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**City Council  
Electronic Meeting**

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

**Monday, December 12, 2022  
7:00 p.m.**

Pg. #      ITEM

**MINUTES**

1.    *Motion to:*
- CNCL-12    (1)    *adopt the minutes of the Regular Council meeting held on November 28, 2022.*



**AGENDA ADDITIONS & DELETIONS**

**COMMITTEE OF THE WHOLE**

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



3.    Delegations from the floor on Agenda items.

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

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4.    *Motion to rise and report.*



### RATIFICATION OF COMMITTEE ACTION

### CONSENT AGENDA

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

### CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- New Capstan Village Park Concept Plan
- South Arm Community Park Playground Contribution
- Award Of Contract 8054P - Telecommunications Services
- Application For A New Liquor Primary Licence – Birdie Indoor Golf Centre Ltd., DBA Birdie Indoor Golf Centre At 4280 No. 3 Road Unit 120
- Application To Amend Food Primary Liquor Licence # 308845 Vanshoots Management Ltd., DBA Remix Restaurant And Bar At 8300 Capstan Way Unit 1008
- Appointment Of Acting Corporate Officer
- 2023 Operating And Capital Budgets For Richmond Public Library
- 2023 Proposed Capital Budget
- 2023 One-Time Expenditures
- Land use applications for first reading (to be further considered at the Public Hearing on January 23, 2023 ):
  - 11431 Williams Road – Rezone From Single Detached (RS1/E)” Zone To “Compact Single Detached (RC2)” Zone (Lorraine S Tsoi – Applicant)

5.    *Motion to adopt Items No. 6 through No. 16 by general consent.*



6.    **COMMITTEE MINUTES**

Consent  
Agenda  
Item



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*That the minutes of:*

- CNCL-29 (1) *the Parks, Recreation and Cultural Services Committee meeting held on November 29, 2022; (distributed separately)*
- CNCL-34 (2) *the **General Purposes Committee** meeting held on December 5, 2022;*
- CNCL- 41 (3) *the **Finance Committee** meeting held on December 5, 2022; and*
- (4) *the **Planning Committee** meeting held on December 6, 2022;*
- be received for information.*



Consent  
Agenda  
Item

7. **NEW CAPSTAN VILLAGE PARK CONCEPT PLAN**  
(File Ref. No. 06-2345-01) (REDMS No. 6997522)

CNCL-44

**See Page CNCL-44 for full report**

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

*That the New Capstan Village Park Concept Plan, as detailed in the staff report titled “New Capstan Village Park Concept Plan,” dated October 24, 2022, from the Director, Park Services, be endorsed with the removal of the dog off-leash area and replaced with natural areas.*



Consent  
Agenda  
Item

8. **SOUTH ARM COMMUNITY PARK PLAYGROUND CONTRIBUTION**  
(File Ref. No. 06-2345-20-SARM1) (REDMS No. 6999307)

CNCL-80

**See Page CNCL-80 for full report**

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

*That the capital budget for Playground Replacement and Safety Upgrade Program (2018) be increased by \$200,000 as described in the staff report titled “South Arm Community Park Playground Contribution,” dated October 24, 2022, from the Director, Parks Services, and the Consolidated 5-Year Financial Plan (2023-2027) be amended accordingly.*



## Council Agenda – Monday, December 12, 2022

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Consent  
Agenda  
Item

9. **AWARD OF CONTRACT 8054P - TELECOMMUNICATIONS SERVICES**

(File Ref. No. 04-1300-01) (REDMS No. 7002906)

CNCL-96

See Page CNCL-96 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That contract 8054P - Telecommunications Services be awarded to TELUS Communications Company for an aggregate value of \$3,696,898, excluding taxes, for an initial contract term of six years as described in the report titled "Award of Contract 8054P – Telecommunications Services", dated October 26, 2022 from the Director, Information Technology; and*
- (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract with TELUS Communications Company; and*
- (3) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend the contract at the end of the original contract for a further six-year term.*



Consent  
Agenda  
Item

10. **APPLICATION FOR A NEW LIQUOR PRIMARY LICENCE – BIRDIE INDOOR GOLF CENTRE LTD., DBA BIRDIE INDOOR GOLF CENTRE AT 4280 NO. 3 ROAD UNIT 120**

(File Ref. No. 12-8275-30-001) (REDMS No. 6993027)

CNCL-101

See Page CNCL-101 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the application from Birdie Indoor Golf Centre Ltd., doing business as Birdie Indoor Golf Centre, new Liquor Primary Licence to operate Indoor Golf Simulation Centre at 4280 No. 3 Road Unit 120, with liquor service, be supported for:*
  - (a) *a new Liquor Primary Liquor Licence with total person capacity of 53 persons; and*
  - (b) *proposed hours of liquor sales from Sunday to Saturday, from 9:00AM to 2:00 AM.*

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- (2) *That a letter be sent to Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the liquor licence application for the reasons that this new application for a Liquor Primary Liquor Licence has been determined, following public consultation, to be acceptable in the area and community.*



Consent  
Agenda  
Item

11. **APPLICATION TO AMEND FOOD PRIMARY LIQUOR LICENCE # 308845 VANSHOOTS MANAGEMENT LTD., DBA REMIX RESTAURANT AND BAR AT 8300 CAPSTAN WAY UNIT 1008**  
(File Ref. No. 12-8275-30-001) (REDMS No. 6993024)

CNCL-116

See Page CNCL-116 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the application from Vanshoots Management Ltd., doing business as Remix Restaurant and Bar, for an amendment to Food Primary Licence #308845, requesting an increase to their hours of liquor service from Sunday to Saturday, 9:00AM to Midnight, to Sunday to Saturday, 9:00AM to 2:00AM, be supported, and:*
- (a) *Total person capacity currently set at 149 persons will not change.*
- (2) *That a letter be sent to the Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the licence amendment for the reasons that this amendment has been determined, following public consultation, to be acceptable in the area and community.*



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Consent  
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Item

12. **APPOINTMENT OF ACTING CORPORATE OFFICER**  
(File Ref. No. 05-1400-01) (REDMS No. 7036903)

CNCL-131

See Page CNCL-131 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That Evangel Biason, Manager, Legislative Services, be appointed as an Acting Corporate Officer for the purposes of carrying out statutory duties prescribed in section 148 of the Community Charter in the absence of, or as directed by, Claudia Jesson, Director, City Clerk's Office (Corporate Officer).*



Consent  
Agenda  
Item

13. **2023 OPERATING AND CAPITAL BUDGETS FOR RICHMOND PUBLIC LIBRARY**  
(File Ref. No. 97-RPLGENERAL) (REDMS No. 7022582)

CNCL-133

See Page CNCL-133 for full report

### FINANCE COMMITTEE RECOMMENDATION

*That the 2023 Richmond Public Library budget of \$10,845,600 as presented in Attachment 1 from the Chief Librarian and the Secretary to the Board, be approved.*



Consent  
Agenda  
Item

14. **2023 PROPOSED CAPITAL BUDGET**  
(File Ref. No. 03-0970-03-01) (REDMS No. 6991972)

CNCL-141

See Page CNCL-141 for full report

### FINANCE COMMITTEE RECOMMENDATION

- (1) *That the 2023 Proposed Capital Budget as presented in Appendix 3 totaling \$131,516,181 be approved; and*
- (2) *That the 2023 Proposed Capital Budget as approved be included in the Consolidated 5 Year Financial Plan (2023-2027).*



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Consent  
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Item

