into any building setback and detailed as per Steveston Development Permit Area Design Guidelines
 - A minimum of 4.5 m of the above minimum 4.5 m public right-of-passage must be free and clear of obstructions, including but not

limited to: building projections (except for signage), doors, patios, store stalls.

- Accessible hard surfaces with materials compatible with “Steveston Village Riverfront” Development Permit Area design guidelines (see: Section 9.3.2.2.b).
- Pedestrian connections materials and surface treatments designed to be safe and accessible for all users.
- Undertake enhancements to existing pedestrian connections in accordance with these guidelines where appropriate.

Pedestrian Connections at Lane Ends

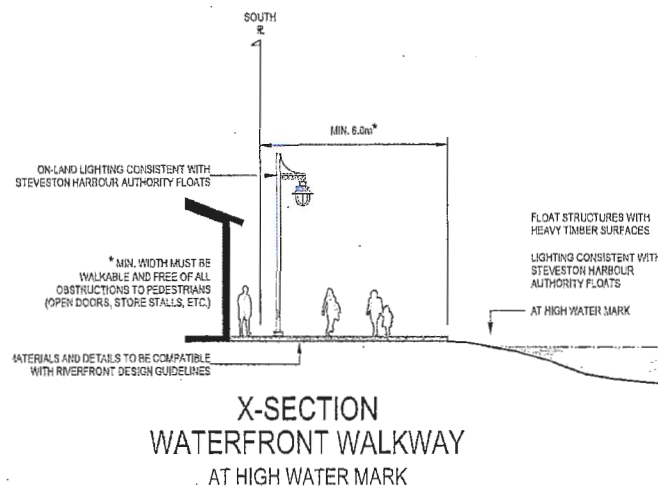


X-SECTION
NORTH - SOUTH WALKWAYS
 SOUTH FOOT OF LANE ENDS BETWEEN:
 NO.1 ROAD & 1ST AVENUE
 1ST AVENUE & 2ND AVENUE
 2ND AVENUE & 3RD AVENUE

- b) Work with the Federal Government, Steveston Harbour Authority and other property owners to establish waterfront walkway connections at, and above, high water mark.
 - Walkway sections that are situated at high water mark elevation will meet the following guiding principles for universal accessibility and urban design:
 - Minimum 6.0 m in width.
 - Connected to walkways above, at the street end nodes, with gangways to create accessible access points.
 - Float structures with heavy timber surfaces.

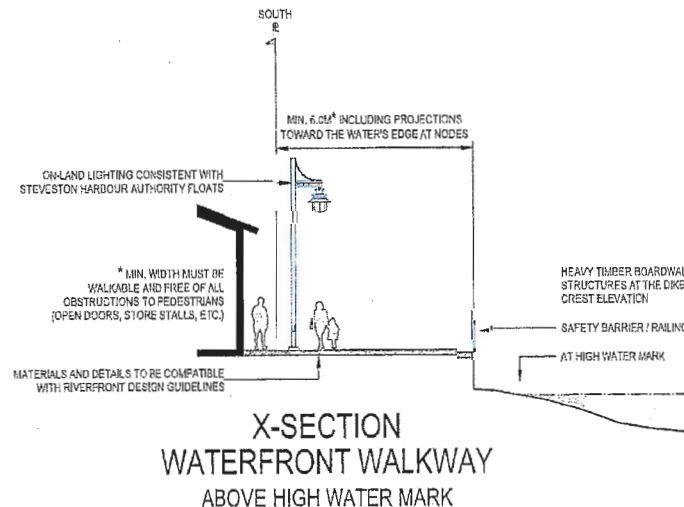
- Materials and details compatible with “Steveston Village Riverfront” Development Permit Area design guidelines (see: Section 9.3.2.2.b).
- Waterfront walkway materials and surface treatments designed to be safe and accessible for all users.
- Lighting to enable nighttime use consistent with Steveston Harbour Authority floats.
- Undertake enhancements to existing waterfront walkway connections in accordance with these guidelines where appropriate.

Waterfront Walkway at High Water Mark



- Walkway sections that are situated above high water mark elevation will meet the following guiding principles for universal accessibility and urban design:
 - Minimum 6.0 m in width including projections toward the water's edge at nodes (i.e. both street end and lane end connections).
 - Heavy timber boardwalk structures at the dike crest elevation.
 - Materials and details compatible with “Steveston Village Riverfront” Development Permit Area design guidelines (see: Section 9.3.2.2.b).
 - Waterfront walkway materials and surface treatments designed to be safe and accessible for all users.
 - Lighting, seating and other site furnishings, as appropriate, at nodes.
 - Undertake enhancements to existing waterfront walkway connections in accordance with these guidelines where appropriate.

Waterfront Walkway Above High Water Mark



c) Work with Steveston Harbour Authority to connect the waterfront walkway to existing structures as follows:

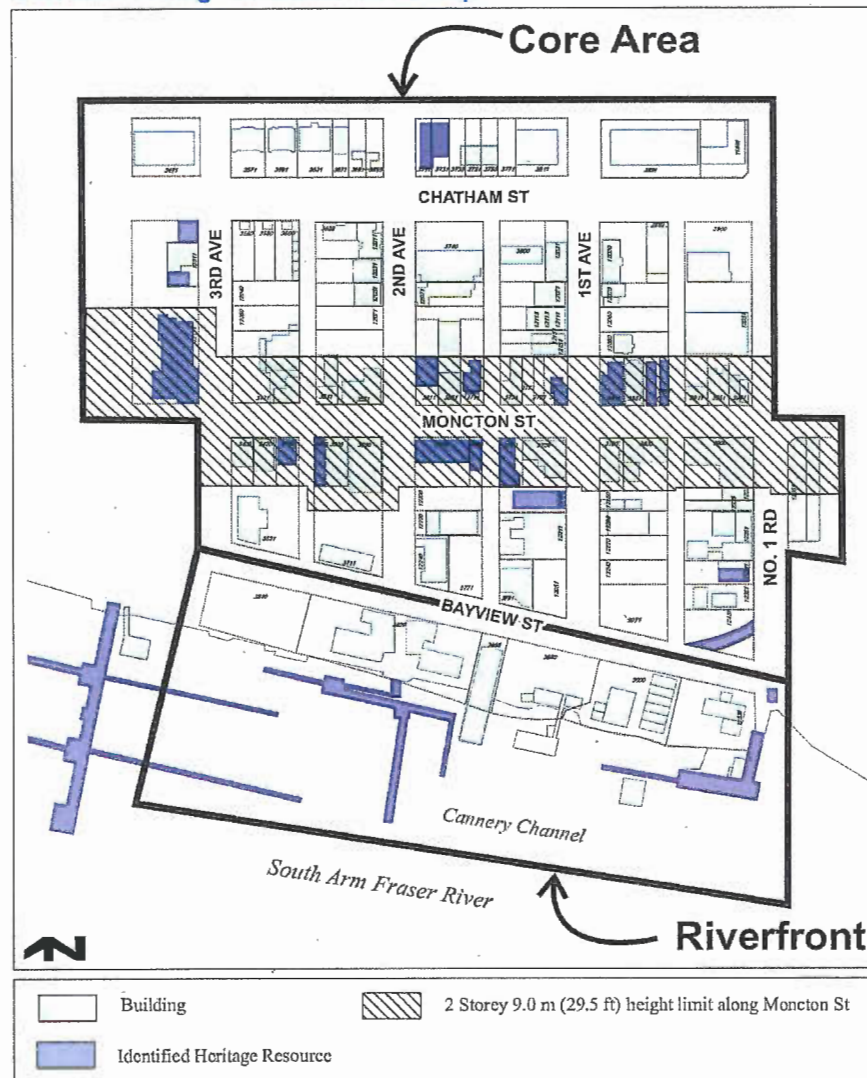
- Piers at the south foot of No. 1 Road and 3rd Avenue:
 - Increase the accommodation of pedestrian volume, circulation, resting and viewing points, while removing any obstructions to access to the water for harbour-related activities.
 - Add seating and other site furnishings in accessible locations (e.g. pier ends) to further enable people to observe harbour activities.
- Floats:
 - Extend the length of publicly accessible floats.
 - Increase the number of connections from the land side.
- Parking lot at 3rd Avenue:
 - Dedicate a pedestrian route to the waterfront boardwalk and pier.

- d) In scenarios where waterfront walkways deadend as an interim condition, ensure developments provide suitable universally accessible on-site connections from these points to Bayview Street.
- e) Developers through rezoning, development permit and/or heritage alteration permit applications shall be required to provide their portion of the continuous, universally accessible, riverfront walkway through:
 - Ensuring public access to the riverfront walkway and pathway connections in perpetuity through the necessary legal agreements.
 - Design and construction of the riverfront walkway and pathway connections by the developer in accordance with the design guidelines contained in the Steveston Area Plan.”
- vi) Inserting the following text at the end of Section 9.1 Application and Intent:

“The “Sakamoto Guidelines for Design Criteria for the Steveston Revitalization Area” and the “Sakamoto Guidelines for Steveston Downtown Revitalization Area Façade Guidelines” are contained in Appendix 2 to the Steveston Area Plan for reference purposes and are applicable to the Steveston Village Core and Riverfront Area. These documents can be interpreted flexibly and are to be used in coordination with the Development Permit Steveston Village Sub Area Guidelines (Core and Riverfront Area) when reviewing development proposals.”
- vii) Amending the Steveston Area Plan table of contents to add Appendix 2 (Sakamoto Guidelines for Design Criteria for the Steveston Revitalization Area; Sakamoto Guidelines for Steveston Downtown Revitalization Area Façade Guidelines).
- viii) Amending the Steveston Area Plan to add the Sakamoto Guidelines for Design Criteria for the Steveston Revitalization Area and Sakamoto Guidelines for Steveston Downtown Revitalization Area Façade Guidelines (contained in Schedule A attached to and forming part of Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9775)

- ix) In Section 9.3 Additional Development Permit Guidelines: Character Area Guidelines, repeal and replace the Steveston Village Character Area Map as follows:

Steveston Village Character Area Map



- x) Inserting the following text to Section 9.3.2.1 Steveston Village General Guidelines: Shifts in Scale:

“e) Existing elevations in the Village Core (at Moncton Street and 3rd Avenue), measured at 1.4 m GSC (Geodetic Survey Datum of Canada) is a historic feature in the Steveston Village Character Area to be retained:

- For properties in the Steveston Village Core, north of Bayview Street, the higher elevation of 1.4 m GSC or of the existing adjacent sidewalk shall be used and referenced in the development.

- For properties in the Steveston Village Riverfront Area, south of Bayview Street, the higher elevation of 3.2 m GSC or of the existing adjacent sidewalk shall be used and referenced in the development.”
- xi) Repeal and replace the following text in Section 9.3.2.1 Steveston Village General Guidelines: Roofscapes, Exterior Walls, and Finishes as follows:
- “g) Using horizontal siding as the primary exterior cladding materials, complemented by a judicious use of glass, concrete, stucco and delicate timber details. Siding is encouraged to include historical treatments such as ship lap, flat lap horizontal wood, board-and-batten, and wood shingles. In keeping with the special heritage character of the two sub-areas, the use of metal exterior cladding or architectural detailing is not permitted in the Village Core except to replace existing metal materials with similar metal finishes in any existing building. The use of brick is not permitted in the Core or Riverfront Area except to replace any existing brick with similar brick.”
- xii) Repeal and replace the following text in Section 9.3.2.2 Area B: Steveston Village Sub Area Guidelines (Steveston Village Core Area – Massing and Height) as follows:
- “a) Reinforce a continuous commercial storefront streetwall with harmonious height of buildings, parapets, canopies and fascias. Building height should typically be no more than three storeys and may be varied to provide visual interest to the streetscape roofline (e.g., stepping from two to three-storey, except along Moncton Street where building heights are to be limited at two storeys.
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- h) Building facades facing streets, or within 10 m (32.8 ft.) of a street, should have parapets at least 1.2 m above roof deck level.
- i) Solar panels may be affixed to flat roofs up to a height of 1.20 m and placed in any section of the roof deck that is a minimum distance of 1.0 m back from the roof edge. On a sloped roof, panels must be affixed flush to the roof and may not be more than 0.2 m above the roof surface.
- j) To encourage use of roof top decks as outdoor living spaces and architecturally integrate individual and communal rooftop deck access points into the building, such structures are not permitted unless all of the following criteria are met:
- For individual unit roof top deck access:

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- Evaluate individual roof top deck access structures to ensure they are not visible from the streets and other public vantage points (i.e., lanes) generally from a distance of 90 m, taking into account any site specific context.
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 - For the north 50% of any lot depth, a density of 1.2 F.A.R. and 3 storeys maximum building height (containing a parkade structure and two storeys above) is supported.
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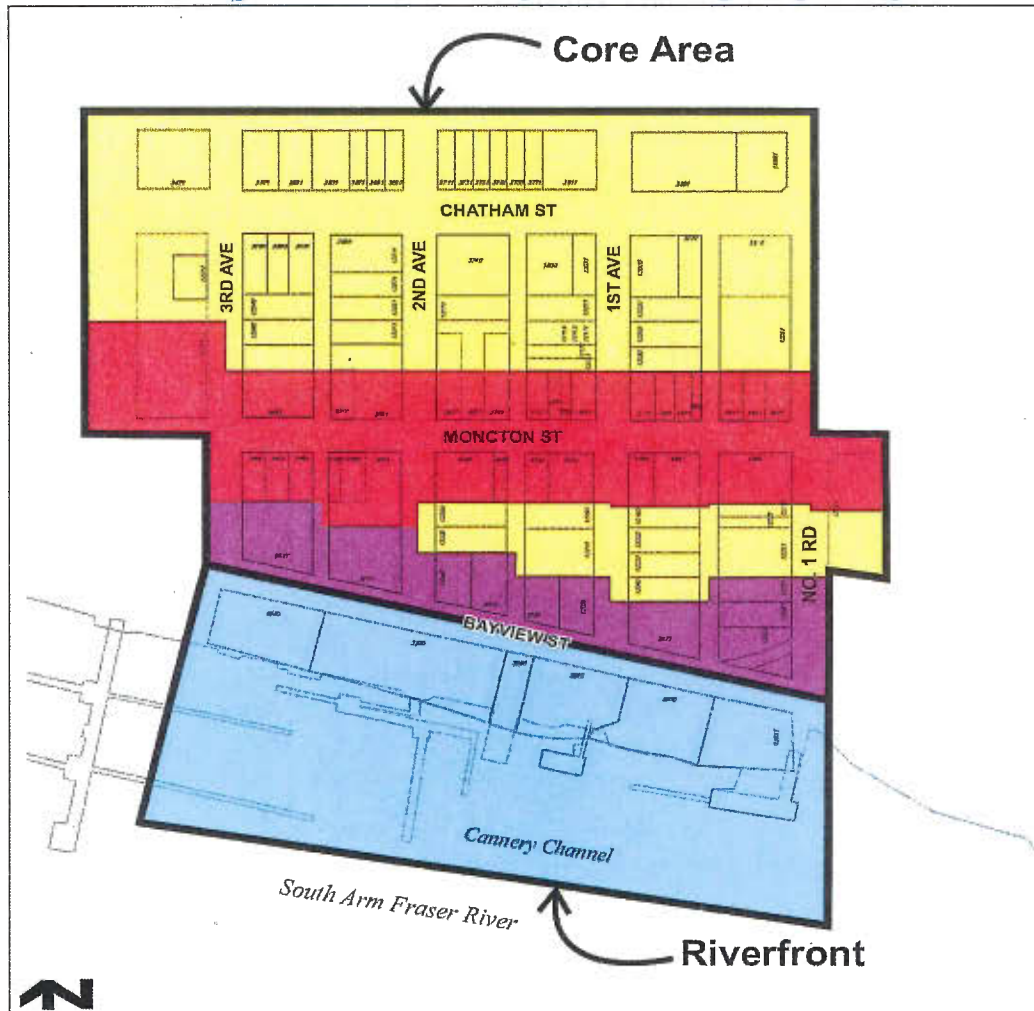
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architectural detailing is not permitted, except to replace existing brick materials with suitable brick finishes in any existing building.”

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Steveston Village Land Use Density and Building Height Map



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Riverfront Area	1.6	3	20 m GSC ***

* Maximum building height may increase where needed to improve the interface with adjacent existing buildings and streetscape, but may not exceed the maximum storeys.

** Three storey building height for buildings along the north side of Bayview Street shall include two storeys over a parkade structure.

*** Maximum building height may not exceed the height of the Gulf of Georgia Cannery, which is approximately 22 meters GSC.

2. This Bylaw may be cited as **“Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9775”**.

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SECOND READING

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ADOPTED

_____	CITY OF RICHMOND APPROVED by <i>KE</i>

_____	APPROVED by Manager or Auditor <i>KE</i>

MAYOR

CORPORATE OFFICER

Design Criteria for the STEVESTON REVITALIZATION AREA



Prepared by the Richmond Planning Department

DESIGN CRITERIA FOR THE STEVESTON REVITALIZATION AREA

Prepared by the Richmond Planning Department

December, 1987

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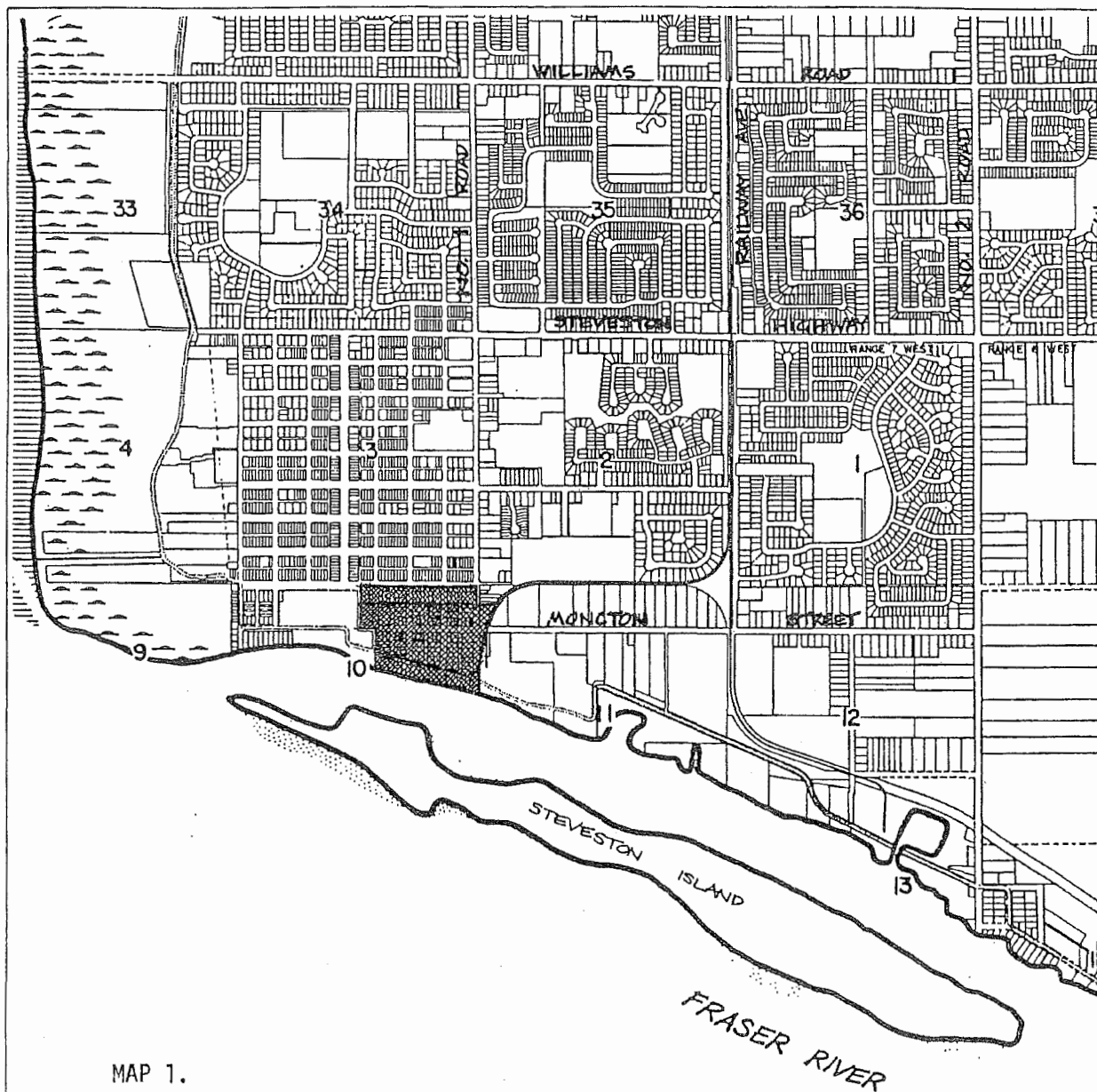
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MAP 1.

ATTACHMENT '2'
DEVELOPMENT
PERMIT
AREA MAP



REVITALIZATION
AREA

STEVESTON



0 250
METRES

JANUARY 1987

DESIGN CRITERIA FOR STEVESTON

INTRODUCTION

These design criteria are a supplement to the development permit guidelines in the Steveston Area Plan, Attachments 2 and 3. The Steveston Area Plan forms part of the Official Community Plan for Richmond. The map on page 1 shows the applicable area.

The development permit guidelines have been prepared in accordance with the Municipal Act of the Province of British Columbia, and every person who intends to construct a building or alter the land in the areas shown on the development permit map (attachment 2) must first obtain a development permit. The Permit is issued by Council subject to the guidelines described in the Steveston Area Plan. The guidelines are repeated in this document in bold type, and must be adhered to. The design criteria in this document will assist developers to understand and respond to the special conditions in the Steveston Area.

The Richmond Zoning By-law, Screening By-law,* Parking By-law,* Building Code, and Sign By-law will all affect the design of buildings in Steveston. The criteria in this document expand on both development permit guidelines and the Screening By-law regulations, therefore a separate Screening Permit is not required. A Building Permit and Sign Permit will be required after the Development Permit is approved.

1. HERITAGE BUILDING VARIANCES

Because this area is a heritage area, owners of recognized heritage buildings may have special opportunities and obligations. Buildings shown on Map 2 as potential heritage buildings may be considered for variances to the Zoning By-law (including parking requirements) and Screening By-law regulations. In order to receive the variances, applicants will be required to adhere to the form, character and building finish criteria in this document, and have a Heritage Designation By-law approved for their building.** For a list of the potential heritage buildings, refer to Appendix 5. (Buildings on this list may be removed subject to the consultant work being undertaken in 1988.)

2. DOWNTOWN REVITALIZATION AND FACADE IMPROVEMENT GRANTS

Because Steveston is also a Downtown Revitalization Area, building owners are eligible for Facade Improvement Grants. The grants are provided by the B.C. Downtown Revitalization Program and administered by the Municipality. The grants are intended to assist owners to upgrade their store fronts in accordance with local criteria, as specified under guidelines #4 in this report. Financial and procedural details regarding the grants are provided in Appendix 1.

* draft

** pursuant to the Heritage Conservation Act

3. ADMINISTRATIVE REQUIREMENTS

HOW TO APPLY FOR A DEVELOPMENT PERMIT

You will need a Development Permit if you plan to develop in the Steveston Downtown Revitalization Area.

You can obtain an application form for a Development Permit at the counter in the Planning Department. The general requirements, including a letter of intent, owner's signature, and fees are on the application form.

Before making a formal application, you may want to read this report and check servicing requirements with the Engineering Department. Planning staff will assist you with any questions regarding the application form, design criteria or general planning for the area.

PLANS AND OTHER INFORMATION REQUIRED

A complete set of preliminary architectural drawings is recommended, accompanied by a letter describing the project in full. This information is important because planning staff, the Design Panel, Council, and people on neighbouring properties will use the information to evaluate your development. Plans should include:

1. a Site Plan showing the street, surrounding properties, parking, landscaping and all major buildings. Dimensions should be sufficient to determine compliance with or variances to the Zoning By-law. Calculations should indicate parking.

Context photos, and a plan and street elevation showing adjacent buildings are requested by the Design Panel.

2. Preliminary architectural plans should indicate general interior layouts, main front entrances, balconies, outdoor living areas, amenity areas, awnings, canopies, signs, exterior elevations and exterior facade finish materials.
3. Building sections or elevations should be in sufficient detail to determine heights and bulk. Elevations should show exterior finish materials and door and window finish materials. A colour scheme is requested by the Design Panel.
4. Preliminary landscape plans should indicate required landscaping, screening, fencing, street furniture and all existing trees on the site.

HOW THE PROCESS WORKS

Development Permits are issued by Council at regular Council meetings. The process is generally as follows:

Step 1: The applicant consults with the Planning Department and obtains an application form.

Step 2: The applicant's architect prepares preliminary plans based on the Criteria for Development Permits published by the Municipality.

Step 3: The applicant submits the application form, fee, plans, and other required documentation to the Planning Department.

Step 4: The Planning Department obtains feedback from relevant Municipal departments and agencies. Planning staff will, along with the Design Panel, review the plans to determine compliance with the Criteria. The architect may make a presentation to the Design Panel.

Municipal staff will also determine the need for variances to the Zoning By-law or Screening By-law.

Step 5: Planning staff will contact the applicant if any changes to the plans are required.

The applicant's architect or landscape architect may need to revise drawings at this stage.

Step 6: When plans are sufficient, planning staff will prepare a report to Council. The completed permit and plans will be attached to the report. The Municipal Clerk will give ten days notice as required by the Municipal Act, so that affected property owners can speak at the Hearing-in-Public.

Step 7: Council will hold a Hearing-in-Public and will then consider issuance of the Development Permit, usually the same day, at a regular Council meeting.

Step 8: Staff will register the Permit on the title at the Land Registry Office.

Later, staff will inspect the completed project to determine compliance with the terms of the Permit.

