



City Council

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

**Monday, November 8, 2021
7:00 p.m.**

Pg. # ITEM

MINUTES

1. ***Motion to:***

- CNCL-12 (1) adopt the **minutes** of the Regular Council meeting held on October 25, 2021; and
- CNCL-22 (2) receive for information the Metro Vancouver **'Board in Brief'** dated October 29, 2021.



AGENDA ADDITIONS & DELETIONS

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

- (a) Appointment of Council representative to the **Richmond Olympic Oval Corporation**, until November 9, 2022.



- (b) Appointment of Council representative and alternate to the **Steveston Harbour Authority Board (SHAB)**, until the Annual General Meeting of the SHAB in November 2022.



3. NAMING OF STANDING COMMITTEES AND THEIR COMPOSITION BY THE MAYOR
(in accordance with the *Community Charter*)
4. APPOINTMENT OF MEMBERS OF COUNCIL (AND THEIR ALTERNATES) AS THE LIAISONS TO CITY ADVISORY COMMITTEES AND ORGANIZATIONS

Appointment of Council liaisons (and where applicable, their alternates) until November 9, 2022:

- (a) Advisory Committee on the Environment;
- (b) Child Care Development Advisory Committee;
- (c) Council / School Board Liaison Committee;
- (d) Economic Advisory Committee;
- (e) Heritage Commission;
- (f) Minoru Centre for Active Living Program Committee;
- (g) Richmond Centre for Disability;
- (h) Richmond Chamber of Commerce;
- (i) Richmond Community Services Advisory Committee;
- (j) Richmond Food Security and Agricultural Advisory Committee;
- (k) Richmond Intercultural Advisory Committee;
- (l) Richmond Public Art Advisory Committee;
- (m) Richmond Sister City Advisory Committee;
- (n) Richmond Sports Council;
- (o) Richmond Sports Wall of Fame Nominating Committee;
- (p) Seniors Advisory Committee;
- (q) Steveston Historic Sites Building Committee; and
- (r) Vancouver Coastal Health/Richmond Health Services Local Governance Liaison Group.



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

Appointment of Council liaisons to community associations until November 9, 2022:

- (a) Richmond Arenas Community Association;
- (b) City Centre Community Association;
- (c) East Richmond Community Association;
- (d) Hamilton Community Association;
- (e) Richmond Art Gallery Association;
- (f) Richmond Fitness and Wellness Association;
- (g) Sea Island Community Association;
- (h) South Arm Community Association;
- (i) Thompson Community Association; and
- (j) West Richmond Community Association.



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

Appointment of Council liaisons to various boards until November 9, 2022:

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



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

Appointment of Council liaisons until November 9, 2022:

- (a) Britannia Heritage Shipyard Society;
- (b) Gulf of Georgia Cannery Society;
- (c) London Heritage Farm Society;

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

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

RECOMMENDATION

That the members of the Public Works and Transportation Committee be appointed as the Parcel Tax Roll Review Panel for Local Area Services until November 9, 2022.

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9. APPOINTMENT OF ACTING MAYORS FROM NOVEMBER 8, 2021 TO NOVEMBER 9, 2022

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COMMITTEE OF THE WHOLE

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

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11. Delegations from the floor on Agenda items.

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

12. *Motion to rise and report.*

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RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

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

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

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Steveston Heritage Interpretive Framework
- Steveston Museum and Post Office Visitor Experience Improvements
- Recreation and Sport Strategy (2019-2024) – Progress Update
- Amendments to the Council Procedure Bylaw-Electronic Meetings and Electronic Participation
- 2022 District Energy Utility Rates
- Land use applications for first reading (to be further considered at the Public Hearing on November 15, 2021):
 - 2351 Simpson Road – Zoning Text Amendment to the “Industrial Business Park (IB1)” zone (Tamas Ajtony – applicant)

13. *Motion to adopt Items No. 14 through No. 20 by general consent.*



14. **COMMITTEE MINUTES**

That the minutes of:

- CNCL-40 (1) *the Parks, Recreation and Cultural Services Committee meeting held on October 26, 2021;*
- CNCL-44 (2) *the General Purposes Committee meeting held on November 1, 2021;*
- CNCL-48 (3) *the Finance Committee meeting held on November 1, 2021; and*

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- CNCL-51 (4) the **Planning Committee** meeting held on November 2, 2021;
be received for information.



Consent
Agenda
Item

15. **STEVESTON HERITAGE INTERPRETIVE FRAMEWORK**
(File Ref. No. 11-7141-01) (REDMS No. 6751987)

CNCL-53

See Page **CNCL-53** for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1) *That the Draft Steveston Heritage Interpretive Framework as detailed in the staff report titled “Steveston Heritage Interpretive Framework,” dated September 21, 2021, from the Director, Arts, Culture and Heritage Services be endorsed for the purpose of seeking stakeholder and public feedback; and*
- (2) *That the final Steveston Heritage Interpretive Framework, including the results of the stakeholder and public feedback, be reported back to Council.*



Consent
Agenda
Item

16. **STEVESTON MUSEUM AND POST OFFICE VISITOR EXPERIENCE
IMPROVEMENTS**
(File Ref. No. 11-7141-01) (REDMS No. 6750875)

CNCL-73

See Page **CNCL-73** for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1) *That the Steveston Museum and Post Office Visitor Experience Improvements as detailed in the staff report titled “Steveston Museum and Post Office Visitor Experience Improvements,” dated September 20, 2021, from the Director, Arts, Culture and Heritage Services be endorsed to guide the future planning and operations of the Steveston Museum and Post Office; and*

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- (2) *That expenditures totaling \$354,000 for facility improvements with an annual operating budget impact of \$12,300 for ongoing operating costs and an annual municipal contribution of \$40,000 paid to the Steveston Historical Society for the period from 2022-2026 be considered in the 2022 budget process.*



Consent
Agenda
Item

17. **RECREATION AND SPORT STRATEGY (2019-2024) – PROGRESS UPDATE**

(File Ref. No. 11-7000-01) (REDMS No. 6732765)

CNCL-120

See Page CNCL-120 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1) *That the staff report titled, “Recreation and Sport Strategy (2019-2024) – Progress Update,” dated September 21, 2021, from the Director, Recreation and Sport Services, be received for information; and*
- (2) *That the achievements document, Recreation and Sport Strategy (2019-2024) – Progress Update, Attachment 1, in the staff report titled “Recreation and Sport Strategy (2019-2024)–Progress Update,” dated September 21, 2021, from the Director, Recreation and Sport Services, be posted on the City website and circulated to key stakeholders including Community Recreation Associations and Societies, Richmond Sports Council, and the Aquatic Advisory Board for their information.*



Consent
Agenda
Item

18. **AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW- ELECTRONIC MEETINGS AND ELECTRONIC PARTICIPATION**

(File Ref. No. 99-LAW) (REDMS No. 6766603)

CNCL-200

See Page CNCL-200 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10302, which introduces amendments relating to electronic meetings and electronic participation, be introduced and given first, second and third readings;*

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- (2) *That Council authorize participation by the public and the holding of public hearings and board of variance hearings by means of electronic or other communication facilities as contemplated in the report titled “Amendments to the Council Procedure Bylaw – Electronic Meetings and Electronic Participation” and dated October 18, 2021 from the Director, City Clerk’s Office;*
- (3) *That staff report back to Council in the event technical or operational issues arise through the implementation of Recommendation 2 of the report titled “Amendments to the Council Procedure Bylaw – Electronic Meetings and Electronic Participation” and dated October 18, 2021 from the Director, City Clerk’s Office; and*
- (4) *That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10302 be amended to insert the following at the end of Section 1.4.1: “provided the member of Council is approved to participate in this manner by Council Resolution.”*



Consent
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19. **2022 DISTRICT ENERGY UTILITY RATES**

(File Ref. No. 01-0060-20-LIEC1) (REDMS No. 6714877)

CNCL-214

See Page CNCL-214 for full report

FINANCE COMMITTEE RECOMMENDATION

- (1) *That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10289 be introduced and given first, second and third readings;*
- (2) *That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10290 be introduced and given first, second and third readings; and*
- (3) *That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10291 be introduced and given first, second and third readings.*



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Consent
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20. **APPLICATION BY TAMAS AJTONY FOR A ZONING TEXT AMENDMENT AT 2351 SIMPSON ROAD**
(File Ref. No. ZT 21-938101) (REDMS No. 6763006)

CNCL-232

See Page CNCL-232 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10304, for a Zoning Text Amendment to the “Industrial Business Park (IB1)” zone to allow one residential security/operator unit at 2351 Simpson Road, be introduced and given First Reading.



CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

FINANCE COMMITTEE

Mayor Malcolm D. Brodie, Chair

21. **2022 UTILITY BUDGETS AND RATES**
(File Ref. No. 03-0970-01) (REDMS No. 6755531)

CNCL-249

See Page CNCL-249 for full report

FINANCE COMMITTEE RECOMMENDATION

Opposed: Cllr. Wolfe

- (1) *That the 2022 utility budgets, as presented in Option 2 for Water (page 6) including Option B for universal multi-family water metering, Option 3 for Sewer (page 14), Option 2 for Drainage and Diking (page 22), and Option 3 for Solid Waste and Recycling (page 24), as outlined in the staff report titled, “2022 Utility Budgets and Rates”, dated October 22, 2021, from the General Manager, Engineering and Public Works and the Acting General Manager, Finance and Corporate Services, be approved as the basis for establishing the 2022 utility rates and included in the Consolidated 5 Year Financial Plan (2022-2026) Bylaw; and*

- (2) *That the General Manager, Engineering and Public Works be authorized to negotiate and execute on behalf of the City, the Municipal Recycling Depot Services Agreement with the Greater Vancouver Sewerage and Drainage District, as outlined in the staff report titled, “2022 Utility Budgets and Rates”, dated October 22, 2021, from the General Manager, Engineering and Public Works and the Acting General Manager, Finance and Corporate Services.*



FINANCE AND CORPORATE SERVICES DIVISION

22. 2022 UTILITY RATE AMENDMENT BYLAWS

(File Ref. No. 10-6000-01) (REDMS No. 6773089)

CNCL-289

See Page CNCL-289 for full report

STAFF RECOMMENDATION

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

- (1) *Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10311;*
- (2) *Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10312; and*
- (3) *Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10313.*



PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

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BYLAW FOR ADOPTION

CNCL-312

Consolidated Fees Bylaw No. 8636, Amendment **Bylaw No. 10283**
Opposed at 1st/2nd/3rd Readings – None.

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ADJOURNMENT

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Regular Council

Monday, October 25, 2021

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie
Councillor Chak Au (by teleconference)
Councillor Carol Day
Councillor Andy Hobbs
Councillor Alexa Loo (by teleconference)
Councillor Bill McNulty
Councillor Linda McPhail (by teleconference)
Councillor Harold Steves (by teleconference)
Councillor Michael Wolfe (by teleconference)

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

MINUTES

- R21/18-1 1. It was moved and seconded
That:
- (1) *the minutes of the Regular Council meeting held on October 12, 2021, be adopted as circulated; and*
 - (2) *the minutes of the Regular Council meeting for Public Hearings held on October 18, 2021, be adopted as circulated.*

CARRIED



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COMMITTEE OF THE WHOLE

Mayor Brodie noted that since no members of the public were present at the meeting, a motion to resolve into Committee of the Whole to hear delegations from the floor on Agenda items and to rise and report (Items No. 2 to 4) would not be necessary.

CONSENT AGENDA

- R21/18-2 5. It was moved and seconded
That Items No. 6 through No. 12 be adopted by general consent.

CARRIED

6. COMMITTEE MINUTES

That the minutes of:

- (1) the Community Safety Committee meeting held on October 13, 2021;*
 - (2) the General Purposes Committee meeting held on October 18, 2021;*
 - (3) the Public Works and Transportation Committee meeting held on October 19, 2021; and*
 - (4) the Planning Committee meeting held on October 20, 2021;*
- be received for information.*

ADOPTED ON CONSENT

7. CITY EVENTS PROGRAM 2022

(File Ref. No. 11-7400-01; 11-7400-01; 11-7375-20-002; 03-1085-05; 11-7400-20-CAFE1; 11-7400-20-CBLO1; 11-7400-20-DOPE1; 11-7400-20-SSFE1; 11-7400-20-MFES1; 11-7400-20-SFAM1; 11-7400-20-RHEA1; 11-7400-20-RWFE1) (REDMS No. 6734081)

- (1) That the City Events Program 2022 as outlined in Table 1 of the staff report titled “ City Events Program 2022,” dated September 29, 2021, from the Director, Arts, Culture and Heritage Services be endorsed for the following events:*



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- (a) *Children's Arts Festival;*
- (b) *Richmond Cherry Blossom Festival;*
- (c) *Neighbourhood Celebration Grants;*
- (d) *Doors Open Richmond;*
- (e) *Steveston Salmon Festival;*
- (g) *Farmers' Markets;*
- (h) *#RichmondHasHeart; and*
- (i) *Signature Multicultural Festival for Richmond; and*
- (2) *That expenditures totaling \$500,000 for the City Events Program 2022 with funding of \$75,000 unused from the approved Major Events and Programs in 2021, \$86,000 from funds available in the Major Events Provision, and \$ 339,000 from the Rate Stabilization Account be considered in the 2022 budget process.*

ADOPTED ON CONSENT

**ADDITIONAL GENERAL PURPOSES COMMITTEE
RECOMMENDATION**

- (1) *That the Richmond Maritime Festival as outlined in the staff report titled "City Events Program 2022," dated September 29, 2021, from the Director, Arts, Culture and Heritage Services be endorsed; and*
- (2) *That expenditures totaling \$200,000 from the Rate Stabilization Account be considered in the 2022 budget process.*

ADOPTED ON CONSENT

8. 2022 COUNCIL AND COMMITTEE MEETING SCHEDULE

(File Ref. No. 01-0105-01) (REDMS No. 6762068)

- (1) *That 2022 Council and Committee Meeting Schedule Option 2, as detailed in Attachment 2 of the staff report "2022 Council and Committee Meeting Schedule" dated October 8, 2021, from the Director, City Clerk's Office be approved; and*



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- (2) *That the following revisions as detailed in the staff report titled “2022 Council and Committee Meeting Schedule” dated October 8, 2021, from the Director, City Clerk’s Office, be approved:*
- (a) *That the Regular Council meetings (open and closed) of August 8 and August 22, 2022 be cancelled; and;*
- (b) *That the August 15, 2022 Public Hearing be rescheduled to September 6, 2022 at 7:00pm in the Council Chambers at Richmond City Hall.*

ADOPTED ON CONSENT

9. CYCLING NETWORK PLAN UPDATE – PROPOSED PHASE 2 ENGAGEMENT

(File Ref. No. 03-1000-20-6708P; 10-6360-16-01) (REDMS No. 6737359)

That the proposed Phase 2 engagement activities to support the update of the Cycling Network Plan, as described in the report titled “Cycling Network Plan Update - Proposed Phase 2 Engagement,” dated September 2, 2021 from the Director, Transportation, be endorsed for implementation.

ADOPTED ON CONSENT

10. RECOMMENDATION TO AWARD CONTRACT 7256P - TRAFFIC SIGNAL SYSTEM MAINTENANCE, UPGRADING AND INSTALLATION

(File Ref. No. 03-1000-20-7256P) (REDMS No. 6738753)

- (1) *That Contract 7256P – “Traffic Signal System Maintenance, Upgrading and Installation” for an initial three year term estimated at \$6,878,728.86 excluding contingency and taxes, with an option to renew for one further two-year term for a maximum of five years, be awarded to Cobra Electric Services Limited. Staff request to award the contract for \$6,878,728.86 and issue change orders up to an additional \$687,873.00 excluding taxes, for a maximum value of \$7,566,601.86 to Cobra Electric Services Limited;*



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- (2) *That staff be authorized to extend the contract for the final two years of the five year contract; and*
- (3) *That the Chief Administrative Officer and General Manager, Planning and Development, be authorized to execute the above contract.*

ADOPTED ON CONSENT

11. CHANGE ORDER APPROVAL – CONTRACT 6509P – MATTRESS AND UPHOLSTERED FURNITURE RECYCLING SERVICES

(File Ref. No. 10-6370-04-01; 03-1000-20-6509P) (REDMS No. 6702698)

- (1) *That staff be authorized to issue a change order to increase the value of the current contract between the City of Richmond and Canadian Mattress Recycling Inc. as detailed in the staff report titled “Change Order Approval – Contract 6509P – Mattress and Upholstered Furniture Recycling Services” dated September 9, 2021, from the Interim Director, Public Works Operation, by \$1,270,815, bringing the new contract value to \$2.3 million over the maximum available term of five years; and*
- (2) *That the Chief Administration Officer and the General Manager, Engineering and Public Works be authorized to execute a contract amendment with Canadian Mattress Recycling Inc. to reflect the increase in predicted usage of services over the five-year term.*

ADOPTED ON CONSENT



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**12. GRANT FUNDED FLOOD PROTECTION PROGRAM UPDATE AND
2021 SUBMISSIONS TO THE DISASTER MITIGATION AND
ADAPTATION FUND**

(File Ref. No. 10-6045-11-01; 03-1090-14) (REDMS No. 6749947)

- (1) *That the submissions of the dike improvement and drainage pump station upgrade projects and the commitment to the funding over the project term to the Disaster Mitigation and Adaptation Fund (DMAF), as outlined in the staff report titled “Grant Funded Flood Protection Program Update and 2021 Submissions to the Disaster Mitigation and Adaptation Fund,” dated September 21, 2021 from the Director, Engineering be endorsed;*
- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to negotiate, modify and execute the funding agreements with the Government of Canada for the above-mentioned projects should they be approved for funding.*
- (3) *That, should the above mentioned projects be approved for funding by the Government of Canada, the Consolidated 5 Year Financial Plan (2022-2026) be updated accordingly; and*
- (4) *That the construction of the No. 2 Road South Drainage Pump Station project be removed from the work scope of the 2016 Flood Protection Program capital project.*

ADOPTED ON CONSENT

**CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA**

NON-CONSENT AGENDA ITEMS



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PUBLIC WORKS AND TRANSPORTATION COMMITTEE –
Councillor Chak Au, Chair

13. PESTICIDE REDUCTION AND INVASIVE SPECIES
MANAGEMENT – 2021 UPDATE

(File Ref. No. 10-6160-07-01; 10-6125-04) (REDMS No. 6742142)

R21/18-3

It was moved and seconded

- (1) *That key achievements related to the City's Enhancement Pesticide Management Program and Invasive Species Action Plan, as outlined in the staff report titled "Pesticide Reduction and Invasive Species Management – 2021 Update" dated September 22, 2021, from the Director of Sustainability and District Energy be received for information; and*
- (2) *That staff be directed to write letters to the federal Minister of Environment and Climate Change and the provincial Ministry of Environment, requesting that a review of the existing policies that allow for the importation and sale of invasive species be conducted.*
- (3) *That staff examine staffing resources in this area to be proposed for the upcoming budgetary process.*

Discussion on the motion was not called as discussion ensued with regard to (i) action taken by the City to mitigate invasive species, (ii) management of chafer beetles, (ii) funding received through Provincial grants, (iii) negative effect of pesticide use on green spaces, and (iv) reviewing staffing levels related to pesticide management.

Mayor Brodie noted that there was agreement to deal with Parts (1) (2) and (3) separately.

The question on Parts (1) and (2) of the motion was then called and it was **CARRIED**.

Discussion then ensued with regard to the City's budget process and options to redistribute staffing resources.

The question on Part (3) of the motion was then called, and it was **DEFEATED** with Mayor Brodie and Cllrs. Au, Hobbs, Loo, McNulty, McPhail opposed.



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PUBLIC ANNOUNCEMENTS

Mayor Brodie announced that the City of Richmond is implementing the COVID-19 Vaccination Policy, and that effective December 20, 2021, all City staff will be required to be vaccinated, including Council members, and will require employees to provide proof of vaccination.

The proof of vaccination using the BC Vaccination card will be required for participation in all programs and services at the Minoru Senior's Centre, with the exception of take out food services.

A comprehensive communication plan to staff and the public will be implemented and more information will be available in due course.

Mayor Brodie then announced the following advisory body appointments:

Richmond Food Security and Agricultural Advisory Committee

Lynn Kemper was reappointed to the Richmond Food Security and Agricultural Advisory Committee, as a large-scale farming representative from the general agricultural community for a two-year term to expire on December 31, 2023; and

Allen Rose and Miles Smart were reappointed to the Richmond Food Security and Agricultural Advisory Committee, as small-scale farming representatives from the general agricultural community for a two-year term to expire on December 31, 2023:

Vancouver International Airport Aeronautical Noise Management Committee

Gary Abrams was appointed to the Vancouver International Airport Aeronautical Noise Management Committee for a two-year term to expire December 31, 2023.

Mayor Brodie then announced that the name "Cst. Thomas Agar Road" was selected for the proposed new road connecting No. 3 Road to Carscallen Road in Capstan Village (City Centre).



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BYLAWS FOR ADOPTION

R21/18-4 It was moved and seconded
That Road Closure and Removal of Road Dedication Bylaw No. 10045 be adopted

CARRIED
Opposed: Cllr. Wolfe

R21/18-5 It was moved and seconded
That Permissive Property Tax Exemption (2022) Bylaw No. 10266 be adopted

CARRIED

DEVELOPMENT PERMIT PANEL

R21/18-6 14. It was moved and seconded
(1) *That the Chair's report for the Development Permit Panel meeting held on September 29, 2021 received for information; and*
(2) *That the recommendation of the Panel to authorize the issuance of a Development Variance Permit (DV 21-930954) for the property at 5300 No. 3 Road be endorsed and the Permit so issued and concurrence be granted by Richmond City Council to the proposed building mounted telecommunication installation.*

CARRIED

ADJOURNMENT

R21/18-7 It was moved and seconded
That the meeting adjourn (8:05 p.m.).

CARRIED



**City of
Richmond**

Minutes

**Regular Council
Monday, October 25, 2021**

Certified a true and correct copy of the Minutes of the Regular meeting of the Council of the City of Richmond held on Monday, October 25, 2021.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)

For Metro Vancouver meetings on Friday, October 29, 2021

Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact: media@metrovancover.org.

Metro Vancouver Regional District

E1.1 Consideration of the City of Langley's Amended Regional Context Statement**APPROVED**

As part of its Official Community Plan (OCP) update, the City of Langley has submitted an amended Regional Context Statement (RCS) and associated Regional Land Use Designation Map to Metro Vancouver for consideration. The RCS is prepared to ensure consistency between the OCP and *Metro 2040*. The city's amended RCS includes Regional Land Use Designation Map changes to 31 parcels, resulting in a net increase of approximately 13.8 hectares of land with a Mixed Employment regional land use designation, and optimizing land uses to support future rapid transit infrastructure.

The Board accepted the updated Regional Context Statement and all associated changes to the regional land use designations, as submitted to Metro Vancouver on July 30, 2021.

E1.2 Request for Sanitary Service Connection at 12745 Laity Street, Maple Ridge**APPROVED**

The City of Maple Ridge submitted an application to the Greater Vancouver Sewerage and Drainage District to extend sewer service to a parcel to provide servicing to a new micro-brewery at 12745 Laity Street. The property is partially within the Fraser Sewerage Area, on land with a *Metro 2040* Agricultural land use designation and outside of the Urban Containment Boundary. Staff determined that the application is generally consistent with *Metro 2040* as the Agricultural Land Commission has confirmed the proposed brewery use is a permitted farm use; the proposed new buildings would be located within the existing Fraser Sewerage Area; an on-site septic system is not feasible for the proposed use, and the proposed use will not impact the surrounding agricultural uses; and sewerage infrastructure currently traverses the property.

The Board resolved that the extension of GVS&DD sewerage services to a new microbrewery at 12745 Laity Street in the City of Maple Ridge is consistent with the provisions of *Metro 2040*.

E1.1 Request for Sanitary Service Connection at 12606 224 Street, Maple Ridge**APPROVED**

The City of Maple Ridge submitted an application to the Greater Vancouver Sewerage and Drainage District to extend sewer service to an existing single-detached dwelling at 12606 224 Street due to a failing on-site septic system. The dwelling is located within the Fraser Sewerage Area, on land with a *Metro 2040* Rural land use designation and outside of the Urban Containment Boundary.

Staff determined that the dwelling is consistent with the surrounding neighbourhood; it does not conflict with *Metro 2040's* urban containment provisions or the intent of the regional Rural land use designation; the dwelling is located within the existing Fraser Sewerage Area boundary; and the sewerage infrastructure is adjacent to the property.

The Board resolved that the extension of GVS&DD sewerage services to an existing single detached dwelling at 12606 224 Street in the City of Maple Ridge is consistent with the provisions of *Metro 2040*.

E1.4 Metro 2050 Q2 / Q3 2021 Status Update

RECEIVED

During the second quarter of 2021, Metro Vancouver staff worked with members of the Metro 2050 Intergovernmental Advisory Committee, Regional Planning Committee and MVRD Board to develop the content of *Metro 2050*. At its meeting in June the MVRD Board referred the draft *Metro 2050* out for comment, initiating a five-month comment period. Metro Vancouver sent comment referral letters to all affected local governments, First Nations with consultative areas in the region, the province and a wide variety of regional agencies and non-profits. During the comment period to date, which ends November 26, Metro Vancouver has undertaken a number of engagement activities including policy working groups, and setting up 25 council and board presentations for fall 2021.

Metro Vancouver has also reached out to all in-region First Nations to hear how they would like to be engaged through the comment period and beyond. At the end of the comment period, the level of support and any outstanding issues will be considered, at which time the approved timeline for the regional growth strategy update can be re-evaluated by the MVRD Board. Should the *Metro 2050* bylaw not proceed to first and second reading in January 2022 in accordance with the project timeline, this will cause a delay and result in the updated regional growth strategy not being adopted within this local election cycle.

The Board received the report for information.

E2.1 Race to Zero Initiative

APPROVED

The Board resolved to:

- apply to join the Race to Zero initiative ahead of the 2021 Conference of the Parties (COP26) on behalf of Metro Vancouver Regional District; and
- forward the executive summary and presentation material from the October 15 delegation to the Climate Action Committee from Lia Cairone, C40 Cities Climate Leadership Group, to member jurisdictions for their consideration in joining the Race to Zero initiative.

E3.1 Metro Vancouver External Agency Activities Status Report – October 2021

RECEIVED

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

- Delta Heritage Airpark Management Committee
- Fraser Basin Council Society
- Fraser Valley Regional Library Board
- Katzie Treaty Negotiation Table
- Lower Mainland Flood Management Strategy Leadership Committee
- Municipal Finance Authority of BC
- Ocean Watch Action Committee
- Pacific Parklands Foundation
- Sasamat Volunteer Fire Department Board of Trustees
- Union of British Columbia Municipalities
- Western Transportation Advisory Council

E3.2 2022 Schedule of Regular Board Meetings

RECEIVED

The Board received for information the schedule of regular board meetings, as follows:

Meeting Dates

- Friday, January 28, 2022 Electronic Meeting
- Friday, February 25, 2022 Electronic Meeting
- Saturday, February 26, 2022 Electronic Meeting
- Friday, March 25, 2022 Electronic Meeting
- Wednesday, April 27, 2022 Electronic Meeting
- Friday, April 29, 2022 Electronic Meeting
- Friday, May 27, 2022 Electronic Meeting
- Friday, June 24, 2022 Electronic Meeting
- Friday, July 29, 2022 Electronic Meeting
- Friday, September 23, 2022 Electronic Meeting
- Wednesday, October 19, 2022 Electronic Meeting
- Friday, October 28, 2022 In-Person Meeting
- Friday, November 25, 2022 In-Person Meeting

All meetings are scheduled for 9 a.m., unless otherwise specified on the meeting notice.

All in-person meetings will take place in the Metro Vancouver boardroom on the 28th Floor, 4515 Central Blvd, Burnaby, B.C., and all electronic meetings will take place using a hybrid model of simultaneous use of electronic facilities and the Metro Vancouver boardroom on 28th Floor, 4515 Central Blvd, Burnaby, B.C., unless otherwise specified on the meeting notice.

**G1.1 Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment
Request from the City of Surrey – South Campbell Heights****APPROVED**

The Board:

- initiated the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendments for the South Campbell Heights area, including extension of the Urban Containment Boundary and removal of the Special Study Area overlay;
- gave first, second and third readings to *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1328, 2021*;
- directed staff to notify and seek comment from affected local governments as per section 6.4.2 of *Metro 2040*; and
- directed staff to notify and seek comment from local First Nations on the proposed *Metro 2040* amendment.

**G1.2 Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment
Request from the City of Surrey – 228 175A Street****APPROVED**

The Board:

- initiated the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendment from Mixed Employment to General Urban for the lands located at 228 175A Street;
- gave first, second and third readings to *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1326, 2021*; and
- directed staff to notify affected local governments as per section 6.4.2 of *Metro 2040*.

**G1.3 Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment
Request from the City of Surrey – Cloverdale Hospital Site****APPROVED**

The Board:

- initiated the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendment for the Cloverdale Hospital Site located at 5510 180 Street, amending approximately nine hectares of land designated Industrial to Mixed Employment;
- gave first, second and third readings to *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1327, 2021*; and
- direct staff to notify affected local governments as per section 6.4.2 of *Metro 2040*.

G2.1 MVRD Air Quality Management Fees Regulation Bylaw No. 1330, 2021**APPROVED**

To continue protecting and improving air quality, Metro Vancouver made changes to its air quality management fees bylaw. Emissions of air contaminants from businesses in the Metro Vancouver region are conditionally authorized through site-specific authorizations and emission regulations. Metro Vancouver charges fees for authorized air emissions to recover the cost of its air quality regulatory services, incentivize emission reductions and improve air quality. Following an engagement process from January to April 2021, a proposed bylaw has been developed in alignment with Metro Vancouver's principles of continuous improvement, discharger pay and cost recovery.

The bylaw includes updated fees for emissions of air contaminants, new fees for odorous air contaminants, discontinuation of the measured discharge program and updates to application fees. In response to feedback, the initial increases to fee rates have been modified, and a phased-in approach has been introduced for the changes. Under the bylaw, it is expected that fees paid by dischargers would cover a greater share of Metro Vancouver's air quality regulatory services.

The Board gave first, second and third reading to *Metro Vancouver Regional District Air Quality Management Fees Regulation Bylaw No. 1330, 2021* then passed and finally adopted said bylaw.

G2.2 MVRD Non-Road Diesel Engine Emission Regulation Bylaw No. 1329, 2021**APPROVED**

This report seeks to update Metro Vancouver's non-road diesel engine emission bylaw, which regulates the discharge of air contaminants from non-road diesel engines. The proposed bylaw was developed with consideration of the feedback received during consultation, which was held between November 1, 2020 and April 30, 2021.

Bylaw 1161 encourages the reduction of harmful diesel particulate matter (DPM) emissions from older, higher emitting Tier 0 and Tier 1 non-road diesel engines. The updated bylaw expands the scope to cover all tiers of non-road diesel engines and enhances economic instruments such as fees and rebates to promote further reduction of DPM as well as reduction of harmful nitrogen oxides. Other changes include restrictions for higher emitting engines near sensitive receptors such as hospitals and elementary schools, and additional requirements for emergency generators.

The Board gave first, second and third readings to *Metro Vancouver Regional District Non-Road Diesel Engine Emission Regulation Bylaw No. 1329, 2021* then passed and finally adopted said bylaw.

G3.1 Election of the MVRD Representative on the 2021-2022 Union of British Columbia Municipalities Executive

Every year, the MVRD Board must elect, pursuant to the Union of British Columbia Municipalities (UBCM) Executive Bylaws, a representative to serve on the UBCM for a one-year term. The UBCM is an organization established under provincial statute, governed by an executive, to provide a common voice for local government on policy matters.

The Board elected by acclamation Director Craig Hodge as the MVRD representative to UBCM.

G4.1 MVRD 2022 Budget and 2022 – 2026 Financial Plan and Five Year Bylaw 1331**APPROVED**

Following the planning process outlined at the April 8, 2021 Board Budget Planning Workshop and as per the direction received at the October 20, 2021 Board Budget Workshop, the MVRD *2022 Annual Budget* and *2022–2026 Financial Plan* was brought forward to the Board for consideration and approval. The financial plan has been developed based on a detailed budgeting process that is designed to forecast anticipated future revenue requirements to cover operating expenditures, capital expenditures and debt servicing costs over the next five years.

Also brought forward was a request to authorize the application of 2022 reserve funds which requires the approval of the MVRD Board pursuant to the Board's Operating, Discretionary and Statutory Reserves Policy.

The Board approved the *2022 Annual Budget* and endorsed the *2022–2026 Financial Plan* as presented, in the following schedules:

- Revenue and Expenditure Summary
- Air Quality
- E911 Emergency Telephone Service
- Electoral Area Service
- General Government Administration
- General Government Zero Waste Collaboration Initiatives
- Housing Planning and Policy
- Regional Economic Prosperity
- Regional Emergency Management
- Regional Employer Services
- Regional Global Positioning System
- Regional Parks
- Capital Portfolio - Regional Parks
- Regional Planning

Then, the Board approved the *2022 Annual Budget* and endorsed the *2022–2026 Financial Plan* as shown presented for the Sasamat Fire Protection Service, and shown in the following schedules:

- Revenue and Expenditure Summary
- Sasamat Fire Protection Service

Furthermore, the MVRD Board approved the 2022 Reserve Applications as presented.

At last, the Board gave first, second and third readings to *Metro Vancouver Regional District 2022 to 2026 Financial Plan Bylaw No. 1331, 2021*; then passed and finally adopted said bylaw.

I 1 Committee Information Items and Delegation Summaries

RECEIVED

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

George Massey Crossing Task Force – October 1, 2021

Information Items:

5.1 George Massey Crossing Program Update

On August 18, 2021, the province announced that the George Massey Tunnel will be replaced by a new eight-lane immersed-tube tunnel at an estimated cost of \$4.15 billion to be completed by 2030 as part of the George Massey Crossing (GMC) Program. Two of the eight lanes will be dedicated for bus rapid transit and the new tunnel will include a separated tube for active transportation. In addition, the GMC Program includes corridor improvements designed to help alleviate traffic congestion and improve transit and cycling infrastructure along the Highway 99 corridor to be completed in advance of construction of the new crossing. Corridor improvement projects include the Steveston Interchange Project, Bridgeport Bus Connection, Highway 99 and 17A Off-ramp Widening and Highway 99 Bus on Shoulder lanes.

Mayors Committee – October 1, 2021

Information Items:

5.1 Zoning Bylaw Resource for Member Jurisdictions

In response to direction from the Mayors Committee, staff have consulted with member jurisdictions through the Regional Administrator's Advisory Committee and the Regional Planning Advisory Committee about interest in Metro Vancouver coordinating the development of a zoning bylaw template and associated resources to support members in their respective municipal planning processes.

Performance and Audit Committee – October 6, 2021

Information Items:

5.2 Interim Financial Performance Report – August 2021

The projected overall operational results for 2021 for Metro Vancouver's functions is a surplus of close to \$30.3 million on an approved budget of \$943.8 million (or approximately 3.2 per cent of the approved budget.) Historically, Metro Vancouver has observed an operating surplus in the range of three to five per cent per annum.

As we move from the COVID-19 pandemic events of 2020 into the current year, alongside ratepayers, residents and businesses of the region Metro Vancouver is continuing to face some extraordinary circumstances and financial pressures as a result of the pandemic. As the year progresses and financial impacts to Metro Vancouver are monitored, work plans will be adjusted to adapt to the changing circumstances to minimize financial impacts to the final results while also examining all opportunities for mitigation and maintaining service levels.

5.3 Capital Program Expenditure Update as at August 31, 2021

Updates on the capital program and its expenditures are brought to the Committee to keep members informed on Metro Vancouver's financial performance. This is the second report for the 2021 fiscal year and covers the eight months ending August 31, 2021. The report provides a summary of the 2021 actual capital spending compared to the prorated Capital Cash Flow Budget.

For the eight months of 2021, Metro Vancouver's Capital expenditures were underspent by approximately \$681.3 million of the prorated budget on a linear basis. Much of this variance represents a timing difference. Any surplus resulting from capital program variance at the end of the year will be utilized as per the Board approved Operating, Statutory and Discretionary Reserves Policy.

5.4 Semi-Annual Report on GVS&DD Development Cost Charges

Total GVS&DD Development Cost Charges (DCCs) collected in the first half of 2021 were \$38.3 million (up from \$33.4 million in the prior year.) This is due primarily to the DCC rate increases which came fully into effect in May 2019 combined with the continued stream of developments in the region. Building permit activity in the region has been relatively consistent over the last 18 months with the January 2020 to June 2021 permit value being close to \$4.5 billion. The bulk of this activity has been in the residential development sector (averaging close to 69 per cent of building permit values over the period January 2020 to June 2021) with the balance being generated in the industrial (four per cent), commercial (20 per cent) and institutional/governmental (seven per cent) development sectors over the same period. The total GVS&DD DCCs that are currently held in reserve at December 31, 2020 are \$213.1 million.

5.5 Investment Position and Returns – June 1, 2021 to August 31, 2021

The annualized return for Metro Vancouver's investment portfolio in 2021 at the end of August was 1.01 per cent for short-term, 2.21 per cent for long-term and 2.25 per cent for the Cultural Reserve Fund. The investment portfolio performed favourably against benchmarks for the current period. Due to the timing of the committee meeting, results and balance information cover a three-month period from June through August.

Interest rates are expected to remain relatively low for the balance of the year and into next year. Metro Vancouver's overall rate of return will continue to be pressed lower as a significant portion of the portfolio is placed in short-term products and held in cash for liquidity.

5.6 Tender/Contract Award Information – June 2021 to August 2021

During the period June 1, 2021 and August 31, 2021, the Purchasing and Risk Management Division issued 17 new contracts, each with a value in excess of \$500,000 (exclusive of taxes). In addition, there were 16 existing contracts requiring contract amendments which necessitate further reporting to the Performance and Audit Committee. All awards and amendments were issued in accordance with the *Officers and Delegation Bylaws 1208, 284 and 247 – 2014* and the *Procurement and Real Property Contracting Authority Policy*.

Indigenous Relations Committee – October 7, 2021

Information Items:

5.3 Quarterly Report on Reconciliation Activities

This report provides information on reconciliation events and activities undertaken by Metro Vancouver over the past several months as well as information on upcoming events and activities over the next few months. Details of the events and activities are included as charts, which appear in this report as attachments.

5.4 Overview of the BC Supreme Court Decisions in *Yahey v. British Columbia*

This information report provides an overview of the recent British Columbia Supreme Court decision in *Yahey v. British Columbia* involving a Treaty 8 First Nation located in the northeastern part of the province. The court decided that, by authorizing the cumulative impacts of industrial development within the Blueberry River First Nations territory over the past 120 years including roads, dams, transmission lines and natural gas extraction, the province had unjustifiably infringed the First Nation's treaty rights. As a result, the First Nation can no longer meaningfully exercise its rights to hunt, trap or fish. While the decision deals with treaty and Treaty 8 rights, the provincial review of the regulatory regime by the province may impact other First Nations and stakeholders, which may include Metro Vancouver. The province has announced that it will not appeal the court's decision in this matter.

Regional Planning Committee – October 8, 2021

Delegations:

3.1 Anita Huberman, Surrey Board of Trade

Subject: Proposed Metro 2040 Amendment for South Campbell Heights

3.2 Dr. S.K. Stepney, Langley

Subject: Proposed Metro 2040 Amendment for South Campbell Heights

3.3 Barry Smith

Subject: Proposed Metro 2040 Amendment for South Campbell Heights

3.4 David Riley, Little Campbell Watershed Society

Subject: Proposed Metro 2040 Amendment for South Campbell Heights

3.5 Deb Jack, Surrey Environmental Partners

Subject: Proposed Metro 2040 Amendment for South Campbell Heights

3.6 Christy Juteau and David Anderson

Subject: Proposed Metro 2040 Amendment for South Campbell Heights

3.7 Brent Tedford, Isle of Mann Property Group

Subject: Proposed Amendment at 228 175A Street, Surrey

3.8 Sofi Hindmarch, Wildlife Biologist

Subject: Proposed Metro 2040 Amendment for South Campbell Heights

3.9 Sarah Rush, Friends of Hazelmere, Campbell Valley

Subject: Proposed Metro 2040 Amendment for South Campbell Heights

3.10 Myles Lamont, TerraFauna Wildlife Consulting and Hancock Wildlife Foundation

Subject: Proposed Metro 2040 Amendment for South Campbell Heights

3.11 Chris MacCauley, Personal Real Estate Corporate

Subject: Proposed Metro 2040 Amendment for South Campbell Heights

3.12 Todd Yuen, Beedie

Subject: Proposed Metro 2040 Amendment for South Campbell Heights

3.13 Raj Hundal

Subject: Proposed Metro 2040 Amendment for South Campbell Heights

3.14 Tegan Smith, Channel Consulting

Subject: Proposed Metro 2040 Amendment for South Campbell Heights

3.15 Scott Wheatley, Cloverdale District of Commerce

Subject: Proposed Metro 2040 Amendment for South Campbell Heights

Climate Action Committee – October 15, 2021

Delegations:

3.1 Lia Cairone, C40 Cities Climate Leadership Group, Inc.

Subject: Cities Race to Zero Initiative

3.2 Ken Carrusca, Cement Association of Canada and Stephanie Voysey, Lafarge

Subject: MVRD Air Quality Management Fees Regulation

3.3 Jennifer Ahluwalia, Matt McAra and Jeffrey Styles, GFL Environmental Inc.

Subject: MVRD Air Quality Management Fee Regulation

Greater Vancouver Water District

E1.1 Award of Contract Resulting from Request for Proposal (RFP) No. 20-354: Annacis Water Supply Tunnel – Construction

APPROVED

The Annacis Water Supply Tunnel project is part of Metro Vancouver's regional plan to upgrade and increase the capacity of the existing drinking water transmission system to meet future demand, to withstand a major earthquake and to provide protection against river scour.

2021 meeting, Thursday, February 11, 2021, 9:00 a.m. to 12:00 p.m. | metrovancover.ca

A Request for Proposal No. 20-354: Annacis Water Supply Tunnel - Construction was issued on April 7, 2021, and proposals were received from the three proponents short-listed from the Request for Qualification process (RFQ No. 20-136).

The Board approved the award of a contract in an amount of up to \$287,842,000 (exclusive of taxes) to Traylor-Aecon General Partnership resulting from Request for Proposal (RFP) No. 20-354: Annacis Water Supply Tunnel – Construction, subject to final review by the Commissioner.

E1.2 Award of Contract Resulting from Request for Proposal (RFP) No. 20-287: Coquitlam Main No. 4 Tunnel – Preliminary Design, Detailed Design and Construction Consulting Engineering Services **APPROVED**

The new Coquitlam Main No. 4 will address a capacity shortfall in the existing Coquitlam conveyance system, and also provide additional capacity for the future Coquitlam Lake Water Supply Project. The 12-kilometre-long Coquitlam Main No. 4 consists of four sections, including the Central, South, Tunnel and Cape Horn Sections. The 2.3-km-long section located in the City of Coquitlam's Town Centre area will be tunnelled to reduce construction impacts.

A Request for Proposal No. 20-287: Coquitlam Main No. 4 Tunnel – Preliminary Design, Detailed Design and Construction Consulting Engineering Services was issued on June 10, 2021.

The Board approved the award of a contract for Phase A work in an amount of up to \$7,018,783 (exclusive of taxes) to Hatch Limited resulting from Request for Proposal (RFP) No. 20-287: Coquitlam Main No. 4 Tunnel – Preliminary Design, Detailed Design and Construction Consulting Engineering Services, subject to final review by the Commissioner.

E1.3 Drinking Water Conservation Plan 2022 Update **APPROVED**

The region experienced a record-breaking heatwave in June 2021 resulting in sustained high water demand that was equally unprecedented. To help reduce seasonal demands, Metro Vancouver has updated the *Drinking Water Conservation Plan* to decrease the allowable residential and non-residential lawn watering days from two days per week to one day per week during Stage 1. Changes to Stage 2 will ban both residential and non-residential lawn watering. Member jurisdictions will be responsible for their respective bylaw amendments for implementation in 2022.

The changes combined with a strong education and enforcement program will help reduce summer demands which results in a number of regional benefits, including financial savings, potential deferral of infrastructure projects, greenhouse gas reductions, operational flexibility for environmental flows and avoiding advancing to higher stages which have significant impacts on local businesses.

The Board approved the revised *Drinking Water Conservation Plan*, as presented, to take effect on November 1, 2021.

G1.1 GVWD 2022 Budget and 2022–2026 Financial Plan**APPROVED**

The Board:

a) approved the 2022 Annual Budget and endorsed the 2022–2026 Financial Plan as presented in the following schedules:

- Revenue and Expenditure Summary
- Water Services
- Capital Portfolio – Water Services

b) approved the 2022 Reserve Applications as presented,

c) set the Water Rate for 2022 at:

- \$1.0371 per cubic metre for June through September; and
- \$0.7119 per cubic metre for January through May and October through December

I 1 Committee Information Items and Delegation Summaries**RECEIVED**

The Board received an information item from a standing committee.

Water Committee – October 14, 2021

Information Items:

5.3 Water Services Capital Program Expenditure Update to August 31, 2021

The capital expenditure reporting process as approved by the Board provides for regular status reports on capital expenditures three times per year. This is the second report for 2021, which includes both the overall capital program for Water Services with a multi-year view of capital projects and the actual capital spending for the 2021 fiscal year to August 31, 2021 in comparison to the prorated annual budget. In 2021 the annual capital expenditures for Water Services are \$123.3 million to date, compared to a prorated annual capital budget of \$289.0 million. The actual expenditures are 43 per cent of the prorated annual capital budget and our projections to the end of the year are 61 per cent of the annual budget. The lower projections are the result of four delayed projects. Forecasted expenditures for the current Water Services capital program remain within the approved budgets through to completion.

Greater Vancouver Sewage and Drainage District**E1.1 Board Appointments and Rescindments of Bylaw Enforcement Officers****APPROVED**

Recent changes in staff have resulted in a need to update staff appointments as Board-designated municipal sewage control officers under the Greater Vancouver Sewerage and Drainage District Sewer Use Bylaw, the Environmental Management Act and the Offence Act.

The Board, pursuant to the GVS&DD Sewer Use Bylaw and the Environmental Management Act:

- appointed Metro Vancouver employees Eugene Lee, Toby Gritten and Matt Brinkworth as municipal sewage control officers
- appointed City of Vancouver employees Jason Koepke and Ze Chen Liu as municipal sewage control officers
- rescinded the appointments of former Metro Vancouver employees Corey Pinder and Rick Laird as municipal sewage control officers
- rescinded the appointment of former City of Vancouver employee Linda Kwan as a municipal sewage control officer

The Board, pursuant to Section 28 of the Offence Act for the purpose of serving summons for alleged violations under the Greater Vancouver Sewerage and Drainage District Sewer Use Bylaw:

- appointed Metro Vancouver employees Eugene Lee, Toby Gritten and Matt Brinkworth
- appointed City of Vancouver employees Jason Koepke and Ze Chen Liu
- rescinded the appointments of former Metro Vancouver employees Corey Pinder and Rick Laird
- rescinded the appointment of former City of Vancouver employee Linda Kwan

E2.1 Board Appointment of Solid Waste Bylaw Enforcement Officers

APPROVED

A recent change in staff has resulted in a need to update staff appointments as Board-designated officers under the *GVS&DD Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996*, the Environmental Management Act and the Offence Act.

The Board, pursuant to the *GVS&DD Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996* and the Environmental Management Act:

- appointed Metro Vancouver employees Matt Brinkworth, Toby Gritten, Rei Van and Eugene Lee as officers
- rescinded the appointment of Rick Laird as Deputy Solid Waste Manager; and Corey Pinder as officer

The Board, pursuant to the Offence Act:

- appointed Matt Brinkworth, Toby Gritten, Rei Van and Eugene Lee for the purpose of serving summons under Section 28 of the Offence Act

G1.1 GVS&DD Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 350, 2021

APPROVED

The *GVS&DD Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 306, 2017* sets rates and requirements at Metro Vancouver solid waste facilities. The bylaw is typically amended or replaced on an annual basis as changes are needed. This report proposes an increase to the 2022 garbage tipping fees of \$4 per tonne, or between 2.6-per-cent and 3.9-per-cent increase depending on the load weight. The proposed tipping fees increase matches the projections for 2022 in the *2021–2025 Financial Plan*.

The report also proposes reducing the threshold for the large load tipping fee from nine tonnes to eight tonnes, and increasing the generator levy by \$6 per tonne. Provisions in the *Tipping Fee Bylaw* that apportion costs of recycling depots at Metro Vancouver recycling and waste centres are proposed to be removed consistent with the Board approved recycling depot funding strategy. A number of other bylaw updates are also proposed all to take effect January 1, 2022.

The Board approved the following amendments to the *Tipping Fee Bylaw* effective January 1, 2022:

- increased garbage tipping fees by \$4 per tonne to:
 - Municipal garbage \$121
 - Up to .99 tonne \$155
 - 1 to 7.99 tonnes \$133
 - 8 tonnes and over \$107
- reduced the threshold for the large load tipping fee from nine tonnes to eight tonnes
- increased the generator levy by \$6 per tonne to \$54 per tonne
- increased the following rates by approximately two per cent:
 - special handle waste to \$255 per tonne
 - source-separated organic waste, green waste, and clean wood to \$102 per tonne
 - surcharge for loads containing banned materials to \$66 per load
 - new recycling fee titled "Municipal Organics" with a fee of \$108 per tonne
- deleted apportionment of recycling depot costs provisions as per the recycling depot funding strategy
- updated terminology and added the Central Surrey Recycling and Waste Centre

The Board gave first, second and third readings to *Greater Vancouver Sewerage and Drainage District Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 350, 2021*, then passed and finally adopted said bylaw.

G2.1 GVS&DD 2022 Budget and 2022–2026 Financial Plan

APPROVED

Following the planning process outlined at the April 8, 2021 Board Budget Planning Workshop and as per the direction received at the October 20, 2021 Board Budget Workshop, the MVRD *2022 Annual Budget* and *2022–2026 Financial Plan* was brought forward to the Board for consideration and approval. The financial plan was developed based on a detailed budgeting process that is designed to forecast anticipated future revenue requirements to cover operating expenditures, capital expenditures and debt servicing costs over the next five years.

In line with the direction received at the Board Budget Workshop on October 20, it also included the North Shore Wastewater Treatment Plant amortization period set at 30 years for the communities in the North Shore Sewerage Area.

Staff also brought forward a request to authorize the application of 2022 reserve funds which requires the approval of the GVS&DD Board pursuant to the Board's *Operating, Discretionary and Statutory Reserves Policy*.

The Board approved the 2022 Annual Budget and endorse the 2022–2026 Financial Plan as presented, in the following schedules:

- Revenue and Expenditure Summary
- Liquid Waste Services
- Capital Portfolio – Liquid Waste Services
- Solid Waste Services
- Capital Portfolio – Solid Waste Services

The Board approved the 2022 Reserve Applications presented, and endorsed amendments to the *Cost Apportionment Bylaw* to enable the division of the GVS&DD levy into separate dry and wet weather components and issue a separate requisition for each component.

NOTICE OF MOTION

DEFERRED

The Notice of Motion from Director Harvie was deferred to the next GVS&DD Board Meeting.

I 1 Committee Information Items and Delegation Summaries

RECEIVED

The Board received information items from standing committees.

Liquid Waste Committee – October 14, 2021

Information Items:

5.3 Burrard Inlet and Lower Fraser River Hydrodynamic Modelling

Burrard Inlet and the Lower Fraser River receive treated effluent from four of the five Metro Vancouver wastewater treatment plants (WWTPs). In addition, untreated or partially treated wastewater in the forms of combined sewer overflows, sanitary sewer overflows and WWTP emergency discharges occasionally occur during wet weather and under interrupted operational conditions. Various environmental management programs have been implemented as part of Metro Vancouver's effort to protect human health and the environment and to maintain regulatory compliance.

Environmental modelling is playing an increasingly important role in our overall environmental management strategy. To enhance our in-house environmental modelling capability, three-dimensional estuarine circulation and effluent transport models have been developed for Burrard Inlet and the Lower Fraser River. These computer models are used to simulate, analyze and track environmental performance of the Metro Vancouver's liquid waste management facilities.

5.5 Liquid Waste Services Capital Program Expenditure Update as at August 31, 2021

The capital expenditure reporting process as approved by the GVS&DD Board provides for regular status reports on capital expenditures three times per year. This is the second report for 2021 which includes the overall capital program for Liquid Waste Services with a multi-year view of capital projects, and the actual capital spending for the 2021 fiscal year to August 31, 2021 in comparison to the prorated annual budget.

As of August 31, the 2021 capital expenditures for Liquid Waste Services are \$164.2 million, compared to a prorated annual capital budget of \$623 million. This shortfall is primarily due to large milestone payments expected later in the year and some project delays related to the timing of tenders, construction delays, and issues relating to COVID-19.

Forecasted expenditures for the current Liquid Waste Services capital program generally remain within the approved budgets through to completion.

Zero Waste Committee – October 15, 2021

Information Items:

5.4 Solid Waste Services Capital Program Expenditure Update as of August 31, 2021

The capital expenditure reporting process, as approved by the Board, provides for regular status reports on capital expenditures three times per year. This is the second report for 2021, and includes the overall capital program for Solid Waste Services with a multi-year view of capital projects and the actual capital spending compared to the prorated budget to August 2021. For the first eight months of 2021, the capital expenditures for Solid Waste Services were \$30.7 million compared to a 2021 prorated capital budget of \$64.2 million. The underspend is primarily due to longer than expected pre-construction phases for Waste-to-Energy Facility projects, and the property purchase timing for the North Surrey Recycling and Waste Centre recycling depot development. Projects underway are expected to be completed within approved budgets and remaining funds not spent in 2021 have been re-budgeted in 2022.

5.5 2021 Single-Use Item Reduction Campaign Results

A regional single-use item reduction campaign ran from May 31 to August 1, 2021. The objective was to reduce the use and disposal of single-use items in Metro Vancouver through voluntary reduction among Metro Vancouver residents aged 18-44. The creative direction, “Superhabits,” celebrates the small, everyday actions that people take to reduce single-use items. Paid media included social media, television, radio, digital transit shelter ads and billboards. The campaign performed well, with 23.3 million impressions, 1.6 million video views and more than 1,600 social media engagements. A “Superhabits” photo wall was used at Metro Vancouver’s PNE activation. Many members used the campaign materials in their communities and on social media. The campaign will run again in 2022 and will use the “Superhabits” creative platform.

Metro Vancouver Housing Corporation

E1.1 CMHC Seed Funding Agreements – Signing Resolutions

APPROVED

Metro Vancouver Housing has received \$420,900 in seed funding for three affordable housing developments at Malaspina Phase 1, Coquitlam (\$152,000), Civic Centre, Pitt Meadows (\$150,000) and Heather Place B, Vancouver (\$118,900). The Canada Mortgage and Housing Corporation (CMHC) requires MVHC to sign loan and contribution agreements to receive the approved seed funding and requires their standard form of directors’ resolutions to be passed and certified.



2022-2026 Financial Plan | 2022-2026 Capital Plan | 2022-2026 Operating Plan

The Board authorized the execution and delivery of the loan and contribution agreements as required by the Canada Mortgage and Housing Corporation for the purposes of the seed funding for Malaspina Phase 1, Coquitlam (CMHC Seed #26696310), Civic Centre, Pitt Meadows (CMHC Seed #26696450), and Heather Place B, Vancouver (CMHC Seed #26696435), affordable housing developments.

E1.2 Expression of Interest (Round 2) – Identifying Member Jurisdiction Lands for Metro Vancouver Housing Affordable Rental Housing Development **RECEIVED**

Metro Vancouver Housing has issued its second Expression of Interest (EOI) to member jurisdictions, seeking the lease or transfer of member lands to MVH at nominal cost to support the development of new affordable rental housing across the region.

The Metro Vancouver Housing 10-Year Plan sets a target for Metro Vancouver Housing to increase its housing portfolio with 1,350 new and redeveloped units over the next 10 years, 500 of which are targeted through new development on member and regional lands. The current round of the EOI is now accepting submissions from member jurisdictions and will close on December 31.

E2.1 Award of Contract Resulting from Tender No. 21-241: Construction of Welcher Avenue Multi-Family Affordable Housing **APPROVED**

The Welcher Avenue Multi-Family Affordable Housing project is a 63-unit rental development located at 2481 Welcher Avenue in Port Coquitlam. Tender No. 21-241 consisted of the general construction of the affordable housing complex including both onsite and offsite works. Of the two compliant bids submitted in response to Tender No. 21-241, Yellowridge Construction Ltd (Yellowridge) was found to be the lowest bidder with a total price of \$24,838,050 which is within the project budget approved by the MVHC Board in May 2021.

The Board approved the award of a contract for an amount of \$24,838,050 (exclusive of taxes) to Yellowridge Construction Ltd. resulting from Tender No. 21-241: Construction of Welcher Avenue Multi-Family Affordable Housing, subject to final review by the Chief Administrative Officer.

G1.1 MVHC 2022 Budget and 2022 - 2026 Financial Plan **APPROVED**

Following the planning process outlined at the April 8 Board Budget Planning Workshop and as per the direction received at the October 20 Board Budget Workshop, the MVHC *2022 Annual Budget and 2022-2026 Financial Plan* was brought forward to the Board for consideration and approval. The financial plan was developed based on a detailed budgeting process that is designed to forecast anticipated future revenue requirements to cover operating expenditures, capital expenditures and debt servicing costs over the next five years.

Staff also brought forward a request to authorize the application of 2022 reserve funds which requires the approval of the MVHC Board pursuant to the Board's Operating, Discretionary, and Statutory Reserves Policy.



The Board approved the *2022 Annual Budget* and endorse the *2022–2026 Financial Plan* as presented, in the following schedules:

- Revenue and Expenditure Summary
- Housing
- Capital Portfolio – Housing

The Board approved the 2022 Reserve Applications as presented.

I 1 Committee Information Items and Delegation Summaries

RECEIVED

The Board received an information item from a standing committee.

Housing Committee – October 6, 2021

Information Item:

5.5 Metro Vancouver Housing Approach to Comprehensive Repairs and Renovations

The *Metro Vancouver Housing 10-Year Plan* set goals to preserve existing affordable housing through investments in maintenance and renewal of existing homes, supporting the provision of safe and affordable homes for tenants. Metro Vancouver Housing (MVH) has initiated comprehensive repair and renovation projects with several more planned in the coming years. This report provides information on MVH's approach to comprehensive repairs and renovations that provide long-term benefits through improved tenant comfort and livability, improved building performance, increased energy efficiency and reduced GHG emissions.

MVH completes comprehensive repair and renovation projects without relocating tenants during the process to preserve existing affordable rents and provide rental security for tenants. Ongoing tenant engagement is essential to develop tenants' understanding of project benefits and to create buy-in to the process. The approach to comprehensive renovations is tenant based and improves livability for the whole community.



Parks, Recreation and Cultural Services Committee

Date: Tuesday, October 26, 2021

Place: Council Chambers
Richmond City Hall

Present: Councillor Harold Steves, Chair
Councillor Michael Wolfe (by teleconference)
Councillor Chak Au
Councillor Bill McNulty (by teleconference)
Councillor Linda McPhail (by teleconference)

Also Present: Councillor Carol Day
Councillor Andy Hobbs

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on September 28, 2021, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

November 23, 2021, (tentative date) at 4:00 p.m. in the Council Chambers

COMMUNITY SERVICES DIVISION

1. **STEVESTON HERITAGE INTERPRETIVE FRAMEWORK**
(File Ref. No. 11-7141-01) (REDMS No. 6751987)

With the aid of a PowerPoint presentation (copy on-file City Clerk's Office), staff provided an overview of the draft Steveston Heritage Interpretive Framework, which sets out the main themes and stories told at heritage

Parks, Recreation & Cultural Services Committee
Tuesday, October 26, 2021

places, including, (i) Cultural Diversity, (ii) Connection to the Fraser River and (iii) The Past in our Present. Additionally, staff provided a review of existing plans and the historical process, noting that finalization of the framework is expected early in 2022.

It was moved and seconded

- (1) *That the Draft Steveston Heritage Interpretive Framework as detailed in the staff report titled “Steveston Heritage Interpretive Framework,” dated September 21, 2021, from the Director, Arts, Culture and Heritage Services be endorsed for the purpose of seeking stakeholder and public feedback; and*
- (2) *That the final Steveston Heritage Interpretive Framework, including the results of the stakeholder and public feedback, be reported back to Council.*

CARRIED

2. STEVESTON MUSEUM AND POST OFFICE VISITOR EXPERIENCE IMPROVEMENTS

(File Ref. No. 11-7141-01) (REDMS No. 6750875)

Linda Barnes and Joanne Teraguchi, Co-Chairs, Steveston Historical Society, provided a brief presentation on the Society’s activities, highlighting community consultation that took place earlier in the year. Ms. Barnes noted the outcomes and preferences for the Steveston Museum and Post Office, including that of the postal service and communications, the Nikkei heritage information, and way finding to other historic Steveston sites, along with some original and (Steveston specific) retail.

Discussion ensued with respect to (i) repurposing space for the promotion of local artists, (ii) promoting Steveston heritage sites, and (ii) the remuneration of the Museum and Post Office staff.

In response to queries from the Committee, staff advised that part of the funding proposed will support the infrastructure for the proposed pop-up artist shops, operating on a consignment basis.

It was moved and seconded

- (1) *That the Steveston Museum and Post Office Visitor Experience Improvements as detailed in the staff report titled “Steveston Museum and Post Office Visitor Experience Improvements,” dated September 20, 2021, from the Director, Arts, Culture and Heritage Services be endorsed to guide the future planning and operations of the Steveston Museum and Post Office; and*

Parks, Recreation & Cultural Services Committee

Tuesday, October 26, 2021

- (2) *That expenditures totaling \$354,000 for facility improvements with an annual operating budget impact of \$12,300 for ongoing operating costs and an annual municipal contribution of \$40,000 paid to the Steveston Historical Society for the period from 2022-2026 be considered in the 2022 budget process.*

CARRIED

3. **RECREATION AND SPORT STRATEGY (2019-2024) – PROGRESS UPDATE**

(File Ref. No. 11-7000-01) (REDMS No. 6732765)

In response to queries from the Committee, staff confirmed that the Richmond Sports Council has representation on the Sports Council Facility Priorities Task Force, along with School Board, Richmond Olympic Oval and staff representation, and will follow up with further information on the status and make up of the Task Force.

Discussion ensued with respect to updates in the Strategy relating to the strategic focus area of connectedness to nature and the protection of natural recreation areas already occurring and/or adding to the network. Staff advised the report is an update on priority areas and additional information on the progress captured in the programming of the Recreation and Sport Strategy will be provided at a future meeting.

It was moved and seconded

- (1) *That the staff report titled, “Recreation and Sport Strategy (2019-2024) – Progress Update,” dated September 21, 2021, from the Director, Recreation and Sport Services, be received for information; and*
- (2) *That the achievements document, Recreation and Sport Strategy (2019-2024) – Progress Update, Attachment 1, in the staff report titled “Recreation and Sport Strategy (2019-2024)–Progress Update,” dated September 21, 2021, from the Director, Recreation and Sport Services, be posted on the City website and circulated to key stakeholders including Community Recreation Associations and Societies, Richmond Sports Council, and the Aquatic Advisory Board for their information.*

CARRIED

Parks, Recreation & Cultural Services Committee
Tuesday, October 26, 2021

4. MANAGER'S REPORT

(i) Update – Halloween

Staff reported that various Halloween fireworks events around the community, including at Minoru field, have been cancelled. Staff further noted the variety of activities happening within the community centres over the Halloween weekend and added the City will be coordinating with the Richmond RCMP and Richmond School District No. 38, and will be monitoring any suspicious activity at the City's parks and facilities.

(ii) Artificial Turf Fields

Staff provided an update on artificial turf field allocation and noted that staff will be providing information on the new allocation policy and accompanying administrative procedures.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:49 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, October 26, 2021.

Councillor Harold Steves
Chair

Lorraine Anderson
Legislative Services Associate



General Purposes Committee

Date: Monday, November 1, 2021

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day (by teleconference)
Councillor Andy Hobbs
Councillor Alexa Loo (by teleconference)
Councillor Bill McNulty
Councillor Linda McPhail (by teleconference)
Councillor Harold Steves (by teleconference)
Councillor Michael Wolfe (by teleconference)

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 General Purposes Committee held on October 18, 2021, be adopted as circulated.

CARRIED

DELEGATION

1. With the aid of a PowerPoint presentation (copy on-file, City Clerk's Office), Dustin Bergstrom, Lauren Matthias, Darcy Paslawksi, Trevor Paul, Donald Trapp, and Darcy Vermeulen, Transportation Investment Corporation, provided an update on the George Massey Crossing Program and briefed Committee on (i) the proposed Steveston Interchange project, (ii) the Environmental Assessment process, (iii) project timelines, and (iv) the public consultation process.

General Purposes Committee

Monday, November 1, 2021

Discussion ensued with regard to (i) replacement options of the BC Hydro transmission lines from the existing tunnel, (ii) proposed configuration of the HOV and cycling and pedestrian lanes, and (iii) consultation with first responders on emergency vehicle access.

LAW AND LEGISLATION SERVICES DIVISION

2. **AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW-ELECTRONIC MEETINGS AND ELECTRONIC PARTICIPATION**

(File Ref. No. 99-LAW) (REDMS No. 6766603)

Staff reviewed the proposed amendments, and spoke on legislative provisions allowing for electronic participation of Council members in Council and Committee meetings.

It was moved and seconded

- (1) *That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10302, which introduces amendments relating to electronic meetings and electronic participation, be introduced and given first, second and third readings;*
- (2) *That Council authorize participation by the public and the holding of public hearings and board of variance hearings by means of electronic or other communication facilities as contemplated in the report titled "Amendments to the Council Procedure Bylaw – Electronic Meetings and Electronic Participation" and dated October 18, 2021 from the Director, City Clerk's Office; and*
- (3) *That staff report back to Council in the event technical or operational issues arise through the implementation of Recommendation 2 of the report titled "Amendments to the Council Procedure Bylaw – Electronic Meetings and Electronic Participation" and dated October 18, 2021 from the Director, City Clerk's Office.*

The question on the motion was not called as discussion ensued with regard to Council member meeting attendance requirements and options to allow electronic attendance of Council members by Council resolution at the beginning of a meeting.

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

General Purposes Committee
Monday, November 1, 2021

It was moved and seconded

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10302 be amended to insert the following at the end of Section 1.4.1: “provided the member of Council is approved to participate in this manner by Council Resolution.”

CARRIED

Opposed: Cllrs. Day

Loo

McPhail

The question on the main motion, as amended, which reads as follows:

- (1) *That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10302, which introduces amendments relating to electronic meetings and electronic participation, be introduced and given first, second and third readings;*
- (2) *That Council authorize participation by the public and the holding of public hearings and board of variance hearings by means of electronic or other communication facilities as contemplated in the report titled “Amendments to the Council Procedure Bylaw – Electronic Meetings and Electronic Participation” and dated October 18, 2021 from the Director, City Clerk’s Office;*
- (3) *That staff report back to Council in the event technical or operational issues arise through the implementation of Recommendation 2 of the report titled “Amendments to the Council Procedure Bylaw – Electronic Meetings and Electronic Participation” and dated October 18, 2021 from the Director, City Clerk’s Office; and*
- (4) *That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10302 be amended to insert the following at the end of Section 1.4.1: “provided the member of Council is approved to participate in this manner by Council Resolution.”*

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

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:54 p.m.).

CARRIED

General Purposes Committee
Monday, November 1, 2021

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 1, 2021.