15. **2023 ONE-TIME EXPENDITURES**  
(File Ref. No. 03-0970-01) (REDMS No. 6999306)

CNCL-295

See Page CNCL-295 for full report

### FINANCE COMMITTEE RECOMMENDATION

*That the one-time expenditures totaling \$1,121,025 as outlined in Attachment 1 of the 2023 One-Time Expenditures staff report, be approved with funding from the Rate Stabilization Account and included in the Consolidated 5 Year Financial Plan (2023-2027).*



Consent  
Agenda  
Item

16. **APPLICATION BY LORRAINE S TSOI FOR REZONING AT 11431 WILLIAMS ROAD FROM “SINGLE DETACHED (RS1/E)” ZONE TO “COMPACT SINGLE DETACHED (RC2)” ZONE**  
(File Ref. No. RZ 22-014680) (REDMS No. 7028810)

CNCL-301

See Page CNCL-301 for full report

### PLANNING COMMITTEE RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10432, for the rezoning of 11431 Williams Road from “Single Detached (RS1/E)” to “Compact Single Detached (RC2)”, be introduced and given first reading.*



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## CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

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## NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

17. **SOIL USE FOR THE PLACEMENT OF FILL APPLICATION FOR THE PROPERTY AT 22040 RIVER ROAD (THANDI)**  
(File Ref. No. 12-8350-05-AMANDA#) (REDMS No. 6915681)

CNCL-319

See Page CNCL-319 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllrs. Day and Wolfe

*That the ‘Soil Use for the Placement of Fill’ application, submitted by Avtar Thandi (the “Applicant”), proposing to deposit soil for the purpose of improving the agricultural capability of the property located at 22040 River Road, be authorized for referral to the Agricultural Land Commission (ALC) for the ALC to review and determine the merits of the proposal from an agricultural perspective as the Applicant has satisfied all of the City’s current reporting requirements.*



FINANCE COMMITTEE

Mayor Malcolm D. Brodie, Chair

18. **2023 PROPOSED OPERATING BUDGET**  
(File Ref. No. 03-0970-03-01) (REDMS No. 6991972)

CNCL-392

See Page CNCL-392 for full report

FINANCE COMMITTEE RECOMMENDATION

Opposed: Cllrs. Day and Wolfe

*That:*

- (1) *The 2023 Proposed Operating Budget as presented in Budget Option 2 for a total of 5.89% be approved as outlined below:*
- (a) *A same level of service budget increase of \$8,623,971 after tax growth with a tax increase of 3.22% be approved; and*
  - (b) *Emerging organizational additional levels in the amount of \$761,929 as presented in Attachments 8 and 9 of the staff report*

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*titled 2023 Proposed Operating Budget with a tax increase of 0.28% be approved, including the emerging organizational additional level of \$26,919 for increasing operating hours for Steveston Outdoor Pool with a tax increase of 0.01%; and*

- (c) Transfer to reserves for Investment in Community Facilities as per Council's Long Term Financial Management Strategy in the amount of \$2,680,441 with a tax increase of 1.00% be approved; and*
  - (d) Senior level government and other government agency increase of \$4,058,476 with a tax increase of 1.51% be approved; and*
  - (e) Council previously approved commitments in the amount of \$240,340 with a tax increase of 0.09% be approved; and*
  - (f) Operating budget impacts totalling \$1,168,557 with a tax increase of 0.44% be approved; and*
  - (g) The Rate Stabilization Account be used to reduce the overall impact of additional operating costs for a total of \$1,742,287 resulting in a tax decrease of 0.65% be approved; and*
- (2) The 2023 Operating Budget as approved be included in the Consolidated 5 Year Financial Plan (2023-2027).*



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19. **CONSOLIDATED 5 YEAR FINANCIAL PLAN (2022-2026) BYLAW NO.**

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

*Report to be Distributed Separately*

STAFF RECOMMENDATION

PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

DEVELOPMENT PERMIT PANEL

20. RECOMMENDATION

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

CNCL-456

- (1) *That the **Chair's report** for the Development Permit Panel meeting held on, November 16, 2022 be received for information; and*
- (2) *That the recommendations of the Panel to authorize the issuance of a Development Variance Permit (DV 22-015216) for the property at 11251 Clipper Court, be endorsed, and the Permit so issued.*





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ITEM

ADJOURNMENT





## Regular Council

Monday, November 28, 2022

Place: Council Chambers  
Richmond City Hall

Present: Mayor Malcolm D. Brodie  
Councillor Chak Au  
Councillor Carol Day  
Councillor Laura Gillanders  
Councillor Kash Heed  
Councillor Andy Hobbs  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Michael Wolfe

Corporate Officer – Claudia Jesson

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

RES NO.    ITEM

### MINUTES

- R22/20-1    1.    It was moved and seconded  
*That:*
- (1)    *the minutes of the Regular Council meeting held on November 14, 2022, be adopted as circulated;*
  - (2)    *the minutes of the Special Council meeting held on November 21, 2022, be adopted as circulated; and*
  - (3)    *the minutes of the Regular Council meeting for Public Hearings held on November 21, 2022, be adopted as circulated.*

**CARRIED**



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**AGENDA ADDITIONS & DELETIONS**

*It was noted that Item No. 15–part 4 and 5 were duplicated on the Council agenda.*

**PRESENTATION**

2022 Lulu Awards to Recognize Urban Design Excellence

Mayor Brodie highlighted that the projects being recognized are attractive additions to our community and meet a high standard in urban design. He also thanked everyone who submitted an entry to the 2022 Lulu Awards program.

The following projects received honourable mentions:

- (1) Paramount, developed by Keltic Canada Development., and designed by GBL Architects and PWL Partnership Landscape Architects Inc;
- (2) River Green Lot 9, developed by ASPAC Developments Ltd., IBI Group and PFS Studio; and
- (3) Minato Village, developed by G&B Estates and West Coast Projects, and designed by Urban Design Group Architects and ETA Landscape Architecture.

Mayor Brodie then presented the Lulu Awards for urban design:

- (1) In the category of Residential and Mixed Use, Mid-Rise Urban design: The Roderick, developed by Platform Properties Ltd., and designed by: ZGF Architects Inc. and Perry and Associates;
- (2) In the category of Residential and Mixed Use, High-Rise Urban design: 2 River Green, developed by ASPAC Developments Ltd., and designed by James K.M. Cheng Architects Inc.; IBI Group Inc. and PFS Studio;
- (3) In the category of Public and Institutional Open Space Urban design: Steveston Nikkei Memorial, designed by Hapa Collaborative; and



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- (4) In the category of Landscape Innovation Urban Design:  
Harrington Court, developed by Western Maple Lane Holdings Ltd.,  
and designed by Fougere Architectures and ITO & Associates Inc.

**COMMITTEE OF THE WHOLE**

- R22/20-2     2. It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on  
agenda items (7:11 p.m.).*

**CARRIED**

3. Delegations from the floor on Agenda items –

Item No. 15 – Referral Response On Land Uses Along The Steveston  
Waterfront And Proposed Amendments To The Steveston Area Plan And  
Zoning Bylaw

Brian Veljacic, Richmond resident, owner of lease property 3900 Bayview expressed his concerns about the proposed amendment to remove residential use and spoke about his proposal to build a home on the waterfront.

Ken Chow, Architect, expressed his concerns regarding the proposed policy changes and commented that the policy changes to these waterfront parcels should be part of a more comprehensive Area Plan strategy and the focus should be on the need for more population growth in Steveston Village to support the local business community.