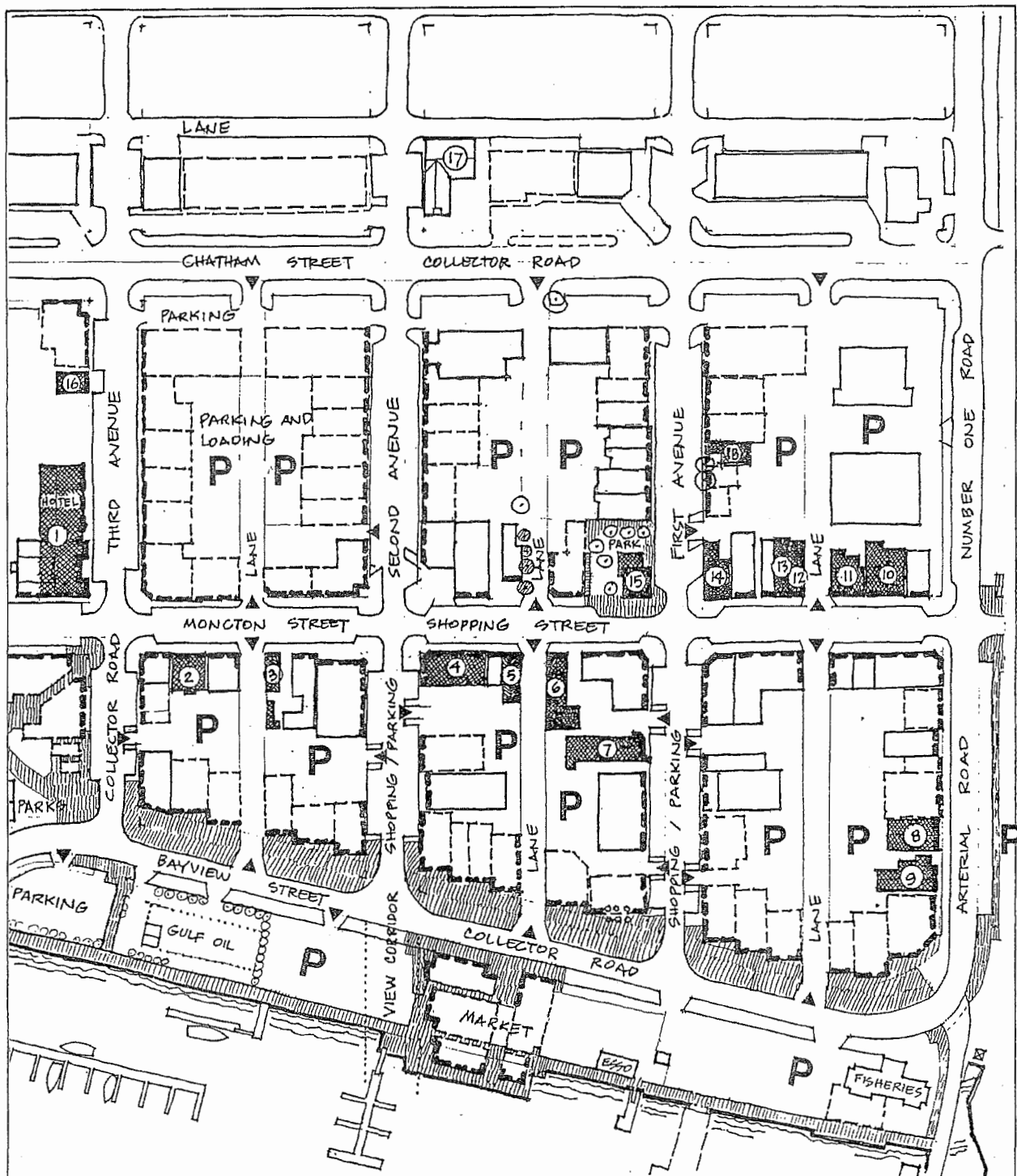
STEVESTON DOWNTOWN DESIGN CONCEPT

The design concept plan is intended to lend cohesiveness to the Revitalization Area criteria. The concept plan illustrates the important relationships between present and future buildings, streets, parking and access lanes.

The design concept shows the extent of street improvements for the foreseeable future. Number One Road, Bayview Street, Third Avenue and Chatham Street function primarily to move traffic into and out of the area. Motorists will also use Moncton to gain access, but its main function is as a shopping street with space for short term customer parking. First and Second Avenue and most lanes have extensive parking and loading and provide the main access to parking lots and shops.

The design concept also shows the approximate location and massing of new buildings. This plan is not intended to be fixed in stone, but shows the preferred street setbacks and land expected to be developed for parking. Because the concept encourages a filling-in of empty spaces and requires a continuous commercial frontage along shopping streets, the area will become more attractive to window shoppers.

Existing buildings which have heritage potential are shown on the design concept. These are the buildings where some relaxation of Zoning and Screening regulations will be considered.



STEVESTON DOWNTOWN DESIGN CONCEPT

- PROPOSED BUILDING MASSING
- POTENTIAL HERITAGE BUILDINGS. SEE APPENDIX 5.
- COMMERCIAL FACADE / CANOPIES
- ▶ P PARKING / ACCESS
- PROPOSED BOARDWALK

MAP 2

FEB. 1980

STEVESTON DOWNTOWN REVITALIZATION AREA

DESIGN GUIDELINES

1. The distinctive character of the original buildings should be preserved and restored in keeping with the styles of the era. Pre-1930 building often had false fronts, gable roofs, and canopies.

There are two distinctive types of buildings in Steveston, the commercial buildings on the Moncton Street vicinity and the industrial buildings on the waterfront. The two types are discussed and illustrated separately on the following pages. See Appendix 2 for a sketch of building types.



Second Avenue

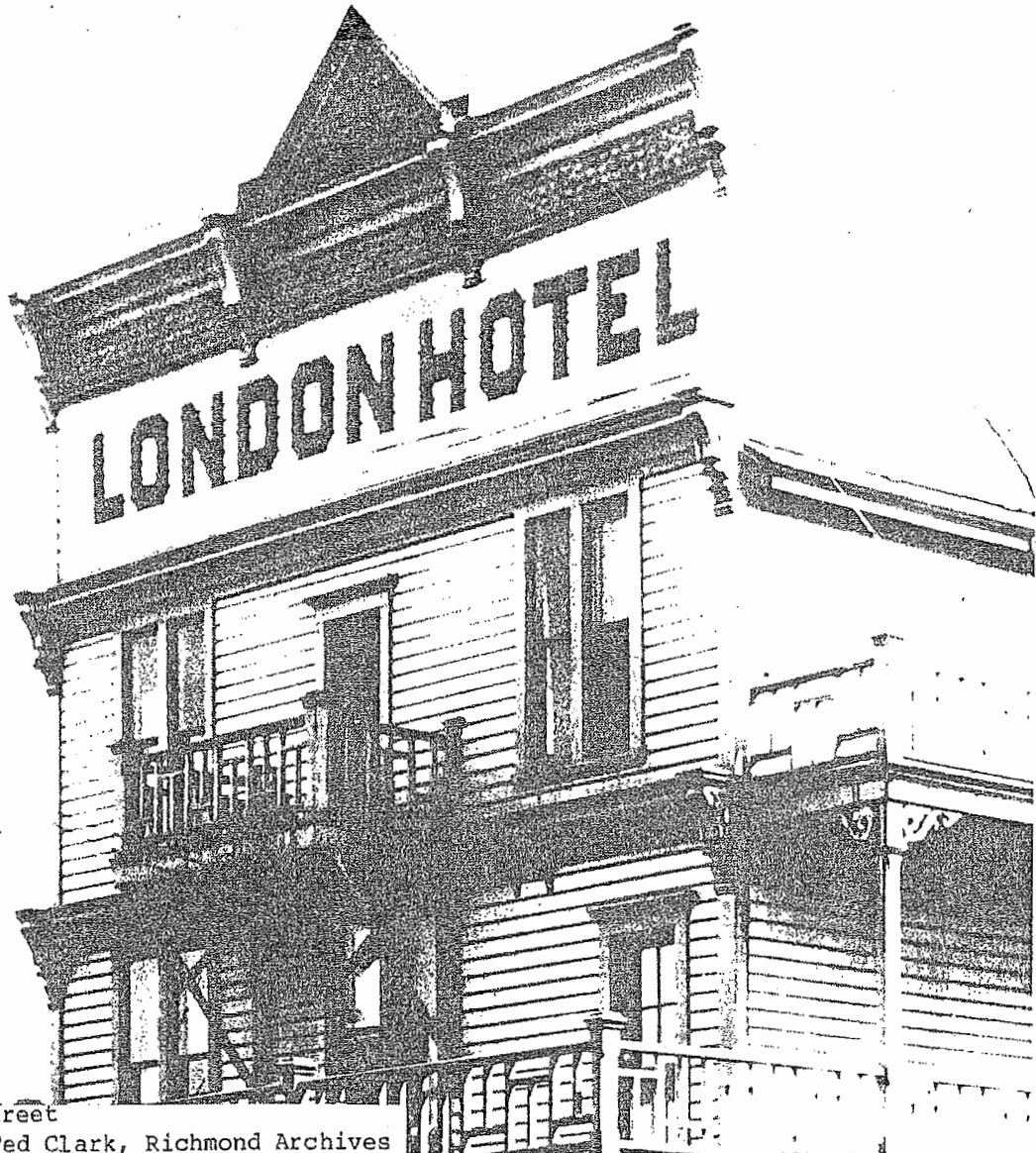
Source: Vancouver City Archives.

1.1 Traditional buildings on Moncton Street and vicinity

Today several buildings remain on Moncton Street dating from the 1920's and 1930's.

We can see from archival photographs that buildings from the turn of the century had a distinctive decorated false-front style.

Early wooden buildings, which did not survive the fire of 1918, were generally two or three storeys in height, with more elaborate ornamentation than the 1920's commercial buildings. The turn-of-the-century building typically had balconies, decorated handrails, and decorative trim. The sidewalks in front of older buildings were often protected from the weather by canopies, usually supported on carved posts with decorated brackets. These old buildings had gabled roofs with rectilinear or ornamented false fronts facing the street, and were usually one or two storeys in height.



Moncton Street

Source: Ted Clark, Richmond Archives

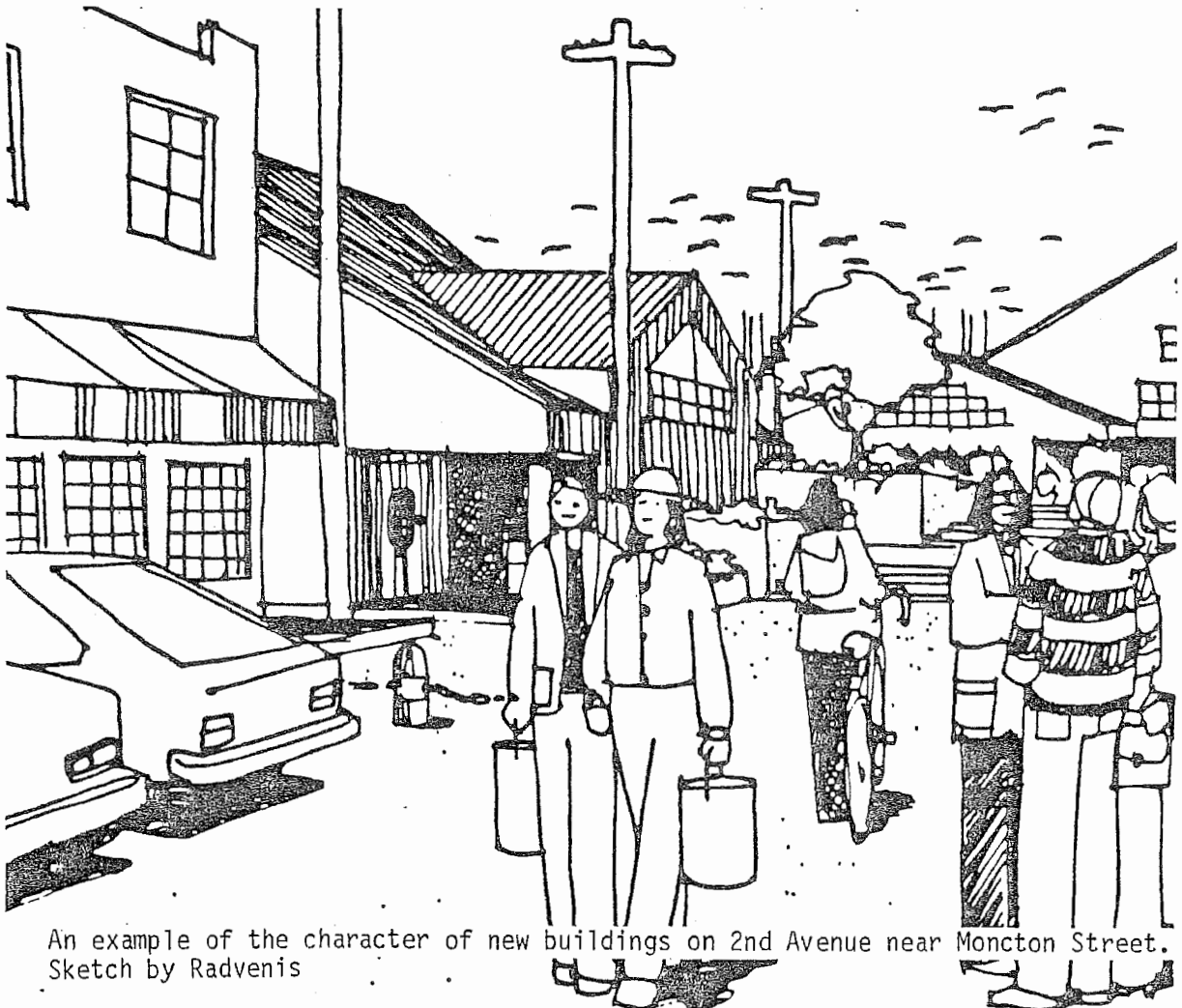
Existing buildings, if they are renovated or restored, should be based on traditions illustrated in this document. The community would like to see the following elements preserved or restored:

- . gabled roofs and false fronts
- . decorative brackets, balconies and posts
- . canopies
- . painted wooden horizontal siding or shingles
- . wooden vertical windows or bay windows

New buildings

New buildings in the area should be designed to compliment the tradition established by existing older buildings. To do this, new buildings should be of two or three stories in height, should have features of interest to shoppers, and should have simple, pedestrian scaled signs. Finish materials should be compatible with traditional materials. Replica buildings should be faithful to the buildings illustrated in this report or seen in other old photographs.

For details of building style, refer to Appendix 2.



An example of the character of new buildings on 2nd Avenue near Moncton Street.
Sketch by Radvenis

1.2 Traditional buildings on the Bayview Street waterfront

B.C. coastal industrial architecture has traditionally considered fairly large structures with peaked roofs having ridge boards perpendicular to the shoreline. Some structures later evolved into a "L" shaped plan.

Originally, all structures had board and batten siding but in recent years most waterfront buildings have been clad in metal.

These buildings traditionally had small-panel windows, with a vertical format.



Sketch by Radvenis

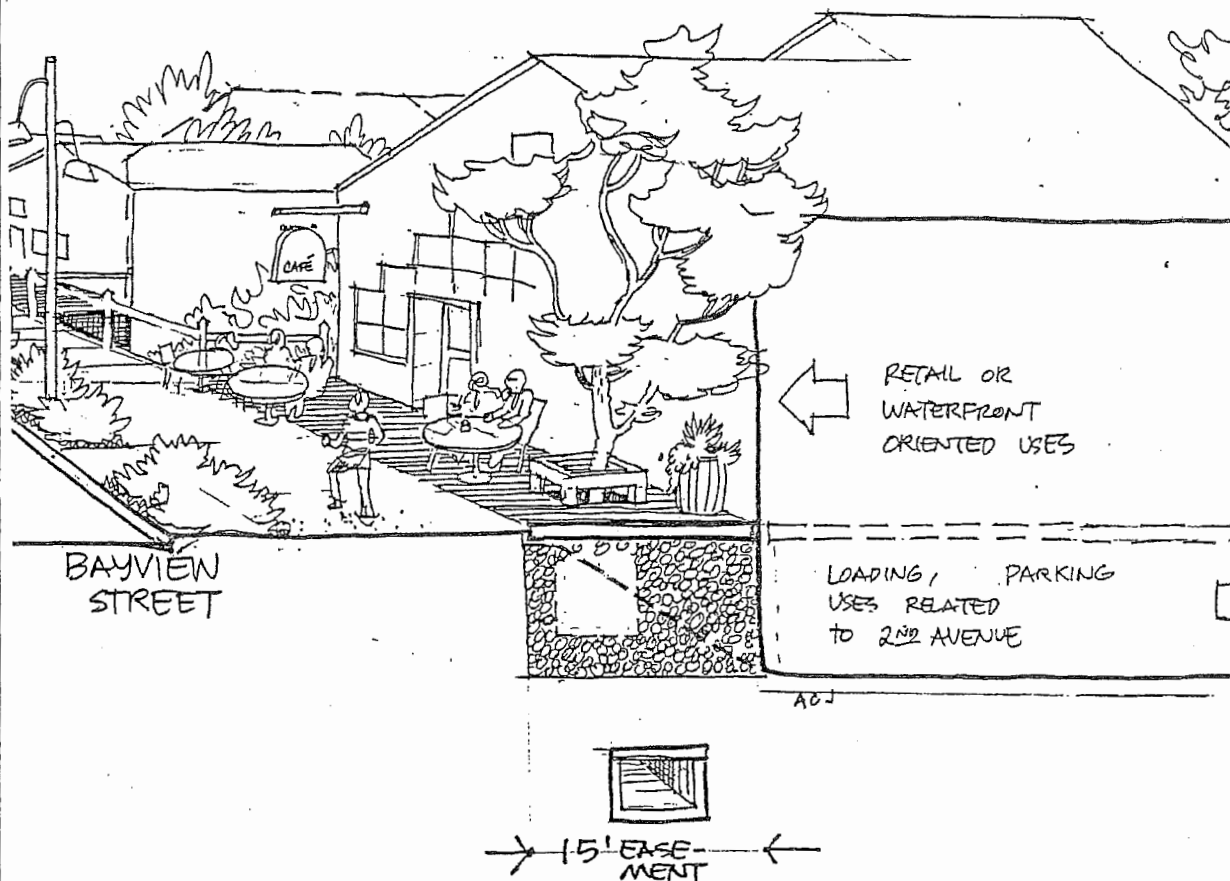
New buildings on Bayview Street

Siting of new buildings on Bayview Street or the waterfront should be with a consideration of views of the water, both for people in the new building and for people on the street. It is desirable to maintain unobstructed views of the water from all north-south streets. New buildings on Bayview Street may have a more industrial character than buildings on Moncton Street, but should not exceed three stories in height, measured from the dyke elevation. A form and character similar to waterfront cannery structures would be acceptable.

Entrances to buildings along Bayview street or the waterfront should be with a consideration of views of the water, both for people in the new buildings and for people on the street. It is desirable to maintain unobstructed views of the water from all north-south streets.

Entrances to buildings along Bayview street have traditionally been constructed of wood. Wooden boardwalks or porches with wooden handrails are therefore recommended.

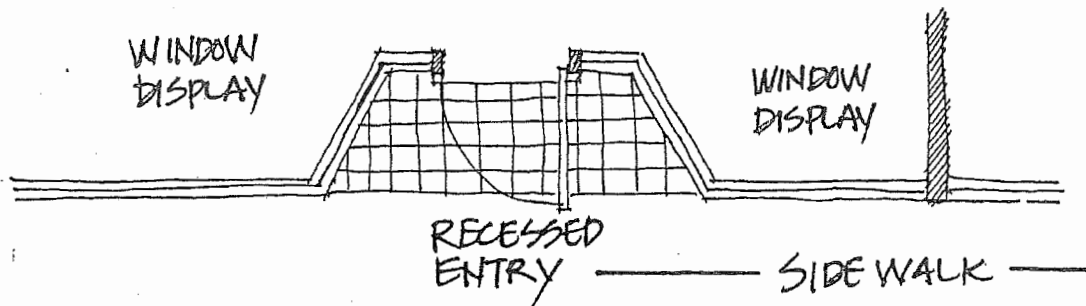
Traditionally, Bayview Street had a row of buildings facing a waterfront boardwalk. The buildings have long since been destroyed by fire. The ditch inside the dyke has been replaced by a buried culvert and a 15' easement inside the property line. Buildings cannot be built over these easements, however a boardwalk is recommended as a link between the buildings and the reconstructed Bayview Street.



2. The continuity of the commercial frontage should be maintained by having a minimum street setback, consistent with older commercial streets.

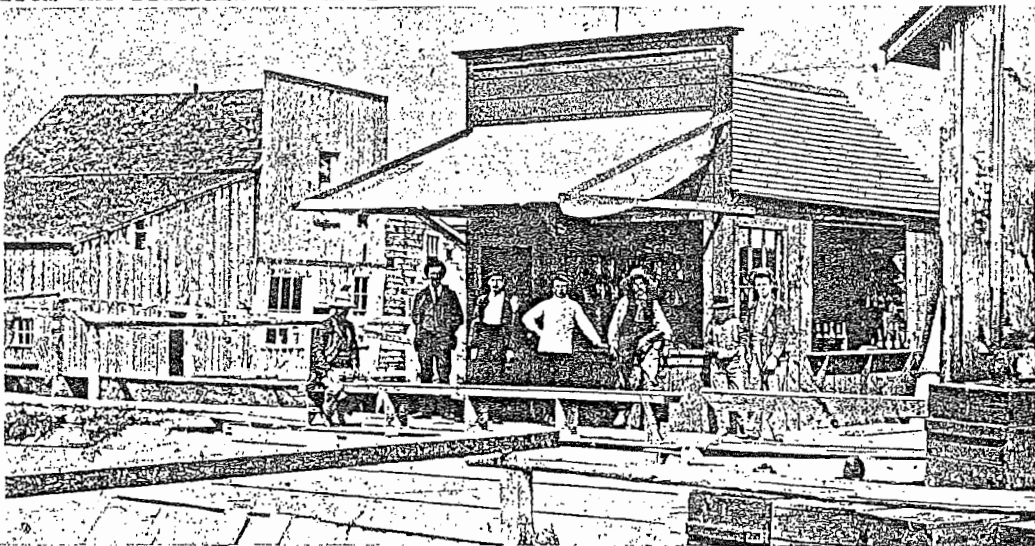
The intent of this guideline is to make it easier and more interesting for shoppers to move from store to store. The natural flow of pedestrians along the public sidewalk makes this an appropriate location for buildings. Extensive landscaping, parking, loading or storage should not be located next to sidewalks on commercial properties. (See the Design Concept for recommended commercial frontages.)

Shops should have recessed entries, as was common in older buildings in Steveston. Recessed entries increase the amount of window display area, add to the interest of the facade, and allow shop doors to open outward, safely without obstructing the sidewalk.



- 2.1 Store fronts should have windows facing commercial streets wherever possible, for the interest of passers-by.

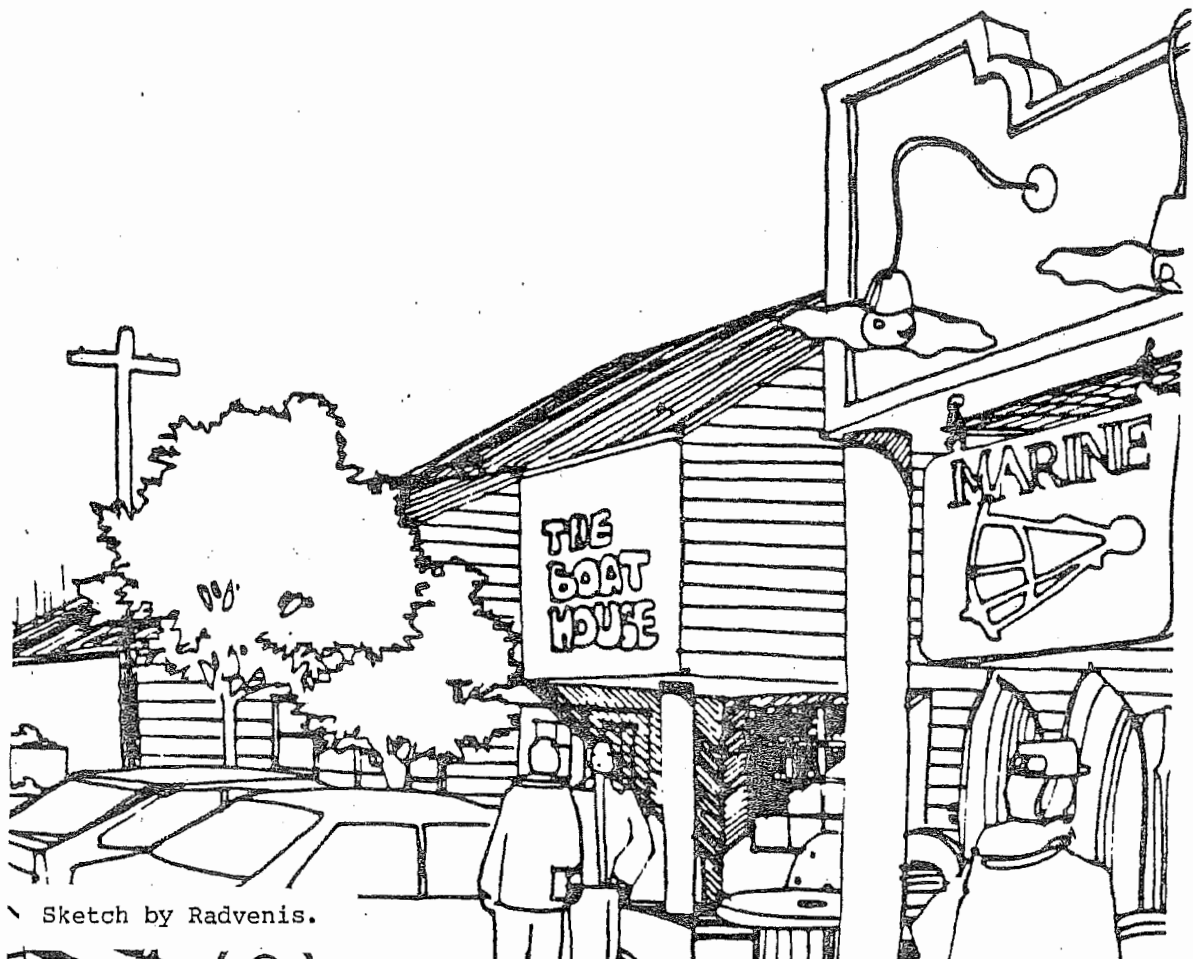
Because this is a shopping area and the guidelines encourage continuity of commercial frontage, it is important that all shops present an interesting facade to the street. Windows allow merchants to create displays which communicate the nature of the business to potential customers passing by on the sidewalk. Windows make a visual transition from the sidewalk to the interior of stores.



A dyke-front store in Steveston c. 1900 had windows and open-air counter to display and sell "groceries".

2.2 Canopies or awnings should be provided, to protect people on the sidewalks from rain and snow.

Given our climate, sidewalks should be sheltered as much as possible. The traditional method in Steveston was canopies supported on posts, or protecting canvass awnings.