Mayor Malcolm D. Brodie
Chair

Evangel Biason
Legislative Services Associate



Finance Committee

Date: Monday, November 1, 2021

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day (by teleconference)
Councillor Andy Hobbs
Councillor Alexa Loo (by teleconference)
Councillor Bill McNulty
Councillor Linda McPhail (by teleconference)
Councillor Harold Steves (by teleconference)
Councillor Michael Wolfe (by teleconference)

Call to Order: The Chair called the meeting to order at 4:55 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Finance Committee held on October 4, 2021, be adopted as circulated.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

1. 2022 DISTRICT ENERGY UTILITY RATES

(File Ref. No. 01-0060-20-LIEC1) (REDMS No. 6714877)

Discussion ensued with regard to the portion of the capital costs covered by grants and the long-term costs related to economies of scale as more subscribers are added.

In reply to queries from Committee, staff noted that staff can provide analysis of the average cost increase per household.

Finance Committee
Monday, November 1, 2021

It was moved and seconded

- (1) *That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10289 be introduced and given first, second and third readings;*
- (2) *That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10290 be introduced and given first, second and third readings; and*
- (3) *That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10291 be introduced and given first, second and third readings.*

CARRIED

2. 2022 UTILITY BUDGETS AND RATES

(File Ref. No. 03-0970-01) (REDMS No. 6755531)

Staff reviewed the 2022 Utility Budgets and rates, and spoke on (i) the review process to add staff levels, (ii) the increasing portion of costs attributed to increasing Metro Vancouver utility rates, (iii) the proposal to install water meters in multi-family dwellings, and (iv) the proposed grease collection and Sea Bin river debris collection initiatives.

Discussion ensued with regard to (i) encouraging water conservation in the community, (ii) mitigating costs attributed to Metro Vancouver utility rates, (iii) increasing public awareness of the City's utility costs, and (iv) reviewing options to reduce future utility rate increases by utilizing the City's rate stabilization provisions.

In reply to queries from Committee, staff noted that (i) the proposed expansion of water metering to multi-family dwellings will help water conservation and reduce water purchase costs, (ii) the rate stabilization accounts are in an optimal level, and (iii) the City will be providing bins for the grease collection pilot project.

It was moved and seconded

- (1) *That the 2022 utility budgets, as presented in Option 2 for Water (page 6) including Option B for universal multi-family water metering, Option 3 for Sewer (page 14), Option 2 for Drainage and Diking (page 22), and Option 3 for Solid Waste and Recycling (page 24), as outlined in the staff report titled, "2022 Utility Budgets and Rates", dated October 22, 2021, from the General Manager, Engineering and Public Works and the Acting General Manager, Finance and Corporate Services, be approved as the basis for establishing the 2022 utility rates and included in the Consolidated 5 Year Financial Plan (2022-2026) Bylaw; and*

Finance Committee
Monday, November 1, 2021

- (2) *That the General Manager, Engineering and Public Works be authorized to negotiate and execute on behalf of the City, the Municipal Recycling Depot Services Agreement with the Greater Vancouver Sewerage and Drainage District, as outlined in the staff report titled, "2022 Utility Budgets and Rates", dated October 22, 2021, from the General Manager, Engineering and Public Works and the Acting General Manager, Finance and Corporate Services.*

The question on the motion was not called as discussion ensued with regard to the utility costs associated with drainage and diking, and as a result of the discussion an amendment motion to approve the Drainage and Diking Utility Option 3, as outlined in the staff report titled, "2022 Utility Budgets and Rates", dated October 22, 2021, from the General Manager, Engineering and Public Works and the Acting General Manager, Finance and Corporate Services, was introduced but failed to receive a seconder.

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

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (5:41 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Finance Committee of the Council of the City of Richmond held on Monday, November 1, 2021.

Mayor Malcolm D. Brodie
Chair

Evangel Biason
Legislative Services Associate



Planning Committee

Date: Tuesday, November 2, 2021

Place: Council Chambers
Richmond City Hall

Present: Councillor Linda McPhail, Chair
Councillor Alexa Loo
Councillor Carol Day (by teleconference)
Councillor Bill McNulty
Councillor Harold Steves (by teleconference)

Also Present: Councillor Andy Hobbs
Councillor Michael Wolfe (by teleconference)
Councillor Chak Au (by teleconference)

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on October 20, 2021, be adopted as circulated.

CARRIED

1. **APPLICATION BY TAMAS AJTONY FOR A ZONING TEXT AMENDMENT AT 2351 SIMPSON ROAD**
(File Ref. No. ZT 21-938101) (REDMS No. 6763006)

Discussion ensued regarding (i) municipal utilities, (ii) garbage collection, (iii) site safety concerns and (iv) occupancy of the unit.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10304, for a Zoning Text Amendment to the "Industrial Business Park (IB1)" zone to allow one residential security/operator unit at 2351 Simpson Road, be introduced and given first reading.

CARRIED

Planning Committee
Tuesday, November 2, 2021

2. EXISTING NON-CONFORMING TWO-UNIT HOUSING (DUPLEXES) ZONING COMPLIANCE OPTIONS

(File Ref. No. 06-2270-07-02) (REDMS No. 6717610 v. 4)

Staff summarized the report noting that report stems from a 2020 referral requesting staff to investigate how to make non-conforming two-unit dwellings compliant where they already exist. Staff added that if Council chooses to pursue rezoning properties with existing non-conforming two-unit housing, staff recommend a City initiated rezoning process for the 122 selected properties with existing non-conforming two-unit housing. Staff further noted that rezoning applications must be consistent with Official Community Plan.

Discussion ensued with regards to secondary suites in new duplexes and incentives to retain existing duplexes.

It was moved and seconded

That the staff report titled "Existing Non-Conforming Two-Unit Housing (Duplexes) Zoning Compliance Options" dated October 4, 2021 from the Director of Development be received for information.

CARRIED

3. MANAGER'S REPORT

None.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:28 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, November 2, 2021.

Councillor Linda McPhail
Chair

Raman Grewal
Legislative Services Associate



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

From: Marie Fenwick
Director, Arts, Culture and Heritage Services


Re: **Steveston Heritage Interpretive Framework**

Date: September 21, 2021

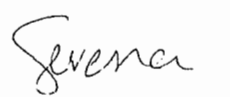

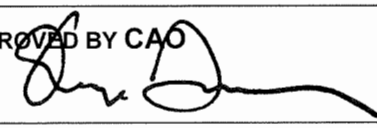
File: 11-7141-01/2021-Vol
01

Staff Recommendation

1. That the Draft Steveston Heritage Interpretive Framework as detailed in the staff report titled "Steveston Heritage Interpretive Framework," dated September 21, 2021, from the Director, Arts, Culture and Heritage Services be endorsed for the purpose of seeking stakeholder and public feedback; and
2. That the final Steveston Heritage Interpretive Framework, including the results of the stakeholder and public feedback, be reported back to Council.


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

Att. 1

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

Staff Report

Origin

This report responds to the following referral from Parks, Recreation, and Cultural Services Committee on October 29, 2019.

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

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

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

3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.

3.2 Enhance arts and cultural programs and activities.

3.4 Celebrate Richmond's unique and diverse history and heritage.

This report supports Council's Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth:

Leadership in effective and sustainable growth that supports Richmond's physical and social needs.

6.4 Recognize Richmond's history and heritage through preservation, protection and interpretation.

Analysis

Background

Steveston is home to six City-owned heritage sites, London Farm, Britannia Shipyards National Historic Site, Steveston Tram, Steveston Museum and Post Office, Branscombe House and Scotch Pond. Five of these sites are open to the public and offer exhibits, programs, and a variety of passive and interactive interpretive opportunities. Additionally, Steveston is home to many other landscapes, places, objects, public art pieces, and activities that support the presentation of its unique heritage.

Interpretive plans are foundational documents for heritage institutions and other informal learning facilities, providing guidance for the design and operation of heritage facilities including conservation, landscaping, exhibit design and program planning. A key element of an interpretive plan is the interpretive framework. This framework sets out the key themes and

stories told and guides decisions on how to communicate key messages and information to audiences through meaningful experiences, site management and business planning.

The Steveston Heritage Interpretive Framework (Interpretive Framework – Attachment 1) considers the overarching interpretation of Steveston’s heritage at the City-owned heritage sites and other assets in Steveston, including the waterfront and natural areas. Developed through an integrated interpretive planning process, the Interpretive Framework guides the telling stories of Steveston at different heritage sites and locations throughout the area. The Interpretive Framework will guide interpretation in a more holistic manner and inform future site planning, exhibit development, signage, conservation-related projects, and programs, at City-owned heritage sites.

The Steveston Heritage Interpretive Plan is a living operational document that will change each year as sites respond to new opportunities with stakeholders, target audiences, and interpretive methods. The Interpretive Framework provides long-term guidance that will only change in response to societal shifts in our understanding of history and its importance or as the community of Steveston evolves. It is recommended that the Interpretive Framework be reviewed every 10 years.

Engagement

The development of the Interpretive Framework was done in consultation with the heritage sites’ society operating partners and other groups invested in the heritage interpretation of Steveston. Engagement began with a workshop in January 2020 focused on defining intended audiences, interpretive themes, and desired interpretive methods for each site and across Steveston. The following groups participated in this workshop:

- Britannia Shipyards National Historic Site Society;
- London Heritage Farm Society;
- Steveston Historical Society;
- Gulf of Georgia Cannery Society;
- Scotch Pond Cooperative; and
- Tourism Richmond.

Throughout 2020 and 2021, staff had numerous additional discussions with these groups individually, further refining the proposed audiences, themes, and methods for each site. The results of these discussions, combined with a thorough review of previous heritage planning work and historical documentation, provide the foundation for the Interpretive Framework.

Steveston Heritage Interpretive Framework

Much of the Interpretive Framework draws on the Historical Context Statement developed for the Steveston Village Heritage Conservation Area Program to help identify and preserve the buildings and features in Steveston. In this Statement, eight heritage themes were identified which distinguish Steveston as unique to the community and reflective of the history of the Province of British Columbia as a whole.

1. Aboriginal Use
2. Agricultural Roots
3. Cannery Legacy
4. Fisheries Tradition
5. Small Frontier Town
6. Transportation Hub
7. Cultural Diversity
8. Continuing Community

This Interpretive Framework considers these eight themes in the modern context and as they relate to the interpretive opportunities offered at the heritage sites in Steveston. An overview of this Interpretive Framework is provided here. Additional detail, including descriptions of themes and stories, is included in the attached full version of the Interpretive Framework. The full Interpretive Framework also includes specific interpretive goals for each City-owned heritage site which will direct the methods of presentation of the themes and stories outlined below.

The themes identified in the Interpretive Framework include:

- **Cultural Diversity** – Steveston was and is a culturally diverse area, attracting people from around the globe for economic opportunities and natural beauty.
- **Connection to the Fraser River** – Steveston exists in its current form in large part because of the physical and natural environment found in its location at the mouth of the Fraser River.
- **The Past in our Present** – While today's Steveston looks very different than that of one hundred years ago, the legacies of what was built then, still lives on in its people, places and activities.

The four stories outlined in the Interpretive Framework include:

1. **Fishing** - Fishing has been a central driver of settlement in the Steveston area, which served as a base from which fishers could collect and process their harvest for hundreds of years. This was seen in the rich traditions of Indigenous Peoples fishing the Fraser River and Salish Sea and remains true for the more than 500 commercial vessels in the modern day Steveston Harbour.
2. **Farming** - While today farmland is found largely on the outskirts of Steveston, farming has been an important activity shaping the area's development. From Chinese market gardens, to family dairy farms, to large-scale grain farms, to the berry and vegetable farms in today's Agricultural Land Reserve, each of these illustrates unique features of the land and the people who work it.
3. **Community Life** - Being located in the southwest corner of Richmond surrounded by river and open fields, Steveston has always been set apart from other populated areas. Because of this, community members took it upon themselves to build what it needed, developing a strong sense of independence.
4. **Transportation Hub** - In today's world, it is difficult to imagine the large steamships of the early twentieth century that visited Steveston's port and the ferries and interurban

tram that took people from the busy Steveston town to the neighbouring areas of New Westminster or Vancouver. With each change in transportation came changes to the development of Steveston and the lifestyle of people travelling and moving goods.

The full Interpretive Framework also includes specific interpretive goals for each City-owned heritage site which will direct the methods of presentation of the themes and stories outlined in the table below.

THEMES		
Cultural Diversity		
Connection to the Fraser River		
The Past in our Present		
Stories	Sub-Stories	Interpretive Locations
Fishing	a) The Catch b) Fishing Techniques and Traditions c) Processing the Catch d) The Fishing Fleet	Primary <ul style="list-style-type: none"> Gulf of Georgia Cannery National Historic Site Britannia Shipyards National Historic Site Secondary <ul style="list-style-type: none"> Steveston Harbour Scotch Pond Imperial Landing Fisherman's Park Garry Point Park
Farming	a) The Nature of Steveston Farms b) A Farming Community c) The Business of Farming	Primary <ul style="list-style-type: none"> London Farm Secondary <ul style="list-style-type: none"> Dyke Trail Branscombe House London Wharf Park
Community Life	a) Building Community b) Home Life c) Staying Connected d) Nikkei Contributions	Primary <ul style="list-style-type: none"> Steveston Museum and Post Office Britannia Shipyards National Historic Site London Farm Secondary <ul style="list-style-type: none"> Steveston Tram Steveston Village Branscombe House Japanese Canadian Cultural Centre Steveston Nikkei Memorial Steveston Community Centre

Transportation Hub	a) Evolution of Transportation b) The “Sockeye Special” c) The Backbone of Commerce	Primary <ul style="list-style-type: none"> • Steveston Tram Secondary <ul style="list-style-type: none"> • Britannia Shipyards National Historic Site • Steveston Museum and Post Office • London Farm • Railway Greenway • Steveston Harbour • Steveston Community Park • London Wharf Park
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Recommendations

To successfully implement the Interpretive Framework, it is recommended that future heritage interpretation initiatives should:

1. Align with the themes and goals identified in this Interpretive Framework;
2. Put the user first;
3. Link the stories and sites in Steveston; and
4. Introduce elements that address existing gaps in interpretation such as:
 - The story of First Nations and their changing relationship to the area;
 - The significance of the Fraser River in Steveston’s development and the impact of that development on the River;
 - The evolution of West Coast fishing methods and boats;
 - The history of Cannery Row and how the canneries shaped the Steveston community;
 - The story of farming and agriculture in Steveston past and present; and
 - The story of Steveston as an international port.

Addressing these gaps should be considered priorities for future interpretation and the existing sites and elsewhere in Steveston as opportunities arise.

In addition to these overarching recommendations, there are a number of initiatives planned and currently underway which support the implementation of the Interpretive Framework at the City’s heritage sites. These are outlined by location in the following section.

Britannia Shipyards

Britannia Shipyards is a large site with numerous interpretive opportunities and significant investment in preservation and displays in recent years. However, to date two buildings, the Japanese Duplex and First Nations Bunkhouse, remain unrestored. At the regular Council meeting on February 8, 2021, Council endorsed a proposed program plan for the First Nations Bunkhouse. More detailed information about the proposed interior program and levels of service for the Japanese Duplex and the First Nations Bunkhouse will be the subject of a subsequent report.

There are also a number of interpretive experiences currently in development at Britannia Shipyards that support the stories and goals outlined in the Interpretive Framework, including:

- Restoration of the Britannia Shipyard winch and ways system;
- Program planning for boat restoration and building in the Richmond Boat Builders;
- Planning for heritage boat preservation and display;
- Recruitment of heritage vessels for rotating display at Britannia Shipyards docks; and
- Improved interpretive signage along the boardwalk and in the park.

London Farm

At the regular Council meeting on February 8, 2021, Council endorsed a new Master Plan to guide the future development and operation of London Heritage Farm site. This Master Plan advances the Interpretive Framework by identifying specific infrastructure improvements in the London Farm Park. Staff will submit a funding request as part of the 2022 budget process to advance the Master Plan.

Interpretive work identified in the Master Plan that is currently underway includes:

- Upgrades to the displays and interpretive signage in the park;
- Installation of a new feature tractor; and
- Upgrades to the chicken coop and bee house to support thriving chicken and bee populations.

Upgrades to the displays and interpretive panels in the farmhouse are also recommended. These changes will better support the themes and stories identified in the Interpretive Framework and create meaningful experiences that appeal to target audiences. This will be the subject of future reports to Council and future funding requests.

Through the interpretive planning process, the London Heritage Farm Society proposed simplifying the name of the site to “London Farm” for the purposes of marketing and communications. This name is more aligned with the names of the other heritage sites, and better reflects the diversity of programs and activities at London Farm.

Steveston Museum and Post Office

After consultation with the community, Steveston Historical Society and Tourism Richmond through 2020 and 2021, a number of new activities have been proposed which would support the interpretative themes and goals identified in this Interpretive Framework and improve the visitor experience at the Steveston Museum. More detailed information about the proposed interior program and levels of service for Steveston Museum and Post Office will be the subject of a subsequent report.

These proposed changes include:

- Providing additional interpretation connecting the post office to Steveston’s history and heritage;
- Working with local artists and artisans to offer rotating displays in the Northern Bank building;

- Raising profile of the Japanese Fishermen's Benevolent Society(JFBS) exhibits and providing easier access in summer season;
- Working with the local Japanese Canadian community to enhance interpretation in the JFBS building; and
- Refreshing displays of Steveston history in the Northern Bank building to allow for additional stories to be told.

These activities would help to address gaps in the current interpretation of Steveston's stories as well as build on the existing community programming and JFBS exhibits which have proven popular over past years.

Steveston Tram

To support the presentation of the beautifully restored Tram, staff are currently working on additional interpretation in the facility offering historical context and opportunities for engaging programming. New family-friendly displays that support the themes and stories identified in the Interpretive Framework are currently in development. In future, programming for younger audiences will be developed and delivered. These programs will build on existing displays and provide appealing experiences that attract locals to visit regularly.

Phoenix Net Loft

In 2020 Council approved phase one of a public consultation process to explore options for a museum/ interpretive centre in the reconstructed Phoenix Net Loft building. Staff will report back to Council with the findings of phase one of the consultation process and recommended next steps.

Additional Interpretive Opportunities

There are numerous opportunities for added heritage interpretation at various locations across the Steveston area. Both an interpretive sign program and an audio walking tour would allow individuals to learn about the area as a whole. Additionally, the presentation of feature artifacts or public art installations could highlight lesser recognized histories and peoples. Staff, working with community stakeholders, will develop and support new initiatives to take advantage of interpretive opportunities in parks and other heritage places over the coming years.

Next Steps

Should Council endorse the proposed draft Interpretive Framework, staff will circulate the Interpretive Framework to seek stakeholder and public feedback. Stakeholders will include both those groups who participated in the creation of the draft Interpretive Framework (Britannia Shipyards National Historic Site Society, London Heritage Farm Society, Steveston Historical Society, Gulf of Georgia Cannery Society, Scotch Pond Cooperative and Tourism Richmond) and others who we anticipate will help to advance both ongoing and future strategic actions related to the plan. These groups include the Musqueam Indian Band, Steveston Harbour Authority, Steveston Community Society and the Richmond Heritage Commission. Following this process, staff will report back to Council with the results of the stakeholder and public feedback and a proposed final Interpretive Framework. The Council-endorsed Interpretive

Framework will provide direction for future responses to existing referrals and on-going projects related to the heritage sites in Steveston.

Financial Impact

There is no financial impact at this time. Any recommendations of the Interpretive Plan that require additional funding will be the subject of future reports to Council and the annual budget processes.

Conclusion

The Steveston Heritage Interpretive Framework, developed through an integrated planning process in collaboration with community partners, will guide telling the stories of Steveston at different heritage sites and locations throughout the area. The Interpretive Framework will guide interpretation in a more holistic manner and inform future site planning, exhibit development, signage, conservation-related projects, and programs, at City-owned heritage sites.

Staff recommend Council endorse the draft Interpretive Plan for the purposes of seeking stakeholder and public feedback on the plan and will report back with the final plan and the results of this feedback.



Rebecca Clarke
Manager, Museum and Heritage Services
(604-247-8330)

Att. 1: Steveston Heritage Sites Interpretive Framework



CITY OF RICHMOND STEVESTON HERITAGE INTERPRETIVE FRAMEWORK DRAFT

September 10, 2021



Thematic Framework

Overview

Interpretive themes		
Cultural Diversity		
Connection to the Fraser River		
The Past in our Present		
Stories	Sub-Stories	Interpretive Locations
Fishing	<ul style="list-style-type: none"> a) The Catch b) Fishing Techniques and Traditions c) Processing the Catch d) The Fishing Fleet 	<p>Primary</p> <ul style="list-style-type: none"> • Gulf of Georgia Cannery National Historic Site • Britannia Shipyards National Historic Site <p>Secondary</p> <ul style="list-style-type: none"> • Steveston Harbour • Scotch Pond • Imperial Landing • Fisherman's Park • Garry Point Park
Farming	<ul style="list-style-type: none"> a) The Nature of Steveston Farms b) A Farming Community c) The Business of Farming 	<p>Primary</p> <ul style="list-style-type: none"> • London Farm <p>Secondary</p> <ul style="list-style-type: none"> • Dyke Trail • Branscombe House • London Wharf Park
Community Life	<ul style="list-style-type: none"> a) Building Community b) Home Life c) Staying Connected d) Nikkei Contributions 	<p>Primary</p> <ul style="list-style-type: none"> • Steveston Museum and Post Office • Britannia Shipyards National Historic Site • London Farm <p>Secondary</p> <ul style="list-style-type: none"> • Steveston Tram • Steveston Village • Branscombe House • Japanese Canadian Cultural Centre • Steveston Nikkei Memorial • Steveston Community Centre
Transportation Hub	<ul style="list-style-type: none"> a) Evolution of Transportation b) The "Sockeye Special" c) The Backbone of Commerce 	<p>Primary</p> <ul style="list-style-type: none"> • Steveston Tram <p>Secondary</p> <ul style="list-style-type: none"> • Britannia Shipyards National Historic Site • Steveston Museum and Post Office • London Farm • Railway Greenway • Steveston Harbour • Steveston Community Park • London Wharf Park

Interpretive Themes

The following interpretive themes, or central concepts, can be seen in all of Steveston's heritage places and activities. These concepts are important lenses through which Steveston's history and heritage can be viewed and its stories told.

These themes, and the stories that follow, highlight Steveston's unique heritage and offer opportunities to illustrate how these histories are part of the larger story of British Columbia and Canada.

A. Cultural Diversity – Steveston was and is a culturally diverse area, attracting people from around the globe for economic opportunities and natural beauty.

Since before contact, Indigenous peoples were drawn to the areas' rich resources. Later Chinese, Japanese, South Asian and European populations came and developed commercial fishing and farming industries. Changes in community populations through the late nineteenth and twentieth centuries were representative of larger socio-economic trends and government policies such as:

- Establishment of the reserve and residential school systems for First Nations people outlined in the Indian Act;
- Restrictions on Indigenous peoples' cultural heritage practices such as fishing and potlatches;
- Race-based immigration policies such as the Chinese Exclusion Act;
- Race-based awarding of fishing licenses;
- Land ownership and enfranchisement laws that privileged men and people of European descent; and
- Japanese internment and seizure of property during the Second World War.

These policies shaped both the fishing and farming industries that were the backbone of Steveston's community. Despite numerous challenges, people continued to come from around the world, creating a unique mix of cultures and working together to build a community that supported each other's well-being. While racism has been a persistent factor in Steveston's history, so has the cultural harmony that was fostered through shared working and living experiences.



Image: Japanese Hospital in Steveston circa 1900, COR 1978 14 11

B. Connection to the Fraser River – Steveston exists in its current form in large part because of the physical and natural environment found in its location at the mouth of the Fraser River. The area contains significant natural heritage in the ecology of the tidal marshes, tidal sloughs and mud flats, traces of surviving indigenous vegetation, riverine and terrestrial habitat values.

The River and its rich estuary have provided many resources for the people who settled in the area, including food, fertile soil, a means of transportation and a place of beauty and recreation. The importance of the River as a connector and provider is at the heart of every story from its beginnings to today.

C. The Past in our Present – The village of Steveston and the surrounding area have maintained a strong identity despite, or perhaps because of, a series of downturns. While fishing and farming have changed significantly over the years, both are still well-represented in Steveston with many residents connected to those earlier ways of life. Preservation of heritage places and practices that long distinguished Steveston has played a role, so has a turn toward a new economic basis in tourism. While today's Steveston looks very different than that of a one hundred years ago, the legacies of what was built then, still lives on in its people, places and activities.



Image: Steveston Waterfront circa 1943, COR 1985 4 14

Stories / Sub-stories

Although Steveston has many stories to tell, this plan focuses on four central stories which provide a rich basis for interpretation and offer opportunities for existing places, objects and activities to bring each story to life.

A. Fishing

Fishing has been a central driver of settlement in the Steveston area, which served as a base from which fishers could collect and process their harvest for hundreds of years. This was seen in the rich traditions of Indigenous Peoples fishing the Fraser River and Salish Sea and remains true for the more than 500 commercial vessels in the modern day Steveston Harbour.

Contained within the Fishing storyline are a number of sub-stories that speak to not only the technical aspects of the work but also the people doing the work and their experiences of hardship and success.

- **The Catch** describes the many species of fish and other sea life that have provided sustenance for people over the years. In addition to fish traditionally found in the Fraser River, the Catch tells about the species that were and are commercially fished up and down BC's coast by the vessels and fishers of Steveston.
- **Fishing Techniques and Traditions** focuses on the methods of fishing and their technological and cultural evolution. From the highly productive, and carefully regulated, traditional Indigenous fishing techniques, to gillnets, Seine nets and Easthope engines, each fishing method is unique to a people and time and sets the stage for the day-to-day experiences of Steveston's fishers and their families.
- **Processing the Catch** highlights the prolific fish processing industry and the people who worked in it, that shaped Steveston's development during the twentieth century. This story is dominated by the salmon canneries that lined Steveston's Cannery Row, but also includes Indigenous practices of salmon preserving and modern practices of reduction and freezing.
- **The Fishing Fleet** tell the story of the vessels that supported fishers and the unique craftsmanship that went into their design and maintenance. In particular, this includes the history of the many boat works that were owned by Japanese Canadians who brought their unique boatbuilding skills with them from Japan.

The prominence of fishing in Steveston's development allows for numerous interpretive opportunities, highlighted by two National Historic Sites – the Gulf of Georgia Cannery and the Britannia Shipyards – and brought to life today at the Steveston Harbour.

B. Farming

While today's farmland is found largely on the outskirts of Steveston, farming has been an important activity shaping the area's development. Throughout the twentieth century, farming in Steveston has taken many shapes, evolving to suit the people, economic markets and technology of the time. From Chinese market gardens, to family dairy farms, to large-scale grain farms, to the berry and vegetable farms in today's Agricultural Land Reserve, each of these illustrates unique features of the land and the people who work it.

- **The Nature of Steveston Farms** shares how farming in Steveston shaped and was shaped by the River and its ecology. From the creation of the dyke system to maximize use of the rich delta soil to management of "pests", and the use of chemicals to increase production, farming has had a significant impact of the ecology of the River estuary.

- **A Farming Community** tells the story of Steveston's many farming families and how together, they worked the land. These stories of resilience and resourcefulness share how farmers, their families, labourers and community worked together to make a living off the land. These stories also illustrate the class, gender and racial divides that were part of twentieth century farming culture.
- **The Business of Farming** speaks to the evolution of farming methods and how farmers worked not only to feed their families, but to produce crops that supported a sustainable business. From the types of crops planted, to the farming implements used, to the means of transportation to get to market, each decision set the course for how successful a farm business would be.

The story of farming is primarily told at London Farm with supporting interpretation in parks spaces and along the dyke trail.

C. Community Life

Being located in the Southwest corner of Richmond surrounded by river and open fields, Steveston has always been set apart from other populated areas. Because of this, community members took it upon themselves to build what it needed, developing a strong sense of independence. This story of Community Life reflects this enterprising spirit and illustrates how people from diverse backgrounds can come together to form a community.

- **Building Community** focuses on the amenities and activities that developed in Steveston as the community grew. From hospitals and schools to banks and pubs, these places and activities characterize the people of Steveston and their life outside of work.
- **Home Life illustrates** how the people working in the fishing, canning and farming industries lived. The opportunities offered by this work attracted people and families from around the world who lived in different circumstances, practicing a variety of cultural traditions.
- **Staying Connected** speaks to the evolution of communication methods that the diversity of people in Steveston used to maintain connections with their families in distant lands.
- **Nikkei Contributions** tells the story of the Japanese Canadians who played a significant role in the shaping of the Steveston community. From the first settler from Mio, Japan, to the forced removal of Japanese Canadians, to the modern contributions to Steveston's community, the ups and downs faced by the people of Steveston have put an indelible mark on the community known today.

The story of Community Life is told at many places throughout Steveston. The Steveston Museum Post Office serves as a focal point, while Britannia Shipyards and London Farm offer immersive experiences.

D. Transportation Hub

The story of Steveston as a Transportation Hub is the only story that is largely situated in the past. In today's world of highways and busses, it is difficult to imagine the large steamships of the early twentieth century that visited Steveston's port regularly to transport canned salmon across the sea. Also lost are the ferries and interurban tram that took people from the busy Steveston town to the neighbouring areas of New Westminster or Vancouver. With each change in transportation came changes to the development of Steveston and the lifestyle of people travelling and moving goods.

- **Evolution of Transportation** tells the story of the changes to how people and goods moved from Steveston to other places in the region or world. It includes the early international ships, local travel by canoe, ferry or horse, as well as the interurban tram system and modern day transit and roads.
- **The "Sockeye Special"** was the affectionate name locals gave to the interurban rail, reflecting the importance of the Tram to the people of Steveston. This story shares the experiences of the people who travelled on the Tram for work and going to and from social events in Richmond and Vancouver.
- **The Backbone of Commerce** describes how various transportation systems supported the commercial development of Steveston. This includes systems that brought workers into Steveston during the fishing and canning seasons and provided producers with a reliable method of marketing and transporting their products.

This story is primarily told at the Steveston Tram with supporting interpretation at the Steveston Museum and Post Office and London Farm.



Images, top to bottom, left to right: Wood working displays at Britannia Shipyards, Tram passenger display, Doing laundry at London Farm

Interpretive Goals

Interpretive goals help direct the presentation of the themes and stories described above. These interpretive goals focus on the primary points of interpretation at City-owned facilities and places. As of 2021, the Gulf of Georgia Cannery National Historic Site is undergoing its own interpretive planning process with input from other stakeholders, including the City of Richmond.

Britannia Shipyards National Historic Site Goals

Interpretation at this site is designed to...

- Create authentic and immersive experiences of the daily life of the people who worked in West Coast fishing and boatbuilding;
- Foster greater understanding of the cultural diversity of people that supported West Coast fishing and boatbuilding;
- Encourage discovery of the complex workings of West Coast fishing and boatbuilding industry; and
- Inspire connections to and stewardship of West Coast maritime heritage and the Fraser River.

London Farm Goals

Interpretation at this site is designed to...

- Inspire connections to and stewardship of the land and the site;
- Create an environment of curiosity and remembering of early 20th century farm life;
- Foster greater understanding of agricultural and farm practices of early 20th century farming; and
- Encourage discovery of the people and complexity of Richmond's farm society.

Steveston Museum and Post Office Goals

Interpretation at this site is designed to...

- Create opportunities for local residents to connect to each other and visitors;
- Foster greater understanding of the Steveston community's history and activities;
- Showcase Steveston's unique cultural heritage through art and heritage displays; and
- Encourage discovery of Steveston's exceptional heritage places.

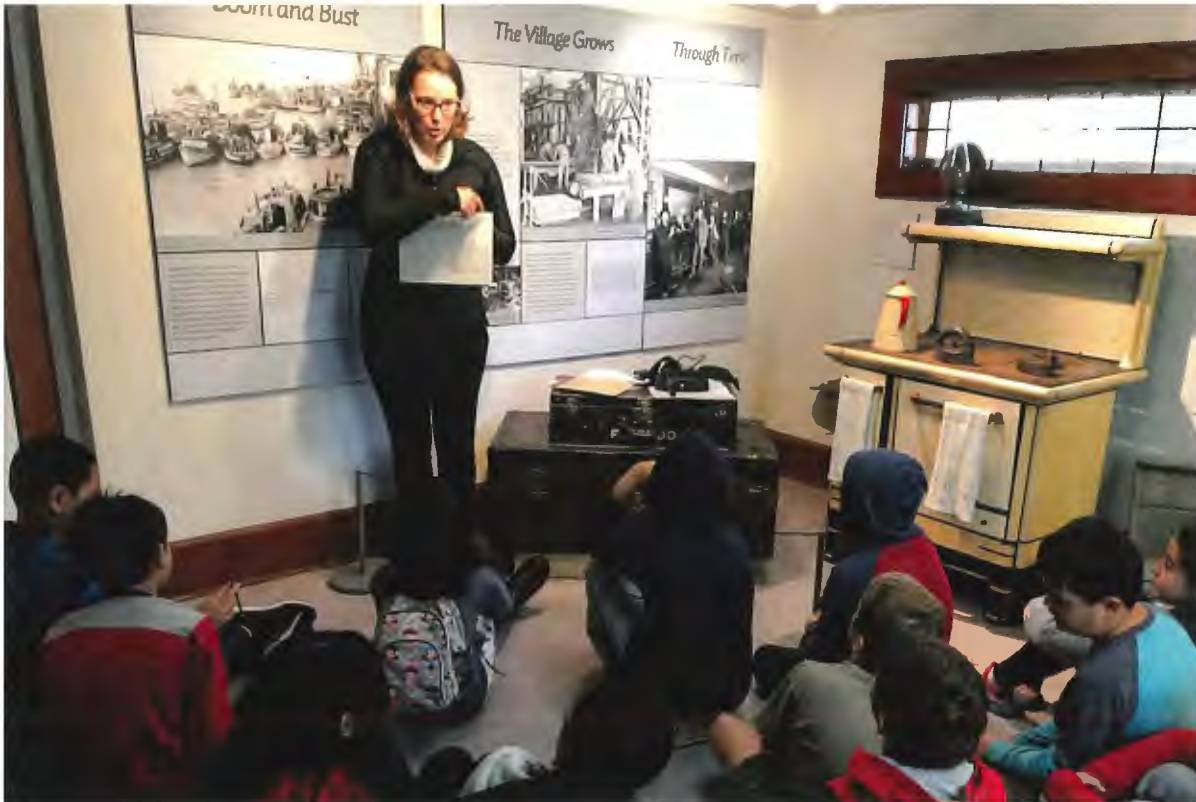


Image: School program at Steveston Museum and Post Office

Steveston Tram Goals

Interpretation at this site is designed to...

- Immerse visitors in the authentic experience of riding on an interurban tram in the first half of the 20th century;
- Foster a greater understanding of the significance of interurban transportation to Richmond;
- Encourage discovery of the streetcar technology and operation; and
- Inspire connections to Richmond's transportation history.

List of supporting resources (by area of interest)

Branscombe House

Branscombe House Conservation Plan,
Don Luxton and Associates, 2013

Britannia Shipyards National Historic Site

The Britannia/Phoenix Heritage Study,
Duncan Stacey, 1983

A Heritage Overview of "Area E" at the Britannia Waterfront, Leonard Ham, 1988

City Bylaw 5585 for Heritage Designation,
City of Richmond, 1990

Britannia Information Report,
City of Richmond, June 1990

Britannia Complex Phase II,
Robert Lemon Architecture, Sept. 1990

1991 Agenda Paper HSMB of Canada,
Parks Canada, 1991

Some Tree Ring Dates for buildings at the Britannia Heritage Shipyard – Dendrochronology Report,
M L Parker Co., Mar. 1992

The Britannia Heritage Shipyard Marketing Research Study, MDM Marketing Consultants, May 1998

Steveston Community Industrial Adjustment Study: Final Report Feasibility Analysis, Cornerstone Planning Group, May 1998

Britannia Heritage Shipyard Business Plan, Britannia Business Plan Steering Committee, Sept. 2000

Britannia Heritage Shipyard Historic Zone Interpretive Plan, Denise Cook Design, Sept. 2006

Britannia Heritage Shipyard Marketing Project – Steveston Resident Discussion Group Plan,
Mitchell James Marketing, 2006

Britannia Heritage Shipyard Marketing Project – Multi-year Marketing and Communications Roadmap,
Mitchell James Marketing, 2007

Britannia Shipyards NHS Strategic Plan 2014-2018,
City of Richmond, 2014

How We Lived: Stories of Work and Play at Britannia,
City of Richmond, Feb. 2009

Britannia Shipyards NHS Site Entryways and Wayfinding Concept, Denise Cook Design, Mar. 2010

Voices of Britannia: The People, the Stories and the Future" Community Engagement Project – Final Report, City of Richmond, Nov. 2013

Seine Net Loft Design Brief, City of Richmond, Jan. 2015

Britannia Heritage Shipyard Conservation Plan,
Don Luxton and Associates, 2015

Waterlot Management Plan, City of Richmond, 2016

Japanese Duplex and First Nations Bunkhouse Historical Literature Review, Denise Cook Design,
May 2016

Restoring the Japanese Duplex and First Nations Bunkhouse Buildings, City of Richmond, Sept. 2016

Maritime Vessel Management and Operational Plan,
City of Richmond, Nov. 2016

Britannia Shipyards Heritage Site Business Plan – Market Analysis, RC Strategies + PERC, Nov. 2017

Britannia Visitor Survey (in conjunction with Strategic Development Plan), City of Richmond, 2017

Britannia Shipyards NHS Strategic Development Plan,
Nordicity, 2018

Britannia Staff & Board Boat Survey Summary,
City of Richmond, 2018

Britannia Shipyards Building History,
City of Richmond, Sept. 2018

Management of the Existing Fleet of Boats at Britannia,
Bud Sakamoto, Nov. 2018

Marketing Plan for Britannia Shipyards,
City of Richmond, April 2020

Garry Point Park

Garry Point Park Master Plan, Pacific Landplan Collaborative Ltd., 1983

Gulf of Georgia Cannery National Historic Site

Gulf of Georgia Cannery Management Plan,
Parks Canada, 2011

Visitor Information Program LITE Final Report,
Parks Canada, 2018

Gulf of Georgia Cannery Society Strategic Plan,
Gulf of Georgia Cannery Society, 2020

Japanese Fishermen's Benevolent Society Building

Japanese Nurses Residence Relocation Drawings,
McGinn Engineering and Preservation Ltd., Dec. 2009

Exhibit text panels, D. Jensen and Associates, 2010

Japanese Fishermen's Benevolent Society Building Interior Renovation, Birmingham & Wood Architects and Planners, April 2013

Japanese Fishermen's Benevolent Society Building Conservation Review, Don Luxton and Associates,
Nov. 2013

London Farm

City Bylaw 3528 Designation of Lands,
City of Richmond, 1977
City Bylaw 3515 Designation of House,
City of Richmond, 1978
*Minutes from the Provincial Agricultural Land
Commission regarding London Farm application*,
Provincial Agricultural Land Commission, Dec. 1978
London Farm Site Development Plan, Advance Planning
and Research Architecture, 1982
London Farm Plan, Justice and Vincent Landscape
Architects, 1986
London Heritage Farm House Plans, unknown, 1987
*London Heritage Farm Long Range Planning
Workshop Notes*, PreDesign Consulting, Dec. 1996
*Growing up on London Farm: the Memories of May
London*, City of Richmond Archives, 1998
London Heritage Farm Collections Policy,
City of Richmond, 2012
London Farm Conservation Plan,
Don Luxton and Associates, 2014
London Heritage Farm – Farming Historical Research,
City of Richmond, 2020
London Heritage Farm Master Plan,
City of Richmond, 2021

Scotch Pond

City Bylaw 5960 for Heritage Designation,
City of Richmond, 1992
Scotch Pond Conservation Plan,
Don Luxton and Associates, 2014

Steveston area

*An Archaeological Heritage Resource Overview
of Richmond B.C.*, Leonard C. Ham, 1987
City of Richmond Heritage Inventory,
City of Richmond, 2005
Steveston Area Plan of the Official Community Plan,
City of Richmond, 2009
*Steveston Village Conservation Strategy &
Implementation Program*, Birmingham & Wood
Architects and Planners, Jan. 2009
*Japanese Canadian Cultural Centre Conservation
Plan*, Don Luxton and Associates, 2014
Steveston area research, John Atkin, 2017
Brand Discovery Session, Tourism Richmond, Mar. 2018
Steveston Tourism Plan, Tourism Richmond, July 2019
Steveston Story – Story Presentation,
Tourism Richmond, Oct. 2019
Visitor Volume Study, Tourism Richmond, 2020
*Steveston Heritage Sites Destination Development
Plan*, City of Richmond, 2021

Steveston Museum and Post Office (Bank Building)

City Bylaw 3956 for Heritage Designation,
City of Richmond, 1981
*Steveston Museum Findings and Recommendations
Report*, D. Jensen and Associates, June 2009
*Planning and Programming the Steveston Museum
and Town Square*, Birmingham & Wood Architects
and Planners, Mar. 2012
Northern Bank Building Conservation Review,
Don Luxton and Associates, Aug. 2014
Pc-685 Steveston Town Square IFC,
Damon Oriente Ltd, Sept. 2015
Visitation stats from Tourism Richmond,
Tourism Richmond, 2015-2019
*Statement from the Steveston Historical Society Board
on the future of the Steveston Museum / Post Office /
Visitor Centre*, Steveston Historical Society, Fall 2018
Steveston Historical Society 2019 survey of members,
Steveston Historical Society, 2019
*Steveston Museum: A Vision for Improving the Visitor
Experience*, Doug Munday Design, Sept. 2020
Richmond's Postal History, Bill McNulty, 2008

Steveston Tram

*BCEK Power Poles and Railway Tracks Conservation
Review*, Don Luxton and Associates, 2013
*BCER Steveston Interurban Tram Passenger Car #1220
Conservation Plan*, David Youngson, 2014
Tram Structure Conservation Review, Don Luxton
and Associates, 2016
*Conservation Maintenance Report BC Electric Tram
1220*, Andrew Todd Conservators Ltd., Oct. 2018
Steveston Interurban Tram Feasibility Study,
Davies Transportation Consulting Inc., Mar. 2019



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
From: Marie Fenwick
Director, Arts, Culture and Heritage Services
Date: September 20, 2021
File: 11-7141-01/2021-Vol 01
Re: **Steveston Museum and Post Office Visitor Experience Improvements**

Staff Recommendation

1. That the Steveston Museum and Post Office Visitor Experience Improvements as detailed in the staff report titled "Steveston Museum and Post Office Visitor Experience Improvements," dated September 20, 2021, from the Director, Arts, Culture and Heritage Services be endorsed to guide the future planning and operations of the Steveston Museum and Post Office; and
2. That expenditures totaling \$354,000 for facility improvements with an annual operating budget impact of \$12,300 for ongoing operating costs and an annual municipal contribution of \$40,000 paid to the Steveston Historical Society for the period from 2022-2026 be considered in the 2022 budget process.

CM Fenwick

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

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	<i>Severance</i>
Facility Services & Project Development	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO
	<i>MF</i>	<i>[Signature]</i>

Staff Report

Origin

This report responds to the following referral made on February 23, 2021 at Parks, Recreation and Cultural Services Committee.

That following completion of the current consultation on the services to be provided at the Steveston Museum, staff investigate: (1) amending the document titled "Steveston Museum, A Vision for Improving the Visitor Experience", dated September 25, 2020, to include the operation of a Post Office in both Options A and B; (2) a \$20,000 annual payment to the society by the City if and when Tourism Richmond vacates the premises, plus the additional minimum of \$5,000 fee for service for operating the Post Office if needed, as approved in the working agreement dated November 12, 2019; (3) a Living Wage to be paid to the postal workers as auxiliary staff, with the added responsibility of monitoring activities in the museum and eliminating the need for additional museum staff; (4) the reopening of the upper floor of the Post Office with the installation of a stair lift elevator for seniors and/or a video on the ground floor depicting the upper floor museum display for people unable to use a stair lift; and, report back.

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

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

3.2 Enhance arts and cultural programs and activities.

3.4 Celebrate Richmond's unique and diverse history and heritage.

This report supports Council's Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth:

Leadership in effective and sustainable growth that supports Richmond's physical and social needs.

6.4 Recognize Richmond's history and heritage through preservation, protection and interpretation.

Analysis

Background

The City has worked collaboratively with the Steveston Historical Society (the Society) since 1979, to activate the Steveston Museum and Post Office at 3811 Moncton Street. Since opening, program activities have primarily taken place in the Northern Bank heritage building, including the operation of the historical Steveston Post Office. For approximately 10 years, the Northern Bank building also served as a home for a tourist Visitors Centre, operated by Tourism Richmond. In 2015, the Steveston Museum and Post Office was expanded with the opening of the Japanese Fishermen's Benevolent Society (JFBS) building, containing exhibits about the Japanese Canadian community in Steveston.

Prior to the COVID-19 pandemic, the Steveston Museum and Post Office was open daily throughout the year. While visitation from school groups and for public programs was increasing prior to the pandemic, drop-in visitation to the Tourism Richmond Visitors Services counter and for postal service has steadily declined in recent years. The facility temporarily closed in March 2020 due to the COVID-19 pandemic and while the Post Office reopened in September 2020, the Visitors Centre has not resumed service.

Currently, the City has an operating agreement with the Steveston Historical Society to maintain open hours at the Steveston Museum, provide heritage programming in Steveston and operate the Post Office. Schedule B of this agreement outlines the terms for the operations of the Steveston Post Office, including the provision of up to \$15,000 in subsidy to support these operations. Schedule B will expire in April 2022, in advance of the expiration of the agreement itself.

The City also holds an agreement with Tourism Richmond for its Visitor Centre operations at the Steveston Museum and Post Office that expires in April 2022. Tourism Richmond provides \$10,000 annually to the Society for the use of this space. Prior to the COVID-19 pandemic, Tourism Richmond also supported the post office operations with in-kind contribution of staff time. With changing trends in how visitors access information, Tourism Richmond is investigating options for supporting visitors to Steveston in ways other than a permanent visitor services counter. Tourism Richmond has indicated they do not intend to remain in the Steveston Museum and Post Office at the end of the current lease agreement. Their departure will create a space, both physically and programmatically, in the Northern Bank Building and result in the loss of important revenue and staff support for the Society's operations.

Additionally, in 2020 through the process of developing the Steveston Heritage Interpretive Plan, the Steveston Museum was identified as a site with opportunity for further interpretation of Steveston history and heritage to address gaps in the current interpretive offer.

Steveston Museum: A Vision for Improving the Visitor Experience

In consideration of these factors, throughout summer and fall of 2020, staff worked with the Society and Tourism Richmond to explore other visitor experience concepts for the Steveston Museum and Post Office. The goal of this process was to establish a clearer identity for the Steveston Museum, to better support programming and increase visitation. The visitor experience concepts considered a different mix of services and the potential for new functions for the Steveston Museum, including new heritage programs and exhibits in the Northern Bank Building, the future provision of tourism visitor services and postal service.

With the identification of a range of potential visitor experience concepts, a consultation process was undertaken to get feedback from the public. Information about this process was provided in memos to Mayor and Councillors dated December 3, 2020 and February 8, 2021.

Public consultation took place from February to March 2021, using Let's Talk Richmond, onsite visitor surveys, and phone interviews with community stakeholders and tourism representatives. Initial consultation sought feedback on two potential concepts for Steveston Museum operations.

Shortly after the launch, the Let's Talk Richmond survey was amended to include a third open-ended option that allowed participants to share their ideas more broadly.

Consultation Outcomes

Feedback received included 227 responses to the Let's Talk Richmond and onsite visitor surveys and nine stakeholder interviews. Additionally, feedback from prior engagement activities such as comments in the Museum's visitor survey tablet and a survey of Society members was included in the final review. The report *Steveston Museum: A Vision for Improving the Visitor Experience, Phase 2 Consultation*, provides details about the public consultation process and findings (Attachment 1).

While the findings of the community consultation and additional data review indicate a mix of preferences about the Steveston Museum and Post Office, six common themes were identified.

1. The facility provides a valued community service and neighbourhood meeting point.
2. A majority value the availability of heritage interpretation at the facility including community postal heritage, Nikkei stories, and the wider story of Steveston.
3. A majority of respondents favoured retaining current Post Office operations.
4. There is particular interest in Steveston's Nikkei heritage and support for a continued and expanded sharing of these stories.
5. There is a lesser, but still strong interest in the provision of visitor information services, though an openness to how and where this takes place.
6. There is an openness to the addition of retail to the space, if focused on unique Steveston products.

Analysis of this feedback resulted in the following guiding directions for future visitor experiences at the Steveston Museum and Post Office:

- Retain a mix of amenities that serve locals year-round.
- Continue to support on-going heritage programming, and improve and raise the profile of existing displays.
- Reframe Post Office operations as more than just a business, but a community-meeting place that celebrates local heritage and provides valued services.
- Continue to collaborate with Tourism Richmond to explore other options for delivery of visitor services throughout Steveston.
- Explore the potential for additional retail services including possible offerings, operational costs and potential revenues.

Recommendations and Next Steps

Staff reviewed the consultation feedback with the Society and Tourism Richmond, which resulted in a number of proposed recommendations.

To increase visitation to the Steveston Museum and Post Office and best utilize the space formerly occupied by the Visitor Centre, the Society is proposing the provision of rotating cultural programming. The proposed program envisions a "pop-up artist program" in collaboration with the Richmond Arts Coalition, as the primary use, which would offer space on a temporary basis for

local artists and artisans to demonstrate, exhibit, and sell their work. This program supports the goals of the Steveston Museum and Post Office and the Society by:

- providing year-round activity to attract locals into the Steveston Museum on a regular basis;
- further establishing the Steveston Museum as a part of the local community;
- engaging and highlighting artists and craftspeople in the Steveston community;
- complementing the existing historical interpretation with stories of the modern Steveston community;
- addressing the need for space for local artists to show their work; and
- providing ongoing revenue to support the mandate of the Society.

This program would also provide the flexibility to offer other programming or rental space as opportunities arose. Currently, the Society is exploring potential grant opportunities to support this program.

To increase visitation to and awareness of the JFBS building, the following actions were identified:

- make the entrance off First Avenue accessible during summer season, with exterior improvements to increase its visibility;
- work with the community to establish an appealing, public facing name for the facility; and
- build relationships with the local Nikkei community to regularly offer public programming and rotate displays in the back room of the building.

Lastly, a refresh of the displays and interpretation in the Northern Bank building was recommended to:

- create a deeper understanding and sense of pride in place for local community;
- help post office patrons connect to the history of the building and post office; and
- tell the story of Steveston's community not found in other heritage places.

To support both the recommendations described above and continued post office operations, a design plan was developed (Attachment 2). The proposed design supports both the existing operations, including the post office, heritage displays and programming, with support for additional cultural programs in both the Northern Bank and JFBS buildings. Highlights of the proposed design include:

- replacing the Visitor Centre counter with furnishings to support flexible cultural program use;
- new historical displays (including digital displays) and interpretation on the main floor of the Northern Bank building;
- new signage and curb appeal elements to improve the exterior visibility of the JFBS building; and
- improved storage and furnishings for post office operation.

In discussions with the Society, it was determined that the upper floor of the Northern Bank building is required to support the Museum and Post Office's operations and Society administration. As such, staff recommend no to change the current use at this time.

There are no alterations or impacts to the structure of the building or its' heritage features planned in this design.

Staff engaged an exhibit design specialist to assist with costing of the proposed work. One time costing to implement design and construction is \$354,000 with \$12,300 in additional on-going operating costs to support regular display rotation in the JFBS building.

Steveston Historical Society Operating Subsidy

The Society has indicated a willingness to continue operating the Post Office as long as it remains financially viable for them to do so. In response to the feedback received through the consultation process and in light of the historical importance of the Steveston Post Office, it is recommended that the post office operations be considered as part of the Society's overall heritage programming of the facility.

Under the terms of the current agreements, the Society receives up to \$25,000 annually to support post office operations - \$10,000 from Tourism Richmond, \$10,000 from the City and an additional \$5,000 from the City if required. The Society relies on these funds to continue to ensure the financial viability of their operations. With Tourism Richmond ceasing operations at this location, and the City's current agreement set to expire in April 2022 a new agreement will be required to continue to support the Society.

After the expiration of the current Post Office agreement, the Society has requested an annual \$40,000 operating grant to support the on-going operations of the Steveston Museum and Post Office (Attachment 3). This funding would provide a steady revenue stream to allow the Society to maintain sustainable operations while paying post office staff market wages similar to other positions. It would also provide a foundation for the Society to seek additional external funding through grants and fundraising activities to continue to offer important heritage programs in Steveston.

Staff will bring forward proposed terms for a new agreement with the Society in first quarter of 2022 to reflect these changing operations.

This vision for the design and programming would establish the Steveston Museum and Post Office as a more unified heritage experience, engaging locals year-round and ensuring visitors have a clear understanding of the space as a museum-style experience.

Financial Impact

The financial impact of the recommended design and program is a one-time capital cost of \$354,000 with an annual operating budget impact of \$12,300 for ongoing operating costs and an annual municipal contribution of \$40,000 paid to the Steveston Historical Society for the 5-year period of 2022-2026. Should Council endorse the recommendations of this report, these funding requests will be brought forward for consideration as part of the 2022 budget process.

Conclusion

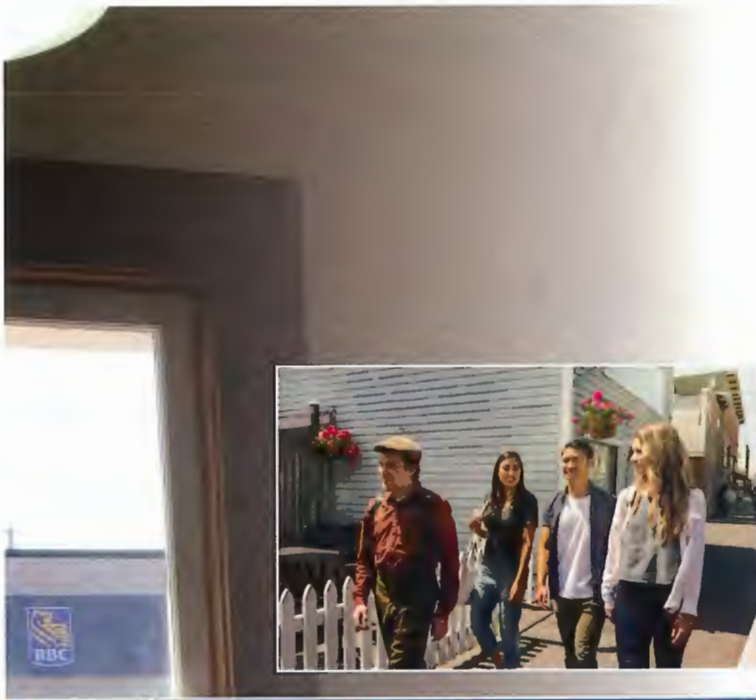
The Steveston Museum and Post Office has been a valued hub in the heart of Steveston Village since 1979. The pending departure of Tourism Richmond from the facility in 2022 will require changes to how the space in the North Bank Building is used going forward. As a result of this significant change in operations, combined with the outcomes of a thorough public consultation process and extensive discussion with the Steveston Historical Society, staff recommend the changes proposed in this report. These changes are consistent with the direction in the draft Steveston Heritage Interpretive Plan.

These proposed changes seek to increase declining visitation and will support the on-going operation of the Steveston Museum and Post Office by the Steveston Historical Society in a manner that best serves the local Steveston community.



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- Att. 1: Steveston Museum: A Vision for Improving the Visitor Experience, Phase 2 Consultation
2: Steveston Museum and Post Office Proposed Design
3: Letter from the Steveston Historical Society



Steveston Museum

A Vision for Improving
the Visitor Experience

Phase 2 Consultation

April 12, 2021



doug munday design

1. Executive summary

Background

The Steveston Museum has occupied the Northern Bank heritage building on the prominent corner of Moncton Street and First Avenue in historic Steveston Village since 1979.

For a number of years, the building has also hosted a Canada Post outlet operated by the Steveston Historical Society, and a Visitor Information Centre operated by Tourism Richmond.

In 2015, the historic Japanese Fishermen's Benevolent Society building was relocated next to the Northern Bank Building and is home to exhibits about the Japanese Canadian (Nikkei) experience in Steveston.

In recent years, visitor information services in Steveston Village have evolved and use of user-paid postal services has declined. Working with the Steveston Historical Society and Tourism Richmond, the City is exploring how best to continue to offer valued services to locals and visitors to Steveston.

In 2020, two potential concepts were developed for the purposes of seeking public input.

- A: Steveston and Nikkei Museum
- B: Steveston Postal Heritage Centre, with a separate Steveston Nikkei Museum

Feedback on these concepts and the services currently offered in the space was provided in interviews and through a survey on the *Let's Talk Richmond*.

What we heard

Foremost and roughly equal in community interest were

- a) maintaining this central hub of village life, within its unique heritage building,
- b) accessing heritage interpretation, from community postal heritage, to Nikkei stories, to the wider story of Steveston, and
- c) maintaining a functioning Post Office as part of this mix.

The provision of information and orientation services to Steveston visitors was seen as valuable, but a lesser priority at this site.

This suggests the community's primary focus on engaging a local audience, providing a valued service and meeting place, ahead of outward facing messaging to Steveston visitors.

2. Evolution of the Steveston Museum, Post Office, and Visitor Information Centre

Currently, the Steveston Museum is considered to be a grouping of three distinct spaces. This includes the:

- 1) Northern Bank Building housing the Visitor Centre, Post Office and heritage displays;
- 2) adjoining Japanese Fishermen's Benevolent Society (JFBS) building with displays about Steveston Japanese Canadian history; and
- 3) adjacent Town Square Park.

Each of these spaces has a unique history in the community and differing functions. For the purposes of this project, the primary spaces considered were the Northern Bank building and the JFBS building.

Northern Bank Building

The Northern Bank building is a municipally designated heritage site and is recognized as one of the earliest surviving structures along Moncton Street in Steveston and one of the first financial operations in the area. It was constructed in downtown Steveston in 1906 to house a branch of the Winnipeg-based Northern Bank and was used as a financial institution until 1963. The Northern Bank illustrates the rise of Steveston as a commercial and industrial centre in the early part of the twentieth century.

The building has value as Steveston's original and only bank, and as part of the pattern of commercial development along the main street. It is a reminder of the once thriving commerce in Steveston in the early part of the twentieth century when fishing, canning and agriculture were creating a boom in the local economy.

The Northern Bank building is the original location for the Steveston Museum, welcoming locals and tourists to learn about the history of the unique Steveston area since 1979. The entrance to this building is well used and is currently considered the main entrance for the site. Inside, visitors can find a recreation of the original bank office and the original bank safe (used as storage). There is also a small room at the back of the building with interpretation on Steveston's history.

The bulk of the main floor is used as a visitor's centre (operated by Tourism Richmond) and a Canada Post outlet (operated by the Steveston Historical Society). City, Society and Tourism staff use the upstairs as offices, meeting space and supply storage.

Japanese Fisherman's Benevolent Society Building

The Japanese Fisherman's Benevolent Society (JFBS) building is located behind the Bank building from Moncton Street and facing 1st Ave. Built in 1900, the JFBS building was first used as the administration office for the Japanese Fishermen's Hospital (the first hospital built in Richmond) and the Japanese School. It was the primary health care provider for the community and was important as part of the infrastructure built in response to the typhoid fever epidemics that were an annual scourge of the community during the last years of the 19th Century. It is the only surviving structure of the original cluster of hospital, school and administration buildings.

After being moved to the Steveston Museum site in 2010, the building reopened to the public with exhibits telling the story of the Japanese Canadian community in Steveston. The four rooms of the building offer quality displays telling the unique and important stories of the history, culture and life of Steveston's Nikkei community. One room was intended to serve as a temporary exhibit but has not been changed from its original display on local martial arts.

Entry to the building is through the Steveston Museum's post office building.

Interpretive Programs at the Steveston Museum

In addition to the heritage displays in both buildings, there are a number of heritage programs that, prior to the Covid-19 pandemic, were delivered in these spaces by City and Steveston Historical Society personnel. In recent years heritage programming has included:

- The Steveston Heritage Sites Living History program offering costumed, in-person interpretation in the Bank building office each summer and in the JFBS building during special events.
- A school program centered on the experience of the Nikkei in Steveston, offered in the JFBS building. This unique program has been popular with teachers, with over 240 children participating in its first year.
- The Steveston Heritage Experience walking tour which showcases different heritage sites across Steveston to visitors and includes a stop in the JFBS building.
- The Walking Tour Vignettes program is offered to groups and based out of the Steveston Museum. Costumed guides take participants through Steveston village telling the history of its people and places.
- Self-guided walking tour brochures are also available for pick-up at the Museum.
- The Steveston Museum also participates with a variety of programming for annual special events such as Doors Open Richmond, Steveston Salmon Festival (Canada Day), Culture Days, and Winter in the Village.

Prior to the COVID-19 pandemic, the Steveston Museum was open daily throughout the year with no admission fees. Future programming will be determined as the pandemic lifts and guided by the future mix of services offered at the Museum.

Postal Service at the Steveston Museum

While not an original use of the Northern Bank building, the Steveston Museum has come to be synonymous with the Steveston Post Office. The first Steveston Post Office was established in Steveston on May 1, 1890. Over the past 131 years it has moved to over 15 different locations.

In 1972, Canada Post closed the outlet. With support from community, the post office was re-opened in the Steveston Museum in 1979. At this time, the facility was conceived of being both a community museum and an operating post office outlet. Displays of local history were installed on the main and second floors and a postal

service counter was built. Steveston Historical Society volunteers operated the facility with minimal staff, caring for the displays and managing the postal service.

In 2006, Canada Post sought new locations to offer postal service in Steveston as it felt the service provided at the Steveston Museum was not on par with the requirements of its other locations. As a result of this, an additional Canada Post outlet was opened in Steveston two blocks away in the Super Grocer store. With additional support from the City and Tourism Richmond, the Society was able to address Canada Post's concerns. The outlet at Super Grocer remains active.

From 2012 to 2017, Tourism Richmond operated the post office, but in 2018 the license with Canada Post was transferred back to the Society. Currently, the paid staff of the Society operate the outlet with support of a subsidy from the City.

The post office has been located in the Steveston Museum since 1979, making this its longest location and, for most current residents of Steveston, the only location they have known. The outlet at the Steveston Museum continues to be outside of Canada Post's usual operating requirements, which limits the flexibility of how services are offered.

Visitor Centre at the Steveston Museum

The Visitors Centre at the Steveston Museum was established as a seasonal operation in 2007. It was intended not only to provide visitor information services but also bring in additional revenue to support the Historical Society's operation of the post office. At this time the visitor services counter was installed and Tourism Richmond began paying the Society rent. This was expanded to year-round service in 2012 and has continued like this until 2020 when the counter was closed due to the Covid-19 pandemic.

In addition to the visitor centre operated at the Steveston Museum, Tourism Richmond operates a kiosk in Steveston on Bayview Street which is open seasonally. The Steveston Museum operation supports the kiosk with senior staff and storage space.

3. Process for community consultation

A Vision for Improving the Visitor Experience – a concept report outlining two options for improving the visitor experience and profile of the Steveston Museum site – was completed in September 2020. Please refer to the report for more information on this discussion. The concepts identified included:

- **Concept A: Steveston and Nikkei Museum**

A single museum linking the experience in the current Northern Bank and Japanese Fishermen's Benevolent Society buildings to provide an introduction to "the Steveston story" at the centre of Steveston Village.

The Museum would be a focus for local pride in Steveston heritage and culture -- a stepping off point for visitors exploring the village. Exhibits and programs would provide an overview of the history of the Steveston area and introduce stories not currently told in other facilities. A museum host would greet visitors and provide information about Steveston's history and current amenities in Steveston Village. Changing local displays, engaging public programs or small gatherings would be possible in the program rooms of each building. The current Visitor Centre operations would be re-imagined and Post Office service discontinued.

- **Concept B: Steveston Postal Heritage Centre, with a separate Steveston Nikkei Museum**

Each building would provide a unique, separate experience.

Steveston Postal Heritage Centre (name to be determined)

Current post office services would continue in the Northern Bank building, supported by modest displays celebrating the history of communications and postal service contributions in Steveston. A modest retail service would sell items related to early communications and Steveston heritage. Changing local displays or gatherings would be possible in the small program room. Visitors services in Steveston would be re-imagined and in-person visitor information services at this location would be minimal.

Steveston Nikkei Museum (name to be determined)

The exhibits and programs in the Japanese Fishermen's Benevolent Society building would continue in their current form, though with a distinct identity and a direct entry off First Avenue. Stories currently told there include: Japanese Canadian experiences in Steveston from the arrival of the first Nikkei, or people of Japanese descent. Their many contributions to Steveston, from fishing and farming to cultural arts. The Japanese community's internment during World War II and the postwar return of some Nikkei to Steveston.

Using the concepts presented in this report, the City of Richmond undertook community consultation to gather feedback on the desired services offered at the Steveston Museum. Feedback was gathered in the following ways:

- 1) **An online survey was conducted via *Let's Talk Richmond* (LTR)**, from February 11 to March 14, 2021, presenting illustrated descriptions of the two concepts, and asking which would best meet the needs of respondents and their families.

The following groups were asked to invite their stakeholders to participate in the LTR survey:

- Richmond Heritage Commission
- Britannia Shipyard National Historic Site Society
- Steveston Historical Society
- Richmond Museum Society
- Gulf of Georgia Cannery Society
- Steveston Merchants Association
- Steveston Community Society
- London Heritage Farm Society
- Tourism Richmond stakeholders
- Lower Mainland Teachers on the 'Museum and Heritage' contact list

227 responses were received to the LTR survey.

- 149 respondents (66%) were Steveston residents and 59 (26%) were frequent, monthly visitors from Richmond or Metro Vancouver.
- Most reported visiting the Museum and Visitor Centre within the past two years (75%), though only half (52%) visited the Japanese Fishermen's Benevolent Society building in the same period, and few (21%) had attended a school or public program in the past two to five years.
- 50% had used Visitor Information Counter in same period.
- 42% were monthly or more frequent users of Post Office.

- 2) **Nine video interviews were conducted with a variety of Steveston stakeholders.** Interviewees represented the perspectives of community members, heritage advocates, Post Office users, local merchants, and the tourism industry.

- 3) **Background data was reviewed**, to better understand the evolution of the services at the Steveston Museum and the visitor experience of these services.

This data included:

- Survey of Historical Society members and community, 2019
- Data from visitor feedback tablet in Steveston Museum, 2018-2020
- Historical narrative of the Steveston Post Office provided by Harold Steves
- *Richmond's Postal History* by Bill McNulty

4. Analysis of community feedback

The findings of the community consultation and data review indicate a wide mix of preferences about the Steveston Museum. A number of respondents expressed a desire to keep the space as it is, while others felt that the current arrangement is confusing and does not do justice to the heritage of Steveston or the building.

While responses were wide-ranging, six common themes were identified and summarized below. (A more extensive compilation of support data is provided in a separate Appendix.)

.1 The facility provides a valued community service and neighbourhood meeting point, within a unique heritage setting.

The Steveston Museum is well frequented by local residents, who value it as a village hub, and as an important part of and reflection of the community. Many commented on the friendly staff and great service as strong contributors to this.

"I can't overstate how important I think it is to myself and the Steveston community to have this post office in this space. It's a place for small businesses to package and send goods, for individuals to connect with others in the community in passing, to carry on the tradition of sending a letter, drawing, or Christmas card and catch up with others in the community, and of course, to maintain the heritage of the postal service in Steveston."

"I've often thought of the Steveston Museum as a community 'hub', both in its historic use as a bank / doctor's office, and more recently as a post office."