Linda Barnes, Richmond resident, expressed her concerns regarding the proposed policy to remove residential uses in the Steveston Village Riverfront and spoke about the need for more density in Steveston as without an increase in the local population, merchants in Steveston are struggling.

Dana Westermarck, Richmond resident, commented that he felt that the proposed policy changes were at odds with the objective of building residential above commercial developments and that more needs to be done to address the need for increased population right in Steveston Village.



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Item No. 7 – City Events Program 2023

Linda Barnes, Richmond resident, Chair of the Richmond Arts Coalition, supported the events listed in the City events report but believes the funding is inadequate given the cost of living. She suggested a cost of living increase to the events budget.

- R22/20-3     4.     It was moved and seconded  
*That Committee rise and report (7:31 p.m.).*

**CARRIED**

**CONSENT AGENDA**

- R22/20-4     5.     It was moved and seconded  
*That Items No. 6 through No. 8 and No. 10 through No. 14 be adopted by general consent.*

**CARRIED**

**6.     COMMITTEE MINUTES**

*That the minutes of:*

- (1)    the Community Safety Committee meeting held on November 15, 2022;*
- (2)    the General Purposes Committee meeting held on November 21, 2022;*
- (3)    the Planning Committee meeting held on November 22, 2022; and*
- (4)    the Public Works and Transportation Committee meeting held on November 23, 2022;*

*be received for information.*

**ADOPTED ON CONSENT**





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**7. CITY EVENTS PROGRAM 2023**

(File Ref. No. 11-7400-01; 11-7400-20-CAFE1; 11-7400-20-CBLO1; 03-1085-05; 11-7400-20-DOPE1; 11-7400-20-SSFE1; 11-7400-20-MFES1; 08-4040-08-01) (REDMS No. 6993471 v.10, 7020123)

*(1) That the City Events Program 2023 as outlined in Table 1 of the staff report titled “City Events Program 2023,” dated October 24, 2022, from the Director, Arts, Culture and Heritage Services be endorsed for the following events and initiatives:*

- (a) Children’s Arts Festival;*
- (b) Richmond Cherry Blossom Festival;*
- (c) Neighbourhood Celebration Grants Program;*
- (d) Doors Open Richmond;*
- (e) Steveston Salmon Festival;*
- (f) Richmond Maritime Festival;*
- (g) Supporting food security through community-driven events; and*
- (h) Visioning Process for a Signature Multicultural Festival.*

*(2) That expenditures totalling \$775,000 for the City Events Program 2023 with funding of \$73,000 from funds available in the Major Events Provision and \$702,000 from the Rate Stabilization Account be considered in the 2023 budget process.*

**ADOPTED ON CONSENT**

**8. APPOINTMENT OF COUNCIL MEMBER AS LULU ISLAND  
ENERGY COMPANY COUNCIL LIAISON**

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

**GENERAL PURPOSES COMMITTEE RECOMMENDATION**

*That Councillor Michael Wolfe be appointed as the Council Liaison to the Lulu Island Energy Company.*

**ADOPTED ON CONSENT**



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**9. APPLICATION BY RICK BOWAL FOR REZONING AT 10851/10871 BIRD ROAD FROM “SINGLE DETACHED (RS1/E)” ZONE TO “SINGLE DETACHED (RS2/B)” ZONE**

(File Ref. No. 12-8060-20-010425, RZ 22-009258) (REDMS No. 7017339, 1621383, 7022942, 2221494)

**PLANNING COMMITTEE RECOMMENDATION**

Please see Page 9 for action on this item.

**10. APPLICATION TO 2022/23 BC ACTIVE TRANSPORTATION INFRASTRUCTURE GRANT PROGRAM**

(File Ref. No. 03-1087-19-02) (REDMS No. 7018776 v. 6)

- (1) That the submission for cost-sharing to the 2022/23 BC Active Transportation Infrastructure Grant Program as described in the staff report titled “Application to 2022/23 BC Active Transportation Infrastructure Grant Program” dated October 31, 2022, from the Director, Transportation be endorsed;*
- (2) That, should the above application be successful, the Chief Administrative Officer and the General Manager, Planning and Development, be authorized on behalf of the City to execute the funding agreement; and*
- (3) That the Consolidated 5 Year Financial Plan (2023-2027) be amended accordingly.*

**ADOPTED ON CONSENT**

**11. TRANSLINK 2023 COST-SHARE FUNDING APPLICATIONS – TRANSPORTATION CAPITAL PROJECTS**

(File Ref. No. 01-0154-04) (REDMS No. 6999951 v. 18)

*That as described in the report titled “TransLink 2023 Cost-Share Funding Applications” dated October 24, 2022 from the Director, Transportation:*

- (a) the submission of road, pedestrian and bicycle improvement projects as part of the TransLink 2023 cost-share programs be endorsed and the information be considered in the 2023 Capital Budget process; and*
- (b) the Chief Administrative Officer and General Manager,*



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*Planning and Development be authorized to execute the successful funding agreements.*

**ADOPTED ON CONSENT**

**12. AWARD OF CONTRACT 8074Q – ON-CALL ELEVATOR CONTRACTOR**

(File Ref. No. 03-1000-20-8074Q) (REDMS No. 6990176 v.3)

- (1) *That Contract 8074Q – On-Call Elevator Contractor be awarded to West Coast Elevator Services Ltd., in the amount of \$408,000.00 for a three-year term as described in the report titled “Award of Contract 8074Q – On-Call Elevator Contractor”, dated October 19, 2022, from the Director, Facilities and Project Development;*
- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term, up to the maximum total term of five years, for the maximum total amount of \$701,000.00 as described in the report titled “Award of Contract 8074Q – On-Call Elevator Contractor”, dated October 19, 2022, from the Director, Facilities and Project Development; and*
- (3) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract and all related documentation with West Coast Elevator Services Ltd.*

**ADOPTED ON CONSENT**

**13. AWARD OF CONTRACT 8077P – ON-CALL HVAC SERVICE PROVIDER**

(File Ref. No. 03-1000-20-8077P) (REDMS No. 6975490 v. 3A)

- (1) *That Contract 8077P – On-Call HVAC Service Provider be awarded to three contractors, for an aggregate contract value of \$3,750,000.00 for a three-year term, to Entity Mechanical Ltd., Airon Heating and Air Conditioning Ltd. and Kern BSG Management Ltd. (formally Pacific Mechanical Ltd.) as described in the report titled “Award of Contract 8077P – On-Call HVAC Service Provider”, dated October 6, 2022, from the Director, Facilities and Project Development;*





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- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term, up to the maximum total term of five years, for the maximum total amount of \$6,250,000.00, as described in the report titled “Award of Contract 8077P – On-Call HVAC Service Provider”, dated October 6, 2022, from the Director, Facilities and Project Development; and*
- (3) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contracts and all related documentation with Entity Mechanical Ltd., Airon Heating and Air Conditioning Ltd. and Kern BSG Management Ltd.*

**ADOPTED ON CONSENT**

**14. OPTIONS FOR SNOW REMOVAL FROM PRIORITY PEDESTRIAN CORRIDORS — REFERRAL RESPONSE**

(File Ref. No. 10-6060-01; 10-6360-13) (REDMS No. 6905146 v. 12)

*That, as outlined in the staff report titled “Options for Snow Removal from Priority Pedestrian Corridors — Referral Response”, dated October 20, 2022, from the Director, Public Works Operations:*