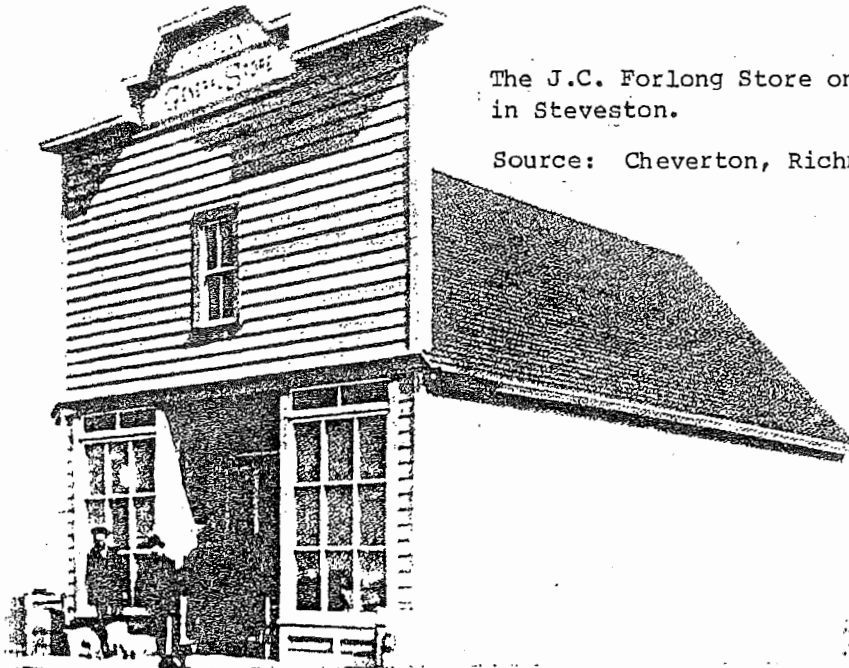


Sketch by Radvenis.

Canopies projecting over public sidewalks are a special case. Canopies supported on posts should have the posts located on private property. Canopies, or parts of buildings which project over public property must conform to all codes and the owner must sign an Easement and Indemnity Agreement with the Municipality. An illustration of canopy requirements is provided in Appendix 3. New canopies may be eligible for grants from the Facade Improvement Grant Program (Appendix 1.).

3. New buildings should not exceed three storeys in height.

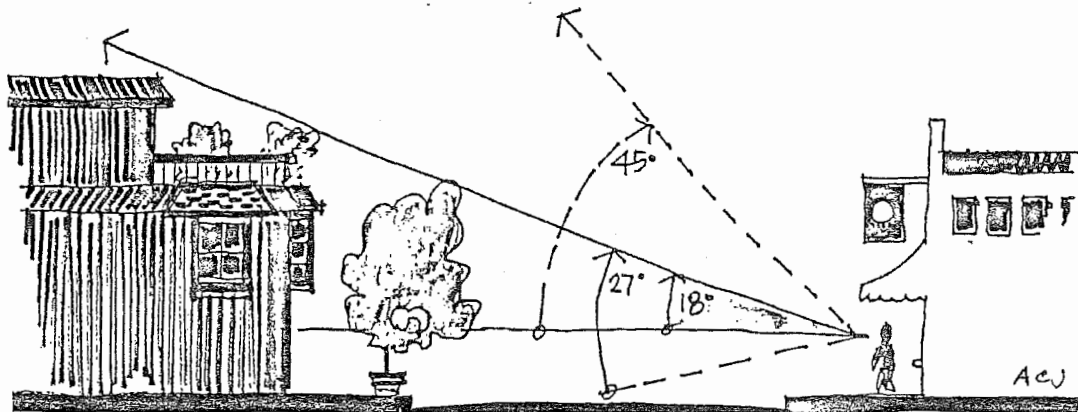
Buildings in Steveston have traditionally been one to three storeys in height. This situation was partly the result of wood frame building technology of the day, but coincidentally resulted in a pleasing relationship between buildings and the street.



The J.C. Forlong Store on Second Avenue in Steveston.

Source: Cheverton, Richmond Archives.

This small scale building in relation to a typical street is sometimes referred to as "human scale".



Human eyes can normally perceive a vertical field of vision of about 27° , or 18° above the horizon. This means that a person will feel most comfortable viewing a two storey building across a typical street. Some image of the whole remains up to 45° from the horizon. A building is considered to be of a human scale if it can be comfortably viewed at a glance. Therefore, new buildings should have a setback such that there is a height: distance ratio, taken from the opposite side of a street or park, of between 1:1 and 1:2.

Conversely, in some cases spacing between buildings is too great, and there is no feeling of enclosure on the street. This is the opposite extreme of the "boxed in" feeling, and just as undesirable.

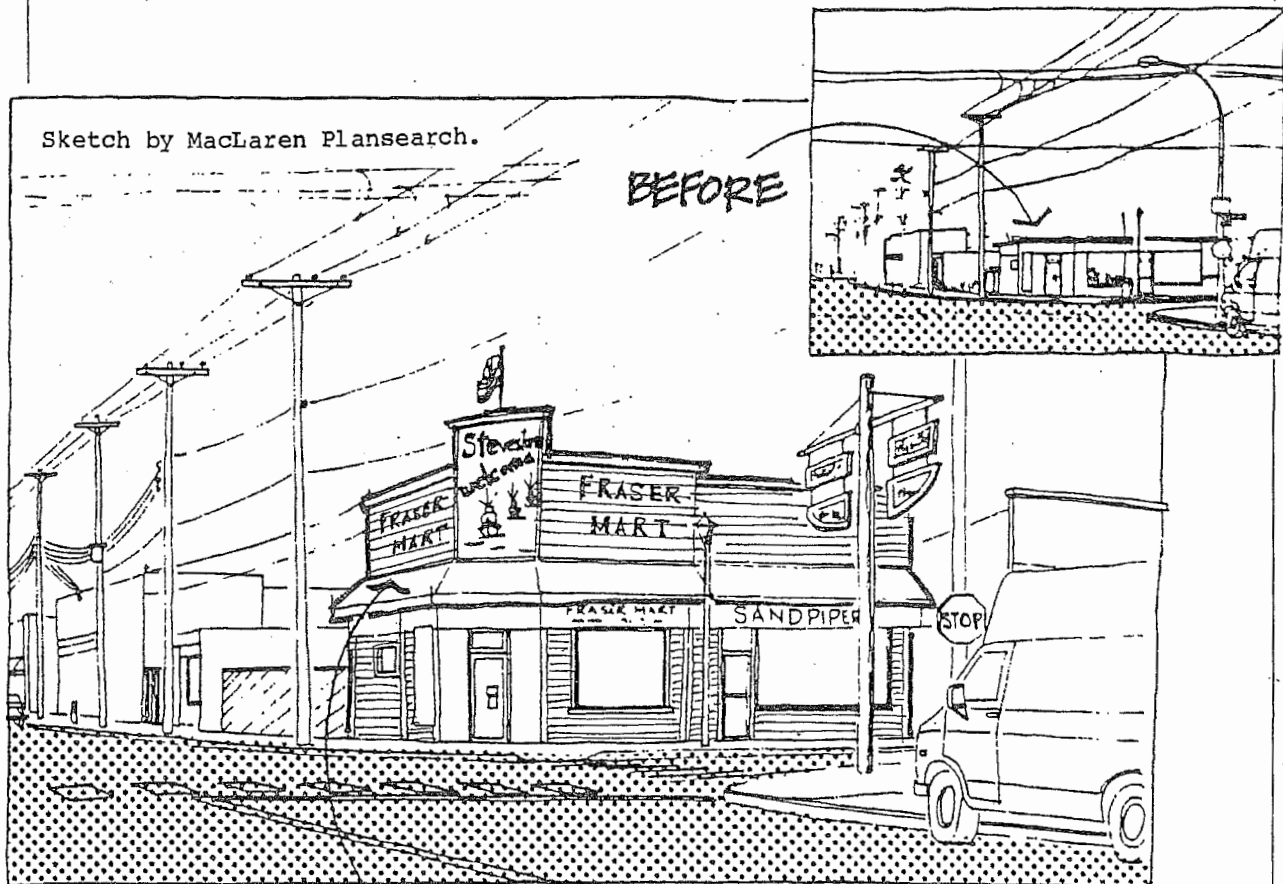
4. Exterior finish of buildings facing commercial streets should utilize traditional materials, or materials which are compatible with existing natural finishes.

Older buildings in the Steveston Commercial District were finished with wood. The newer buildings are generally stucco or, more recently painted concrete block. Only a few buildings survived the 1918 fire, one being the brick "Hepworth block". Other buildings of the period generally had painted shiplap or wooden shingle siding.

Finish materials for new or renovated buildings should be compatible with traditional materials, for example, wood or brick. The hand-made character of finish and decoration could be carried on with careful detailing, and some modern and machine-made materials can be successfully incorporated. Finish materials, windows, doors, hand rails and decorative elements can take up the form, character or rhythm of nearby older buildings without imitating them.

See Appendix 2 for examples of building finish and details.

Sketch by MacLaren Plansearch.



5. Parking should be located at the rear of buildings, or in communal lots.

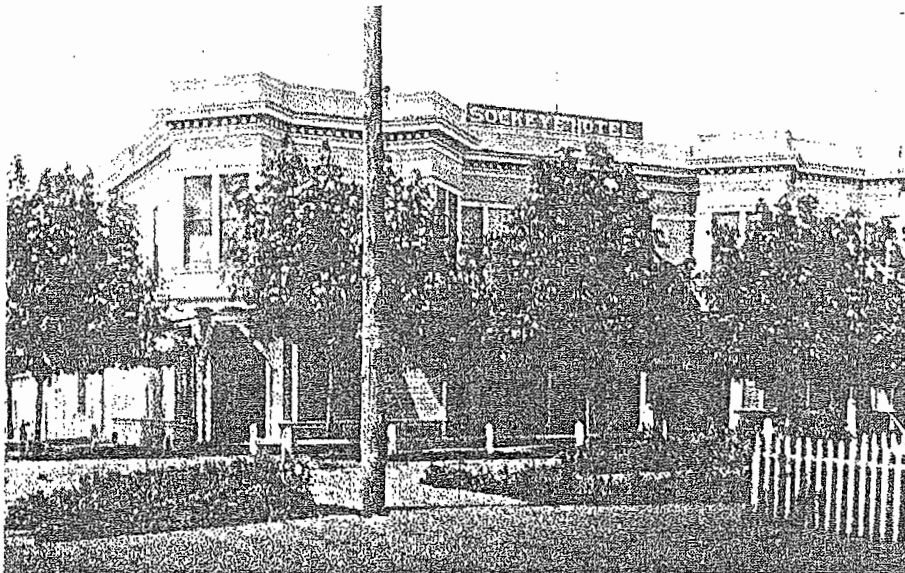
This guideline dovetails with other guidelines aimed at maintaining the vitality of the commercial street, while at the same time providing adequate customer and employee parking. There are three aspects to municipal parking policy for Steveston:

1. spaces should be provided on the street immediately in front of shops for short term customer parking, including loading zones for fishermen.
2. communal parking and loading should be provided off of lanes, at the rear of commercial buildings and on municipal parking lot(s) for long term parking, employee parking, and fishermen parking
3. parking lots should not be located in front of shops because they would inhibit pedestrian access.

A proposed parking layout for Steveston is shown on Map 2.

6. Signs for identification of businesses and activities should be in keeping with the historic nature of the town.

Signs in the early 1900's were usually painted on wood, either directly on the siding or on boards fastened to the fascia or suspended under a canopy. Occasionally a larger establishment, such as the Sockeye Hotel, would display a roof sign.



Roof sign on the Sockeye Hotel (now the Steveston Hotel).
Source: Vancouver Public Library Collection.

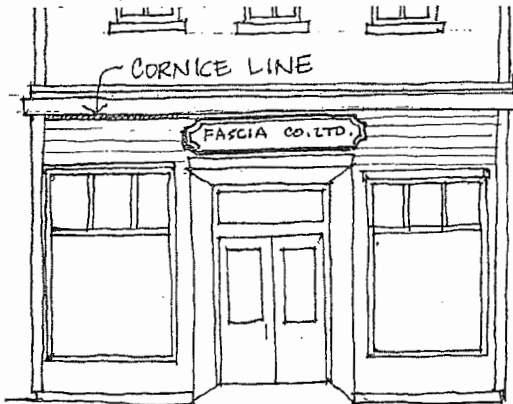
Signs should be made to be viewed mainly from the sidewalk. In some cases signs may also be designed to be viewed from the water, or from slow moving vehicles.

The following types of signs are recommended:



MARQUEE SIGNS

Are easily seen by persons walking on the sidewalk, especially under canopies. It is expected that these will replace projecting signs as new canopies are built.



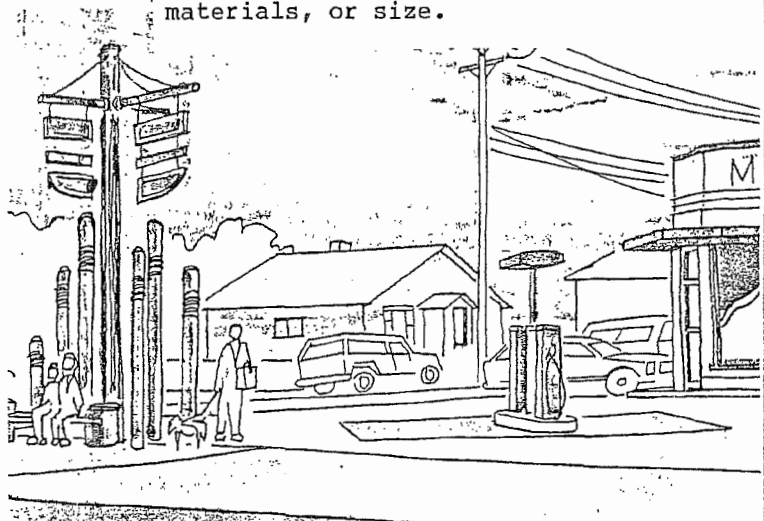
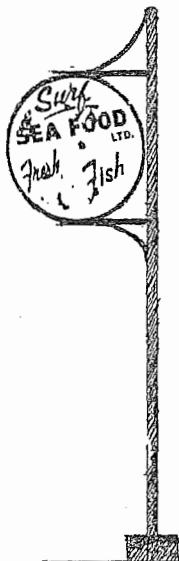
FASCIA SIGNS

Are traditional signs in Steveston and are usually made of painted wood or metal. External illumination by spot light is most appropriate.

Fascia signs should be located so as not to obscure building details. For example, fascia signs should be located below the cornice, as shown in the sketch.

FREESTANDING SIGNS

These may need to be specially designed for Steveston since modern "standard" signs are generally not appropriate in form, materials, or size.





CANOPY SIGNS

These are also an effective replacement for the old projecting signs. They may be incorporated into a balcony or porch style sidewalk covering.



PROJECTING SIGNS

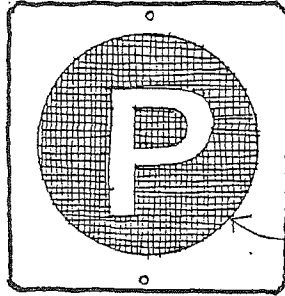
Are permitted on private property only. New signs will probably not be permitted to project over public sidewalks or lanes. Some existing projecting signs may remain, as long as they are in safe condition.



ROOF SIGNS

These signs are only recommended for industrial uses or hotels, as was the custom in the past in Steveston.

Source:
Richmond Archives



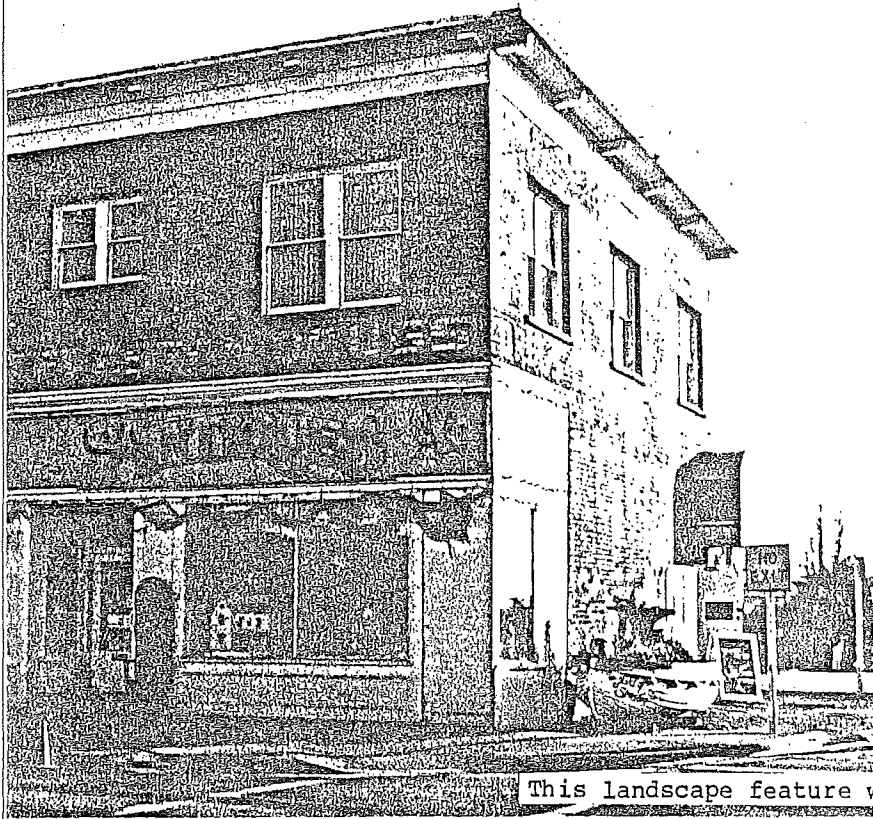
PARKING OR INFORMATION SIGNS

These will be permitted, especially to designate communal areas and parking lots shown on the plan.

Before deciding on types and details of signs, applicants should consult the Richmond Sign By-law. For example, certain signs will not be permitted. These include: readograph, third party advertising and other signs specifically prohibited by the Sign By-Law.

7. Development and redevelopment should include new pedestrian amenities, landscaping, site improvements and screening, where appropriate. This criterion refers to improvements on private property, since the Municipality will be responsible for improving street furniture as part of the Downtown Revitalization Program.

Although many buildings will have virtually no setback from the street, there may still be room for improvements at the rear of buildings, in parking areas, in window boxes, in entry recesses or in small front setbacks.



This landscape feature was a private initiative.

New pedestrian amenities could include benches, cafe tables and chairs, handrails, fountains, sculpture, porches and bicycle racks.

Landscaping could include wooden window boxes, wooden or clay pots, or barrels with flowers, hanging flower baskets or even old rowboats filled with annuals. Developers of every new building or renovation are encouraged to include some plants as described here. Perennial flowers generally require little maintenance. Annual flowers can be changed with the season. Regular maintenance of annuals is recommended, and one advantage of this small-scale potted landscaping is that the owners can remove them when their usefulness is expended. Examples of annuals are: pansies, daisies, nasturtiums or kale. A list of Perennials is provided in Appendix 4.

No large trees or shrubs should be planted on the street frontage for two reasons. Firstly there is not enough room for large growing plants. Secondly, for approximately the last 60 years, there have been very few trees in the Steveston Downtown area, and people have accepted this as a tradition.

Extensive landscaping, tree planting and screening are encouraged at the rear of buildings. The Screening By-law requires screening of parking lots from the public street. Curbs, bumpers or bollards should be provided to separate parked cars from pedestrians.

SOURCES

1. The Corporation of the Township of Richmond, Steveston Area Plan, and amendments.
2. Ross, Leslie, Richmond, Child of the Fraser, 1979.
3. Sakamoto, B., Sproule, J.K., and Hancock, J. of J.K. Sproule Architecture/Urban Design, Steveston: A Fishing Village, 1983.
4. Baldwin, P., MacLaren Plansearch Ltd., Downtown Revitalization Plan for Steveston, 1986.
5. Freschette R.l Steveston '83 Landscape Concept, Report for the Richmond Planning Department, unpublished, 1983.

ACKNOWLEDGEMENTS

Photos: Richmond, Child of the Fraser by Leslie Ross

Richmond Archives

Vancouver Public Library

Mr. Ted Clark

Mrs. Jas Cheverton

Appendix 1

FACADE IMPROVEMENT GRANTS

The Provincial Government has designated Steveston as a Downtown Revitalization Area, which entitles shop owners to "Private Premises Facade Improvement Grants". The grants are administered by the Municipality as part of the approved design concept for Steveston. Grants are to be distributed to owners or applicants who have improved the facades of their buildings. Improvements must be to exterior walls that face public streets, land, or parking areas; or private land or parking areas that the public has access to. The grants are given after improvements have been completed and certain criteria met.

Calculation of the Grant

The grant amount is 20% of the cost of the private ground floor facade improvements up to a maximum of \$200 per metre. If a building has frontage on a side street or other public passageway, or parking area, up to 10% of the cost or \$100 per metre can be added to the grant amount.

Grant Administration

The grant is administered through the municipal building inspection process and the grant application is the actual municipal building permit. Since some types of improvements, such as cleaning and repainting, do not normally require a building permit, the Municipal Council must have indicated its agreement to have staff undertake the administration of building facade grants at municipal cost. Building permit fees are not charged for improvements which would not normally require a permit, although the owner or applicant must submit a letter stating plans and costs, and use the permit as the grant application form. The owner or an applicant (if the owner has agreed in writing to the works) presents a description or drawings of the works, as required, to the Building Inspector, who then notes the anticipated cost of the improvements on the permit. The Building Inspector also certifies on the permit that the qualifying requirements have been met, namely:

- . a Resolution of Council to permit grant administration through the building inspection process; and
- . written confirmation from the Municipal Clerk that the municipality has approved either a design or promotion and marketing concept for the downtown area.

The Building Inspector ensures that the planned works are for facade beautification and improvement, that they conform to other Municipal by-laws and are being made to existing properties. Changes to building interiors other than for window displays visible from the outside, or normal maintenance, do not qualify. Facade improvements can, of course, be carried out while other more extensive work is being done and the Building Inspector must exercise judgement as to the proportion of the work which is part of the Facade Program.

The Building Inspector also confirms the calculation of building frontage and notes this on the permit and sends a copy of the annotated, issued permit to the Ministry of Municipal Affairs.

If there are questions about a grant application, the Ministry will contact the Building Inspector within 21 days of receiving the permit copy. Otherwise it should be assumed that a grant will be payable on completion of the works.

Final Approval

Once the facade improvements have been completed and passed final inspection, the actual costs of the improvements and the Building Inspector's certification of completion should be noted on a copy of the building permit and forwarded to the Ministry of Municipal Affairs. The Building Inspector is responsible for determining what the final costs are and should be guided by the invoices, time sheets, etc., which the applicant provides. If the applicant has done some of the work, the inspector estimates what his labour would have cost and includes this in the total costs.

If improvement works have been of the type that do not normally require a building permit or Inspections, the owner or applicant has the responsibility of informing the inspector when the improvements have been completed. The Inspector then confirms that the improvements have been made and, as above, confirms their cost.

The final permit form sent to the Ministry should be a copy of the original so that the applicant's name, address and permit number are consistent on all copies.

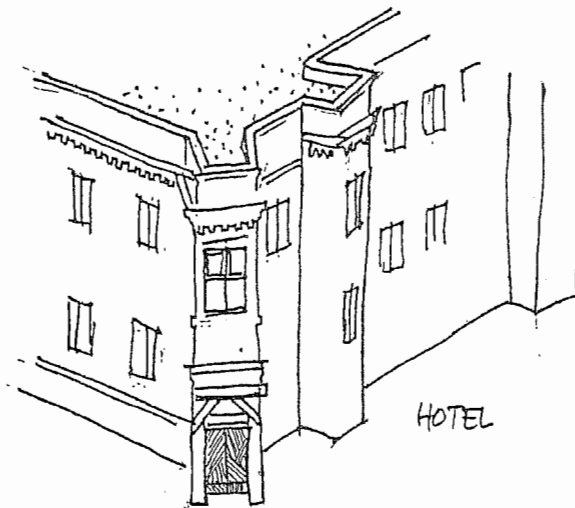
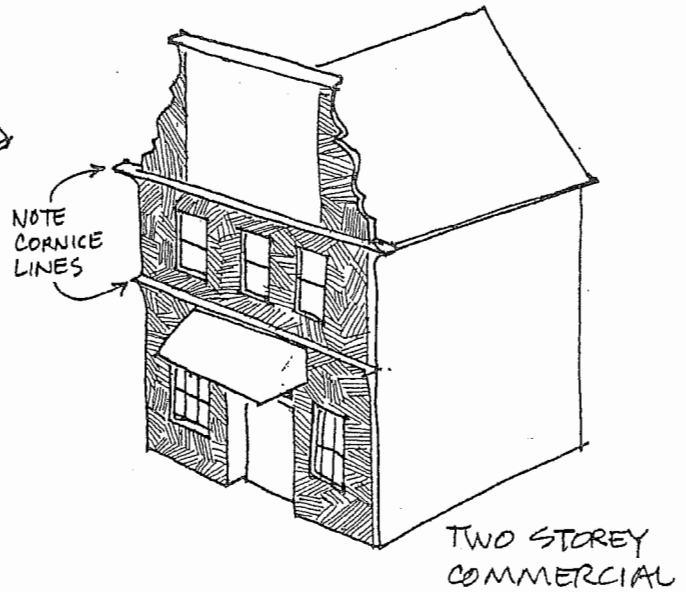
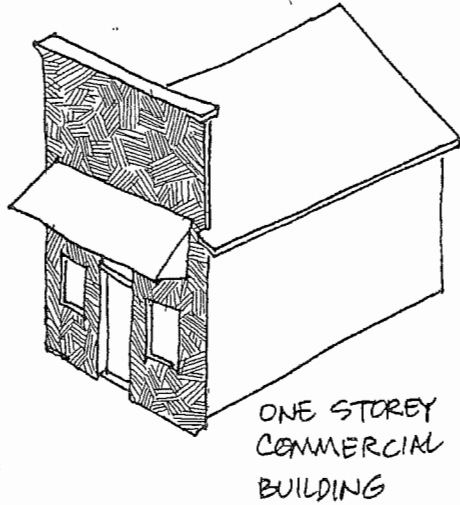
The Municipality, or an organization that it has approved for this purpose, may, if owners give their consent, undertake central contract administration for private facade improvements. This does not, however, affect the fact that grants are calculated on an individual basis.*

* This information is taken from Downtown Revitalization, a Guide, Ministry of Municipal Affairs, Province of B.C. and a Guide to the use of Development Permits in Downtown Revitalization, prepared for the Ministry of Municipal Affairs, B.C. (draft) 1987.