"The service from the Postal staff is what keeps me coming back. They offer a welcoming, friendly experience."

Many also noted the Post Office's and Bank building's central role in the development and history of the Village.

There is reluctance to shift towards a function perceived as primarily for seasonal visitors, leaving little reason for locals to gather there.

"I'd still like to use the small Steveston Post Office for services. Otherwise it would simply become just a tourist attraction."

.2 A majority strongly value heritage interpretation at the site, suggesting a combined provision of services.

Most LTR respondents by far rated “museum-style displays of Steveston’s heritage” as ‘very important’ or ‘must haves’ (190 of 222 responses, or 86%), when ranking potential services. Next most valued were: “in-person orientation services for visitors” (61%), “postal services” (56%), and “live programs” (55%).

“I see the museum as a way of communicating with the past and so to understand our present. At the same time, the museum must be a living entity that continues to collect our experiences to tell our future generations of our existence, and how we live today.”

Respondents’ identification of the most appealing features of their preferred option shows a strong interest in heritage interpretation, regardless of the option chosen (respondents could check as many as applied).

The most appealing features included:

- viewing changing cultural displays (52% of all respondents selected this)
- learning about Steveston’s story, diverse cultures and communities (24%), and learning about Steveston’s Nikkei history (42%)
- an interest in stamps and postal history (37%)
- a place that helps me explore Steveston (22%), and where I’d bring visiting friends and family to share stories of Steveston with them (21%)

“The community has changed a lot over the years (especially the past ten years) and I think these stories would help people who are new to the community understand the significance of their new home.”

.3 A strong majority of respondents favoured retaining the Post Office.

More than twice as many LTR respondents preferred Option B Steveston Postal Heritage Centre (69%) over Option A Steveston and Nikkei Museum (29%).

“I chose [the Postal Heritage Centre], not because I don’t value the suggested plans for Option A, but because I believe part of the building... should be incorporated into the daily, current lives of the people who live in this community.”

Interviewees were in favour of complementing postal services with related interpretation of local history, and perhaps a small gift shop, in order to maintain relevance and usefulness to the local community.

"I would like to keep the current postal section within the museum – it makes it a living place and draws people in where they can also enjoy the heritage displays."

Note that 42% of LTR respondents identified themselves as monthly or more frequent users of the Post Office.

4. There is particular interest Steveston's Nikkei heritage, and support for a continued and expanded sharing of these stories.

Japanese Canadian themes and exhibits in the JFBS building received the highest positive responses in the visitor feedback survey conducted in 2018-20.

"[Our favorite experience during our visit was] learning about [Japanese Canadian] history in Steveston / Canada. (I'm a U.S. born Chinese American.) We were surprised [Japanese Canadians] were interned and relocated."

"...learning about this history and [Japanese Canadian] people in Vancouver and Richmond."

"...learning about internment (which is very under discussed); thank you for sharing and showing integration of [Japanese Canadian] culture."

Numerous LTR respondents and interviewees commented on the importance of the Japanese Canadian community in Steveston, from the early days of the village through internment to the present, and of presenting their experience as an integrated part of the Steveston story, along with that of other settler and Indigenous cultures.

"Given the significant influence and historical contributions of the Japanese diaspora in Steveston, there clearly needs to be a dedicated Nikkei museum to celebrate the accomplishments and remember the challenges and hardships faced by Japanese Canadians."

Among those interviewed, it was generally agreed that the Japanese Fishermen's Benevolent Society building and exhibits need renewal and much greater prominence, and should have a distinct identity from rest of the Museum and Postal facility.

Additionally, several comments in the LTR survey indicate respondents may have chosen Option B because it specifically illustrated an increased prominence for the JFBS building. Other comments indicated a sense that the space was overlooked, highlighting the need for a more welcoming entrance, and better communication of open hours, and of the experiences and stories available within.

5. There is a lesser but strong interest in the provision of visitor information services, though an openness to how and where this takes place.

Providing visitor orientation to Steveston and to its heritage sites – at a minimum with the village map feature illustrated in Option A – was seen as an important if secondary function by those interviewed.

"[We] need places for visitors, and [for] locals to take their visitors to get an introduction to our history and current activities and facilities of interest to see and do on their visit."

A majority of LTR respondents (61%) also ranked "in person services providing orientation for visitors" as 'very important' or 'must have', as noted above.

"[The Visitor Information counter] provides a valuable service, but it takes up too much valuable space – need another central spot."

"Where would Tourism Richmond re-locate to if they do not operate from this location? I do feel that having a visitors information center in Steveston is valuable asset to our community."

Still, interviewees typically felt that seasonal visitor orientation services were less important to local residents, and that a successful operation will rely on day-to-day foot traffic year-round. Residents will need a practical reason to visit, whether for postal services, retail opportunities, or other events.

"This facility needs to serve the residents of Steveston, not just occasional visitors. Keeping the heritage/education component is also critical."

All but one of those interviewed favoured a combination of services, including a functioning Post Office, interpretation celebrating the history of Steveston, and orientation information for visitors.

.6 There is an openness to the addition of retail to the space, if focused on unique Steveston products.

Ninety-eight of 227 respondents (43%) indicated they'd "like to shop for unique Steveston gifts and local arts and crafts items" at the facility.

"Would a gift shop help generate some revenue for the space?"

"I [would] love to see it expanded to include more arts and crafts, and supplies, while also creating a space for local artists to share their work."

"Selling souvenirs to not only generate monetary gains but also remember the history of Steveston."

Considerations

Given the key points of community input above and the review of existing data, following are key considerations to deliver the most valuable and effective services within the limited available spaces of the two buildings.

- **Target audience:** *The data collected will help guide the identification of the primary target audience as local residents or visitors. Given the small public space available in this building, this is important to inform further consideration of services and messages delivered.*
- **Heritage interpretive displays and programming:** *Themes within the Japanese Fishermen's Benevolent Society building will remain focused on Steveston's Nikkei community. The focus for heritage interpretation in the limited available spaces within the Bank building should be re-examined.*
- **Post Office:** *Of the various services considered, postal operations have the least flexibility in spatial and operational requirements, within the limited space of the Bank building. Additionally, the space requirements for postal service have increased due to the increase in volume of large packages.*
- **Visitor Services:** *Visitor information services could have greater flexibility in their delivery – in-person or stand alone, located within the Bank building or elsewhere, and with a smaller or larger scale of physical presence and support.*

Summary and recommendations

- .1 The facility provides a valued community service and neighbourhood meeting point, within a unique heritage setting.
 - *Retain a mix of services at the Steveston Museum that serve locals year-round.*
- .2 A majority strongly value heritage interpretation at the site.
 - *Explore the potential for refreshing displays in the Bank building and continue to support on-going heritage programming.*
- .3 A strong majority of respondents favoured retaining the Post Office.
 - *Consider how to reframe Post Office operations – more than just a business, a community meeting place that celebrates local heritage and provides valued services.*
4. There is particular interest Steveston's Nikkei heritage, and support for a continued and expanded sharing of these stories.
 - *Identify possible actions for increasing the profile of the JFBS exhibits.*
5. There is a lesser but strong interest in the provision of visitor information services, though an openness to how and where this takes place.
 - *Review options for Tourism Richmond's delivery of visitor services throughout Steveston.*
- .6 There is an openness to the addition of retail to the space, if focused on unique Steveston products.
 - *Explore the potential for additional retail services – possible offerings, operational costs and potential revenues.*

Appendix: Support Data

A.1 Data from visitor feedback tablet in Steveston Museum, 2018-2020

A.2 Summary of community interviews, 2020

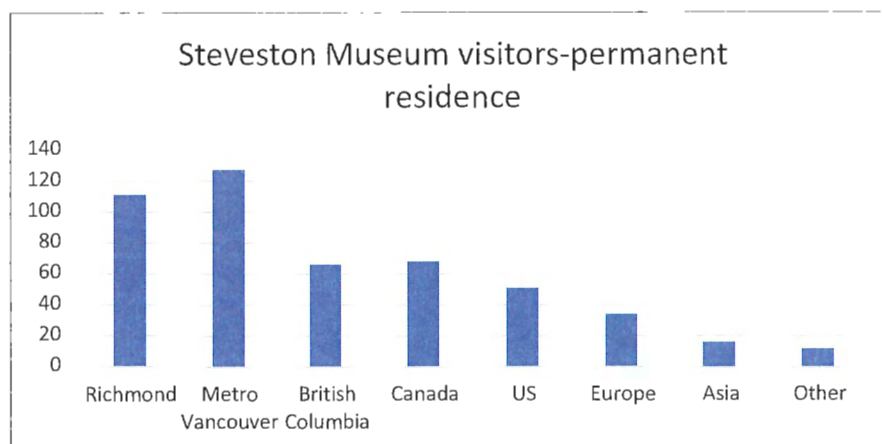
A.3 Let's Talk Richmond survey results, 2020

A.1 Data from visitor feedback tablet in Steveston Museum, 2018-2020

(CITYHALL-#6567093-v1-SHS-Visitor_Survey_results_2018-2020)

Responses were entered by visitors on tablets installed at the rear of the Bank building in July 2018. 514 responses were collected over July-Sept 2018, July-[undated] 2019, Jan-Feb 2020. (Note some possible duplications of entries, which may be from multiple members of the same group. No data on respondents' ages, except in 2020.)

Visitor origin (Steveston Museum visitors – permanent residence)



What was your favorite experience during your visit today? What could be improved?

- **Highest positive responses to Japanese Canadian themes and exhibits in the JFBS building** (102, = 27% of 371 who noted a favourite): learning about Japanese Canadian community in Steveston, internment, martial arts exhibits; visitors from Asia expressed interest in "knowing about people who have the same root as mine."

This is interesting, given relatively low visitation and awareness of JFBS building and exhibits, at least anecdotally (lack of data, beyond first 7 months of operation, 2015)

- **Next greatest interest in Bank building history** (35): looking in bank vault, using typewriter in bank office, historic cheque-writing workshop.
- **Similar proportion (30) noted favourite experience involving historic artifacts and photographs**: old artifacts, pictures, "old stuff".
- Numerous mentioned enjoying videos, and friendly and informative staff.

A.2 Feedback from community interviews

	Opt.A Steveston Museum	Opt.B Postal Heritage Centre	Other	JFBS
1		Option C: A + B – functioning PO, plus orientation info for tourists	<i>Issue is who's going to run it. City should run it. Get Society out of it.</i>	Needs to change, update; hasn't changed since beginning
2	Like option A, telling holistic heritage story, with VC function; an overview of Steveston			Like separate entity for JFBS, distinct entrance. Should have its own history, staff, volunteers.
3	Success with Visitor Info Ctr there the bldg. for visitors to find out more about the village. Like people around map with heritage sites.	Begin with B, story to be told about postal heritage in Steveston, with entry map where someone greets you and invites you to explore. Then morph to A?		JFBS bldg needs more prominence. Separate Nikkei Museum, allow it to have its own identity.
4	Like map of community, 3D model	The PO is the Steveston Museum	<i>Prefer a combo of both A & B; keep PO; celebrate history of Steveston, Museum, PO</i>	Should be run independently from rest of facility, with own identity.
5		Pref for PO – theme of postal service, ships, river, tram, <u>communications</u> – with invitation to visit other sites		Vastly under promoted, recognized. Entrance to JFBS has to be more prominent.
6	Still see museum as a hub for all Steveston heritage, and for tourism. Live links between sites.	Still see functioning PO as being dynamic part of the museum.	<i>Coordination between heritage facilities – a role we could play.</i>	
7	<i>Visitor orientation – less important for locals. Would like to see the museum get more viewing, be more well known.</i>	PO a cute, boutiquey thing to have in the village. Would be sad to see it go.		
8	<i>Challenge with A = more focused on visitors; peak in summer only. Relies on traffic outside of day to day activity.</i>	Pref more for B than A. Like PO; something that creates a need to go there.	<i>PO – would have no need to go in if not there; need something to draw, like merchandise for time/season, or an event</i>	Have been in JFBS bldg; didn't find much interesting; not likely to go back.
9	See museum as central point, hub, taking you out into townsites. Network of iBeacons?	Pref PO to be there; PO a gathering place, people run into each other.	<i>SHS should be catalyst for involving community, providing programming. A comprehensive plan is needed [for all Steveston sites].</i>	Poor signage, nothing to indicate further displays through rear of Bank bldg, if redevelop front of building, need to better link.

A.3 Let's Talk Richmond survey results

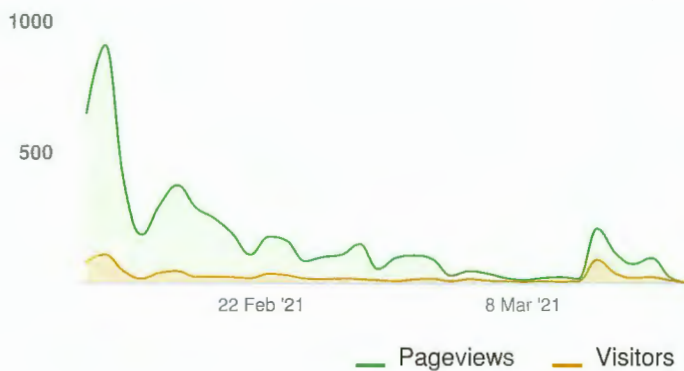
Project Report

11 February 2021 - 16 March 2021

Lets Talk Richmond Re-envisioning the Steveston Museum



Visitors Summary



Highlights

TOTAL VISITS	MAX VISITORS PER DAY	
931	109	
NEW REGISTRATIONS		
0		
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
221	478	732

Aware Participants	732	Engaged Participants	221		
Aware Actions Performed	Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page	732				
Informed Participants	478	Contributed on Forums	0	0	0
Informed Actions Performed	Participants	Participated in Surveys	221	0	0
Viewed a video	0	Contributed to Newsfeeds	0	0	0
Viewed a photo	0	Participated in Quick Polls	0	0	0
Downloaded a document	44	Posted on Guestbooks	0	0	0
Visited the Key Dates page	0	Contributed to Stories	0	0	0
Visited an FAQ list Page	0	Asked Questions	0	0	0
Visited Instagram Page	0	Placed Pins on Places	0	0	0
Visited Multiple Project Pages	256	Contributed to Ideas	0	0	0
Contributed to a tool (engaged)	221				

ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Survey Tool	Re-envisioning Steveston Museum	Archived	468	221	0	0

INFORMATION WIDGET SUMMARY



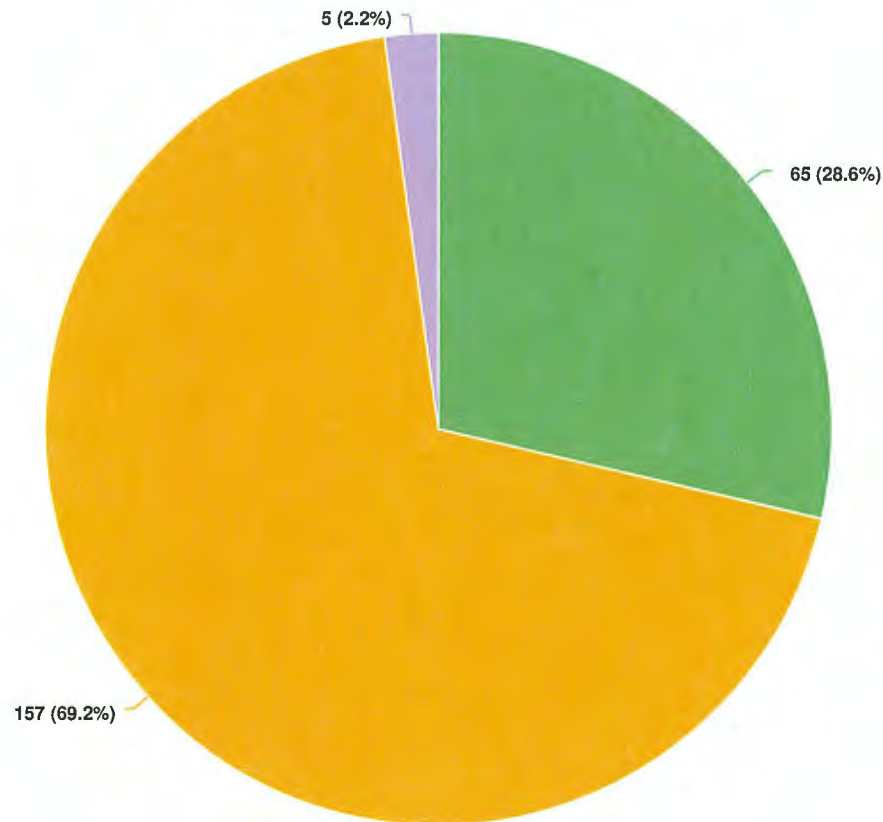
Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	Statement of Significance from Japanese Fishermen's Benevolent Soci...	38	40
Document	Statement of Significance from Northern Bank Conservation Review - ...	35	35

ENGAGEMENT TOOL: SURVEY TOOL

Re-envisioning Steveston Museum

Visitors 468	Contributors 221	CONTRIBUTIONS 227
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The option that would best serve me, my family, my community and Steveston visitors is:



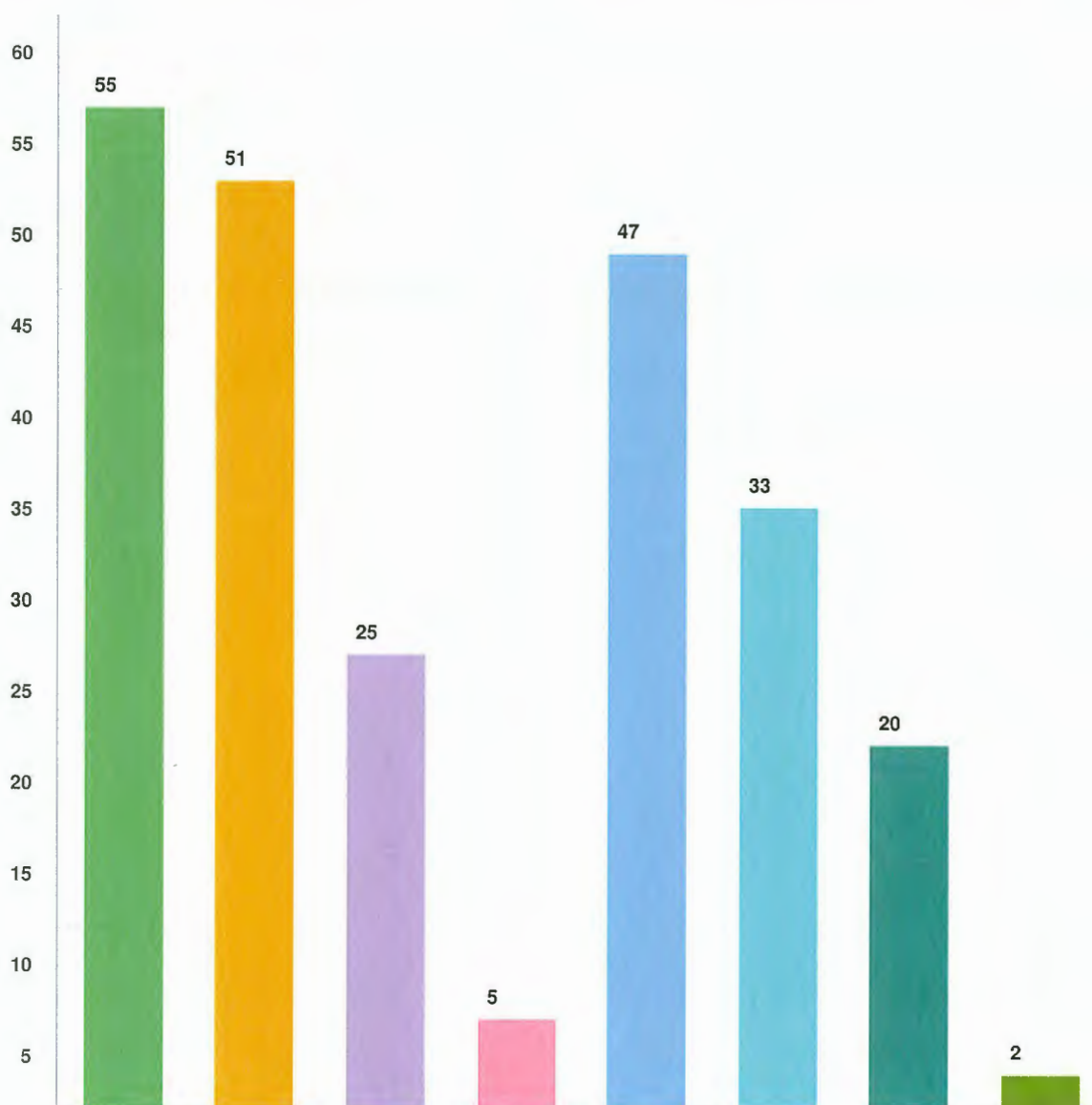
Question options

- Option A: Steveston and Nikkei Museum
- Option B: Steveston Postal Heritage Centre and separate Steveston Nikkei Museum
- Option C: Neither Option A or Option B suits my needs

Mandatory Question (227 response(s))

Question type: Radio Button Question

Why? Option A features appeal most to me and my family because (check all that apply):



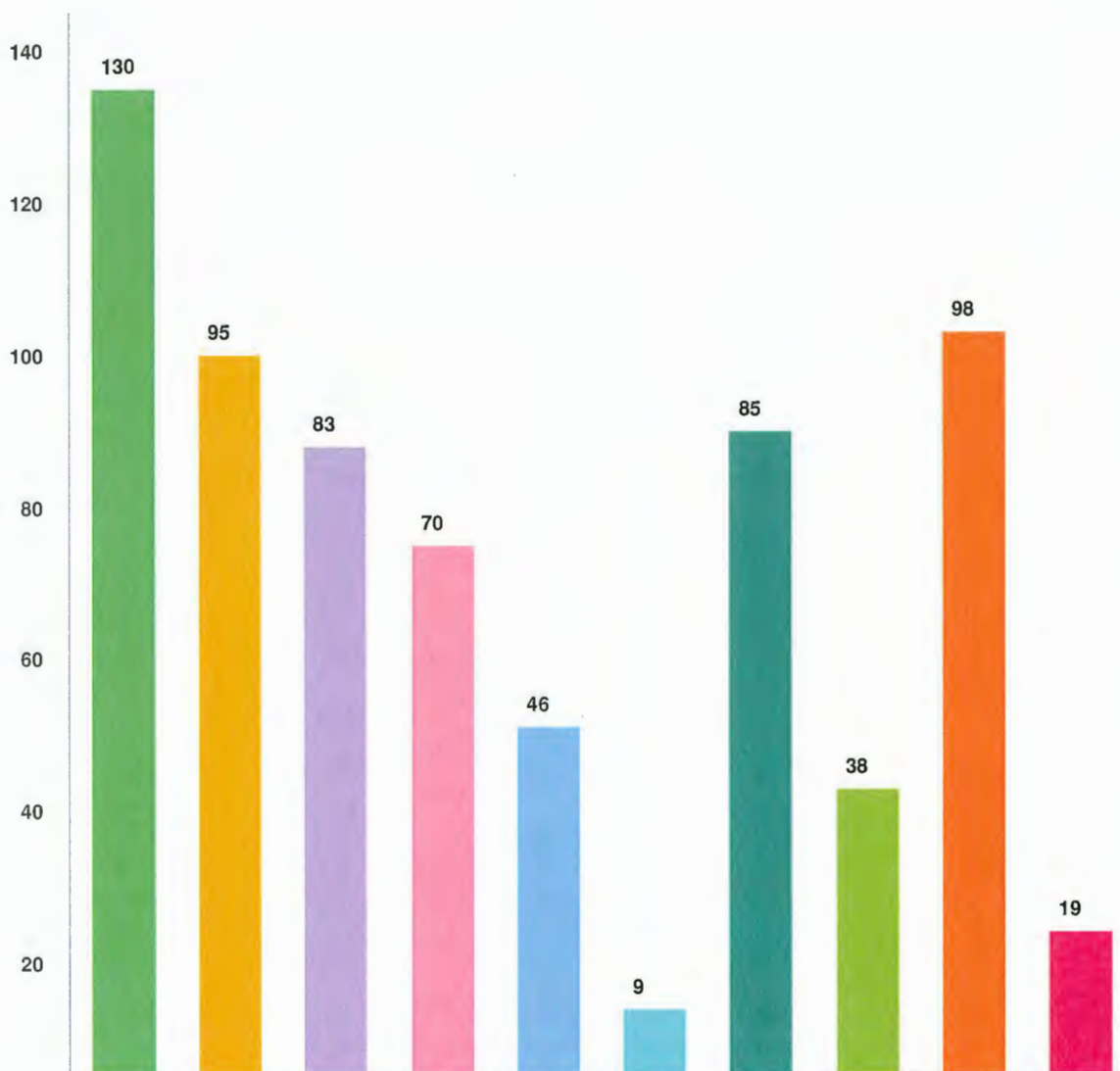
Question options

- I'd like to learn more about Steveston's story, and the diverse cultures and communities who've lived and worked here.
- I'd like to visit a place that helps me explore Steveston, where I can find out what's going on at heritage sites around the Village today.
- I'd like to come to the Museum for a guided tour or program.
- I'd like to bring my school class here.
- I'd like to bring visiting friends and family here, to share the stories of Steveston with them.
- I'd like to view changing cultural displays (eg. art shows, craft fairs...)
- I'd like to participate in heritage activities and demonstrations.
- Other (please specify)

Optional question (65 response(s), 162 skipped)

Question type: Checkbox Question

Why? Option B features appeal most to me and my family because (check all that apply):



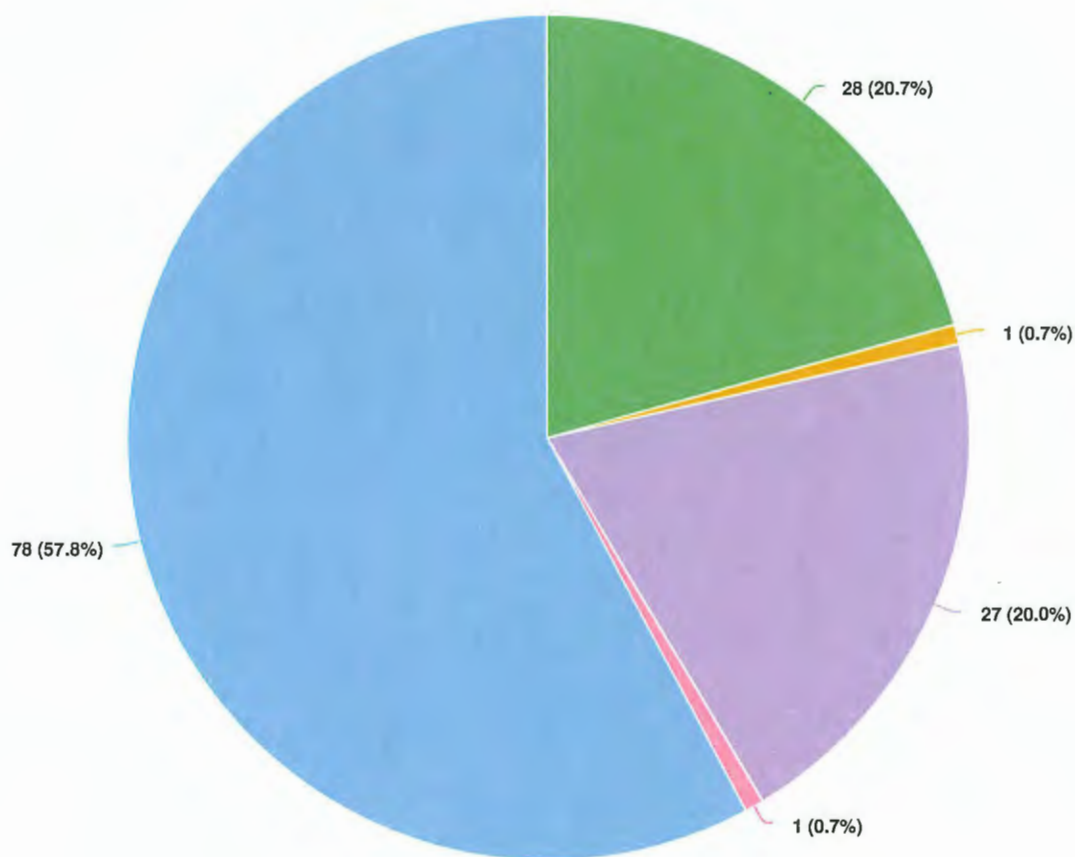
Question options

- I'd like to send and receive mail and parcels here.
- I'd like to learn more about Steveston's Nikkei history.
- I'm interested in stamps and postal history, and the role of the post office in Steveston's growth.
- I love everything to do with reading and writing letters: typewriters and telegraphs, calligraphy and fine writing implements, fancy stationery and envelopes, stamps and postal marks from around the world.
- I'd like to come to the Museum for a guided tour or program.
- I'd like to bring my school class here.
- I'd like to view changing cultural displays (eg. art shows, craft fairs...)
- I'd like to participate in heritage activities and demonstrations.
- I'd like to shop for unique Steveston gifts and local arts and crafts items.
- Other (please specify)

Optional question (157 response(s), 70 skipped)

Question type: Checkbox Question

I didn't select the other option because:



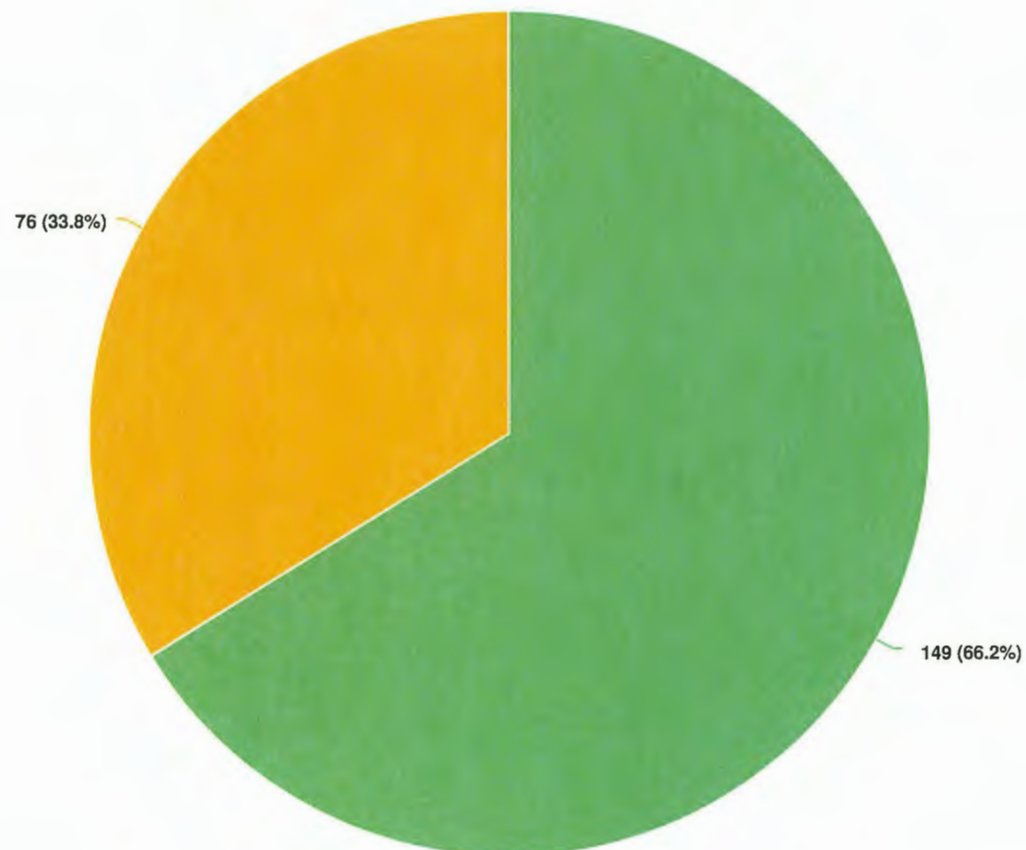
Question options

- I wouldn't likely use any of the services offered.
- History exhibits and heritage programs don't interest me.
- I rarely go to a post office.
- I rarely visit Steveston.
- Other (please specify)

Optional question (135 response(s), 92 skipped)

Question type: Radio Button Question

I live in Steveston:



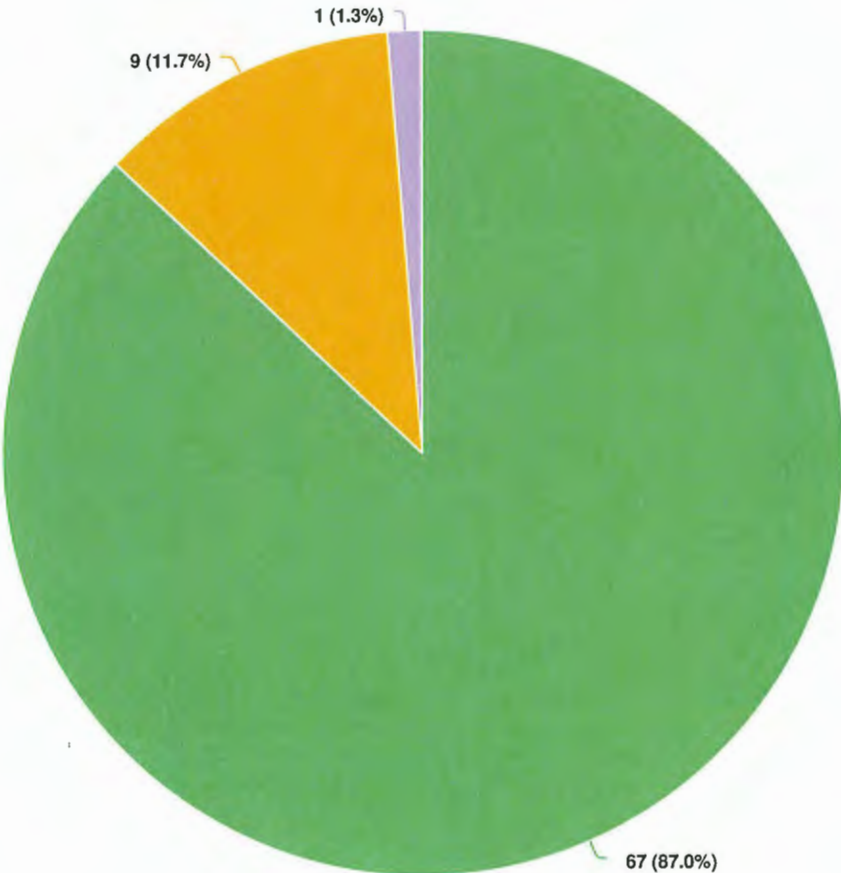
Question options

● Yes ● No

Optional question (225 response(s), 2 skipped)

Question type: Radio Button Question

I live in:



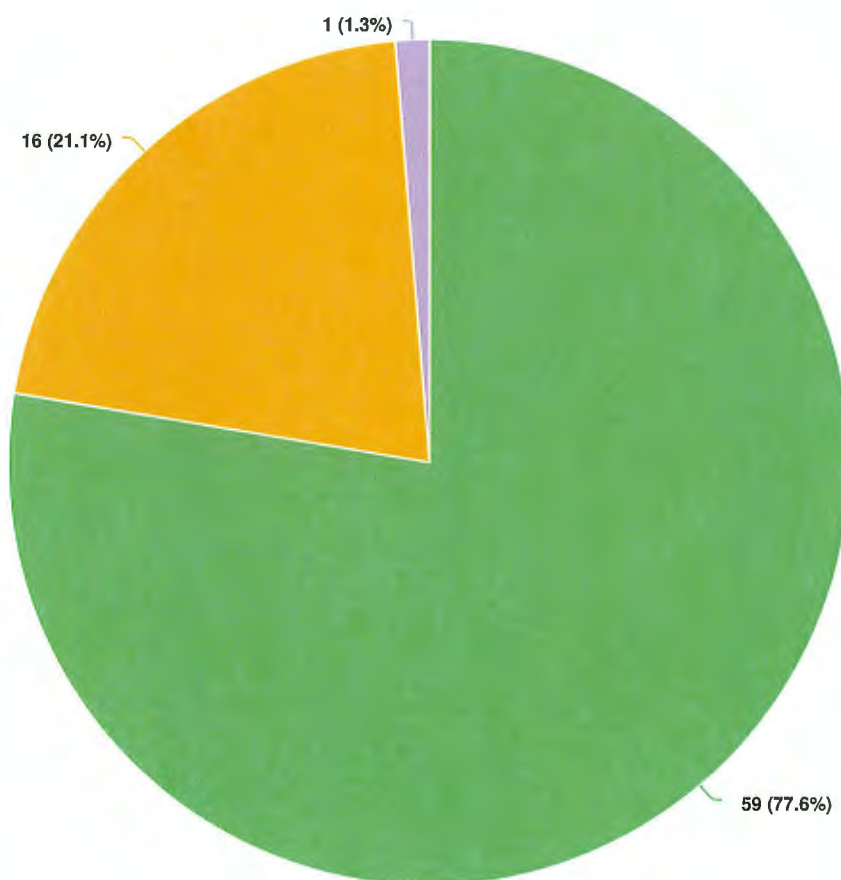
Question options

Richmond Metro Vancouver Other (please specify)

Optional question (77 response(s), 150 skipped)

Question type: Radio Button Question

I visit Steveston:



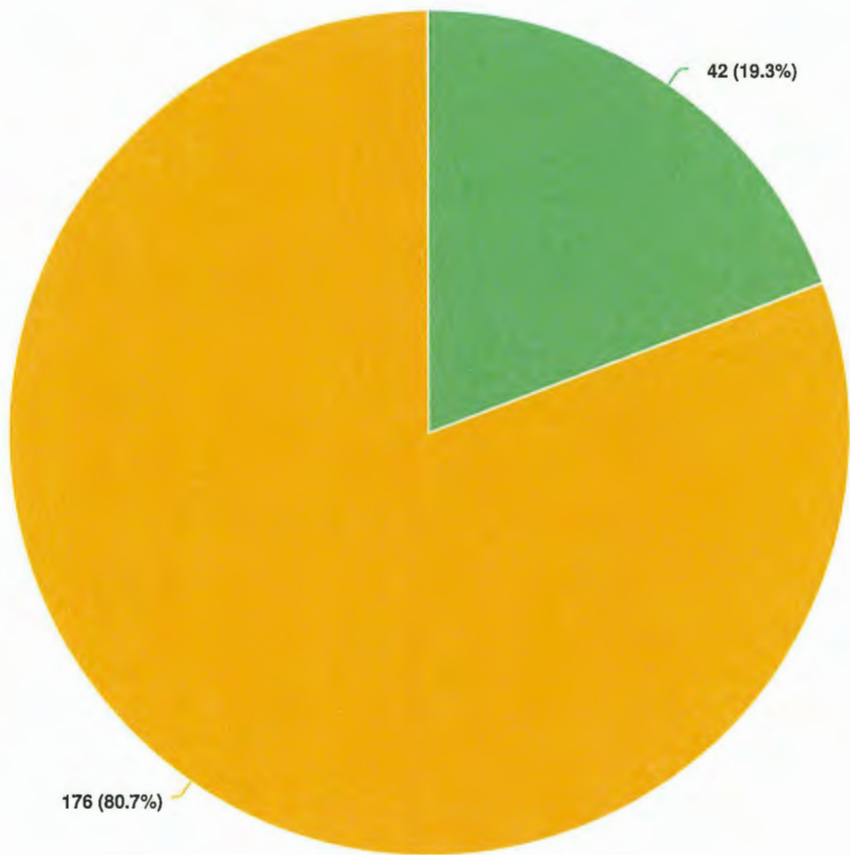
Question options

☒ Frequently (once or more per month) ☐ Occasionally (once or more per year) ☐ Rarely (less than once per year)

Optional question (76 response(s), 151 skipped)

Question type: Radio Button Question

I work in Steveston:



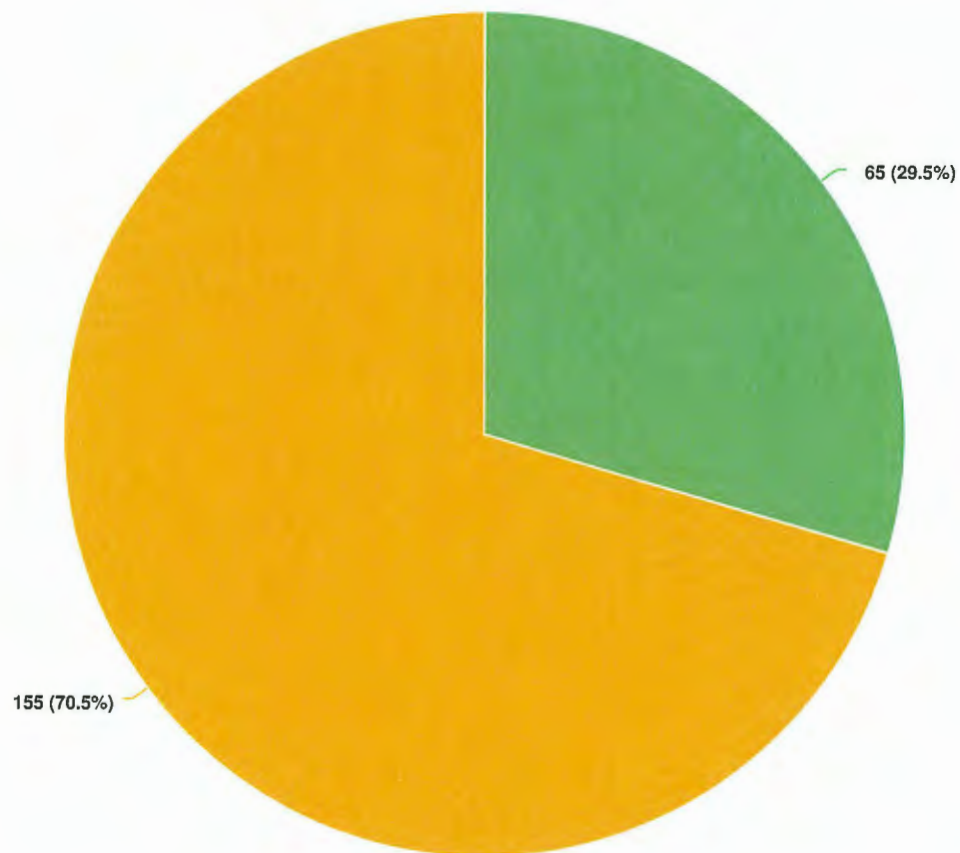
Question options

Yes No

Optional question (218 response(s), 9 skipped)

Question type: Radio Button Question

I have family with school-aged kids:



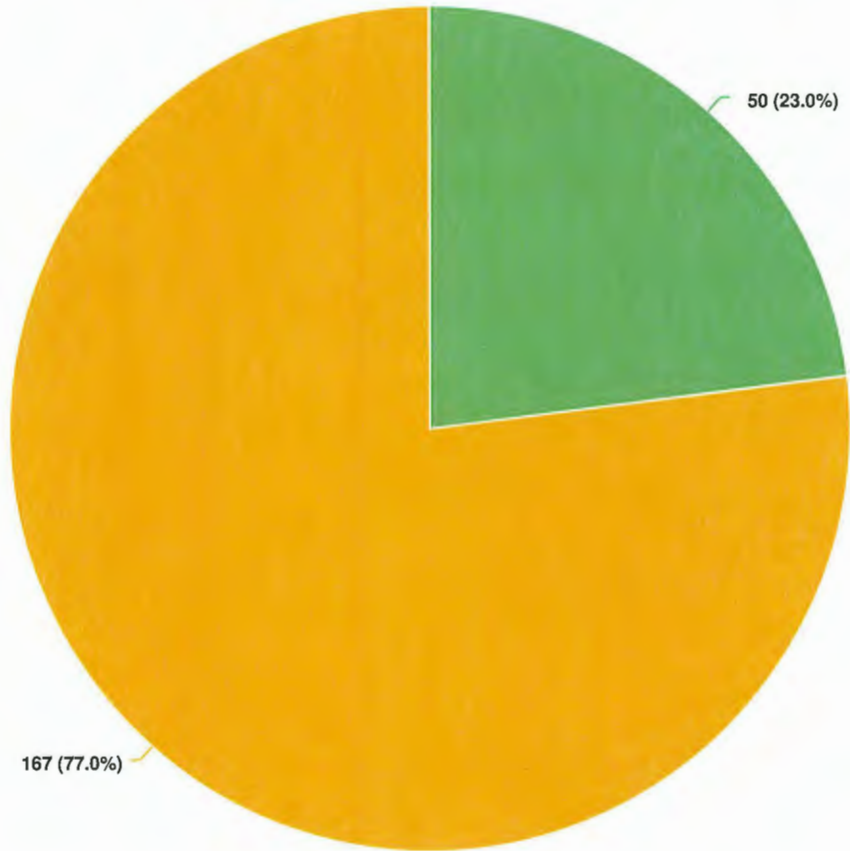
Question options

☐ Yes ☐ No

Optional question (220 response(s), 7 skipped)

Question type: Radio Button Question

I work or volunteer as an educator:



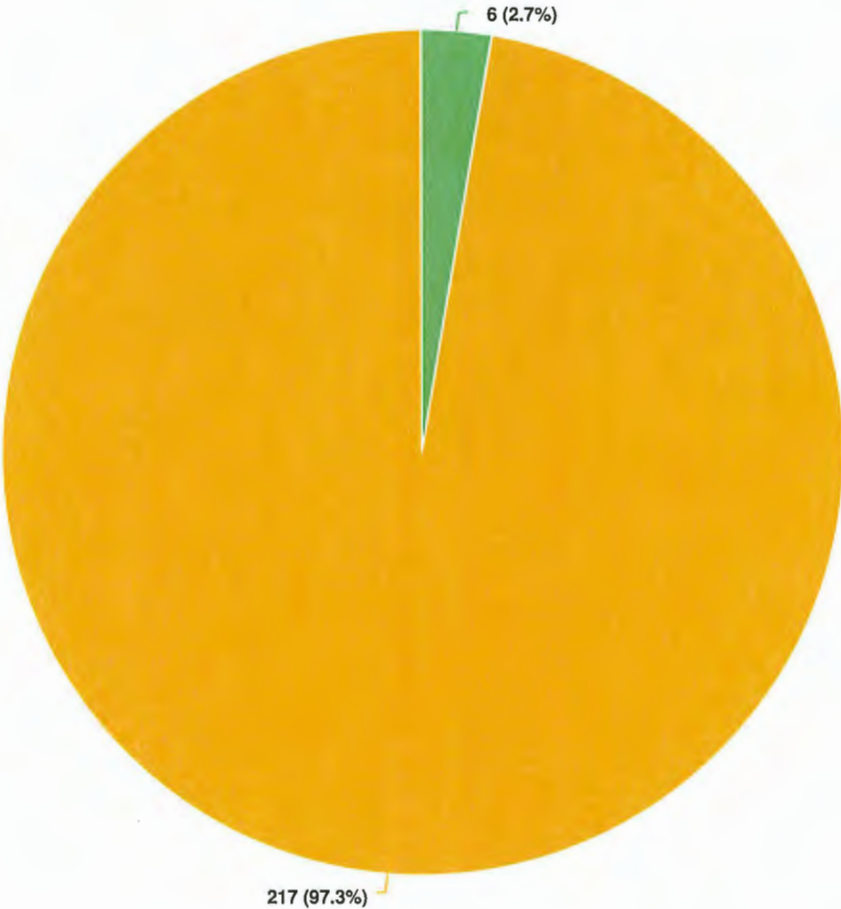
Question options

☒ Yes ☐ No

Optional question (217 response(s), 10 skipped)

Question type: Radio Button Question

I am responding on behalf of a Steveston organization:



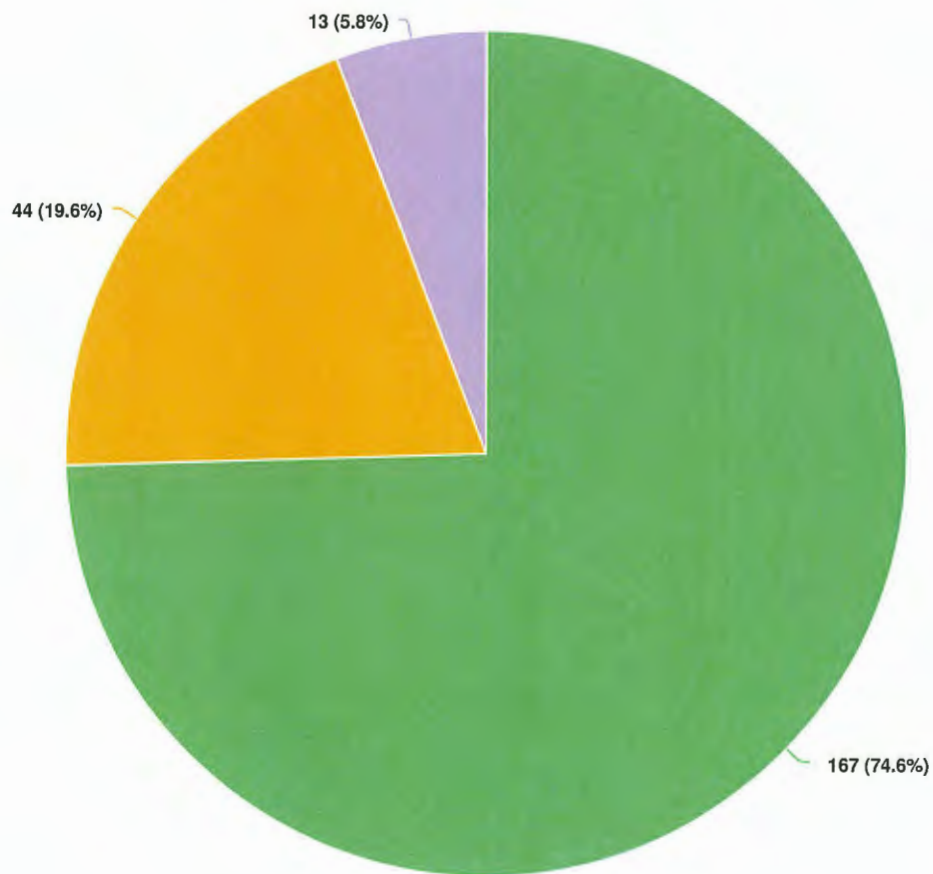
Question options

☐ Yes ☐ No

Optional question (223 response(s), 4 skipped)

Question type: Radio Button Question

I have viewed the museum displays at the Steveston Museum and Visitor Centre:



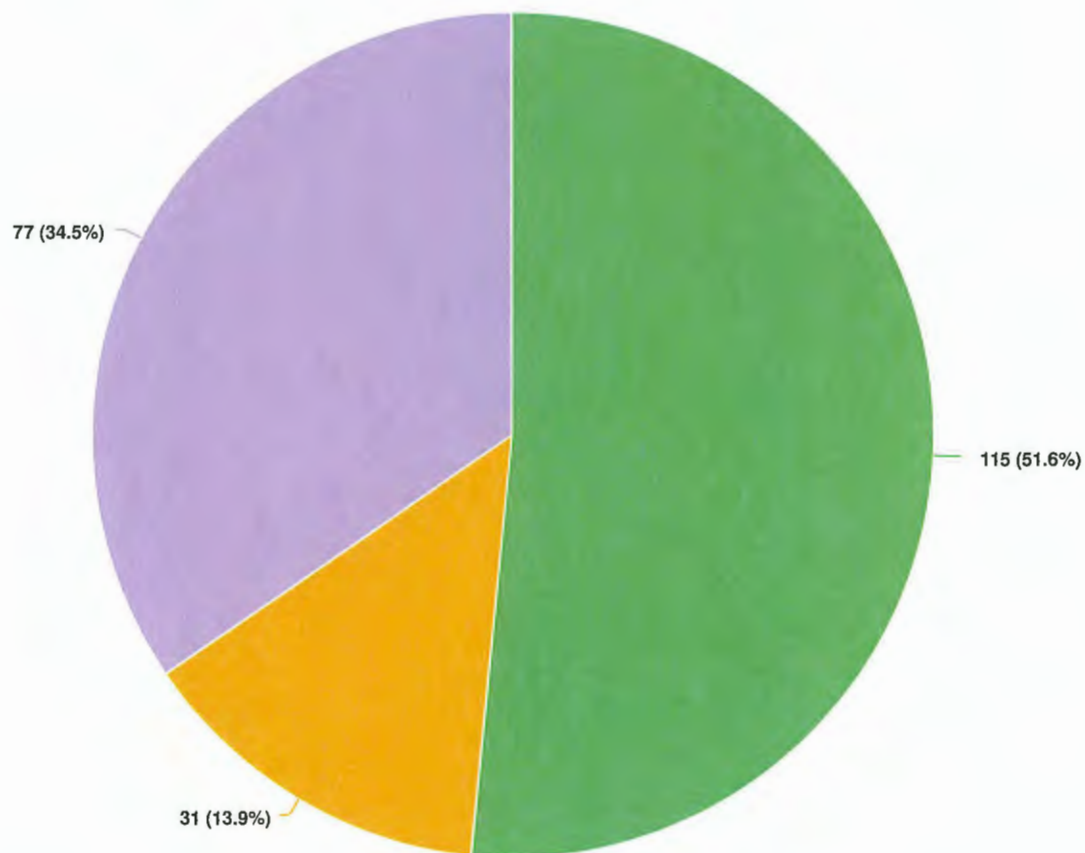
Question options

☒ Within the past 2 years ☐ Within the past 5 years ☐ Never

Optional question (224 response(s), 3 skipped)

Question type: Radio Button Question

I have viewed the museum displays in the Japanese Fishermen's Benevolent Association building:



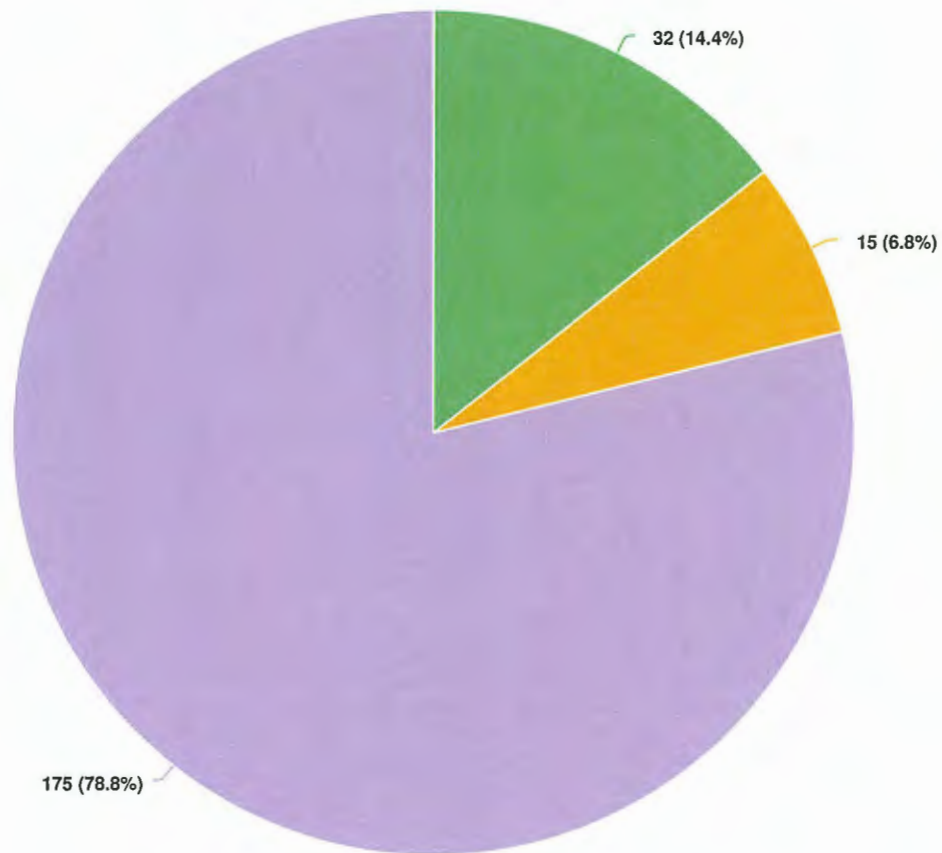
Question options

☒ Within the past 2 years ☐ Within the past 5 years ☐ Never

Optional question (223 response(s), 4 skipped)

Question type: Radio Button Question

I have attended a school or public program at the Steveston Museum:



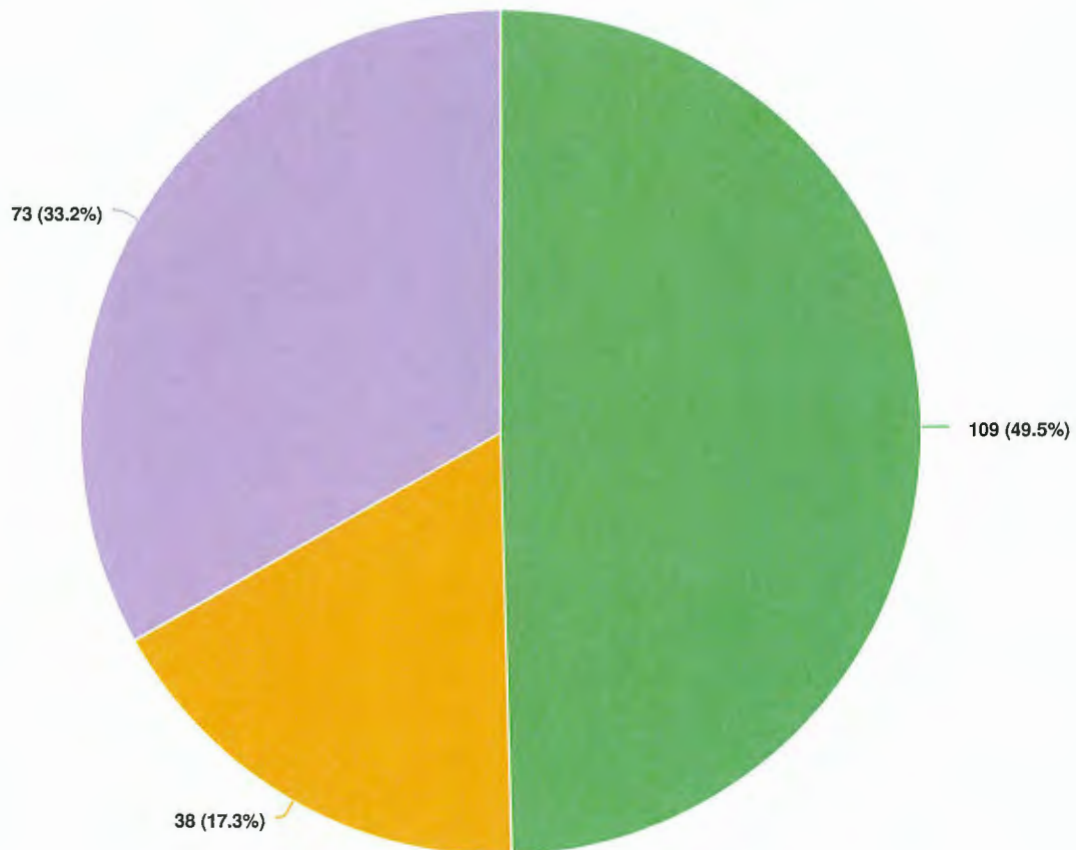
Question options

☐ Within the past 2 years ☐ Within the past 5 years ☐ Never

Optional question (222 response(s), 5 skipped)

Question type: Radio Button Question

I have used the visitor information counter inside the Steveston Museum:



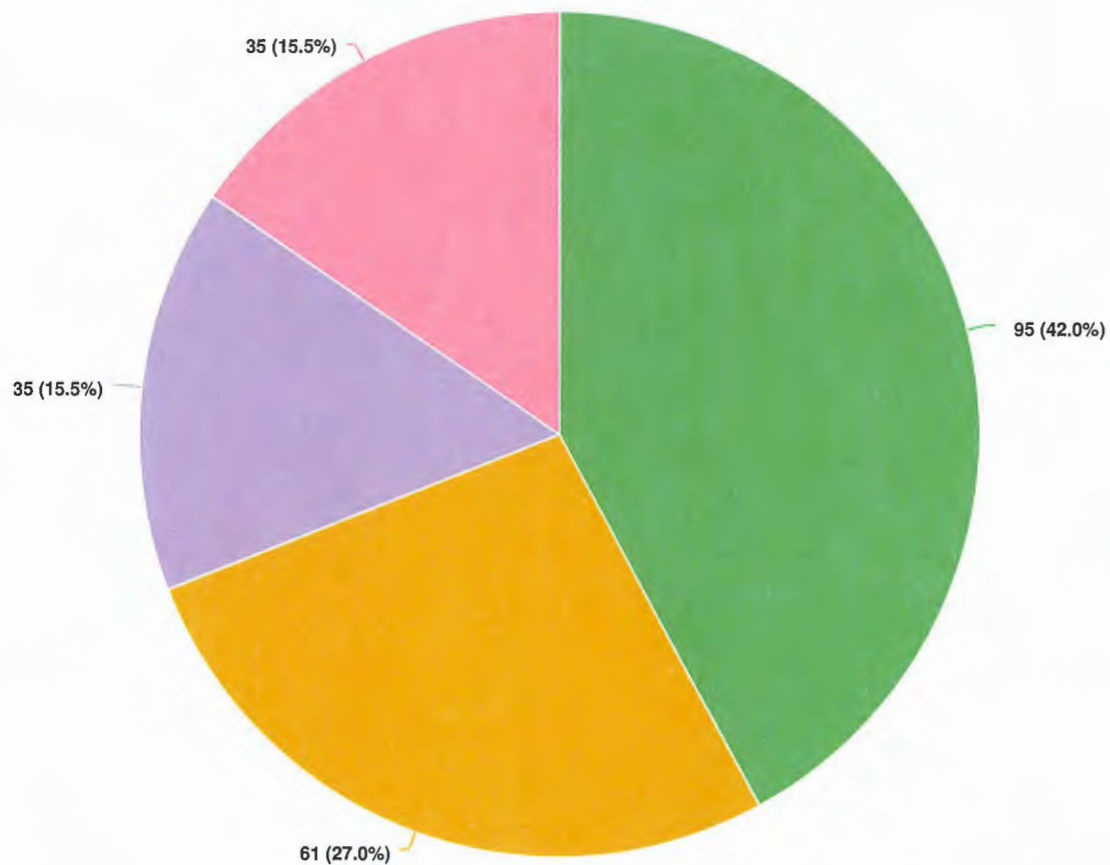
Question options

☒ Within the past 2 years ☐ Within the past 5 years ☐ Never

Optional question (220 response(s), 7 skipped)

Question type: Radio Button Question

I use the postal outlet inside the Steveston Museum:



Question options

- ☒ Frequently (once or more per month) ☐ Occasionally (once or more per year) ☐ Rarely (less than once per year) ☐ Never

Optional question (226 response(s), 1 skipped)

Question type: Radio Button Question

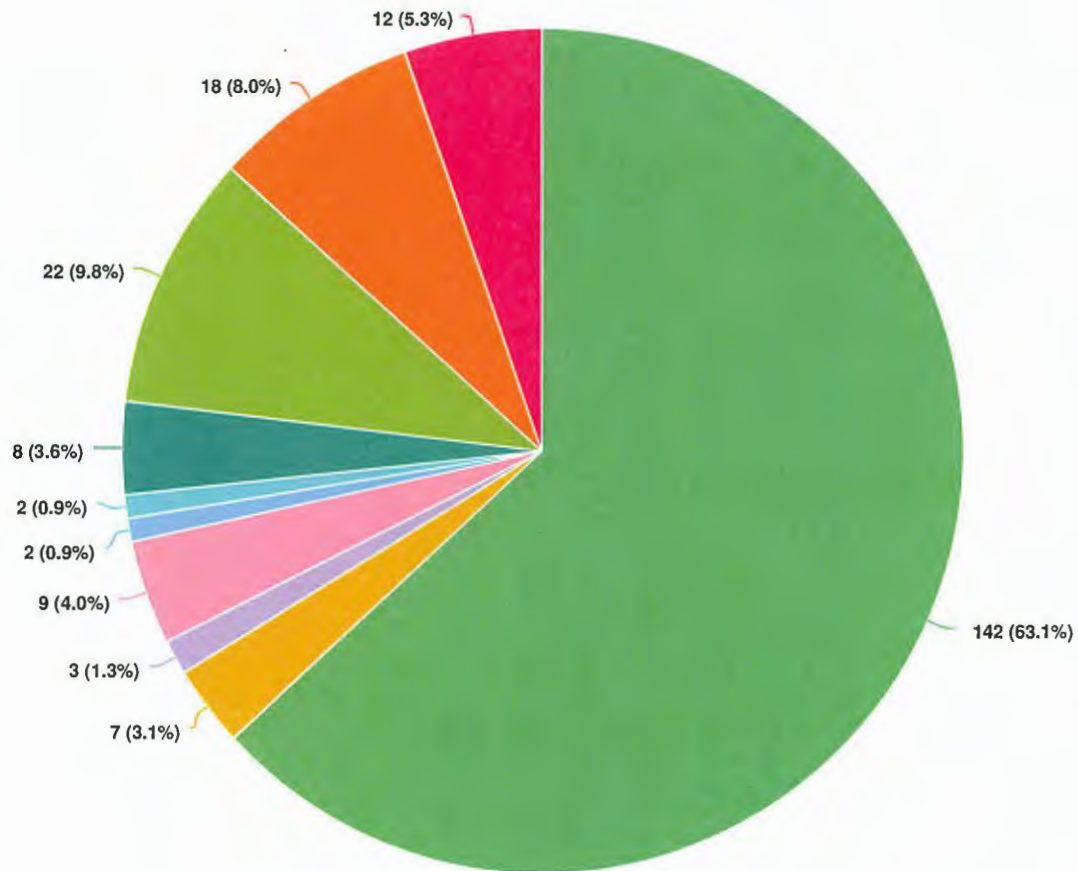
In general, the importance to me and my family for each of the following at the future facility would be:



Optional question (226 response(s), 1 skipped)

Question type: Likert Question

I heard about this engagement opportunity through:



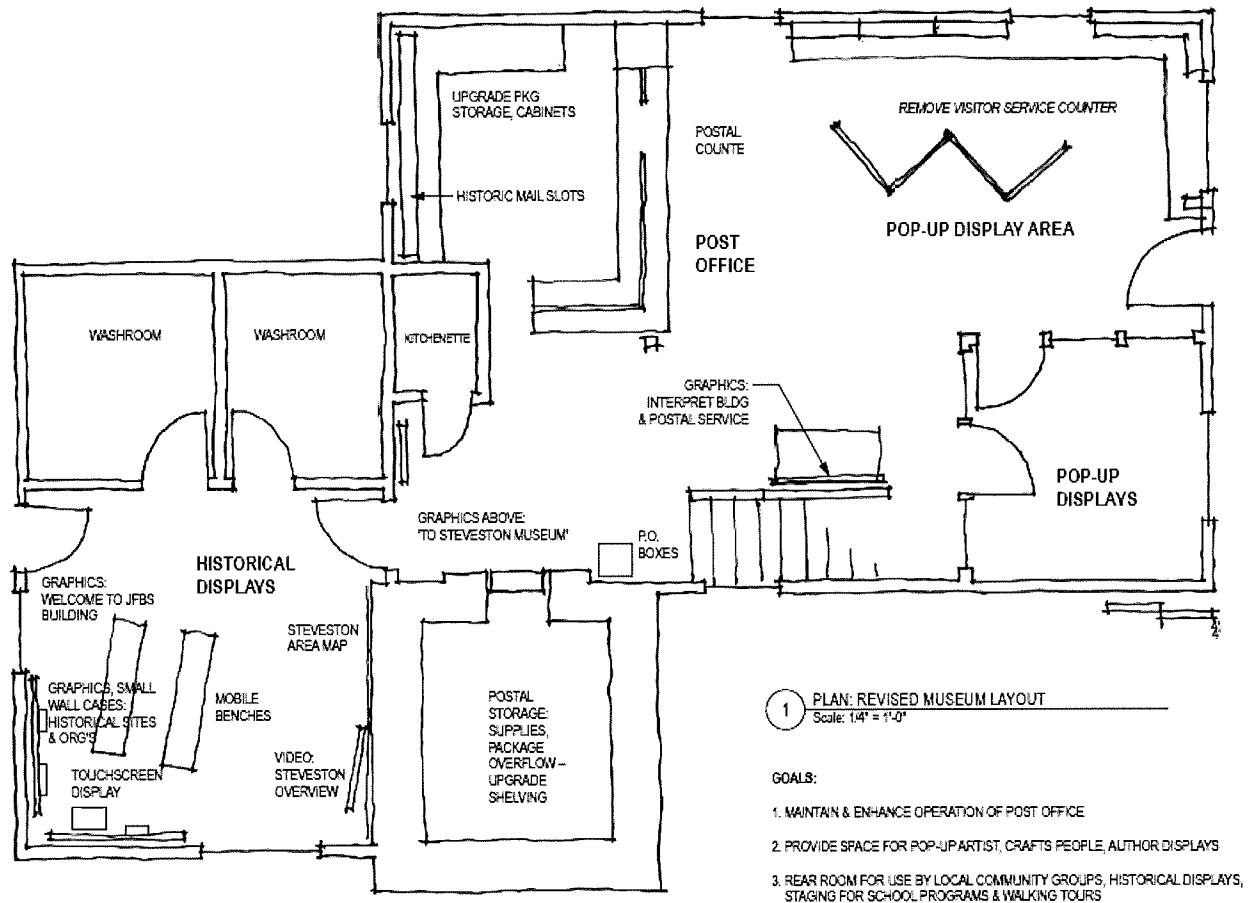
Question options

- Other (please specify)
- Story in local newspaper
- Word of mouth
- Through a Richmond community organization
- A poster at a local business or City facility
- Instagram
- Facebook
- Twitter
- The City of Richmond's website (Richmond.ca)
- An email from LetsTalkRichmond.ca

Optional question (225 response(s), 2 skipped)

Question type: Radio Button Question

Attachment 2: Steveston Museum Proposed Design



September 27, 2021

Dear Mayor and Council:

Please find enclosed request for your support in the future plans of Steveston Historical Society ("SHS").