- (a) *The operational response practices relating to bus stops, wheelchair let downs and City facilities be endorsed; and.*
- (b) *Staff conduct pilot initiatives during the 2022/2023 winter season to undertake snow clearing from non-delineated bike routes and five kilometres of multi-use pathways along Railway Avenue and Alderbridge Way within 72 hours after the snowfall has ended for each snow event.*

**ADOPTED ON CONSENT**

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

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9. **APPLICATION BY RICK BOWAL FOR REZONING AT 10851/10871 BIRD ROAD FROM “SINGLE DETACHED (RS1/E)” ZONE TO “SINGLE DETACHED (RS2/B)” ZONE**

(File Ref. No. 12-8060-20-010425, RZ 22-009258) (REDMS No. 7017339, 1621383, 7022942, 2221494)

R22/20-5

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10425, for the rezoning of 10851/10871 Bird Road from “Single Detached (RS1/E)” zone to “Single Detached (RS2/B)” zone, be introduced and given first reading.*

**CARRIED**

Opposed: Cllrs. Gillanders  
Wolfe

**NON-CONSENT AGENDA ITEMS**

**PLANNING COMMITTEE**

Councillor Bill McNulty, Chair

15. **REFERRAL RESPONSE ON LAND USES ALONG THE STEVESTON WATERFRONT AND PROPOSED AMENDMENTS TO THE STEVESTON AREA PLAN AND ZONING BYLAW**

(File Ref. No. 08-4060-05-01; 12-8060-20-010371/10372/10394/10392/10393) (REDMS No. 6920288 v. 5, 6922793, 6860973, 6860974, 6923673, 6923675, 6923674)

R22/20-6

It was moved and seconded

(1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10394, which revises the “Steveston Commercial (CS2)” , “Light Industrial (IL)” and “Steveston Commercial and Pub (ZMU10)” zoning districts to not permit certain uses on a site specific basis at 3540, 3800, 3866, 3880, 3900 Bayview Street and 12551 No. 1 Road, be introduced and granted first reading;*



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- (2) *That Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 10392, to revise the permitted height of buildings to 9 m in the Steveston Village Riverfront area contained in Section 2.4 of the Official Community Plan (Steveston Area Plan), be introduced and granted first reading;*
- (3) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10393, which revises the “Light Industrial (IL)” zoning district to implement a 9 m maximum permitted building height on a site-specific basis at 3540 and 3880 Bayview Street and 12551 No. 1 Road, be introduced and granted first reading;*
- (4) *That Richmond Official Community Plan Bylaw 7100, Amendment Bylaws 10371 and 10392, having been considered in conjunction with:*
  - (a) *the City’s Financial Plan and Capital Program; and*
  - (b) *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans, is hereby found to be consistent with said programs and plans, in accordance with Section 477(3) (a) of the Local Government Act; and*
- (5) *That Richmond Official Community Plan Bylaw 7100, Amendment Bylaws 10371 and 10392, having been considered in accordance with Section 475 of the Local Government Act and the City’s Official Community Plan Bylaw Preparation Consultation Policy 5043, is found not to require further consultation.*

The question on the motion was not called as discussion ensued in respect to the proposed 9 metre height restrictions and the option to go with a conservative regulatory framework for height restrictions and then look at exceptions of unique proposals on a case by case basis.

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

R22/20-7

It was moved and seconded





**Regular Council**  
**Monday, November 28, 2022**

- (1) *That Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 10371, to revise the land use policies to no longer permit residential uses in the Steveston Village Riverfront area contained in Section 2.4 of the Official Community Plan (Steveston Area Plan), be introduced and granted first reading;*
- (2) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10372, which revises the:*
  - (a) *“Steveston Commercial (CS2)” zoning district to not permit residential and related land uses on a site-specific basis at 3866 and 3900 Bayview Street;*
  - (b) *“Light Industrial (IL)” zoning district to not permit a residential security/operator unit on a site-specific basis at 3540 and 3880 Bayview Street and 12551 No. 1 Road; and*
  - (c) *“Steveston Commercial and Pub (ZMU10)” zoning district to remove residential and related land uses from the zone, be introduced and granted first reading.*

The question on the motion was not called as discussion ensued in respect to (i) continued public access to the waterfront, (ii) maintaining the character of the Steveston waterfront, (iii) the need for a linear walkway along the waterfront, (iv) rationale for not permitting residential uses, and (v) the effectiveness of mixed-use designation to increase population in Steveston Village.

The question on the motion was then called and **CARRIED** with Cllrs. Au, Hobbs and Loo opposed.

16. **APPLICATION BY RICK BOWAL FOR REZONING AT 8220 GILBERT ROAD FROM “SINGLE DETACHED (RS1/E)” ZONE TO “ARTERIAL ROAD TWO-UNIT DWELLINGS (RDA)” ZONE**

(File Ref. No. 12-8060-20-010428, RZ 21-926304) (REDMS No. 7020591, 7020947, 2501666, 6852297, 6908599)

R22/20-8

It was moved and seconded

- (1) *That the following recommendation be forwarded to a Public Hearing:*
  - (a) *That Single-Family Lot Size Policy 5442 for the area generally bounded by Mirabel Court, Blundell Road, Gilbert Road and*

11.



**Regular Council**  
**Monday, November 28, 2022**

*Lucas Road, in a portion of Sections 19 and 20 Block 4 North Range 6 West, be amended to exclude 8220 Gilbert Road from the Policy, as shown in the proposed draft Single-Family Lot Size Policy 5442 (Attachment 5).*

- (2) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10428, for the rezoning of 8220 Gilbert Road from the “Single Detached (RS1/E)” zone to the “Arterial Road Two-Unit Dwellings (RDA)” zone, be introduced and given first reading.*

The question on the motion was not called as discussion ensued in regards to delaying the proposed rezoning application until after the Official Community Plan (OCP) review process is complete.

The question on the motion was then called and **CARRIED** with Cllrs. Day and Wolfe opposed.

\*\*\*\*\*

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

\*\*\*\*\*

**PUBLIC ANNOUNCEMENTS AND EVENTS**

Mayor Brodie announced that the agreements with the Richmond Food Security Society and School District No. 38 (Richmond) for the administration of the Community Gardens Program have been executed.

Mayor Brodie advised that The Mitchell Island Environmentally Sensitive Area, located at 11491 Mitchell Road, has been named Asa Johal Park.

Mayor Brodie advised that the November 30, 2022 Development Permit Panel meeting has been canceled.



**Regular Council**  
**Monday, November 28, 2022**

Mayor Brodie announced a new advisory committee to Council referred to as the Richmond Accessibility Advisory Committee has been created to respond to the municipal requirement of the new Accessible British Columbia Act.

Mayor Brodie announced the following advisory body appointments:

The following people were appointed to the Sister City Advisory Committee for a two-year term to expire on December 31, 2024:

- (a) Danny Chen; and
- (b) Mandy Zhao.

The following people were re-appointed to the Sister City Advisory Committee for a two-year term to expire on December 31, 2024:

- (a) Lisa MacNeil;
- (b) Karen Shigengo; and
- (c) Polly Tang.

The following people were appointed to the Food Security and Agricultural Advisory Committee for a two-year term to expire on December 31, 2024:

- (a) Cory May;
- (b) William McKinney;
- (c) Michael Bomford;
- (d) Ian Lai;
- (e) Leslie Williams; and
- (f) Abu Hasan Jahangir.