APPENDIX 2,

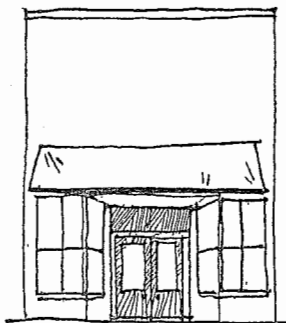
EXAMPLES OF TYPICAL BUILDING FORM AND TRADITIONAL
FACADE DETAILS.

1. GENERAL FORM

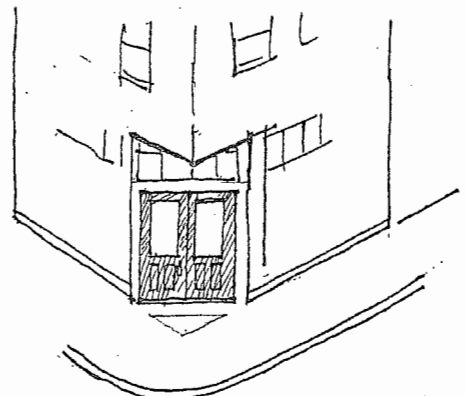


2. ENTRANCES

EARLY ENTRIES
WERE LOCATED
IN THE CENTRE
OF THE FACADE

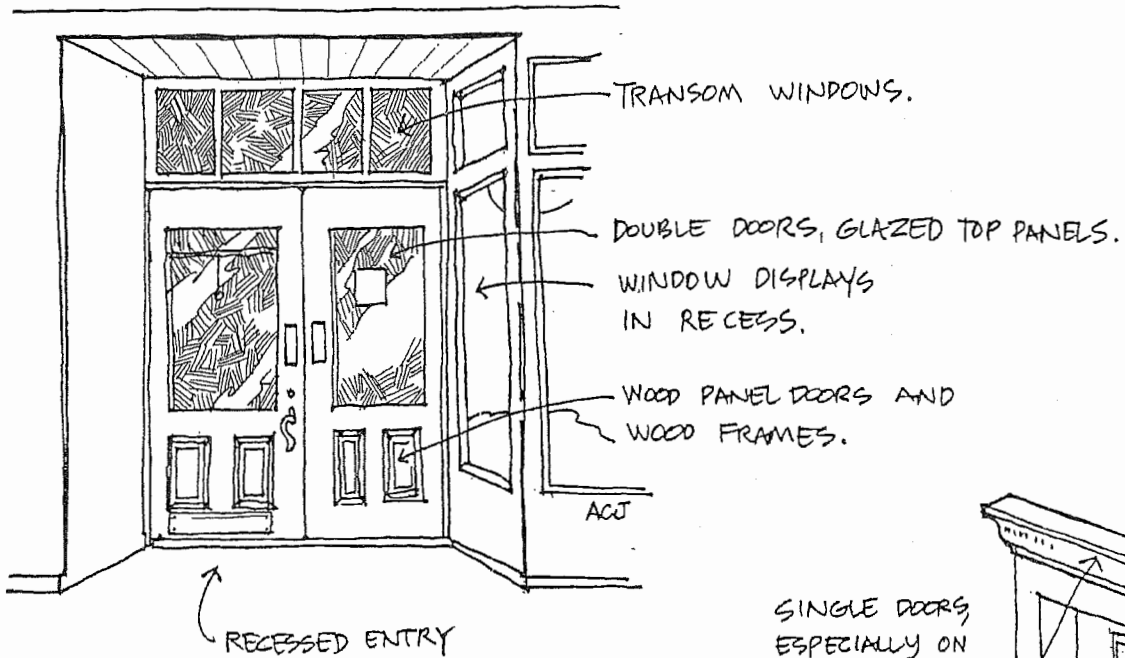


LATER ON,
SOME ENTRIES
WERE
LOCATED ON
THE STREET
CORNERS...

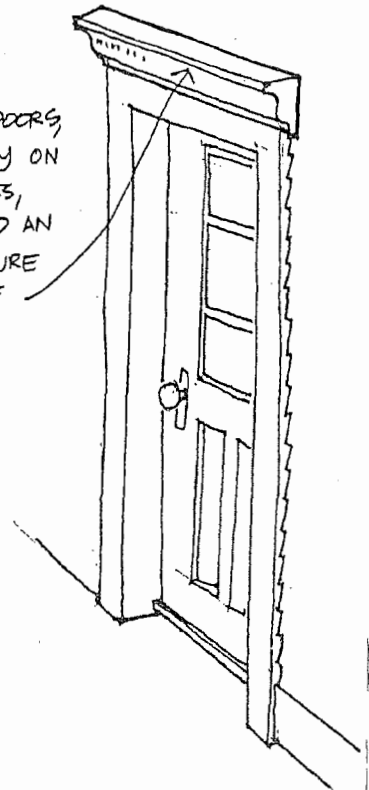


APPENDIX 2. CONT'D. EXAMPLES

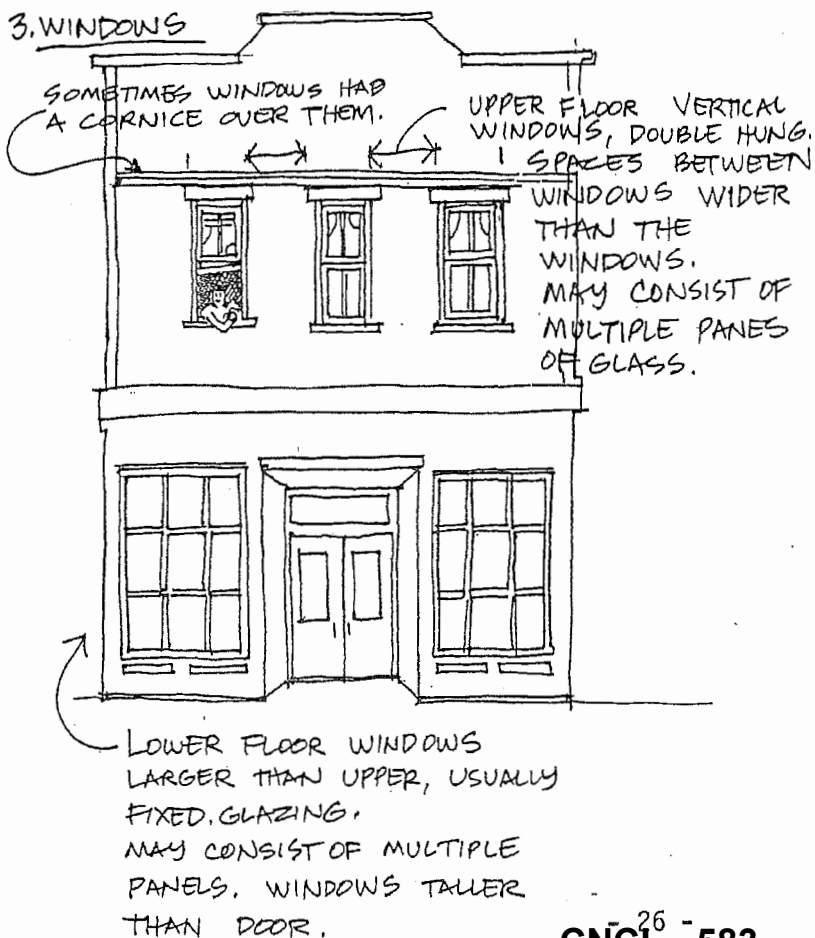
ENTRANCE DOORWAY DETAILS



SINGLE DOORS, ESPECIALLY ON BALCONIES, OFTEN HAD AN ENTABLATURE OR SHELF OVER.



3. WINDOWS

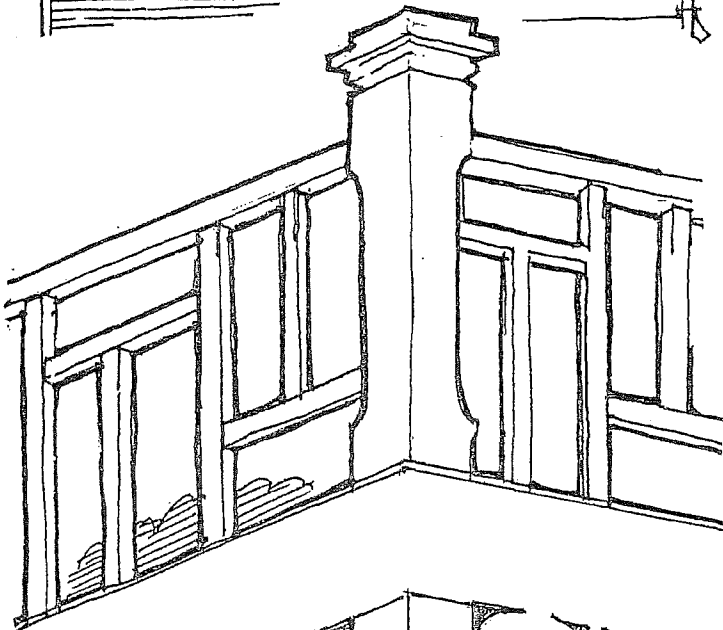
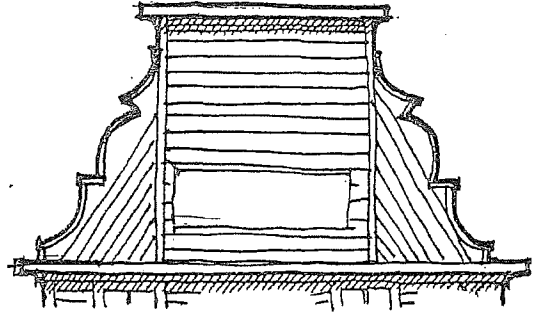
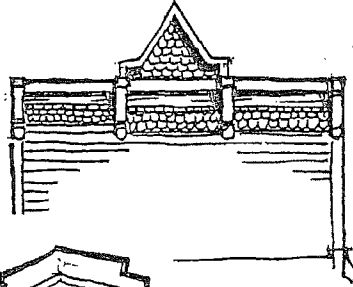
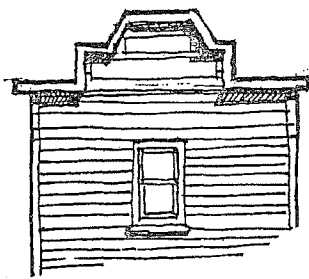


APPENDIX 2. CONT'D

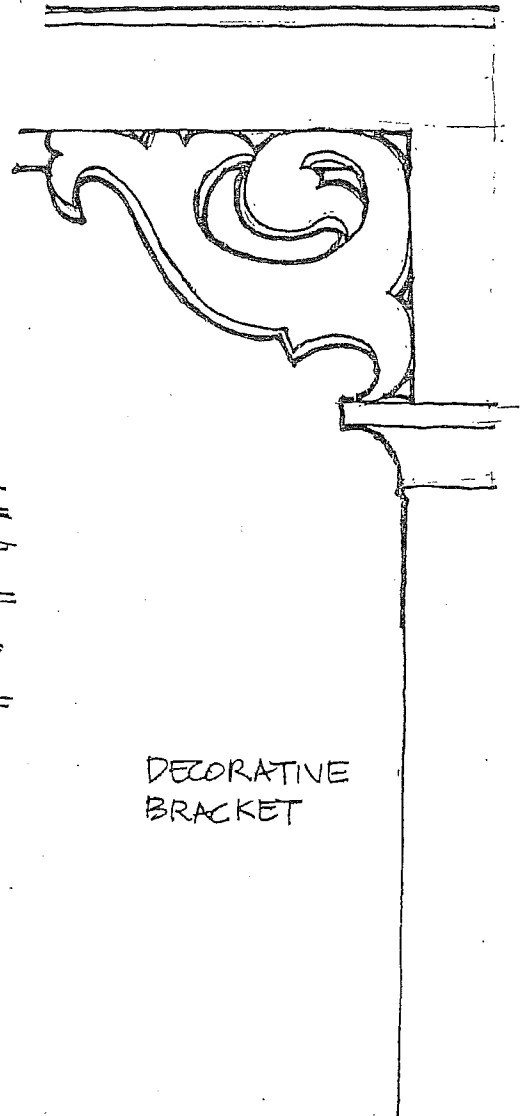
3. DETAILS

SIDING, TRIM, CORNICES, POSTS AND BRACKETS WERE ALMOST EXCLUSIVELY MADE OF WOOD.

SOME EXAMPLES OF FALSE FRONTS OR PARAPETS:



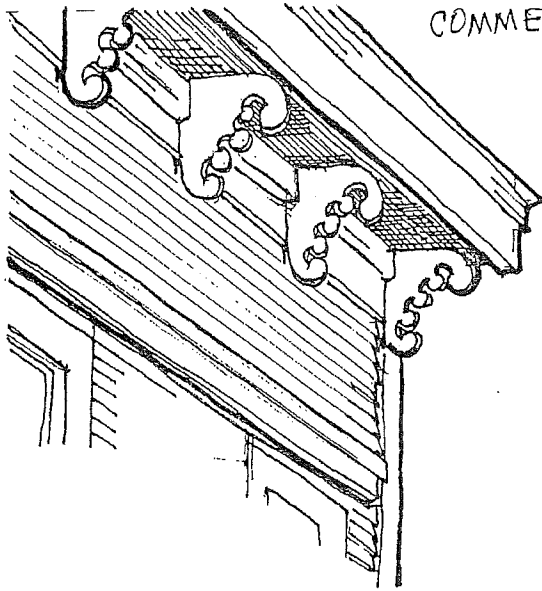
CORNER POST
BRACKET AND
HAND RAIL
DETAILS —



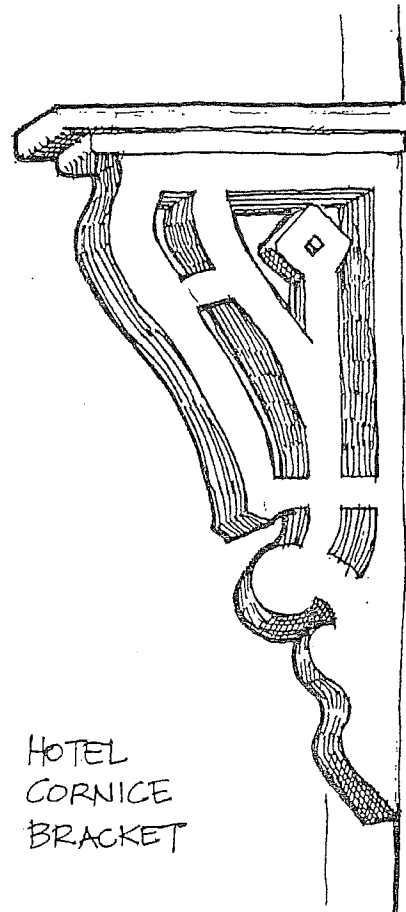
DECORATIVE
BRACKET

APPENDIX 2. CONT'D

3. DETAILS
CORNICES



COMMERCIAL BUILDING

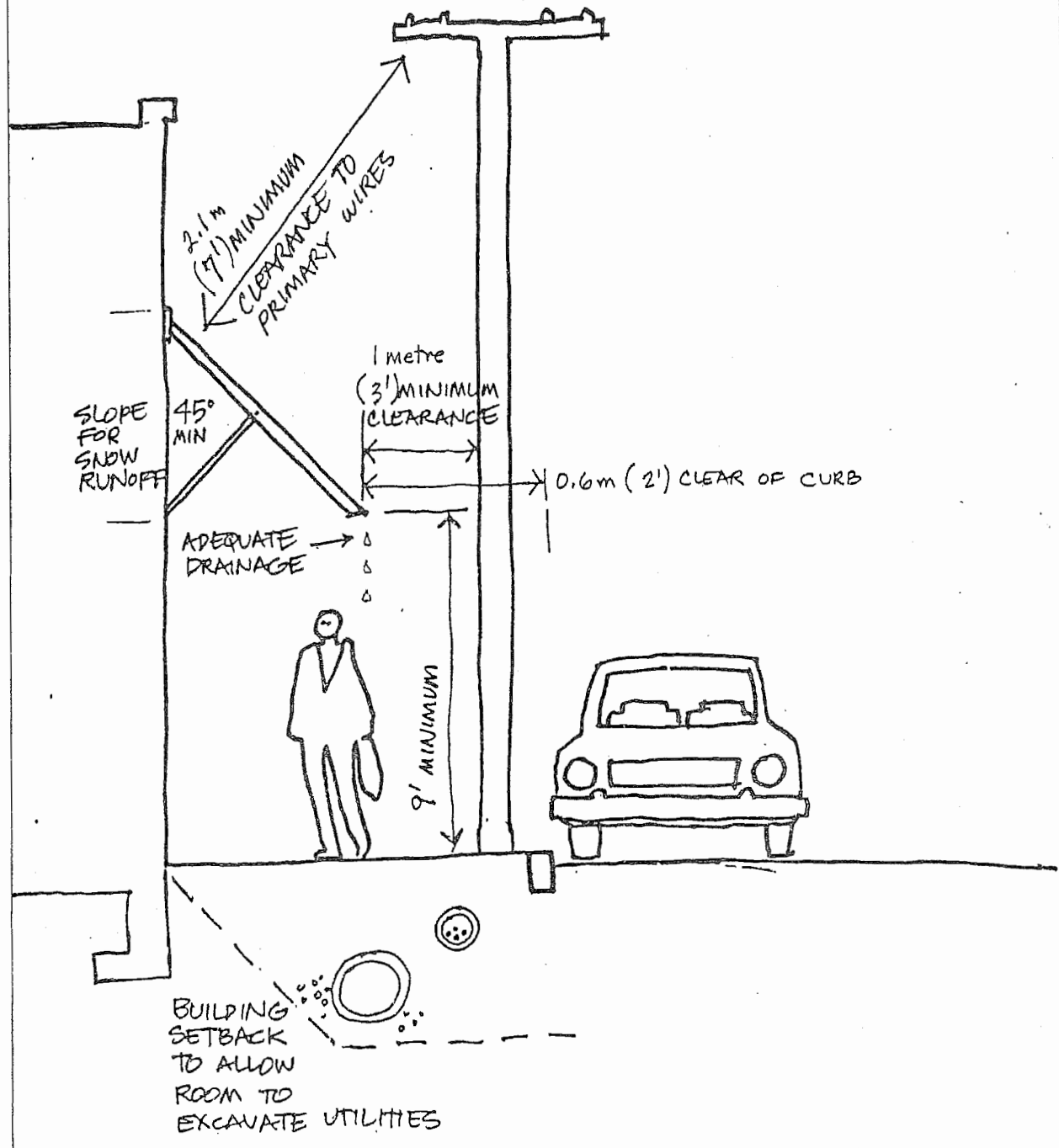


HOTEL
CORNICE
BRACKET

CRITERIA FOR CANOPIES

± 7'

SIDEWALK SHOULD
HAVE ADEQUATE WIDTH
FOR PEDESTRIANS



PERENNIAL FLOWERS

APPENDIX 4

SCIENTIFIC & COMMON NAME	HEIGHT	EVRN.	NATIVE	SCENT	FAVORED	PLANTING TYPE						OTHER PARTICULARITIES
						BANK	DYKE	STREET	FEATURE	PLANTED	SCREEN	
Aquilegia formosa - Western Columbine	3'											Various Colors
Alyssum saxatile - Basket of Gold	1'											Yellow Flowers
Arenaria alpina - Rockcress	6"											White Flowers
Arenaria sp. - Sandwort	3"											White Flwrs, Shade Lover
Armeria maritima - Common Thrift	10"											Pink Flowers
Artemisia stelleriana - Dusty Miller	30"											Yellows Flwrs, White Lv.
Asclepias tuberosa - Butterfly Weed	3'											Attracts Butterflies
Cerastium tomentosum - Snow-In-Summer	6"											Silver Gray Leaves
Chrysanthemum carinatum - Chrysanthemum	2'											Various Colors
Chrysanthemum frutescens - Marguerite	2'											White & Pink Flowers
Coreopsis grandiflora - Coreopsis	2'											Attracts Birds
Cortaderia selloana - Pampas Grass	6'											Yellowish Heads
Dianthus sp. - Pinks	2'											Various Colors
Doronicum cordatum - Leopard's Bane	2'											Shade Lover
Echinops exaltatus - Globe Thistle	4'											Blue Heads
Erigeron glaucus - Sea Side Daisy	10"											Lavender Flowers
Erigeron speciosus - Fleabane	2'											Lavender Flowers
Eschscholzia californica - California Poppy	18"											Orange Flowers
Gaillardia grandiflora - Blanket Flower	4'											Red, Orange Flowers
Gypsophila paniculata - Baby's Breath	3'											Various Colors
Heliathenum nummularium - Sun Rose	6"											Various Colors
Hemerocallis lilloasphodelus - Day Lily	3'											Yellow
Heuchera micrantha - Coral-Bells	2'											Greenish White Flwrs
Iberis sempervirens - Evergreen Candytuft	1'											Pure White Flwrs.
Iris douglasiana - Douglas Iris	2'											Blue Flowers
Lavandula angustifolia - English Lavender	3'											Lavender Flowers
Lilium columbianum - Columbia Lily	3'											Orange Flowers
Limonium latifolium - Sea Lavender	2'											Lavender Flowers
Lythrum salicaria - Loosestrife	5'											Requires Moisture
Santolina chamaecyparissus - Lavender Cotton	2'											Yellow Heads
Veronica sp. - Speedwell	30"											Various Colors
Yucca whipplei - Our Lord's Candle												
Yucca	3'											White Flowers

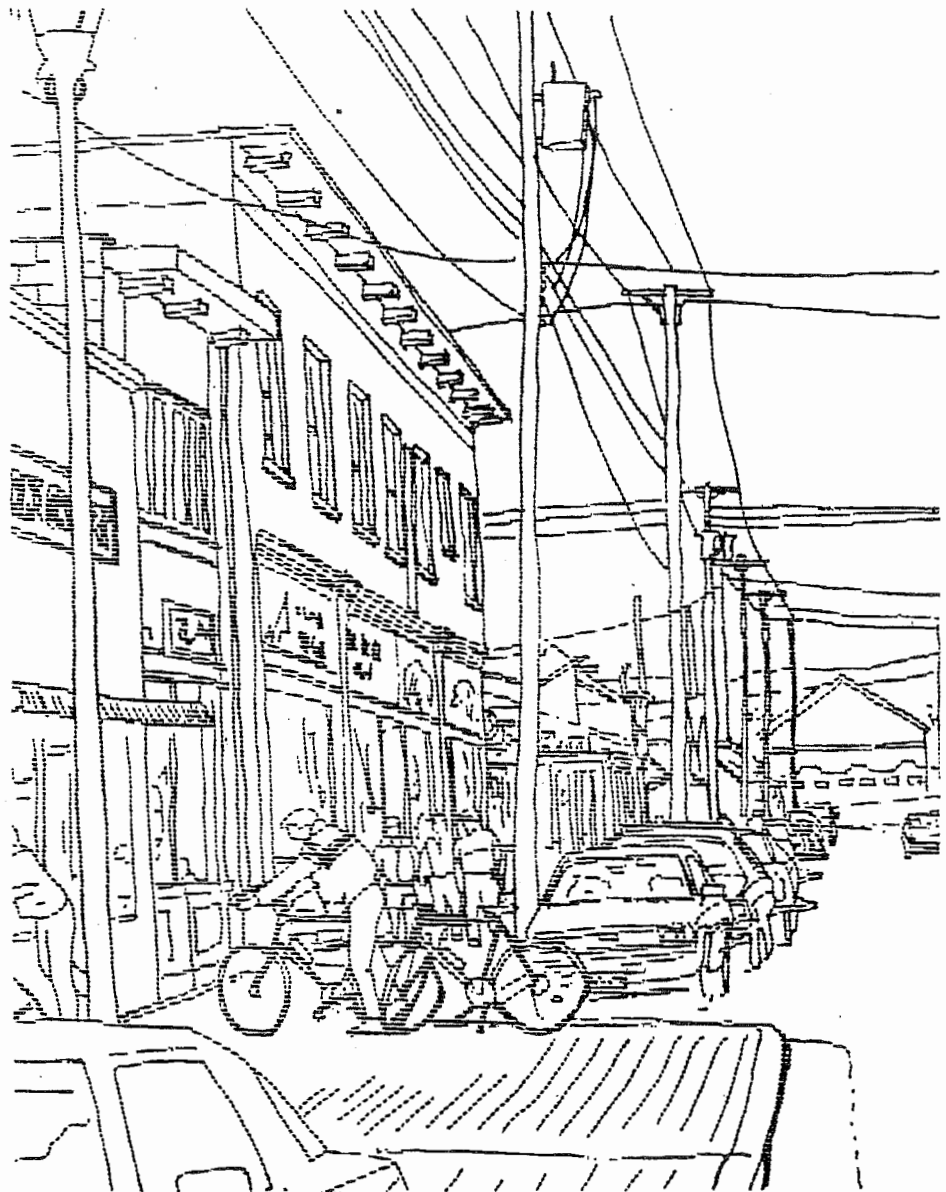
POTENTIAL HERITAGE BUILDINGS

MAP
KEY
NO.

1. 12111 3rd Avenue Steveston Hotel - Eastern Portion
2. 3420 Moncton Street - Steveston Danish Bakery
3. 3480 Moncton Street - Bookstore/retail, pre - 1925, 3 buildings.
4. 3580 Moncton Street. "Hepworth Block", pre 1918
5. 3680 Moncton Street. Marine Grocery, pre 1920e
6. 3700 Moncton Street-Redden Net Co., pre 1925e
7. 12160 First Ave-"Steva Theatre" Eastern Portion
8. 12251 Number One Rd-"Eashope", South-east building
9. 12311 Number One Road-Steveston Furniture
10. 3951 Moncton Street-Store
11. 3911 Moncton Street-Hiro's Grocery
12. 3891 Moncton St.-Store/dwelling, pre 1915e
13. 3871 Moncton St.-Store
14. 3831 Moncton St. Store
15. 3771, 3791, 3811 Moncton St.-Museum-Post Office, 1907-8. DESIGNATED.
16. 12011 Third Ave.-Municipal Building, 1925-32e DESIGNATED.
17. 3731 Chatham St.-Steveston Bicycle "Church", 1894.
18. 12020 First Avenue - former bakery - west portion

Steveston Downtown Revitalization

Corporation of the
Township of Richmond



Facade Guidelines

CNCL-589

**STEVESTON REVITALIZATION
AREA FACADE GUIDELINES**

Prepared by
Bud Sakamoto, Steveston Coordinator
in consultation with Patricia Baldwin
March 1989

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1. INTRODUCTION

Steveston was born in 1889 when William Herbert Steves laid out a section of his farm into town lots. Immediately development began with the following decade, the 1890's, turning Steveston into a "boomtown" with fishermen flocking in on weekends to make it not only a boisterous place, but also one of the most important cannery centres on the entire coast. From the beginning, Steveston was changing with fires playing a major role by ravaging the town. When wooden frame buildings which stood side by side caught fire, many buildings were destroyed before the fire was put out. Buildings were reconstructed with similar character and the town continued to function as a centre for the fishing industry.