When reading the following, it is important to consider these main goals of SHS:

- That we remain an EQUAL partner in all negotiations and future relationships
- That any solution proposed for the future continues the tradition that although the building is a museum, it has more importantly been an information hub for the village
- That any solution proposed keeps the building active and alive while also offering heritage aspects
- That we appeal to residents of the community and visitors
- As a Charitable organization any profits would be used for the betterment of the precinct and/or the sustainability of the organization and its programs

SHS has been redeveloping a plan to repurpose the front of the building and we have crafted a mission statement to showcase the below highlights. To better guide our decisions and planning, the goal of SHS is to carefully balance the following responsibilities when considering future ventures:

- Historical significance
- Economic viability
- Community benefit

Tourism Richmond (our tenant) has decided to not return in the same capacity. Hence, we have been developing an updated business plan for the building with the following principles in mind:

- Repurpose the front of the building to incorporate a pop-up artist space
- Provide the Postal Service that the community has embraced
- Further solidify the space as an active part of the Steveston community
- Engage the local arts and craftspeople within the community as exhibitors within the space
- Provide ongoing revenue for SHS which would be reinvested into the site and its programs
- Provide historical interpretation of Steveston
- SHS would continue to maintain museum function with new installation to interpret the building history as well as Steveston's history

To continue the viability of the Post Office and for the above plan to be successful, we would appreciate your monetary support in the value of \$40,000 annually.

Thank you for your continued support of SHS and our programs. We look forward to our continued partnership in these next stages.



Kind regards,

Linda Barnes, Co-Chair
Steveston Historical Society



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
From: Elizabeth Ayers
Director, Recreation and Sport Services
Date: September 21, 2021
File: 11-7000-01/2021-Vol 01
Re: Recreation and Sport Strategy (2019-2024) – Progress Update

Staff Recommendation

- 1) That the staff report titled, "Recreation and Sport Strategy (2019-2024) – Progress Update," dated September 21, 2021, from the Director, Recreation and Sport Services, be received for information; and
- 2) That the achievements document, *Recreation and Sport Strategy (2019-2024) – Progress Update*, Attachment 1, in the staff report titled "Recreation and Sport Strategy (2019-2024) – Progress Update," dated September 21, 2021, from the Director, Recreation and Sport Services, be posted on the City website and circulated to key stakeholders including Community Recreation Associations and Societies, Richmond Sports Council, and the Aquatic Advisory Board for their information.

Elizabeth Ayers
Director, Recreation and Sport Services
(604-247-4669)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Facility Services & Project Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

On January 14, 2019, Council adopted the *Recreation and Sport Strategy (2019-2024)* to guide the delivery of recreation and sport services in Richmond. The goal is to ensure the provision of a range of opportunities that enable lifelong participation in recreation and sport opportunities that enrich the physical, creative, social and intellectual lives of residents, and contribute to building a healthy, liveable and vibrant community. This report responds to the resulting referral:

“That staff report back at the mid-point and end of the implementation period of the Recreation and Sport Strategy (2019-2024).”

The purpose of this report is to address this referral by providing Council with a snapshot of selected highlights achieved during the first two and a half years of implementation of the *Recreation and Sport Strategy (2019-2024)*.

This report supports Council’s Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.

4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.

4.2 Ensure infrastructure meets changing community needs, current trends and best practices.

4.3 Encourage wellness and connection to nature through a network of open spaces.

This report supports Council’s Strategic Plan 2018-2022 Strategy #8 An Engaged and Informed Community:

Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.

8.2 Ensure citizens are well-informed with timely, accurate and easily accessible communication using a variety of methods and tools.

Analysis

Background

The *Recreation and Sport Strategy (2019-2024)* (the *Strategy*) guides the work of the Community Services Division, especially the Recreation and Sport Services Department, with the aim to increase reach and impact of recreation and sport benefits to all residents in Richmond. The *Strategy* also dovetails with other key strategies and plans that guide the City’s planning and provision of public programs and services to meet the diverse needs and interests of

Richmond's growing community, including the *Community Wellness Strategy (2018-2023)*, *Richmond Arts Strategy (2019-2024)*, *Child Care Needs Assessment and Strategy (2017-2022)*, *Cultural Harmony Plan (2019-2029)*, *2022 Parks and Open Space Strategy*, and *Social Development Strategy (2013-2022)*.

In the *Strategy*, fifty-seven (57) recommended key actions supporting seven (7) strategic focus areas were adopted to address the current and future needs related to recreation and sport in Richmond. The strategic focus areas are as follows:

1. Awareness and Understanding: Richmond residents understand the opportunities and benefits of participation in recreation and sport.
2. Engaged Community: Recreation and sport opportunities are accessible, inclusive and support the needs of a growing and diverse population in Richmond.
3. Physical Literacy and Sport for Life: Richmond residents have the fundamental movement skills, competence, confidence and motivation to move for a lifetime.
4. Active People and Vibrant Places: Natural and built environments within neighbourhoods in Richmond encourage connectedness and participation in recreation and sport.
5. Connectedness to Nature: Richmond residents enjoy opportunities to connect with nature.
6. Community Capacity-Building: Collaborations, partnerships and volunteerism are strengthened to expand the reach and impact of recreation and sport in Richmond.
7. Technology and Innovation: Technology and innovative ideas connect and inspire Richmond residents to participate in recreation and sport.

It is anticipated that by taking action in these strategic focus areas, Richmond's community will see improvements in the intended long-term outcomes of increased participation of all residents in recreation and sport, and an increased number of Richmond residents who achieve physical activity targets.

Summary of Highlights

The *Recreation and Sport Strategy (2019-2024) – Progress Update* (“*Strategy Progress Update*”), Attachment 1, presents progress highlights and accomplishments achieved by the mid-point of this five year strategy. A complete listing of the strategic actions (including status) may be found in Appendix A of the *Strategy Progress Update*.

A few of the highlights achieved, and detailed in Attachment 1, during the first two and a half years of implementation of the *Strategy* are presented below.

Focus Area 1 – Awareness and Understanding

As a certified Global Active City and partner in the international Active Well-being Initiative, the City embraces the adage that ‘an ounce of prevention is worth a pound of cure’. According to

the My Health My Community report (most recent data from 2014), only 37 per cent of Richmond residents reported achieving 150 minutes of physical activity per week, which was below the Metro Vancouver average of 44 per cent. Physical inactivity is an ongoing concern as recent national research finds that adults aged 18 to 79 years living in Canada are sedentary for 9.6 hours per day, excluding sleep time (2019 ParticipACTION Report Card for Adults).

The strategic actions in Focus Area 1 are designed to increase communication and resources that raise understanding and awareness about the benefits of participating in recreation and sport and the abundant opportunities to do so in Richmond's places and spaces. The aim is to inspire and motivate behaviour change by ensuring that the community knows why increasing physical activity is important and how they can take action in a way that suits their lifestyles.

Key highlights include:

- The City actively participates in ParticipACTION's Community Better Challenge, a nation-wide initiative that rallies communities to sit less and move more. Individuals, groups, and facilities worked together to log minutes of physical activity throughout the challenge held in the month of June.
 - In 2019, Richmond placed 11th in BC with over 4,000,000 minutes of physical activity logged by participants.
 - In 2021, Richmond placed 6th in BC with over 9,000,000 minutes of physical activity logged by participants.
- Leveraging digital communication channels to increase reach of health promotion messaging and opportunities to get active and involved, including the Community Services e-Newsletter and maximizing use of social media platforms to inspire new participants.
- The many free community events and outreach opportunities offered each year by the City and Community Associations and Societies are not only low cost activities for a wide cross-section of residents, but also important sites to raise awareness about the benefits of participating in recreation and sport and promoting opportunities to do so. While they are typically structured as in-person activities, the growing number of virtual community events provides an additional avenue to reach residents.

Focus Area 2 – Engaged Community

Participating in recreation and sport provides a number of benefits to one's physical, social, mental and emotional health. With Richmond's growing and diverse population, a key to improving accessibility and inclusion to recreation and sport is to provide a wide array of programs, services and opportunities that are designed to meet different needs.

The strategic actions in Focus Area 2 emphasize developing a better understanding of the differing needs of community members, and beginning to intentionally address them. As conditions are created to enable more people to learn about, try and stay engaged in recreation and sport, the more likely lifelong participation may become a reality for more people.

Key highlights include:

- Increasing access to recreation and sport opportunities through the City's Recreation Fee Subsidy Program (RFSP), and KidSport Richmond, which both provide subsidies to residents in need of financial support. A key success of the revised program is the number of adult and senior participants in the RFSP, who were not eligible for the previous program; in the 2019-2020 program year, 1,272 adults and seniors were supported through the RSFP.
- G.O. Day, an annual, day-long healthy living expo for Grade 8 and 9 girls delivered by the City in partnership with School District No. 38 and Vancouver Coastal Health, has been delivered since 2006 to over 1,100 youth girls. G.O. Day Clubs, supported by Community Associations and Societies, encourage ongoing participation of girls after the event. G.O. Day, along with other gender equity initiatives help to address gender-based barriers in participation in recreation.
- Richmond's Arts, Culture and Heritage section has been an invaluable ally in promoting physical activity through a variety of walking, cycling and programming initiatives. For example, the Richmond Museum's Self-Guided Historical Walking Tour resources provide an interpretive walking map of the Terra Nova and Brighouse neighbourhoods. These resources encourage an educational walking experience for those wishing to learn more about Richmond's heritage.

Focus Area 3 – Physical Literacy and Sport for Life

Fundamental movement skills are the basic physical skills for building competence, confidence and motivation to try physical activities and sports, such as throwing, catching, jumping, kicking and running. Confidence and competence in these basic skills enables people to develop more complex movement skills and can motivate them to enjoy lifelong participation in a range of sports and physical activities, both in recreational and competitive settings.

The strategic actions in Focus Area 3 are designed to increase opportunities for Richmond residents to develop fundamental movement skills and physical literacy at all ages and be inspired to be involved in recreational or competitive sport throughout their lifespan.

Key highlights include:

- Throughout 2019, the Physical Literacy (PL) Street Team engaged over 7,000 individuals through 28 events, as well as a number of targeted programming initiatives, to raise awareness and understanding about physical literacy and sport for life. The PL Street Team facilitated fun, hands-on, experiential activities that introduced a variety of fundamental movement skills helping to motivate participants to keep moving.
- Each spring the Richmond Sports Council, supported by the City of Richmond, holds the Richmond Sports Council Sport Awards banquet to recognize outstanding individual and

team achievement in local sport during the previous calendar year. Categories for recognition include a male and female athlete in a number of categories, as well as coaches, referees, and organizational leaders. Recognizing sport achievements of youth and volunteers in Richmond offers an opportunity to inspire community members of all ages to pursue lifelong participation.

Focus Area 4 – Active People and Vibrant Places

Richmond's population has reached almost 225,000 residents and continues to grow. To keep pace with the increasing diversity in recreation and sport participation levels and preferences, providing a range of opportunities that support community members to choose how, when and where they participate is vitally important in promoting lifelong physical activity. The City of Richmond makes significant ongoing investments in facility, amenity and park maintenance and development to ensure there is a broad range of infrastructure throughout all areas of the city that support both structured and unstructured participation in recreation and sport. Safe, well-maintained and welcoming infrastructure, coupled with a rich array of programmed and unprogrammed opportunities in public spaces, are keys to creating built and natural environments that promote and sustain active lifestyles, social connection and a sense of community belonging.

The strategic actions in Focus Area 4 prioritize ensuring that Richmond's places and spaces for recreation and sport are welcoming, safe, well-maintained, and support a wide range of structured and unstructured activities for the growing population.

Key highlights include:

- City Centre Community Centre's approach to youth development involves creating opportunities that empower youth to take leadership on issues they are passionate about. In 2020 alone, a year marked by the pandemic, City Centre's five youth leadership groups had 149 members with over 4,200 volunteer hours, working to build a sense of belonging by tackling complex societal issues such as physical inactivity among youth, racial and gender inequality, mental health, and combatting ageism for an age-friendly community.
- Minoru Centre for Active Living, Richmond's newest recreation facility representing the City's largest investment in recreation and sport infrastructure since the Richmond Olympic Oval opened its doors in 2019 to welcome the city's seniors to the new Seniors Centre. Its 8,500 square foot state-of-the-art fitness centre kicked off the New Year by opening on January 1, 2020, and in the midst of the pandemic, the aquatic centre opened for the first time to the public on September 21, 2020.
- The City has made a commitment to ice sports infrastructure in Richmond with the acquisition of the Richmond Ice Centre, upgrades to the ice plants at both Minoru Arenas and Richmond Ice Centre, and the transfer of ownership to the City of the Richmond Curling Club. With the infrastructure improvements and the City's support, community-based organizations including the Richmond Arenas Community Association and the

Richmond Winter Club will continue to provide invaluable programs and services that engage the public in a range of ice sports.

- Almost 30 parks construction projects within the first two and a half years of the Recreation and Sport Strategy implementation enhance Richmond's existing inventory of parks, trails and open spaces and create more opportunities for residents to get active outside.

Focus Area 5 – Connectedness to Nature

Recent research shows that every hour spent outdoors is associated with higher physical activity and less sedentary time in both boys and girls, and the benefits of outdoor play include improved cognitive health and social skills (2020 ParticipACTION Children and Youth Report Card). As well, green spaces such as forests, gardens and parks are recognized for their positive effects on mental health and can even promote feelings of happiness (Canadian Mental Health Association). Richmond has a wealth of parks, trails and natural areas that allow community members to connect with nature, including 133 parks that total about 1,950 acres serving the wellness and recreation needs of a diverse, growing community, and more than 70 kilometres of trails.

The strategic actions in Focus Area 5 aim to increase awareness of the benefits of being in nature and promoting opportunities to enjoy the outdoors.

Key highlights include:

- Richmond has a growing suite of programming options that connect preschool-age children with nature, which helps foster a lifelong appreciation of the natural world. The outdoor preschool programming, offered across the city, not only instills a sense of curiosity about and connection with nature, but also facilitates opportunities for unstructured outdoor play and physical activity.

Opportunities that build knowledge and confidence of Richmond residents to get outdoors and explore the natural environment are integral in encouraging care and stewardship of nature. A new addition in the Richmond Public Library's collection, the Birdwatching ExplorePACKs are starter kits for those interested in joining the hobby. Ten kits are available for loan, each featuring a pair of Vortex binoculars, a lens cloth, a field guide, a pocket guide and two maps.

Focus Area 6 – Community Capacity Building

In Richmond, recreation and sport services and programs are delivered collaboratively with the City and Community Associations and Societies, and through over 50 community sport clubs. Supporting the capacity of these organizations is of utmost importance to maintain a sustainable and robust service delivery system that provides a wide range of physical activity and sport opportunities that meet the needs of beginner recreationalists to competitive high performance athletes, throughout their life course.

The strategic actions in Focus Area 6 involve supporting the capacity of Richmond organizations to develop tomorrow's recreation and sport leaders, and cultivate champions of physical literacy and active living.

Key highlights include:

- Annually, the City provides over \$100,000 in Parks, Recreation and Community Events Grants to non-profit community organizations that deliver programs and services that support the health, wellbeing, and community connection of Richmond residents. Each year, this important source of funding facilitates opportunities for collaboration and volunteerism that directly contribute to increasing participation in recreation and sport in Richmond.
- Since 2019, the Recruitment and Retention Committee, made up of representatives from the City and Community Association and Society Boards, was formed in recognition that recruitment and retention of skilled and experienced recreation and sport staff is increasingly challenging. To date, the committee has focused on coordinated staff recruitment efforts, including creating an Association Careers page on the City's website to create a centralized hub for job seekers and promoting staff positions at both in-person and virtual job fairs.

Focus Area 7 – Technology and Innovation

While increasing screen-time contributes to more sedentary behaviour, technology can also play a role in connecting people to information and opportunities to be physically active as more people rely on smartphones for many aspects of life.

The strategic actions in Focus Area 7 aim to leverage technology and innovation to enhance recreation and sport participation and connect residents to opportunities.

Key highlights include:

- The City's new program registration and facility booking software launched in November 2019. The new system has enabled the City to leverage technology to enhance convenience through new self-service capabilities. Customer service has also been enhanced through the creation of 'how to' videos that are available 24 hours a day to assist with trouble-shooting account set-up and how to register.
- Though new in the City's programming repertoire, Richmond's approach to the delivery of virtual fitness classes prioritized participant safety by utilizing an interactive live-streamed format, rather than static pre-recorded videos. This allowed instructors to correct form or posture, respond to questions, and offer adapted movements in real time. Responsive and immediate professional feedback during exercise is a marker of quality, safety and excellence, and staff were invited by the BC Recreation and Parks Association to present to colleagues across the province on these best practices.

Early Learnings from the Pandemic

Since March 2020, the COVID-19 pandemic has had an indelible impact both on how recreation and sport programs and services have been delivered in Richmond, as well as how the public has been able to participate. The *Strategy Progress Update* also provides an overview of how the City and Community Associations and Societies responded in the face of the COVID-19 pandemic, and presents early learnings that shed light on new opportunities that may be leveraged in the next two and a half years of strategy implementation, as well as considerations to be aware of. These include:

- Leveraging the success of virtual programs to provide an additional mode of program delivery that has not only helped maintain connection with existing patrons, but have also enabled outreach to new community members who may be isolated, or who were not able to attend in-person programs for various reasons.
- There appears to have been a shift in acceptance of outdoor programming and activities regardless of weather. This attitudinal shift may be leveraged to advance strategic actions that support increased active transportation, environmental connection and stewardship, and neighbourhood focused place-making.

Next Steps and Implementation Timeline

The *Strategy Progress Update* will be shared with key stakeholders, including Community Associations and Societies as well as the Richmond Sport Council and Aquatic Advisory Board, and will be posted on the City website.

It is anticipated that due to challenges posed by the pandemic to the implementation timeline, the *Recreation and Sport Strategy (2019-2024)* activities will continue through to 2025 or 2026. However, a follow up progress report based on the original lifespan of the *Strategy* will be presented to Council on achievements in Q1 2025.

Financial Impact

No financial impact.

Conclusion

The accomplishments and highlights featured in the *Recreation and Sport Strategy (2019-2024) – Progress Update* represent just a fraction of the ongoing work that is accomplished year after year to increase participation in recreation and sport in Richmond and support community members in achieving their physical activity targets. Participating in recreation and sport offers a multitude of benefits to community members that improve their physical, social, mental and emotional well-being throughout their life course.

September 21, 2021

- 10 -

The collective efforts of the City, Community Associations and Societies and other partners and stakeholders in advancing the strategic priorities outlined in the *Strategy* contribute to making Richmond the most appealing, livable and well-managed community in Canada.



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Research Planner 2
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Att.1: Recreation and Sport Strategy (2019-2024) – Progress Update

CITY OF RICHMOND Recreation and Sport Strategy (2019–2024)



OCTOBER 2021

PROGRESS UPDATE



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Executive Summary

The Recreation and Sport Strategy (2019-2024) – Progress Update presents progress highlights and accomplishments achieved by the mid-point of this five year plan. The Recreation and Sport Strategy (2019-2024) guides the work of the Community Services Division, especially the Recreation Services Department, with the aim to increase reach and impact of recreation and sport benefits to all residents in Richmond. The City of Richmond collaborates with Community Associations and Societies, and other partners and key stakeholders to deliver a broad range of recreation and sport opportunities. Through community facilities, arenas, aquatic facilities, fitness and sport facilities, arts, culture and heritage opportunities, and in outdoor spaces, parks and schools, a myriad of options meet the physical activity, wellness and sport needs of Richmond residents.

In order to meet the Strategy's vision—**that Richmond is a leader in the planning and delivery of recreation and sport opportunities, inspiring individuals and communities to be active, connected and healthy for a lifetime**—seven focus areas of action were identified:

1. Increasing awareness and understanding of the opportunities and benefits of participation in recreation and sport.
2. Ensuring that recreation and sport opportunities are accessible, inclusive and support the engagement of all residents.
3. Promoting physical literacy to ensure residents have the skills, competence, confidence and motivation to move for a lifetime.
4. Encouraging active people through connections with vibrant natural and built environments.
5. Connected Richmond residents with opportunities to enjoy nature.
6. Building community capacity through collaborations, partnerships and volunteerism.
7. Leveraging technology to connect and inspire participation in recreation and sport.

While the COVID-19 pandemic posed unprecedented challenges, innovative responses allowed the City and its partners and stakeholders to adjust to new and different ways of engaging the community in physical activity and maintaining social connection with one another. Pandemic or not, the achievements outlined in the forthcoming document capture just a fraction of the ongoing work that is accomplished year after year in increasing participation in recreation and sport opportunities in Richmond and supporting community members in achieving their physical activity targets. The cumulative contributions of the City, Community Associations and Societies, and other partners and stakeholders in Richmond make it ever more likely that each resident will find the way that works for them to be active for life.



Introduction

The Community Services Division offers residents of all ages and abilities access to recreation and sport programs and services and special events through community centres, arenas, aquatic facilities, fitness and sport facilities and in outdoor spaces, parks and schools. Both indoor and outdoor opportunities are available to increase physical activity and overall wellness, and enhance community connectedness. The Division works to understand and address barriers and promote participation of people with disabilities, individuals and families in financial need, and Richmond's diverse cultural groups. In addition, creating welcoming environments for those who are new to the community and offering multiple gateways to participate in recreation that includes arts, heritage, culture and sports are priorities.

The Recreation and Sport Services Department embraces a relationship-based approach, working with a range of community organizations, non-profit organizations, recreation and sport organizations, and individuals to provide programs and services. The City's Community Associations and Societies assist with understanding the needs of individual neighbourhoods, as in the case of community centres, or in specific service areas such as arenas or fitness and wellness, and provide direct connections to community members and deliver programs and services to the public. The Recreation and Sport Services Department also works closely with athletic organizations through the Richmond Sports Council on a wide range of initiatives and projects. These relationships add value to people's experiences and provide a multitude of opportunities for people to become engaged in their community.

The renewed vision for recreation and sport in Richmond was developed through a collaborative and holistic approach involving engagement with community residents, partners, stakeholders and staff. The resulting future-oriented and aspirational vision is:

Richmond is a leader in the planning and delivery of recreation and sport opportunities, inspiring individuals and communities to be active, connected and healthy for a lifetime.

Key benefits of participating in recreation and sport are well-documented and include:

- Enhancing mental and physical well-being;
- Enhancing social well-being;
- Helping to build strong families and communities;
- Helping people connect with nature;
- Providing economic benefits by investing in recreation;
- Achieving sport excellence for individuals and communities; and
- Creating safe and supportive environments through social development, community



The Recreation and Sport Strategy, along with the Community Wellness Strategy and other City strategies, provide a solid foundation that guides the Recreation and Sport Services Department's focus on the long-term outcomes of increasing community participation and physical activity, even through the unprecedented pandemic.

Given the long-term nature of the Strategy and the breadth of strategic initiatives that help move the needle on increasing physical activity and participation levels, this document provides a snapshot of progress on selected achievements in each strategic focus area. Throughout the progress update, key themes have emerged from actions undertaken in the first two and a half years of Strategy implementation, including:

- Connecting people to opportunities and each other,
- Helping to cultivate lifelong participation in recreation and sport,
- Expanding beyond the 'brick and mortar' walls of facilities, and
- Better understanding the diverse interests and needs that make each individual in our community unique.

Over time, with sustained and collective effort on the Strategy's seven focus areas, it is anticipated that progress will be made on identified long-term outcomes, including the overall outcome of increased participation in recreation and sport, and ultimately, an increase in the number of Richmond residents meeting physical activity targets.



About the Strategy

On January 14, 2019, Richmond City Council adopted the Recreation and Sport Strategy (2019-2024) (the “Strategy”) to guide the planning and delivery of recreation and sport opportunities in the City over the following five years. The City of Richmond, together with its partners and key stakeholders, continue to build on the strong foundation already present in Richmond to encourage citizens of every age to enjoy the benefits of an active and involved lifestyle.

The Strategy emphasizes a holistic approach to recreation, including planning for a variety of opportunities from connecting with Richmond’s beautiful natural environment to regular participation in formal and informal sports and recreation. It also embraces the Sport for Life philosophy and the Long-Term Athlete Development model by prioritizing opportunities to develop sport excellence, physical literacy and positive life-long sport participation for all citizens.

Strategic Focus Areas

In the Richmond Recreation and Sport Strategy (2019-2024), seven (7) strategic focus areas and fifty-seven (57) recommended key actions were adopted to address the current and future needs related to recreation and sport in Richmond.

1. **Awareness and Understanding:** Richmond residents understand the opportunities and benefits of participation in recreation and sport.
2. **Engaged Community:** Recreation and sport opportunities are accessible, inclusive and support the needs of a growing and diverse population in Richmond.
3. **Physical Literacy and Sport for Life:** Richmond residents have the fundamental movement skills, competence, confidence and motivation to move for a lifetime.
4. **Active People and Vibrant Places:** Natural and built environments within neighbourhoods in Richmond encourage connectedness and participation in recreation and sport.
5. **Connectedness to Nature:** Richmond residents enjoy opportunities to connect with nature.
6. **Community Capacity-Building:** Collaborations, partnerships and volunteerism are strengthened to expand the reach and impact of recreation and sport in Richmond.
7. **Technology and Innovation:** Technology and innovative ideas connect and inspire Richmond residents to participate in recreation and sport.

It is anticipated that by taking action in the strategic focus areas, Richmond’s community will see improvements in the intended long-term outcomes of the Recreation and Sport Strategy, which are to:

1. Increase participation of all residents in recreation and sport; and
2. Increase the number of Richmond residents who achieve physical activity targets.

Did you know?

It is recommended that adults and seniors accumulate at least **150 minutes per week** of physical activity that increases your heart rate. For children and youth, it’s best to get 60 minutes of heart pumping physical activity daily. But any amount of time that you move more and sit less is good for your health!





Impact of COVID-19

Health and Safety Restrictions

On March 11, 2020, the World Health Organization (WHO) declared a global pandemic due to the COVID-19 coronavirus. The federal government subsequently closed its southern border to all but essential travel, and on March 17, 2020 the provincial government declared COVID-19 a public health emergency, with the City of Richmond temporarily closing all City facilities that day. Public health orders were issued that limited group sizes, required physical and social distancing, and directed many non-essential businesses to close for a time. As facilities re-opened in a carefully phased approach, measures have included communicable disease planning, face mask requirements, limiting group sizes in programs, limiting the types of programs that could be offered, and altering procedures to minimize in-person contact. The pandemic, and the health and safety restrictions imposed to mitigate this threat, has required everyone in the community to redefine their everyday lives and experiences, including how they participate in recreation and sport.



Role of Recreation and Sport

The important role that recreation and sport plays in the lives of community members has become crystalized as the COVID-19 pandemic continues. Parks, outdoor spaces and the broad range of programs and services that support physical, mental, social and emotional wellness have been vitally important through the pandemic and were sorely missed by many who relied on these in-person opportunities to connect with others and to be physically active. Physical activity and exercise can be effective for addressing symptoms of depression and anxiety, and can provide short and long-term benefits for mood, sleep, and

#RichmondHasHeart is a social media campaign prompting the community, residents and businesses to stay connected by sharing uplifting news, cheering on our front line and essential workers, getting creative in staying connected but apart, and gathering the good news.

physical health. Recreation and sport opportunities also offer sites to build a sense of community and social connection, which was a challenge through the social distancing requirements and other health and safety measures.

However, there is also the opportunity for recreation and sport to leverage the public's shift towards staying local and re-engaging community members in their own neighbourhoods and communities. According to the Canadian Parks and Recreation Association, interest and demand for parks, recreation and community sport intensified during the pandemic, particularly through the lockdown periods. The pandemic has reinforced the essential role of recreation and sport for individual and community health and well-being.

Rising to the Challenge

OUTDOOR SPACES



As early public health messaging emphasized the importance of ‘fewer faces, bigger spaces,’ the City’s parks, trails, and open spaces were promoted as safer spaces to enable community members to socialize within one’s ‘bubble’ and promote physical, emotional and mental health and wellbeing. Playgrounds reopened at the beginning of June 2020 and spray parks in mid-July. A one-way path was implemented at Garry Point Park through the summer to assist the public in maintaining safe physical distancing while enjoying one of Richmond’s most popular sites for a scenic walk. Outdoor spaces that had not typically been programmed became sites for outdoor fitness and dance classes, which continued well into the Fall of 2020. Furthermore, summer programs were adapted to take place outdoors as much as possible, which provided children with frequent opportunities to connect with nature while ensuring the health and safety of participants. These program adjustments have continued into 2021 as the pandemic continues.

SHIFT TO VIRTUAL PROGRAMMING

Programs shifted to online delivery methods to provide continued opportunities for Richmond community members to maintain social connection and to continue—or to begin—participating. Multiple approaches were used to engage the public and successes and learnings from this time have allowed the City and its Community Associations and Societies to add virtual programming to its ongoing repertoire.

The online hub, Richmond Connects, was created to support community members by providing a ‘one-stop shop’ of links to a wide variety of online recreational opportunities for physical activity, sport, arts, culture and heritage, in addition to wellness resources and creative stay-at-home challenges for citizens of every age to enjoy the benefits of being active and connected to their community. To provide technology troubleshooting assistance, ‘how to’ guides were posted on Richmond Connects, and the Registration Call Centre provided support by phone.

Since May 2020, almost **2000 virtual programs** have been offered by Richmond community centres engaging over 20,000 participants in a variety of recreational and physical activity opportunities.

SUPPORTING SENIORS

Richmond’s community centres and the Minoru Centre for Active Living typically deliver a wide range of programming that meet the physical, mental, emotional and social health and wellness needs of seniors across the City. At the onset of the pandemic, in-person services for seniors across the City shifted to online and remote programming, and participants who were registered in programs were provided with online resources to continue their physical activity practice at home.



A variety of online fitness classes for all levels was provided via Zoom to encourage seniors to maintain physical activity. Other virtual programming focused on helping seniors maintain social connection, such as: Gentlemen in Conversation; Beyond the Books Club; and Coffee & Tea Chat. Support was provided to help seniors build capacity in using technology that would enable



Through funding from the Temporary Emergency Fund offered through the Child Care Operating Funding Program, **119 child care spaces** in City of Richmond recreation facilities were allotted to children of essential workers through Summer 2020.

their participation, and Seniors Coordinators also connected with community members through wellness phone calls and a monthly newsletter that featured at home, self-led activities to keep them engaged, entertained and mentally stimulated.

Through the COVID-19 pandemic closures in Spring 2020, the Minoru Seniors Society continued to provide a pick-up meal service that was available to all in the community, but particularly valuable and necessary for isolated seniors. The Meals to Go program provided healthy and affordable meal options, including entrees, soup and limited baked goods at a safe and familiar location.

The suspension of in-person seniors programs has continued for the duration of the pandemic, as this age group has been most susceptible to serious negative health outcomes should the virus be contracted. Unintended consequences of social distancing restrictions have particularly affected isolated seniors and seniors who do not have the means to participate remotely. A number of initiatives sought to connect with vulnerable seniors and reinforce the message that Richmond cares and each isolated senior is a valued member of the community.

■ CHILD CARE PROGRAMS

Richmond's recreation facilities offer a range of licensed child care programs, including out of school care, preschool and summer day camp programs, which fulfill important roles both for participants and their parents. For children and youth, the range of child care programs and summer day camps provide new, active, interesting and educational experiences, connect children and youth to the community, provide an opportunity to build their social skills, and reinforce a sense of belonging. For working parents, child care programs enable their ability to work, earn an income and contribute to the economy. Ensuring that high quality, safe and affordable child care programs and opportunities were available to support working parents helped to alleviate one stressor for families.

As the school year began in September 2020, licensed preschool and out of school care programs in Richmond recreation facilities continued to offer a vital service to parents. Additional health and safety measures in child care programs have included measures such as enhanced ratios of staff to children, reduced group sizes, and restrictions on parents and visitors in programs, among others. However, an adjustment that has unexpectedly contributed the most to fostering increased physical activity has been the increased time outdoors and enhanced outdoor learning.

As preschool, out of school care and day camp programs prioritize outdoor time, there have been more opportunities for unstructured active play, active travel initiatives such as walking to and from schools and activities when possible, and time exploring the natural park environments surrounding the facilities.



RECREATION AND SPORT RESOURCES DURING THE PANDEMIC

During the COVID-19 pandemic, in addition to regular use of recreation and sport facilities in accordance with public health guidelines, recreation and sport facilities and infrastructure were also used to facilitate pandemic response needs.

Space was provided at the Minoru Centre for Active Living for Vancouver Coastal Health (VCH) during Summer 2020 to provide the required immunizations to students in the target grades of Kindergarten, Grade 6 and Grade 9 for the 2020/2021 school year. Immunizing students with waning immunity to vaccine-preventable diseases was identified as a high priority for VCH in this time of COVID-19. The space at Minoru Centre allowed for the delivery of immunizations while allowing for physical distancing.

VCH reported that by late September 2020, they had immunized approximately 900 students of the anticipated 5000 students of the 2020/2021 school year who required immunization updates. This was a significant achievement through the summer and access to City facilities and support from staff played a significant role in assisting VCH with this success.

The City of Richmond's volunteer management system, I Can Help, was used to recruit and place volunteers in meaningful and engaging opportunities that arose in response to the pandemic, such as a new shopping program for isolated seniors, assistants for the Emergency EOC program, as well as the need for Spanish speaking volunteers to assist with the temporary foreign workers program. All of these opportunities were filled through the I Can Help system.

Since August 2020, the City has provided the Richmond Food Bank with use of the north parking lot at Hugh Boyd Community Park for a drive-through or walk-in food distribution program. This 'express' food hub operates every Monday (except on statutory holidays) from 3:30 to 5:00 p.m. This has enabled community members to access the Food Bank's services within their own neighbourhood.



Finally, Cambie Community Centre provided support for COVID-19 vaccination clinics from March through August 2021, as the East Richmond Community Hall hosted clinics in the early days of the vaccination campaign, and later provided a range of support to Vancouver Coastal Health such as input on engaging with the local community and communications assistance. Pop-up vaccination clinics have also been hosted at Minoru Centre for Active Living to provide a local option for those living in the City Centre neighbourhood who may not have transportation options to access the main vaccination clinic sites in north and east Richmond.

Restoring Services

Following the closure of City facilities in March 2020 in response to the COVID-19 pandemic, recreation and sport services were restored across the City in a carefully phased approach with strict adherence to health and safety guidelines as outlined in the Restoring Richmond Plan. Outdoor facilities and programs were introduced first including: sports fields; pitch and putt golf; outdoor fitness, sports and summer camps; and outdoor swimming pools. The Richmond Pitch and Putt was the first City of Richmond facility to be opened to the public in May 2020. Sports fields, outdoor summer programs and outdoor swimming pools were re-opened throughout Summer 2020.



In Fall 2020, indoor drop-in programs shifted to registered visits that required patrons to sign up ahead of time for a time-limited visit for swimming or a fitness centre. The pandemic has not made it easy for fitness participants to maintain participation in in-person programming. Provincial Health Orders issued in November 2020 placed a temporary halt on indoor group fitness programs as it became clear that the COVID-19 coronavirus could spread indoors with high-intensity exercise. With greater physical distancing measures, time buffers between classes, increased ventilation, and modifications to reduce exercise intensity, many indoor group fitness programs resumed in December 2020, only to be prohibited again at the end of March 2021 as a circuit-breaker measure.

As the third wave waned, participation guidelines were again updated as the provincial government announced its Restart BC plan in May 2021. Program protocols and safety guidelines for each program area continue to be revised in alignment with Provincial Health Orders, Worksafe BC, the British Columbia Parks

and Recreation Association, ViaSport and other relevant authorities. Staff have responded nimbly to the constantly evolving waves of the COVID-19 pandemic to provide the safest possible environment for community members to continue health promoting physical activity.

Early Learnings from the Pandemic

The COVID-19 pandemic has posed new challenges and opportunities. In the face of these difficult times, the City's Recreation and Sport Services staff have adapted throughout the uncertain and ever evolving situation to continue making it possible for Richmond community members to stay connected with one another and to participate in programs and services that improve their physical and mental health and well-being. Some early learnings that staff will continue to monitor include the following:

SUCCESS OF VIRTUAL PROGRAMS

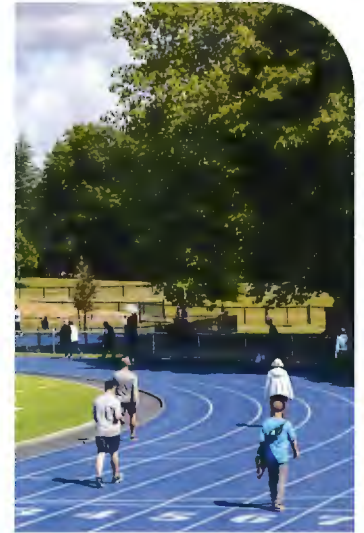
Virtual programs have not only helped maintain connection with existing patrons through the pandemic restrictions, but they have also reached new community members who may be isolated, or who were not able to attend in-person programs for health or other reasons. Online physical activity and recreational opportunities will likely become a mainstay in future programming.

INCREASED INTEREST IN OUTDOOR PROGRAMMING

There appears to have been a shift in parental acceptance of outdoor programming and activities regardless of weather, and indeed, a market for a greater variety of outdoor-based recreation and sport programs and opportunities. This shift may be leveraged to advance strategic actions that support increased active transportation, environmental connection and stewardship, and neighbourhood focused place-making.

NEED TO MONITOR IMPACTS

The long-term impact of the pandemic on the non-profit Community Associations and Societies that work with the City to deliver recreation and sport programs and services is unknown at this point, and the City will continue to be proactive in collaborating with stakeholders to ensure the continued delivery of accessible, high quality recreation and sport services.





Focus Area 1: Awareness and Understanding

Richmond residents understand the opportunities and benefits of participation in recreation and sport.



Focus Area 1 Awareness and Understanding contains 3 of 57 strategic actions.

Why is this important?

Increasing awareness and understanding of the opportunities and benefits of participation in recreation and sport is important for several reasons. The ultimate goal of the collective actions in the Recreation and Sport Strategy is to prompt behaviour change and create conditions that make it easier for everyone to be more physically active and engaged in community life over the long term. A key ingredient for behaviour change is to ensure the audience knows why a change is desirable, and how they can take action. Additionally, through the community engagement process that informed the development of the Strategy, stakeholders consistently prioritized a focus on opportunities and benefits of recreation and sport and the use of multiple ways of communicating with those who live, work, and play in Richmond. Diversifying communication methods and messages facilitates a broader reach, particularly as there is more reliance on digital and social media.

According to the My Health My Community report¹, Richmond was below the Metro Vancouver average for physical activity with only 37 per cent of residents achieving 150 minutes of activity per week. The Metro Vancouver average was 44 per cent. Also, 49 per cent of residents in Richmond spent more than two hours per day in front of their computers and mobile devices. Raising awareness and building understanding around the benefits of physical activity and the many opportunities available help to motivate Richmond residents to get active.

Through strategy actions that aim to address barriers and support participation the following outcomes are anticipated:

- The benefits of physical literacy, recreation and sport are recognized and supported by the public and organizations

Highlights and Achievements

The priority initiatives in this Focus Area aim to:

- ↑ Communications initiatives and resources for community members, partners and City staff.
- ↑ Understanding and awareness of physical literacy.
- ↑ Understanding and awareness of recreation and sport opportunities and benefits



¹ The most recent data is available from the My Health My Community (MHMC) survey conducted in 2014. The 2020 MHMC survey was postponed due to COVID-19.



The following provides a snapshot of successes and progress highlights:

■ COMMUNITY BETTER CHALLENGE

As a certified Global Active City and partner in the international Active Well-being Initiative, the City embraces the adage that ‘an ounce of prevention is worth a pound of cure’, and it actively promotes ParticipACTION’s Community Better Challenge, a nation-wide initiative that rallies communities to sit less and move more. The goal is to engage families, friends, neighbours and community members to get active and track all physical activity through the month of June. ParticipACTION’s mobile app and online platform provided participants an easy method to track their physical activity as well as view evidence-based messaging about the benefits of physical activity. People could also sign up for free programs and sessions offered online and in-person across Richmond, including Family Yoga, Boomer Boot Camp, Nordic Pole Walking, personal training and Dance Fit. Individuals, groups, and facilities worked together to log minutes of physical activity throughout the month-long challenge. The campaign also leveraged communication and messaging from multiple sources to promote opportunities and benefits of participating.

2019— Richmond placed 11th in BC with over 4,000,000 minutes of physical activity logged by participants.

2020— Not offered due to COVID-19

2021— Richmond placed 6th in BC with over 9,000,000 minutes of physical activity logged by participants.



■ STEVESTON OUTDOOR GET ACTIVE STATIONS

In 2021, in addition to the over 100 events and programs that were offered throughout the month of June across the city, the Steveston Community Centre created outdoor ‘Get Active Stations’ by posting physical activity prompts to encourage community members to make time for a spontaneous activity break

as they walk through the area. The messaging didn't just tell people to 'get active', but also provided photos demonstrating specific body weight exercises, which gave the public immediate strategies on how to change their behaviour, for example, by stopping and doing '10 alternating high knees' or '10 jumping jacks'.

"[I] took neighbour's dog for a walk including the area around Steveston Community Centre. I was delighted to find trees with signs saying 'do five lunges' 'do 10 squats' etc. What a wonderful idea. It would be wonderful if you could keep such signs up all the time... Good work Richmond!"
(Resident comment, June 2021)

PRESCHOOL HEALTH AND FITNESS SERIES

This collaborative and intergenerational initiative between City Centre Community Centre's Fitness and Licensed Preschool program areas created awareness around the benefits of a healthy and active lifestyle. Between April and June 2021, a range of physical activities were offered within City Centre's preschool programs, including yoga, dance, and stretching, all delivered by certified fitness instructors. Online fitness opportunities were also promoted to families to participate together at home. Monthly newsletters included healthy meal recipes, information specific to physical wellbeing, and healthy lifestyle ideas for families to engage in together. Activities culminated in June with the Community Better Challenge, encouraging families to track their participation.

Connecting in a Digital Era

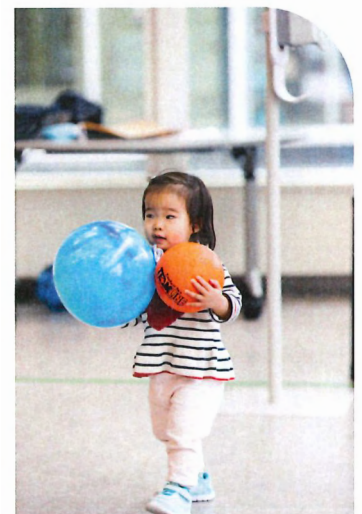
COMMUNITY SERVICES E-NEWSLETTER

Since July, 2018, the Community Services e-Newsletter has featured monthly updates on special events, seasonal programming, registration reminders, volunteer opportunities and other timely news to keep Richmond residents connected to the many opportunities to get involved in the community. Since that time, almost 1000 subscribers have signed on to receive direct information on more than 130 opportunities annually. During the pandemic the e-Newsletter contained updates on Provincial Health Orders and the many safe opportunities that still existed across Community Services to stay active and connected.

SOCIAL MEDIA

In addition to the City of Richmond's social media channels on Facebook, Twitter, Instagram and YouTube, community recreation and sport facilities across the City employ social media platforms to boost community connection and engagement. The almost 40 different social media accounts that tailor content for specific audiences, including fitness, youth, preschool and child care parents, and general facility news, provide an immediate and engaging way to provide timely and relevant information. As more people rely on smart phones for an integrated communication experience and to learn about events and opportunities, the City and its Community Associations and Societies have leveraged these digital tools to promote community engagement and opportunities to participate.

In 2020, to inspire and encourage beginners to join virtual fitness classes, short fitness tutorials focused on fitness tips or a short exercise demonstration were posted to Instagram using captions to provide instructional information



For a listing of social media accounts affiliated with the City of Richmond, visit: www.richmond.ca/newsevents/affiliated

and adding a photo of the PAR-Q questionnaire, a physical activity readiness screening tool that prompts participants to consider their health and safety even when doing physical activity at home. The Instagram tutorials used the common hashtag of #stayfitrichmond and #richmondconnects to enable viewers to find other relevant resources.

Community Outreach

FREE COMMUNITY EVENTS

Free community events are typically offered every season at the City's recreation and sport facilities to build a sense of community and foster social connection among neighbours. Sponsored by the Community Associations and Societies, these range from Family Day activities, to free events throughout the summer including free concerts in the park and movie nights, as well as children's drop-in programs at local parks, and annual celebrations such as Halloween fireworks. Celebrations such as Pride Week, Seniors Week, and Youth Week and the U-ROC Awards are also important for both raising awareness and creating inclusive spaces that recognize community members.

Information tables and resource booths at these events promote awareness and connection to ongoing opportunities. Some outreach events are also offered in locations where there is an opportunity to build stronger connections with more vulnerable community members. Knowing the importance of such events, community recreation facilities leveraged online platforms to continue to engage community members, despite the need to stay apart. Online special events included storytimes, workshops, social gatherings, seasonal arts & crafts, family fitness, digital scavenger hunts and family sing-alongs. Online events were easily accessible to the community and most were offered free of charge. The events provided an outlet for families to safely interact with others, play together while trying something new, and enabled the community to stay connected with their neighbours and local recreation facility.



Raising Awareness about Physical Activity

Physical literacy
fundamental skills for an active life in Richmond

What is Physical Literacy?
It's when kids have developed the skills, confidence and love of movement to be physically active for life.

Physical Literacy Life Cycle

Begins when parents encourage movement in infancy ...

... develops throughout life ...

... and can be a gift shared between generations.

Benefits of being physically active

- 7-8% annual earnings
- Reduced risk of heart disease, stroke, cancer and diabetes
- 40% higher test scores
- Increased self-esteem and happiness

How is Physical Literacy developed?
Gradually through a variety of structured and unstructured activities with the nature of these activities changing as kids grow in age and ability.

0-3 years
Encourage early movement

3-5 years
Expand on play, and keep it fun

5-8 years
Increase the focus on fundamental movement skills

8-12 years
Introduce more complex skills as kids are ready

www.richmond.ca/physicalliteracy

Look for the Physical Literacy logo next to the programs in this guide that cover a minimum of one of the promoted 25 Fundamental Movement Skills and includes a warm up activity with Physical Literacy elements.

Richmond

2 <https://www.participaction.com/en-ca/resources/children-and-youth-report-card>



Focus Area 2: Engaged Community

Recreation and sport opportunities are accessible, inclusive and support the needs of a growing and diverse population in Richmond.



Focus Area 2 Engaged Community contains 14 of 57 strategic actions.

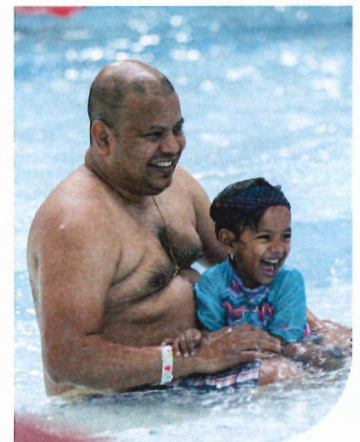
Why is this important?

Participating in recreation and sport provides a number of benefits to one's physical, social, mental and emotional health. However, those are only gained when one is able to participate. Barriers to participation may be related to external circumstances (such as cost or transportation), impacting circumstances (such as availability of programming, competing priorities, or social environments within a recreation and sport context), or internal circumstances (such as familiarity, confidence and prior experiences with recreation or sport). Multiple barriers may be experienced simultaneously that create a complex situation that does not make participation easy for some.

By developing a better understanding of the range of barriers and how they are experienced by community members, it is possible to begin intentionally working to address them in order to make lifelong participation a reality for more people. Providing opportunities to build confidence and basic skills, to become familiar with the range of activities that might appeal to different preferences, to have fun and build social connections through recreation and sport are keys to engaging a broader range of community members to 'move more, sit less' – however they envision doing so for themselves.

Through strategy actions that aim to address barriers and support participation the following outcomes are anticipated:

- The benefits of physical literacy, recreation and sport are recognized and supported by the public and organizations
- Accessible opportunities exist for all residents to participate in recreation and sport according to their stage of development
- Richmond has a coordinated, accessible, effective & efficient sport delivery system using the Long-Term Athlete Development Model



Highlights and Achievements

The priority initiatives in this Focus Area aim to:

- ↓ Barriers to access and participation.
- ↑ Opportunities to sample programs.
- ↑ Recreation and sport program opportunities.
- ↑ Resident participation and engagement.

The City of Richmond makes available up to **\$5,000 in grants** to support children and youth to participate in sports not eligible through KidSport.

The following provides a snapshot of successes and progress highlights:

ADDRESSING FINANCIAL BARRIERS TO PARTICIPATION

KidSport Richmond

KidSport Richmond provides grants to Richmond children and youth to help them take part in organized sports that are affiliated with Sport BC. KidSport is administered by community volunteers and grants are given to Richmond families based on financial need to support the costs of sport registration fees. Each year, the City provides financial support through the annual Parks, Recreation and Community Events Grant funding.

2019— Over \$120,000 was disbursed through 324 grants, with the City providing \$23,000.

2020— Over \$78,000 was disbursed through 187 grants, with the City providing \$19,000.

2021— Over \$53,500 was disbursed through 115 grants, with the City (to July) providing \$24,000.

Recreation Fee Subsidy Program

On August 31, 2019, the City's revised Recreation Fee Subsidy Program (RFSP) completed its first year of implementation (September 4, 2018–August 31, 2019). The RFSP provides Richmond residents of all ages who are facing financial hardship opportunities to participate in most parks, recreation and cultural programs offered by the City and Community Associations and Societies. The revised RFSP expanded program eligibility and, for the first time, provided support to adults and seniors. Despite the pandemic, there is continued participation in the RFSP, both in registered programs and use of the Active Pass for drop-in/registered visits. A key success of the revised program is the number of adult and senior participants in the RFSP, who were not eligible for the previous program; in the 2019-2020 program year, 1,272 adults and seniors were supported through the RFSP.



Recreation Fee Subsidy Program

The Recreation Fee Subsidy Program (RFSP) helps people of all ages living in Richmond who are in financial hardship. Apply for financial support to participate in many registered and drop-in parks, recreation and cultural programs offered by the City of Richmond and its Community Associations and Societies.

For those who qualify, the RFSP will provide:

- Free admission to many drop-in programs and services; and
- A 90% discount on most registered programs:
 - Up to a maximum of \$300 per year in subsidy for children and youth (18 years and under), and
 - Up to a maximum of \$100 per year in subsidy for adults and seniors (19+ years).

To download an application form, visit www.richmond.ca/subsidy.

For more information, visit www.richmond.ca/subsidy, email subsidy@richmond.ca or phone 604-247-4909.

Submit your application today.



	RFSP Participants	Program Registrations	Active Pass Uses
2018/19	1,367 individuals (883 were adults and seniors)	1,139	28,255
2019/20*	1,880 individuals (1,272 were adults and seniors)	971	25,728
2020/21 (to June 30, 2021)	1,241 individuals** (829 were adults and seniors)	703	18,604

* In 2019/2020, facilities were temporarily closed due to COVID-19.

** In 2020/21, data does not reflect a full year of program use, and a decrease in RFSP participants is likely due to limited programming opportunities and other circumstances related to the ongoing pandemic.

BETTER UNDERSTANDING GENDER EQUITY IN RECREATION AND SPORT PARTICIPATION

G.O. Day

G.O. Day is an annual, day-long expo where a selected group of Grade 8 and 9 girls are provided the opportunity to participate in both educational and activity workshops in a day long conference setting. This is a joint initiative of the City of Richmond, Vancouver Coastal Health and Richmond School District. Participants identified that participating with friends, building confidence and having more affordable opportunities were three things that could help them participate in physical activity more. To support continued participation after the event, community centres across Richmond offer G.O. Day Clubs and many other affordable activities to help provide ongoing social and skill development opportunities. Since the event began in 2006 over 1100 youth girls have participated in G.O. Day.

2019— 68 participants.

2020— 70 participants (this in-person event was held right before the facility closures due to COVID-19).

2021— Event was cancelled due to COVID-19.

Women-only Swim at Watermania

On Saturday evenings from 8:30 to 10:00 p.m. at Watermania, the Women-only Swim provides a positive and inclusive space for women of all ages to participate in swimming. While this program began in response to an identified community need to provide an option for swimming in Richmond for women with faith-based considerations, it was recognized that a women-only swim time would also meet the needs of a broader group of women. An all-female lifeguard staff team was scheduled for this swim session, and all windows were covered for the duration. Boys under 7 years old were also welcome at this swim to accommodate child care responsibilities. As well, Watermania's wide range of aquatic amenities, as well as its proximity to the highway and bus routes, and ample parking facilitates access for women of all ages and abilities to participate. The program was not offered due to limited pool times during the pandemic, but is expected to resume in Fall 2021.





55+ Women and Physical Literacy Education for Staff

In 2021, the Canadian Parks and Recreation Association (CPRA) hosted a webinar, “Lessons from women 55+ on ageism and the importance of remaining engaged in physical activity, recreation and sport,” which covered topics, such as: physical literacy for 55+ women; barriers typically faced by this demographic; and ageism and other biases in programming recreational opportunities for women, particularly 55 to 80 years of age. Prompted by learnings from this webinar, Recreation and Sport Staff from all levels of the Department were engaged in discussions about the ideas raised in this webinar to begin a preliminary plan of action to better address gender equity considerations in recreation and sport programming for women and girls in Richmond.

CONNECTING WITH SENIORS

Although in-person programs for seniors have been temporarily halted during the pandemic, several initiatives have aimed to maintain connection with vulnerable or isolated seniors. The Minoru Seniors Society received funding of \$6,300 from the Canadian Red Cross Community Support Grant in 2020 to launch an outreach project for Chinese-speaking seniors in response to the COVID-19 pandemic. The project reached 216 Cantonese and Mandarin-speaking seniors through activities and outreach calls. A total of 25 activities were delivered virtually in Cantonese and Mandarin, including chair exercise, music, health and wellness workshops, and coffee and chat sessions. In addition, project staff connected with over 30 Chinese-speaking seniors on a regular basis through outreach phone calls that included information and resources, birthday calls and wellness check-ins.

Over the holidays, Steveston Community Centre rallied the community, including preschool participants, the youth council, senior volunteers, schools, community groups and individuals to create handmade cards with words of support and encouragement to wish seniors a happy holiday season and remind them that they are not alone. Over 250 cards were submitted and delivered to seniors living in Richmond. As well, the Minoru Seniors Society partnered with a variety of sponsors to deliver 100 holiday meals to Richmond Seniors on December 24, 2020. The delivery included a \$25 Save-On-Foods gift certificate, a holiday card made by Richmond Youth, a box of masks, and information about programs and services at the Seniors Centre at Minoru Centre for Active Living.

A FOCUS ON PHYSICAL ACTIVITY THROUGH ARTS, CULTURE AND HERITAGE

StoryWalk® Library Program

Richmond Public Library offers StoryWalks, a fun, educational activity that promotes literacy, learning and outdoor play. A StoryWalk® involves individual pages of a storybook that are mounted on trees. Children follow the narrative by visiting each tree in sequence. Prior to the pandemic, StoryWalks® were offered as a group program throughout the summer as a unique active outdoor reading experience via 15 StoryWalk® Kits with support from the Richmond Fitness and Wellness Association. While the library was unable to facilitate in-person StoryWalks® in 2020, the kits continued to be borrowed from the library by early years educators. The public lending collection grew to 17 different children's books in 2021, enabling families to take a StoryWalk® in their neighbourhoods while being socially distanced. Throughout Summer 2021, the library offered several StoryWalk® programs in local parks, including Minoru Park, McLean Neighbourhood Park and at Cambie Community Centre, once again offering community members an opportunity to connect with library staff and participate in this fun outdoor literacy program.



Annual Grand Plié Event

In recognition of International Dance Day in April each year, the Richmond Arts Centre hosts the annual Grand Plié event in which dancers of all experience and ability levels celebrate dance and movement en masse. In 2019, Richmond Arts Centre instructor, Aubrey Walker, led over 70 dancers in an engaging barre class, followed by a special tribute to Morri-Lynn Buchanan, a Richmond dance teacher passionate about inclusion of dancers of all abilities who had taught thousands of children and youth over 30 years. In 2020, a free, online introductory barre class was led by Katherine Somody, a ballet instructor at the Richmond Arts Centre. The Grand Plié video was hosted on YouTube and the Grand Plié Selfie Challenge engaged participants by sharing photos of their participation on social media platforms of their choice, using the hashtag #RichmondConnects. The Grand Plié video remains online on the Richmond Arts Centre's Facebook page, as a way for all to stay engaged with dance from the comfort of home.

Walking and Cycling Resources

Throughout 2020, new walking and cycling resources that feature Richmond's public art and heritage features were created to encourage learning and physical activity in the outdoors. The Cycling Art Tour, a downloadable map hosted on the City's cycling resources webpage, highlights public art pieces that underscore the power and resilience of community, connection, togetherness, home and place. Additionally, walking resources were developed to spark interest in public history and encourage the exploration of local heritage sites, including a family-friendly heritage scavenger hunt of Steveston Village, and self-guided historical walking tours featuring heritage places in Terra Nova and the Brighthouse District.





Focus Area 3: Physical Literacy and Sport for Life

Richmond residents have the fundamental movement skills, competence, confidence and motivation to move for a lifetime.



Focus Area 3 Physical Literacy and Sport for Life contains 12 of 57 actions.

Why is this important?

Fundamental movement skills are the basic physical skills for building competence, confidence and motivation to try physical activities and sports, such as throwing, catching, jumping, kicking and running. Confidence and competence in these basic skills enables people to develop more complex movement skills and can motivate them to enjoy lifelong participation in a range of sports and physical activities. The Long Term Athlete Development Model provides a framework to guide skill development opportunities that support lifelong participation in both competitive and recreational sport or physical activity. In addition to the many opportunities for recreational sport participation, Richmond is recognized for its dedication to sport excellence and for supporting high performance athletic development. The legacy of Richmond's role during the 2010 Winter Olympics has laid the foundation of the City being a leader in providing high performance training facilities and supporting athletes on the performance pathway.

Through Strategy actions that focus on improving fundamental movement skills and the LTAD pathways for participation, the following outcomes are anticipated:

- The benefits of physical literacy, recreation and sport are recognized and supported by the public and organizations.
- Accessible opportunities exist for all residents to participate in recreation and sport according to their stage of development.
- Richmond has a coordinated, accessible, effective & efficient sport delivery system using the Long-Term Athlete Development Model.

Highlights and Achievements

The priority initiatives in this Focus Area aim to:

- ↑ Fundamental movement skills integrated into community services programs.
- ↑ Long Term Athlete Development (LTAD) Model adopted by sport groups.
- ↑ Physical Literacy initiatives implemented in schools.
- ↑ Children, youth and adults involved in all stages of the LTAD pathway.
- ↑ Involvement of residents in sport excellence.



The following provides a snapshot of successes and progress highlights:

RAISING AWARENESS ABOUT PHYSICAL LITERACY

Hamilton Physical Literacy Pathway

The Physical Literacy Pathway at Hamilton Community Centre was installed in December 2019. This pathway is composed of bright coloured images that encourage the use of six fundamental movement skills as one travels along the pathway, including balancing, hopping, jumping for distance, rotating, landing and walking. The pathway includes the City's Physical Literacy logo and website link to increase awareness about physical literacy and encourage community members to learn more. It is located inside the community centre along the corridor that is accessed daily by the out of school care, preschool and seniors programs to encourage spontaneous opportunities to develop fundamental movement skills.

Physical Literacy Street Team

The Physical Literacy (PL) Street Team participated in 28 events around Richmond throughout 2019, which saw 7,388 residents (3,238 adult and 4,105 children) engaging with the Physical Literacy Active Zone. The PL Street Team piloted a free 8-week program at Gilmore Elementary School, and presented twice for the Touchstone Family Association at the Richmond Public Library for over 150 new immigrants about resources and opportunities to develop physical literacy in Richmond. As well, in support of the 2019 Community Better Challenge, the PL Street Team hosted six (6) activations in parks across Richmond, connecting with over 300 children and parents and raising awareness about fundamental movement skills.

'Give it a Try' Week

In Spring 2019, with "Give it a Try" grant funding from the Government of Canada, the City and Community Associations and Societies offered ten opportunities for 55+ community members to try a range of sports and physical activities, including table tennis, pickleball, curling and lawn bowling. Opportunities to sample various sports can benefit people of all ages as it promotes development of different fundamental movement skills and increases exposure to activities that may motivate individuals to become active for life. Over 100 seniors participated throughout the week.



INSPIRING SPORT EXCELLENCE

Richmond Sports Council Sport Awards

Each spring the Richmond Sports Council, supported by the City of Richmond, holds a banquet to recognize outstanding individual and team achievement in local sport during the previous calendar year. Categories for recognition include a male and female athlete for: High School, Youth, Junior, University/College, Adult, Senior and Youth Teams, and for Athlete with a Disability, Special Olympics Athlete, Adult Team, Coach, Administrator and Officials. It is an opportunity for the sports community to celebrate the successes across all sports in Richmond together. Celebrated in 2019, 20 individuals and two teams were recognized for their 2018 achievements across ten sports. The 2020 and 2021 banquets were postponed due to COVID-19. Recognizing sport achievements of youth and volunteers in Richmond offers an opportunity to inspire community members of all ages to pursue lifelong participation.

Richmond Sports Wall of Fame

The Richmond Sports Wall of Fame was established in 2015 to celebrate the history of sport in Richmond and provide a focal point for the community to recognize the outstanding achievements of Athletes, Masters Athletes, Teams, Coaches, Officials, Builders, Pioneers and Special Achievements. In 2019, eleven inductees were added to the Wall of Fame, including the founders of the historic Dolphin Classic Basketball Tournament. In all, Richmond's Wall of Fame features 63 individuals and teams that have played a significant role in building and raising the profile of Richmond's sports community. The Richmond Sports Wall of Fame and digital kiosk are prominently located in the Richmond Olympic Oval and are free for public viewing.

Sport Hosting

Richmond Sport Hosting is a complimentary service provided by the City of Richmond in order to offer direct assistance to event organizers throughout the entire process, including through the provision of Incentive Grants that provide financial support to help elevate events across Richmond, and facilitate connections between event organizers with local resources, including venues, hotel accommodations, volunteers, and transportation options.

- 2019**— Richmond hosted over 75 events, including local, Provincial, National, and International sporting competitions and events.
- 2020**— The vast majority of events were cancelled or postponed due to the COVID-19 pandemic. Among those events affected were the CARHA Hockey World Cup and the BC 55+ Games. The CARHA Hockey World Cup is the largest adult recreational hockey tournament in the world, typically held every four years with over 140 teams from 15+ countries participating. While the event was postponed from 2020, it is scheduled to be hosted in Richmond at the Richmond Ice Centre in Spring 2022.





Focus Area 4: Active People and Vibrant Places

Natural and built environments within neighbourhoods in Richmond encourage connectedness and participation in recreation and sport.



Focus Area 4 Active People and Vibrant Places contains 11 of 57 actions.

Why is this important?

Richmond's population has reached almost 225,000 residents and continues to grow. To keep pace with the increasing diversity in recreation and sport participation levels and preferences, providing a range of opportunities that support community members to choose how, when and where they participate, and ensuring the availability of activities that residents are familiar with or are inspired to try, is vitally important in promoting lifelong physical activity.

The City of Richmond makes significant ongoing investments in facility, amenity and park maintenance and development to ensure there is a broad range of infrastructure throughout all areas of the city that support both structured and unstructured participation in recreation and sport. Safe, well-maintained and welcoming infrastructure, coupled with a rich array of programmed and unprogrammed opportunities in public spaces, are keys to creating built and natural environments that promote and sustain active lifestyles, social connection and a sense of community belonging.

Through Strategy actions that focus on providing a broad range of natural and built environments that facilitate participation and connection, the following outcomes are anticipated:

- Accessible opportunities exist for all residents to participate in recreation and sport according to their stage of development.
- Richmond has supportive and healthy built and natural environments for recreation and sport.

Highlights and Achievements

The priority initiatives in this Focus Area aim to:

- ↑ Welcoming, safe facilities and spaces.
- ↑ Infrastructure improvements.
- ↑ Active transportation.
- ↑ Unstructured recreation and sport opportunities in public parks and open spaces.

The following provides a snapshot of successes and progress highlights:

■ WELCOMING PLACES AND SPACES

Pride in Richmond

Marking Pride Week with inclusive and engaging activities held city-wide, typically during the last week of July through the beginning of August, is just one way that the City shows that Richmond's recreation and sport facilities are welcoming and inclusive. The 2019 Pride Week celebrations included a Queer Networking Social, Pride Drag Showcase, and a Pride Picnic and Social that brought together members of Richmond's Lesbian, Gay, Bisexual, Transgender, Queer and Two-Spirit (LGBTQ2S) community and their allies. Typically held in-person, annual Pride Week celebrations in 2020 shifted to a series of online activities and experiences that embodied a commitment to making Richmond a more welcoming and inclusive city, including a Drag Queen Story Time, online dance parties, a Pride window display decorating challenge at facilities, and informative workshops for the public. In 2021, a combination of in-person and virtual activities were offered, including poetry and art workshops, story times, outdoor music performances and a special online presentation by Brock McGillis, the first male professional hockey player to openly come out as gay. Following are Pride Week highlights from 2019 to 2021.