The following people were re-appointed to the Heritage Commission for a two-year term to expire on December 31, 2024:

- (a) Brenda Clark; and
- (b) Joseph Fry.





### **Regular Council Monday, November 28, 2022**

The following people were appointed to the Advisory Design Panel for a two-year term to expire on December 31, 2024:

- (a) Sherri Han;
- (b) Nicci Thérout; and
- (c) David I. Semczyszyn.

Kush Panatch was re-appointed to the Advisory Design Panel for a two-year term to expire on December 31, 2024.

Farzana Himani was appointed to the Richmond Community Services Advisory Committee for a two-year term to expire on December 31, 2024.

The following people were appointed to the Richmond Intercultural Advisory Committee for a two-year term to expire on December 31, 2024:

- (a) Tahzi Ali;
- (b) Diana Leung;
- (c) Rubina Mahal; and
- (d) Baren Tsui.

The following people were re-appointed to the Richmond Intercultural Advisory Committee for a two-year term to expire on December 31, 2024:

- (a) Ian Lai;
- (b) Michael Ma;
- (c) Kanwarjit Sandhu; and
- (d) Roy Wong.

Yvonne Yong was appointed to the Richmond Public Library Board for a two-year term to expire on December 31, 2024.

The following people were re-appointed to the Richmond Public Library Board for a two-year term to expire on December 31, 2024:

- (a) Denise Hui; and
- (b) Sherine Merhi.



**Regular Council**  
**Monday, November 28, 2022**

**BYLAWS FOR ADOPTION**

R22/20-9

It was moved and seconded

*That the following bylaws be adopted:*

*Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10358;*

*Sanitary Sewer Reserve Fund Establishment Bylaw No. 10401;*

*Water Supply Reserve Fund Establishment Bylaw No. 10402;*

*Flood Protection Reserve Fund Establishment Bylaw No. 10403;*

*Alexandra District Energy Utility Bylaw No. 8641 Amendment  
Bylaw No. 10410;*

*Oval Village District Energy Utility Bylaw No. 9134 Amendment  
Bylaw No. 10411;*

*City Centre District Energy Utility Bylaw No. 9895 Amendment  
Bylaw No. 10412;*

*Solid Waste and Recycling Reserve Fund Establishment Bylaw No. 10417;*

*Waterworks and Water Rates Bylaw No. 5637, Amendment  
Bylaw No. 10419;*

*Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment  
Bylaw No. 10421;*

*Flood Protection Bylaw No. 10426;*

*Sanitary Sewer Bylaw No. 10427; and*

*Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,  
Amendment Bylaw No. 10431.*

**CARRIED**

**DEVELOPMENT PERMIT PANEL**

**17. RECOMMENDATION**

15.





Regular Council  
Monday, November 28, 2022

R22/20-10

It was moved and seconded

- (1) *That the minutes of the Development Permit Panel meeting held on November 16, 2022 and the Chair's report for the Development Permit Panel meetings held on October 20, 2022, be received for information; and*
- (2) *That the recommendations of the Panel to authorize the approval of changes to the design of the proposed landscaping and to the Environmentally Sensitive Area compensation plan be considered to be in General Compliance with the approved Development Permit (DP 18-825006) for the properties at 2899 and 2888 Jow Street, be endorsed and the Permit so issued.*

**CARRIED**

PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

R22/20-11 18.

It was moved and seconded

*That Council resolve into Committee of the Whole to hear delegations on non-agenda items (8:53 p.m.).*

**CARRIED**

De Whalen, representing the Food Aid Delivery Coalition, presented on the 2022 inventory of outreach services in Richmond referring to the document titled "One To Ten Minutes to Connect." (copy on file) This document highlights the need for a coordinated access approach for street outreach and makes recommendations for action.

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

R22/20-12

It was moved and seconded

*That the written correspondence from the delegation and the Richmond Food Aid Delivery Program and the report titled "One To Ten Minutes to Connect," be referred to staff for their analysis and to report back.*

**CARRIED**



**Regular Council**  
**Monday, November 28, 2022**

- R22/20-13 19. It was moved and seconded  
*That Committee rise and report (9:03 p.m.).*

**CARRIED**

**ADJOURNMENT**

- R22/20-14 It was moved and seconded  
*That the meeting adjourn (9:03 p.m.).*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the Regular meeting of the  
Council of the City of Richmond held on  
Monday, November 28, 2022.

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Mayor (Malcolm D. Brodie)

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Corporate Officer (Claudia Jesson)



## General Purposes Committee

Date: Monday, December 5, 2022

Place: Council Chambers  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au (by teleconference)  
Councillor Carol Day  
Councillor Kash Heed  
Councillor Andy Hobbs  
Councillor Laura Gillanders  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Michael Wolfe

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 November 21, 2022, be adopted as circulated.*

**CARRIED**

#### 1. **AWARD OF CONTRACT 8054P - TELECOMMUNICATIONS SERVICES**

(File Ref. No. 04-1300-01) (REDMS No. 7002906)

It was moved and seconded

*(1) That contract 8054P - Telecommunications Services be awarded to TELUS Communications Company for an aggregate value of \$3,696,898, excluding taxes, for an initial contract term of six years as described in the report titled "Award of Contract 8054P – Telecommunications Services", dated October 26, 2022 from the Director, Information Technology; and*

**General Purposes Committee**  
**Monday, December 5, 2022**

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- (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract with TELUS Communications Company; and*
- (3) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend the contract at the end of the original contract for a further six-year term.*

The question on the motion was not called as in response to queries from Committee, staff noted that (i) Telus salaries are well above living wage thresholds, (ii) some entry level positions are below the threshold; however, they have a variable composition component with performance enhancements that help to exceed the threshold, (iii) the Council Chambers audio visual replacement is underway and is forecasted to be implemented during the 2022 Christmas break, (iv) there has been a decrease in contracting costs, primarily mobility services, (v) Telus is rolling out their 5G network throughout Richmond but will take a number of years for completion, (vi) the annual sponsorship usage is at the discretion of the City on how it is to be used, and (vii) Rogers does not have investment in in-ground infrastructure to accommodate the landline component.

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

## **COMMUNITY SAFETY DIVISION**

- 2. **APPLICATION FOR A NEW LIQUOR PRIMARY LICENCE – BIRDIE INDOOR GOLF CENTRE LTD., DBA BIRDIE INDOOR GOLF CENTRE AT 4280 NO. 3 ROAD UNIT 120**  
(File Ref. No. 12-8275-30-001) (REDMS No. 6993027)

It was moved and seconded

- (1) *That the application from Birdie Indoor Golf Centre Ltd., doing business as Birdie Indoor Golf Centre, new Liquor Primary Licence to operate Indoor Golf Simulation Centre at 4280 No. 3 Road Unit 120, with liquor service, be supported for:*
  - (a) *a new Liquor Primary Liquor Licence with total person capacity of 53 persons; and*
  - (b) *proposed hours of liquor sales from Sunday to Saturday, from 9:00AM to 2:00 AM.*



**General Purposes Committee**  
**Monday, December 5, 2022**

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- (2) *That a letter be sent to Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the liquor licence application for the reasons that this new application for a Liquor Primary Liquor Licence has been determined, following public consultation, to be acceptable in the area and community.*

The question on the motion was not called as in reply to queries from Committee, staff noted that the RCMP are consulted and only provide comments if there are concerns, and the notification area is similar to the process undertaken for rezoning applications and an expanded area would be beyond the noise concerns.