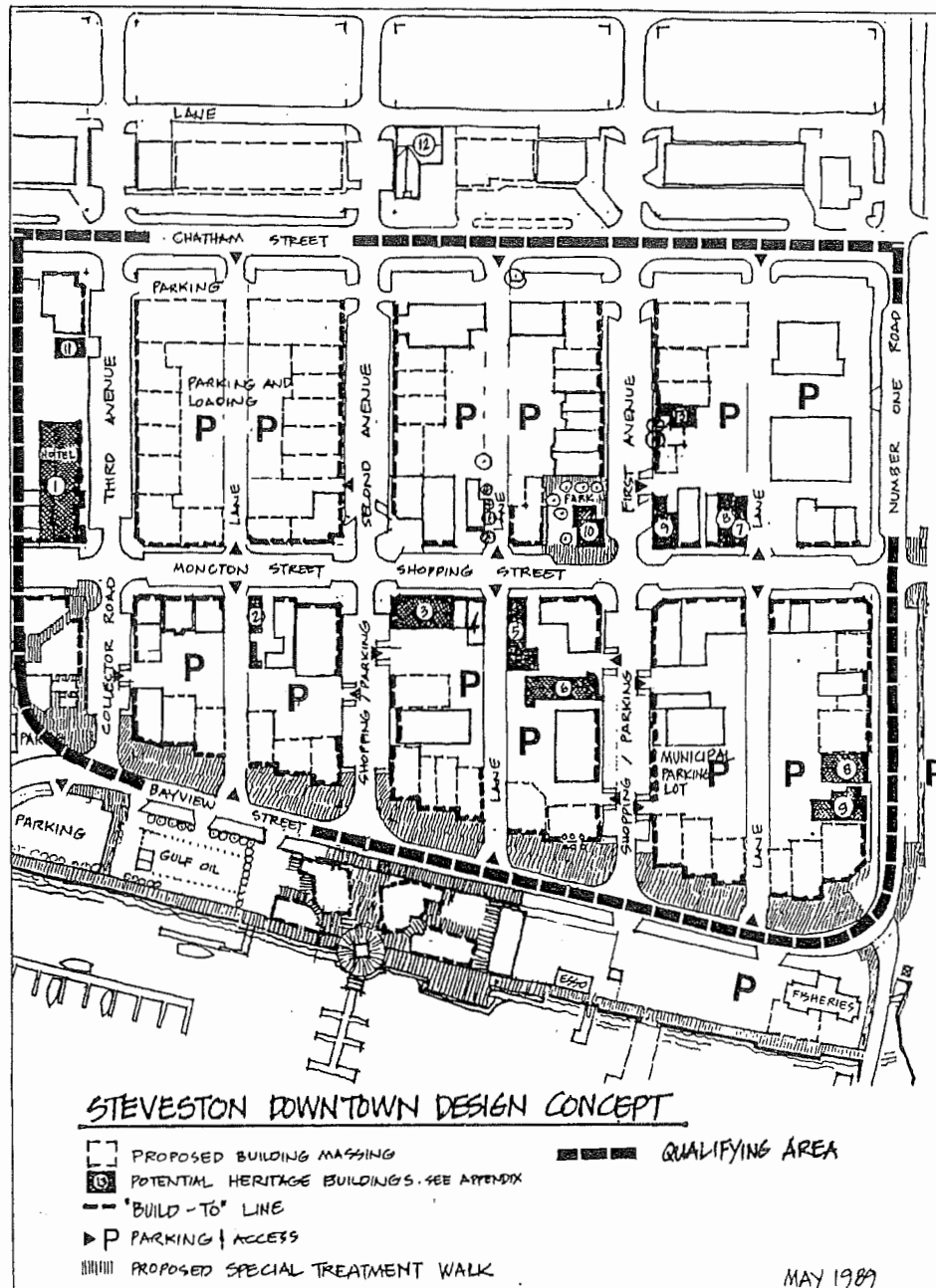
During the 1950's and 1960's, zoning bylaws encouraged demolition of older buildings and the construction of characterless concrete block structures. Steveston was then still an isolated area and the fishing industry dominated the area.

Today, there is renewed interest in Steveston. The importance of the operating fishing industry still remains, but the encroaching urban development is placing a new focus on the area. The Corporation of the Township of Richmond, through the Steveston Downtown Revitalization Committee, is committed to the fishing industry and the development of the area as a local and fishing service centre. Improvements to the street and sidewalks have been carried out as part of the Downtown Revitalization Program with an image of a working fishing town.

In the revitalization, an important component is the improvements to the store fronts. The purpose of the Facade Improvement Guidelines is to provide design guides and standards for maintaining continuity in the improvements being carried out. The Guidelines are a simplistic interpretation of Steveston's architectural past to provide a design theme for the area's improvements. The hope is for submissions of appropriate and imaginative design schemes which are beyond the scope of the Guidelines. These guidelines do not apply to new buildings. For new construction, "Design Guidelines for the Steveston Downtown Revitalization Area" should be obtained.

2. STORE FRONT FACADE GRANTS

Grants are available to both tenants and property owners who improve the facades of existing buildings. To qualify, the building must be in the Steveston Downtown Revitalization Area (see attached map) which is bounded by Chatham Street, No. 1 Road, Bayview Street and Third Avenue, including the west side of Third Avenue.



STORE FRONT FACADE GRANTS (continued)

Grants are available for improvements to exterior walls that face a public street, land or parking area, or private land or parking area that has public access. The grants are paid after improvements are completed and the design criteria of the Guidelines have been met. The grant policy for individual shops are as follows:

- | | |
|--------------|--|
| <u>FRONT</u> | A 20% grant or \$200 per metre whichever is the least. |
| <u>SIDE</u> | A 10% grant or \$100 per metre whichever is the least. It is, however, at the discretion of the Municipality to recommend a special grant of 20%, to a maximum of \$200 per metre, be awarded for corner shops with a front facing a front street and a side facing a pedestrian oriented shopping street, containing a full advertising display window. The 10% grant applies to a pedestrian oriented side street that does not have a display window. |
| <u>REAR</u> | A 10% grant or \$100 per metre whichever is the least. It is noted that the rear may be parking oriented with rear entrances from the parking area into the shops. Special grants may be considered, however, special application/documentation must be forthcoming prior to approval in individual claims. |

3. STORE FRONT FACADE GUIDELINES

3.1. Designated Heritage Buildings

Guideline: Restore designated heritage buildings.

Restoration applies only to officially designated buildings and to the improvements to the exterior of the building to as closely as possible to details and quality of the original constructed building. Only two designated heritage buildings exist in Steveston (see previous map).

3.2. Potential Heritage Buildings

Guideline: Improve potential heritage buildings to minimize change and to retain the heritage character.

The original buildings of the early "boomtown" days have long been lost. The heritage buildings that remain date back to the early part of this century. These buildings are considered potential heritage buildings.

The appearance of the potential heritage buildings should be returned to the time of early construction by removing later added exterior material, replacing missing details or repairing deteriorated materials. Adaption of construction and the use of available similar material may be considered provided the appearance is not drastically altered. The intention is the maintenance of the character of the building and not a faithful restoration as reconstruction.

Steveston is a historic town. The owners and tenants of potential heritage buildings have special opportunities and obligations.

3.3. Improvement of Infill Building

Guideline: Develop an identifiable store front for all businesses by reflecting a special character to indicate the type of business or merchandise being sold.

Most of infill buildings have been built during the 1950's and 1960's. They are concrete block structures and, in most instances, lack an identifiable feature. The store front provides the first impression of the business, identifies the premise and indicates the type of business. It provides a strategic draw for customers and an improvement to the business. It is legitimate subliminal advertising.

STORE FRONT FACADE GUIDELINES (continued)

3.4. Sympathetic Design Overview

Guideline: Improvements to store fronts should be in context of the streetscape. Relationships such as building height, store front parapet height, and canopy and fascia heights should be maintained for scale and continuity of the street and buildings.

The term "sympathetic design" refers to the concept of viewing an individual building facade within the context of its surroundings. To achieve an attractive and successful business area, the "streetscape" should be viewed as a complete unit rather than a series of individual isolated store fronts.

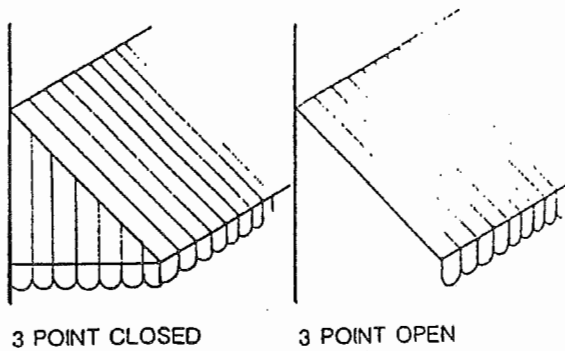
3.5. Canopies

- Guidelines:**
- (a) The minimum height of a canopy over pedestrian areas shall be 2.75 metres (9.0 feet).
 - (b) The minimum clearance of the canopy shall be 0.6 metres (2.0 feet) from the curb and 0.9 metres (3.0 feet) from the utility pole.
 - (c) The required clearance to primary electrical power lines shall be 2.5 metres (8.0 feet), (see attached drawings).

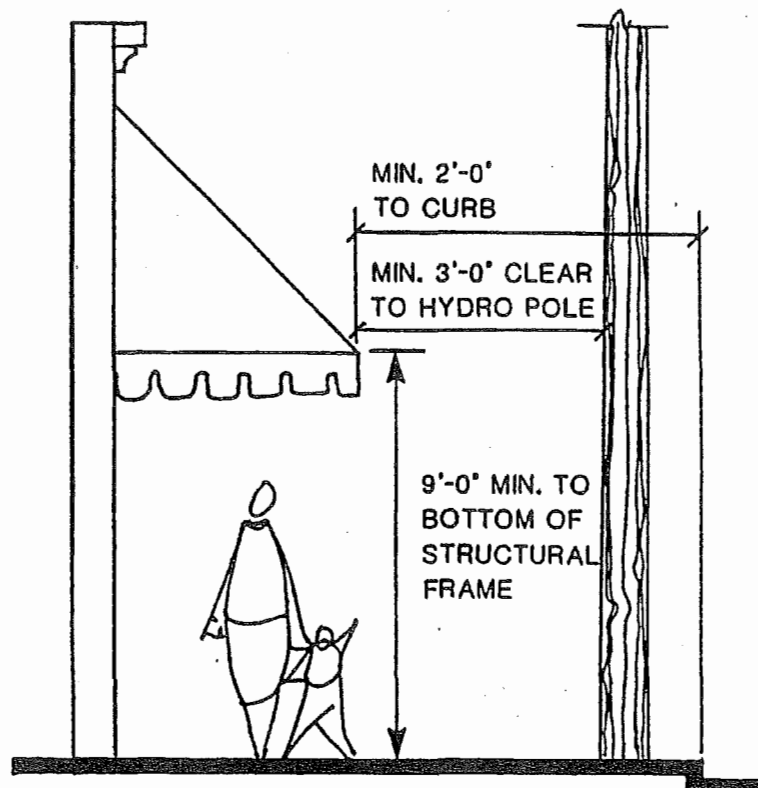
Canopies can be either an awning or a fixed structure. Awnings are fabric and frame which are attached to the face of the building. Canopies should extend out to protect pedestrians from inclement weather.

- Guidelines:**
- (a) Awning frame may be rigid welded or retractable style and the fabric shall be 100% polyester with a acrylic finish and not vinyl.
 - (b) The shape of the awning may be either 3 point style with a valance or 4 point with a fascia of not more than 15 cm (6 inches).
 - (c) The color of the awning shall be suitable to the overall color scheme of the building and streetscape.

Unacceptable awning styles are quarter-barrel, half domes and projecting quarter sphere. Vinyl fabrics are not acceptable.



CANOPY-AWNING TYPES



CRITICAL DIMENSIONS FOR AWNINGS AND CANOPIES

STORE FRONT FACADE GUIDELINES (continued)

3.5. Canopies (continued)

Fixed canopies are structurally integrated features of a building face and are either cantilevered, hung or supported on a post. Any post supporting a fixed canopy is to be located on private property.

- Guidelines:
- (a) Fixed canopies may be flat or sloping roofs extending over walkways.
 - (b) Sloping canopies shall be covered with wood cedar shingles.
 - (c) Any supporting post shall be round or square wood with simple details or shaping and may be decorated with wooden brackets.

Unacceptable materials are metal, corrugated fibreglass and concrete (posts).

3.6. Windows

- Guidelines:
- (a) In the store front improvement, the display window should be designed to respect the historic rhythm and be part of the overall facade.
 - (b) The window on the upper floors should form a historic rhythm different from the picture windows and be within a proportion of the overall facade.
 - (c) The upper floor windows should be framed.

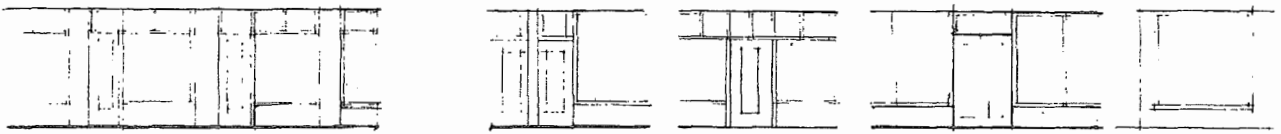
The store fronts are designed to display the business with the "picture" windows being an important feature. At street level, the windows of the store front shows the merchandise and allows visual access into the shop while at the same time forming the wall that separates the inside from the outside.

The design of the windows with transoms, mullions, opaque or translucent glass and multiple glass panes form important patterns in the overall store front facade. The lower portion usually referred to as the "bulkhead", is part of the designed window. The picture window creates store front rhythm and the streetscape.

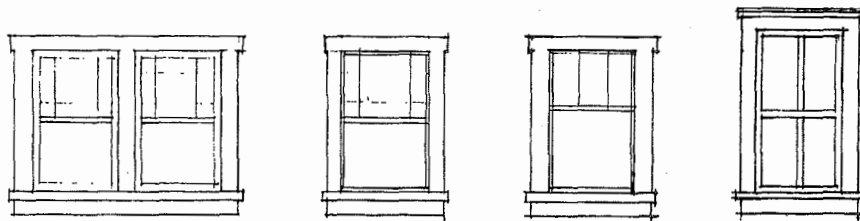
STORE FRONT FACADE GUIDELINES (continued)

3.6. Windows (continued)

Acceptable picture windows are as follows:



Historically, the pattern of the windows on the upper floor is different from the picture windows. They form a rhythm which is in keeping with the overall facade. Acceptable upper floor window patterns are as follows:

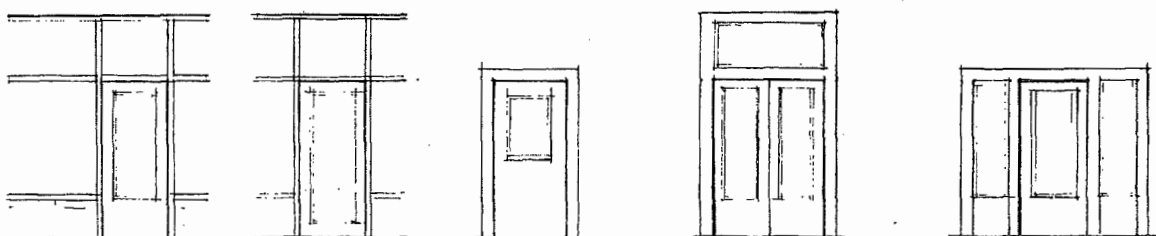


The window frames may be wood, white or coloured aluminum or steel and the glass may be clear or grey tinted. All other colored or mirror finish glass is unacceptable.

3.7. Doors

Guidelines: (a) Doors should be designed to be part of the overall store front character and should have glass panels.

(b) Acceptable doors are as follows:



STORE FRONT FACADE GUIDELINES (continued)

3.7. Doors (continued)

- (c) Acceptable doors are solid wood, wood panel and aluminum frame. Doors without glazing and metal doors are not acceptable.

3.8. Signage

- Guidelines:
- (a) Signs for the building should be an integral part of the facade design.
 - (b) Signs consistent with the Sign By-law should be approved along with the facade design.

Often signs are attached to the building as an afterthought. They are part of carrying out business, but are neglected until the business is about to open.

The prerequisite of a good sign is a clear message and legibility. A balance where neither the building or the sign dominates is needed for the building and the signs to be read. The importance of one well located sign over many signs needs to be stressed. Signs conceived independently can create a discordant image of the downtown and a rash of street signs results in the loss of the purpose of signage. For Steveston, the signs need to be oriented to slow moving traffic and predominantly to pedestrians.

Acceptable signage is as follows:

Fascia Signs: These are flat rectangular signs placed above the store front (as the buildings main business identification). The message in the sign board should be restricted to the name of the business for the sake of clarity; but may include a very brief trade description. In place of sign boards, but in keeping with a similar intent and flavor, signs may be painted directly on to the building facade, generally on the upper storey.

Sign boards may be illuminated from the back or painted boards may be illuminated with fixtures which are in keeping with the facade character.

Window Signs: These are painted on the inside of the main display window. The message should be kept brief, usually to the name of the business; but may include a brief trade description.

STORE FRONT FACADE GUIDELINES (continued)

3.8. Signage (continued)

Projecting or Hanging Signs: Signs may be hung along the store front or perpendicular to the building face. The message should be kept brief and to the business name or logo.

Awning Signs: These signs are painted directly onto the face of canopy, front edge (valance or flounce) or side panel. These messages should be restricted to the name of the business and logo. Back lit awning signs are unacceptable. A Sign Permit will be required for awning signs.

3.9. Building Materials and Finishes

Guidelines: (a) Building materials added for store front improvements should be restricted to the following:

- ship lap or flat lap horizontal wood
- 4 inch lap bevel boards
- drop cove horizontal wood siding
- board and batten
- vertical channel board
- wood shingles for small areas and features
- gingerbread details
- smooth stucco

(b) Acceptable finishes are as follows:

- natural weather
- transparent and opaque stains
- paint

Materials and finishes which are not in keeping with the historic character of the town are unacceptable. These are as follows:

- veneered brick, terra cotta, or stone
- metal siding (aluminum and steel)
- vinyl siding
- textured stucco (California style)
- asbestos shingles and panels
- plywood
- enamel panels
- ceramic or glass tiles
- concrete

An existing concrete block wall may be painted provided the store front painting schedule is within a context of an overall design concept.

STORE FRONT FACADE GUIDELINES (continued)

3.10. Color Coordination

- Guidelines:
- (a) Color schemes for buildings should use only heritage colors.
 - (b) Color schedules for facade improvements shall be submitted with samples along with the color samples of the adjoining buildings.
 - (c) The appropriate use of colors can dramatically increase the visual impact of a building as well as the surrounding context. In selecting the color scheme, neighbouring buildings, building function, surface material color balance and color contrast should be considered. Acceptable colors are as follows:
 - natural colored wood
 - stained wood
 - heritage color of paint manufacturers
 - colors to accentuate architectural details

Unacceptable are extensive bright colors, use of pure white in large masses, monochromatic and monotone color schemes.

3.11. Lighting

Guideline: Lighting should be provided to illuminate the store front facades, windows and signs.

For Steveston, the street lighting provides illumination for the requirements of the street. Buildings, facades and signs are not conveniently highlighted from the street.

Designed illumination can highlight special features of the facade, well prepared signs, main entrances and tastefully prepared displays. For businesses which operate after dark, special care should be given to lighting.

For signage, lighted signs need not be limited to the standard internally lit plastic-face box. Alternatives may be more attractive, more effective and more affordable. Direct illumination of a sign with hooded lights or goose necked lamps is a traditional form of lighting. Other acceptable methods of lighting are concealed spotlights, recessed fixtures, exposed industrial lights and historical feature fixtures which are integrated into the design of the facade.

STORE FRONT FACADE GUIDELINES (continued)

3.11. Lighting (continued)

The plastic-face sign box is a fact of life today. If a box is to be used, effective designs should fit the sign into a framework and into the building facade. The background should be dark colored with light lettering and the plastic face should be matte finished to minimize the sheen.

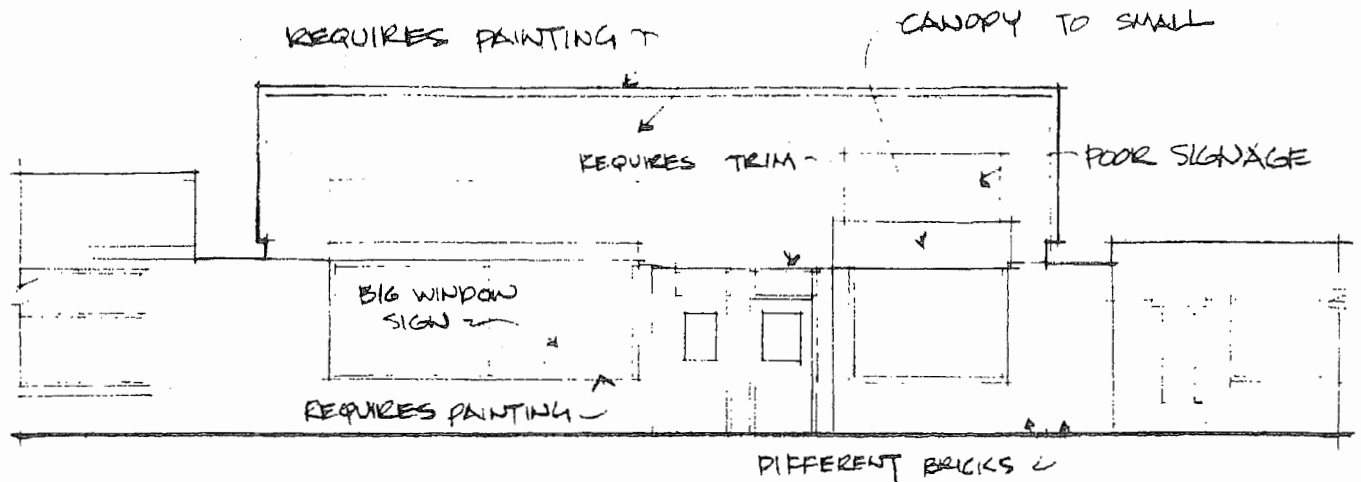
If neon is to be used, it should be for artistic design features and not for the purpose of signage.

Lights which are unacceptable are fluorescent lights in display windows, mercury vapour and high pressure sodium lights

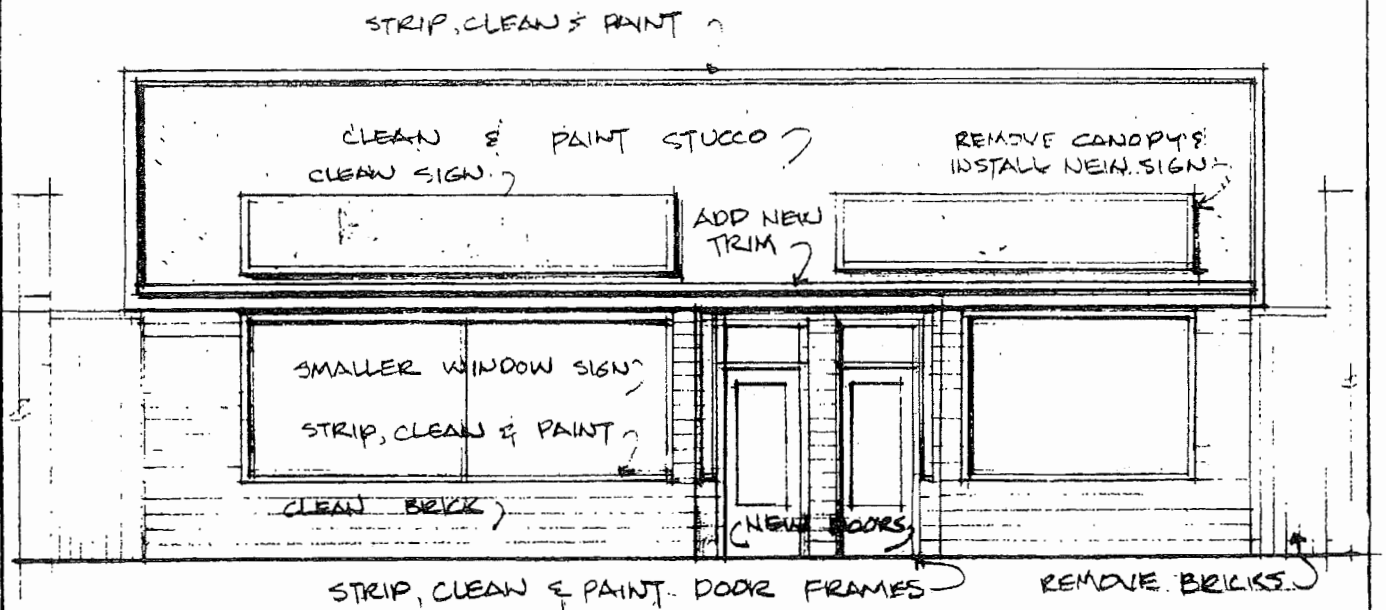
4. FACADE IMPROVEMENT EXAMPLES

The following pages provide examples of facade improvements in Steveston.