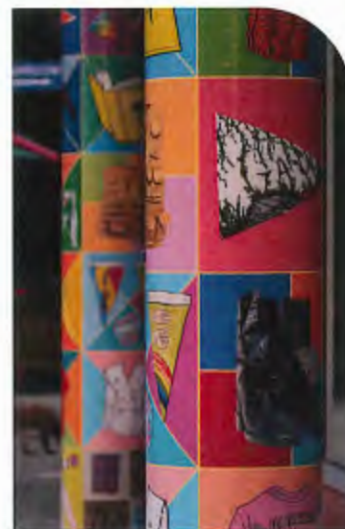


Pride Webinar Series—In 2019, City Centre Community Association hosted a Pride Webinar Series designed to educate participants on inclusive practices and language, and included the topics: Creating Inclusive Pride Events; A History of Pride; and LGBTQ2S+ Identities. Facilitated by Cicely Belle Blain, the series had over 200 participants.

Drag Queen Storytime—Drag Queen Storytime was a partnership between the Richmond Public Library and Hamilton Community Association that featured drag performer Bryan Bone, a.k.a. Miss Gina Tonic, reading children's stories that taught lessons of diversity, self love and an appreciation of others. Daycamp participants watched the event in-person in Hamilton Park and over 20 participants watched virtually via Zoom in this 2020 event.

Striding Towards Equality with Brock McGillis—In 2021, the City and Community Associations and Societies hosted via Zoom, Striding Towards Equality, a free, one hour presentation by Brock McGillis, a former Ontario Hockey League member and professional hockey player who shared about his coming out journey and current advocacy for LGBTQ2S+ rights. Brock's presentation covered themes of self-empowerment, inclusivity, mental health and non-conformity, and emphasized the importance of everyday practices such as being mindful of the language we use and treating everyone with respect.

Signs of Pride Public Art Project—Unveiled during Pride Week 2021, youth artists and professional artists Sam McWilliams, Paige Gratland, and Phranc, supported by youth development staff, created decorative wraps that were installed on the outer pillars of the West Richmond Community Centre. Each wrap contains youth created images that communicate pro-gay and anti-racism messages to highlight that the community centre is a safe space all year round.



Signs of Pride, Ashe Buenafe, Chloe Brownlee, Jade Dy, Sofia Yu, V, Leichelle Young, Sam McWilliams, Paige Gratland and Phranc, 2021

Youth Leading the Way in City Centre

City Centre Community Centre's focus on cultivating youth leadership has mobilized a large group of engaged and caring youth who are empowered to take action on issues that matter to them. In 2020 alone, in a year marked by the pandemic, City Centre's youth leadership groups had 149 members with over 4,200 volunteer hours. The three existing groups—plus two new ones that launched entirely in a virtual space—conducted recruitment processes online and quickly started up weekly Zoom meetings to lead virtual events throughout the pandemic. Youth team members learn and develop leadership, teamwork, and project planning skills while also getting to know other youth in the community. The common thread that weaves through these youth-led initiatives is the vision that recreation and sport sites, and our community as a whole, can be more inclusive spaces regardless of age, gender, race, ethnicity or sexual orientation—and that youth have a lead role in making it happen.



Beta U—Beta U focuses on topics of business, entrepreneurship, and resource development where volunteers turn business ideas into real-life ventures. Events include the Beta U Case Competition from February 2020 in which 16 competitors were tasked with developing a business idea or initiative to address a social problem, in this case physical inactivity in youth.

C-Change—C-Change is a group that engages youth passionate about social justice to take their ideas into action by spreading awareness and initiating conversations. The group facilitated an On the Table conversation in November 2020, part of a province-wide initiative where hosts facilitate opportunities for participants to speak freely about issues of importance to them and explore ways to address these issues. C-Change's topic of choice focused on racial inequality and mental health, and engaged 75 youth participants via Zoom.

Fearless—Fearless is a group targeted towards young women to empower them to take on leadership opportunities. This group has hosted a number of impactful events through the pandemic including the Not An Object, Property, or Exotic (NOPE) digital event that highlighted the harmful effects of fetishization of Asian women in media, which garnered 341 Likes, 27 comments, 146 shares, 1550 reached, and 2097 impressions, and Start with YOUTH: Intersectional Feminism Workshop which engaged 40 participants.

Intergen—The Intergen youth leadership team was launched in February 2021, and is a unique collaboration led by the Youth Coordinator and Seniors Coordinator with the mission to combat ageism and building a healthy community to make City of Richmond a truly age-friendly city. The goal is to bridge the gap between youth and older adults and promote healthy ageing through intergenerational engagement, connection, and education.

We're Here!—The City Centre Community Association was awarded a City of Richmond Parks, Recreation and Community Events grant to create the We're Here Youth Leadership Team, which is focused on creating community initiatives around diversity and inclusion. Weekly, youth met youth development staff virtually to develop leadership skills and to plan community events around diversity, inclusion, and acceptance.



RECREATION AND SPORT INFRASTRUCTURE

Minoru Centre for Active Living

Envisioned as a “Centre for Excellence in Active Living and Wellness,” the Minoru Centre for Active Living is Richmond’s newest recreation facility, representing the City’s largest investment in recreation and sport infrastructure since the Richmond Olympic Oval. This premier 110,000 square foot multi-purpose complex was designed to be iconic and innovative, while also prioritizing sustainability and universal accessibility. The facility houses aquatic and fitness services, seniors’ services and amenities to support the upgraded sports fields in Minoru Park, and opened in phases through 2019 and 2020.



Seniors Centre and Event Centre—March 11, 2019 marked the opening of Minoru Centre for Active Living’s Seniors Centre and Event Centre. This new age-friendly, sustainable and accessible Seniors Centre offers a wide variety of programs and services for participants 55+. By the end of 2019, Senior’s memberships had increased by over 77% and the daily cafeteria revenue increased by 43% in the short time the facility had been opened. In-person programming for seniors have been on hold since March 2020, but initiatives to maintain connection with the 55+ community have been ongoing throughout the pandemic. The cafeteria has also been open throughout to provide affordable hot meals to community members. The Events Centre includes eight (8) team change rooms, public washrooms and a multipurpose space to support sports, tournaments and community events.



Fitness Centre—Minoru Centre for Active Living's spacious 8,500 square foot fitness centre kicked off the New Year by opening on January 1, 2020. This state-of-the-art amenity features a full complement of cardio, strength and stretching equipment with an added focus on functional training that promotes active aging, performance and fun. For group fitness classes, the centre also has a large 1,900 square foot fitness studio with an expansive view of the outdoor track. A wide range of group fitness and yoga classes are offered, including programming that promotes active aging, managing chronic conditions, as well as high intensity workouts.

Aquatic Centre—In the midst of the pandemic, the Minoru Centre for Active Living's aquatic facilities opened for the first time to the public on September 21, 2020. Since that time, Minoru Centre serves the fitness and aquatic needs of over 30,000 patrons on a monthly basis, playing an important role in enabling the community to be physically active. The Aquatic Centre boasts six bodies of water and is suitable for all ages and abilities, including a 7,000 square foot leisure pool featuring a Mega Drop Bucket, a rapid flowing River Channel, a slide and an Errant Rain Cloud shower. Two 25 metre pools with 14 lanes provide a variety of opportunities for recreational and lane swimming, as well as aquafit classes, while an over water climbing wall, drop slide and diving board also provide a myriad of options for water lovers of all ages. The lap pools feature innovative bench-height raised sides that enable pool entry with little or no assistance. Other accessibility features include 20 universal and fully accessible shower rooms, and additional accessible parking.



Investment in Ice Sports

Minoru Arenas Upgrades—During Summer 2019, both the Minoru Stadium and Silver ice plants were upgraded to a low charge ammonia system. The new system is much safer for staff, public and the community as it now holds more than three times less ammonia compared with the previous system. In 2021, the Silver rink received new boards, benches and perimeter flooring, while the Stadium rink had four change room refurbishments including the installation of an accessible shower and washroom. The spectator seating in the Stadium rink was also upgraded with standing-height counters around the rink concourse with enhanced features for hosting, including improvements to lighting, ventilation, flooring and sound.

Ammonia Safety—In 2019, City staff participated in a number of safety initiatives after the tragic events in Fernie, BC. Arenas and Facility Services staff, Richmond Fire and staff from the Richmond Olympic Oval participated in an extensive safety training workshop on implementing emergency response plans, shut down procedures, evacuations, and public and community safety. As well, staff participated in a 'live-fire' training exercise that simulated an ammonia leak. Staff from a number of City departments, as well as Richmond Fire, RCMP, the Richmond Olympic Oval and outside contractors gained valuable experience and are better prepared in case of an emergency event.

Richmond Ice Centre—The Richmond Ice Centre was purchased by the City in 2019. The City has worked closely with the Richmond Arenas Community Association to identify priority areas for infrastructure upgrades and enhancements. Completed projects include landscaping improvements in 2019, ice plant upgrades with increased energy efficiencies, and an extensive facility assessment with associated design and construction planning. Additional facility improvements are in the planning and implementation phase..



Richmond Ice Centre Mural, Andrew Tavukciyan, 2020

Richmond Ice Centre Community Mural—Part of the City's Community Mural Program, the Richmond Ice Centre Community Mural was completed in 2021 by artist Andrew Tavukciyan. An abstract representation of ice and floor activities and equipment, including sticks, pucks, skates, helmets, padding, nets and other elements, the goal for the mural's composition was to capture the dynamic nature of the activities that happen inside the Richmond Ice Centre. The colour palette references some of the teams and clubs that call the Centre home.

Richmond Curling Club—In July of 2021, ownership of the Richmond Curling Club facility transferred to the City of Richmond, and work is currently underway to replace the ice plant, along with other infrastructure investments to ensure the facility is in good operating condition. The Richmond Curling Club features eight sheets of ice and offers opportunities for participation at any stage in the Long-term Athlete Development pathway, including leagues for children through to seniors, as well as school programs and Learn to Curl. The City will continue to work with the Richmond Winter Club to deliver curling programs and services to the public and this new relationship will ensure the long-term sustainability of the sport in Richmond.

Major Facilities Priority Projects

The 2016–2026 Major Facilities Priority Projects have continued to progress through the design-development process from 2019 to 2021. Recreation and sport facilities undergoing development or renewal include:

Bowling Green Community Activity Centre—With the approval of the program for a 4,900 square foot replacement for the Lawn Bowling Clubhouse, the project has completed the detailed design phase with construction anticipated to begin in late 2021. It is anticipated that the new, larger clubhouse will serve as an event hosting space for community events and Provincial and National level competitions.

Concept Drawing, O4Architecture, 2020



City Centre Community Centre North—A new community centre to be located at the north end of No. 3 Road, is a developer amenity contribution that will provide recreation and sport services to the rapidly growing, newly developed Capstan neighbourhood in Richmond. The two-storey, 33,000 square foot facility will include a large gymnasium for sports and community events, an indoor activity track, studios and spaces for arts and creative pursuits, a children's exploratorium, as well as a variety of multipurpose spaces and community gathering areas. The facility program has been approved and the project is now in the detailed design phase.

Steveston Community Centre and Branch Library Replacement—Following approval of the program for 60,350 square feet for the Steveston Community Centre and Branch Library replacement and confirmation of the best site and building format for the facility, an inclusive public engagement process was held in February 2021. A three-day design charrette and public feedback opportunity to inform the development of the concept design for the new facility was completed. The recent approval of the concept design has moved the project forward to the detailed design phase with construction of the facility anticipated to be complete in late 2025 or early 2026.

Outdoor Sport Facilities and Amenities Policy

On April 12, 2021, Council adopted the Outdoor Sport Facilities and Amenities Policy and an accompanying administrative procedure. The updated policy and procedure ensures that the City of Richmond's existing sport fields and amenities will be used effectively and efficiently for the betterment of all Richmond outdoor field and sport amenity participants. The policy includes clear expectations for users to make sure outdoor sports facilities and amenities are managed with the goal of maintaining a fair and sustainable allocation of facilities. This policy replaces the previous *Policy 8500 Park Playing Fields – Allocation*.



Richmond Olympic Oval

While the Recreation and Sport Strategy (2019–2024) – Progress Update primarily focuses on achievements related to the City of Richmond and its Community Associations and Societies, it is important to recognize the role that the Richmond Olympic Oval plays in meeting the recreation and sport needs of those who live, work and play in Richmond. As a legacy of the 2010 Winter Olympics, the Oval is a centre of excellence for sports, health and physical activity, and has become a premier training and competition hosting facility for high performance sport. The Oval provides training facilities and services for athletes ranging from local community through to, and including, those preparing for the Olympic and Paralympic Games. These athletes represent a large number of sports including, but not limited to, figure skating, softball, volleyball, sport climbing, wheelchair rugby, wheelchair basketball, ice hockey, table tennis and athletics. Some highlights since 2019 include:

- In 2019, the Oval hosted 63 events including numerous Provincial and National level competitions that resulted in over 6000 hotel room nights.
- The Oval is highly recognized for accessibility and the delivery of quality experiences for all athletes and competitors. Since the completion of rink upgrades for accessible ice hockey, the Oval hosted the Para Ice Hockey Provincials in Spring

2019, the ParaTough Challenge in November 2019 and the Canada vs USA Para Ice Hockey Showcase in February 2020. As part of the Oval's 10 year celebration the public was invited to get on the ice and experience Para ice hockey.

- In July 2020, the Oval's new climbing wall opened to the public. The wall features a 17-metre lead wall with a 40-degree overhang, bouldering wall, and Metro Vancouver's only 15-metre speed wall. The Oval's wall is the only wall in Metro Vancouver that includes all three Olympic climbing disciplines (Lead, Speed and Bouldering). The wall is used extensively by the community and served as a key training facility for Canadian National Team athletes in preparation for Tokyo 2020.
- The Oval continues to be a center for the sport of speed skating, working closely with the Richmond Rockets for delivery of grassroots short track community programming and with Speed Skating Canada and the British Columbia Speed Skating Association for high performance programming and competition hosting.
- In addition to numerous national team training camps hosted at the Oval since 2019, the Oval was utilized as the primary daily training environment for 30 athletes who competed at the Tokyo 2020 Olympics.



UNSTRUCTURED RECREATION AND SPORT

Completion of Active Communities Grant

In 2019, the Active Communities Grant initiatives concluded, which focused on the City Centre Neighbourhood. The first phase of the project was dedicated to planning and discovery via key informant interviews that shed light on barriers and challenges that exist for City Centre residents as they relate to physical activity, as well as walk-about tours of the neighbourhood to gather information on the natural and built environment. As a result of this research, three key initiatives were developed to increase active unstructured outdoor play in the City Centre core and brought together partners to strategically achieve this. These initiatives included the installation of three outdoor Live 5-2-1-0 Playboxes, stylized way finding through commissioned art from a local artist, and an information-based marketing and awareness campaign. These initiatives were completed in partnership with the Richmond School District 38, City Centre Community Association, Richmond Fitness and Wellness Association, and Vancouver Coastal Health.

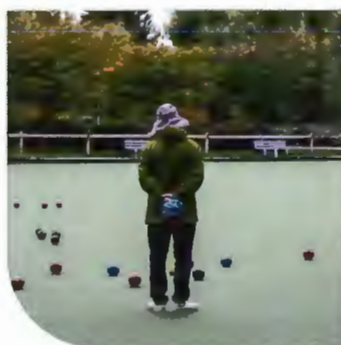


Capstan Neighbourhood Park

Capstan Neighbourhood Park is the central green space of this new neighbourhood in the Capstan Village area of City Centre. The future Capstan Station will be built along No.3 Road and this park will function as the green space and urban plaza adjacent to this future Canada Line Station. Ultimately, the park will be 2.1 acres in size and includes a children's playground with climbing and sliding features, interactive water-play elements including a fountain and a nature-inspired channel, natural elements to inspire children's nature play, open lawn areas, tree and shrub plantings, an urban plaza and seating throughout the park. A playful public art work by Dan Bergeron entitled *We Three* is an interactive sculpture comprised of three wave-shaped forms that invites users to climb, straddle, slide and play within the space it carves out. The forms connect the user to the landscape of the ocean and low water table that Richmond sits upon. This park provides the rapidly growing, newly developed community to enjoy unstructured recreation opportunities close to home.



We Three, Dan Bergeron, 2018



Snapshot of Parks Projects (2019—2021)

Richmond has a wealth of parks, trails, playgrounds and greenspaces across the city that enhance opportunities for unstructured recreation and sport. Parks enable residents to improve their physical, mental and emotional health, encourage social livability, and connect with nature.

- **Aberdeen Neighbourhood Park** installation of shelter for yoga or tai chi practice. (2021)
- Continued enhancement at **Garden City Lands**, including installation of benches along perimeter path. (2021)
- Playground renewal at **Odlin Neighbourhood Park** and **Kilgour Neighbourhood School Park**. (2021)
- New features in **Alexandra Neighbourhood Park** including an all ages playground, table tennis, basketball court and off-leash dog park. (2021)
- New social gathering area on the east side of **King George Community Park**. (2021)
- Playground renewal at **Talmey Neighbourhood School Park** and **Garnet Tot Lot**. (2021)
- **Railway Bike Skills Park** with features designed for beginner and intermediate mountain and BMX bike riders. (2021)
- Resurfacing of the tennis courts at **Thompson/Burnett Community Park** (2021).
- Retrofit and resurfacing of the basketball courts at **South Arm Community Park** (2021).
- New community garden site at **Cook Neighbourhood Park** with additional plots under construction. (2020-21)
- **Lang Park** redevelopment including an overhead shelter, table tennis tables and splash pad. (2020-2021)
- New community garden site at **Riverport Waterfront**. (2020)
- Outdoor pickleball courts installed at **South Arm Community Park**. (2020)
- Redevelopment and resurfacing of the sport courts at **Hugh Boyd Community Park** including the installation of 6 new pickleball courts. (2020)
- Redevelopment and enhancement of **London/Steveston Neighbourhood Park**. (2019-21)
- Replacement and upgrades to the multi-use artificial turf sports field at **Hugh Boyd Community Park** (2019), **Minoru Oval** (2020), and **Richmond Secondary School** (2021).
- **Capstan Neighbourhood Park** development including a playground, greenspace and walking paths. (2019)
- Playground renewal at **Palmer Garden City Park** and **Richmond Nature Park**. (2019)
- Resurfacing of **Minoru Running Track**. (2019)
- Synthetic surface replacement at the **Minoru Lawn Bowling Green**. (2019)
- Tennis court renewals at **King George Community Park** and **Minoru Park**. (2019)





Focus Area 5:

Connectedness to Nature

Richmond residents enjoy opportunities to connect with nature.



Focus Area 5 Connectedness to Nature contains 4 of 57 strategic actions.

Why is this important?

According to ParticipACTION, recent research shows that every hour spent outdoors is associated with higher physical activity and less sedentary time in both boys and girls, and the benefits of outdoor play include improved cognitive health and social skills. The Canadian Mental Health Association also touts the positive effects of being in green spaces, such as forests, gardens and parks, including significant reductions in cortisol (stress hormone) levels, and increased endorphin levels and dopamine production, which may promote feelings of happiness.

Creating supportive environments that encourage outdoor activity is an important facet of increasing physical activity, including addressing real or perceived concerns about safety and providing education to help build confidence in outdoor pursuits. Richmond has a wealth of parks, trails and natural areas that allow community members to connect with nature, including 133 parks that total about 1,950 acres serving the wellness and recreation needs of a diverse, growing community, and more than 70 kilometres of trails to support walking, rolling, cycling and other forms of active transportation to many of Richmond's park and waterfront destinations.

Through Strategy actions that focus on connecting Richmond residents with nature the following outcomes are anticipated:

- Richmond has supportive and healthy built and natural environments for recreation and sport.
- Accessible opportunities exist for all residents to participate in recreation and sport according to their stage of development.

Highlights and Achievements

The priority initiatives in this Focus Area aim to:

- ↑ Awareness of benefits of being in nature.
- ↑ Nature play opportunities.
- ↑ Nature education options.
- ↑ Residents connected to nature.

The following provides a snapshot of successes and progress highlights:

RICHMOND NATURE PARK BOARDWALK AND PLAYGROUND RENEWAL

At the Richmond Nature Park, the boardwalk was renewed and the playground expanded. The new boardwalk is approximately 310 meters in length, was widened to eight feet and includes additional staging areas with benches. The new boardwalk meets all codes for accessibility featuring an enhanced non-slip surfacing. The boardwalk was also built to support programs and events at the park and includes electricity to facilitate public events and comfortable seating where visitors can sit and visit or enjoy viewing stations to watch birds. It has space for a community piano in summer and room to add several activity areas that could accommodate tents or awnings. These renewed park features provide increased opportunities for the community to explore the unique naturalized areas of the Richmond Nature Park and connect with nature. The expanded play area at the Richmond Nature Park was designed with natural materials and organic forms that encourage creative play; features include a climbing bird nest, duck sculptures, log tunnel, wobbly bridge and additional tree planting. The expanded playground at the Nature Park is inviting for all ages and readily links to the natural surroundings of the park.



CONNECTING PRESCHOOLERS WITH NATURE

Connecting children at an early age to the outdoors can help foster a lifelong appreciation and stewardship of the natural world. Richmond's community facilities continue to offer programs for 3 to 5 year olds that connect young residents to Richmond's natural environment.

Terra Nova Nature School offers educational programs for children and families using an emergent and place-based curriculum in an outdoor setting, including a nature-based licensed preschool and the Beyond 4 Walls seasonal program. Based in Terra Nova Rural Park and the Edwardian Cottage, the 63-acre rural park provides a stimulating outdoor experience for children.

Little Explorers, based at Cambie Community Centre, and **Steveston Explorers**, based at Steveston Community Centre, are licensed preschool programs largely delivered in an outdoor setting where children learn through sensory play and an enriched emergent curriculum. The programs draw on the surrounding community parks, building the preschoolers' sense of place and connection to their neighbourhoods.

The **Out and About** preschool program is located at West Richmond Community Centre and the adjacent Richmond Pitch and Putt Golf course. During the fall and winter shutdown of the golf course, children venture from the community centre into the natural areas of the golf course to explore and work on a variety of projects outdoors.



HELPING RESIDENTS TO GET OUTDOORS

City of Richmond GeoTour

Geocaching is an outdoor treasure hunting game that uses a smartphone or GPS device. The City of Richmond GeoTour encourages all ages to explore Richmond on foot or by bike to look for 50 hidden geocaches (treasure boxes) in parks, on trails, and at community facilities. Participants navigate to a specific set of GPS coordinates to find the hidden geocache container, all the while, discovering Richmond's unique natural and cultural heritage. In 2019, 660 geocachers from 20 different countries took part in the program.

Learn to Camp Partnership

The City of Richmond partnered with Parks Canada and MEC to run a Learn to Camp Program aimed at families with little or no camping experience. The overnight program was run at Woodward's Landing Girl Guide Camp in July 2019. 130 participants registered for the program where they learned basic skills that enable them to enjoy camping safely and confidently.

Birdwatching ExplorePACKS

Launched in August 2021, the Birdwatching ExplorePACK is a bird watching starter kit, perfect for a fun and educational way to spend time outdoors and appreciate nature. Each explore pack comes equipped with a pair of Vortex binoculars, a lens cloth, a field guide, a pocket guide and two maps. Richmond Public Library received funding from Birds Canada, Wild Bird Unlimited, and Environment and Climate Change Canada, to provide 10 Birdwatching ExplorePACKS for borrowing by the public.





Focus Area: 6 Community Capacity-Building

Collaborations, partnerships and volunteerism are strengthened to expand the reach and impact of recreation and sport in Richmond.



Focus Area 6 Community Capacity-Building contains 7 of 57 strategic actions.

Why is this important?

In Richmond, recreation and sport services and programs are delivered collaboratively with the City and Community Associations and Societies, and through over 50 community sport clubs. These relationships add value to people's experiences and provide a multitude of opportunities for Richmond residents to become engaged in community recreation opportunities, as participants, instructors, coaches, referees, administrators and volunteers. Supporting the capacity of these organizations is of utmost importance to maintain a sustainable and robust service delivery system that provides a wide range of physical activity and sport opportunities that meet the needs of beginner recreationalists to competitive high performance athletes, throughout their life course.

Through Strategy actions that focus on building capacity through collaboration, partnerships and volunteerism, the following outcomes are anticipated:

- Capacity building supports meet the needs of an effective recreation and sport delivery system.
- Richmond has a coordinated, accessible, effective & efficient sport delivery system using the Long-Term Athlete Development Model.

Highlights and Achievements

The priority initiatives in this Focus Area aim to:

- ↑ Sport organization capacity to provide excellent opportunities.
- ↑ Young athletes who lead and teach recreation and sport programs.
- ↑ Early years providers that promote physical literacy.
- ↑ Champions for recreation and sport are established and recognized by the community.

The following provides a snapshot of successes and progress highlights:

Grant Summary

- 2019—** \$110,616 was awarded to 12 non-profit organizations.
- 2020—** \$107,828 was awarded to 12 non-profit organizations.
- 2021—** \$107,828 was awarded to 9 non-profit organizations (note: no cost of living increase was available due to the COVID-19 pandemic).

PARKS, RECREATION AND COMMUNITY EVENTS GRANTS

The annual Parks, Recreation and Community Events Grant program assists non-profit community organizations in the delivery of programs and services that support the health, wellbeing, and community connection of Richmond residents. The financial support provided by the City to these non-profit community organizations facilitates opportunities for collaboration and volunteerism that directly contribute to increasing participation in recreation and sport in Richmond.



NON-PROFIT ORGANIZATION WELLNESS CHECKS

In Spring 2021, the City conducted organizational Wellness Checks with 26 Community Associations and Societies that work closely with the Community Services Division to provide an array of parks, recreation and cultural programs and services to the community. The purpose was to gain a better understanding of the overall organizational health of these non-profit organizations in light of the challenges posed by the COVID-19 pandemic, in terms of finances, governance and the continued ability to provide services to the community.

Through the Wellness Check, organizations identified that they were concerned about reduced revenues and increased expenses as programs were reinstated. The pandemic made it difficult for organizations to offer consistent employment given the uncertainty of shifting health orders and restrictions, and many identified that without the Canadian Employment Wage Subsidy (CEWS), they would have large deficits. Understandably, some organizations are concerned about how the pandemic will impact re-hiring and retention of staff, coaches and volunteers.

Overall, organizations weathered the pandemic by adapting their programs and services, and with assistance from emergency funding sources. The full impacts of COVID-19 are still unknown. Staff will continue to monitor and support organizations as required, and conduct a follow up Wellness Check in 2022.

DEVELOPING TOMORROW'S LEADERS

Youth Community Leaders Program

To help youth learn about recreation, build important skills, and become more prepared to work in recreation, the Youth Community Leaders Program offered by South Arm Community Centre offers sessions on topics such as: identifying the needs of the community; developing recreation programs for all ages; and instructing recreation programs. The program incorporates hands on skill development, such as mock interviews and resume writing. Participants also became certified in High Five and First Aid.

Summer Training

Each year, approximately 250 youth and young adults participate in training sessions for staff and volunteers who lead summer programs. Staff are educated in a wide range of topics including leadership, program planning, and managing challenging behaviors. This training not only prepares staff for summer programs; the concepts learned, such as leadership and communication, are applicable in future careers. Past participants have gone on to a variety of careers, including the recreation and sport sector, and have mentioned the positive impacts the work experience in summer programs has had in their present careers. A portion of the Parks, Recreation and Community Events Grant provided by the City towards summer program coordination is used to support this training.



Recruitment and Retention Committee

Recruitment and retention of a skilled staff team is vital in providing excellent programs and services, but is increasingly challenging in the recreation and sport sector. In 2019, the Recruitment and Retention Committee, made up of representatives from the City and Community Association and Society Boards, was formed to proactively and collaboratively address identified concerns in recruiting and retaining skilled and experienced program staff and instructors. To date, the committee has implemented several initiatives focused on staff recruitment, including:

- Promotion of Richmond's Community Associations and Societies and program staff positions at both in-person and virtual job fairs.
- Creation and distribution of employment promotional materials through print and video, with funding contributed by the Community Associations and Societies.
- Creation of the Association Careers webpage on the City's website to collect all community recreation job postings in one location.
- Standardized application process for prospective employees.



Focus Area 7: Technology and Innovation

Technology and innovative ideas connect and inspire Richmond residents to participate in recreation and sport.



Focus Area 7 Technology and Innovation contains 6 of 57 strategic actions.

Why is this important?

The increase in society's dependence on technology is a double-edged sword. While increasing screen-time contributes to more sedentary behaviour, technology can also play a role in connecting people to information and opportunities to be physically active as more people rely on smartphones for many aspects of life. Digital communication options such as social media and direct email can be used to promote opportunities and increase convenience when they facilitate action, such as a direct link to a registration portal. Apps also have the potential to offer interactive and engaging opportunities to learn about the benefits of physical activity, and to actually participate and build healthy habits.

Through strategy actions that leverage technology and innovation to promote and support participation the following outcomes are anticipated:

- Existing and new technology connects Richmond residents to recreation and sport.
- The benefits of physical literacy, recreation and sport are recognized and supported by the public and organizations.

Highlights and Achievements

The priority initiatives in this Focus Area aim to:

- ↑ Technology and innovation supports recreation and sport.
- ↑ Apps enhance recreation and sport participation.
- ↑ Multi-lingual videos introduce residents to opportunities.

The following provides a snapshot of successes and progress highlights:

■ NEW REGISTRATION SOFTWARE

The City's new program registration and facility booking software launched in November 2019. The new system has enabled the City to leverage technology to enhance customer service and convenience in a number of ways:

- Online "how to" video clips were created and posted on the City's registration webpage so that customers had access to resources 24 hours a day to assist with trouble-shooting account set-up and how to register.
- As the COVID-19 pandemic evolved, the new software platform enabled customers to go online for self-service to pre-register for facility visits.
- Recreation Fee Subsidy Program (RFSP) clients also had the ability to register online for applicable registered visit and program opportunities.
- RFSP clients could also view online the amount of subsidy allocated to them and the amount of subsidy remaining. In contrast, RFSP clients previously needed to call Community Services each time they wished to complete a registration or cancellation with subsidy or if they needed to know the amount of subsidy that they had remaining.



**New Parks,
Recreation and
Culture registration
system coming
November 6, 2019!**

For more information, visit
www.richmond.ca/new



■ VIRTUAL PROGRAMMING DURING THE PANDEMIC

Richmond Connects Hub

The Richmond Connects platform was created shortly after facilities closed to house a 'one-stop shop' for online activities and resources available for all ages and interests throughout the pandemic. Online programming includes a full suite of live stream fitness classes that lead participants through a workout in the safety of their own home, as well as music lessons, preschool programs, workshops and webinars, conversation groups, and film screenings delivered through Zoom. Across the Community Services Division, staff sought out new ways to deliver programs and services online, by streaming classes and workshops that traditionally would be offered in-person, connecting through social media, creating blogs and videos to facilitate engagement over time, and finding ways to facilitate interaction remotely.

Excellence in Virtual Fitness

To maintain quality programming, Richmond's delivery of virtual fitness classes prioritized participant health and safety even though instructors and participants were remote. Interactive live-streamed sessions, rather than static pre-recorded videos, enhanced participant safety as the fitness instructor could see all participants on-screen and provide specific feedback to participants on form or posture, respond to questions about the exercises, and offer alternate movements to tailor the experience for varying skill levels or health situations.. Responsive and immediate professional feedback during exercise is a marker of quality, safety and excellence that carries through Richmond's fitness programming whether in-person or via live-streaming. In June 2021, the City of Richmond was invited by the BC Recreation and Parks Association to present to colleagues across the province on the best practices developed in delivering safe and engaging virtual fitness programming.





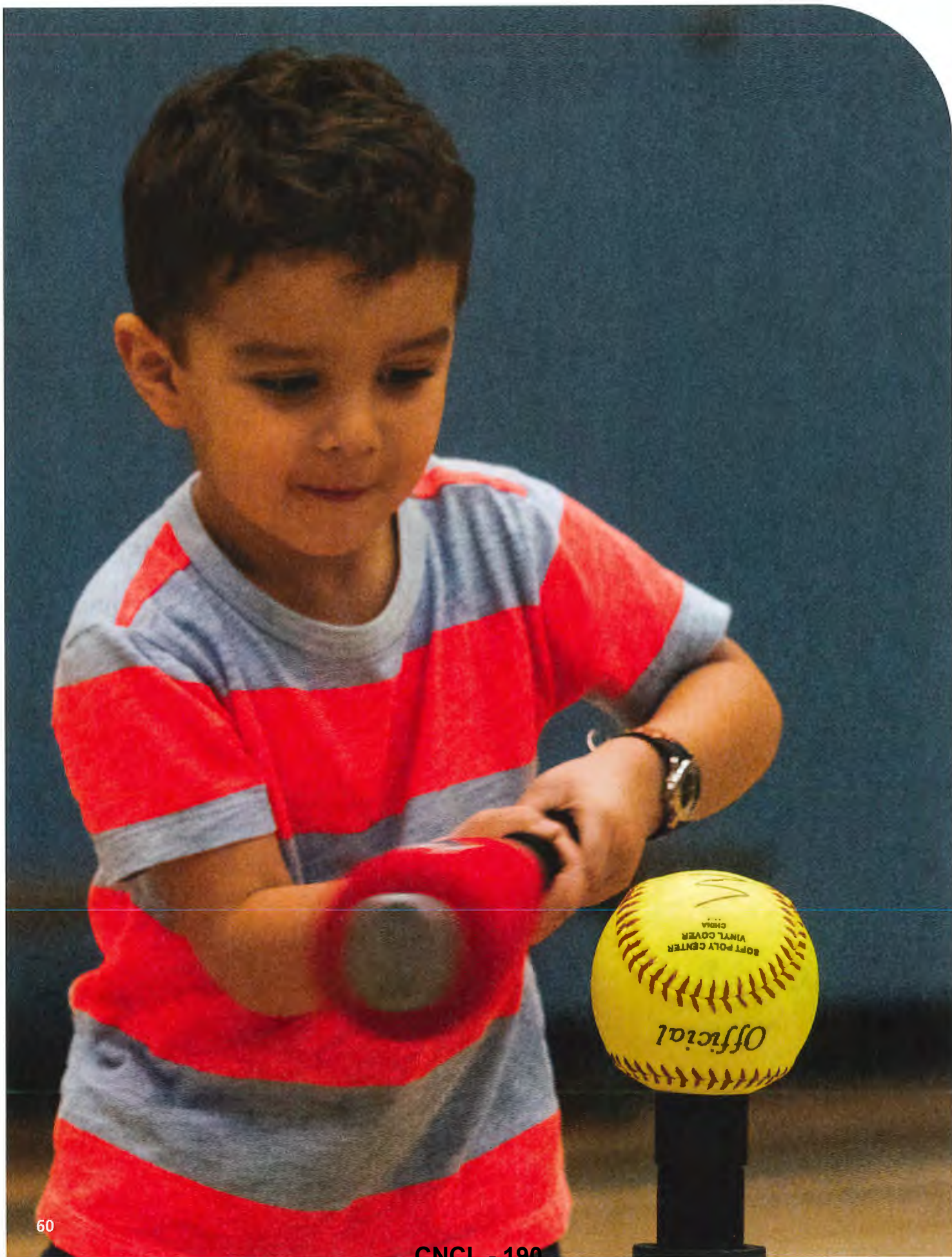
Conclusion

The Recreation and Sport Strategy (2019-2024) set the vision for Richmond to be a leader in the planning and delivery of recreation opportunities and to inspire residents to be active, connected and healthy for a lifetime. The Strategy provides a roadmap for focused action by the City and its partners and stakeholders that build on the foundation of high-quality recreation and sport services, programs, places and spaces available throughout the community. Ultimately, as progress in the seven focus areas is achieved, the long term outcomes that are expected over time include increased participation in recreation and sport opportunities, and an increase in the number of residents who achieve their physical activity targets.

Despite the unprecedented and ongoing COVID-19 pandemic, the need for recreation and sport opportunities has never been more evident especially because of the myriad physical, mental, emotional and social benefits that are derived from participation. While the City and Community Associations and Societies have been able to accomplish a great deal through this time, it is anticipated that the Recreation and Sport Strategy will continue through to 2025 or 2026.

It is also important to note that the accomplishments and highlights featured in this document represent just a fraction of the ongoing work of the City and Community Associations and Societies in promoting physical activity and healthy living, improving accessibility and inclusion in recreation and sport opportunities, raising awareness about physical literacy and sport for life, investing in welcoming, safe and inviting places and spaces in which to recreate, and helping to connect Richmond residents to the community, nature and each other. These comprise the core business of the Recreation and Sport Services Department, and collective efforts in these areas contribute to making Richmond the most appealing, livable and well-managed community in Canada.





Appendix A: Progress on All Priority Actions

1. Awareness and Understanding

Richmond residents understand the opportunities and benefits of participation in recreation and sport.

	Key Action/Program/Initiative	Implementation Timeframe	Status
1	Develop and implement a communication plan to increase awareness of the benefits and opportunities of recreation and sport for community members, partners and City staff. The plan should link to and leverage national recreation, sport and active living campaigns and activate these campaigns at a local level.	Year 2: Develop, Initiate Year 3: Implement	Delayed due to COVID-19
2	Continue to develop and provide a variety of educational resources for parents to inform them of the value of recreation, physical literacy, physical activity and sport.	Annual	Ongoing
3	Conduct annual scanning of trends, best practices and private recreation opportunities to understand residents' needs and inform program decisions.	Annual	Ongoing

2. Engaged Community

Recreation and sport opportunities are accessible, inclusive and support the needs of a growing and diverse population in Richmond.

	Key Action/Program/Initiative	Implementation Timeframe	Status
1	Increase opportunities for Richmond residents of all ages to sample recreation and sport activities. Look at multiple outlets for providing sampling opportunities (e.g., bring sampling to already existing groups – schools, churches, community centres, malls etc.).	Year 2: Identify opportunities Year 3: Implement	Delayed due to COVID-19 Limited opportunity to offer in-person programs
2	Conduct a study on barriers to sport and recreation participation in identified neighbourhoods or communities and take action to reduce barriers accordingly (build on learnings from the City Centre Active Communities Project).	Year 2: Conduct study Years 3-5: Reduce barriers	In progress
3	Work with sport organizations to ensure that individuals with financial hardships are directed to the City of Richmond's fee subsidy program, Richmond KidSport or Jump Start for assistance.	Ongoing	Ongoing
4	Develop and implement a strategy for increasing women and girls' participation in recreation and sport. An outcome from this strategy would be an increase in the number of female coaches in Richmond Sport Organizations.	Year 3: Develop Strategy Year 4-5: Implement	In progress
5	Work with local intercultural and immigration organizations to introduce residents to local recreation and sport organizations and opportunities.	Year 2: Confirm methodology Year 2: Implement	Delayed due to COVID-19 Limited opportunity to offer in-person programs
6	Collaborate with community partners to ensure children and youth have the opportunity to participate in school sport teams, community sport organizations and recreational leagues.	Year 2: Confirm methodology Year 3: Implement	Delayed due to COVID-19 Limited opportunity to offer in-person programs
7	Provide additional supports for children with special needs so that they are integrated into and supported in participating in programs and services.	Year 1: Identify supports Year 2-3: Implement	In progress
8	Celebrate excellence in sport by creating opportunities to meet sports idols. This could include meeting professional and elite teams and athletes in the community.	Year 2: Identify opportunities Year 3: Implement	Delayed due to COVID-19 Limited opportunity to offer in-person programs

	Key Action/Program/Initiative	Implementation Timeframe	Status
9	Apply Richmond Age-Friendly Assessment and Action Plan 2015 guidelines in planning all recreation and sport programs, services and amenities.	Ongoing	Ongoing
10	Develop, implement and promote a “play” lens to appropriate recreation programs across the Community Services Division. Ensure this takes into account the child’s right to play and partake freely and entirely in “age-appropriate recreational experiences, cultural life, and artistic and leisure activities”, as outlined in the United Nations Convention on the Rights of the Child.	Year 1: Develop Ongoing	Delayed due to COVID-19
11	Expand the City-wide intergenerational “mentoring program” where seniors and youth exchange skills and experiences, and support each other in participating in recreation and sport opportunities.	Year 3	In progress
12	Work with Arts, Culture and Heritage to incorporate activity/movement opportunities, where feasible, within programs.	Year 2	Significant progress
13	Provide opportunities for Provincial Sport Organizations and National Sport Organizations to be involved in local events.	Ongoing	Ongoing
14	Develop a recognition program for athletic achievement for children and youth.	Year 2	Ongoing

3. Physical Literacy and Sport for Life:

Richmond residents have the fundamental movement skills, competence, confidence and motivation to move for a lifetime.

	Key Action/Program/Initiative	Implementation Timeframe	Status
1	Continue to integrate fundamental movement skills into all community recreation programs, addressing all ages from early childhood to older adults.	Ongoing	Ongoing
2	Establish a task force or working committee to align the Long Term Athlete Development (LTAD) pathways by coordinating recreation, school, community and Oval programming.	Year 3	Scheduled to begin in Year 3
3	Enhance pathways from recreation to sport and sport to recreation.	Year 3: Confirm methodology Year 4: Implement	Scheduled to begin in Year 3
4	Increase opportunities for Richmond children, youth and adults to participate in all stages of the long-term athlete development model.	Year 2: Identify opportunities Year 3: Implement	In progress
5	Encourage and support sport groups to implement the Long Term Athlete Development (LTAD) model and the quality sport criteria.	Year 3: Determine support Year 4: Implement	Scheduled to begin in Year 3
6	Develop and implement initiatives targeting older adults/seniors participation in sport for life.	Year 2: Develop Year 3: Implement	In progress
7	Work with School District No. 38 to embed physical literacy mentors in elementary schools to support teachers and assist schools to develop a physical literacy curriculum appropriate for a range of ages and levels.	Year 3: Confirm methodology Year 4: Implement	Scheduled to begin in Year 3
8	Work with School District No. 38 to offer workshops on Physical Literacy at elementary school professional days.	Year 3: Plan Year 4: Implement	Scheduled to begin in Year 3
9	Assess, benchmark, identify and implement improvements to enhance Richmond's Fundamental Movement Skills program using the Physical Literacy Environment Assessment.	Year 3: Assess & Benchmark Year 4: Implement	Scheduled to begin in Year 3
10	Build partnerships with senior levels of government to strengthen the Excellence Pathway for athletes and Active for Life participation.	Year 3: Confirm methodology Year 4: Implement	Scheduled to begin in Year 3
11	Investigate the expansion of the 'Richmond Virtual School' Secondary Program for Grade 10-12 athletics in partnership with the Oval and Richmond School District No. 38.	Year 2	Delayed due to COVID-19
12	Continue to support the Gym Works™ program for registered athletes with the Canadian Sport Institute and expand it as new facilities come online.	Ongoing	Ongoing

4. Active People and Vibrant Places:

Natural and built environments within neighbourhoods in Richmond encourage connectedness and participation in recreation and sport.

	Key Action/Program/Initiative	Implementation Timeframe	Status
1	Implement the Active Communities Grant Project focusing on physical activity initiatives in the City Centre neighbourhood, an initiative of the Richmond Community Wellness Strategy 2019-2024.	Year 1: Complete	Completed
2	Review and update Facility and Field Allocation Policies to ensure effective and efficient use of City resources.	Year 2-3	Completed
3	Provide inclusive, safe and welcoming facilities and spaces for recreation and sport programs and services.	Ongoing	Ongoing
4	Include infrastructure (i.e., power, water and covering) that promotes and supports grass roots activity in parks and open spaces.	Ongoing	Ongoing
5	Incorporate unstructured recreation and sport opportunities in public parks and open spaces, i.e., urban design features that can be used for free play, training and parkour.	Ongoing	Ongoing
6	Develop and implement a “roving leader” program to animate and engage the community in physical activity in parks and public spaces.	Year 2: Develop plan Year 3: Implement	In progress Delayed due to COVID-19
7	Expand the “Live 5-2-1-0 Playbox” program to additional parks across the City.	Ongoing	Ongoing
8	Work with grassroots organizations and schools to increase the number of walk-to-school programs.	Year 2: Develop plan Year 3: Implement	Ongoing
9	Develop and implement bike education initiatives or programs for children and youth in each neighbourhood.	Year 3: Develop plan Year 4: Implement	Scheduled to begin in Year 3
10	Investigate opportunities to host multi-sport games that increase community pride, economic development and provide legacy benefits for the community and contribute to the vibrancy of the City (e.g., Youth Olympic Games).	Year 3	Scheduled to begin in Year 3
11	Offer increased opportunities for families to be active together.	Ongoing	Ongoing

5. Connectedness to Nature:

Richmond residents enjoy opportunities to connect with nature.

	Key Action/Program/Initiative	Implementation Timeframe	Status
1	Develop a public awareness initiative to increase understanding of the importance of nature to recreation and wellness. Include a focus on the role of recreation in aiding people to connect to nature, and the importance of environmental sustainability in parks and recreation (Connected to Focus Area 1 Action 1).	Year 2: Develop Year 3: Implement	Delayed due to COVID-19
2	Increase the number of nature play elements in parks and playgrounds Citywide, in order to grow opportunities for children to play outdoors and interact with nature.	Ongoing	Ongoing
3	Provide an increased number of guided outdoor recreation programs within or outside of Richmond (e.g., hiking, biking and paddling trips).	Year 3: Develop Year 4: Implement	Scheduled to begin in Year 3
4	Provide an increased number of guided nature and conservation science educational options.	Year 3: Develop Year 4: Implement	In progress

6. Community Capacity-Building:

Collaborations, partnerships and volunteerism are strengthened to expand the reach and impact of recreation and sport in Richmond.

Key Action/Program/Initiative	Implementation Timeframe	Status
1 Establish a strategic alliance leadership team that is united by a common vision and acts as an advisory body for recreation and sport.	Year 1	Delayed due to COVID-19
2 Work with Richmond Sports Council to develop and implement club quality standards for clubs, groups, programs and services.	Year 2: Develop Year 3: Implement	Delayed due to COVID-19
3 Conduct an assessment of the supports required to ensure local sport organizations are healthy, vibrant and able to provide excellent opportunities for residents, and address identified priorities.	Year 2: Develop plan Year 3: Implement	In progress
4 Increase opportunities for young athletes with Richmond's local sports clubs to lead and teach sports programs at community centres.	Year 3: Establish methodology Year 4: Implement	Scheduled to begin in Year 3
5 Develop and implement a strategy to build capacity of early years providers to promote and integrate physical literacy into programming.	Year 3: Develop strategy Year 4: Implement	In progress
6 Develop and implement career awareness, preparation and development strategies to attract and educate new leaders.	Ongoing	Ongoing
7 Find and involve champions for recreation and sport. A champion could be an individual, community group or City staff member.	Ongoing	Delayed due to COVID-19

7. Technology and Innovation:

Technology and innovative ideas connect and inspire Richmond residents to participate in recreation and sport.

Key Action/Program/Initiative	Implementation Timeframe	Status
1. Promote new technologies and innovations associated with Recreation at the City of Richmond.	Ongoing	Ongoing
2. Identify opportunities to adapt existing apps designed to increase participation in recreation and sport. Initiate adaptation and co-branding options for the City, as feasible.	Year 2: Research Year 3: Implement	Delayed due to COVID
3. Develop and implement an 'App' for Richmond's walking, running and cycling routes with built-in incentives to measure progress and reward participation.	Year 2: Develop Year 3: Implement	Delayed due to COVID-19
4. Expand or enhance the Richmond App to allow for previewing of classes and programs and enable customization of schedules.	Year 3: Develop Year 4: Implement	Scheduled to begin in Year 3
5. Develop and implement a library of multi-lingual videos to introduce people to recreation programs and services.	Year 4: Develop Year 5: Implement	Scheduled to begin in Year 4
6. Introduce the use of traffic counters for trails, sidewalks and bike routes in order to measure the use of various active transportation routes.	Year 2: Research Year 3-5: Implement	Delayed due to COVID-19



City of Richmond

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

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City of Richmond

Report to Committee

To: General Purposes Committee

Date: October 18, 2021


From: Claudia Jesson
Director, City Clerk's Office

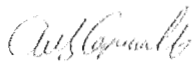


File: 99-LAW/2021-Vol 01

Re: **Amendments to the Council Procedure Bylaw – Electronic Meetings and Electronic Participation**

Staff Recommendation

1. That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10302, which introduces amendments relating to electronic meetings and electronic participation, be introduced and given first, second and third readings;
2. That Council authorize participation by the public and the holding of public hearings and board of variance hearings by means of electronic or other communication facilities as contemplated in the report titled "Amendments to the Council Procedure Bylaw – Electronic Meetings and Electronic Participation" and dated October 18, 2021 from the Director, City Clerk's Office ; and,
3. That staff report back to Council in the event technical or operational issues arise through the implementation of Recommendation 2 of the report titled "Amendments to the Council Procedure Bylaw – Electronic Meetings and Electronic Participation" and dated October 18, 2021 from the Director, City Clerk's Office.


Claudia Jesson
Director, City Clerk's Office
(604-276-4006)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS: 
APPROVED BY CAO 	

Staff Report

Origin

Since June 17, 2020, local governments have been operating under Ministerial Order M192 which allowed all meetings and public hearings to be conducted electronically during the COVID-19 pandemic. On June 1, 2021, Bill 10 *Municipal Affairs Statutes Amendments Act* was passed. Bill 10 includes changes to provide permanent authority for municipalities to choose whether to conduct Council and Council Committee meetings electronically.

As discussed in the memorandum dated September 24, 2021, along with attached report (Attachment 1), staff committed to present additional amendments to the Council Procedure Bylaw No. 7560 for Council's consideration in the fall of 2021, after the amendments to the *Local Government Act* and the *Community Charter* are brought into force by Regulation. A Regulation has now been promulgated bringing these amendments into force on September 29, 2021.

This report supports Council's Strategic Plan 2018-2022 Strategy #8 An Engaged and Informed Community:

Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.

Electronic Meetings

Under the authority of these newly enacted provisions of the *Community Charter* (Attachment 2), a municipality may, by bylaw, provide permanent authority for municipalities to choose to conduct regular and committee meetings electronically (previously, only special meetings could be conducted in this way). While not defined by legislation, the Ministry of Municipal Affairs in its guidance document entitled "Guidance for Adapting to the New Electronic Meetings Framework" that accompanied these newly enacted provisions, has described the difference between "electronic meetings" and "electronic participation" as follows:

- *Electronic Meetings*, if authorized by bylaw, are meetings where all members of a council or board may participate electronically (e.g., video conference, audioconference or telephone).
- *Electronic participation*, if authorized by bylaw, allows for a hybrid meeting where some members of council or a board attend in person, and other members attend by electronic participation.

Currently, the Council Procedure Bylaw only permits electronic meetings for Special Council Meetings only. It also allows for electronic participation by a member of Council at all meetings of Council and Committee in circumstances where that member is unable to attend.

The proposed amendments to the Council Procedure Bylaw contemplated by this report would allow for electronic meetings generally, as opposed to just being limited to Special Council Meetings.

Under the proposed bylaw amendments, the determination of whether a meeting will be conducted as an electronic meeting, will be made by the Mayor or the Committee Chair, as applicable, in his or her discretion which is consistent with the current determination of whether a Special Meeting of Council should be held. As noted by the Ministry in its guidance document entitled "Guidance for Adapting to the New Electronic Meetings Framework" referred to above, "*Electronic meetings may be a useful tool for councils and boards in certain circumstances; however, as a best practice, they should not be a substitute for all in-person meetings.*". On this point, the current meetings of Council and Committee are in law considered in-person meetings which allow members to participate electronically if they are unable to attend.

The existing provisions of the Council Procedure Bylaw which allow for electronic participation of members who are unable to attend were adopted under the authority of s.128 of the *Community Charter* as it read immediately before the amendments brought into force through Bill 10. Prior to amendment, s.128(1) of the *Community Charter* read as follows:

Electronic meetings and participation by members

128(1) If this is authorized by procedure bylaw and the requirements of subsection (2) are met,

- (a) a special council meeting may be conducted by means of electronic or other communication facilities, or*
- (b) a member of council or committee **who is unable to attend** at a council meeting or a council committee meeting, as applicable, may participate in the meeting by means of electronic or other communication facilities. [emphasis added]*

Under the newly enacted provisions of the *Community Charter*, this authority is continued under s.128.3(1) which reads as follows:

Electronic participation by members in council and council committee meetings

128.3 *(1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, a member of council or a council committee **who is unable to attend in person at a regular council meeting, a special council meeting or a council committee meeting may participate in the meeting by means of electronic or other communication facilities.** [emphasis added]*

In the case of electronic participation by members of Council and Committee the discretion to determine whether the member is unable to attend, rests with individual member. This has not changed under the newly enacted provisions introduced through the enactment of Bill 10.

Public Participation

In terms of public participation moving forward post pandemic, it is not necessary for a municipality to amend its procedure bylaw to allow for continued public participation through electronic or other communication facilities. Council may by resolution continue to afford the public the opportunity to be heard in this manner. As contemplated in Recommendations 2 and 3 of this report, it is recommended that affording this additional means to be heard should be periodically reassessed in the event unforeseen technical or operational issues arise making general public participation in this manner impractical. Although not required, an amendment to the Council Procedure Bylaw has been proposed which specifies that the public is afforded this opportunity.

Also, under the authority of the newly enacted provisions of the *Local Government Act*, it is not necessary to adopt a bylaw authorizing the holding of public hearings or board of variance meetings by means of electronic or other communication facilities. Direct statutory authority to do so now exists with the enactment of these provisions provided the electronic or other communication facilities enable a public hearing's participants to hear, or watch and hear, each other. Recommendations 2 and 3 of this report, contemplate that the holding of such meetings in this manner also be periodically reassessed in the event unforeseen technical or operation issues arise.

Next Steps

Should Amendment Bylaw No. 10302 be given 1st, 2nd and 3rd Readings, in accordance with the *Community Charter*, any amendment to the Council Procedure Bylaw requires that a public notice be placed in a local newspaper publication for two consecutive weeks. Following the required public notice, it is anticipated that the Amendment Bylaw No. 10302 will be brought forward to the December 6, 2021 Council Meeting for Final Adoption.

Financial Impact

None.

Conclusion

Staff recommends that Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10302, which introduces amendments pertaining to electronic meetings and electronic participation, be introduced and given first, second and third readings. It is further recommended that Council authorize participation by the public and the holding of public hearings and board of variance hearings by means of electronic or other communication facilities.



Claudia Jesson
Director, City Clerk's Office
(604-276-4006)

Attachments:

- Attachment 1 - Memorandum dated September 24, 2021 titled "Council and Committee Meetings – Public Participation"
- Attachment 2- Amended Provisions of the *Community Charter*



City of
Richmond

Report to Committee

To: General Purposes Committee From: Claudia Jesson Director, City Clerk's Office Re: Amendments to the Council Procedure Bylaw – Participation By Means of Electronic or Other Communication Facilities	Date: July 5, 2021 File: 99-LAW/2021-Vol 01
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Staff Recommendation

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10202, which introduces amendments relating to participation by means of electronic or other communication facilities, be introduced and given first, second and third readings.

Claudia Jesson
 Claudia Jesson
 Director, City Clerk's Office
 (604-276-4006)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER <div style="text-align: center; margin-top: 10px;"> </div>	
SENIOR STAFF REPORT REVIEW	INITIALS: N/A
APPROVED BY CAO <div style="text-align: center; margin-top: 10px;"> </div>	

Staff Report

Origin

The Province, by way of Ministerial Order M275, cancelled the Provincial State of Emergency effective at the end of day June 30, 2021. During the State of Emergency, municipalities have had the authority to conduct all meetings electronically pursuant to Ministerial Order M192.

With the cancellation of the State of Emergency, municipalities now have a limited window of 90 days under the *COVID-19 Related Measures Act* to continue to rely on the authority of Ministerial Order M192 for the purposes of conducting all meetings electronically. This expires on September 28, 2021.

This report recommends amendments to the Council Procedure Bylaw No. 7560 that will enable Council members to continue to participate by means of electronic or other communication facilities in regular circumstances when they are unable to attend meetings in person.

This report supports Council's Strategic Plan 2018-2022 Strategy #8 An Engaged and Informed Community:

Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.

Analysis

To enable local governments to hold regular and council committee meetings electronically and to conduct public hearings electronically going forward in non-emergency times, the Ministry of Municipal Affairs, through Bill 10, introduced amendments to the *Local Government Act* and the *Community Charter*. This legislation received Royal Assent on June 17, 2021, but does not come into force until a Regulation is promulgated. Based on discussions with Ministry staff, these amendments will likely not come into force until the end of September 2021.

In order to ensure that members of Council may continue to participate electronically in Council and Committee meetings immediately after the expiry of the 90 day period provided for under the *COVID-19 Related Measures Act*, this report recommends amendments to the Council Procedure Bylaw. These amendments to the Council Procedure Bylaw would be made under the current authority of s.128 of the *Community Charter* which provides the ability, if authorized by procedure bylaw, for a member of Council who is unable to attend a Council or Committee meeting to participate by means of electronic or other communication facilities.

It is anticipated that additional amendments to the Council Procedure Bylaw to allow for electronic meetings and electronic public participation generally will be presented for Council's consideration in the fall of 2021 after the amendments to the *Local Government Act* and the *Community Charter* are brought into force by Regulation.

July 5, 2021

- 3 -

Financial Impact

None.

Conclusion

Staff recommends that Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10202, which introduces amendments to enable Council members to participate by means of electronic or other communication facilities when they are unable to attend Regular Council, Regular Council for Public Hearings, or Standing Committee Meetings, be introduced and given first, second and third readings.



Claudia Jesson
Director, City Clerk's Office
(604-276-4006)



Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10202

The Council of the City of Richmond enacts as follows:

1. "Council Procedure Bylaw No. 7560", as amended, is further amended as follows:

Delete Section 1.4 and replace it with a new Section 1.4 as follows:

"1.4 In accordance with the provisions of *The Community Charter*,

- (a) Special Council Meetings may be conducted by means of electronic or other communication facilities;
- (b) Any one or more members of Council may participate in a Special Council Meeting by means of electronic or other communication facilities;
- (c) A member of Council or a Standing Committee who is unable to attend a Regular Council Meeting, Regular Council Meeting for Public Hearings or a Standing Committee Meeting, as applicable, may participate in the meeting by means of electronic or other communication facilities; and
- (d) The facilities used must permit the meeting's participants to hear, or watch and hear, each other and, except for any part of the meeting which is closed, permit the public to hear, or watch and hear, the participation of the members during the meeting."

2. This Bylaw is cited as "Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10202".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept.
CS
APPROVED for legality by Solicitor
TC

Electronic regular council meetings

128 (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, regular council meetings may be conducted by means of electronic or other communication facilities.

(2) The following rules apply in relation to a regular council meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw;

(b) in the procedure bylaw, a council must

(i) provide for advance public notice of the following:

(A) the way in which the meeting is to be conducted by means of electronic or other communication facilities;

(B) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public, and

(ii) establish the procedures for giving that notice;

(c) the facilities must

(i) enable the meeting's participants to hear, or watch and hear, the meeting,

(ii) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting, and

(iii) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place.

(3) Members of council who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.

Electronic special council meetings

128.1 (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, special council meetings may be conducted by means of electronic or other communication facilities.

(2) The following rules apply in relation to a special council meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw;

October 18, 2021

(b) the notice under section 127 (2) must include notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities and the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public;

(c) the facilities must

(i) enable the meeting's participants to hear, or watch and hear, the meeting, and

(ii) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place.

(3) Members of council who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.

Electronic council committee meetings

128.2 (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, council committee meetings may be conducted by means of electronic or other communication facilities.

(2) The following rules apply in relation to a council committee meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw;

(b) in the procedure bylaw, a council must provide for advance public notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities and establish the procedures for giving that notice;

(c) the facilities must enable the meeting's participants to hear, or watch and hear, the meeting;

(d) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting.

(3) Members of a council committee who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.

Electronic participation by members in council and council committee meetings

128.3 (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, a member of council or a council committee who is unable to attend in person at a regular council meeting, a special council meeting or a council committee meeting may participate in the meeting by means of electronic or other communication facilities.

(2) The following rules apply in relation to a meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw;

October 18, 2021

(b) the facilities must enable the meeting's participants to hear, or watch and hear, the participation of the member;

(c) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member.

(3) Members of council or a council committee who are participating under this section in a meeting conducted in accordance with this section are deemed to be present at the meeting.



Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10302

The Council of the City of Richmond enacts as follows:

1. “Council Procedure Bylaw No. 7560”, as amended, is further amended as follows:

- a) Delete Section 1.4 and replace it with new Section 1.4 as follows:

“1.4 Electronic Participation

- 1.4.1. In accordance with the provisions of the *Community Charter*, a member of Council or a council committee who is unable to attend in person at a Special Council Meeting, a Regular Council Meeting, a Regular Council Meeting for Public Hearings, or a Standing Committee Meeting, as applicable, may participate in the meeting by means of electronic or other communication facilities.
 - 1.4.2. A person or organization wishing to address a Special Council Meeting, a Regular Council Meeting, a Regular Council Meeting for Public Hearings or a Standing Committee Meeting as a delegation may be offered the option to be heard at that meeting by means of electronic or other communication facilities, provided the communication facilities are available and operational, and a resolution of Council authorizing communication in this manner is in effect.”

- b) Insert new Section 1.6 as follows:

“1.6 Electronic Meetings

- (a) At the discretion of the Mayor, a Special Council Meeting, a Regular Council Meeting, a Regular Council Meeting for Public Hearings or a Standing Committee Meeting may be conducted by means of electronic or other communication facilities;
 - (b) At the discretion of the Standing Committee Chair, a Standing Committee Meeting may be conducted by means of electronic or other communication facilities;
 - (c) For a Special Council Meeting, a Regular Council Meeting, a Regular Council Meeting for Public Hearings or a Standing Committee that is conducted by means of electronic or other communication facilities, the following provisions apply:

- (i) The advance public notice shall be posted in the Public Notice Posting Place and shall describe that the meeting is to be conducted by way of videoconference, audioconference or telephone;
- (ii) The specified place where the public may attend to hear, or watch and hear, the proceedings that are open to the public, shall be the Council Chambers of Richmond City Hall or such other place specified by the Mayor and shall be identified in the advance public notice;
- (iii) The procedures for giving advance public notice are those set out in Section 3.3;
- (iv) The designated municipal officer who must be in attendance at the specified place shall be the City Clerk, his or her delegate, or such other person specified by the Mayor.”

2. This Bylaw is cited as “**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10302**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept CS
APPROVED for legality by solicitor TC

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: Finance Committee
From: Peter Russell, MCIP RPP
Director, Sustainability and District Energy

Date: September 20, 2021
File: 01-0060-20-
LIEC1/2021-Vol 01

Re: 2022 District Energy Utility Rates

Staff Recommendation

1. That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10289 be introduced and given first, second and third readings;
2. That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10290 be introduced and given first, second and third readings; and
3. That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10291 be introduced and given first, second and third readings.

Peter Russell, MCIP RPP
Director, Sustainability and District Energy
(604-276-4130)

Att. 8

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
REVIEWED BY SMT	INITIALS:	APPROVED BY CAO

Staff Report

Origin

The purpose of this report is to recommend 2022 Alexandra District Energy Utility (ADEU), Oval Village District Energy Utility (OVDEU), and City Centre District Energy Utility (CCDEU) district energy utility rates. See Attachment 1 for a brief overview of the DEU service areas.

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

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

2.1 Continued leadership in addressing climate change and promoting circular economic principles.

2.2 Policies and practices that support Richmond's sustainability goals.

This report supports Council's Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

5.1 Maintain a strong and robust financial position.

Analysis

The City established the Lulu Island Energy Company Ltd. (LIEC) to provide district energy services on behalf of the City. City Council is the regulator and thus sets customer rates for the ADEU, OVDEU and CCDEU service areas. In accordance with this structure, LIEC staff have assessed the following factors when developing the 2022 rate recommendation:

- **Financially self-sustainable:** All LIEC service areas were established on the basis that all capital and operating costs would be recovered through revenues from user fees. The financial models for all three service areas have built in a rate increase of 4.0% annually to recover the capital, financing, operations, sales, general and administration costs to ensure the financial viability of the systems. The rate increase was based on the historical increase of conventional utility rates, which is consistent with the 4.0% average rate increase of conventional utility rates observed since the beginning of the DEU operations in the City.

- **Concession Agreement between LIEC and Corix:** As endorsed by Council, LIEC executed a concession agreement with Corix Utilities to design, construct, finance, operate and maintain the OVDEU. Under the agreement Corix recovers all capital and operating costs from LIEC without adding any overhead, and obtains a return on their investment. Corix's expenses are reviewed by LIEC in accordance with prudent utility practices. All obligations under the Concession Agreement have been met. Under the annual rate review process, Corix has submitted to LIEC a request for a 4.0% rate increase for 2022.
- **LIEC Cost Drivers:** Expenditures required to provide utility service include capital, operations, utilities, financing and administration costs. These costs are susceptible to non-discretionary increases due to material and equipment cost increases, rises in electricity and natural gas rates and general inflation. These costs are projected to increase in line with the requested 4.0% rate increase in 2022.
- **Competitive Rate:** Council's objective is to provide end users with annual energy costs that are competitive to conventional system energy costs, based on the same level of service. For a residential customer, BC Hydro's rates are expected to increase by 2.2% in 2022. While current projections show that natural gas commodity prices will remain stable in 2022, Fortis BC customers will see a 5.4% increase in their rates due to an increase in delivery charges and the escalation of the Provincial carbon tax. It is estimated that customers using energy from a conventional utility system in a business as usual (BAU) scenario would see a blended Fortis BC and BC Hydro rate increase of around 3.7% in 2022¹, while the eight-year average blended BAU rate increase is estimated to be at 4.0% (see Table 1 below).

Table 1: Annual Percent Increase and 8-Year Average Comparison of Blended Fortis BC and BC Hydro (BAU) Rates

	2015	2016	2017	2018	2019	2020	2021	2022 Proposed	8 Year Avg.
ADEU Rate	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	0.0% ²	1.0%²	3.1%
OVDEU Rate	-	4.0%	4.0%	4.0%	4.0%	4.0%	2.5%	4.0%	3.8%
CCDEU Rate	-	-	-	-	-	4.0%	2.5%	4.0%	3.5%
Blended BAU Rate	3.3%	4.5%	7.1%	2.4%	3.3%	2.5%	5.0%	3.7%	4.0%

¹ The 3.7% blended increase for 2022 is based on an estimated 2.2% increase of electricity cost and a 5.4% increase in natural gas cost assuming that all energy was provided for heating. Non-fuel BAU costs are assumed to be 25% of total costs and that they increase by the CPI (2.3%).

² Excluding commercial rate (Area A).

2022 Recommended Customer Rates

LIEC's three district energy utilities are at different stages of their operational life; as such, each of their capital and operating costs affect rates differently. ADEU is a more mature system with most of the capital required to produce low carbon energy already been invested. Due to the efficient operation of the system and higher than originally projected energy efficiency of the residential buildings, more customers can be serviced by the two existing geo-exchange fields. This makes the system less sensitive to changes in electricity and natural gas price, and allows for postponed capital investments for new low carbon energy sources. Taking into account these factors, ADEU's residential rate could increase by 1.0% in 2022 without significantly impacting its overall financial performance.


The OVDEU and CCDEU systems are earlier in their operational life and still require significant capital investments in low carbon energy sources to connect more customers and ensure low carbon objectives are achieved. Additionally, due to the nature of their current energy sources, the costs to run these utilities are more sensitive to changes in electricity and natural gas prices. Once all costs are considered, the costs for these utilities are projected to increase in line with the projected 4.0% rate increase built into the financial models.

Financial Impact

None.