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

3. **APPLICATION TO AMEND FOOD PRIMARY LIQUOR LICENCE # 308845 VANSHOOTS MANAGEMENT LTD., DBA REMIX RESTAURANT AND BAR AT 8300 CAPSTAN WAY UNIT 1008**

(File Ref. No. 12-8275-30-001) (REDMS No. 6993024)

It was moved and seconded

- (1) *That the application from Vanshoots Management Ltd., doing business as Remix Restaurant and Bar, for an amendment to Food Primary Licence #308845, requesting an increase to their hours of liquor service from Sunday to Saturday, 9:00AM to Midnight, to Sunday to Saturday, 9:00AM to 2:00AM, be supported, and:*
- (a) *Total person capacity currently set at 149 persons will not change.*
- (2) *That a letter be sent to the Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the licence amendment for the reasons that this amendment has been determined, following public consultation, to be acceptable in the area and community.*

**CARRIED**

**General Purposes Committee**  
**Monday, December 5, 2022**

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4. **SOIL USE FOR THE PLACEMENT OF FILL APPLICATION FOR THE PROPERTY AT 22040 RIVER ROAD (THANDI)**

(File Ref. No. 12-8350-05-AMANDA#) (REDMS No. 6915681)

It was moved and seconded

*That the 'Soil Use for the Placement of Fill' application, submitted by Avtar Thandi (the "Applicant"), proposing to deposit soil for the purpose of improving the agricultural capability of the property located at 22040 River Road, be authorized for referral to the Agricultural Land Commission (ALC) for the ALC to review and determine the merits of the proposal from an agricultural perspective as the Applicant has satisfied all of the City's current reporting requirements.*

The question on the motion was not called as in reply to queries from Committee, staff and qualified professionals advised that (i) a calculation for the number of dump truck loads can be provided, (ii) remediation of the site is to cultivate blueberries, (iii) bonds change based on previous settlements, (iv) water management is considered for the 12 months, (v) no impacts to the Environmentally Sensitive Areas, (vi) soil from a local site is one dollar per metre and soil from outside the City is two dollars per metre, (vii) the Agrolgist is responsible for examining and sourcing the soil, (viii) options are being examined with regards to GPS tracking of shipments, (ix) our local bylaw officers do inspections of soil but rely on qualified professionals for soil testing, (x) peat will be pealed back and soil placed and then the peat replaced, and (xi) there is no intention to fill in the ditch.

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

5. **SISTER CITY ADVISORY COMMITTEE FOUR YEAR ACTIVITY PLAN (2023-2026)**

(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 7019421)

This item has been removed from the agenda.

**LAW AND LEGISLATIVE SERVICES DIVISION**

6. **APPOINTMENT OF ACTING CORPORATE OFFICER**

(File Ref. No. 05-1400-01) (REDMS No. 7036903)

It was moved and seconded

**General Purposes Committee**  
**Monday, December 5, 2022**

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*That Evangel Biason, Manager, Legislative Services, be appointed as an Acting Corporate Officer for the purposes of carrying out statutory duties prescribed in section 148 of the Community Charter in the absence of, or as directed by, Claudia Jesson, Director, City Clerk's Office (Corporate Officer).*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (4:31 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, December 5, 2022.

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Mayor Malcolm D. Brodie  
Chair

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Sarah Goddard  
Legislative Services Associate



## Finance Committee

Date: Monday, December 5, 2022

Place: Council Chambers  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au (by teleconference) (left the meeting at 6:20 p.m.)  
Councillor Carol Day  
Councillor Laura Gillanders  
Councillor Kash Heed  
Councillor Andy Hobbs  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Michael Wolfe

Call to Order: The Chair called the meeting to order at 4:32 p.m.

## MINUTES

It was moved and seconded

*That the minutes of the meeting of the Finance Committee held on November 8, 2022, be adopted as circulated.*

**CARRIED**

The Chief Administrative Officer provided a brief introduction to the four reports for consideration, noting the diligent and challenging budget decisions made by the senior management team, in what has been a very difficult year, to ensure the recommendations in the reports are responsible budgets which address the reality of a CPI that was close to 7% last year and projected to be almost 4% this year.



## RICHMOND PUBLIC LIBRARY

1. **2023 OPERATING AND CAPITAL BUDGETS FOR RICHMOND PUBLIC LIBRARY**

(File Ref. No. 97-RPLGENERAL) (REDMS No. 7022582)

It was moved and seconded

*That the 2023 Richmond Public Library budget of \$10,845,600 as presented in Attachment 1 from the Chief Librarian and the Secretary to the Board, be approved.*

Before the motion was called, discussion ensued with respect to (i) community needs focus in materials purchased, (ii) increased diversity in language collections, (iii) per capita budget comparison to other libraries in the region, (iv) fund development to generate revenue within the limitations under the *BC Library Act*, and efforts also underway through the BC Public Library Partners working to develop a plan for increased funding for libraries in BC to achieve secure and stable funding with the provincial government, and (v) budget rationale for eBooks and digital collections vs. print collections.

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

## FINANCE AND CORPORATE SERVICES DIVISION

2. **2023 PROPOSED CAPITAL BUDGET**

(File Ref. No. 03-0970-03-01) (REDMS No. 6991972)

Discussion ensued with respect to (i) challenges in addressing parks aging infrastructure needs within the current funding recommendations, (ii) bus stop shelters and accessibility, (iii) flood protection acceleration, (iv) top 20 collision prone intersection improvement funding, (v) road resurfacing concerns, and (vi) funding for multi-use bike path routes.

In response to queries from the Committee, staff noted:

- light installation is not typical for neighbourhood parks;
- the increased expense for the building envelope at South Arm Community Hall is due to the age of the hall and the extent of work required as a result, including different cladding needs;
- staff are in the process of undergoing a parks aging infrastructure review for the implementation of a life cycle maintenance strategy replacement program, to include a complete inventory and project schedule which will reinforce the need for aging infrastructure replacement, anticipated to be brought forward to Council later in 2023;

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- there are a number of programs to enhance bus stops throughout the city, including a sponsored program where funding is received through bus shelter advertising, a program for building bus shelters, and a program for implementing accessible bus stops (currently 88%, working towards 100% accessible);
- flood protection priority areas include ongoing projects on the south dike at No. 9 Rd. and future work between No. 4 Road and No. 5 Road on the south dike;
- design and implementation of the Britannia Shipyards project will begin immediately following Council approval;
- the Operating Budget Impact (OBI) related to IT hardware and software expressed in the budget is an indication of a trend of vendors moving to software subscription and providing the service through the cloud vs. purchasing licenses as done previously;
- debt noted for 2021 in the Funding Capital (2018 to 2027) graph shown on page FIN 23, is in relation to the expense for the Steveston Community Centre Capital project; and
- in general, funding sources in the Capital Budget comes from City reserves, grants and development cost charges (DCCs).

It was moved and seconded

- (1) *That the 2023 Proposed Capital Budget as presented in Appendix 3 totaling \$131,516,181 be approved; and*
- (2) *That the 2023 Proposed Capital Budget as approved be included in the Consolidated 5 Year Financial Plan (2023-2027).*

**CARRIED**

**3. 2023 ONE-TIME EXPENDITURES**

(File Ref. No. 03-0970-01) (REDMS No. 6999306)

Discussion ensued with respect to (i) the rationale for City Centre tree replacement and associated costs, and (ii) the recreation fee subsidy program and eligibility.

In response to queries from the Committee, staff noted that funding for the rate stabilization account is generated from previous years' annual operating surplus, and primarily used within the Operating Budget to directly reduce taxes the public pays, for one time expenditures and to fund items that may not have dedicated funding.