FACADE IMPROVEMENT EXAMPLE #4.1



ANALYSIS - EXISTING FACADE



FACADE RECOMMENDATIONS

CNCL - 605

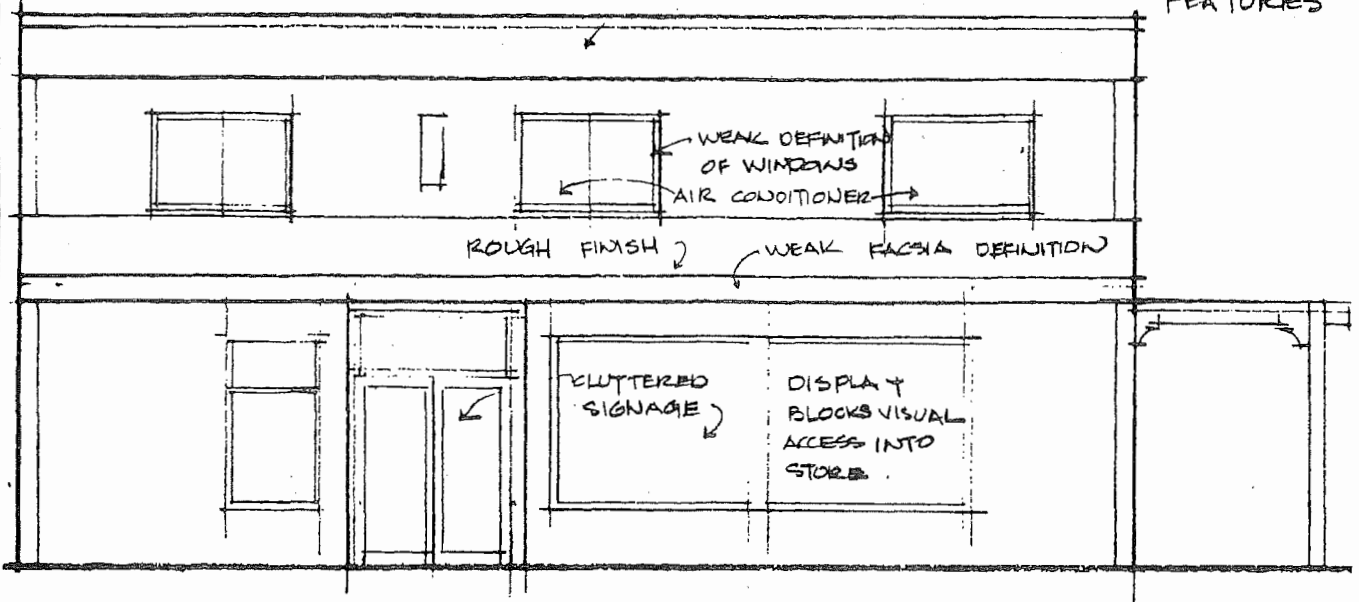
**RICHMOND DINISH BAKERY
MONCTON ST. STEVESTON**

FACADE IMPROVEMENT EXAMPLE #4.2

REQUIRES PAINTING -

FACADE NEED DEFINITION &

FEATURES

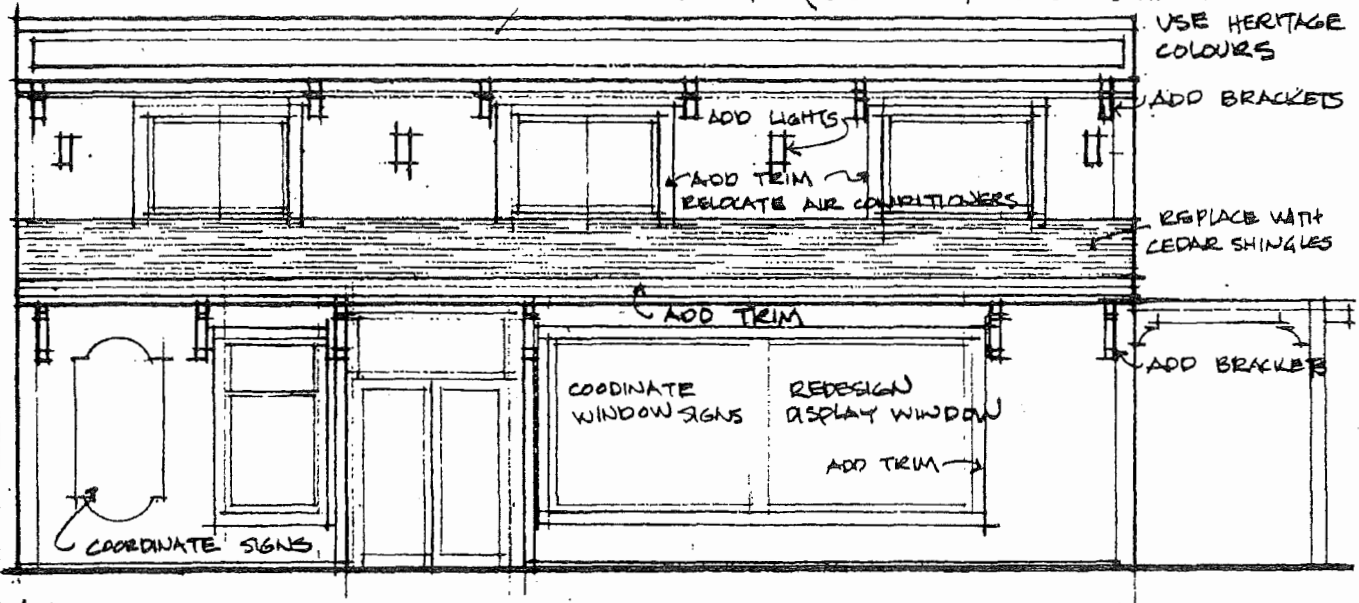


ANALYSIS - EXISTING FACADE

ADD TRIM

COORDINATE (3 COLOUR) COLOUR SCHEME

USE HERITAGE COLOURS

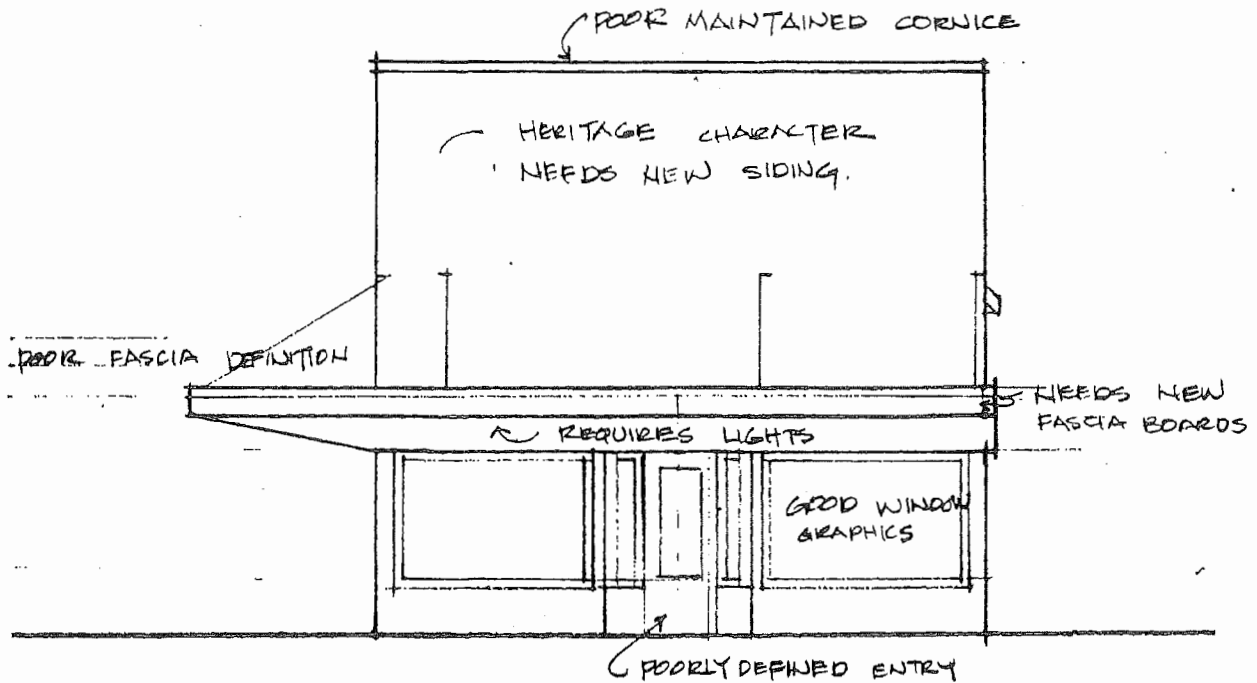


FACADE RECOMMENDATIONS

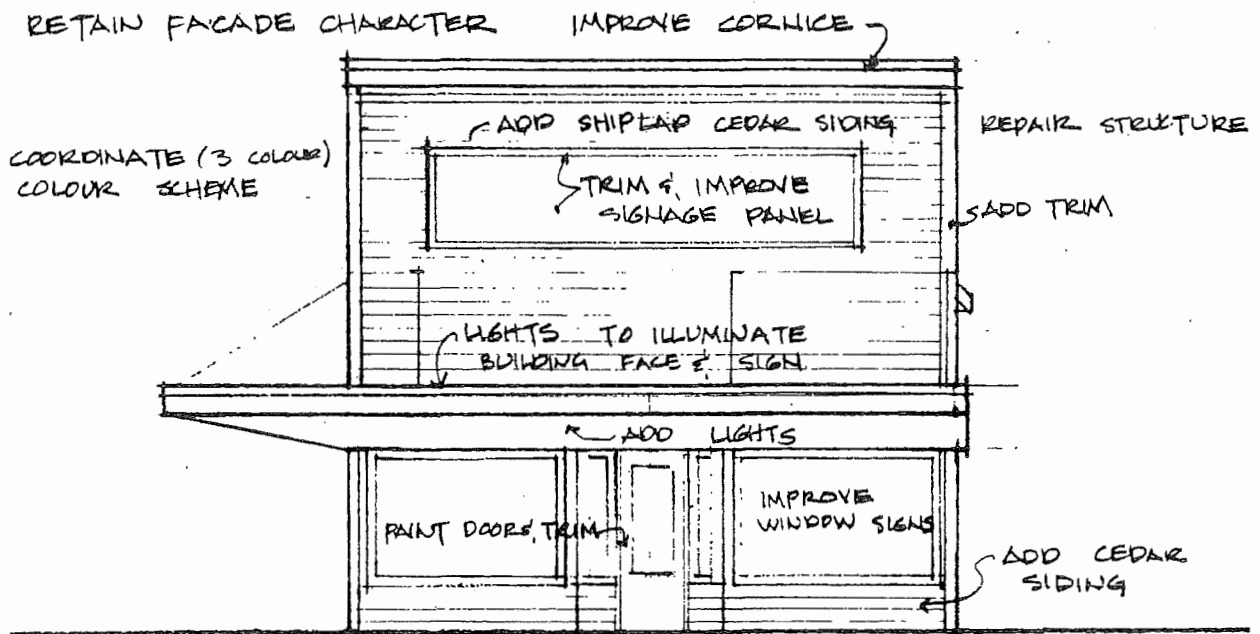
PACIFIC NET & TWINE

MONCTON STREET, STEVESTON

FACADE IMPROVEMENT EXAMPLE #4.3



ANALYSIS - EXISTING FACADE



FACADE RECOMMENDATIONS

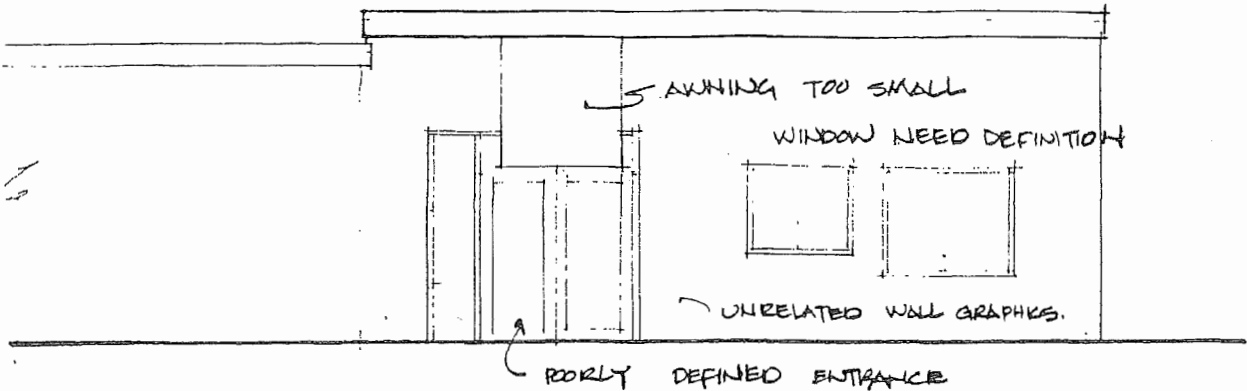
CNCL - 607

REDDEN NETS

MONCTON STREET STEVESTON

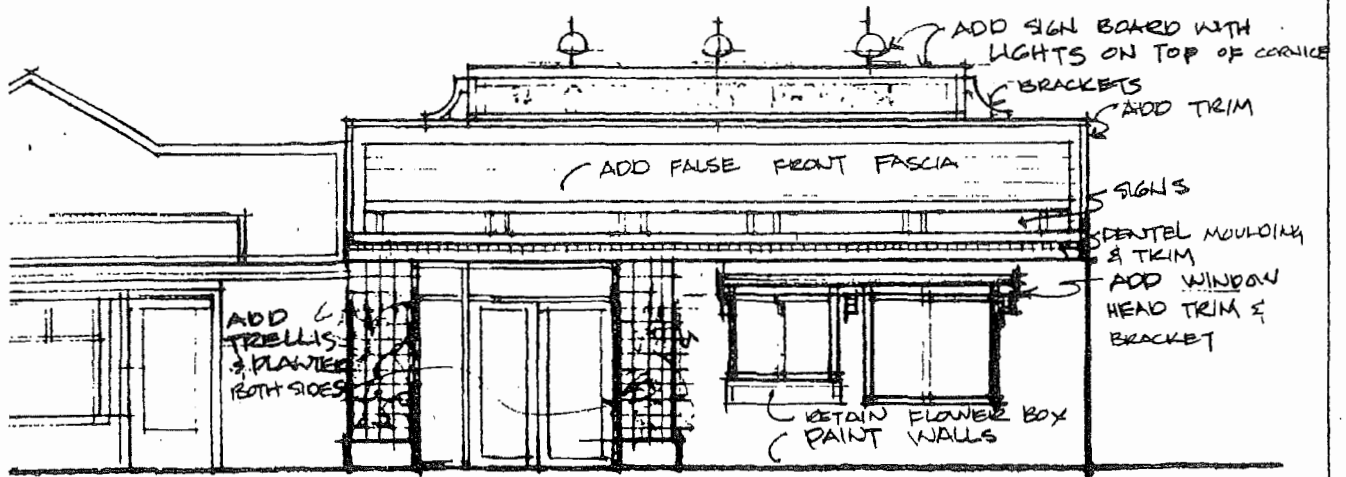
FACADE IMPROVEMENT EXAMPLE # 44

UN-DEFINED STOREFRONT



ANALYSIS - EXISTING FACADE

COORDINATE COLOR SCHEME.



FACADE RECOMMENDATION

COUNTRY MOUSE

CNCL - 608

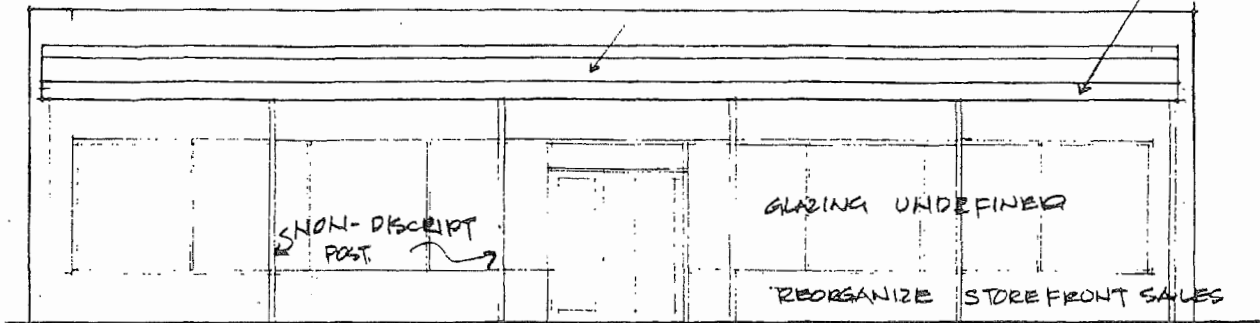
1ST AVENUE STEVESTON

FACADE IMPROVEMENT EXAMPLE # 4.5

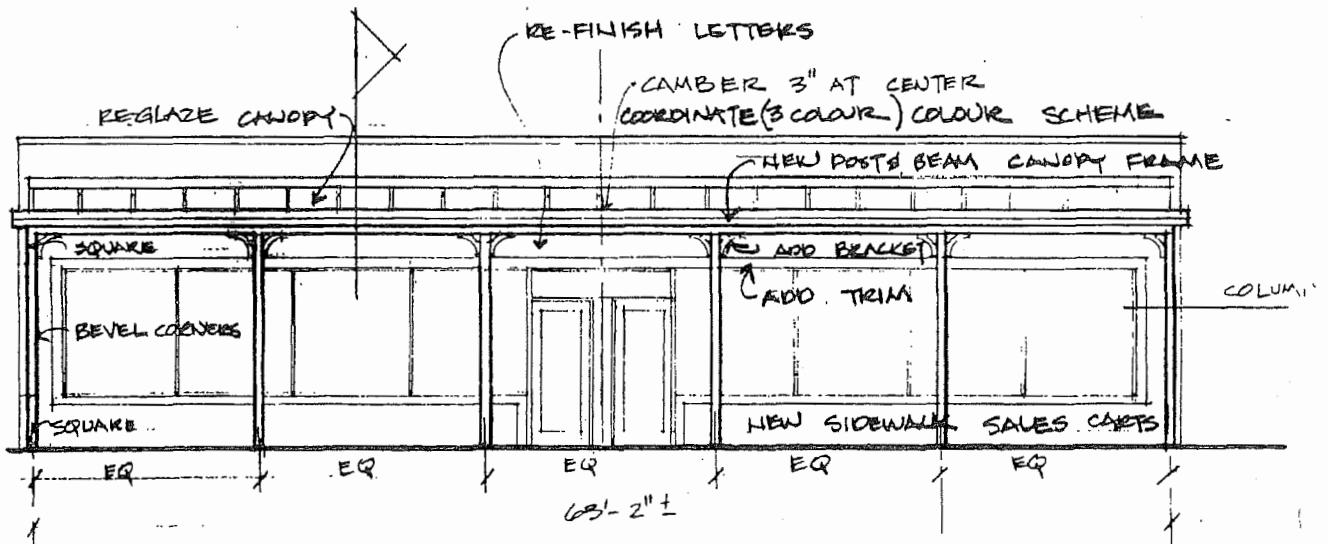
BUILDING NEEDS REPAINTING

DETERIORATED CANOPY

UNDEFINED CANOPY FASCIA



ANALYSIS - EXISTING FACADE

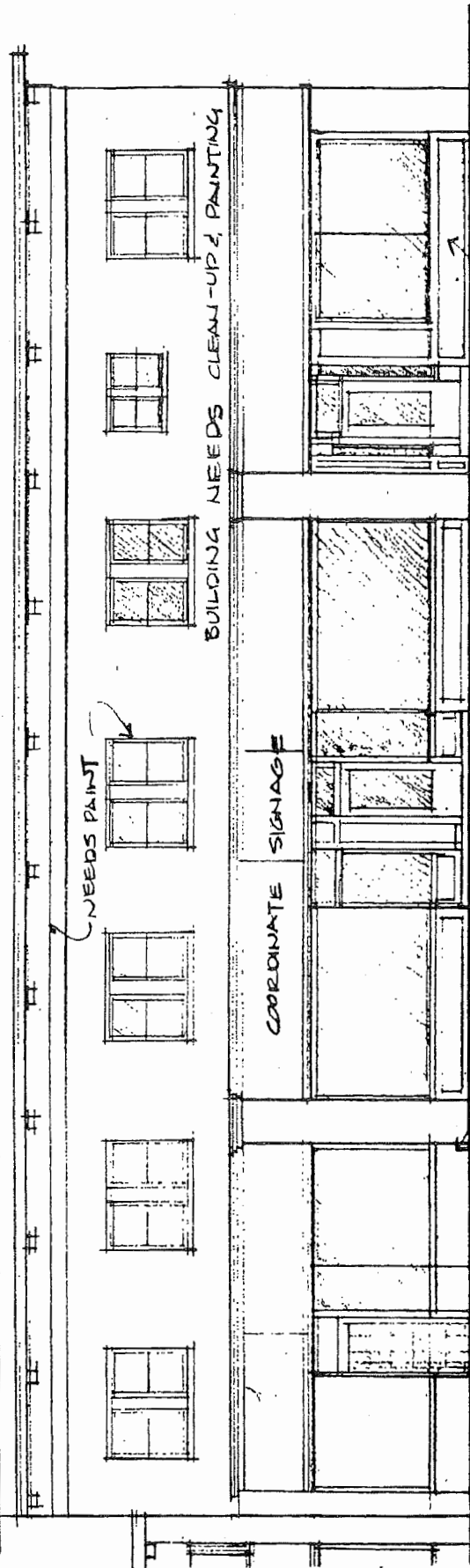


FACADE RECOMMENDATIONS

CNCL - 609

STEVESTON MARINE & HARDWARE
MONCTON STREET STEVESTON

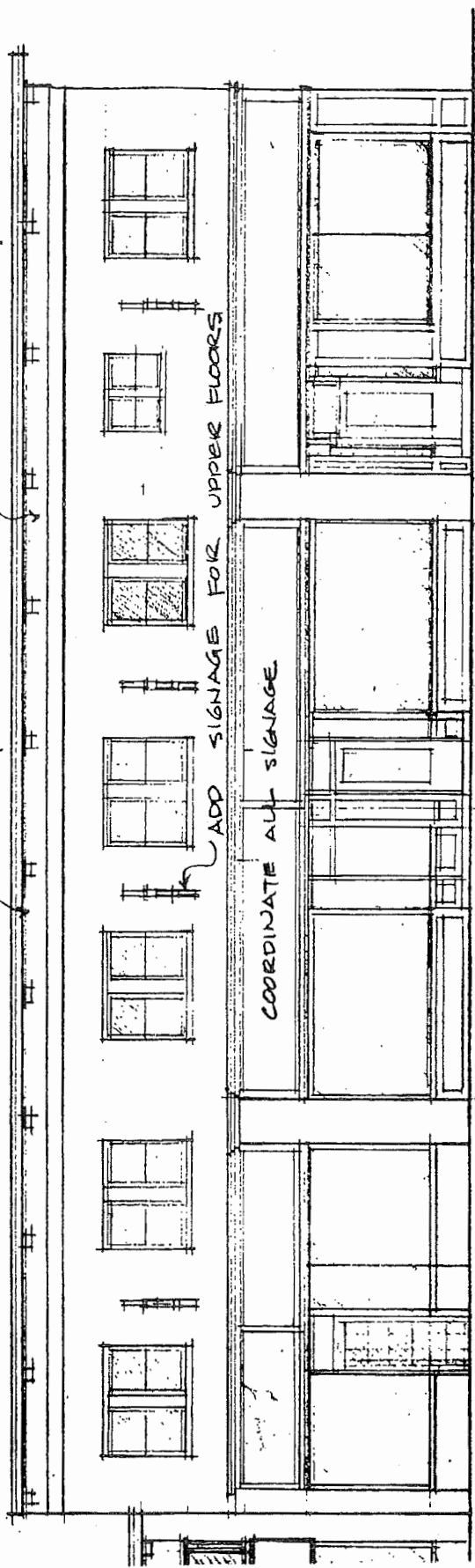
FACADE IMPROVEMENT EXAMPLE 4.6



ANALYSIS - EXISTING FACADE

CNCL - 610

COORDINATE COLOURS
BULKHEAD NEED COORDINATION
ENHANCE HERITAGE CHARACTER



FACADE RECOMMENDATION

HEPWORTH BUILDING
MONKTON STREET STEVENSON

APPENDIX 1

DESIGN REVIEW PROCEDURES

(a) Steps to Facade Improvement

The following steps should be followed for facade improvements:

- . Develop a clear idea of what image you want your business and store front to have. Write it down.
- . With the use of these guidelines, analyze your store front and with your business image in mind, select the features that are the most suited to your situation.
- . Translate your ideas into drawings which will be required for design approvals and for grant applications. It is strongly recommended that you hire an experienced professional designer. The drawings must show all proposed facade improvements to scale and include color chips, fabric samples and photographs or sketches of the building.
- . Present drawings to the Revitalization Review Committee. Store front improvements will be reviewed by the Revitalization Facade Review Committee. The committee may advise you on what other merchants and owners are doing with their store fronts in Steveston to help you coordinate plans and ideas. Please contact the Coordinator responsible for the Steveston area, or the designated Municipal Planner at 276-4082.
- . Make sure you follow the guidelines. You may be asked by the Revitalization Committee to revise and resubmit your drawings if the guidelines are not followed.
- . After the committee has given your submission design approval, fill out a special municipal Revitalization Development Permit Application and submit it along with your drawings and anticipated costs to the Planning Department at Municipal Hall. These documents will make up the grant application.

DESIGN REVIEW PROCEDURES (continued)

(b) Facade Grant Administration

- . Once plans have been submitted and a permit has been issued, the designated Municipal Planner records the anticipated costs of the improvement; certifies that the qualifying requirements have been met; confirms the frontage calculations; and ensures the work conforms to municipal bylaws and is being made to existing buildings. A copy of the approved permit is then sent to the Ministry of Municipal Affairs.
- . The grant is payable directly to the applicant (whether tenant or owner) upon completion of the work unless the Ministry contacts the Municipal Planner within 21 days of receiving the permit copy for further documentation or clarification.
- . The applicant should, upon request, provide invoices and timesheets for the construction to substantiate all costs claimed.
- . After the completion of construction and a final inspection, the Building Inspector certifies the completion on a copy of the building permit and forwards it to the Ministry.
- . The grant is then issued from Victoria directly to the applicant. The Municipality of Richmond will not be receiving the grant and then forwarding it to the applicant.

STEVESTON REVITALIZATION FACADE IMPROVEMENT APPLICATION

TELEPHONE: 278-5575

1. APPLICATION FOR PLAN REVIEW

Date: _____

PLEASE PRINT (to be completed by applicant)

Property address: _____ Unit No: _____

Legal description: _____

Registered tenant/owner: _____ Tel. No: _____

Tenant/Owner's mailing address: _____
(if different from above)

Contractor's business name: _____

Architect/Engineer: _____

PROPOSED WORK - CHECK ONE:

New _____, Add/Alter _____, Interior Finish _____, Repair _____,

Other (specify) _____

Tenant/Owner: _____

Nature of business: _____

Telephone: _____ (H) _____ (O)

2. Please provide a letter outlining the work in full.

3. Six sets of plans and sketches showing scope of work.

OFFICE USE ONLY

COMMENTS

Applicant Fee: \$ _____	Receipt No.: _____	_____
Roll No: _____	Richmond Key: _____	_____
Work Desc: _____	Class: _____	_____
Contractor's Business Licence No: _____	_____	_____
PERMIT NO. _____	_____	_____

APPENDIX 2

STEVESTON DOWNTOWN REVITALIZATION PLAN

In September 1980, the Ministry of Municipal Affairs initiated a program of urban design and beautification for the downtown business cores in cities and towns throughout British Columbia.