Conclusion

The recommended 4.0% increase for OVDEU and CCDEU 2022 service rates, and 1.0% increase for ADEU 2022 service rates supports Council's objective to keep the annual energy costs for LIEC customers competitive with conventional energy costs, based on the same level of service. This rate increase also ensures sufficient revenues to offset the capital investment and operating costs. Staff will continuously monitor energy costs and review the rate to ensure fairness for consumers and cost recovery for LIEC.



Peter Russell, BASc MSc MCIP RPP
Director, Sustainability & District Energy
(604-276-4130)

- Att.1: District Energy In Richmond
- Att.2: Alexandra Neighbourhood and ADEU Service Area Informational Map
- Att.3: ADEU Green House Gas (GHG) Emissions Reduction Graph
- Att.4: Oval Village Neighbourhood and OVDEU Service Area Informational Map
- Att.5: City Centre Area and CCDEU Service Area Informational Map
- Att.6: ADEU Proposed 2022 Rates for Services
- Att.7: OVDEU Proposed 2022 Rates for Services
- Att.8: CCDEU Proposed 2022 Rates for Services

Attachment 1 – District Energy in Richmond

Richmond’s 2041 Official Community Plan (OCP) establishes a target to reduce greenhouse gas (GHG) emissions 33 per cent below 2007 levels by 2020 and 80 per cent by 2050. The OCP also aims to reduce energy use 10 per cent below 2007 levels by 2020. The City identified district energy utilities (DEUs) as a leading strategy to achieve the City’s GHG reduction goals.

The City incorporated Lulu Island Energy Company Ltd. (LIEC) in 2013 for the purposes of carrying out the City’s district energy initiatives. LIEC owns and operates the Alexandra District Energy (ADEU) and Oval Village District Energy (OVDEU) Utilities and advances new district energy opportunities. Table 1 below provides a summary of the developments connected under the DEU service areas to-date.

Table 1 – District Energy Utility Service Areas

	Buildings To-Date	Residential Units To-Date	Floor Area	
			To-Date	Build-out
Alexandra District Energy Utility	12	2,200	2.3M ft ²	4.4M ft ²
Oval Village District Energy Utility	11	2,541	2.9M ft ²	6.4M ft ²
City Centre District Energy Utility	11 ⁽¹⁾	3,388 ⁽¹⁾	5.0Mft ² ⁽¹⁾	48M ft ²
DEU-Ready Developments ⁽²⁾	17	4,524	5.3M ft ²	N/A
Total Connected Floor Area			5.2M ft² ⁽³⁾	58.8M ft²

(1) Commitments secured from upcoming developments in the City Centre; first connection expected in late 2021.

(2) DEU-Ready developments are designed to connect to the City Centre district energy system at a future point.

(3) The “To-Date Connected Floor Area” figure corresponds to constructed developments currently served by a DEU.

Alexandra District Energy Utility (ADEU)

ADEU provides heating and cooling services to nine residential buildings in the ADEU service area, the large commercial development at “Central at Garden City”, the Richmond Jamatkhana temple and Fire Hall No. 3, comprising over 2,200 residential units and over 2.3 million square feet of floor area. While some electricity is consumed for pumping and equipment operations, most of this energy is currently produced locally from the geo-exchange fields in the greenway corridor and West Cambie Park, and highly efficient air source heat pumps.

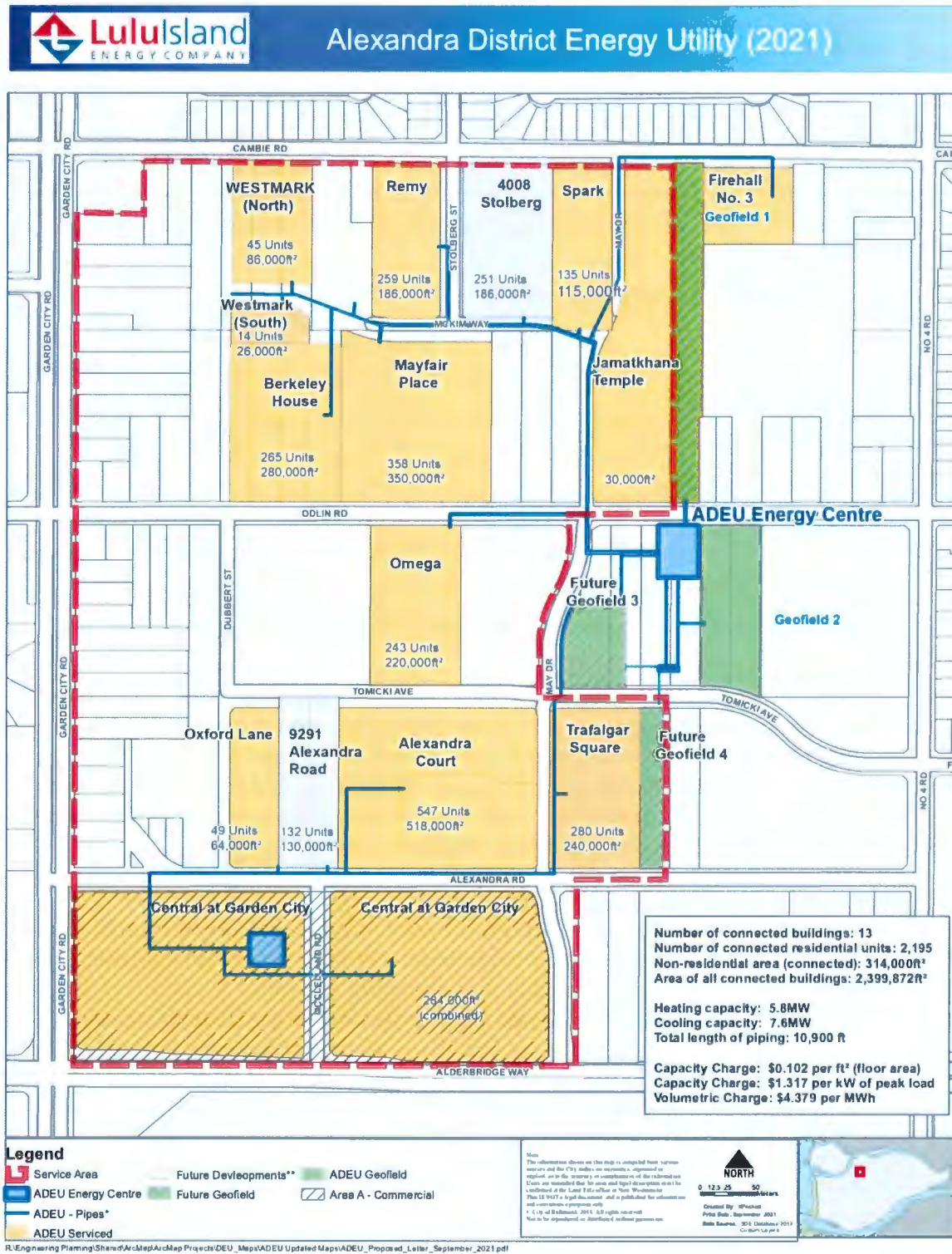
Oval Village District Energy Utility (OVDEU)

OVDEU services 11 buildings in the OVDEU service area, containing 2,541 residential units. Energy is currently supplied from the two interim energy centres with natural gas boilers which combined provide 11 MW of heating capacity. LIEC recently received a \$6.2 million grant from the CleanBC Communities Fund for the design and construction of the sewer heat recovery technology and a permanent energy centre for OVDEU. The project has been initiated; once completed (estimated 2024), the system will be able to produce up to 80% of low-carbon energy from the Gilbert Trunk sanitary force main sewer.

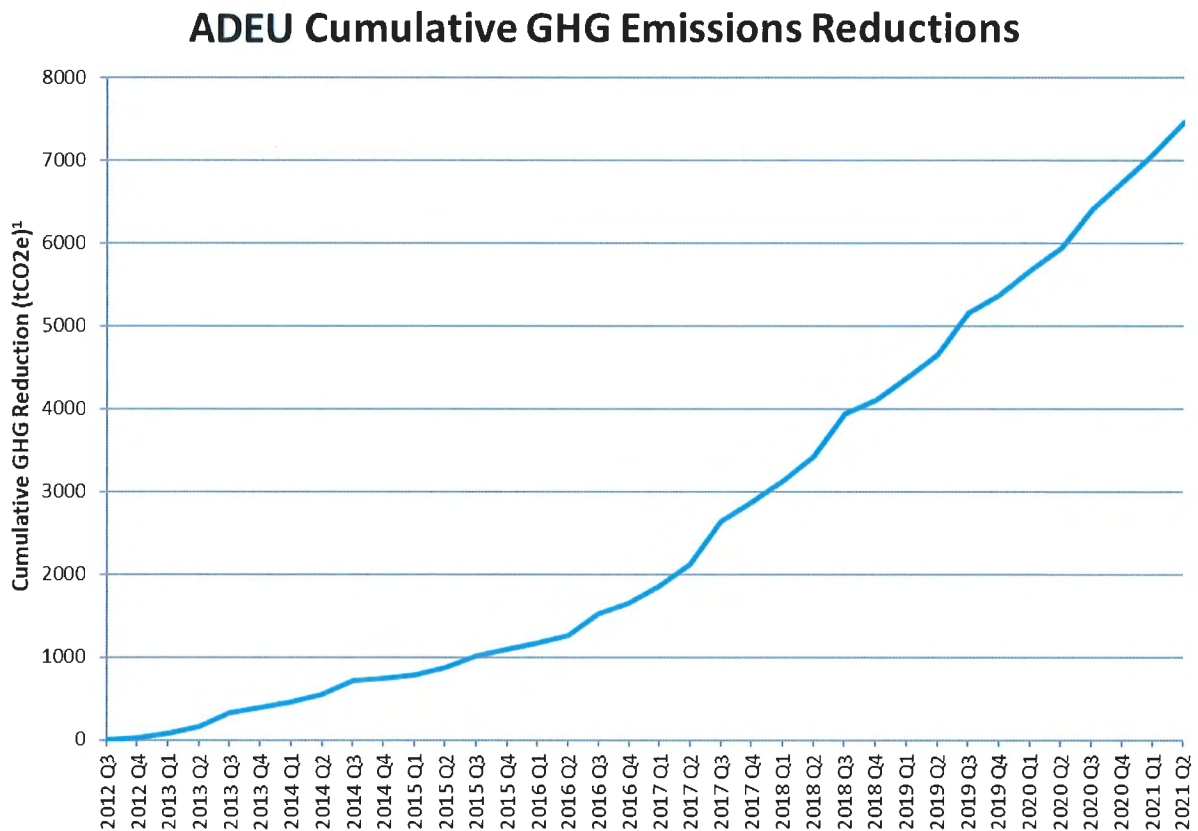
City Centre District Energy Utility (CCDEU)

To date 11 developments, comprising of approximately 5.0 million square feet of residential, commercial, and hotel uses, have committed to construct and transfer low carbon energy plants to the City or LIEC at no cost. LIEC will operate and maintain these energy plants and provide heating and cooling services to these developments.

Attachment 2 – Alexandra Neighbourhood and ADEU Service Area Informational Map



Attachment 3 – ADEU Green House Gas (GHG) Emission Reduction Graph

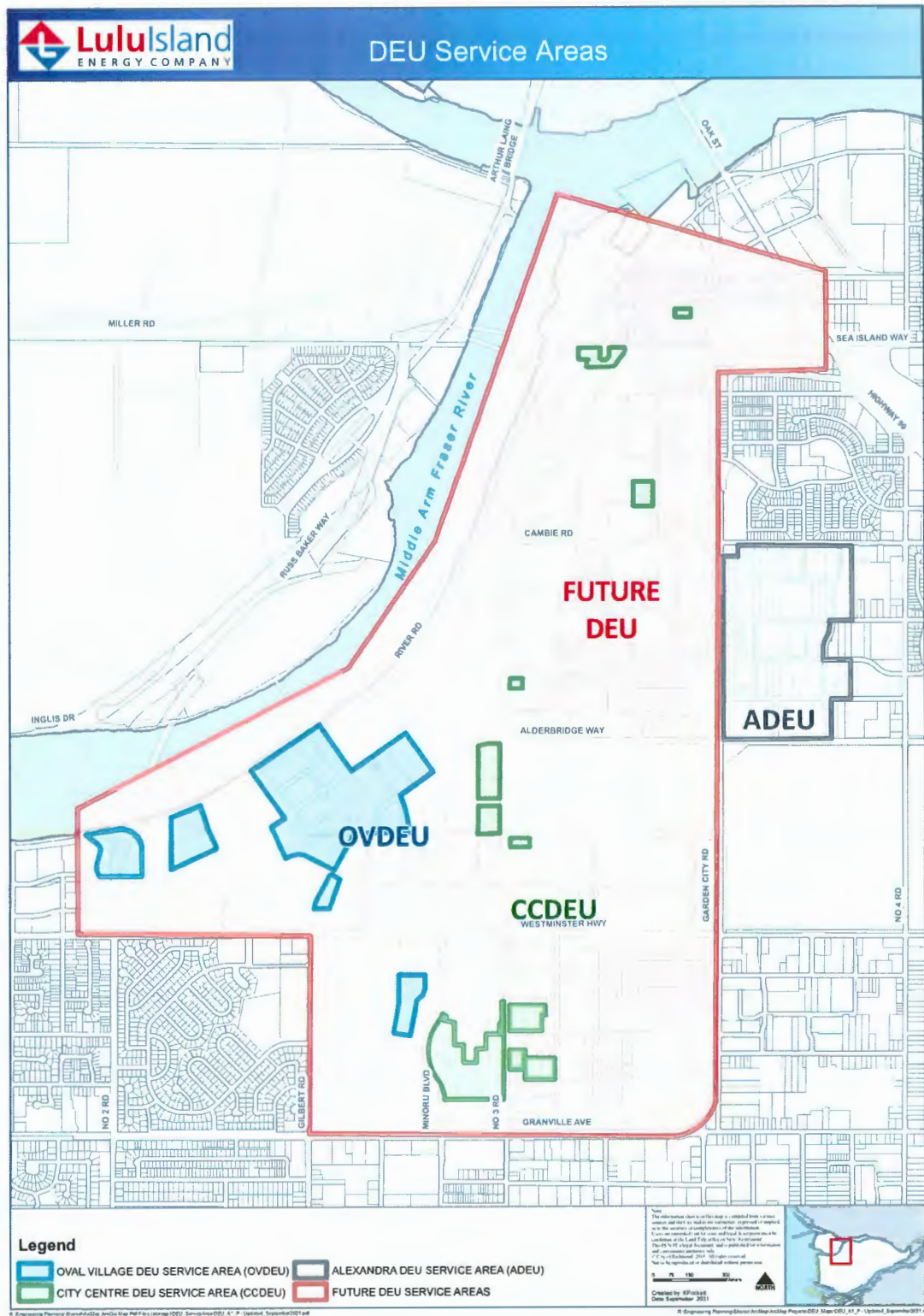


¹ Assumed that all energy was provided for heating. The business-as-usual (BAU) assumed that 40% of the building heating load would be provided from electricity and the remaining 60% would be from gas make-up air units.

6714877



Attachment 5 – City Centre Area and CCDEU Service Area Informational Map



Attachment 6 – ADEU Proposed 2022 Rates for Services

Table 1: Proposed Rates for Services, excluding Area A

	ADEU	
	2021	2022
Capacity Charge One: Monthly charge per square foot of the building gross floor area	\$0.0992	\$0.1002
Volumetric Charge: Charge per megawatt hour of energy consumed by the building	\$15.808	\$15.967
Excess Demand Fee - for each watt per square foot of each of the estimated peak heat energy demand and the estimated peak cooling demand that exceeds 6 W/ft ²	\$0.166	\$0.173

Table 2: Proposed Rates for Services, Area A

	Area A	
	2021	2022
Volumetric Charge: Charge per megawatt hour of energy consumed	\$80.25	\$83.46

Attachment 7 – OVDEU Proposed 2022 Rates for Services

OVDEU		
	2021	2022
Capacity Charge One: Monthly charge per square foot of the building gross floor area	\$0.0571	\$0.0594
Volumetric Charge: Charge per megawatt hour of energy consumed by the building	\$35.168	\$36.575
Excess Demand Fee - for each watt per square foot of the aggregate of the estimated peak heat energy demand that exceeds 6 W/ft ²	\$0.166	\$0.173

Attachment 8 – CCDEU Proposed 2022 Rates for Services

CCDEU		
	2021	2022
Capacity Charge One: Monthly charge per square foot of the building gross floor area	\$0.0666	\$0.0693
Volumetric Charge: Charge per megawatt hour of energy consumed by the building	\$40.935	\$42.573
Excess Demand Fee - for each watt per square foot of each of the estimated peak heat energy demand and the estimated peak cooling demand that exceeds 6 W/ft2	\$0.166	\$0.173



**Alexandra District Energy Utility Bylaw No. 8641
Amendment Bylaw No. 10289**

The Council of the City of Richmond enacts as follows:

1. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting Schedule C (Rates and Charges) in its entirety and replacing it with a new Schedule C attached as Schedule A to this Amendment Bylaw.
2. This Bylaw is cited as “**Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10289**”

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept.
CR
APPROVED for legality by Solicitor
BRB

Schedule A to Amendment Bylaw No. 10289***SCHEDULE C to BYLAW NO. 8641******Rates and Charges*****PART 1 - RATES FOR SERVICES**

The following charges, as amended from time to time, will constitute the Rates for Services for the Service Area excluding shaded Area A as shown in Schedule A to this Bylaw:

- (a) Capacity charge – a monthly charge of \$0.1002 per square foot of Gross Floor Area; and*
- (b) Volumetric charge – a charge of \$15.967 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property.*

PART 2 - EXCESS DEMAND FEE

Excess demand fee of \$0.173 for each watt per square foot of each of the estimated peak heat energy demand and estimated cooling demand referred to in section 21.1(e) (i), 21.1(e)(ii), and 21.1(e)(iii) that exceeds 6 watts per square foot.

PART 3 - RATES FOR SERVICES APPLICABLE TO AREA A

The following charges will constitute the Rates for Services applicable only to the Designated Properties identified within the shaded area (Area A) shown in Schedule A to this bylaw:

- (a) Volumetric charge – a charge of \$83.46 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property calculated on each of (i) an energy use of 2644 MWh per annum (“Basic Supply Amount”), and (ii) any energy use in excess of the Basic Supply Amount.*



City of Richmond

Bylaw 10290

Oval Village District Energy Utility Bylaw No. 9134 Amendment Bylaw No. 10290

The Council of the City of Richmond enacts as follows:

1. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended by deleting **Schedule D (Rates and Charges)** of the Bylaw in its entirety and replacing it with a new Schedule D as attached as Schedule A to this Amendment Bylaw.
2. This Bylaw is cited as “**Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10290**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept.
CR
APPROVED for legality by Solicitor
BRB

Schedule A to Amendment Bylaw No. 10290

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 \$0.0594 per square foot of gross floor area; and
- (b) volumetric charge – a monthly charge of \$36.575 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property.

PART 2 - EXCESS DEMAND FEE

Excess demand fee of \$0.173 for each watt per square foot of the aggregate of the estimated peak heat energy demand referred to in section 19.1(e) (i), (ii), and (iii) that exceeds 6 watts per square foot.



**City Centre District Energy Utility Bylaw No. 9895
Amendment Bylaw No. 10291**

The Council of the City of Richmond enacts as follows:

1. The **City Centre District Energy Utility Bylaw No. 9895** is amended by deleting **Schedule D (Rates and Charges)** of the Bylaw in its entirety and replacing it with a new Schedule D as attached as Schedule A to this Amendment Bylaw.
2. This Bylaw is cited as “**City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10291**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept.
CR
APPROVED for legality by Solicitor
BRB

Schedule A to Amendment Bylaw No. 10291

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 \$0.0693 per square foot of gross floor area; and
- (b) volumetric charge – a monthly charge of \$42.573 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property.

PART 2 - EXCESS DEMAND FEE

Excess demand fee of \$0.173 for each watt per square foot of each of the estimated peak heat energy demand and estimated cooling demand referred to in section 19.1(f) (i), 19.1(f) (ii) and 19.1(f) (iii) that exceeds 6 watts per square foot.



City of Richmond

Report to Committee

To: Planning Committee
From: Wayne Craig
Director, Development

Date: October 20, 2021

File: ZT 21-938101

Re: Application by Tamas Ajtony for a Zoning Text Amendment at
2351 Simpson Road

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10304, for a Zoning Text Amendment to the "Industrial Business Park (IB1)" zone to allow one residential security/operator unit at 2351 Simpson Road, be introduced and given First Reading.

Wayne Craig
Director, Development
(604-247-4654)

WC/JR:blg
Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Policy Planning	<input checked="" type="checkbox"/>	

Staff Report

Origin

Tamas Ajtony has applied on behalf of the owner, Wu J. Yu, for a Zoning Text Amendment to the “Industrial Business Park (IB1)” zone to allow one residential security/operator unit at 2351 Simpson Road. A location map and aerial photo are provided in Attachment 1.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 2.

The subject site contains a two-storey light industrial building and is zoned “Industrial Business Park (IB1)”. The building is divided into six strata lots, with the exterior parking and loading being common property. The applicant represents one of the strata owners and has the support of the strata in pursuing this application. The applicant and strata have indicated that the residential security/operator unit is necessary to address issues of theft and trespassing and this would be the only residential security/operator unit on the property.

There is an existing non-conforming residential security/operator unit in Strata Lot 6, which is occupied by the owner. Residential security/operator units are permitted in the “Industrial Business Park (IB1)” zone, except in aircraft noise sensitive development areas that prohibit residential uses. The City discovered the residential use in 2018, notified the owner that the residential unit was not permitted, and advised the owner that they would need to take appropriate action to legitimize the residential use. The owner applied for a Building Permit to legalize the suite in 2019, which is on hold pending Council’s review of the subject Zoning Text Amendment application. The proposed Zoning Text Amendment would address the zoning non-compliance and ensure that the Building Permit includes measures to address noise mitigation.

Surrounding Development

Development immediately surrounding the subject site is as follows:

- To the North, South, and West: Two-storey light industrial buildings on properties zoned “Industrial Business Park (IB1)”.
- To the East: Across Simpson Road, two-storey light industrial buildings on properties zoned “Light Industrial (IL)”.

Related Policies & Studies

Official Community Plan/Bridgeport Area Plan

The subject site is located in the Bridgeport planning area and is designated “Industrial” in the Official Community Plan (OCP) and in the Bridgeport Area Plan (Attachment 3). The proposed Zoning Text Amendment is consistent with the land use designations contained in both plans.

Aircraft Noise Sensitive Development Policy

The subject site is located in an area impacted by high levels of aircraft noise. The Aircraft Noise Sensitive Development (ANSD) Policy designates the site “Area 1A”. This designation does not permit any new aircraft noise sensitive uses, including a residential security/operator unit. Richmond Zoning Bylaw 8500 permits a residential security/operator unit as a secondary use on properties zoned “Industrial Business Park (IB1)”, except in aircraft noise sensitive areas.

Staff support the proposal provided the residential security/operator unit is designed and constructed with noise mitigation to achieve the interior noise levels described in the ANSD Policy. Information about the proposed Zoning Text Amendment and the associated conditions was forwarded to the Vancouver Airport Authority for review and comment. Vancouver Airport Authority staff have provided a letter in support of the proposed approach to this Zoning Text Amendment application (Attachment 4).

Prior to final adoption of the Amendment Bylaw, the applicant will be required to:

- Register a legal agreement on title addressing aircraft noise mitigation.
- Register a legal agreement on title ensuring that information about the aircraft noise impact on the property is included in any lease agreement for the residential security/operator unit.
- Submit an acoustic report and recommendations prepared by an appropriate registered professional, which demonstrates that the interior noise levels and noise mitigation standards comply with the City’s requirements.

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 Amendment Bylaw.

Public Consultation

A development information sign has been installed on the subject property. Staff have not received any comments from the public about the application in response to the placement of the information sign on the property.

Should the Planning Committee endorse this application and Council grant First Reading to the Zoning Amendment Bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Analysis

Proposed Zoning Text Amendment

“Residential security/operator unit” is a permitted use in the “Industrial Business Park (IB1)” zone, but must be secondary to another permitted use. The definition of a residential security/operator unit in Section 3 of Richmond Zoning Bylaw 8500 states that the use is “limited to one unit on a property and not permitted in aircraft noise sensitive areas that prohibit residential uses.”

A Zoning Text Amendment is proposed which would add a new regulation to the “Industrial Business Park (IB1)” zone allowing one residential security/operator unit on the subject site despite being in an aircraft noise sensitive area. The proposed amendment would apply only to the subject site and would not impact other properties with the same zoning.

The applicant proposes a single residential security/operator unit on the second floor of one of the light industrial units as shown in Attachment 5, which would occupy existing floor area originally constructed as office/storage space. The proposed residential unit would have two bedrooms and a total floor area of 76 m² (818 ft²), accounting for approximately 3% of the total building floor area. The applicant has indicated that the residential security/operator unit is necessary to address issues of theft and trespassing on the property, and this would be the only residential security/operator unit on the property.

The proposed residential suite would be part of existing Strata Lot 6. Prior to final adoption of the rezoning bylaw, the applicant is required to register a legal agreement on title prohibiting further stratification of the residential suite. A full list of considerations is provided in Attachment 6.

Transportation and Site Access

Vehicle access to the subject site is via two driveway crossings to Simpson Road. Surface parking is available in front of the building, and the proposed residential security/operator unit would have two assigned parking spaces. The proposed parking is consistent with the requirements of Richmond Zoning Bylaw 8500.

Site Servicing and Frontage Improvements

The building is adequately served by existing Municipal utilities and no upgrades or improvements are required to support the proposed residential security/operator unit.

Financial Impact

None.

Conclusion

The purpose of this application is to amend the “Industrial Business Park (IB1)” zone to allow one residential security/operator unit at 2351 Simpson Road. The proposal is generally consistent with the applicable plans and policies affecting the subject site.

The list of amendment considerations is provided in Attachment 6, which have been reviewed and agreed to by the applicant (signed concurrence on file).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10304 be introduced and given First Reading.

A handwritten signature in black ink, appearing to read "J. Rockerbie".

Jordan Rockerbie
Planner 1
(604-276-4092)

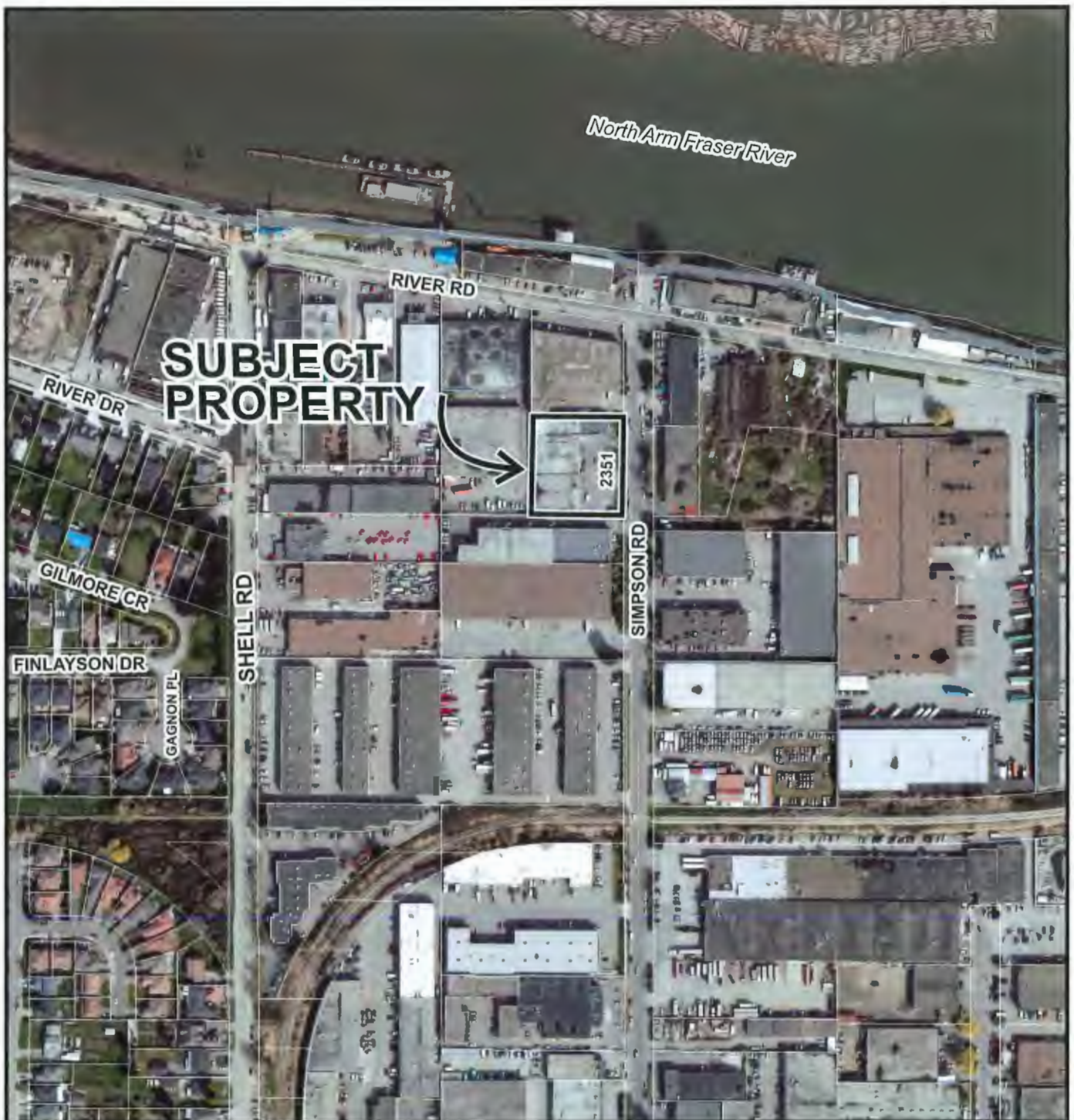
JR:blg

Attachments:

- Attachment 1: Location Map
- Attachment 2: Development Application Data Sheet
- Attachment 3: Bridgeport Area Plan Land Use Map
- Attachment 4: Letter to the Vancouver Airport Authority
- Attachment 5: Proposed Building Plans
- Attachment 6: Zoning Text Amendment Considerations



City of
Richmond



RZ 21-938101

Original Date: 08/23/21

Revision Date:

Note: Dimensions are in METRES



ZT 21-938101

Attachment 2

Address: 2351 Simpson Road

Applicant: Tamas Ajtony

Planning Area(s): Bridgeport

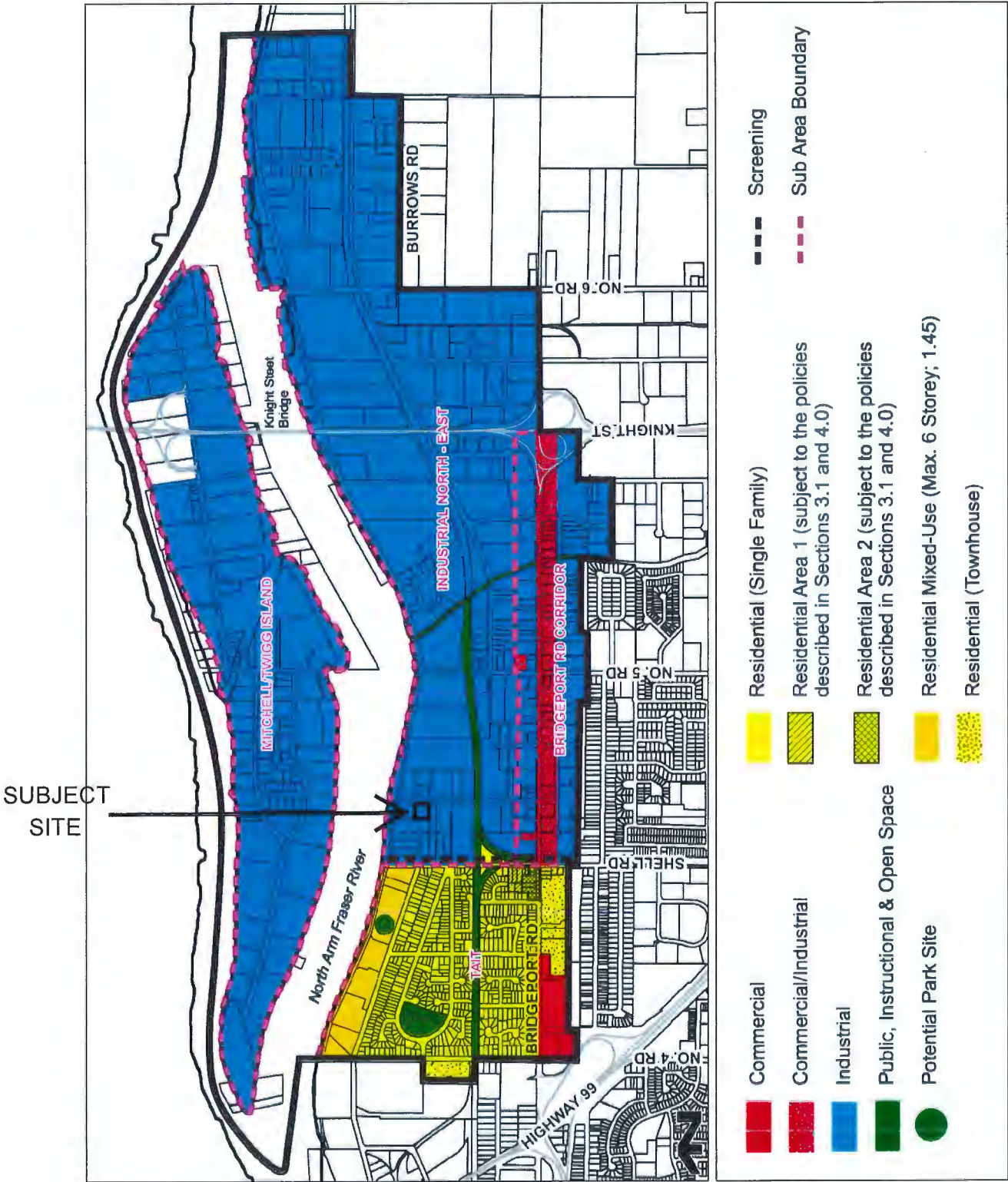
	Existing	Proposed
Owner:	Owners of Strata Plan LMS720	No change
Site Size (m ²):	4,111.7 m ² (44,254 ft ²)	No change
Land Uses:	Light Industrial	No change
OCP Designation:	Industrial	No change
Area Plan Designation:	Industrial	No change
Zoning:	Industrial Business Park (IB1)	No change
Number of Units:	0	1

	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 1.0 FAR	0.63 FAR	none permitted
Buildable Floor Area (m ²):*	Max. 4,111.7 m ² (44,254 ft ²)	Industrial: 2,525.2 m ² Residential: 76 m ² Total: 2,601.2 m ²	none permitted
Off-street Parking Spaces	0.75 spaces per 100 m ² gross leasable industrial floor area 1.5 resident spaces per residential unit	0.92 spaces per 100 m ² gross leasable industrial floor area (i.e., 24 spaces) 2 resident spaces per residential unit	none
Off-street Parking Spaces – Total:	Industrial: 19 spaces Residential: 2 spaces	Industrial: 24 spaces Residential: 2 spaces	none

City of Richmond

Land Use Map – Bridgeport

Bylaw 9024
2013/11/18



20 October 2021

Mr. Jordan Rockerbie
Planner I
Planning and Development Division
CITY OF RICHMOND
6911 No. 3 Road
Richmond, BC V6Y 2C1

via Email: JRockerbie@richmond.ca

Dear Mr. Rockerbie

RE: PROPOSED ZONING AMENDMENT AT 2351 SIMPSON ROAD (ZT 21-938101)

Thank you for the opportunity to comment on the proposed zoning amendment for the existing industrial property at 2351 Simpson Road in the City of Richmond to permit a "Residential Security/Operator Unit". We understand this unit is to accommodate a live in caretaker/security person as the applicant is increasingly concerned with theft in the area.

Given that the proposed unit is not for long term permanent residential use, we support the conditions proposed by City staff due to high aircraft noise exposure in this area. These conditions include:

- Limiting the proposal to one unit
- Requiring the unit be insulated to meet CMHC interior noise standards
- Requiring the applicant to provide an acoustical report
- Requiring the registration of an Acoustical Noise Sensitive Use covenant

In addition to these, as the potential occupant of the unit may not be aware of the covenant, we suggest that the City require the applicant to advise potential occupants of aircraft noise exposure in the area so that they can make an informed decision about living in the unit.

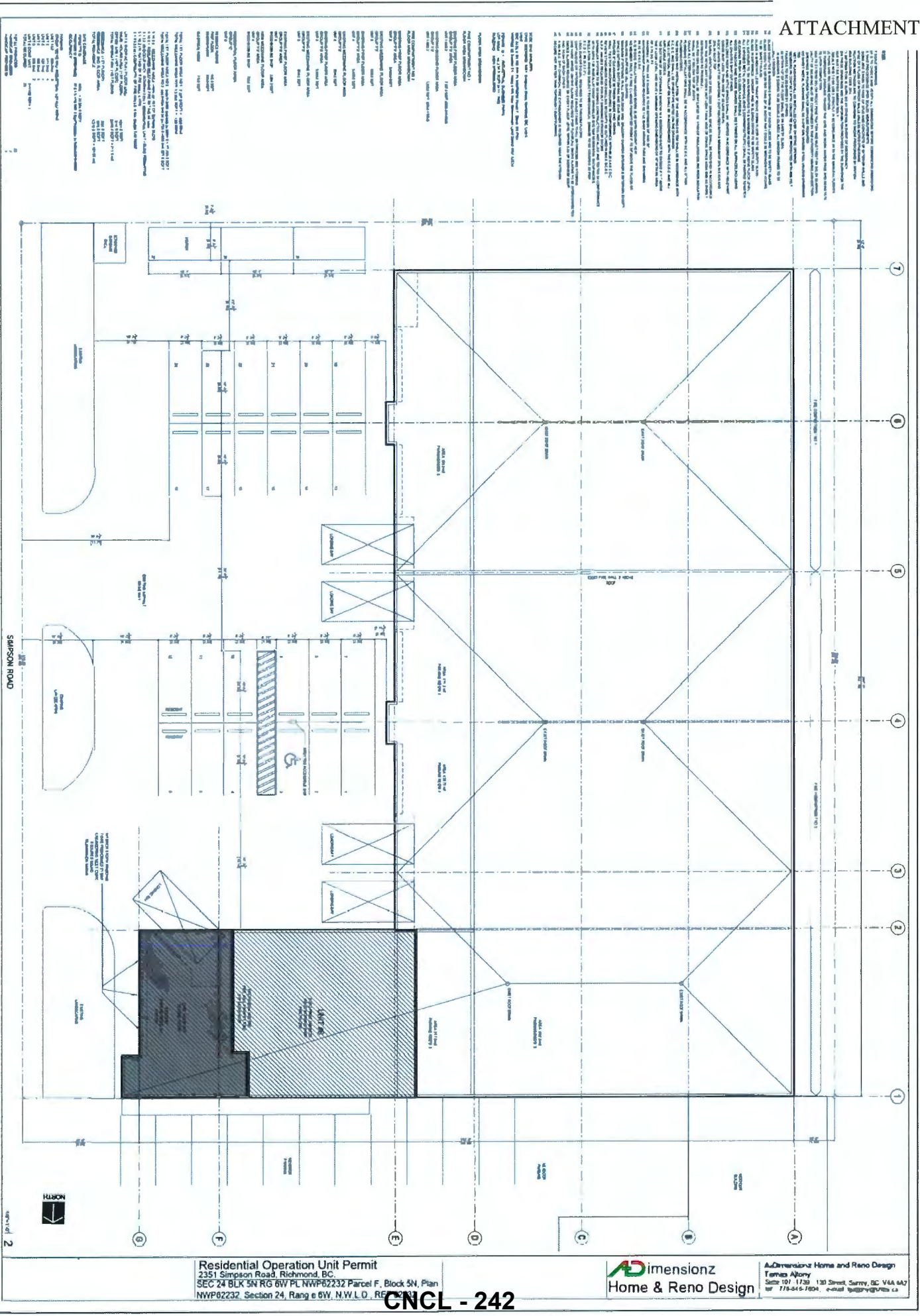
Please feel free to contact me at (604) 276-6366 or mark_cheng@yvr.ca should you require additional information.

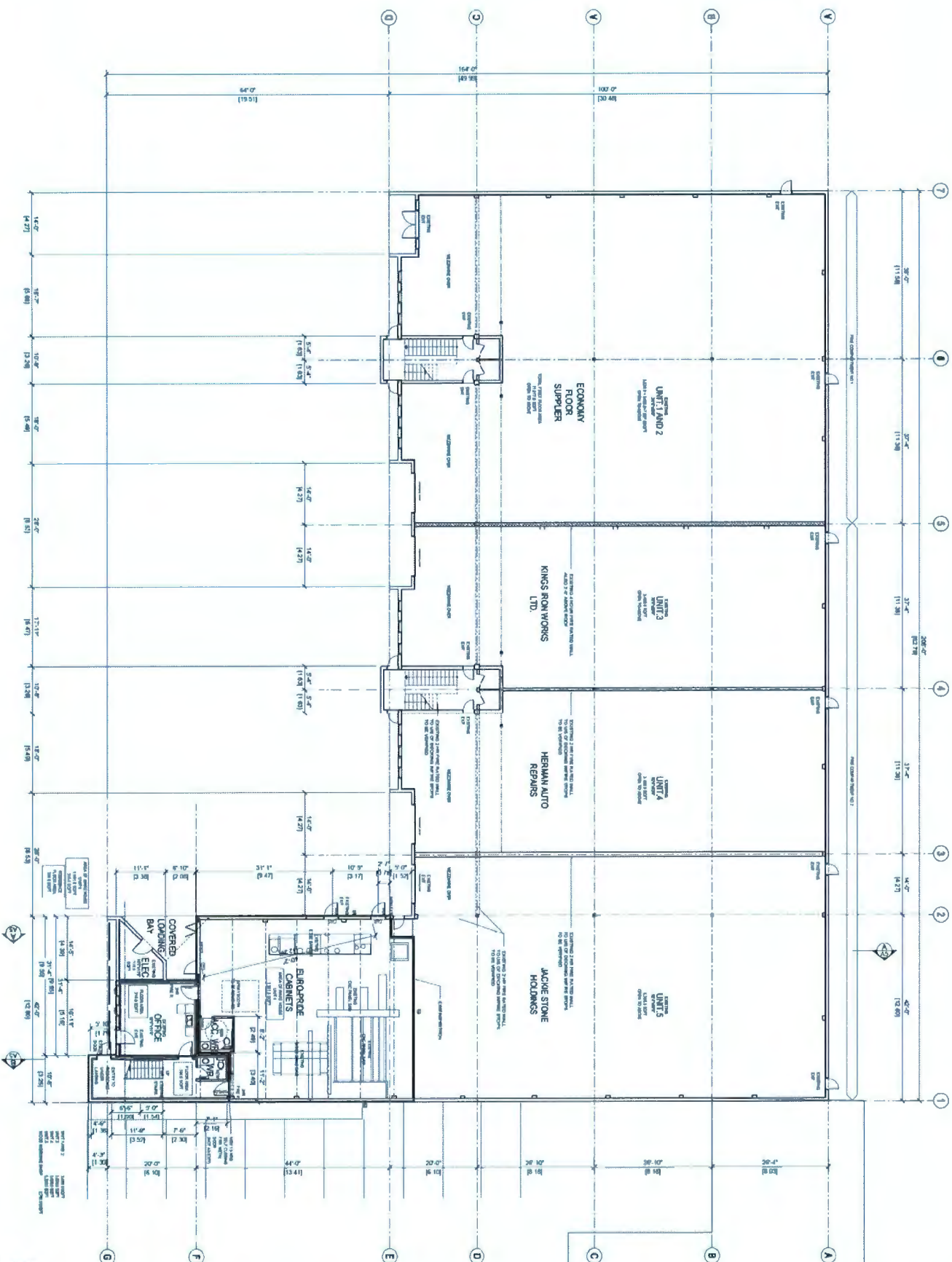
Sincerely yours,

Mark C. Cheng

Mark Christopher Cheng, M.Eng. (mech)
Supervisor Noise Abatement & Air Quality
VANCOUVER AIRPORT AUTHORITY







First Floor Plan

Residential Operation Unit Permit

2351 Simpson Road, Richmond, BC

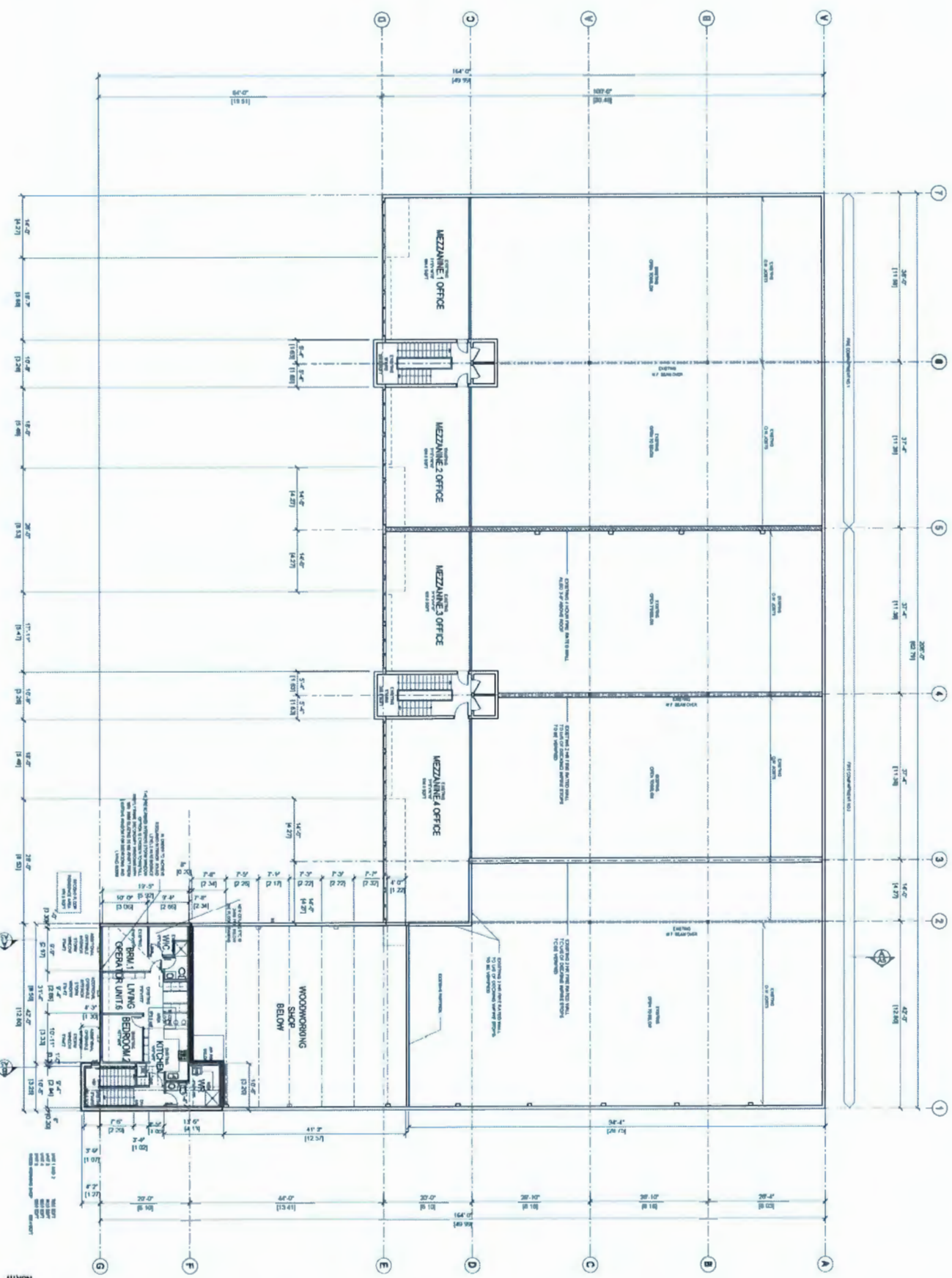
SEC 24 BLK 5N RG 6W PL NWP62232 Parcel F, Block 5N, Plan

NWP62232, Section 24, Range 6W, N.W.L.D., REF 62232

Home & Reno Design

A-2

CNCL - 243



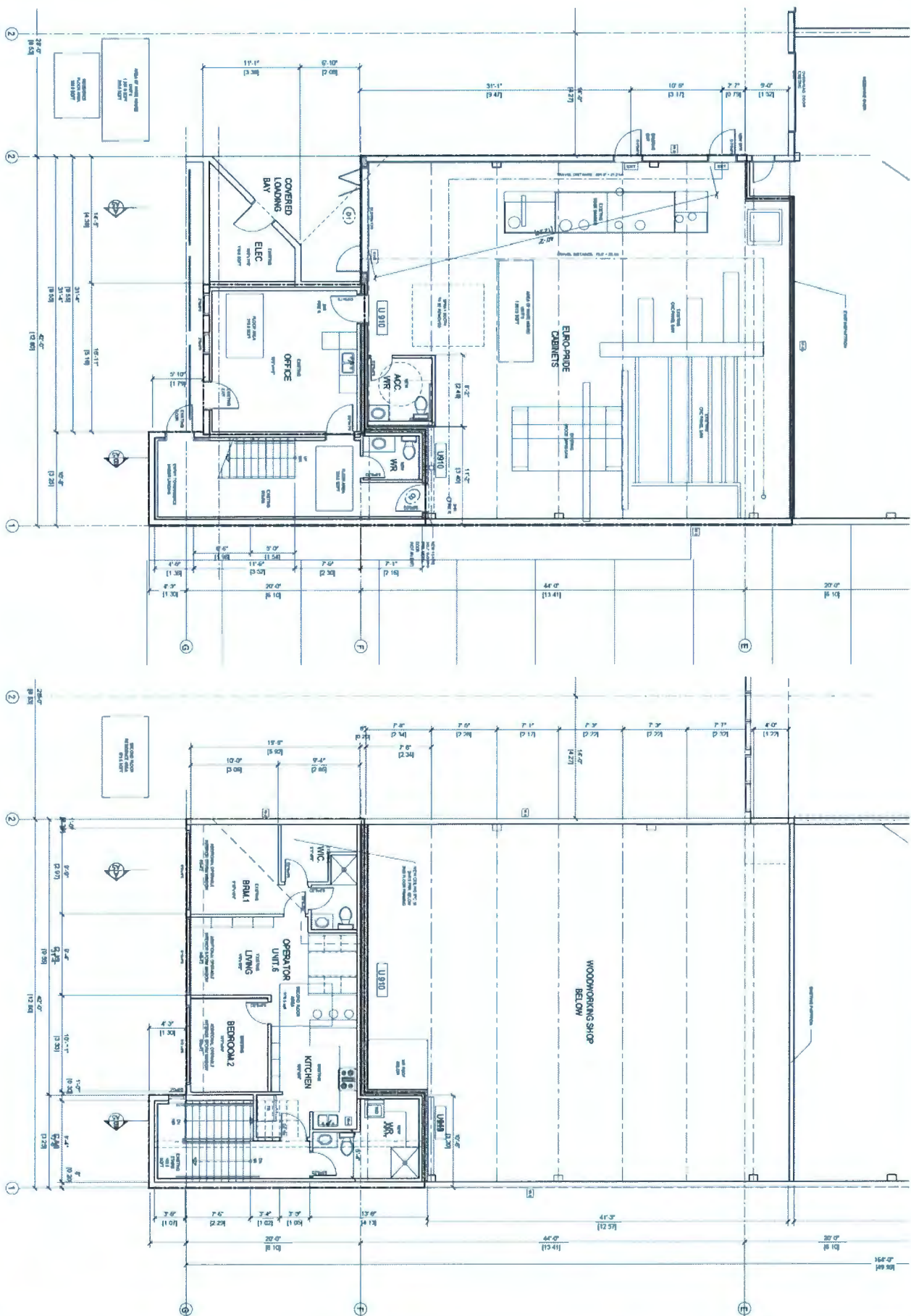
Second Floor Plan

Residential Operation Unit Permit
 2351 Simpson Road, Richmond, BC
 SEC 24 BLK 5N RG 6W FL NWP62232 Parcel F, Block 5N, Plan
 NWP62232, Section 24, Rang e 6W, N.W.L.D. REF 2351

A-Dimensionz
 Home & Reno Design

A-Dimensionz Home and Reno Design
 Tamas Ajlony
 Suite 107, 1790 130 Street, Surrey, BC V4A 4A2
 Tel: 778-845-7054, e-mail: tajlony@shaw.ca

CNCL - 244



Sheet 2 of 2

First and Second
Floor Suite Plan

Residential Operation Unit Permit
2351 Simpson Road, Richmond, BC
SEC 24 BLK 5N RG 6W PL NWP62232 Parcel F, Block 5N, Plan
NWP62232, Section 24, Range 6W, N.W.L.D., REF 62232

CNCL - 245

Dimensionz
Home & Reno Design

A-Designz Home and Reno Design
Tamas Ajtorny
Suite 107, 1739, 130 Street, Surrey, BC V4A 4A2
tel. 778-045-7804, e-mail t.ajtorny@shaw.ca



Address: 2351 Simpson Road

File No.: ZT 21-938101

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10304, the developer is required to complete the following:

1. Registration of an aircraft noise sensitive use covenant on title (Area 1A).
2. Registration of a legal agreement on title ensuring that information about the aircraft noise impact on the property is included in any lease agreement for the residential security/operator unit.
3. Registration of a flood indemnity covenant on title identifying a minimum habitable elevation of 2.9 m GSC.
4. Registration of a legal agreement on title ensuring that the residential security/operator unit cannot be further stratified from the principle unit or otherwise held under separate Title.
5. Complete an acoustical report and recommendations prepared by an appropriate registered professional, which demonstrates that the interior noise levels and noise mitigation standards comply with the City's Official Community Plan and Noise Bylaw requirements. Maximum interior noise levels (decibels) within the dwelling units must achieve CMHC standards follows:

Portions of Dwelling Units	Noise Levels (decibels)
Bedrooms	35 decibels
Living, dining, recreation rooms	40 decibels
Kitchen, bathrooms, hallways, and utility rooms	45 decibels

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 (if required)
2. Incorporation of noise mitigation measures as determined by the acoustic and mechanical report. A copy of the report must be provided with the Building Permit submission.
3. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site

investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed _____

Date _____



**Richmond Zoning Bylaw 8500
Amendment Bylaw 10304 (ZT 21-938101)
2351 Simpson Road**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended at Section 12.3 [Industrial Business Park (IB1)] by inserting the following as new Section 12.3.11.12 and renumbering the remaining sections accordingly:

“12. Notwithstanding that, pursuant to Section 3.4, **residential security/operator units** are not permitted in aircraft noise sensitive areas that prohibit residential **uses**, one **residential security/operator unit** with a maximum **floor area** of 80 m² is permitted on the following **site**:

a) 2351 Simpson Road
Strata Plan LMS720”
2. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 10304**”.

FIRST READING

PUBLIC HEARING

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: Finance Committee
From: John Irving, P.Eng., MPA
General Manager, Engineering and Public Works
Jerry Chong, CPA, CA
Acting General Manager, Finance and Corporate Services
Date: October 22, 2021
File: 03-0970-01/2021-Vol 01
Re: **2022 Utility Budgets and Rates**




Staff Recommendation

1. That the 2022 utility budgets, as presented in Option 2 for Water (page 6) including Option B for universal multi-family water metering, Option 3 for Sewer (page 14), Option 2 for Drainage and Diking (page 22), and Option 3 for Solid Waste and Recycling (page 24), as outlined in the staff report titled, "2022 Utility Budgets and Rates", dated October 22, 2021, from the General Manager, Engineering and Public Works and the Acting General Manager, Finance and Corporate Services, be approved as the basis for establishing the 2022 utility rates and included in the Consolidated 5 Year Financial Plan (2022-2026) Bylaw.
2. That the General Manager, Engineering and Public Works be authorized to negotiate and execute on behalf of the City, the Municipal Recycling Depot Services Agreement with the Greater Vancouver Sewerage and Drainage District, as outlined in the staff report titled, "2022 Utility Budgets and Rates", dated October 22, 2021, from the General Manager, Engineering and Public Works and the Acting General Manager, Finance and Corporate Services.

John Irving, P.Eng., MPA
General Manager,
Engineering and Public Works
(604-276-4140)

Jerry Chong, CPA, CA
Acting General Manager,
Finance and Corporate Services
(604-276-4064)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS: 
APPROVED BY CAO 	

Staff Report

Origin

This report presents the recommended 2022 utility budgets and rates for Water, Sewer, Drainage and Diking, and Solid Waste and Recycling. The utility rates need to be established by December 31, 2021 in order to take effect January 1, 2022.

This report supports the following strategies within Council's Strategic Plan 2018-2022:

Strategy #1 A Safe and Resilient City:

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

1.2 Future-proof and maintain city infrastructure to keep the community safe.

1.3 Ensure Richmond is prepared for emergencies, both human-made and natural disasters.

Strategy #2 A Sustainable and Environmentally Conscious City:

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

2.1 Continued leadership in addressing climate change and promoting circular economic principles.

2.2 Policies and practices support Richmond's sustainability goals.

Strategy #5 Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

5.1 Maintain a strong and robust financial position.

5.2 Clear accountability through transparent budgeting practices and effective public communication.

5.3 Decision-making focuses on sustainability and considers circular economic principles.

5.4 Work cooperatively and respectfully with all levels of government and stakeholders while advocating for the best interests of Richmond.

Analysis

Throughout the COVID-19 pandemic, utility services, including water, sewer, flood protection, and solid waste and recycling continue to be provided by the City at a high level of service. The City's operating expenditures continue to be carefully managed and operational efficiencies pursued to minimize impacts on ratepayers.

Metro Vancouver's 2022 rate increases, as presented in their proposed 2022-2026 Financial Plan, are the primary drivers for the City's 2022 utility rates for the majority of these services. The 2022-2026 Financial Plan is expected to be reviewed by the Metro Vancouver Board on October 29, 2021. Staff will report back to Council for further consideration if the approved rates differ substantially from Metro Vancouver's proposed rates.

Metro Vancouver's proposed rate increases for 2022 are as follows:

Water

The 2022 Greater Vancouver Water District (GVWD) rate increase is 4.1%. The GVWD water purchase cost represents 56% of the City's Water Utility user fee budget.

Sewer

The 2022 Greater Vancouver Sewerage and Drainage District (GVS&DD) sewer levy increase is 4.4%. The operations and maintenance component of the GVS&DD sewer levy, which is funded through the Sewer Utility, represents 66% of the City's Sewer Utility user fee budget.

Solid Waste

The Metro Vancouver solid waste tipping fees are increasing by \$4 to \$121 per tonne for 2022, plus an unchanged transaction fee of \$5 per load. A tiered structure based on load size/weight will continue to be used for small vehicles and commercial customers.

Another component of the City's utility budget relates to the replacement of ageing municipal infrastructure. Based on the "Ageing Utility and Road Infrastructure Planning – 2019 Update" report dated August 16, 2019, there are additional annual funding requirements of \$1.7M for water infrastructure and \$2.6M for sanitary infrastructure. The ageing infrastructure component is analyzed in subsequent sections of this report.

Solid waste and recycling services include maintaining all services and programs, which are designed to advance broader waste reduction and recycling objectives. The City remains a leader in providing robust recycling programs, currently diverting 79% of single-family residential waste. Budget amounts presented within this report include additional costs and resources necessary to meet the City's contractual obligations and for processing increasing volumes of recycling materials being generated by residents. Various options are also presented for new pilot initiatives to review the feasibility of installing trash skimmers, which are designed to be installed at marinas or ports for capturing waste from water bodies. The options also include a proposed pilot program to collect waste grease from a select number of multi-family

complexes and to measure the impact such a program may have on addressing grease build-up in the sanitary system.

Recognizing the challenges of cost increases outside of the City's control and those associated with maintaining City infrastructure, staff have presented various budget and rate options for 2022. This includes three different options for each of the City's utilities.

Option 1 presents the minimum non-discretionary increases necessary to meet demands placed on the City by factors outside of the City's direct control (e.g. regional or other government agency increases, contractual obligations, plant growth, electricity, etc.) based on currently approved levels of service. Options 2 and 3 present various actions the City can take to increase the rates depending on the varying circumstances and needs within each budget area. The various options are presented for each of the City utilities in the following sections, and the proposed 2022 rates are summarized in Tables 14 and 15.

Water Utility

Table 1. Water Utility Budget

Key Budget Areas ¹	2021 Base Level Budget (Restated for Comparison ²)	Option 1 Non-Discretionary Increases	Option 2 (Recommended) Option 1 and Universal Multi-Family Water Metering Program, Zero Net Cost Public Works Operations Coordinator ³ , and Zero Net Cost Water Conservation Project Manager ⁴	Option 3 Option 2 with No Rate Stabilization
Expenditures				
Salary	\$6,573,500	\$173,400	\$325,900	\$325,900
Operating Expenditures	\$3,741,000	\$66,500	\$66,500	\$66,500
Water Meter Reading and Maintenance	\$182,400	\$0	\$0	\$0
Toilet Rebate Program	\$100,000	\$0	\$0	\$0
GVWD Water Purchases (Metro Vancouver)	\$27,694,200	\$1,206,700	\$1,206,700	\$1,206,700
Capital Infrastructure Replacement Program	\$7,500,000	\$0	\$0	\$0
Firm Price/Receivable	\$2,756,700	\$60,500	\$60,500	\$60,500
Residential Water Metering Program	\$1,285,900	\$0	\$1,800,000	\$1,800,000
Overhead Allocation	\$976,100	\$0	\$0	\$0
Total Base Level Expenditure Budget	\$50,809,800	\$52,316,900	\$54,269,400	\$54,269,400
Revenues				
Provision (Rate Stabilization)	-\$700,000	\$0	\$0	\$700,000
Investment Income	-\$196,000	\$0	\$0	\$0
Firm Price/Receivable	-\$2,756,700	-\$60,500	-\$60,500	-\$60,500
Meter Rental	-\$1,945,400	-\$24,400	-\$24,400	-\$24,400
YVR Maintenance	-\$30,000	\$0	\$0	\$0
Provision (Toilet Rebate/Flushing)	-\$267,400	-\$4,200	-\$4,200	-\$4,200
Provision (OBI and Fringe Adjustments)	-\$96,400	\$96,400	\$96,400	\$96,400
Meter Re-Reads and Other Services	-\$80,800	\$0	-\$152,500	-\$152,500
Reserve (Residential Water Metering Program)	\$0	\$0	-\$1,350,000	-\$1,350,000
Total Base Level Revenue Budget	-\$6,072,700	-\$6,065,400	-\$7,567,900	-\$6,867,900
Net Budget	\$44,737,100	\$46,251,500	\$46,701,500	\$47,401,500
Net Difference Over 2021 Base Level Budget		\$1,514,400	\$1,964,400	\$2,664,400

¹ Key budget areas in green denote the key budget areas with options. Refer to “Universal Multi-Family Water Metering Options (Water Rate Options)”, “Water Conservation Project Manager (Water Rate Options)”, “Public Works Operations Coordinator – Water Backflow Device Management (Water Rate Options)”, and “Water Levy Stabilization Provision Contribution (Water Rate Options)” discussion on pages 8, 11 and 12.

² The 2021 Base Level budget has been restated to include the Operating Budget Impacts and Fringe Adjustments approved with the 2021 Capital Budget and provided by the Finance Department respectively. Refer to “Provision (OBI and Fringe Adjustments)” discussion on page 10.

³ The salary (including fringe) for the Public Works Operations Coordinator is \$122,574.

⁴ The salary (including fringe) for the Water Conservation Project Manager is \$152,500.

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

Metro Vancouver GVWD Water Purchases

Bulk water is purchased from Metro Vancouver on a volumetric basis and accounts for 56% of Richmond's water rate. Metro Vancouver's water rate will increase by 4.1%. The corresponding increase in water purchase cost from Metro Vancouver is \$1.2M, which accounts for 83% of Richmond's non-discretionary expenditure increases.

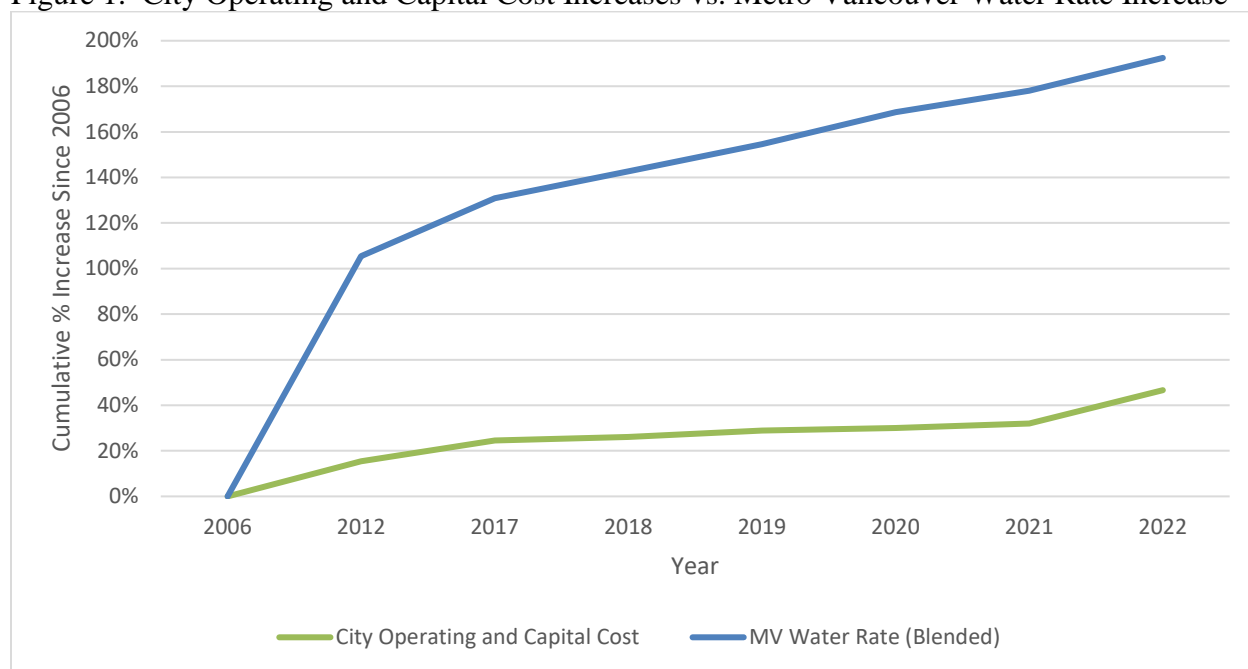
The City's 2022 water rates are based on Metro Vancouver's proposed 2022-2026 Financial Plan (Table 2). The 2022-2026 Financial Plan is expected to be reviewed by the Metro Vancouver Board on October 29, 2021. Staff will report back to Council for further consideration if the final approved rates are substantially different.

Table 2. Metro Vancouver Water Rate Projection – Proposed 2022-2026 Financial Plan

	2022	2023	2024	2025	2026
Blended Rate (\$/m³)	\$0.8444	\$0.8958	\$0.9912	\$1.1072	\$1.2345
% Change	4.1%	6.1%	10.6%	11.7%	11.5%

Metro Vancouver's water rate increases are significant, and are anticipated to continue increasing. Since 2006, the Metro Vancouver water rate has increased by 189%, or an average annual increase of 6.9%. These increases are notably higher than the City's water utility rates, which increased by 47% during the same period. Figure 1 provides the City's annual operating and capital cost increases compared to Metro Vancouver's annual water rate increases.