**Finance Committee**  
**Monday, December 5, 2022**

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It was moved and seconded

*That the one-time expenditures totaling \$1,121,025 as outlined in Attachment 1 of the 2023 One-Time Expenditures staff report, be approved with funding from the Rate Stabilization Account and included in the Consolidated 5 Year Financial Plan (2023-2027).*

The question on the motion was not called as discussion ensued with respect to one-time expenditure requests not recommended. As a result of the discussion the following amendment motion was introduced:

It was moved and seconded

*That items 4 (Dog License E-billings) and 5 (Parking Permit Customer Portal), outlined on page FIN 174, be added.*

The question on the amendment motion was not called as discussion ensued.

The question on the amendment motion was then called and it was **DEFEATED**, with Mayor Brodie and Cllrs. Day, Gillanders, Heed, Hobbs, Loo, McNulty and Wolfe opposed.

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

4. **2023 PROPOSED OPERATING BUDGET**

(File Ref. No. 03-0970-01) (REDMS No. 7001464)

Staff noted some of the challenges in preparing the budget given the economic impacts while providing a same level of service budget increase of 3.22%.

Discussion ensued with respect to (i) the three proposed budget options, (ii) the recommended preliminary 2023 Operating Budget increase of 5.88% and proposed 5 year Financial Plan (2023-2027), (iii) Consumer Price Index (CPI) rate of 3.22% vs. the Municipal Index CPI at 4.75%, (iv) budget for the 4 proposed RCMP officers, the vacancy rate (actual and budgetary), and cost implications resulting from member vacancies within the Richmond RCMP (confidential memo regarding the exact number was requested), and (v) increased E-COMM rates to deliver a sustainable service.

In response to queries from the Committee, staff noted:

- as a result of the challenging budget considerations, the recommendation for an increase in the operating hours for the Steveston Outdoor Pool was not ranked as high as the other recommendations for consideration;
- insurance rates are derived from a controlled insurance market reflected by global disasters resulting in increased premium rates, and as the City's building inventory increases, so do the insurance premiums; and
- the projected tax revenue for the next five years are very conservative estimates.

**Finance Committee**  
**Monday, December 5, 2022**

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Councillor Au expressed opposition to the recommended Budget Option 2, noting his preference of Budget Option 1.

Councillor Au left the meeting at 6:20 p.m.

Further discussion ensued with respect to the requested additional organizational staffing levels. Staff noted:

- the positions identified in the budget to move forward are ones that Council had recognized the need for support through the Poverty Reduction Plan, noting an increase with vulnerable populations and poverty, an area that is growing significantly that needs extra assistance; and
- social equity is another area that is really seeing the need to be focussed on in terms of how we are helping other departments really understand the impacts of social equity within our community and how we are planning for the social equity principles within our strategies and plans and our policies as we are moving forward to ensure that what we are planning is equitable for the community.

In response to further queries from the Committee, staff noted:

- the City has been very successful to date accessing grant funding from senior levels of government, and believe there could be a lot more and will continue pressing them in that regard; and
- the Province is currently conducting a strategization exercise that has been accelerated in response to the atmospheric river event last year, which is indicative of the feedback the City has been giving, which includes a lot of requests for additional dedicated funding over the long term.

As a result of the discussion the recommendation was amended to include an additional .01% in Budget Option 2, for a total of 5.89%, for including the emerging organizational additional level of \$26,919 for increasing operating hours for the Steveston Outdoor Pool.

It was then moved and seconded

***That:***

***(1) The 2023 Proposed Operating Budget as presented in Budget Option 2 for a total of 5.89% be approved as outlined below:***

- (a) A same level of service budget increase of \$8,623,971 after tax growth with a tax increase of 3.22% be approved; and***

**Finance Committee**  
**Monday, December 5, 2022**

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- (b) *Emerging organizational additional levels in the amount of \$761,929 as presented in Attachments 8 and 9 of the staff report titled 2023 Proposed Operating Budget with a tax increase of 0.28% be approved, including the emerging organizational additional level of \$26,919 for increasing operating hours for Steveston Outdoor Pool with a tax increase of 0.01%; and*
  - (c) *Transfer to reserves for Investment in Community Facilities as per Council's Long Term Financial Management Strategy in the amount of \$2,680,441 with a tax increase of 1.00% be approved; and*
  - (d) *Senior level government and other government agency increase of \$4,058,476 with a tax increase of 1.51% be approved; and*
  - (e) *Council previously approved commitments in the amount of \$240,340 with a tax increase of 0.09% be approved; and*
  - (f) *Operating budget impacts totalling \$1,168,557 with a tax increase of 0.44% be approved; and*
  - (g) *The Rate Stabilization Account be used to reduce the overall impact of additional operating costs for a total of \$1,742,287 resulting in a tax decrease of 0.65% be approved; and*
- (2) *The 2023 Operating Budget as approved be included in the Consolidated 5 Year Financial Plan (2023-2027).*

An amendment motion was then introduced to remove the .01% increase made to item (1)(b) of the main motion, which was not seconded.

Further discussion ensued with respect to additional funding for the Community Social Development Planner 1 – RFT position, currently not recommended for funding in 2023, and the financial impact to the 1.0% transfer to reserves. As a result of the discussion, the following amendment motion was introduced:

It was moved

*That additional funding for the Community Social Development Planner 1 – RFT position, at \$150,350, be added to the recommended motion.*

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

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

**Finance Committee**  
**Monday, December 5, 2022**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (6:56 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, December 5,  
2022.

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Mayor Malcolm D. Brodie  
Chair

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Lorraine Anderson  
Legislative Services Associate



## Planning Committee

Date: Tuesday, December 6, 2022

Place: Council Chambers  
Richmond City Hall

Present: Councillor Bill McNulty, Chair  
Councillor Alexa Loo  
Councillor Chak Au (by teleconference)  
Councillor Carol Day (by teleconference)  
Councillor Andy Hobbs

Also Present: Councillor Laura Gillanders (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 Planning Committee held on November 22, 2022, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

The Chair noted that the scheduled Planning Committee meeting for December 20, 2022 was cancelled, and that the next Planning Committee meeting will be held on January 10, 2023.

## PLANNING AND DEVELOPMENT DIVISION

1. **APPLICATION BY LORRAINE S TSOI FOR REZONING AT 11431 WILLIAMS ROAD FROM “SINGLE DETACHED (RS1/E)” ZONE TO “COMPACT SINGLE DETACHED (RC2)” ZONE**

(File Ref. No. RZ 22-014680) (REDMS No. 7028810)

Staff summarized the report noting that (i) the proposed rezoning application will allow for subdivision of one single detached lot into two compact single detached lots, (ii) one 1-bedroom secondary suite is proposed on each of the new lots; (iii) this application is compliant with the Arterial Road Policy, (iv) the current owners intend to occupy both new homes constructed on the two lots, and (v) \$15,000 in tree survival security will be provided for two trees located on city property.

In response to queries from Committee, staff advised that the applicant has the opportunity to increase the size of the proposed suites on each lot from one to two bedrooms.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10432, for the rezoning of 11431 Williams Road from “Single Detached (RS1/E)” to “Compact Single Detached (RC2)”, be introduced and given first reading.*

**CARRIED**

2. **MANAGER’S REPORT**

*(i) Herrling House Residence*

Staff updated Committee on a motion that was made at Council regarding the potential for relocation of the Herrling residence in the city of Richmond. The applicant has agreed in principle to preserve the home and to relocate it to the Phase 3 area of the project site. A memorandum outlining the final agreement and the revised rezoning considerations will be provided in advance to the December 19 Public Hearing meeting.