Local Steveston business representatives, municipal staff and members of Council from Richmond, formed a 'Downtown Revitalization Committee' in November, 1985 and designated an area of the Village of Steveston suitable for revitalization. The role of this committee has been to provide a community based presentation for the overall revitalization design. The purpose of the Steveston Revitalization program is to:

- . Retain and encourage the fishing fleet and related facilities and thus enhance Steveston's image as a 'Fishing Community'.
- . Maintain the variety of uses geared to local residences and the fishing industry.
- . Integrate urban design features based on the needs of the local residents and the fishing industry.
- . Enhance existing built features and physical qualities of Steveston to reinforce its uniqueness in Richmond and the Lower Mainland.
- . View tourism as a secondary industry.

Design improvements include public improvements to streets and sidewalk reconstruction; provision of additional street furniture; upgrading of lighting and installation of business signage.

APPENDIX 3

RICHMOND SIGNAGE BY-LAW (Extracts Only)

(Certified copies of the original by-law should be consulted for all interpretation and applications of the by-laws on this subject)

APPLICATION FOR SIGN PERMIT

A signed written statement marked 'Application for Sign Permit' must be prepared with the following information:

- . Street address of proposed site of sign.
- . Name and address of person or company for whose benefit the sign is being set-up and the name of the agent for that person or company.
- . Full name and address of sign company.

Prepare plans and specifications drawn in accordance with standard architectural practice and showing:

- . Dimensions and weight of sign.
- . The area of all sides of the structure used as sign.
- . The overall height of the sign and the amount of clearance beneath it; both as measured from finished grade.
- . The proposed location of the sign in relation to the boundaries of the lot it is to be situated upon.
- . The proposed location of the sign in relation to the face of the building or in front of which it is to be affixed.
- . If incandescent lamps are used, the number to be installed.
- . If gas tubing is used, the number of feet of illuminated tubing to be installed.
- . No part of the sign shall project beyond the top or sides of the wall to which it is affixed.
- . Prior to the issuance of a permit, the Building Inspector shall have considered the report of Design Panel pertaining to the sign.

RICHMOND SIGNAGE BY-LAW (Extracts Only) (continued)

Projecting Signs

- . A projecting sign may not project over municipal Property more than 5 feet 6 inches and not less than 10 feet 6 inches from the level of the sidewalk.
- . Projecting signs shall be in an area (including the area of all sides used as a sign) no greater than 3 square feet per foot of wall length to which they are affixed.
- . No part of a projecting sign shall be closer at any point than 8 feet from the nearest finished grade of the site upon which they are situated.
- . No part of any projecting sign shall be higher at any point than the top of the roof line or wall to which they are affixed provided, however, that in no case shall the top of the sign be higher than 25 feet from the nearest finished grade of the site upon which they are situated.

Marquee Signs

- . A marquee sign is affixed wholly beneath a permanent canopy perpendicular to the face of the building.
- . A marquee sign may extend up to 5 feet 6 inches over public property when affixed wholly beneath a marquee or walkway covering.
- . A marquee sign shall be no greater than 8 square feet (including the total area of all sides of the marquee device used as a sign).

APPENDIX 4

GENERAL CRITERIA FOR CANOPIES PROJECTING OVER MUNICIPAL SIDEWALKS

DEFINITION

Canopies include any projection designed to project over municipal sidewalks to protect pedestrians from the elements. Canopies may also be called awnings or marquees.

Canopies must meet Building Code requirements. Canopies must be supported by structural elements on private property because no posts or supports will be permitted on public property.

INDEMNITY

Owners of properties with canopies projecting over municipal property shall sign a Section 215 agreement indemnifying the Municipality.

PERMITS

Canopies shall be regulated by Development Permits and Building Permits.

LOCATIONS

Canopies will be permitted in all Development Permit Areas, subject to the Guidelines adopted in that area.

CLEARANCES

(See sketch)

- . 2.7 metres (9.0 feet) headroom
- . 1.0 metres (3.0 feet) to utility poles
- . 600 mm (0.68 feet) to curb
- . 2.5 metres (8.0 feet) to wires or metal fixtures

DRAINAGE/SNOW ACCUMULATION

Canopies shall be designed to safely shed snow and rain. A minimum slope of 45° is recommended.



**City of
Richmond**

Bylaw 9797

**Richmond Official Community Plan Bylaw 7100
Amendment Bylaw 9797
Steveston Area Plan (Schedule 2.4)**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Official Community Plan Bylaw 7100 is amended as follows:
 - i) Repeal and replace the following text in Section 9.3.2.2 Area B: Steveston Village Sub Area Guidelines (Steveston Village Riverfront – Massing and Height) as follows:

“c) With regard to building height:

 - i) Typically vary from one to two storeys and up to 20 m GSC at main roof ridge, to not be taller than the Gulf of Georgia Cannery;”

- ii) Repeal and replace a portion of the existing table in the Steveston Village Land Use Density and Building Height Map for the Riverfront Area as follows:

	Maximum FAR	Maximum Storeys	Maximum Building Height
Riverfront Area	1.2	2	20 m GSC***

2. This Bylaw may be cited as **“Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9797”**.



FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Manager or Solicitor 

MAYOR

CORPORATE OFFICER



Business Licence Bylaw No. 7360, Amendment Bylaw No. 9763

The Council of the City of Richmond enacts as follows:

1. Business Licence Bylaw No. 7360, as amended, is further amended at Section 2.1.27:
 - a. by deleting subsection 2.1.27.3 and replacing it with the following:

“2.1.27.3 Every Class A and Class N taxicab licenced by the **City** under this bylaw, and regulated under the **Vehicle for Hire Regulation Bylaw**, must be operated by one of the following companies having a **vehicle for hire business office** in the **City**:

 - a) Garden City Cabs of Richmond Ltd.;
 - a) Kimber Cabs Ltd.; or
 - b) Richmond Cabs Ltd.”
2. This Bylaw is cited as “**Business Licence Bylaw No. 7360, Amendment Bylaw No. 9763**”.

FIRST READING

OCT 10 2017

SECOND READING

OCT 10 2017

THIRD READING

OCT 10 2017

OTHER CONDITIONS SATISFIED

NOV 03 2017 NOV 10 2017

ADOPTED

MAYOR

CORPORATE OFFICER





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

The Council of the City of Richmond enacts as follows:

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

FIRST READING

NOV 14 2017

SECOND READING

NOV 14 2017



THIRD READING

NOV 14 2017

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept 
APPROVED for legality by Solicitor 

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

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



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

The Council of the City of Richmond enacts as follows:

1. The **Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551**, as amended, is further amended:
 - a) by deleting Section heading **PART TWO: USER AND INFRASTRUCTURE REPLACEMENT FEES** and replacing it with **PART TWO: FLOOD PROTECTION SYSTEM AND SANITARY SEWER USER FEES**
 - b) by deleting subsection 2.1 and replacing it with the following:

“2.1 Imposition of Flood Protection System and Sanitary User Fees

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

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

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

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

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

- (b) as a consequence of a **City** infrastructure renewal program,

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

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

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

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

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

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

“2.4 Date of User and Flood Protection System Fee Payments

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

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

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

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

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

f) by inserting following definition in alphabetical order:

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

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

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

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

FIRST READING

SECOND READING

THIRD READING

ADOPTED



MAYOR

NOV 14 2017

NOV 14 2017

NOV 14 2017

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. 
APPROVED for legality by Solicitor 

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

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

2. RATES FOR METERED PROPERTIES

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

3. RATES FOR COMMERCIAL, INDUSTRIAL, INSTITUTIONAL AND AGRICULTURAL

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

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

Month (2016)	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	\$477	2019	\$437	2019	\$746	2020
February	\$438	2019	\$859	2020	\$716	2020
March	\$398	2019	\$823	2020	\$685	2020
April	\$358	2019	\$786	2020	\$655	2020
May	\$318	2019	\$750	2020	\$625	2020
June	\$279	2019	\$714	2020	\$594	2020
July	\$239	2019	\$677	2020	\$564	2020
August	\$700	2020	\$641	2020	\$935	2021
September	\$661	2020	\$604	2020	\$905	2021
October	\$621	2020	\$568	2020	\$874	2021
November	\$581	2020	\$532	2020	\$844	2021
December	\$541	2020	\$495	2020	\$814	2021

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

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



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

The Council of the City of Richmond enacts as follows:

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

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

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

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

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

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

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

FIRST READING

SECOND READING

THIRD READING

ADOPTED



MAYOR

NOV 14 2017

NOV 14 2017

NOV 14 2017

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept 
APPROVED for legality by Solicitor 

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

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

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

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

2. WATER METER FIXED CHARGE

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

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

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

Consumption per cubic metre: \$1.3063

2. WATER METER FIXED CHARGE

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

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

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

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

2. DESIGN PLAN PREPARED BY CITY

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

Design plan for all other buildings \$2,000

3. WATER METER INSTALLATION FEE

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

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

MONTH (2018)	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	\$694	2019	\$568	2019	\$750	2020
February	\$636	2019	\$1,117	2020	\$720	2020
March	\$578	2019	\$1,069	2020	\$689	2020
April	\$520	2019	\$1,022	2020	\$659	2020
May	\$462	2019	\$975	2020	\$628	2020
June	\$405	2019	\$927	2020	\$598	2020
July	\$347	2019	\$880	2020	\$567	2020
August	\$1,017	2020	\$833	2020	\$940	2021
September	\$960	2020	\$785	2020	\$910	2021
October	\$902	2020	\$738	2020	\$879	2021
November	\$844	2020	\$691	2020	\$849	2021
December	\$786	2020	\$644	2020	\$818	2021

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

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

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

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

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

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

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

- YVR's share of future water infrastructure capital replacement calculated at \$0.3372 per m³
- 50% of the actual cost of operations and maintenance activities on water infrastructure shared by the **City** and YVR, as shown outlined in red on the plan attached as Schedule H
- 100% of the actual cost of operations and maintenance activities on water infrastructure serving only YVR, as shown outlined in red on the plan attached as Schedule H
- 100% of the actual cost of operations and maintenance activities on a section of 1064 m water main, as shown outlined in green on the plan attached as Schedule H from the date of completion of the Canada Line public transportation line for a period of 5 years. After the 5 year period has expired, costs for this section will be equally shared between the **City** and YVR
- 76 m³ of water per annum at a rate of \$0.7767 per cubic meter for water used annually for testing and flushing of the tank cooling system at Storage Tank Farm TF2 (in lieu of metering the 200 mm diameter water connection to this facility)

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



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

The Council of the City of Richmond enacts as follows:

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

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

FIRST READING

NOV 14 2017



SECOND READING

NOV 14 2017

THIRD READING

NOV 14 2017

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept

APPROVED for legality by Solicitor


MAYOR

CORPORATE OFFICER

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

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

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

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

SCHEDULE C to BYLAW NO. 6803

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

SCHEDULE A to BYLAW NO. 9791

SCHEDULE D TO BYLAW 6803

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



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9557 (RZ 13-641554)
Westerly 110 m wide portion of 10060 No. 5 Road**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500 is amended by inserting the following into Section 24 (Site Specific Public Zones), in numerical order:

“24.7 Religious Assembly – No. 5 Road (ZIS7)

24.7.1 Purpose

The **zone** provides for **religious assembly, education** and other limited community **uses**.

24.7.2 Permitted Uses

- **child care**
- **education**
- **religious assembly**

24.7.3 Secondary Uses

- **dormitory**

24.7.4 Permitted Density

1. The maximum **floor area ratio** is 0.47, together with an additional 0.14 **floor area ratio** provided that the additional 0.14 **floor area ratio** is used entirely to accommodate covered exterior walkways having a minimum of one (1) open side.
2. Notwithstanding Section 24.7.4.1, the reference to “0.47” may allocate a maximum 0.13 of the maximum **floor area ratio** for portions of the building that are exclusively used as accessory residential area occupied by residents of the **religious assembly building(s)** and/or for **dormitory** use.

24.7.5 Permitted Lot Coverage

1. The maximum **lot coverage** is 40% for **buildings** and covered walkways with a minimum of one (1) open side.

24.7.6 Yards & Setbacks

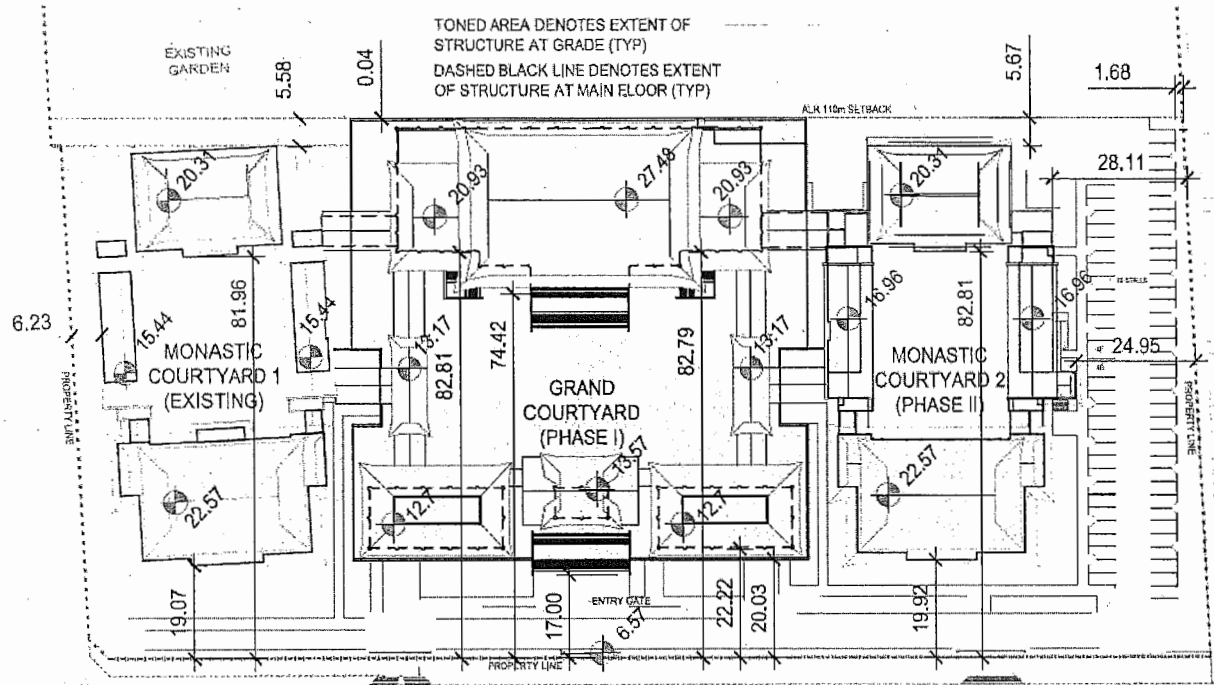
1. The minimum **building setback** is:
 - a) North: 6 m;
 - b) South: 24 m;
 - c) East: 0 m; and
 - d) West: 17 m.

- Notwithstanding Section 24.7.6.1, **buildings** and covered walkways are to be sited as shown in Diagram 1.

24.7.7 Permitted Heights

- The maximum **height** for **buildings**, or portions thereof shall not exceed the figure indicated within the **building** footprint envelop identified in Diagram 1 and referenced as **geodetic height**, which for the purposes of this bylaw are as referenced below.

Diagram 1



ROOF ELEVATIONS ARE MEASURED IN HPN GEODETIC
ROOF ELEVATIONS AND DIMENSIONS ARE IN METRIC UNITS

- The maximum **height** for covered walkways is 16 m geodetic.
- The maximum height for **accessory buildings** and **accessory structures** is 6.5 m geodetic and is limited to a single entry gate on No. 5 Road.

24.7.8 Subdivision Provisions/Minimum Lot Size

- The minimum **lot area** requirement is 25,380 m².

24.7.9 Landscaping & Screening

- Landscaping** and **screening** shall be provided according to the provisions of Section 6.0 except that a single entry gate is permitted on the No. 5 Road frontage provided the maximum height is 6.5 m geodetic.

24.7.10 On-Site Parking and Loading

- Provision of a minimum 385 **vehicle parking spaces**.
- Provision of a minimum 24 Class 1 bicycle parking spaces and a minimum 68 Class 2 bicycle parking spaces.

3. Provision of 2 medium size and 1 large size **loading space**.

All other requirements shall be provided according to the standards set out in Section 7.0.

24.7.11 Other Regulations

1. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and the Specific Use Regulations in Section 5.0 apply."
 2. For the purpose of this zone, **dormitory use** shall not exceed a maximum of 70 people.
 3. For the purpose of this zone, the total number of resident nuns and/or monks shall not exceed a maximum of 70 people.
 4. Special events shall comply with the Richmond Event Approval Coordination Team (REACT) process, or City approved equivalent.
2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation on the westerly 110 m wide portion of the following parcel and by designating the westerly 110 m wide portion of the parcel **RELIGIOUS ASSEMBLY – NO. 5 ROAD (ZIS7)**:

P.I.D.: 025-566-806

Lot A Section 31 Block 4 North Range 5 West New Westminster District Plan BCP3255

3. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 9557".

FIRST READING

MAY 24 2016

PUBLIC HEARING

JUN 20 2016

SECOND READING

JUN 20 2016

THIRD READING

JUN 20 2016

OTHER CONDITIONS SATISFIED

NOV 14 2017

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

JUN 12 2017

ADOPTED

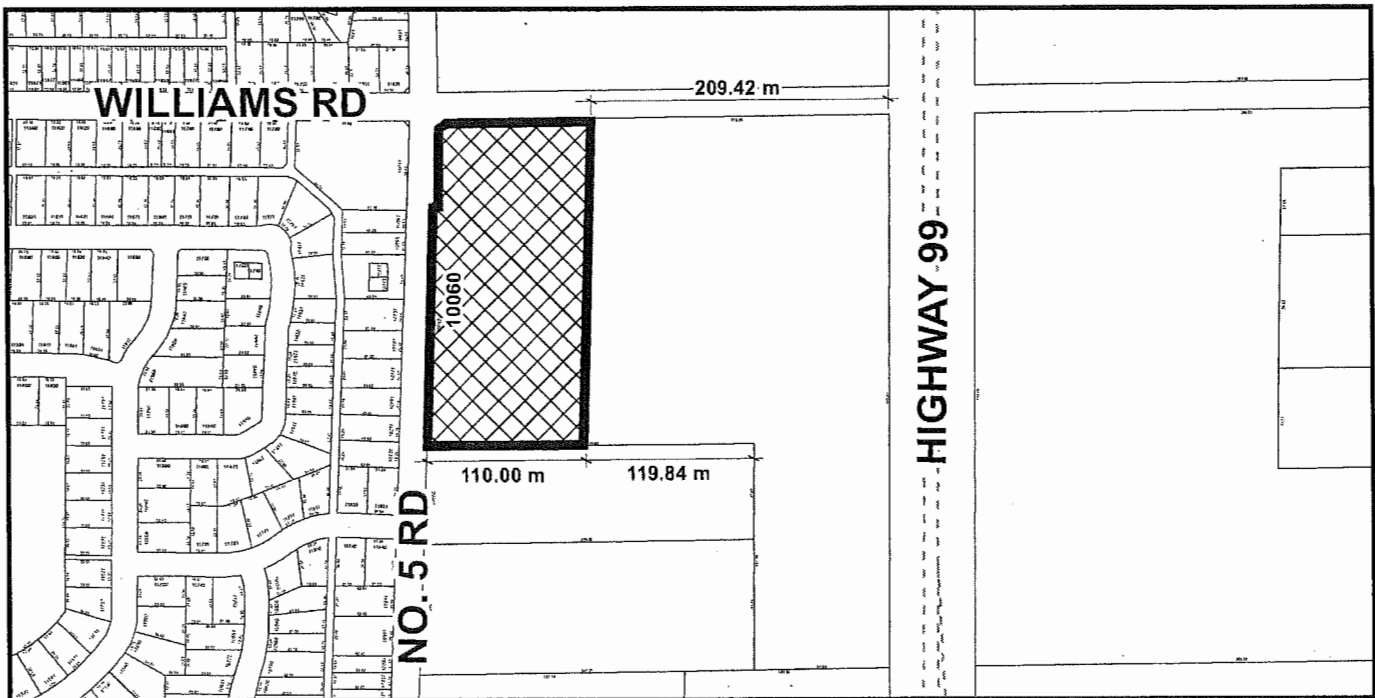
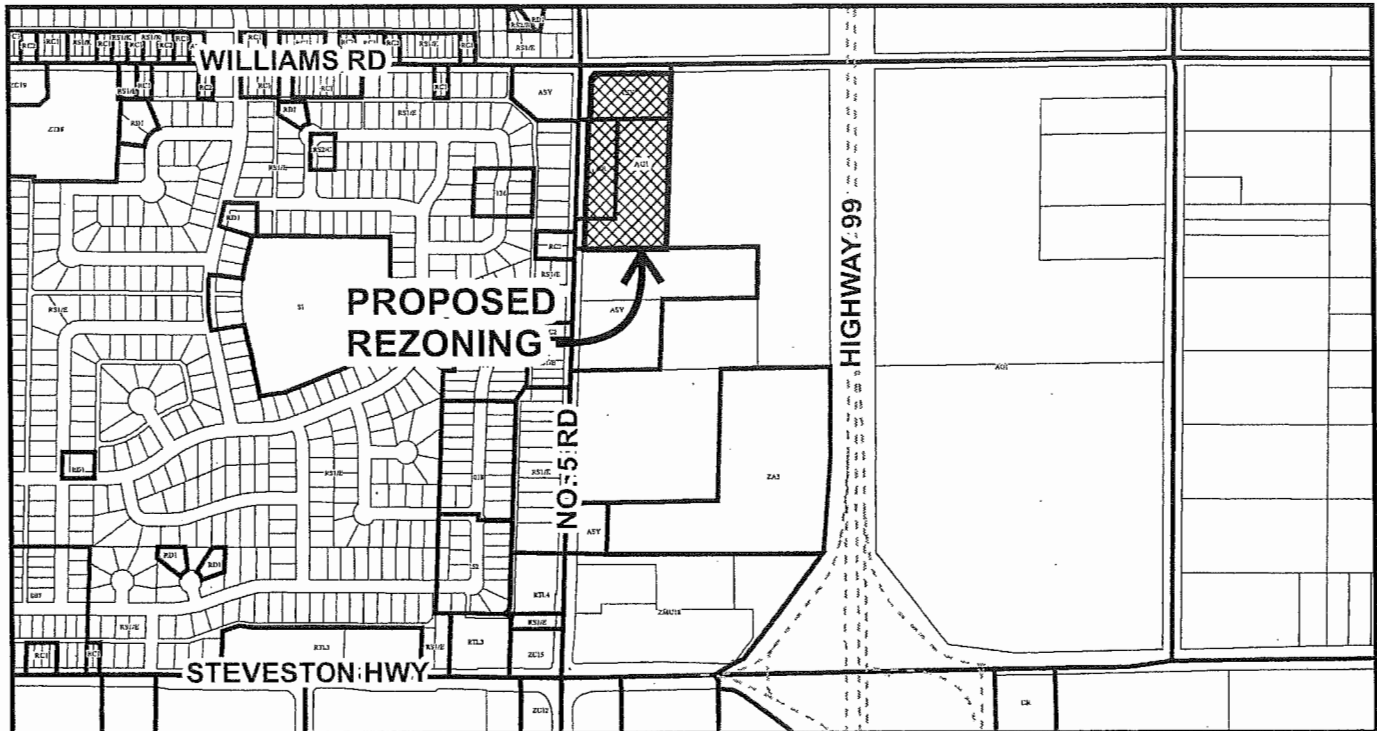
CITY OF RICHMOND
APPROVED by <i>BK</i>
APPROVED by Director or Solicitor <i>D</i>

MAYOR

CORPORATE OFFICER



City of Richmond



RZ 13-641554

CNCL 645

Original Date: 04/29/16

Revision Date: 05/11/16

Note: Dimensions are in METRES



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9579 (RZ 15-710447)
3360/3380 Blundell Road**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"SINGLE DETACHED (RS2/B)"**.

P.I.D. 001-124-056

Strata Lot 1 Section 22 Block 4 North Range 7 West New Westminster District Strata Plan NW112 together with an interest in the Common Property in proportion to the unit entitlement of the Strata Lot as shown on Form 1

P.I.D. 001-124-064

Strata Lot 2 Section 22 Block 4 North Range 7 West New Westminster District Strata Plan NW112 together with an interest in the Common Property in proportion to the unit entitlement of the Strata Lot as shown on Form 1

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9579"**.