Figure 1. City Operating and Capital Cost Increases vs. Metro Vancouver Water Rate Increase



As a result of these increases, Metro Vancouver costs have increased from accounting for 44% of Richmond's water utility rate in 2006 (Figure 2) to 56% in 2022 (Figure 3). The increases in Metro Vancouver costs are a primary budget driver for the water utility.

Figure 2. 2006 Water Utility User Fee Breakdown

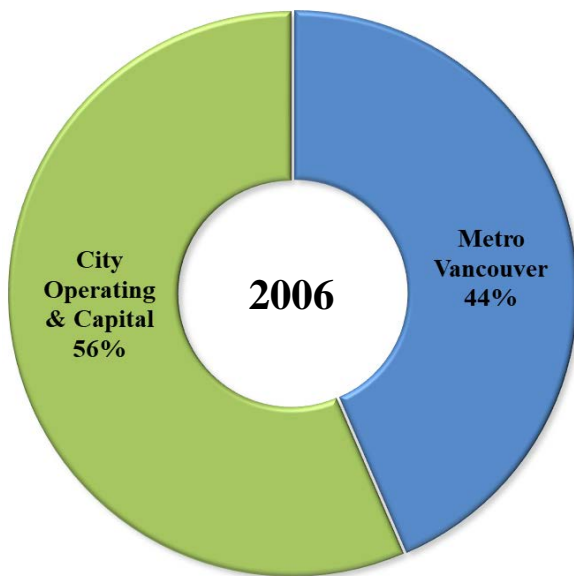
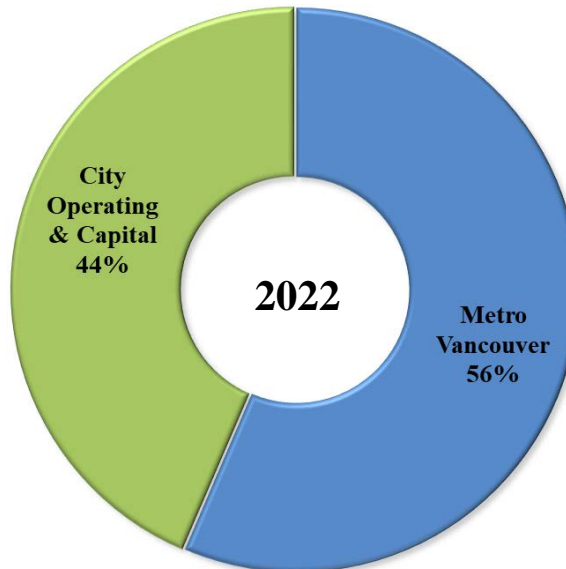


Figure 3. 2022 Water Utility User Fee Breakdown



Water Metering (Avoided Water Purchase Costs)

Water metering plays a significant role in the City's water demand management program, which improves equity to ratepayers by providing volume-based user fees and reduces bulk water purchases costs by promoting water conservation and reducing private-side leakage. Since the inception of the program in 2003, the City's total water use has decreased by 12% despite an increase in population of 26%. In 2019, this reduction in per capita water usage resulted in an annual savings of \$11.9M in avoided water purchase cost.

The City has made significant advances in water metering since the program was first introduced. Approximately 83% of the City's water use is currently metered. All single-family and ICI properties are metered and 51% of multi-family units are metered.

Universal Multi-Family Water Metering Options (Water Rate Options)

At the May 25, 2021 Regular Council Meeting, the following motion was adopted:

That staff bring forward options and recommendations for a mandatory Multi-Family Water Meter Program for consideration as part of the 2022 Utility Budgets and Rates report.

Table 3 is a tabulation of the multi-family residential inventory and their water metering status.

Table 3. Multi-Family Inventory (as of 2021 Mid-Year)

Type	Number of Complexes	Number of Units	Number of Unmetered Complexes	Number of Unmetered Units	% of Units Unmetered
Townhouse	626	18,091	336	11,482	63%
Apartment	312	35,500	123	14,798	42%
Total	938	53,591	459	26,280	49%

The total estimated cost of metering the remaining multi-family complexes is approximately \$50M. The following section presents options for Council's consideration for achieving universal metering of multi-family complexes. In all options, the volunteer program could continue to be offered for complexes wishing to skip the queue for mandatory metering.

Option A: Maintain Current Level of Funding

At the current capital funding level of \$1.2M for water metering, it would take approximately 40 years for multi-family complexes to be fully metered. This would result in a longer timeframe to realize the benefits of water metering, which include equity, conservation, leak detection, improved information for analysis, and reduced load on the sanitary system.

Option B: Increase Annual Funding Level to \$3M (Recommended)

By increasing the annual capital funding amount from \$1.2M to \$3M, universal multi-family metering could largely be accomplished over approximately 17 years, starting in 2022.

Increased funding for this option could be achieved through a phased annual 1% increase to the water rate over the next four years, along with utilization of the Water Utility Reserve to make up the difference over that period. The recommended budgets outlined in Table 1 and the recommended rates presented in Tables 4 and 5 incorporate this option for universal metering for illustration purposes.

Option C: Increase Annual Funding Level to \$5M

By increasing the annual capital funding amount from \$1.2M to \$5M, universal multi-family metering could largely be accomplished over approximately 10 years, starting in 2022.

Increased funding for this option could be achieved through a higher annual rate increase or greater utilization of the Water Utility Reserve, neither of which are recommended. A higher rate impact would result in a greater burden to ratepayers on top of the projected

Metro Vancouver rate increases over the next four years (Table 2). Greater utilization of the Water Utility Reserve would reduce the funding available for unplanned emergency works and replacement of assets approaching end of life.

Should Option B be supported, the next steps for program implementation would include the following:

- Capital Project Submission. A Capital project submission will be included as part of the 2022 Capital Budget process.
- Communications. Unmetered multi-family complexes would receive pamphlets in multiple languages to inform them of the upcoming water meter installation, including educational content on water meters and water conservation.
- Utility Rate Development. The recommended water utility budget and rate options presented in this report incorporate Option B for universal metering. Budget and rate options incorporating this universal metering option would also be included in subsequent years for Council's consideration.
- Implementation Strategy. Sequencing of implementation would be determined based on several factors, such as ease of installation, cost, number of units in the complex, and building age. Complexes that involve a lower cost of installation, capture a greater number of units per meter, and have a longer expected remaining building life expectancy would be prioritized.

Operating Expenditures

The City's total operating expenditures (excluding Metro Vancouver costs and the increased funding to implement universal multi-family water metering) is below the Consumer Price Index (CPI). The main cost drivers for the operating expenditure increase include:

- Salary increase for union agreements;
- Equipment cost increases; and
- Vehicle cost increases.

The City's operating expenditures are carefully managed and considerable measures have been taken to minimize cost increases where possible. The average increase to the City's operating expenditures since 2017 has been 0.8%, which is below the CPI over the same period.

Provision (OBI and Fringe Adjustment)

Each year, the City's Capital Budget, including operating budget impacts (OBIs) associated with the capital projects, is approved subsequent to the approval of the utility budgets. Similarly, updates to the fringe rate were included after the approval of the utility budgets. OBIs and fringe amounts result in increases to the utility budget. Since the utility budget is already established, the impacts are included in the Consolidated 5 Year Financial Plan (2021-2025), funded by a one-time transfer from the Water Levy Stabilization Provision. In 2021, \$96,400 was transferred from the Water Levy Stabilization Provision and incorporated into the 2022 base level budget.

Construction Period Revenues

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

Water Conservation Project Manager (Water Rate Options)

Options 2 and 3 include a request for a new Position Complement Control (PCC) for a Water Conservation Project Manager position. This position will manage water conservation measures, including outreach programs and education within the community. This will include monitoring regional water conservation developments, formulating the development of water conservation reduction strategies, and formulating an annual communications plan targeted at education and outreach strategies for proactive promotion of water conservation. Developing reporting metrics to measure overall community conservation performance and researching and implementing technological advancements relating to water conservation will also be a key aspect of this role. The position will administer and expand current initiatives, including Project WET, school outreach programs, rain barrel distribution, tap water stations, and public drinking fountains. This position will also serve as the key point of contact for annual water restrictions both internally and externally. The growing importance and focus on conservation supports the need for a dedicated role to allow operations staff to focus on core lines of business in delivery of safe drinking water to the community.

The funding for this position will be offset by increased hydrant permit revenue, and therefore does not impact the budget or rates.

Public Works Operations Coordinator – Water Backflow Device Management (Water Rate Options)

Options 2 and 3 include a request for a new, regular full time PCC for a Public Works Operations Coordinator responsible for cross-connection control and backflow prevention devices is requested as part of this report. This request does not impact the budget or rates since funding is provided for this work in the Water Operations budget. The role is currently assigned to temporary full-time employees; however, given the importance of ensuring the protection of potable water supplies from contamination or pollution due to backflow issues, a dedicated regular full-time position is recommended. This will ensure the area has a dedicated resource to coordinate control device installation, maintenance, tracking and reporting, as well as provide timely response to failure and repair issues, and overall management of customer service requests for these services.

Capital Infrastructure Replacement Program Contribution

The Capital Infrastructure Replacement Program facilitates proactive management of the City's water assets, allowing the City to maintain a high level of service by minimizing watermain breaks and service disruptions. Through proactive management of ageing infrastructure and implementation of the City's water pressure management program, the City has also successfully

reduced water losses due to pipe leakage in the water distribution system. This has resulted in additional cost savings from avoided Metro Vancouver water purchase costs.

The annual capital contribution for water-related infrastructure replacement is currently \$7.5M. The “Ageing Utility and Road Infrastructure Planning – 2019 Update” report identified a long-term annual funding requirement of \$9.2M, with a target funding range of \$8.6M to \$10.4M. All options include maintaining the current contribution to the Capital Infrastructure Replacement Program at this time, as it is relatively close to the target funding range. Current funding levels are adequate for short- to medium-term water infrastructure replacement needs; however, the funding gap defers the financial obligation to future years and bridging the funding gap will be an important consideration in future utility budgets.

Water Levy Stabilization Provision Contribution (Water Rate Options)

The Water Levy Stabilization Provision was established by Council as a funding source for water rate stabilization. The Provision has a balance of \$15.4M as of August 31, 2021, and is intended to offset significant increases in regional water purchase costs. Options 1 and 2 maintain a \$700,000 drawdown from the Provision, Option 3 reduces the drawdown to \$0.

Impact on 2022 Water Rates

The impact of the three budget options on water rates is shown in Tables 4 and 5. Table 4 shows the various options for metered customers; Table 5 shows the options for flat rate customers. The rates presented include fixed costs for metering, such as meter reading, billing, and maintenance. Italicized numbers represent the difference between 2021 rates and the 2022 optional rates.

Option 1 includes non-discretionary increases necessary to meet demands placed on the City by factors outside of the City’s direct control; Option 2 results in higher rates as it includes universal multi-family water metering; Option 3 results in the highest rates as it eliminates the drawdown from Provision and includes universal multi-family metering.

Table 4. 2022 Metered Rate Water Options (net of discount)

Customer Class	2021 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-Family Dwelling (based on 325 m ³ average consumption)	\$466.22	\$479.90 <i>\$13.68</i>	\$484.36 <i>\$18.14</i>	\$491.31 <i>\$25.09</i>
Townhouse (based on 218 m ³ average consumption)	\$319.75	\$328.93 <i>\$9.18</i>	\$331.91 <i>\$12.16</i>	\$336.58 <i>\$16.83</i>
Apartment (based on 157 m ³ average consumption)	\$213.35	\$219.96 <i>\$6.61</i>	\$222.11 <i>\$8.76</i>	\$225.47 <i>\$12.12</i>
Metered Rate (\$/m ³)	\$1.3016	\$1.3437 <i>\$0.0421</i>	\$1.3574 <i>\$0.0558</i>	\$1.3788 <i>\$0.0772</i>

Table 5. 2022 Flat Rate Water Options (net of discount)

Customer Class	2021 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-Family Dwelling	\$691.17	\$713.55 \$22.38	\$720.83 \$29.66	\$732.16 \$40.99
Townhouse	\$565.78	\$584.09 \$18.31	\$590.05 \$24.27	\$599.33 \$33.55
Apartment	\$364.58	\$376.39 \$11.81	\$380.23 \$15.65	\$386.20 \$21.62

The rates outlined in Tables 4 and 5 are net rates. The Waterworks and Water Rates Bylaw provides a 10% discount for utility bills paid prior to the due date. The rates shown in the bylaw will be before the 10% discount is applied, in order to achieve full cost recovery.

Options Summary

Option 1

- Represents the minimum increase necessary to maintain the current level of service.
- Maintains a drawdown of \$700,000 from the Water Levy Stabilization Provision.

Option 2 (Recommended)

- Maintains a drawdown of \$700,000 from the Water Levy Stabilization Provision.
- Includes Option B for universal multi-family water metering.
- Includes a new PCC for a Public Works Operations Coordinator position (no rate or budget impact).
- Includes a new PCC for a Water Conservation Project Manager position (no rate or budget impact).

Option 3

- Reduces the drawdown from the Water Levy Stabilization Provision to \$0.
- Includes Option B for universal multi-family water metering.
- Includes a new PCC for a Public Works Operations Coordinator position (no rate or budget impact).
- Includes a new PCC for a Water Conservation Project Manager position (no rate or budget impact).

Recommended Option

Staff recommend the budgets and rates identified in Option 2 for the Water Utility. This option includes Option B for universal multi-family water metering in order to implement the program within a reasonable timeframe while minimizing rate impacts. In addition, new PCCs are recommended for a Public Works Operations Coordinator position (no rate or budget impact) to manage cross-connection control and backflow prevention devices, and a Water Conservation Project Manager position (no rate or budget impact) to advance water conservation education within the community. This option maintains the existing \$700,000 drawdown from the Water Levy Stabilization Provision.

Sewer Utility

Table 6. Sewer Utility Budget

Key Budget Areas ¹	2021 Base Level Budget (Restated for Comparison ²)	Option 1 Non Discretionary Increases	Option 2 Option 1 and SCADA Project Manager Position ⁴	Option 3 (Recommended) Option 2 with No Rate Stabilization
<u>Expenditures</u>				
Salary	\$3,576,200	\$94,900	\$247,400	\$247,400
Operating Expenditures	\$2,559,600	\$1,900	\$1,900	\$1,900
GVS&DD O&M (Metro Vancouver)	\$24,078,800	\$807,700	\$807,700	\$807,700
GVS&DD Debt (Metro Vancouver) ³	\$3,412,300	\$405,400	\$405,400	\$405,400
Capital Infrastructure Replacement Program	\$5,806,400	\$0	\$0	\$0
Firm Price/Receivable	\$660,700	\$13,400	\$13,400	\$13,400
Overhead Allocation	\$585,400	\$0	\$0	\$0
Total Base Level Expenditure Budget	\$40,679,400	\$42,002,700	\$42,155,200	\$42,155,200
<u>Revenues</u>				
Provision (Rate Stabilization)	-\$600,000	\$0	\$0	\$600,000
Provision (OBI and Fringe Adjustments)	-\$69,600	\$69,600	\$69,600	\$69,600
Investment Income	-\$76,000	\$0	\$0	\$0
Firm Price/Receivable	-\$660,700	-\$13,400	-\$13,400	-\$13,400
Property Tax for GVS&DD Debt ³	-\$3,412,300	-\$405,400	-\$405,400	-\$405,400
Total Base Level Revenue Budget	-\$4,818,600	-\$5,167,800	-\$5,167,800	-\$4,567,800
Net Budgets	\$35,860,800	\$36,834,900	\$36,987,400	\$37,587,400
Net Difference Over 2021 Base Level Budget		\$974,100	\$1,126,600	\$1,726,600

¹ Key budget areas in green denote the key budget areas with options. Refer to “Project Manager (Sewer Rate Options)”, “Sewer Levy Stabilization Provision Contribution (Sewer Rate Options)” discussion on pages 17 and 18.

² The 2021 Base Level budget has been restated to include the approved Operating Budget Impacts and Fringe Adjustments approved with the 2021 Capital Budget and provided by the Finance Department respectively. Refer to “Provision (OBI and Fringe Adjustment)” discussion on page 17.

³ GVS&DD Debt (Metro Vancouver) charges levied through taxes based on property assessment value.

⁴ The salary (including fringe) for the SCADA Project Manager is \$152,500.

The following is an explanation of the budget reductions and increases in Table 6.

Metro Vancouver GVS&DD Sewer Levy

Richmond pays Metro Vancouver for bulk transmission and treatment of liquid waste on a flat rate basis. Metro Vancouver's Sewer Levy comprises of an operations and maintenance (O&M) component as well as a debt component. The debt component, which is mainly due to the Gilbert Road Sewer Project, has historically been levied through taxes as a sewer debt levy and charged to property owners who are in sewer areas and based on property assessment values. Metro Vancouver's GVS&DD O&M sewer levy is increasing by \$0.8M in 2022. This increase accounts for 89% of the non-discretionary expenditure increases proposed for the 2022 sewer rates.

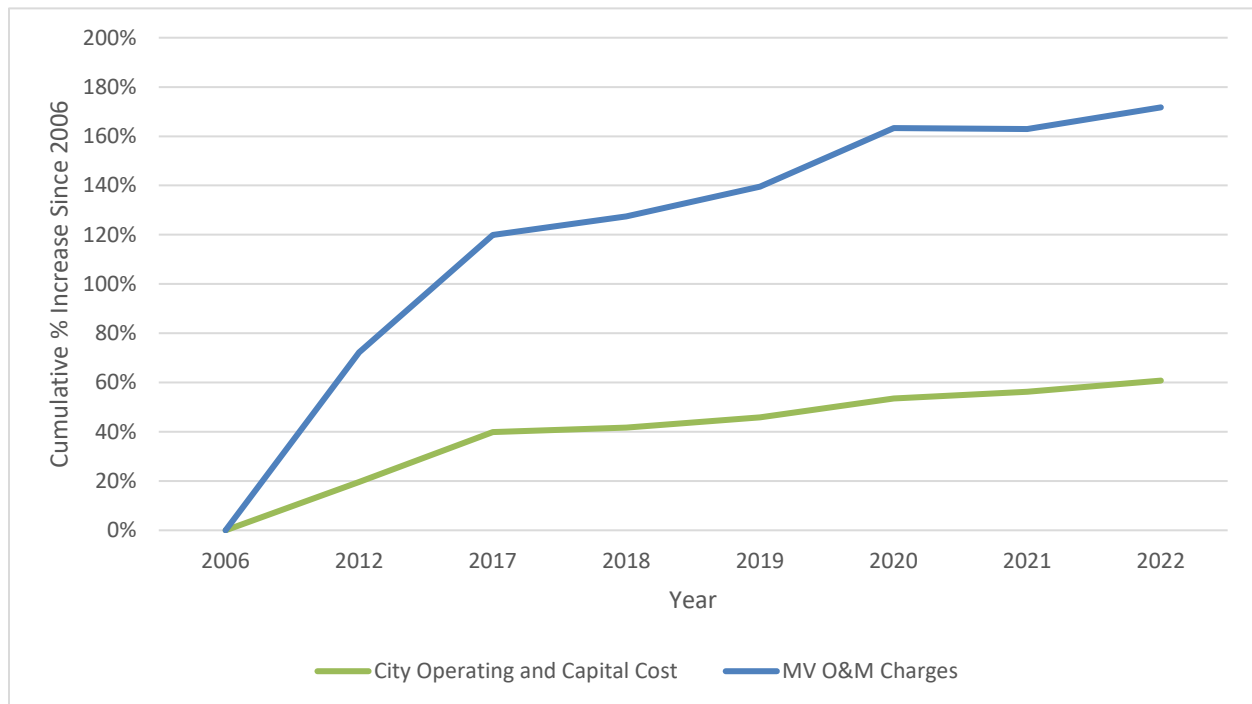
Richmond's 2022 sanitary sewer rates are based on Metro Vancouver's proposed 2022-2026 Financial Plan (Table 7). The 2022-2026 Financial Plan is expected to be reviewed by the Metro Vancouver Board on October 29, 2021. Staff will report back to Council for further consideration if the final approved rates are substantially different.

Table 7. Metro Vancouver 5-Year Overall Sewer Cost – Proposed 2022-2026 Financial Plan (Lulu Island Sewerage Area)

	2022	2023	2024	2025	2026
Sewer Levy – LSA (\$ Millions)	\$28.7	\$32.4	\$40.1	\$46.5	\$51.3
% Change	4.4%	13.0%	23.7%	15.9%	10.3%

Metro Vancouver rate increases for the Lulu Island Sewerage Area are significant, and are anticipated to continue rising over the next four years and beyond. Since 2006, Metro Vancouver's O&M sewer levy has increased by 172%, or an average annual increase of 6.4%. This is notably higher than the City's sewer utility rate increases, which have increased by 61% over the same period. Figure 4 provides a comparison of the City's annual operating and capital cost increases compared to Metro Vancouver operations and maintenance sewer levy.

Figure 4. City Operating and Capital Cost Increases vs. Metro Vancouver Operations and Maintenance Sewer Levy Increase



As a result of these increases, Metro Vancouver costs have increased from accounting for 53% of Richmond's sewer utility rate in 2006 (Figure 5) to 66% in 2022 (Figure 6). The increases in Metro Vancouver costs are a primary budget driver for the sewer utility.

Figure 5. 2006 Sewer Utility User Fee Breakdown

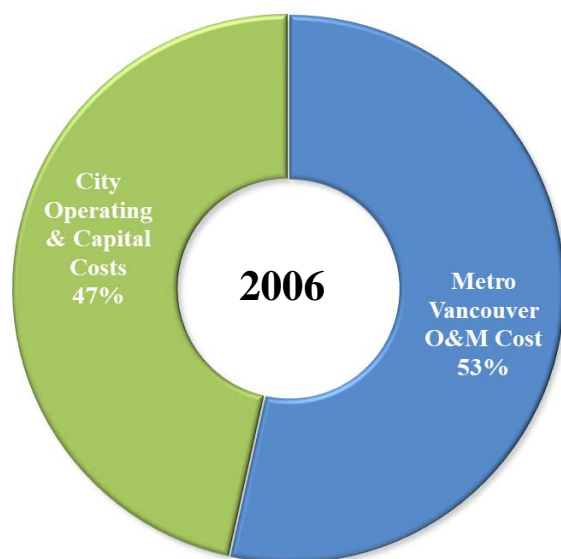
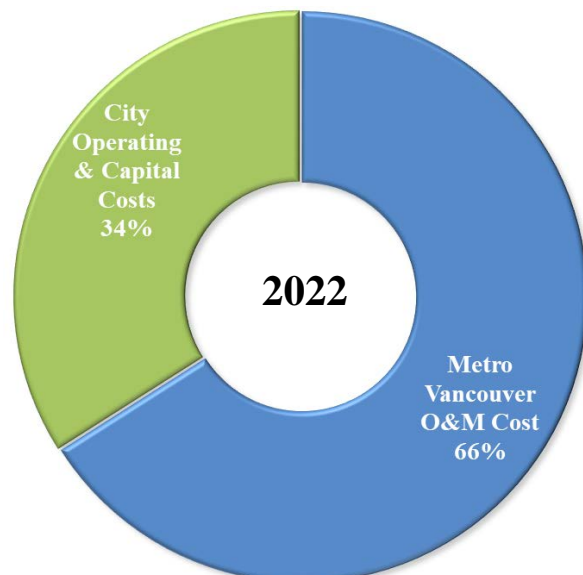


Figure 6. 2022 Sewer Utility User Fee Breakdown



Operating Expenditures

The City's operating budget expenditures have increased due to factors beyond the City's control, including:

- Salary increase for union agreements; and
- Electricity and natural gas increases.

The City's operating expenditures are carefully managed and considerable measures have been taken to minimize cost increases where possible. The average increase to the City's operating expenditures (excluding Metro Vancouver costs) since 2017 has been 1.8%, which is significantly below CPI over the same period.

Provision (OBI and Fringe Adjustment)

Each year, the City's Capital Budget, including operating budget impacts (OBIs) associated with the capital projects, is approved subsequent to the approval of the utility budgets. Similarly, updates to the fringe rate were provided by the City's Finance Department after the approval of the utility budgets. OBIs and fringe amounts result in increases to the utility budget. Since the utility budget is already established, the impacts are included in the Consolidated 5 Year Financial Plan (2021-2025), funded by a one-time transfer from the Sewer Levy Stabilization Provision. In 2021, \$69,600 was transferred from the Sewer Levy Stabilization Provision and incorporated into the 2022 base level budget.

Construction Period Revenues

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

Project Manager - SCADA (Sewer Rate Options)

The City's supervisory control and data acquisition (SCADA) system is an essential operations tool used to remotely monitor and control critical infrastructure, such as the City's 39 drainage and 153 sanitary pump stations, for early identification of issues in order to avoid drainage and sanitary sewer failures. Operations staff monitor system performance, levels, and alarms on a 24/7 basis, not only to provide the community with protection from flooding and other associated hazards, but also to allow for timely maintenance and repairs in order to avoid costly infrastructure repairs, replacement and service disruptions.

As the use of SCADA has significantly expanded with additional data collection and analysis within drainage, sanitary, water and road networks, additional resources are needed in this area. To support this growing area, provide the necessary oversight, and allow for collection of data for analytics, Options 2 and 3 include the addition of a new PCC for a Project Manager position. This position will ensure the necessary oversight and future advancements in this area to manage growth and demand, incorporate business intelligence components, and ensure strategic alignment with future infrastructure planning and forecasting.

Capital Infrastructure Replacement Program

The annual capital contribution for sewer-related infrastructure replacement is currently \$5.8M. The “Ageing Utility and Road Infrastructure Planning – 2019 Update” report identified a long-term annual funding requirement of \$8.4M, with a target funding range of \$7.8M to \$9.1M. Due to significant Metro Vancouver Sewer Levy increases, all options maintain the current \$5.8M contribution to the Capital Infrastructure Replacement Program to limit increases to sewer rates. Current funding levels are adequate for short- to medium-term sanitary infrastructure replacement needs; however, the funding gap defers the financial obligation to future years and bridging the funding gap will be an important consideration in future utility budgets.

Sewer Levy Stabilization Provision (Sewer Rate Options)

The Sewer Levy Stabilization was established by Council as a funding source for sewer rate stabilization. The Provision has a balance of \$8.7M as of August 31, 2021 and is intended to offset increases in regional sewer collection and treatment costs.

The sewer utility currently has a \$600,000 drawdown to partially offset rate increases. Options 1 and 2 maintain the drawdown at \$600,000 and Option 3 reduces the drawdown from the Provision to \$0.

Impact on 2022 Sewer Rates

The impact of the three budget options on sewer rates is shown in Tables 8 and 9. Table 8 shows the various options for metered customers. Table 9 shows the options for flat rate customers. Italicized numbers represent the difference between 2021 and the 2022 optional rates.

Option 1 includes only the non-discretionary increases necessary to meet demands placed on the City by factors outside of the City’s direct control. Option 2 includes a new PCC for a Project Manager position to manage the expanding SCADA program. Option 3 includes the new position as well as reducing the Provision drawdown to \$0.

Table 8. 2022 Metered Rate Sewer Options (net of discount)

Customer Class	2021 Rates	Option 1	Option 2	Option 3 (Recommended)
Single-Family Dwelling (based on 325 m ³ average consumption)	\$407.06	\$413.43 \$6.37	\$415.19 \$8.13	\$422.05 \$14.99
Townhouse (based on 218 m ³ average consumption)	\$273.05	\$277.32 \$4.27	\$278.50 \$5.45	\$283.09 \$10.04
Apartment (based on 157 m ³ average consumption)	\$196.64	\$199.72 \$3.08	\$200.57 \$3.93	\$203.88 \$7.24
Metered Rate (\$/m ³)	\$1.2525	\$1.2721 \$0.0196	\$1.2775 \$0.0250	\$1.2986 \$0.0461

Table 9. 2022 Flat Rate Sewer Options (net of discount)

Customer Class	2021 Rates	Option 1	Option 2	Option 3 (Recommended)
Single-Family Dwelling	\$513.53	\$521.55 \$8.02	\$523.76 \$10.23	\$532.43 \$18.90
Townhouse	\$469.86	\$477.20 \$7.34	\$479.22 \$9.36	\$487.16 \$17.30
Apartment	\$391.33	\$397.44 \$6.11	\$399.12 \$7.79	\$405.73 \$14.40

The rates outlined in Tables 8 and 9 are net rates. The Drainage, Dyke and Sanitary Sewer System Bylaw provides a 10% discount for utility bills paid prior to the due date. The rates shown will be increased by 10% in the supporting bylaws to provide for a discount incentive while ensuring appropriate cost recovery.

Options Summary

Option 1

- Represents the minimum increase necessary to maintain the current level of service.
- Maintains \$600,000 impact on the Sewer Levy Stabilization Provision.

Option 2

- Includes a new PCC for a Project Manager position.
- Maintains \$600,000 impact on the Sewer Levy Stabilization Provision.

Option 3 (Recommended)

- Includes a new PCC for a Project Manager position.
- Reduces the drawdown from the Sewer Levy Stabilization Provision to \$0.

Recommended Option

Staff recommend the budgets and rates identified in Option 3 for the Sewer Utility. This option includes a new Project Manager position to manage the expanding SCADA program and eliminates the drawdown from Sewer Levy Stabilization Provision, in order to preserve the Provision for utilization in the future when larger Metro Vancouver sewer levy increases are anticipated.

Drainage and Diking Utility

The Drainage and Diking Utility was created to develop a reserve fund to operate, maintain, and upgrade Richmond's flood protection infrastructure. Since 2003, Council has approved increasing annual funding levels for the Drainage and Diking Utility from \$0.6M to its current level of \$13.4M.

At the April 12, 2021 Regular Council Meeting, Council adopted a 50-Year Implementation Period for an accelerated flood protection program with the objective of achieving \$30M in annual revenue by 2031, with implementation of the new rates to start in 2023. Staff will provide options for Council's consideration as part of the 2023 Utility Budgets and Rates report to commence acceleration of the program.

Drainage Operations and Maintenance

The drainage operating cost has been included in the City's operating budget since inception in 2001. It is appropriate for the Drainage and Diking Utility to fund both capital and operating, consistent with the Water Utility and Sewer Utility. As part of the 2021 budget, \$2M of drainage operations and maintenance was relocated from the operating budget to the Drainage and Diking Utility, as part of a multi-year phased approach. The flood protection budget and rate options continue phasing this funding source. Option 2 includes an additional \$1M transfer of drainage operations and maintenance from the operating budget to the Drainage and Diking Utility. The total drainage operating cost for 2022 is approximately \$5.6M.

Impact on Flood Protection Rates

Table 10 provides a summary of the proposed flood protection rates for each rate class and the impact on the net utility budget. The rates outlined in Table 10 are net rates. The bylaw provides a 10% discount for utility bills paid prior to the due date. The net rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery. Numbers in italics represent the difference between 2021 and 2022 optional rates.

Table 10. 2022 Flood Protection Rate Options (net of discount)

Rate Class	2021 Rates	Option 1 Non-Discretionary Increases and Growth	Option 2 (Recommended) Includes an Additional \$1M Transfer for Drainage Operations and Maintenance	Option 3 Recommended Increases to Achieve 2031 Target Rates, No Increase in Transfer of Operations and Maintenance to Drainage and Diking Utility
Multi-Family Residential	\$145.31	\$145.31 \$0.00	\$153.71 \$8.40	\$155.01 \$9.70
Single-Family Residential and Agricultural	\$154.55	\$156.33 \$1.78	\$172.51 \$17.96	\$175.29 \$20.74
Small or Stratified ICI (less than 800m ²)	\$154.55	\$156.33 \$1.78	\$172.51 \$17.96	\$175.29 \$20.74
Medium Non-Stratified ICI (between 800m ² and 10,000m ²)	\$488.60	\$489.54 \$0.94	\$498.04 \$9.44	\$499.51 \$10.91
Large Non-Stratified ICI, above 10,000m ²	\$977.18	\$988.46 \$11.28	\$1,090.71 \$113.53	\$1,108.31 \$131.13
Net Budget	\$13,391,600	\$13,628,600	\$14,628,600	\$14,793,252
Capital Infrastructure Replacement Program	\$10,862,600	\$10,862,600	\$10,862,600	\$12,264,252
Drainage Operations and Maintenance	\$2,000,000	\$2,237,000	\$3,237,000	\$2,000,000
Box Culvert Preventative Maintenance Program	\$380,000	\$380,000	\$380,000	\$380,000
Dyke Repair Program	\$149,000	\$149,000	\$149,000	\$149,000
Net Difference Over 2021 Base Level Budget		\$237,000	\$1,237,000	\$1,401,652

Options Summary

Option 1

- Includes non-discretionary increases and revenue increase due to growth.
- Maintains funding for the Capital Infrastructure Replacement Program at \$10.9M.
- Maintains existing funding for the Box Culvert Preventative Maintenance Program and the Dike Repair Program.

Option 2 (Recommended)

- Includes non-discretionary increases and revenue increase due to growth.
- Includes an additional \$1M transfer of drainage operations and maintenance from the operating budget to the Drainage and Diking Utility.
- Maintains funding for the Capital Infrastructure Replacement Program at \$10.9M.
- Maintains existing funding for the Box Culvert Preventative Maintenance Program and the Dike Repair Program.

Option 3

- Maintains \$2M of the existing drainage operations and maintenance funded by the Drainage and Diking Utility.
- Includes the average annual rate increase required to achieve the target annual revenue of \$30M by 2031 to support the accelerated flood protection program adopted at the April 12, 2021 Regular Council Meeting as part of the 50-Year Implementation Period.
- Increases funding for the Capital Infrastructure Replacement Program to \$12,264,252.

Recommended Option

Staff recommend the budgets and rates identified in Option 2 for the Drainage and Diking Utility. This option includes a \$1M additional transfer of drainage operations and maintenance from the operating budget to the Drainage and Diking Utility, along with non-discretionary increases and revenue increase due to growth. This option makes progress towards relocating the drainage operations and maintenance funding from the operating budget to the Drainage and Diking Utility, and postpones more significant rate increases for the accelerated program until 2023, per Council direction.

Solid Waste and Recycling

Table 11. 2022 Solid Waste and Recycling Budget

Key Budget Areas ¹	2021 Base Level Budget	Option 1 Base Level Services	Option 2 Zero Net Cost Mosquito/Rodent Environmental Coordinator ² Plus \$150,000 for Rate Stabilization	Option 3 (Recommended) Option 2 plus Addition of Two Seabins, a Multi-Family Grease Collection Pilot and \$300,000 for Rate Stabilization
Expenditures				
Salaries	\$4,303,200	\$46,900	\$196,500	\$201,400
Contracts	\$10,278,900	\$341,600	\$341,600	\$402,200
Equipment/Materials	\$991,600	\$138,700	\$138,700	\$204,100
Disposal Costs	\$1,614,600	\$175,600	\$175,600	\$175,600
Recycling Materials Processing	\$3,950,900	\$187,100	\$187,100	\$211,100
Container Rental/Collection	\$370,500	\$105,200	\$105,200	\$105,200
Operating Expenditures	\$337,600	\$8,600	\$8,600	\$23,600
Agreements	\$197,700	\$67,000	-\$72,700	-\$72,700
Rate Stabilization	\$368,400	\$0	\$150,000	\$300,000
Base Level Expenditure Budget	\$22,413,400	\$23,484,100	\$23,644,000	\$23,963,900
Revenues				
General Application Fees	-\$100,000	-\$12,600	-\$12,600	-\$12,600
Recycling Materials	-\$287,100	-\$43,000	-\$43,000	-\$43,000
Garbage Tags	-\$17,500	-\$2,500	-\$2,500	-\$2,500
Unrealized Discounts	-\$108,000	\$0	\$0	\$0
Revenue Sharing Grant/Other	-\$9,100	-\$5,000	-\$5,000	-\$5,000
Recycling Commission	\$0	-\$100,000	-\$100,000	-\$100,000
Recycle BC Incentive	-\$2,067,200	-\$328,800	-\$328,800	-\$328,800
Provision (OBI Adjustment)	-\$1,061,200	\$136,900	\$136,900	-\$33,000
Base Level Revenue Budget	-\$3,650,100	-\$4,005,100	-\$4,005,100	-\$4,175,000
Net Budget	\$18,763,300	\$19,479,000	\$19,638,900	\$19,788,900
Net Difference Over 2021 Base Level Budget		\$715,700	\$875,600	\$1,025,600

¹ Key budget areas in green denote the key budget areas with options.

² The salary (including fringe) for the Mosquito/Rodent Environmental Coordinator is \$112,541.

The following is an explanation of the budget reductions and increases outlined in Table 11.

Salaries

Salary increase estimates relating to union agreements are the primary utility budget increases.

Costs under Options 2 and 3 include the addition of a new PCC for an Environmental Coordinator to manage rodent and mosquito control. These functions transferred to the City's responsibility when the Vancouver Coastal Health Authority stopped providing this service under a long-standing arrangement with the City effective March 30, 2021. This was outlined in a report presented at the March 8, 2021 Council meeting entitled, "Vancouver Coastal Health - Termination of Service Agreement". The scope of the work and duties required to manage this program are not able to be absorbed within the current staff complement. This salary cost increase is predominantly offset by reallocating agreement funding previously used to pay Vancouver Coastal Health for performing these services on behalf of the City. Salary costs are further increased under Option 3 for servicing costs associated with the proposed Seabin project, discussed in more detail later in this report. There is no resulting rate impact as these costs are offset by provision funding.

Contracts

Contract costs are increased in accordance with overall growth in the number of units serviced and escalation clauses as stipulated in the City's solid waste and recycling services contract, which commenced January 1, 2019 for a maximum 10-year term. Contract costs are increased under Option 3 to undertake an exploratory multi-family grease collection pilot initiative for collection of waste grease from a limited number of multi-family households. The purpose of this pilot program is to determine the feasibility of collecting waste grease from multi-family households and the impact such a program would have on minimizing grease build-up which can lead to blockages and breaks in the sanitary sewer system. This proposed initiative is discussed in more detail later in this report.

Equipment/Material Costs

Equipment and material costs increases are associated with demand replacement of recycling receptacles for residents. There has also been a notable increase in the cost of equipment, materials and supplies in general, principally associated with inflationary cost factors. The various items and equipment needs to support litter collection and recycling depot operations has also increased to maintain service levels and meet demand growth.

Equipment and material costs are increased under Option 3 for the purchase and installation of waste Seabins under a pilot program. These 'waste' bins would be installed in two strategic locations in the water along the Steveston waterfront to test the capability of the bins to collect floating debris. If approved, this initiative would be undertaken and evaluated during 2022 with the results reported to Council. This proposed initiative is discussed in more detail later in this report.

Equipment and material costs are further increased under Option 3 associated with the multi-family grease collection pilot initiative.

Disposal Costs

The Metro Vancouver regional tipping fee for local governments will increase by \$4 from \$117/tonne in 2021 to \$121/tonne for 2022. The \$5 per load transaction fee remains in effect and is unchanged. Cost increases are also driven by additional volumes of materials received from residential waste drop off at the Vancouver Landfill from the City's garbage disposal voucher program and from that collected through the large item service program.

Recycling Materials Processing

Recycling materials processing costs are increased to meet the City's obligations under the current organics processing contract in accordance with stipulated escalation clauses. Processing costs to manage increasing volumes of materials dropped off at Ecowaste by residents have also escalated, with residential drop-off quantities increasing by greater than 15%. Costs for handling materials at the recycling depot have also increased due to higher volumes of furniture, tires, fire extinguishers and similar items being dropped off by residents.

Costs under Option 3 are increased for processing waste grease under the proposed multi-family grease collection pilot initiative.

Container Collection Costs

Container collection costs are increased primarily associated with handling increased quantities of various items dropped off at the Recycling Depot by residents, including yard trimmings, furniture and general recycling materials.

Operating Expenditures

The marginal increases in operating expenditures under Options 1 and 2 are associated with safety attire for litter and recycling depot operations staff. Option 3 also includes costs for residential outreach associated with the proposed multi-family grease collection pilot program.

Agreements

Option 1 costs include rodent control management associated with banning rodenticides on City-owned properties as outlined in a staff report presented at the January 25, 2021 Council meeting. These costs were funded from provision in 2021. Future year's costs (starting in 2022) will need to be funded from the rates charged to residents to avoid continuing to draw the funding for these costs from the provision. Agreement costs under Options 2 and 3 are reallocated from the previous vendor-based arrangement (e.g. Vancouver Coastal Health Authority) to fund the new Environmental Coordinator position requested to administer both the rodent and mosquito control programs by City staff.

General Solid Waste & Recycling Rate Stabilization provision (Rate Options)

The General Solid Waste and Recycling Provision was established by Council as a funding source for rate stabilization. The provision has a balance of \$4 million as of August 31, 2021. Option 2 includes a rate stabilization contribution increase of \$150,000 to fund future recycling programs or infrastructure initiatives, such as Recycling Depot upgrades. Under Option 3, the rate stabilization contribution is increased by \$300,000.

Single-Use Plastic and Other Items

Council adopted *Single-Use Plastic and Other Items Bylaw No. 10000* at their September 27, 2021 meeting. Implementation of the bylaw is now underway, as outlined in the staff memorandum to Mayor and Councilors dated September 21, 2021 entitled “Update on the Single-Use Plastic and Other Items Bylaw No. 10000”. Within the budget amounts in Table 11, all options include implementation costs of \$560,000 as per prior Council approvals. This allows for the bylaw implementation to proceed. There is no impact to rates associated with this expenditure as there is a corresponding transfer from provision funding to offset these costs. Staff will review and evaluate ongoing requirements for support and enforcement of the bylaw as implementation proceeds and report to Council accordingly.

Commercial Recycling Services Review

This project has experienced delays due to the impacts to business caused by the COVID-19 pandemic. The purpose of this initiative is to undertake a detailed review and scoping exercise to establish opportunities for enhanced recycling for the commercial sector. Recycling rates in the commercial sector are among the lowest in accordance with Metro Vancouver’s waste composition audits, at 43%. The activities for this project include consultation with business, a review of current practices, limitations, challenges, etc., as well as a review of the waste collection industry’s current practices and capacity as it relates to commercial recycling services. The outcome would be an approach and strategy, with recommendations, to present to Council for further review and consideration.

The costs and temporary resources needed to undertake this project are included under all options at a cost of approximately \$370,000. Staff are currently in the process of retaining the resources needed to undertake this initiative, to commence in the fourth quarter, 2021. As the suggested review involves a scoping study to identify potential options for the commercial sector, the associated costs are offset by a contribution from provision in order that there is no impact to rates. Only after the results of the study are completed and reported back to Council would a recommended approach for City supported solutions be identified (with budget and rates identified).

Service Level Enhancements Discussion

Multi-Family Grease Collection Pilot

The purpose of this proposed initiative is to collect waste grease from up to ten multi-family sites, or approximately 500-800 units for a one-year period. Residents would be provided with containers which they would fill with their used household cooking grease (such as from deep

frying or from that generated by frying food (meats, vegetables, etc.)). These sealed containers would be placed in City provided carts and collected weekly from each complex. A replacement supply of containers would be made available for residents to use.

The collected grease will be taken to a processing facility where it will be de-packaged and put through an anaerobic digester (in the Fraser Valley area). The grease materials will be used to produce renewable natural gas (RNG) through a direct connection to a natural gas pipeline. The empty containers will be recycled.

The estimated cost for the one-year pilot is \$115,000 inclusive of processing and collection costs, collection carts and outreach. The City's current solid waste and recycling services contractor, Sierra Waste Services, will undertake the collection process and otherwise support delivery of this initiative since they have existing collection equipment they can use for this work and have familiarity with collection methods and routes at these complexes.

Staff will evaluate the feasibility of this type of collection program for residents as well as any noted reductions or other impacts in the sanitary system. In anticipation of this pilot, Sewer Operations has established a program to measure the baseline amounts of grease in the sewer system in the proposed pilot location/s. This will provide the ability to determine if this type of collection program results in reduced accumulations of grease in the City's sanitary system.

This type of program could prove beneficial by reducing maintenance and repair costs associated with grease accumulations in the City's sewer infrastructure. There is also incentive for homeowners to participate, since they can experience sewer backups and blockages in their internal sewer systems, resulting in costly repairs. These are costs which may impact individual homeowners' insurance.

As noted through staff's research, grease build-up in municipal sanitary sewer systems is a common challenge in every major city both nationally and internationally. Research into initiatives undertaken by other cities has included resident education and awareness of the issue, coupled with residential drop-off sites for household grease (similar to that provided at the City's recycling depot). Some cities have encouraged residents to use foil-based bags or containers to capture grease and dispose in the garbage. Residents are also encouraged to deposit small amounts of household grease into their green bins. Despite this, grease build-up remains an ongoing and difficult challenge to address. There are approximately 30 complete or partial sewer blockages each year in Richmond, which can average approximately \$1,000 per incident to address. A broken sanitary forcemain as a result of grease accumulations can cost upwards of \$1.5 million or more to repair. Annual preventative maintenance programs to reduce grease accumulations in sanitary sewer mains costs approximately \$200,000. If approved, this pilot initiative will be a unique approach undertaken by the City to help evaluate strategies to address this challenging issue.

If approved, staff will evaluate and report to Council with findings and recommendations from this pilot initiative. As the nature of this initiative is an exploratory pilot, it is recommended that the costs under Option 3 be offset from provision funding, resulting in no increase in the rates charged to residents.

Seabin Pilot Project

The purpose of this proposed initiative is to reduce plastic litter floating in the waters within Steveston Harbour, and to further increase overall awareness of the issue of marine plastic pollution. The Seabin is a floating debris interception device that is designed to be installed in any water body with a calm environment. A floating structure with electrical service is required to attach to the Seabin. The Seabin moves up and down with the tide collecting all floating materials as water is sucked in from the surface and passed through a catch bag inside, leaving litter and debris trapped for disposal. It is estimated that one Seabin can collect 3.9 kilograms of debris in one day, filtering as much as 1.4 metric tonnes of trash in one year. Staff are in discussions with the Steveston Harbour Authority to determine their interest in working with the City, whereby the City would install two Seabins along the Fisherman's Wharf located at 3800 Bayview Street and maintain all aspects of the bin using City staff resources.

The City will work to conduct a waste characterization study to identify the types of materials being collected by the Seabins. This will help inform what the most common items are, and identify potential gaps within City programs and communication on proper disposal options. Educational signage that will spur community conversation and bring awareness to the greater issue of plastic pollution within our local waterways will be installed. This initiative further supports the City's actions around the *Single-Use Plastic and Other Items Bylaw No. 10000* to reduce unnecessary waste and pollution.

The estimated annual cost for two Seabins is approximately \$55,000, inclusive of installation, maintenance, collection, communication and contractor costs. Litter collections operations staff will undertake the collection, processing and day-to-day maintenance of the Seabins. As the nature of this initiative is a pilot, it is recommended that the costs under Option 3 be offset from provision funding, resulting in no increase in the rates charged to residents associated with this program.

If approved, staff will evaluate and report to Council with findings and recommendations from this pilot initiative.

Construction Period Revenues

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

Revenues – General Solid Waste and Recycling Provision

Recycling Material Revenues

Recycling material revenues are increased associated with producer responsibility payments for increased quantities of materials received at the recycling depot. These represent payments from industry stewards based on overall quantities received. There have been notable increases in volumes of lights, appliances, power tools, electronics, motor oil, lead acid batteries, and paint dropped by residents at the recycling depot.

Recycling Commission

Metro Vancouver will introduce a recycling depot funding strategy in 2022 which recognizes the contribution that municipally operated recycling depots provide to the regional system. The strategy, which was approved by the GVS&DD Board on April 30, 2021, serves to create equity by providing annual funding to those cities which operate their own recycling depots, such as Richmond. The amount represents a tipping fee credit calculated based on population. The tipping fee credit commences in partial form in 2022, and increases to a maximum amount as regional recycling depots are constructed, expected in 2024. The costs, which will be paid to approximately five communities including Richmond, will be recovered by the region as part of the overall tipping fee assessed to all system users. The 2022 payment to Richmond is not yet determined. An estimated amount of \$100,000 is reflected in the budget and rates.

To qualify for the funding, the City would enter into an agreement with Metro Vancouver. The key terms are continuing to be discussed and negotiated. Preliminary expected terms are as follows:

- Agree to operate as part of the regional recycling system under agreement with GVS&DD which would permit non-Richmond residents to use the City's recycling depot.
- Allow any resident or business within the GVS&DD area to use the recycling depot, unless prohibited under extended producer responsibility agreements.
- Accept for free the base materials defined under the agreement and as expanded by Metro Vancouver. Base materials include items such as batteries, Styrofoam, paper, beverage containers, pesticides, books, film packaging, plastics, cellular phones, glass packaging, propane tanks, cooking oil, gasoline, small appliances and power tools, lamps and light fixtures, smoke and carbon monoxide alarms, cardboard, scrap metal (including appliances and outdoor power equipment), electronics, paint products and solvents, used oil and antifreeze.
- Operate the depot seven days per week, a minimum of eight hours per day, excluding statutory holidays.
- Annual payments by GVS&DD are subject to increases based on the consumer price index.
- Retain the ability to terminate the agreement with six months' notice provided.
- The City maintains its autonomy and discretion with respect to its ownership and operation of the recycling depot.

This report seeks approval for the General Manager of Engineering and Public Works to enter into the agreement with GVS&DD, per the key terms outlined above.

Staff will evaluate the impacts of the City's recycling depot serving as a regional facility for these base materials and will propose operating criteria and conditions for incorporation into Richmond's Solid Waste and Recycling Regulation Bylaw 6803.

Recycle BC Incentive

The net Recycle BC revenue incentive is adjusted to offset inflationary cost increases in order to maintain no net impact in the Blue Box/Multi-Family Recycling Rate. Overall, the Recycle BC program is expected to generate net revenues of approximately \$360,000 for 2022 and can be deposited into the General Solid Waste and Recycling provision account subject to Council approval. This is in alignment with previous Council direction (November 25, 2013) when the decision to join Recycle BC was made.

Impact on 2022 Rates

The impact of the budget options to ratepayers is provided in the tables which follow. The principal reason for the increase in 2022 relates to inflationary contract costs stipulated in existing contracts, disposal cost increases, and costs associated with handling increasing quantities of materials collected from residents. Numbers in italics represent the difference between 2021 rates and 2022 optional rates.

Table 12 provides total costs based on standard garbage cart sizes for single-family (240L) and townhouse (120L). Table 13 provides a more detailed breakdown of Option 3 rates based on the four different garbage cart size options that are available to residents in single-family and townhouse units. The percentage of container sizes subscribed by each customer class is also presented for reference. Residents are able to reduce or increase the amount they pay based on the cart size they select for garbage collection services.

Table 12. 2022 Solid Waste and Recycling Rate Options (net of discount)

Customer Class	2021 Rates	Option 1	Option 2	Option 3 (Recommended)
Single-Family Dwelling (Standard 240L Cart)	\$387.65	\$397.40 <i>\$9.75</i>	\$399.20 <i>\$11.55</i>	\$401.00 <i>\$13.35</i>
Townhouse (Standard 120L Cart)	\$267.65	\$275.90 <i>\$8.25</i>	\$277.70 <i>\$10.05</i>	\$279.50 <i>\$11.85</i>
Apartment	\$126.10	\$129.55 <i>\$3.45</i>	\$131.35 <i>\$5.25</i>	\$133.15 <i>\$7.05</i>
Business Rate	\$37.60	\$40.89 <i>\$3.29</i>	\$41.25 <i>\$3.65</i>	\$41.61 <i>\$4.01</i>

Table 13. 2022 Single-Family and Townhouse Net Rates by Garbage Cart Size (Per Recommended Option 3)

Cart Size	Single Family		Townhomes	
	Full Service Rate (Including Recycling, Organics, Other Services)	Approximate Percent - Subscribed Size	Full Service Rate (Including Recycling, Organics, Other Services)	Approximate Percent - Subscribed Size
80L	\$349.50	4%	\$254.25	16%
120L	\$374.75	11%	\$279.50	75%
240L	\$401.00	79%	\$305.75	8%
360L	\$508.75	6%	\$413.50	1%

The rates outlined in Tables 12 and 13 are net rates. The Solid Waste & Recycling Regulation bylaw provides a 10% discount for utility bills paid prior to the due date. The rates shown in the bylaw will be before the 10% discount is applied.

Regional Issues

In 2022, garbage tipping fees for municipal loads will increase by \$4 per tonne or to \$121 per tonne. Tipping fees are projected to increase to \$128 per tonne in 2023; \$135 per tonne in 2024; \$142 per tonne in 2025; and \$149 per tonne in 2026.

In addition to standard operating programs, Metro Vancouver intends to pursue an update to the region's solid waste management plan to advance zero waste and incorporate circular economy principles. Other key activities to target in 2022 include completion and opening of the United Boulevard and Central Surrey Recycling and Waste Centres; focus on support for various campaigns including textiles, single-use items, food waste, illegal dumping, the annual Zero Waste Conference, and related initiatives. Metro Vancouver will also continue to support the National Zero Waste Council to advance waste prevention and circularity within Metro Vancouver and across Canada.

Options Summary

Option 1

- Represents full recovery via rates of all program costs, including costs associated with managing increasing volumes of recycling materials collected from residents.
- Meets the City's contractual obligations related to inflationary aspects of agreements and contracts.
- Maintains the rodent control management associated with banning rodenticides on City-owned properties as approved by Council.
- Includes funding to implement the City's *Single-Use Plastic and Other Items Bylaw No. 10000* and undertake a Commercial Recycling Services Review, offset by provision funding.
- Includes entering into an agreement with the Greater Vancouver Sewerage and Drainage District for the recycling depot funding strategy as described in "Recycling Commission" on page 30.

Option 2

- Represents full recovery via rates of all program costs, including costs associated with managing increasing volumes of recycling materials collected from residents.
- Meets the City's contractual obligations related to inflationary aspects of agreements and contracts.
- Maintains the rodent control management associated with banning rodenticides on City-owned properties as approved by Council.
- Adds \$150,000 of rate stabilization funding to set aside for future recycling programs and infrastructure initiatives.
- Includes funding to implement the City's *Single-Use Plastic and Other Items Bylaw No. 10000* and undertake a Commercial Recycling Services Review, offset by provision funding.
- Includes a new PCC request for a full time Environmental Coordinator position to coordinate and administer the rodent and mosquito control programs. Vancouver Coastal Health Authority terminated their agreement with the City to provide these services effective March 30, 2021.
- Includes entering into an agreement with the Greater Vancouver Sewerage and Drainage District for the recycling depot funding strategy as described in "Recycling Commission" on page 30.

Option 3 (Recommended)

- Represents full recovery via rates of all program costs, including costs associated with managing increasing volumes of recycling materials collected from residents.
- Meets the City's contractual obligations related to inflationary aspects of agreements and contracts.
- Maintains the rodent control management associated with banning rodenticides on City-owned properties as approved by Council.
- Adds \$300,000 of rate stabilization funding to set aside for future recycling programs and infrastructure initiatives.
- Includes funding to implement the City's *Single-Use Plastic and Other Items Bylaw No. 10000* and undertake a Commercial Recycling Services Review, offset by provision funding.
- Includes a new PCC request for a full time Environmental Coordinator position to coordinate and administer the rodent and mosquito control programs. Vancouver Coastal Health Authority terminated their agreement with the City to provide these services effective March 30, 2021.
- Includes a Seabin pilot program, where two water collection bins are installed along the Steveston Waterfront in cooperation with the Steveston Harbour Authority.
- Includes funding to undertake a multi-family grease collection pilot program, where waste grease collected is de-packaged and converted into renewable natural gas and the impacts of grease build up in sanitary sewer system is monitored. It is recommended that the cost of this program be funded from provision, resulting in no increase to the rates charged to residents associated with this initiative.
- Includes entering into an agreement with the Greater Vancouver Sewerage and Drainage District for the recycling depot funding strategy as described in "Recycling Commission" on page 30.

Recommended Option

Staff recommend the budget and rates identified in Option 3 for Solid Waste and Recycling. This option provides full funding for all existing programs in 2022 and ensures appropriate resources are in place to support these programs. Additionally, this option allows for a Seabin collection pilot and multi-family grease collection pilot program to be undertaken in 2022 and adds rate stabilization funding to put toward future recycling programs and initiatives.

Total Recommended 2022 Utility Rate Option

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

- Option 2 is recommended for Water
- Option 3 is recommended for Sewer
- Option 2 is recommended for Drainage and Diking
- Option 3 is recommended for Solid Waste and Recycling

Table 14 summarizes the estimated total metered rate utility charge, based on average water and sewer consumption. Table 15 summarizes the total flat rate utility charge. Numbers in italics represent the difference between 2021 rates and 2022 proposed rates.

Table 14. 2022 Estimated Total Net Rates to Metered Customers

Customer Class	2021 Estimated Net Metered Rates	2022 Estimated Net Metered Rates (Recommended)
Single-Family Dwelling	\$1,415.48	\$1,479.92 <i>\$64.44</i>
Townhouse (on City garbage service)	\$1,005.76	\$1,048.21 <i>\$42.45</i>
Townhouse (not on City garbage service)	\$910.26	\$947.66 <i>\$37.40</i>
Apartment	\$681.40	\$712.85 <i>\$31.45</i>
Commercial/Industrial		
Metered Water (\$/m ³)	\$1.3016	\$1.3574 <i>\$0.0558</i>
Metered Sewer (\$/m ³)	\$1.2525	\$1.2986 <i>\$0.0461</i>
Business: Garbage	\$37.60	\$41.61 <i>\$4.01</i>
Business: Drainage & Diking (800 m ² to 10,000 m ²)	\$488.60	\$498.04 <i>\$9.44</i>
Business: Drainage & Diking (above 10,000 m ²)	\$977.18	\$1,090.71 <i>\$113.53</i>
Business: Drainage & Diking (Others)	\$154.55	\$172.51 <i>\$17.96</i>

Table 15. 2022 Total Net Rates to Flat Rate Customers

Customer Class	2021 Net Flat Rates	2022 Net Flat Rates (Recommended)
Single-Family Dwelling	\$1,746.90	\$1,826.77 \$79.87
Townhouse (on City garbage service)	\$1,448.60	\$1,510.42 \$61.82
Townhouse (not on City garbage service)	\$1,353.10	\$1,409.88 \$56.78
Apartment	\$1,027.32	\$1,072.82 \$45.50

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

Flat Rate and Metered Customers

All single-family and ICI properties in the City are metered. The single-family residential flat rate will continue to apply to duplex units that share one water service. These units require significant internal plumbing separation work to facilitate metering and were not included in the universal metering program. 49% of townhouses and apartments are still on flat rate utility services; however, the number of units with meters will continue to increase with on-going volunteer and mandatory water meter programs for multi-family dwellings. The number of units by customer class is presented in Table 16.

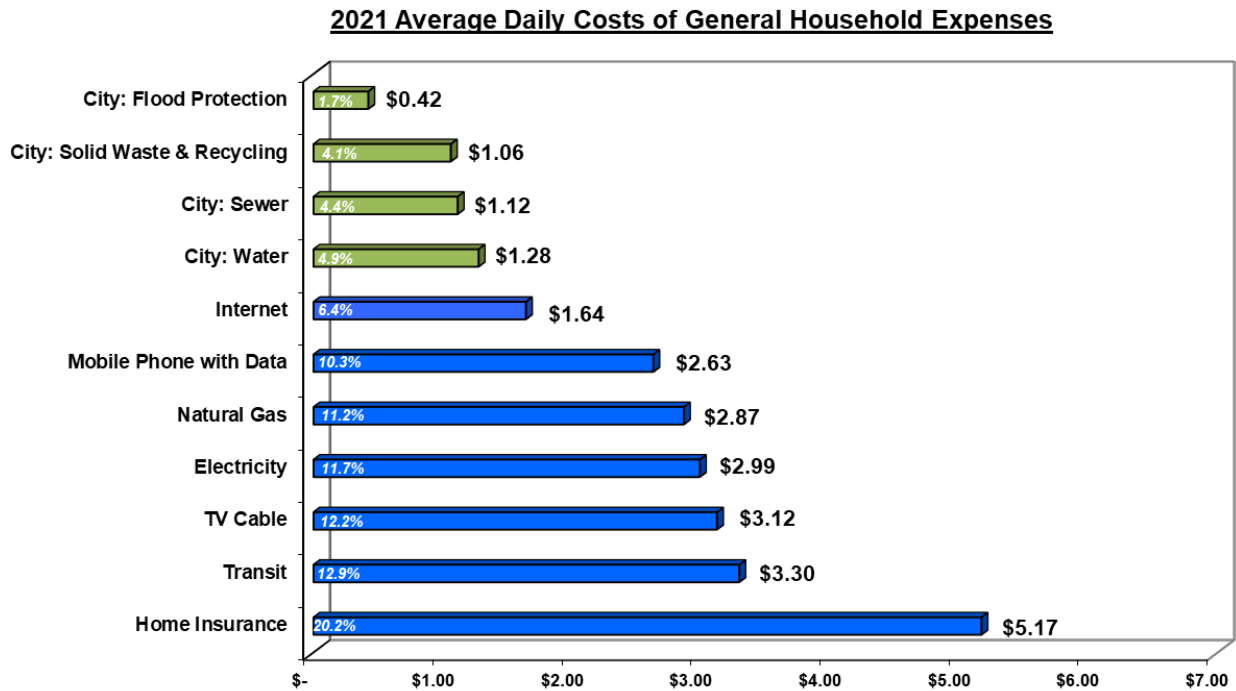
Table 16. Flat Rate and Metered Property Unit Counts

	2021 percentages (Mid-Year)	2021 Counts (Mid-Year)	2022 Counts (Mid-Year Estimated)	Difference
Single-Family Residential	Flat Rate (3%)	786	786	0
	Metered (97%)	27,899	27,943	44
Townhouse	Flat Rate (63%)	11,482	11,158	-324
	Metered (37%)	6,609	6,991	382
Apartment	Flat Rate (42%)	14,798	14,412	-386
	Metered (58%)	20,702	22,219	1,517
Total Residential Units		82,276	83,509	1,233
Commercial Units	Metered	3,630	3,630	0
Farms	Metered	49	49	0

Comparison of 2021 City Utility Rates to Other Major Household Expenses

City utility fees represent approximately 15% of total average daily household expenses and are of good value when compared with common household expenses. Water, sewer, solid waste and recycling, and flood protection services are fundamental to the quality of life for residents and necessary infrastructure to support the local economy. Figure 7 illustrates the value of these services when compared to other common daily household expenses.

Figure 7. Cost Comparison of Main Household Expenses for a Single-Family Dwelling

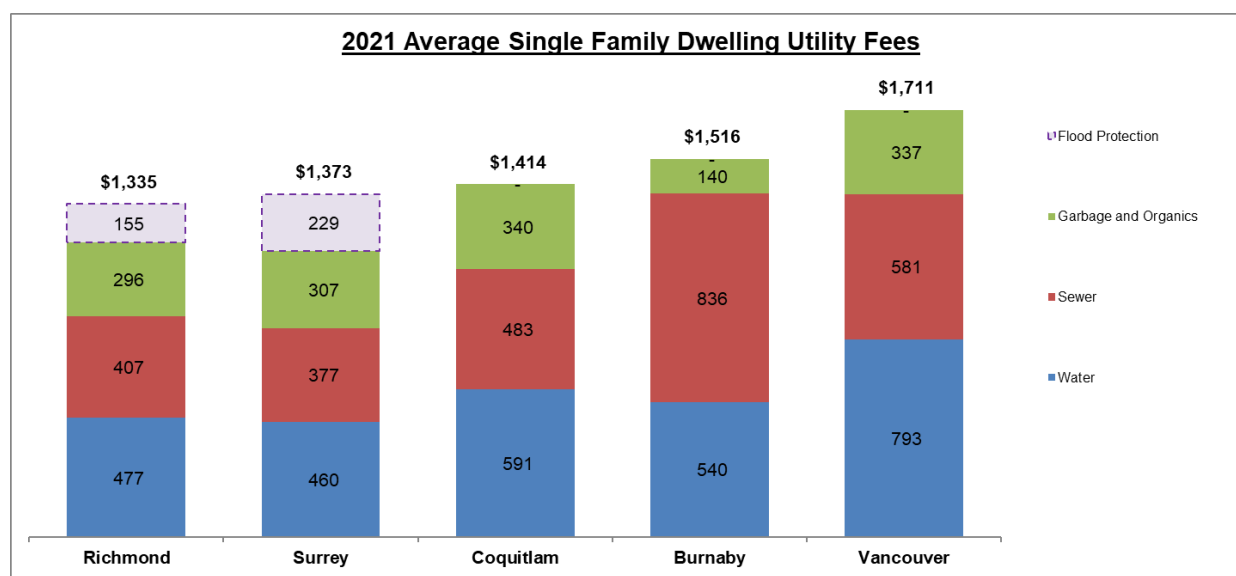


Source: BC Hydro, Fortis BC, Rogers, Shaw, TD Insurance, and Translink

Comparison of 2021 Comparator Municipality Utility Fees

Figure 8 provides a comparison between the City's 2021 average single-family dwelling utility fees with comparator municipalities. All utility fees presented below are net of applicable discounts. Richmond and Surrey water and sewer rates include applicable metering costs and are based on an average annual consumption of 325m³ and 345m³ respectively, as single-family dwellings in these cities are 100% and 70% metered respectively; all other comparator municipalities are predominately charging a flat rate for water and sewer services. Blue box, general recycling and waste management fees have been excluded in the garbage and organics fee presented for comparison purposes, as not all municipalities offer the same services. Coquitlam, Burnaby and Vancouver do not have applicable rates for drainage and flood protection services. The City of Richmond offers this additional and critical service while still maintaining the lowest combined fee for utility services.

Figure 8. Comparison of 2021 Average Single-Family Dwelling Utility Fees



Sources:

- City of Richmond - Based on metered rate
 - ☐ Waterworks and Water Rates Bylaw No. 5637; Amendment Bylaw No. 10220
 - ☐ Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551; Amendment Bylaw No. 10221
 - ☐ Solid Waste & Recycling Regulation Bylaw No. 6803; Amendment Bylaw No. 10222
- City of Surrey - Based on metered rate
 - ☐ Waterworks Regulation and Charges By-law 2007, No. 16337; Amendment By-law No. 20212
 - ☐ Sanitary Sewer Regulation and Charges By-law 2008, No. 16611; Amendment By-law No. 20210
 - ☐ Waste Management Regulations and Charges Bylaw 2015, No. 18412; Amendment Bylaw No. 20211
 - ☐ Drainage Parcel Tax By-law 2001, No. 14593; Amendment By-law No. 20209
- City of Coquitlam - Based on flat rate
 - ☐ Water Distribution Bylaw No. 4428; Amendment Bylaw No. 5087
 - ☐ Sewer and Drainage Bylaw No. 4429; Amendment Bylaw No. 5088
 - ☐ Solid Waste Management Bylaw No. 4679; Amendment Bylaw No. 5089
- City of Burnaby - Based on metered rate
 - ☐ Waterworks Regulation Bylaw No. 1953; Amendment Bylaw No. 14264
 - ☐ Sewer Charge Bylaw No. 1961; Amendment Bylaw No. 14263
 - ☐ Solid Waste & Recycling Bylaw No. 2010; Amendment Bylaw No. 14242
 - ☐ Sewer Parcel Tax Bylaw No. 1994; Amendment Bylaw No. 14110
- City of Vancouver - Based on flat rate
 - ☐ Water Works By-law No. 4848; Amendment Bylaw No. 12848
 - ☐ Sewer & Watercourse By-law No. 8093; Amendment Bylaw No. 12850
 - ☐ Solid Waste By-law No. 8417; Amendment Bylaw No. 12849

Financial Impact

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

Staff recommend the following budgets by utility:

- Option 2 is recommended for Water, for a net budget of \$46.7 million;
- Option 3 is recommended for Sewer, for a net budget of \$37.6 million;
- Option 2 is recommended for Drainage and Diking, for a net budget of \$14.6 million;
- Option 3 is recommended for Solid Waste and Recycling, for a net budget of \$19.8 million; and
- An overall net utility budget of \$118.7 million.