FIRST READING

SEP 12 2016

A PUBLIC HEARING WAS HELD ON

OCT 17 2016

SECOND READING

OCT 17 2016

THIRD READING

OCT 17 2016

OTHER CONDITIONS SATISFIED

NOV 20 2017

ADOPTED

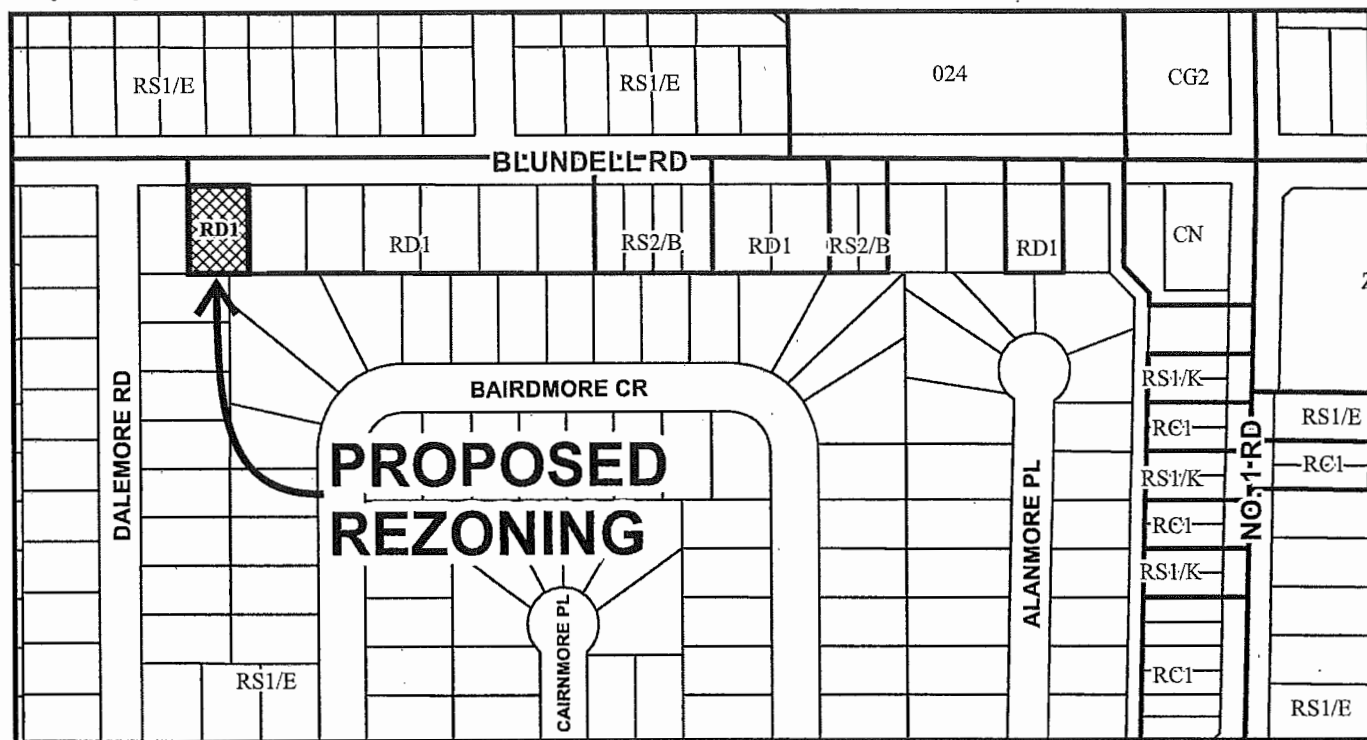


MAYOR

CORPORATE OFFICER

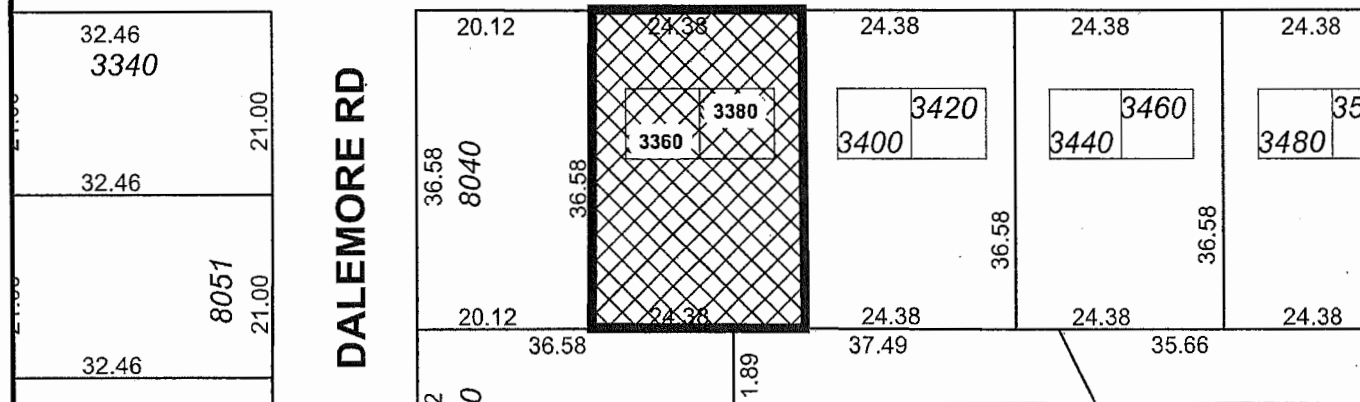


City of Richmond



3331	3351	3371	3391	3411	3431	3451	3471	3491
18.29	18.29	18.29	18.29	18.29	18.29	18.29	18.29	18.29

BLUNDELL RD



RZ 15-710447

Original Date: 10/07/15

Revision Date: 08/19/16

Note: Dimensions are in METRES

CNCL - 647



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9621 (RZ 16-735240)
9771 Sealily 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/B)"**.

P.I.D. 004-918-355

Lot 296 Section 25 Block 4 North Range 6 West New Westminster District Plan 42425

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9621"**.

FIRST READING

OCT 11 2016

A PUBLIC HEARING WAS HELD ON

NOV 21 2016

SECOND READING

NOV 21 2016

THIRD READING

NOV 21 2016

OTHER CONDITIONS SATISFIED

NOV 20 2017

ADOPTED

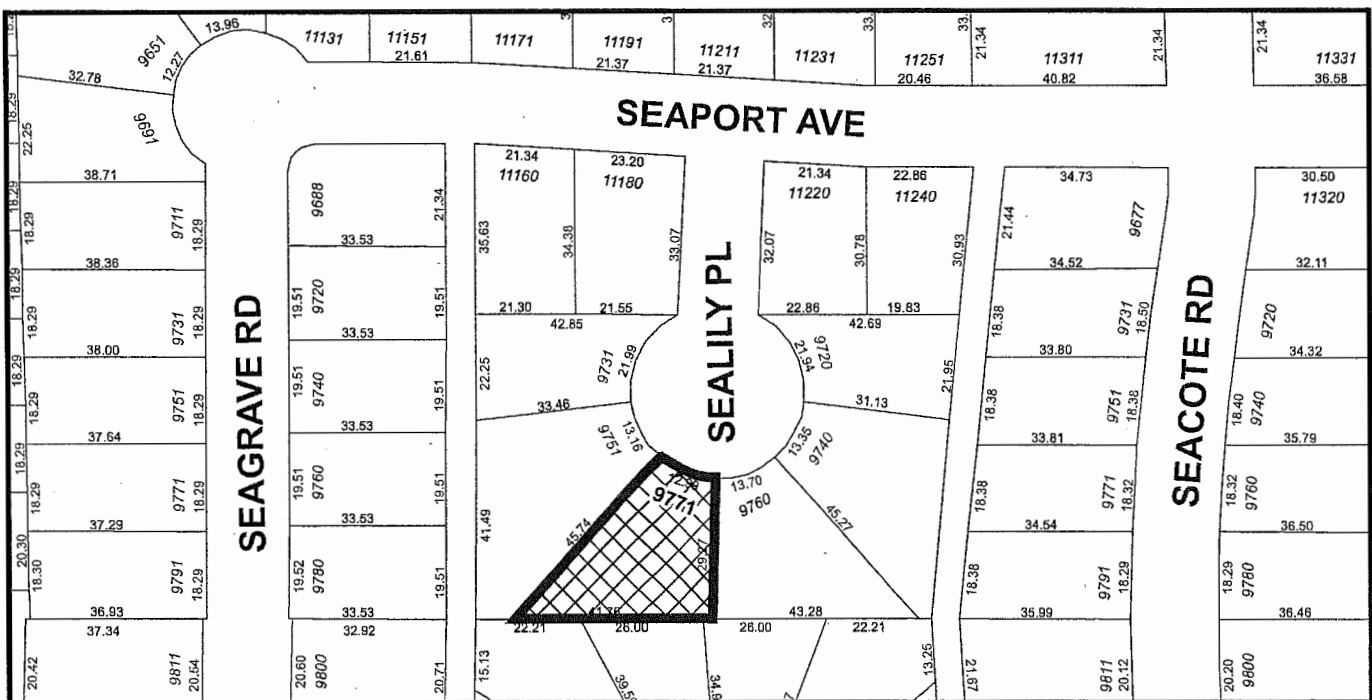
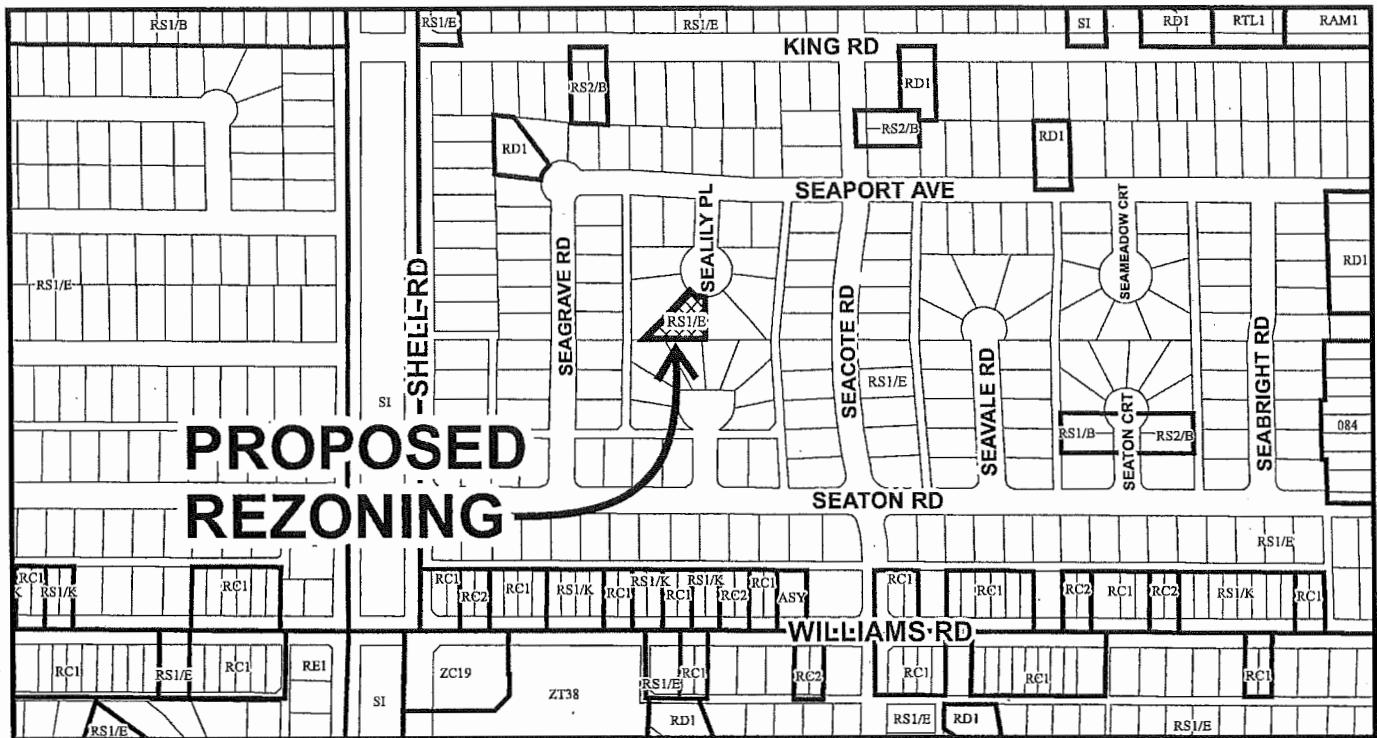


MAYOR

CORPORATE OFFICER



City of Richmond



RZ 16-735240

Original Date: 07/08/16

Revision Date:

Note: Dimensions are in METRES

CNCL - 649



**Richmond Zoning Bylaw 8500, Amendment Bylaw 9744
to Establish Zoning for the Property Developed
under Land Use Contract 039**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended by inserting the following into Section 23 (Site Specific Industrial Zones), in numerical order:

“23.13 Commercial Storage (ZI13) – Cambie Road (City Centre)”

23.13.1 Purpose

The zone provides for **commercial storage** and a secondary **residential security/operator unit**. This zone is for the property developed under Land Use Contract 039.

23.13.2 Permitted Uses

- **commercial storage**

23.13.3 Secondary Uses

- **residential security/operator unit**

23.13.4 Permitted Density

1. The maximum number of **commercial storage buildings** is three.
2. The maximum number of **residential security/operator units** is one.
3. The maximum **floor area** permitted is 3,800 m².
4. The maximum **floor area ratio** is 0.48.

23.13.5 Permitted Lot Coverage

1. The maximum **lot coverage** is 48% for **buildings**.

23.13.6 Yards & Setbacks

1. For a **building** containing **commercial storage**:
 - a) the minimum **front yard** and **rear yard** is 7.0 m.
 - b) the minimum **interior side yard** is 6.0 m.

2. For a **building** containing a **residential security/operator unit**:

- a) the minimum **front yard** is 10.0 m.
- b) the minimum **interior side yard** is 3.0 m.
- c) the minimum **rear yard** is 95.0 m.

23.13.7 Permitted Heights

- 1. The maximum **height** for **buildings** is 5.0 m, but containing no more than 1 **storey**.
- 2. The maximum **height** for **accessory structures** is 9.0 m.

23.13.8 Subdivision Provisions/Minimum Lot Size

- 1. The minimum **lot area** is 8,100 m².
- 2. The minimum **lot width** is 64.0 m.
- 3. The minimum **lot depth** is 125.0 m

23.13.9 Landscaping & Screening

- 1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0.

23.13.10 On-Site Parking and Loading

- 1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0.

23.13.11 Other Regulations

- 1. In addition to the regulations listed above, the General Development Regulations of Section 4.0 and the Specific Use Regulations of Section 5.0 apply."
- 2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, as amended, is further amended by designating that portion outlined in bold and shown on "Schedule A attached to and forming part of Bylaw 9744" as "**COMMERCIAL STORAGE (ZI13) – CAMBIE ROAD (CITY CENTRE)**".

3. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9744**”.

FIRST READING

SEP 25 2017

A PUBLIC HEARING WAS HELD ON

OCT 16 2017

SECOND READING

OCT 16 2017

THIRD READING

OCT 16 2017

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

NOV 08 2017

ADOPTED

MAYOR

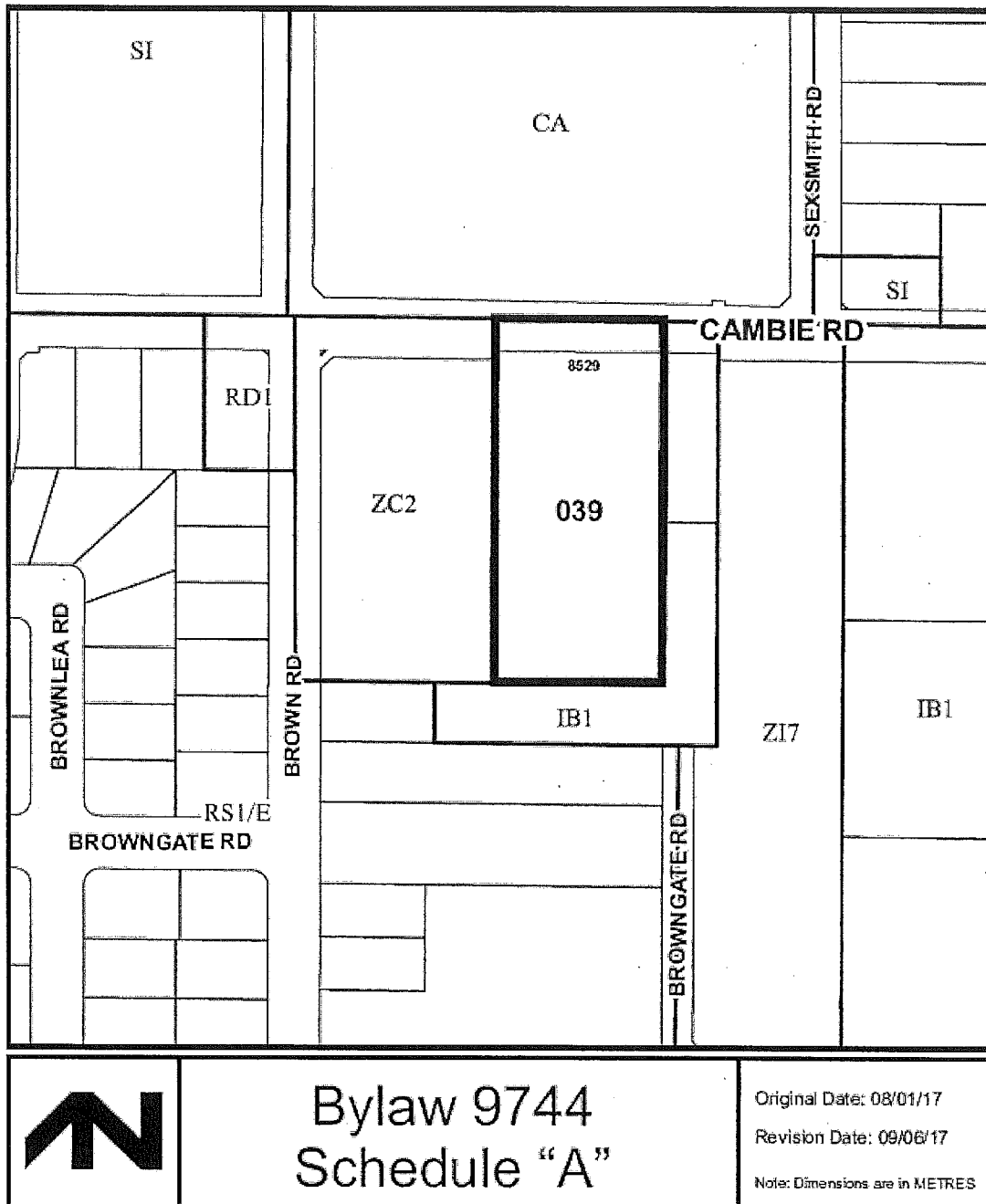
CORPORATE OFFICER



Schedule A attached to and forming part of Bylaw 9744



City of
Richmond





**Richmond Zoning Bylaw 8500, Amendment Bylaw 9746
to Establish Zoning for the Property Developed
under Land Use Contract 064**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended by inserting the following into Section 22 (Site Specific Commercial Zones), in numerical order:

“22.41 Vehicle Sales Commercial (ZC41) – No. 3 Road (City Centre)”

22.41.1 Purpose

The zone provides for **vehicle sale/rental**. This zone is for the property developed under Land Use Contract 064.

22.41.2 Permitted Uses

- **Vehicle sale/rental**

22.41.3 Secondary Uses

- **n/a**

22.41.4 Permitted Density

1. The maximum **floor area ratio** is 2.3.

22.41.5 Permitted Lot Coverage

1. There is no maximum **lot coverage** for **buildings**.

22.41.6 Yards & Setbacks

1. The minimum **front yard** is 7.6 m.
2. The minimum **setback** to one **interior side lot line** is 3.0 m.
3. There is no minimum **rear yard**.
4. Notwithstanding Section 22.41.6.2, the minimum **interior side yard** on a lot that is adjacent to **single detached housing, agriculture, and two-unit housing zones** shall be:
 - a) 3.0 m for a 1 **storey building**;
 - b) 7.5 m for a **building** containing more than 1 **storey**.

22.41.7 Permitted Heights

1. The maximum **height** for **buildings** is 10.7 m, but containing no more than 3 **storeys**.
2. The maximum **height** for **accessory structures** is 9.0 m.

22.41.8 Subdivision Provisions/Minimum Lot Size

1. The minimum **lot width** is 15.2 m.
2. There is no minimum **lot depth** requirement.
3. The minimum **lot area** is 1,000 m².

22.41.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0.

22.41.10 On-Site Parking and Loading

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0.

22.41.11 Other Regulations

1. In addition to the regulations listed above, the General Development Regulations of Section 4.0 and the Specific Use Regulations of Section 5.0 apply. ”
2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, as amended, is further amended by designating that portion outlined in bold and shown on “Schedule A attached to and forming part of Bylaw 9746” as “**Vehicle Sales Commercial (ZC41) – No. 3 Road (City Centre)**”.

3. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 9746”**.

FIRST READING

SEP 25 2017

A PUBLIC HEARING WAS HELD ON

OCT 16 2017

SECOND READING

OCT 16 2017

THIRD READING

OCT 16 2017

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

NOV 08 2017

ADOPTED

MAYOR

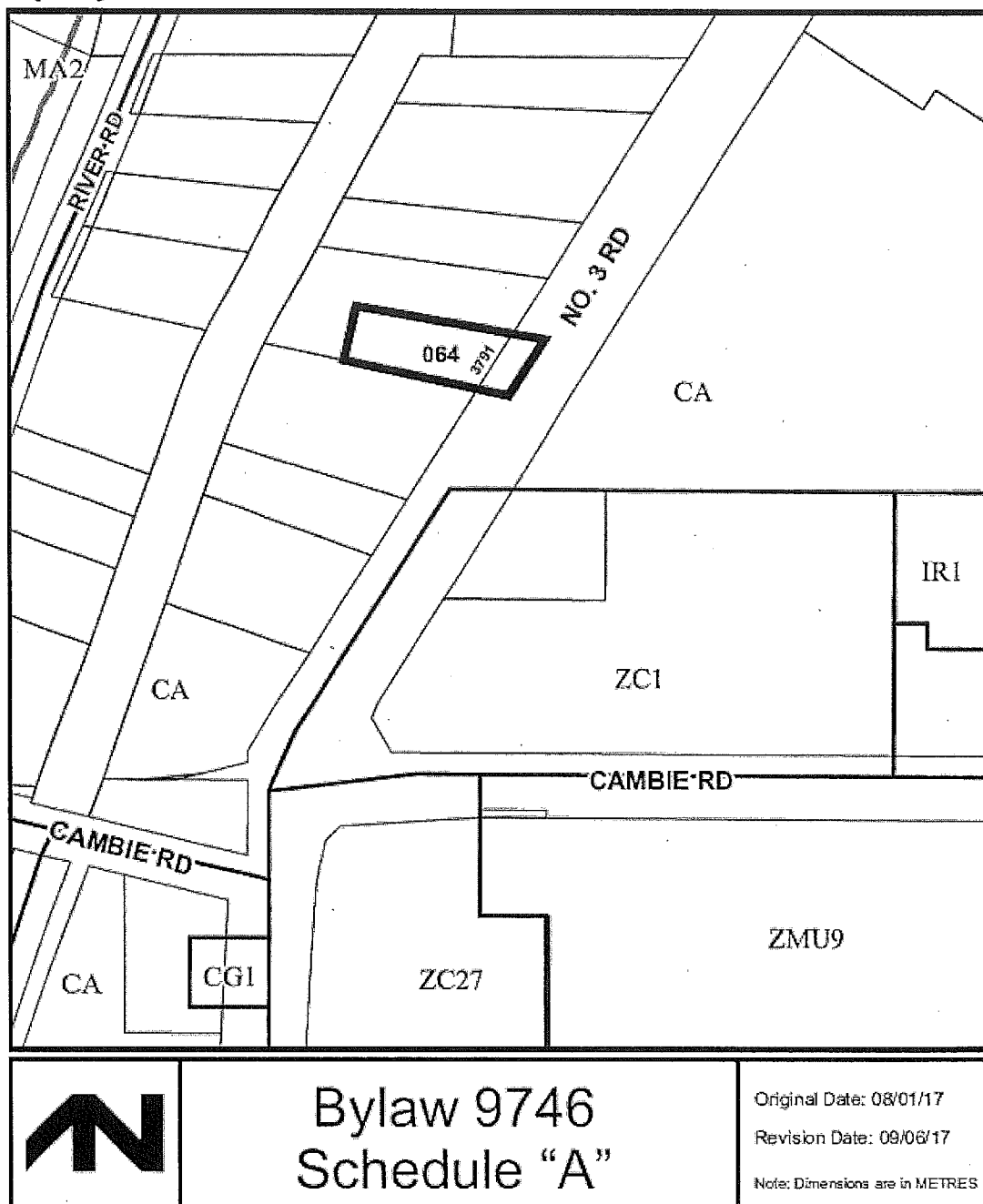
CORPORATE OFFICER



Schedule A attached to and forming part of Bylaw 9746.



City of
Richmond





**Richmond Zoning Bylaw 8500, Amendment Bylaw 9748
to Establish Zoning for the Properties Developed
under Land Use Contract 126**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended by inserting the following into Section 22 (Site Specific Commercial Zones), in numerical order:

“22.43 Commercial (ZC43) – Bridgeport Road (City Centre)

22.43.1 Purpose

The **zone** provides for commercial **uses**. This **zone** is for the properties developed under Land Use Contract 126.

22.43.2 Permitted Uses

- contractor service
- entertainment, spectator
- equipment, minor
- manufacturing, custom indoor
- office
- recreation, indoor
- restaurant
- retail, general
- service, business support
- service, household repair

22.43.3 A. Secondary Uses

- n/a

22.43.3 B. Additional Uses

- commercial vehicle parking and storage
- fleet service
- parking, non-accessory
- vehicle rental, convenience

22.43.4 Permitted Density

1. The maximum **floor area ratio** is 0.35, except that a **lot** with a **lot area** of less than 450 m² shall not be used as the site of a **building**.

22.43.5 Permitted Lot Coverage

1. The maximum **lot coverage** is 35% for **buildings**.

22.43.6 Yards & Setbacks

1. The minimum **front yard** is 7.5 m.
2. There is no minimum **interior side yard**, except that for the following listed site, the minimum eastern **interior side yard** is 3.0 m:
 - a) 8380 Bridgeport Road
P.I.D. 001-209-744
Lot 82 Section 28 Block 5 North Range 6 West New Westminster
District Plan 56425.
3. The minimum **exterior side yard** is 7.5 m
4. The minimum **rear yard** is 3.0 m.

22.43.7 Permitted Heights

1. The maximum **height** for **buildings** is 11.0 m, but containing no more than 3 **storeys**.
2. The maximum **height** for **accessory structures** is 9.0 m.

22.43.8 Subdivision Provisions/Minimum Lot Size

1. The minimum **lot area** is 695 m².
2. The minimum **lot width** is 15.0 m
3. There is no minimum **lot depth** requirement.

22.43.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0.

22.43.10 On-Site Parking and Loading

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0.

22.43.11 Other Regulations

1. In addition to the regulations listed above, the General Development Regulations of Section 4.0 and the Specific Use Regulations of Section 5.0 apply.

2. **Commercial vehicle parking and storage, fleet service, and parking, non-accessory** is only permitted on the following listed sites:

- a) 8280 Bridgeport Road
P.I.D. 004-274-059
Lot B Section 28 Block 5 North Range 6 West New Westminster District
Plan 71920
- b) 8300 Bridgeport Road
P.I.D. 024-947-954
Lot 1 Section 28 Block 5 North Range 6 West New Westminster District
Plan LMP48700

3. **Vehicle rental, convenience** is only permitted on the following listed sites:

- a) 8300 Bridgeport Road
P.I.D. 024-947-954
Lot 1 Section 28 Block 5 North Range 6 West New Westminster District
Plan LMP48700 ”

2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, as amended, is further amended by designating that portion outlined in bold and shown as Area “A” on “Schedule A attached to and forming part of Bylaw 9748” as **“Commercial (ZC43) – Bridgeport Road (City Centre)”**.

3. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, as amended, is further amended by designating that portion outlined in bold and shown as Area “B” on “Schedule A attached to and forming part of Bylaw 9748” as **“Auto-Oriented Commercial (CA)”**.

4. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 9748”**.

FIRST READING

SEP 25 2017

A PUBLIC HEARING WAS HELD ON

OCT 16 2017

SECOND READING

OCT 16 2017


THIRD READING

OCT 16 2017

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

NOV - 8 2017

ADOPTED

CITY OF RICHMOND
APPROVED by

APPROVED by Director or Solicitor


MAYOR

CORPORATE OFFICER

Schedule A attached to and forming part of Bylaw 9748

City of
Richmond