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

Conclusion

This report presents the 2022 proposed utility budgets and rates for City services relating to the provision of water, sewer, flood protection, as well as solid waste and recycling. Considerable measures have been taken to reduce costs where possible in order to minimize rate increases. A significant portion of the City's costs relate to impacts from influences outside of the City's direct control, such as regional and contract cost impacts. Regional costs are expected to continue increasing to meet demands for high quality drinking water and sewer treatment. Staff recommend that the budgets and rates, as outlined in this report, be approved and that the appropriate amending bylaws be brought forward to Council to bring these rates into effect.



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Att. 1: 2022 Annual Utility Charges – Recommended Gross Rates per Bylaw

Attachment 1

2022 Annual Utility Charges – Recommended Gross Rates per Bylaw (Estimated Metered and Actual Flat Rates)

	Water	Sewer	Drainage/ Diking	Garbage/ Recycling	Total
Metered (Based on Average Consumption)					
Single-Family Dwelling	\$538.18	\$468.94	\$191.68	\$445.56	\$1,644.36
Townhouse (with City garbage)	\$368.79	\$314.54	\$170.79	\$310.56	\$1,164.68
Townhouse (no City garbage)	\$368.79	\$314.54	\$170.79	\$198.84	\$1,052.96
Apartment	\$246.79	\$226.53	\$170.79	\$147.94	\$792.05
Flat Rate (Actual)					
Single-Family Dwelling	\$800.92	\$591.59	\$191.68	\$445.56	\$2,029.75
Townhouse (with City garbage)	\$655.61	\$541.29	\$170.79	\$310.56	\$1,678.25
Townhouse (no City garbage)	\$655.61	\$541.29	\$170.79	\$198.84	\$1,566.53
Apartment	\$422.48	\$450.81	\$170.79	\$147.94	\$1,192.02
General – Other/Business					
Metered Water (\$/m ³)	\$1.5082				
Metered Sewer (\$/m ³)		\$1.4429			
Business: Garbage				\$46.23	
Non-Stratified ICI: Drainage & Diking (800 m ² to 10,000 m ²)			\$553.38		
Non-Stratified ICI: Drainage & Diking (above 10,000 m ²)			\$1,211.90		
ICI: Drainage & Diking (Others)			\$191.68		



City of Richmond

Report to Council

To: Council
From: John Irving, P.Eng. MPA
General Manager, Engineering and Public Works
Jerry Chong, CPA, CA
Acting General Manager, Finance and Corporate Services
Date: November 3, 2021
File: 10-6000-01/2021-Vol 01
Re: 2022 Utility Rate Amendment Bylaws

Staff Recommendation

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

- a) Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10311;
- b) Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10312; and
- c) Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10313.

John Irving, P.Eng. MPA
General Manager,
Engineering and Public Works
(604-276-4140)

Jerry Chong, CPA, CA
Acting General Manager,
Finance and Corporate Services
(604-276-4064)

Att. 3

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

Staff Report

Origin

At the November 1, 2021 Finance Committee, the following resolution was endorsed by Committee as part of their consideration of the 2022 Utility Budgets and Rates:

That the 2022 utility budgets, as presented in Option 2 for Water (page 6) including Option B for universal multi-family water metering, Option 3 for Sewer (page 14), Option 2 for Drainage and Diking (page 22), and Option 3 for Solid Waste and Recycling (page 24), as outlined in the staff report titled, "2022 Utility Budgets and Rates", dated October 22, 2021, from the General Manager, Engineering and Public Works and the Acting General Manager, Finance and Corporate Services, be approved as the basis for establishing the 2022 utility rates and included in the Consolidated 5 Year Financial Plan (2022-2026) Bylaw.

Subject to Council's acceptance of the above Finance Committee recommendation, this report presents the amending bylaws required to bring the utility rates into effect for 2022.

This report supports the following strategies within Council's Strategic Plan 2018-2022:

Strategy #1 A Safe and Resilient City:

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

1.2 Future-proof and maintain city infrastructure to keep the community safe.

1.3 Ensure Richmond is prepared for emergencies, both human-made and natural disasters.

Strategy #2 A Sustainable and Environmentally Conscious City:

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

2.1 Continued leadership in addressing climate change and promoting circular economic principles.

2.2 Policies and practices support Richmond's sustainability goals.

Strategy #5 Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

5.1 Maintain a strong and robust financial position.

5.2 Clear accountability through transparent budgeting practices and effective public communication.

5.3 Decision-making focuses on sustainability and considers circular economic principles.

5.4 Work cooperatively and respectfully with all levels of government and stakeholders while advocating for the best interests of Richmond.

Analysis

The following is a summary of the proposed changes for Waterworks and Water Rates Bylaw No. 5637, Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, and Solid Waste and Recycling Bylaw No. 6803, as outlined in the “2022 Utility Budgets and Rates” report, dated October 22, 2021:

1. Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw 10311

- Changes to implement the 2022 water rates as outlined in Option 2 of the “2022 Utility Budgets and Rates” report.

2. Drainage, Dyke, and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10312

- Changes to implement the 2022 sanitary sewer rates as outlined in Option 3, and drainage and diking rates as outlined in Option 2 of the “2022 Utility Budgets and Rates” report.

3. Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw 10313

- Changes to implement the 2022 solid waste and recycling rates as outlined in Option 3 of the “2022 Utility Budgets and Rates” report, inclusive of rate increases consistent with those presented for optional commercial garbage and organic services.
- The addition of language to identify the Recycling Depot as part of the regional recycling system and define “regional customers” and “base depot materials” to be accepted free of charge under the proposed agreement with Metro Vancouver. This also includes the addition of daily limits for regional customers. The City is only required to accept “base depot materials” from regional customers. The proposed changes to Bylaw 6803 provide this definition to clarify only those items which would be accepted by non-Richmond residents and businesses.

Financial Impact

The rates outlined in the proposed amending bylaws represent full cost recovery for each respective utility area including infrastructure utility-related Metro Vancouver imposed costs and

City operating costs. The impact to ratepayers is outlined in the “2022 Utility Budgets and Rates” report, dated October 22, 2021.

Conclusion

The amending bylaws presented with this report require Council’s approval to charge for the various utility services in 2022. These services include the provision of high-quality drinking water for all residents and businesses, sewage conveyance and treatment, flood protection, and solid waste and recycling services.

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

The costs and rates strategy that has been developed manage these competing costs effectively while balancing the fiscal challenges presented by increases in regional service rates, contract and other non-discretionary cost increases, and the economic impacts of the COVID-19 pandemic on ratepayers.



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Manager, Engineering Planning
(604-244-1281)



Suzanne Bycraft
Interim Director, Public Works Operations
(604-233-3338)

- Att. 1: Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10311
2: Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10312
3: Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10313



City of
Richmond

Bylaw 10311

**Waterworks and Water Rates Bylaw No. 5637,
Amendment Bylaw No. 10311**

The Council of the City of Richmond enacts as follows:

1. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting Schedules A through G and substituting Schedule A attached to and forming part of this Bylaw.
2. This Bylaw is cited as "**Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10311**" and is effective January 1, 2022.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. <i>JL</i>
APPROVED for legality by Solicitor <i>LB</i>

SCHEDULE A TO BYLAW NO. 10311**SCHEDULE "A" to BYLAW NO. 5637****FLAT RATES FOR
RESIDENTIAL, AGRICULTURAL, AND INSTITUTIONAL PROPERTIES**

	Annual Fee
A. Residential dwellings per unit	
One-Family Dwelling or Two-Family Dwelling	\$800.92
Townhouse	\$655.61
Apartment	\$422.48
B. Stable or Barn per unit	\$161.37
C. Field Supply – each trough or water receptacle or tap	\$100.88
D. Public Schools for each pupil based on registration January 1 st	\$9.56

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

Consumption per cubic metre:	\$1.5082
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**METERED RATES FOR
ONE-FAMILY DWELLING AND TWO-FAMILY DWELLING****1. RATES**

Consumption per cubic metre: \$1.5082

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**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**CONSTRUCTION PERIOD WATER CONSUMPTION RATES –
RESIDENTIAL**

MONTH (2022)	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	\$801	2023	\$656	2023	\$863	2024
February	\$734	2023	\$1,285	2024	\$828	2024
March	\$667	2023	\$1,230	2024	\$793	2024
April	\$601	2023	\$1,175	2024	\$757	2024
May	\$534	2023	\$1,121	2024	\$722	2024
June	\$467	2023	\$1,066	2024	\$687	2024
July	\$400	2023	\$1,012	2024	\$652	2024
August	\$1,169	2024	\$957	2024	\$1,076	2025
September	\$1,102	2024	\$902	2024	\$1,041	2025
October	\$1,036	2024	\$848	2024	\$1,006	2025
November	\$969	2024	\$793	2024	\$971	2025
December	\$902	2024	\$738	2024	\$935	2025

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

Water Connection Size	Consumption Charge
20mm (3/4") diameter	\$155
25mm (1") diameter	\$295
40mm (1 1/2") diameter	\$735
50mm (2") diameter and larger	\$1,820

SCHEDULE "F" to BYLAW 5637**MISCELLANEOUS CHARGES**

1.	For an inaccessible meter as set out in Section 7	\$200 per quarter
2.	For each turn on or turn off	\$108
3.	For each non-emergency service call outside regular hours	Actual Cost
4.	Fee for testing a water meter	\$377
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**RATES FOR VANCOUVER INTERNATIONAL AIRPORT AUTHORITY (YVR)**

Applicable rate is \$1.2754 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
- 76 m³ of water per annum at a rate of \$1.2754 per cubic meter for water used annually for testing and flushing of the tank cooling system at Storage Tank Farm TF2 (in lieu of metering the 200 mm diameter water connection to this facility)

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



**Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551,
Amendment Bylaw No. 10312**

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 by deleting Schedule B and Schedule C in their entirety and substituting Schedule A attached to and forming part of this Bylaw.
2. This Bylaw is cited as “**Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10312**” and is effective January 1, 2022.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. <i>JW</i>
APPROVED for legality by Solicitor <i>LB</i>

SCHEDULE A to Bylaw 10312**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	\$591.59
(ii) Townhouses	\$541.29
(iii) Apartments	\$450.81
(b) Public School (per classroom)	\$456.34
(c) Shops and Offices	\$540.38

2. RATES FOR METERED PROPERTIES

Regular rate per cubic metre of water delivered to the property: \$ 1.4429

3. RATES FOR COMMERCIAL, INDUSTRIAL, INSTITUTIONAL AND AGRICULTURAL

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

4. CONSTRUCTION PERIOD – PER DWELLING UNIT

Month (2022)	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	\$592	2023	\$541	2023	\$918	2024
February	\$542	2023	\$1,057	2024	\$881	2024
March	\$493	2023	\$1,012	2024	\$843	2024
April	\$444	2023	\$967	2024	\$806	2024
May	\$394	2023	\$922	2024	\$768	2024
June	\$345	2023	\$877	2024	\$730	2024
July	\$296	2023	\$832	2024	\$693	2024
August	\$860	2024	\$787	2024	\$1,140	2025
September	\$811	2024	\$742	2024	\$1,102	2025
October	\$761	2024	\$697	2024	\$1,065	2025
November	\$712	2024	\$651	2024	\$1,027	2025
December	\$663	2024	\$606	2024	\$990	2025

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	\$191.68
(ii) Multiple-Family Dwellings	\$170.79
(b) Agricultural properties	\$191.68
(c) Stratified industrial, commercial and institutional properties	\$191.68
(d) Non-stratified industrial, commercial and institutional properties with lot areas less than 800 m ²	\$191.68
(e) Non-stratified industrial, commercial and institutional properties with lot areas between 800 m ² and 10,000 m ²	\$553.38
(f) Non-stratified industrial, commercial and institutional properties with lot areas greater than 10,000 m ²	\$1,211.90



**Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment
Bylaw No. 10313**

The Council of the City of Richmond enacts as follows:

1. The **Solid Waste and Recycling Regulation Bylaw No. 6803**, as amended, is further amended by adding the following as Section 2.1.1(d):

(d) establish and maintain a recycling depot for use by **regional customers** for the deposit, free of charge, of **base depot materials**.

2. The **Solid Waste and Recycling Regulation Bylaw No. 6803**, as amended, is further amended by deleting Section 2.1.2 in its entirety and replacing with the following:

Notwithstanding the provisions of clause (c) and (d) of subsection 2.1.1, the **owner** or **occupier** of a **non-residential** property or **regional customer** is limited to depositing one cubic yard of the material described in clause (c)(ii) and (d) per visit, per day.

3. The **Solid Waste and Recycling Regulation Bylaw No. 6803**, as amended, is further amended by deleting Section 10.1 in its entirety and replacing with the following:

Any **recyclable materials** left for collection in any recycling receptacle or any **recyclable materials** or **base depot materials** left, placed, deposited or disposed of at a City recycling depot become the property of the City, provided such materials comply with the requirements of this bylaw.

4. The **Solid Waste and Recycling Regulation Bylaw No. 6803**, as amended, is further amended by deleting Section 10.3 in its entirety and replacing with the following:

No person other than the **General Manager of Engineering & Public Works** or a collector, or agent of the City may tamper with, examine or remove any **garbage, yard and garden trimmings, food waste** or **recyclable materials** left by another person on another property for collection or **recyclable materials** or **base depot materials** left, placed, deposited or disposed of at a City recycling depot.

5. The **Solid Waste and Recycling Regulation Bylaw No. 6803**, as amended, is further amended by adding the following definitions to Section 15.1 in the appropriate alphabetical order and reordering the remaining definitions:

“**Base depot materials**” means the following:

- (a) Batteries, household less than 5 kg, lead-acid batteries for vehicles;
- (b) Beverage containers, no refund provided;
- (c) Books;
- (d) Cooking oil or animal fat;
- (e) Corrugated cardboard;
- (f) Electronics, including televisions and accessories, computers, printers, speakers, audio equipment, electronic toys and musical instruments, video gaming systems;
- (g) Expanded polystyrene, white and coloured;
- (h) Film packaging, including plastic bags, overwrap and flexible plastic packaging;
- (i) Glass bottles and jars;
- (j) Gasoline;
- (k) Lamps and light fixtures;
- (l) Metals, including scrap metal, appliances, outdoor power equipment and metal packaging;
- (m) Paint products and solvents, including household paints, paint aerosols, flammable aerosols, flammable liquids;
- (n) Paper and paper packaging;
- (o) Pesticides, domestic;
- (p) Plastic packaging;
- (q) Propane tanks;
- (r) Small appliances and power tools;
- (s) Smoke and carbon monoxide alarms;
- (t) Used motor oil and antifreeze; and
- (u) Other products determined by the **General Manager of Engineering & Public Works** to be acceptable for recycling.

“**Regional customers**” means any resident or business situated within the Regional District of Metro Vancouver.

6. The **Solid Waste and Recycling Regulation Bylaw No. 6803**, as amended, is further amended by deleting Schedules A through D and substituting Schedule A attached to and forming part of this Bylaw. For greater certainty, any reference to Schedule B shall be interpreted as a reference to Schedule A of this Bylaw.
7. This Bylaw is cited as "**Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10313**" and is effective January 1, 2022.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>SB</i>
APPROVED for legality by Solicitor <i>LB</i>

MAYOR

CORPORATE OFFICER

SCHEDULE A to BYLAW NO. 10313**BYLAW YEAR: 2022****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	\$ 80.56
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 80L container	\$ 96.67
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: 120L container	\$ 108.61
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 120L container	\$ 130.33
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	\$ 137.78
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 240L container	\$ 165.33
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: 360L container	\$ 257.50
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 360L container	\$ 309.00
Annual City garbage collection service fee for each unit in a multi-family dwelling	
- Weekly service	\$ 51.94
- Twice per week service	\$ 90.83
Optional Monthly City garbage collection service fee for Commercial customers	
- Weekly service	\$ 76.58
- Cost per additional cart	\$ 41.97
Optional Monthly City garbage collection service fee for Commercial customers	
- Twice weekly service	\$ 131.33
- Cost per additional cart	\$ 59.74
Fee for garbage cart replacement	\$ 25.00
Fee for each excess garbage container tag	\$ 2.00
Large Item Pick Up fee	\$ 21.89
Non-compliant large item collection fee	\$ 75.00

SCHEDULE B to BYLAW NO. 6803

FEES FOR CITY RECYCLING SERVICE	
Annual City recycling service fee:	
(a) For residential properties, which receive blue box service (per unit)	\$ 68.94
(b) For multi-family dwellings or townhouse developments which receive centralized collection service (per unit)	\$ 53.50
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)	\$ 176.94
(b) For yard and garden trimmings and food waste from townhome dwellings that receive City garbage or blue box service (per unit)	\$ 71.11
(c) For yard and garden trimmings and food waste from multi-family dwellings	
- Weekly Service	\$ 54.44
- Twice per week service	\$ 74.22
Cardboard bin recycling service for multi-family dwellings, collected once every 2 weeks	\$ 60.00/bin/month
Cardboard bin recycling service for multi-family dwellings, collected weekly	\$ 70.00/bin/month
Fee for yard/food waste cart replacement	\$ 25.00
Annual City recycling service fee for non-residential properties	\$ 6.23
Optional Monthly City organics collection service fee for Commercial customers	
- Weekly service	\$ 72.64
- Cost per additional cart	\$ 32.11
Optional Monthly City organics collection service fee for Commercial customers	
- Twice weekly service	\$ 100.16
- Cost per additional cart	\$ 61.11
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	\$ 40.00

SCHEDULE D TO BYLAW 6803

NEW RESIDENTIAL PROPERTY PAYMENT FEE SCHEDULE									
Month in Current Year in which Building Permit is Issued	GARBAGE, RECYCLING & LITTER COLLECTION FEE				RECYCLING & LITTER COLLECTION FEE PER STRATA LOT				
	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	
January	\$ 201	2023	\$ -	2023	\$ -	2023	\$ 68	2024	
February	\$ 167	2023	\$ 261	2024	\$ 152	2024	\$ 57	2024	
March	\$ 134	2023	\$ 238	2024	\$ 138	2024	\$ 45	2024	
April	\$ 100	2023	\$ 214	2024	\$ 124	2024	\$ 34	2024	
May	\$ 67	2023	\$ 190	2024	\$ 110	2024	\$ 23	2024	
June	\$ 33	2023	\$ 166	2024	\$ 96	2024	\$ 11	2024	
July	\$ -	2023	\$ 143	2024	\$ 83	2024	\$ -	2024	
August	\$ 375	2024	\$ 119	2024	\$ 69	2024	\$ 127	2025	
September	\$ 341	2024	\$ 95	2024	\$ 55	2024	\$ 115	2025	
October	\$ 307	2024	\$ 71	2024	\$ 41	2024	\$ 104	2025	
November	\$ 273	2024	\$ 48	2024	\$ 28	2024	\$ 92	2025	
December	\$ 239	2024	\$ 24	2024	\$ 14	2024	\$ 81	2025	



Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10283

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended:
 - a) by deleting section 2.2 and replacing it with the following:

“Where applicable taxes will be added to the fees in the schedules attached to and forming part of this Bylaw”; and
 - b) by deleting, in their entirety, the schedules attached to Bylaw No. 8636, as amended, and substituting the schedules attached to and forming part of this Bylaw.
2. This Bylaw comes into force and effect on January 1, 2022.
3. This Bylaw is cited as **“Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10283”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

OCT 12 2021

OCT 12 2021

OCT 12 2021



MAYOR

CORPORATE OFFICER

SCHEDULE – ANIMAL CONTROL REGULATION**Animal Control Regulation Bylaw No. 7932****Cat Breeding Permit Fee**

Section 2.2

Description	Fee
Cat breeding permit for three years	\$44.75

Animal Control Regulation Bylaw No. 7932**Impoundment Fees**

Section 8

Description	Fee
1st time in any calendar year	
Neutered male or spayed female dog	\$51.25
Non-neutered male or unspayed female dog	\$154.00
Dangerous Dog*	\$630.00
2nd time in any calendar year	
Neutered male or spayed female dog	\$101.00
Non-neutered male or unspayed female dog	\$319.00
Dangerous Dog*	\$1,252.00
3rd time and subsequent times in any calendar year	
Neutered male or spayed female dog	\$319.00
Non-neutered male or unspayed female dog	\$630.00
Dangerous Dog*	\$1,252.00
Bird	\$7.75
Domestic farm animal	\$76.25
<i>Impoundment fee also subject to transportation costs</i>	
Other animal	\$38.50
<i>Impoundment fee also subject to transportation costs</i>	

*Subject always to the power set out in Section 8.3.12 of Animal Control Regulation Bylaw No. 7932 to apply for an order that a dog be destroyed.

Note: In addition to the fees payable above (if applicable), a licence fee will be charged where a dog is not currently licenced.

Animal Control Regulation Bylaw No. 7932**Maintenance Fees****Section 8**

Description	Fee
Dog	\$16.50
Cat	\$16.50
Bird	\$4.75
Domestic farm animal	\$38.50
Other animal	\$13.25

Note: For all of the Animal Control Regulation Maintenance Fees, a charge is issued for each day or portion of the day per animal.

SCHEDULE – ARCHIVES AND RECORDS**Archives and Records****Image Reproduction Fees**

Description	Fee	Units
<u>Copying Records</u> <i>Note: careful consideration will be given to requests for copying of fragile archival records. The City will not copy records if there is the possibility that an original record could be damaged during the copying process.</i>		
Photocopying and printing (First 4 pages free)	\$0.35 \$0.50	per b+w page per colour page
Scanned electronic copy of a paper record	\$0.50	per b+w or colour page
Digitization of audio recording	\$10.75	per audio file
<u>Photograph Reproductions</u> Scanned image (each)	\$20.25	

Archives and Records**Preliminary Site Investigation**

Description	Fee
Active Records Check Survey (per civic address searched)	\$254.00

Archives

Mail Orders

Description	Fee
Mail orders	\$7.75

Archives
Research Service Fee

Description	Fee	Unit
Commercial Research Service Fee	\$50.50	per hour

Note: Rush orders available at additional cost; discounts on reproduction fees available to students, seniors, and members of the Friends of the Richmond Archives.

Archives
Tax Searches Fees

Description	Fee
<u>Tax Searches and Printing of Tax Records</u>	
Searches ranging from 1 to 5 years	\$32.75
Each year greater than 5 years	\$7.75

SCHEDULE – BILLING AND RECEIVABLES
Billing and Receivables
Receivables Fees

Description	Fee
Administrative charges for cost recovery billings undertaken for arm's length third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	\$38.00

SCHEDULE – BOARD OF VARIANCE**Board of Variance Bylaw No. 9259****Application Fees**

Section 3.1.2(c), 3.2.3

Description	Fee
Application for order under section 901 of <i>Local Government Act</i> [Variance or exemption to relieve hardship]	\$724.00
Application for order under section 901.1 of <i>Local Government Act</i> [Exemption to relieve hardship from early termination of land use contract]	\$724.00
Application for order under section 902 of <i>Local Government Act</i> [Extent of damage preventing reconstruction as non-conforming use]	\$724.00
Fee for notice of new hearing due to adjournment by applicant	\$170.00

SCHEDULE – BOULEVARD AND ROADWAY PROTECTION AND REGULATION**Boulevard and Roadway Protection and Regulation Bylaw No. 6366****Inspection Charges**

Section 12 (b), 14

Description	Fee
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m ² in size; In-ground Swimming Pools & Demolitions	\$192.00
Move-Offs; Single or Two Family Dwelling Construction	\$192.00
Combined Demolition & Single or Two Family Dwelling Construction	\$192.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	\$254.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	\$254.00
Each Additional Inspection as Required	\$95.25

SCHEDULE – BUILDING REGULATION**Building Regulation Bylaw No. 7230****Plan Processing Fees****Section 5.4**

Description	Fee
For a new one family dwelling	\$693.00
For other than a new one family dwelling (a) <i>or (b) 50% to the nearest dollar of the estimated building permit fee specified in the applicable Building Permit Fees in Subsection 5.13.6 and other Building Types to a maximum of \$10,000.00</i> <i>-whichever is greater of (a) or (b)</i>	\$79.75
For a sewage holding tank	\$163.00

Building Regulation Bylaw No. 7230**Building Permit Fees for those buildings referred to in Subsection 5.13.6****Sections 5.2, 5.5, 5.6, 7.2**

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$79.75
Exceeding \$1,000.00 up to \$100,000.00	\$79.75
<i>*per \$1,000.00 of construction value or fraction</i>	\$12.75
*Plus <i>of construction exceeding \$1,000.00</i>	\$1,342.00
Exceeding \$100,000.00 to \$300,000.00	\$12.00
<i>**per \$1,000.00 of construction value or fraction</i>	
**Plus <i>of construction exceeding \$100,000.00</i>	\$3,742.00
Exceeding \$300,000.00	\$9.75
<i>***per \$1,000.00 of construction value or fraction</i>	
***Plus <i>of construction exceeding \$300,000.00</i>	

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Building Regulation Bylaw No. 7230**Building Permit Fees for all Other Building Types**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$79.75
Exceeding \$1,000.00 up to \$100,000.00	\$79.75
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i>	<i>*Plus \$13.00</i>
Exceeding \$100,000.00 up to \$300,000.00	\$1,366.75
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i>	<i>**Plus \$12.25</i>
Exceeding \$300,000.00	\$3,816.75
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i>	<i>***Plus \$10.00</i>

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Despite any other provision of the Building Regulation Bylaw No. 7230, the “construction value” of a:

- (a) one-family dwelling or two-family dwelling
- (b) garage, deck, porch, interior finishing or addition to a one-family dwelling or two-family dwelling is assessed by total floor area and deemed to be the following:

Description	Construction Value	Units
(i) new construction of first storey	\$1,325.00	per m ²
(ii) new construction of second storey	\$1,222.00	per m ²
(iii) garage	\$679.00	per m ²
(iv) decks or porches	\$560.00	per m ²
(v) interior finishing on existing buildings	\$627.00	per m ²
(vi) additions	\$1,325.00	per m ²

Building Regulation Bylaw No. 7230**Building Permit Fees for all Other Building Types (cont.)**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$143.00
Building Permit Fee for Temporary Building for Occupancy	\$630.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$95.25
(b) for the fourth inspection	\$131.00
(c) for the fifth inspection	\$254.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
<u>Special Inspection Fees:</u>	
(a) during the City's normal business hours	\$143.00
(b) outside the City's normal business hours	\$554.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus</i> \$143.00
Building Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$79.75
Building Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$79.75
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$143.00
(b) outside the City boundaries when travel is by City vehicle	\$143.00
<i>** per km travelled</i>	<i>**Plus</i> \$3.75

Note: Where the building inspector is required to use overnight accommodation, aircraft or ferry transportation in order to make a building move inspection, the actual costs of accommodation, meals and transportation are payable in addition to other applicable fees including salary cost greater than 1 hour.

Building Regulation Bylaw No. 7230**Building Permit Fees for all Other Building Types (cont.)**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
Provisional Occupancy Inspection Fee (per building permit inspection visit)	\$319.00
Provisional Occupancy Notice Extension Fee	\$504.00
Building Demolition Inspection Fee for each building over 50 m ² in floor area	\$497.00
Sewage Holding Tank Permit Fee	\$319.00
<u>Use of Equivalents Fees:</u>	
(a) each report containing a maximum of two separate equivalents	\$691.00
(b) for each equivalent greater than two contained in the same report	\$285.00
(c) for an amendment to an original report after the acceptance or rejection of the report	\$143.00
(d) for Air Space Parcels (treating buildings as one building)	\$2,460.00

Building Regulation Bylaw No. 7230**Gas Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee	Units
Domestic Installation – one family dwelling (a)	\$79.75	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$30.00	
Domestic/Commercial/Industrial Installations – two family dwellings , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$79.75	
(b) appliance input exceeding 29 kW	\$131.00	
<u>Special Inspection Fees:</u>		
(a) during the City's normal business hours	\$143.00	
(b) outside the City's normal business hours	\$554.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$143.00	

Building Regulation Bylaw No. 7230**Gas Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee
<u>Re-Inspection Fee:</u> (a) for the third inspection (b) for the fourth inspection (c) for the fifth inspection <i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	 \$95.25 \$131.00 \$254.00
For a vent and/or gas valve or furnace plenum (no appliance)	\$79.75
<u>Piping alteration – for existing appliances</u> First 30 metres of piping Each additional 30 metres or part thereof Gas permit transfer or assignment fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i> <i>- whichever is greater of (a) or (b)</i> Gas permit extension fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i> <i>- whichever is greater of (a) or (b)</i>	 \$79.75 \$30.00 \$79.75 \$79.75

Building Regulation Bylaw No. 7230**Plumbing Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
<u>Plumbing</u> (a) installation of each plumbing fixture (b) minimum plumbing fee (c) connection of City water supply to any hydraulic equipment	 \$30.00 \$79.75 \$79.75	
<u>Sprinkler & Standpipes</u> (a) installation of any sprinkler system <i>*per additional head</i> *Plus (b) installation of each hydrant, standpipe, hose station, hose valve, or hose cabinet used for fire fighting (c) (d) <i>-whichever is greater of (c) or (d)</i>	 \$79.75 \$4.25 \$79.75 \$30.00	 per item

Building Regulation Bylaw No. 7230**Plumbing Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$79.75	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$30.00	
<u>Sanitary & Storm Sewers: Building Drains & Water Distribution</u>		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$79.75	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$30.00	
(c) for the first 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$79.75	
(d) for each additional 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$30.00	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole (f)	\$79.75	
(g)	\$30.00	
- whichever is greater of (f) or (g)		per item
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$143.00	
(b) outside the City's normal business hours or each hour	\$554.00	
*for part thereof exceeding the first four hours *Plus	\$143.00	
<u>Design Modification Fees</u>		
Plan review	\$143.00	per hour
<i>Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions</i>		

Building Regulation Bylaw No. 7230**Plumbing Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee
<u>Plumbing Re-Inspection Fee</u> (a) for the third inspection (b) for the fourth inspection (c) for the fifth inspection <i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	\$95.25 \$131.00 \$254.00
Plumbing Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$79.75
Plumbing Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$79.75
Provisional Plumbing Compliance Inspection Fee (per permit visit) Provisional Plumbing Compliance Notice Extension Fee Potable Water Backflow Preventer Test Report Decal	\$163.00 \$254.00 \$26.00

SCHEDULE – BUSINESS LICENCE**Business Licence Bylaw No. 7360****Assembly Use Group 1**

Group 1 – Business Licence Fee Assessed by Total Floor Area <i>Except Food Caterers which are assessed a fee in accordance with Group 3</i>		
Square Metres (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1,000)	\$185.00
93.1 to 232.5	(1,001 to 2,500)	\$280.00
232.6 to 465.0	(2,501 to 5,000)	\$481.00
465.1 to 930.0	(5,001 to 10,000)	\$764.00
930.1 to 1,860.1	(10,001 to 20,000)	\$1,352.00
1,860.2 to 2,790.1	(20,001 to 30,000)	\$1,935.00
2,790.2 to 3,720.2	(30,001 to 40,000)	\$2,523.00
3,720.3 to 4,650.2	(40,001 to 50,000)	\$3,102.00
4,650.3 to 5,580.3	(50,001 to 60,000)	\$3,690.00
5,580.4 and over	(60,001 and over)	\$4,183.00
Food Primary Liquor Licence Fee		\$383.00
Mobile Vendors (Food) Fee (per vehicle)		\$89.25

Business Licence Bylaw No. 7360**Assembly Use Group 2**

Group 2 – Business Licence Fee Assessed by Number of Seats	
Seats	Fee
0 to 30	\$578.00
31 to 60	\$1,147.00
61 to 90	\$1,720.00
91 to 120	\$2,294.00
121 to 150	\$2,860.00
151 to 180	\$3,432.00
181 to 210	\$4,000.00
211 and over	\$4,183.00

Business Licence Bylaw No. 7360
Assembly Use Group 3

Group 3 – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$150.00
6 to 10	\$249.00
11 to 15	\$357.00
16 to 25	\$529.00
26 to 50	\$764.00
51 to 100	\$1,103.00
101 to 200	\$1,554.00
201 to 500	\$2,242.00
501 to 1,000	\$3,385.00
1,001 and over	\$4,183.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Residential Use

Residential Use – Business Licence Fee Assessed by Number of Rental Units	
Units	Fee
0 to 5	\$179.00
6 to 10	\$275.00
11 to 25	\$464.00
26 to 50	\$753.00
51 to 100	\$1,324.00
101 to 200	\$1,894.00
201 to 300	\$2,465.00
301 to 400	\$3,032.00
401 to 500	\$3,595.00
501 and over	\$4,183.00

Business Licence Bylaw No. 7360
Short Term Boarding and Lodging Use

Description	Fee
Short Term Boarding and Lodging Business Licence	\$150.00

Business Licence Bylaw No. 7360
Bed & Breakfast Use

Description	Fee
Bed & Breakfast Business License	\$179.00

Business Licence Bylaw No. 7360
Service Use

Service Use – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$150.00
6 to 10	\$255.00
11 to 15	\$373.00
16 to 25	\$547.00
26 to 50	\$781.00
51 to 100	\$1,133.00
101 to 200	\$1,588.00
201 to 500	\$2,300.00
501 to 1,000	\$3,460.00
1,001 and over	\$4,183.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Mercantile Use

Mercantile Use – Business Licence Fee Assessed by Total Floor Area		
Square Metres (m ²)	(Square Feet) (ft ²)	Fee
0.0 to 93.0	(0 to 1,000)	\$150.00
93.1 to 232.5	(1,001 to 2,500)	\$236.00
232.6 to 465.0	(2,501 to 5,000)	\$431.00
465.1 to 930.0	(5,001 to 10,000)	\$722.00
930.1 to 1,860.1	(10,001 to 20,000)	\$1,305.00
1,860.2 to 2,790.1	(20,001 to 30,000)	\$1,895.00
2,790.2 to 3,720.2	(30,001 to 40,000)	\$2,473.00
3,720.3 to 4,650.2	(40,001 to 50,000)	\$3,054.00
4,650.3 to 5,580.3	(50,001 to 60,000)	\$3,640.00
5,580.4 and over	(60,001 and over)	\$4,183.00

Business Licence Bylaw No. 7360
Industrial/Manufacturing Use

Industrial/Manufacturing Use – Business Licence Fee assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$179.00
6 to 10	\$293.00
11 to 15	\$408.00
16 to 25	\$578.00
26 to 50	\$811.00
51 to 100	\$1,147.00
101 to 200	\$1,606.00
201 to 500	\$2,287.00
501 to 1,000	\$3,426.00
1,001 and over	\$4,183.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Vehicle for Hire Businesses

Description	Fee
<u>Vehicle for Hire Business Fee</u>	
Each vehicle for hire applicant must pay (1) and (2)*:	
(1) Vehicle for hire office fee	\$150.00
(2) Per vehicle licence fee*	
<i>based on the number of vehicles</i>	
CLASS “A” Taxicab	\$139.00
CLASS “B” Limousine	\$89.25
CLASS “C” Sightseeing Taxicab	\$139.00
CLASS “D” Airport Taxicab	\$139.00
CLASS “E” Private Bus	\$139.00
CLASS “I” Charter Minibus	\$139.00
CLASS “J” Rental Vehicle	
Group 1	\$18.00
Group 2	\$89.25
CLASS “K” Driver Training Vehicle	\$67.00
CLASS “M” Tow-Truck	\$139.00
CLASS “N” Taxicab for Persons with Disabilities	\$139.00
CLASS “P” Pedicab	\$139.00

Business Licence Bylaw No. 7360
Vehicle for Hire Businesses (cont.)

<i>*Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business</i>	\$4,183.00
Transferring a vehicle for hire licence within any calendar year	\$51.50
Replacing a vehicle for hire licence plate or decal	\$21.25

Business Licence Bylaw No. 7360
Vending Machine Uses

Description	Fee
<u>Vending Machine Business Licence Fee</u>	
Group 1 (per machine)	\$33.75
Group 2 (per machine)	\$46.75
Group 3 (per machine)	\$10.50
Banking machine licence fee (per machine)	\$144.00
Amusement machine licence fee (per machine)	\$33.75

Business Licence Bylaw No. 7360
Adult Orientated Uses

Description	Fee
Adult entertainment establishment licence	\$4,183.00
Casino	\$6,615.00
<u>Body-Painting Studio</u>	
Studio licence	\$4,183.00
Each body-painting employee	\$150.00
<u>Body-Rub Studio</u>	
Studio licence	\$4,183.00
Each body-rub employee	\$150.00
<u>Escort Service</u>	
Escort service licence	\$4,183.00
Each escort employee	\$150.00

Business Licence Bylaw No. 7360
Farmer's Market

Description	Fee
Farmer's market licence	\$150.00

Business Licence Bylaw No. 7360
Licence Transfers, Changes and Reprints

Description	Fee
Requests for comfort letters (per address/business)	\$66.50
Transferring a licence from one person to another, or for issuing a new licence because of a change in information on the face of such licence, except a change between licence categories or subcategories	\$51.50
Changing the category or subcategory of a licence (a) <i>or (b) the difference between the existing licence fee and the fee for the proposed category or subcategory - whichever is greater of (a) or (b)</i>	\$51.50
Licence reprint	\$13.00

Business Licence Bylaw No. 7360
Off-Leash Permits

Description	Fee
Annual permit	\$128.00

SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEES

Community Bylaws Documentation Fees

Description	Fee
Requests for Comfort Letters (per civic address & per unit)	\$62.75

SCHEDULE – DEMOLITION WASTE AND RECYCLABLE MATERIALS**Demolition Waste and Recyclable Materials Bylaw No. 9516**

Section 4.1

Description	Fee
Application Fee	\$281.00 per waste disposal and recycling services plan submission
Waste Disposal and Recycling Service Fee	\$3.00 per square feet of structure to be demolished

SCHEDULE – DEVELOPMENT APPLICATION FEES**Zoning Amendments No. 8951**

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	\$1,939.00	Not Applicable
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS) No lot size policy applicable Requiring a new or amended lot size policy *plus all associated public notification costs	\$2,464.00 \$3,078.00	Not Applicable Not Applicable
Section 1.2.1	Zoning Bylaw Designation Amendment for 'site specific zones'	\$3,691.00	For residential portion of development: - \$47.25 per dwelling unit for first 20 dwelling units and \$23.75 per dwelling unit for each subsequent dwelling unit For non-residential building area: - \$30.50 per 100 m ² of building area for the first 1,000 m ² and \$19.00 per 100 m ² thereafter
	Zoning Bylaw Designation Amendment for all other zoning districts	\$2,464.00	For residential portion of development: - \$24.25 per dwelling unit for first 20 dwelling units and \$12.75 per dwelling unit for each subsequent dwelling unit For non-residential building area: - \$19.00 per 100 m ² of building area for the first 1,000 m ² and \$7.50 per 100 m ² thereafter
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	\$929.00	\$908.00 for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	\$1,236.00	Not Applicable

Official Community Plan Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	\$3,691.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment <i>for second public hearing</i>	\$929.00	\$929.00 for each subsequent Public Hearing required

Development Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.4.1	Development Permit for other than a Development Permit referred to in Sections 1.4.2 and 1.4.3 of the Development Application Fees No. 8951	\$1,850.00	\$615.00 for the first 464.5 m ² of gross floor area plus: - \$128.00 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area up to 9,290 m ² , plus - \$25.25 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area over 9,290 m ²
Section 1.4.2	Development Permit for Coach House or Granny Flat	\$1,183.00	Not Applicable
Section 1.4.3	Development Permit, which includes property: (a) designated as an Environmentally Sensitive Area (ESA); or (b) located within, or adjacent to the Agricultural Land Reserve (ALR)	\$1,850.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	\$622.00	Not Applicable
Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	\$1,236.00	Not Applicable

Development Variance Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.5.1	Development Variance Permit	\$1,850.00	Not Applicable

Temporary Use Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.6.1	Temporary Use Permit	\$2,464.00	Not Applicable
	Temporary Use Permit Renewal	\$1,236.00	Not Applicable

Land Use Contract Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.7.1	Land Use Contract Amendment	\$1,183.00	Not Applicable

Liquor-Related Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.8.2 (a)	Licence to serve liquor under the Liquor Control and Licensing Act and Regulations; or change to existing license to serve liquor	\$622.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	\$330.00	Not Applicable

Subdivision and Consolidation of Property No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.9.1	Subdivision of property that does not include an air space subdivision or the consolidation of property	\$929.00	\$128.00 for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	\$318.00	\$318.00 for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	\$929.00	(In addition to the application fee for the subdivision)
Section 1.9.4	Air space subdivision	\$7,230.00	\$180.00 for each air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	\$128.00	Not Applicable

Strata Title Conversion of Existing Building No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	\$2,464.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings	\$3,691.00	Not Applicable

Phased Strata Title Subdivisions No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.11.1	Phased Strata Title	\$622.00 for first phase	\$622.00 for each additional phase

Servicing Agreements and Latecomer Fees No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.12.1	Servicing Agreement	Processing fee of \$1,236.00	Subject to Section 1.12.2 of Development Application Fees Bylaw No.8951, an inspection fee of 4% of the approved off-site works and services
Section 1.12.3	Latecomer Agreement	\$5,902.00	Not Applicable

Civic Address Changes No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	\$318.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	\$318.00	Not Applicable
	Civic Address change due to personal preference	\$1,236.00	Not Applicable

Telecommunication Antenna Consultation and Siting Protocol No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.14.1	Telecommunication Antenna Consultation and Siting	\$2,464.00	Not Applicable

Heritage Applications No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.15.1 (a)	<u>Heritage Alteration Permit</u> No Development Permit or Rezoning Application With Development Permit or Rezoning Application	\$272.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable
Section 1.15.1 (b)	<u>Heritage Revitalization Agreement</u> No Development Permit or Rezoning Application With Development Permit or Rezoning Application	\$272.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable

Administrative Fees No. 8951**Section 1.16**

Section	Description	Base Fee	Incremental Fee
Section 1.16.1	Change in property ownership or authorized agent	\$318.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	\$59.75	Not Applicable
Section 1.16.3	Submission of new information that results in any of the following changes: (a) increase in proposed density; or (b) addition or deletion of any property associated with the application	\$318.00	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	\$66.25 per legal plan	Not Applicable
Section 1.16.5	Site profile submission	\$66.25 per site profile	Not Applicable
Section 1.16.6	Amendment to or discharge of legal agreement that does not require City Council approval	\$318.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment to or discharge of legal agreement that requires City Council approval	\$1,236.00 per legal agreement	Not Applicable
Section 1.16.8	Additional landscape inspection because of failure to comply with City requirements	\$135.00 for second inspection	\$131.00 for each additional inspection required
Section 1.16.9	Preparation of information letter (comfort letter) for general land use	\$77.25 per property	Not Applicable
Section 1.16.10	Preparation of information letter (comfort letter) for building issues	\$77.25 per property	Not Applicable

SCHEDULE – DOG LICENCING**Dog Licencing Bylaw No. 7138**

Sections 2.1, 2.3

Description	Fee
<u>Dog – Not neutered or spayed</u>	
Normal Fee	\$87.00
Prior to March 1 st of the year for which the application is made	\$62.50
<u>Dog – Neutered or spayed</u>	
Normal Fee	\$38.00
Prior to March 1 st of the year for which the application is made	\$25.50
For seniors who are 65 years of age or older that have paid prior to March 1 st of the year for which the application is made	\$13.00
<u>Dangerous Dog – Not neutered or spayed</u>	
Normal Fee	\$310.00
Prior to March 1 st of the year for which the application is made	\$250.00
<u>Dangerous Dog – Neutered or spayed</u>	
Normal Fee	\$250.00
Prior to March 1 st of the year for which the application is made	\$189.00
For seniors who are 65 years of age or older that have paid prior to March 1 st of the year for which the application is made	\$94.00
Replacement tag* <i>*Fee for a replacement tag for each dog tag lost or stolen; or for each dog licence to replace a valid dog licence from another jurisdiction</i>	\$7.50

SCHEDULE – DONATION BIN REGULATION**Donation Bin Regulation Bylaw No. 9502**

Section 2.1.3

Description	Fee
Annual Permit Fee	\$115.00 per donation Bin
Damage Deposit Fee	\$1,090.00 per donation bin location to a maximum of \$3,000 per permittee

Donation Bin Regulation Bylaw No. 9502

Section 2.2.7

Description	Fee
Clean-up Fee	Actual Cost

Donation Bin Regulation Bylaw No. 9502

Section 2.4

Description	Fee
Bin Removal Fee	\$115.00 per donation bin
Bin Retrieval Fee	\$226.00 per donation bin
Storage Fee	\$17.50 per day per donation bin
Disposal Fee	\$89.50 per donation bin disposal

SCHEDULE – EMPLOYMENT AND PAYROLL RECORDS

Description	Fee
Fee per request	\$115.00
Photocopying fees additional	\$1.50 per page \$1.75 per page (double sided)

Note: Employment and/or payroll record requests from Solicitors where such disclosure is authorized.

SCHEDULE – FILMING APPLICATION AND FEES**Filming Application and Fees Bylaw No. 8708****Administration Fees**

Section 2.1.1 and 2.1.2

Description	Fee
Application for Filming Agreement	\$215.00
Film Production Business Licence	\$149.00
Street Use Fee (100 feet/day)	\$59.50

Filming Application and Fees Bylaw No. 8708**City Parks & Heritage Sites**

Section 2.1.1 and 2.1.2

Description	Fee	Units
Major Park		
<i>Per day</i>	\$887.00	
<i>Per ½ day</i>	\$593.00	
Neighbourhood Park		
<i>Per day</i>	\$593.00	
<i>Per ½ day</i>	\$355.00	
<u>Britannia Shipyard</u>		
Filming	\$2,356.00	per day
Preparation & Wrap	\$1,180.00	per day
Per Holding Day	\$593.00	per day
City Employee		
<i>Per regular working hour</i>	\$42.50	
<i>Per hour after 8 hours</i>	\$62.50	
<u>Minoru Chapel</u>		
Filming		
<i>October through June</i>	\$2,943.00	per day
<i>July through September</i>	\$3,533.00	per day
Preparation & Wrap	\$1,180.00	per day
Per Holding Day	\$593.00	per day
City Employee		
<i>Per regular working hour</i>	\$42.50	
<i>Per hour after 8 hours</i>	\$62.50	

Filming Application and Fees Bylaw No. 8708**City Parks & Heritage Sites (cont.)**

Section 2.1.1 and 2.1.2

Description	Fee	Units
<u>Nature Park</u>		
Filming	\$1,180.00	per day
Preparation & Wrap	\$593.00	per day
City Employee		
<i>Per regular working hour</i>	\$42.50	
<i>Per hour after 8 hours</i>	\$62.50	
<u>Gateway Theatre</u>		
Filming	\$2,943.00	per day
Preparation & Wrap	\$1,180.00	per day
City Employee		
<i>Per regular working hour</i>	\$42.50	
<i>Per hour after 8 hours</i>	\$62.50	
<u>City Hall</u>		
Filming on regular business days	\$2,356.00	per day
Filming on weekends or statutory holidays	\$1,180.00	per day
Preparation & Wrap	\$1,180.00	per day
City Employee		
<i>Per regular working hour</i>	\$42.50	
<i>Per hour after 8 hours</i>	\$62.50	

Filming Application and Fees Bylaw No. 8708**Other Fees**

Section 2.1.1 and 2.1.2

Description	Fee	Units
<u>RCMP (4-hour minimum)</u>		
Per person	\$124.00	per hour
<u>Fire Rescue (4-hour minimum)</u>		
Fire Engine	\$153.00	per hour
Fire Captain	\$107.00	per hour
Firefighter (minimum 3 firefighters)	\$86.50	per hour, per person

SCHEDULE – FIRE PROTECTION AND LIFE SAFETY**Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery**

Description	Section	Fee	Units
Permit	4.3	\$26.00	
Permit Inspection, first hour	4.3	\$102.00	
Permit Inspection, subsequent hours or part thereof	4.3	\$63.50	
Attendance – open air burning without permit <i>first hour</i>	4.5.1	\$527.00	per vehicle
Attendance – open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$268.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$527.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$268.00	per vehicle
Attendance – false alarm – by Fire-Rescue - standby fee – contact person not arriving within 30 minutes after alarm <i>per hour or portion of hour Fire Dept standing by</i>	6.1.4 (b)	\$527.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Vacant premises – Richmond Fire-Rescue response	9.7.5 (a)	\$527.00	per vehicle
Vacant premises – additional personnel, consumables and damage to equipment	9.7.5 (b)	Actual cost	
Vacant premises – demolition, clean-up, etc.	9.7.5 (c)	Actual cost	
Damaged building – securing premises	9.8.1	Actual cost	
Display permit application fee, fireworks	9.14.6	\$131.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Fire Extinguisher Training	15.1.1 (h)	\$29.50	per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1 (i)	\$76.00	per address

Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery (cont.)

Description	Section	Fee
Review – Fire Safety Plan any building	15.1.1 (b)	
Any building < 600 m ² area		\$131.00
Any building > 600 m ² area		\$192.00
High building, institutional		\$254.00
Revisions (per occurrence)		\$63.50
Inspection	15.2.1 (a)	
4 stories or less and less than 914 m ² per floor		\$254.00
4 stories or less and between 914 and 1,524 m ² per floor		\$381.00
5 stories or more and between 914 and 1,524 m ² per floor		\$630.00
5 stories or more and over 1,524 m ² per floor		\$877.00
Inspection or follow-up to an order <i>first hour</i>	15.2.1 (b)	\$101.00
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1 (b)	\$63.50
Nuisance investigation, response & abatement	15.4.1	Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost
<u>Attendance – False alarm</u>		
No false alarm reduction program in place	15.5.5	\$381.00
False alarm reduction program in place and participation	15.5.5	No charge
Attendance – false alarm – by bylaw, police or health officers where the intentional or unintentional activation of a security alarm system causes the unnecessary response of an inspector	15.5.10	\$128.00
Caused by security alarm system	15.6.1	\$254.00
Monitoring agency not notified	15.7.1	\$254.00
Alternate solution report or application review	General	\$192.00

SCHEDULE – GARDEN CITY LANDS SOILS DEPOSIT FEES**Garden City Lands Soils Deposits Fees Bylaw No. 9900****Sections 2.1**

Dump Truck Type	Approximate Volume per Load	Fee
Tandem	7m ³	\$103.00
Tri-Tandem	9m ³	\$128.00
Truck + Transfer	12m ³	\$164.00

SCHEDULE – NEWSPAPER DISTRIBUTION REGULATION**Newspaper Distribution Regulation Bylaw No. 7954**

Section	Application Type	Fee
Section 2.1.3	Each compartment within a multiple publication news rack (MPN) for paid or free newspaper	\$181.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	\$89.25, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	\$122.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspaper	\$298.00, plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	\$122.00, plus applicable taxes, per year

SCHEDULE – PARKING (OFF-STREET) REGULATION**PARKING (OFF-STREET) REGULATION Bylaw No. 7403****EV Charging – City EV Parking Stall User Fees****Section 3.5.3**

Description	Fee
<u>Charging Level of EV Supply Equipment</u>	<i>Per minute</i>
Level 2 – 3.1kW to 9.6kW Charging Session Parking Rate	Initial 2 hrs: \$0.0333/min (\$2.00/hr) After 2 hrs: \$0.0833/min (\$5.00/hr)
Level 3 – 25kW Charging Session Parking Rate	\$0.1333/min (\$8.00/hr)
Level 3 – 50kW Charging Session Parking Rate	\$0.2666/min (\$16.00/hr)

PARKING (OFF-STREET) REGULATION Bylaw No. 7403

Section 5.1.3, 6.1.2

Description	Fee
<p><i>Pay Parking Fees:</i></p> <p>All Off-Street City Property Locations, other than those set out below</p> <p>6131 Bowling Green Road</p> <p>6500 Gilbert Road</p> <p>7840 Granville Avenue</p>	<p>All rates include applicable taxes.</p> <p>\$2.75 per hour – 7:00 am to 9:00 pm</p> <p>\$2.75 per hour – 7:00 am to 9:00 pm</p> <p>\$2.75 per hour – 7:00 am to 9:00 pm</p> <p>Gateway Theater Productions - \$5.50 for maximum stay</p> <p>\$2.25 per hour – 7:00 am to 4:00 pm</p>
<p><i>Parking Permit / Decal Fees:</i></p> <p>All Off-Street City Property Locations, other than those set out below.</p> <p>Gateway Theater Staff Parking (6500 Gilbert Road)</p> <p>Richmond Lawn Bowling Club Members Parking (6131 Bowling Green Road)</p> <p>Richmond Seniors' Centre Members Parking (Minoru Park)</p> <p>Richmond Tennis Club Members Parking (Minoru Park)</p>	<p>\$43.00 per calendar month plus applicable taxes, subject to discounts of:</p> <p>10% for groups of 11 to 25 permit decals</p> <p>15% for groups of 26 to 50 permit decals</p> <p>25% for groups of 51 or more permit decals</p> <p>\$5.75 per calendar year, plus applicable taxes</p> <p>\$5.75 per calendar year, plus applicable taxes</p> <p>\$8.75 per calendar year, plus applicable taxes</p> <p>\$5.75 per calendar year, plus applicable taxes</p>

SCHEDULE – PLAYING FIELD USER FEES**Playing Field User Fees
Natural Turf Field Fees**

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$42.00	per hour
<i>Mini field</i>	\$21.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$34.00	per hour
<i>Mini field</i>	\$18.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$12.00	per hour
<i>Mini field</i>	\$6.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$25.25	per hour
<i>Mini field</i>	\$13.00	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$30.50	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$24.25	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$9.00	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$19.00	per hour
<u>Soil Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$10.50	per hour
<i>Mini field</i>	\$6.00	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$8.75	per hour
<i>Mini field</i>	\$5.25	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$4.25	per hour
<i>Mini field</i>	\$3.00	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$6.75	per hour
<i>Mini field</i>	\$4.25	per hour

*As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.

Playing Field User Fees (cont.)
Artificial Turf Fees

Description	Fee	Units
Richmond Youth Groups*		
<i>Full size</i>	\$25.50	per hour
<i>Mini field</i>	\$13.00	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$42.75	per hour
<i>Mini field</i>	\$21.75	per hour
Commercial/Non-residents (all ages)		
<i>Full size</i>	\$62.25	per hour
<i>Mini field</i>	\$31.75	per hour

*As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.

Playing Field User Fees
Ball Diamonds

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$27.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$21.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$8.00	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$17.00	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$24.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$20.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$7.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$15.75	per hour

Playing Field User Fees
Ball Diamonds (cont.)

<u>Soil Turf (No Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$7.75	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$6.50	per hour
Richmond Youth Groups* <i>Full size</i>	\$3.50	per hour
Richmond Adult Groups* <i>Full size</i>	\$5.50	per hour
<u>Artificial Turf (With Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$66.50	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$66.50	per hour
Richmond Youth Groups* <i>Full size</i>	\$27.25	per hour
Richmond Adult Groups* <i>Full size</i>	\$45.50	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees
Track and Field Fees and Charges (Facilities at Minoru Park)

Description	Fee	Units
Training Fee – all ages Track and Field Club	\$862.00	per year
Richmond Youth Meets*	\$163.00	per meet
Richmond Adult Meets*	\$252.00	per meet
Private Group Track Meets or Special Events	\$629.00	per day
Private Group Track Meets or Special Events	\$53.50	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

SCHEDULE – POLLUTION PREVENTION AND CLEAN-UP**Permit Application Fees**

Section 6.1.2

Description	Fee
Application Fee	\$3,131.00
Request for comfort letters per civic address and per unit	\$87.00

SCHEDULE – PROPERTY TAX FEES**Property Tax Certificate Fees**

Description	Fee
Requested in person at City Hall	\$69.00
Requested through APIC	\$39.00

Property Tax Billing Information

Description	Fee
Additional tax and/or utility bill reprints – per folio/account	\$6.75
Digital roll data report	\$942.00
Tax apportionment – per child folio	\$36.00
Mortgage company tax information request – per folio	\$11.50

Property Tax Sale

Description	Fee
Tax Sale Registration Fee	\$175.00

SCHEDULE – PUBLICATION FEES**Publication Fees**

Description	Fee
<u>As-Built Drawings</u>	
A-1 Size, 24" x 36"	\$7.25
B Size, 18" x 24"	\$5.50
<u>Computer Sections Maps, 24" x 24"</u>	
Individual	\$7.25
Digital Download	\$92.75
<u>Custom Services</u>	
Custom Mapping (per hour)	\$74.50
<u>Engineering Manuals</u>	
Design Specifications (contents only)	\$119.00
Supplemental Specifications and Detail Drawings (contents only)	\$119.00
<u>GIS Data Requests</u>	
Non-refundable Data Request Fee	\$128.00
First Layer*	\$185.00
Each Additional Layer*	\$63.50
Digital download of GIS layers of Municipal Works of City of Richmond	\$7,481.00
<u>Street Maps</u>	
Large, 36" x 57"	\$10.00
Small, 22" x 34"	\$7.25
<u>Traffic Camera Video Recording Search Fee</u>	
Per Site (minimum charge)	\$375.00
Per hour additional for large requests	\$60.00
<u>Utility Section Maps, 15" x 24"</u>	
Individual	\$5.50
Digital Download	\$92.75

**Fees are multiplied by the number of sections requested.*

SCHEDULE – RCMP DOCUMENTATION FEES**RCMP Documentation Fees**

Description	Fee
Criminal Record Checks	\$69.25
Volunteer Criminal Record Checks – Volunteering outside the City of Richmond	\$25.00
Volunteer Criminal Record Checks – Volunteering within the City of Richmond	No Charge
Police Certificate (including prints)	\$69.25
Fingerprints	\$69.25
Record of Suspension / Local Records Checks	\$69.25
Name Change Applications	\$69.25
Collision Analyst Report	\$644.00
Field Drawing Reproduction	\$46.75
Scale Drawing	\$135.00
Mechanical Inspection Report	\$277.00
Police Report and Passport Letter	\$69.25
Insurance Claim Letter	\$69.25
Court Ordered File Disclosure	\$69.25
* per page	*Plus \$3.00
**Shipping cost	**Plus \$9.50
Photos 4” x 6” (per photo)	\$4.50
***Shipping cost	***Plus \$9.50
Photos (each laser)	\$3.50
Digital Photo Reproduction	\$22.00
Video Reproduction (first hour)	\$69.25
- per additional half-hour of staff time	\$34.75
Audio Tape Reproduction	\$69.25
- per additional half-hour of staff time	\$34.75
Information transfer/storage to USB	\$9.25

SCHEDULE – RESIDENTIAL LOT (VEHICULAR) ACCESS REGULATION**Residential Lot (Vehicular) Access Regulation Bylaw No. 7222****Administration Fees****Section 2.3**

Description	Fee
<u>Driveway Crossing Application</u>	
Administration/Inspection Fee	\$95.25

SCHEDULE – SIGN REGULATION**Sign Regulation Bylaw No. 9700**

Sections 1.12, 1.14

Description	Fee
Base application fee (non-refundable)	\$85.75 (creditable towards appropriate permit fee)
Fee for home-based sign	\$85.75
Fee based on sign area (awning, banner, canopy, changeable copy, fascia, mansard roof, marquee, projected-image, projecting, under awning/canopy, window signs >25%)	<15.0m ² : \$109.00 15.01-45.0m ² : \$215.00 >45.01m ² : \$375.00
Fee for new freestanding signs	< 3.0m ² : \$215.00 3.01-9.0m ² : \$428.00 9.01-15.0m ² : \$642.00
Fee for temporary construction freestanding/fencing signs	Single/two family: \$109.00 \$53.75 for each additional 6 months. 3+ family construction: \$215.00 \$109.00 for each additional 6 months
Freestanding sign relocation fee (on same site)	\$215.00 (same as base f/s fee)
Permit processing fee for a sign without a permit	2x actual permit fee

SCHEDULE – SOIL DEPOSIT AND REMOVAL**Soil Deposit and Removal Bylaw No. 10200 Fees**

Section	Description	Fee
Section 4.1.1 (d)	Soil and other Material Deposit or Removal Application Fee (over 100 cubic metres to 600 cubic metres)	\$600.00
Section 4.1.1 (d)	Soil and Other Material Deposit or Removal Application Fee (over 600 cubic metres)	\$1,000.00
Section 4.2.1	Security Deposit	\$5.00 per cubic metre (\$15,000 minimum to a maximum of \$200,000)
Section 4.4.1 (d)	Volume Fee - Soil Removal	\$1.00 per cubic metre
Section 4.4.1 (d)	Volume Fee - Soil Deposit (Soil or Other Material imported from within the City)	\$1.00 per cubic metre
Section 4.4.1 (d)	Volume Fee - Soil Deposit (Soil or Other Material imported from outside the City)	\$2.00 per cubic metre
Section 4. 7.1 (b)	Soil and Other Material Deposit or Soil Removal Permit Renewal Fee	\$300.00

SCHEDULE - TRAFFIC**Traffic Bylaw No. 5870**

Parking Fees

Section 12A.3, 12B.4

Description	Fee
<i>Pay Parking Fees:</i> Block Meter Zones	All rates include applicable taxes. \$2.50 per hour – 8:00 am to 9:00 pm
<i>Parking Permit / Decal Fees:</i> Parking Permit Decal	\$51.25 per calendar month, plus applicable taxes, subject to discounts of: <ul style="list-style-type: none"> • 10% for groups of 11 to 25 permit decals • 15% for groups of 26 to 50 permit decals • 25% for groups of 51 or more permit decals

Traffic Bylaw No. 5870

Construction Permit Zone with Block Meter and/or Metered Parking Spaces

Section 42.2A

Obstruction of Block Meter Machine	\$103.00 per day per block meter machine plus applicable taxes
Removal of Block Meter Machine	\$103.00 per block meter machine plus applicable taxes
Storage of Block Meter Machine	\$51.25 per month per block meter machine plus applicable taxes
Obstruction of Metered Parking Space	\$34.00 per day per metered parking space plus applicable taxes

SCHEDULE – TREE PROTECTION**Tree Protection Bylaw No. 8057****Permit Fees**

Sections 4.2, 4.6

Description	Fee
Permit application fee	
To remove a hazard tree	No Fee
One (1) tree per parcel during a 12 month period	\$63.50
Two (2) or more trees	\$76.75 per tree
Renewal, extension or modification of a permit	\$63.50

SCHEDULE – USE OF CITY STREETS**Traffic Bylaw No. 5870**

Obstruction of Traffic – Traffic Management Plan Review and Lane Closure Permit

Section 6.3

Description	Fee
Application Review Fee	\$103.00

Traffic Bylaw No. 5870

Containers – Temporary Placement Permit

Section 9A

Description	Fee
Permit Fee	\$30.75 per day

Traffic Bylaw No. 5870

Shared Vehicle Parking Space – Permit

Section 12C

Description	Fee
Permit Fee	\$307.00 per year

Traffic Bylaw No. 5870**EV Charging – City EV Parking Stall User Fees**

Section 12D.4

Description	Fee
<u>Charging Level of EV Supply Equipment</u>	<i>Per minute</i>
Level 2 – 3.1kW to 9.6kW Charging Session User Fees	Initial 2 hrs: \$0.0333/min (\$2.00/hr) After 2 hrs: \$0.0833/min (\$5.00/hr)
Level 3 – 25kW Charging Session User Fees	\$0.1333/min (\$8.00/hr)
Level 3 – 50kW Charging Session User Fees	\$0.2666/min (\$16.00/hr)

Traffic Bylaw No. 5870

Oversize Vehicles and Building Moves – Permit

Section 25.1

Description	Fee
Individual Vehicle Trip	\$25.75
One Vehicle for More than One Trip	\$103.00
One Building Move	\$51.25
Re-issuance of Building Move Permit as a Result of Changes Requested to Original Permit	\$25.75

Traffic Bylaw No. 5870

Construction Zones – Permit

Section 42.1

Description	Fee
Permit Fee	\$307.00
* per day	*Plus \$30.75
** per metre of roadway to which permit applies, per day	**Plus \$0.50

SCHEDULE – UNDERPINNING WORKS AND CONSTRUCTION FENCE ENCROACHMENT

Underpinning Works and Construction Fence Encroachment Bylaw No. 9833

Sections 2.1, 2.2 and 3.4

Description	Fee
Underpinning Works	
Application Fee	\$535.00 per Underpinning Works Permit application
Encroachment Fee	\$56.25 per square meter of excavation face that will be supported by the Underpinning Works
Inspection Fee	\$254.00
Additional Inspection Fees	\$95.25 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,333.00 plus such additional amounts set forth in section 2.2 of Bylaw No. 9833
Construction Fence	Fee
Application Fee	\$109.00 per Construction Fence Permit application
Encroachment Fee	\$10.75 per year per square meter of encroachment
Inspection Fee	\$254.00
Additional Inspection Fees	\$95.25 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,333.00

SCHEDULE – VEHICLE FOR HIRE REGULATION**Vehicle for Hire Regulation Bylaw No. 6900****Permit & Inspection Fees**

Sections 3.7, 6.3

Description	Fee	Units
Transporting of trunks	\$7.75	per trunk
Towing permit	\$63.50	
Inspection fee for each inspection after the second inspection	\$32.75	

SCHEDULE – VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR**Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068**

Section 2.1

Description		Fee
City Hall Tour		\$281.00 plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	\$281.00 plus room rental fee
	2 to 4 hours	\$558.00 plus room rental fee
	More than 4 hours	\$1,114.00 plus room rental fee

SCHEDULE – WATER USE RESTRICTION**Water Use Restriction Bylaw No. 7784****Permit Fees**

Section 3.1

Description	Fee
Permit application fee for new lawns or landscaping (s.3.1.1(a))	\$38.50
Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b))	\$38.50
Permit application fee for nematode applications for European Chafer Beetle control, where property has water meter service (s.3.1.1(b))	NIL

SCHEDULE – WATERCOURSE PROTECTION AND CROSSING

Watercourse Protection and Crossing Bylaw No. 8441 Application, Design Drawing and Inspection Fees

Description	Fee
<u>Culvert</u>	
Application Fee	\$375.00
City Design Option	\$1,232.00
Inspection Fee	\$126.00 plus \$25.50 per additional linear metre of culvert over 5 metres wide
<u>Bridge</u>	
Application Fee	\$128.00
Inspection Fee	\$250.00

Note: There is no City Design Option for bridges.

Watercourse Protection and Crossing Bylaw No. 8441 Riparian Management Area Building Permit – Application Review Fees Section 8.2

Description	Fee
<u>Application Review Fees</u>	
(a) Single or two family dwelling construction	\$783.00
(b) Single or two family dwelling demolition	\$366.00
(c) Addition to and/or accessory building over 10 m ² (for single or two family dwellings) construction	\$366.00
(d) Addition to and/or accessory building over 10 m ² (for single or two family dwellings) demolition	\$366.00
(e) Retaining wall over 1.2 m in height, for single or two family dwelling	\$366.00
(f) Site services for single or two family dwelling	\$366.00
(g) Combination of three (3) or more of the following: single or two family dwelling construction and/or demolition, addition to and/or accessory building over 10m ² for single or two family dwellings construction and/or demolition, retaining wall over 1.2 m in height, for single or two family dwelling, and/or site services for single or two family dwelling.	\$1,566.00

Note: Other than as set out above there are no Building Permit application review fees for activities in or adjacent to riparian management areas

Watercourse Protection and Crossing Bylaw No. 8441
Development in Riparian Management Area Inspection Fees
 Section 8.5

Description	Fee
<u>Initial Inspection Fee</u>	\$78.50
<u>Re-inspection Fees</u>	
(a) first additional inspection	\$78.50
(b) second additional inspection	\$157.00
(c) third additional inspection	\$314.00
<i>Note: the fee for each additional inspection after the third additional inspection, required as a result of prior inspection showing deficiencies, will be at double the cost of each immediately previous inspection</i>	