*(ii) Official Community Plan (OCP) review update*

Staff provided Committee with an update on the OCP review, highlighting that staff have been working on the top priority which is housing affordability. This includes addressing a number of Council referrals related to housing affordability. A memorandum will be provided to Council in respect to the OCP review.

Staff will be bringing forward background research which includes a housing market assessment and staff are undertaking a thorough review of Federal, Provincial and external agency influences on housing affordability and how the City of Richmond can take advantage of funding opportunities.

2.



## Planning Committee

### Tuesday, December 6, 2022

---

Staff have been researching and reviewing case studies that evaluate regional, national, and international approaches into advancing housing affordability. This information will be brought forward to Committee in Spring of 2023. The next steps will be to bring forward policy options for discussion and then look at first round of public and stakeholder consultations. There will also be a series of staff workshops dealing with various topic areas that are part of the OCP review.

## ADJOURNMENT

It was moved and seconded  
*That the meeting adjourn (4:17 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, December 6, 2022.

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Councillor Bill McNulty  
Chair

---

Raman Grewal  
Legislative Services Associate



# City of Richmond

## Report to Committee

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

**Date:** October 24, 2022

**From:** Todd Gross  
Director, Parks Services

**File:** 06-2345-01/2022-Vol  
01

**Re:** New Capstan Village Park Concept Plan

### Staff Recommendation

That the New Capstan Village Park Concept Plan, as detailed in the staff report titled "New Capstan Village Park Concept Plan," dated October 24, 2022, from the Director, Park Services, be approved.

Todd Gross  
Director, Parks Services  
(604-247-4942)

Att. 5

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

## Staff Report

### Origin

The rezoning application by Polygon Talisman Park Ltd. (RZ 18-836123) received second and third bylaw readings at the Public Hearing meeting held on January 17, 2022. Included in the application rezoning considerations is the transfer of an area that is 5,427.5 square meters (1.34 acres) in size within the southeast part of the subject site to the City as a fee simple lot for park and related purposes. The lot is to be developed as a neighbourhood park through a required servicing agreement. The park will be constructed by the developer at their cost, to City neighborhood park's standards. A concept plan for this park has been prepared by the developer's landscape architectural consultant and has been guided by the City Centre Area Plan (CCAP).

Public consultation took place in summer, 2022, to seek input on the proposed concept plan. Staff has worked with the developer's consultant to refine the design based on the feedback received.

The purpose of the report is to summarize the results from the public engagement and to present the refined concept plan for approval.

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.*

*2.4 Increase opportunities that encourage daily access to nature and open spaces and that allow the community to make more sustainable choices.*

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**

### **The Existing Site and Context**

Secured through the rezoning application by Polygon Talisman Park Ltd., the proposed new Capstan Village Neighbourhood Park is located at the southeast corner of the subject site, Attachment 1 – New Capstan Village Neighbourhood Park Location Map, where the majority of existing trees are located. The site is bounded by Garden City Road to the east, Cambie Road to the south and the first phase of development to the north (Lot 1 (South Lot)). West of the site is the Richmond United Church, a daycare, commercial and office space, and several private residences, which do not form part of this development application.

Prominently located in Capstan Village, the entire site can be reached within a 5 to 10-minute walk of the forthcoming Capstan Canada Line Station. The new park, along with other existing parks within the city centre's network of parks and open spaces, will help to address the growing demand for parks and open space as population growth is anticipated in the city centre.

### **Public Consultation Process**

In accordance with rezoning conditions, public consultation was conducted through the Let's Talk Richmond (LTR) portal between July 8 and August 7, 2022. The purpose of the public consultation was to create awareness of the new park and to seek input from the broad community on the draft park design concept.

Residents were notified of the engagement via several means:

1. An email notification to all LTR registrants (approximately 6,755 subscribers);
2. Site signage posted on-site and adjacent to the site;
3. Advertisement in the local newspapers;
4. Information posted on City's website, and
5. Social media.

Information boards were posted on LTR, Attachment 2 – New Capstan Village Neighbourhood Park Public Engagement Information Boards, providing project background, park context, park planning and design principles, and park programming and design concepts. Two design options with different layouts were presented with supporting images. The public was invited to fill out an online survey to share input. As a result of this process, a total of 300 members of the public visited the website. Of those, 129 filled out the online survey. The survey results helped staff to gauge levels of support for the draft principles, park programs and concept ideas.



A detailed summary of the public engagement results is provided in Attachment 3 – New Capstan Village Park Survey Report. The following is a summary of responses to the survey:

1. The six guiding principles were supported by the majority of respondents. Ordered by the level of support they are: nature-focused, safe and comfortable, connected and accessible, ecologically rich, flexible, identify and belonging;
2. Most people supported the naturalized areas and less open lawns. They also emphasized the importance of creating a family-friendly neighborhood park that is inclusive to all ages and abilities;
3. Plant species that are climate resilient and protected bird habitats were highly supported;
4. Desired park amenities included covered areas, picnic tables, bike racks and a drinking fountain;
5. A unique and nature-focused playground was desired. Most people felt the children's play area should be connected to the tot's play area;
6. While a dog-friendly park was mentioned many times, some felt an off-leash area is not suitable for this park. An off-leash area with separation for small dogs was preferred;
7. Many respondents emphasized clear sightlines and regular maintenance; and
8. Some respondents expressed concerns of nearby traffic noise.

#### New Capstan Village Neighbourhood Park Concept Plan

Attachment 4 illustrates the new Capstan Village Neighbourhood Park Concept Plan with precedent images of the proposed programs and material palette for the park.

In reaching a refined design concept, comprehensive site analysis was conducted to ensure that the design principles were being acknowledged and incorporated. The proposal identifies a significant number of existing trees for retention within the park location which will also result in preserved bird and wildlife habitat. The park program is designed to nestle in between and amongst the existing trees. Situated near a busy intersection, the park's edge is designed to provide a buffer from the urban environment. With respect to the existing topography, berms, plazas, terraces, and an open lawn are introduced to create a diversity of spaces that allow multiple uses, from community events to family strolls. The new park will allow residents to gather, relax, and connect with their community and access nature within the city centre.

The New Capstan Village Neighbourhood Concept Plan proposes a variety of features and functions within the new park, including:

#### **1. Nature Play Area**

One major focus will be designing a unique play area around the existing natural environment within the park for children. Situating play structures and spaces within the existing mature trees and incorporating natural materials will enhance opportunities for tactile play. Located at the northwest section of the park, the play area will include two separate zones: Children's Play for 5 to 12 years age group and Tot's Play for 2 to 5 years age group. It also includes shaded seating overlooking the play area.

**2. Dog Off-leash Area**

An enclosed dog off-leash area (OLA) will be located at the northeast portion of the park along Garden City Road. Although some public input indicated that an OLA with a separate small dog area was preferred, there were other public opinions suggesting that an OLA was not suitable for this park. Therefore, staff is proposing a smaller OLA, without separation, to serve all dogs due to the size and nature of the park. The design will be consistent with City standards per existing public dog off-leash areas in the City;

**3. Pavilion**

A covered area is a highly desired feature according to the survey results. A pavilion located at the park's main entrance along Cambie Road will provide a sheltered area throughout the year for small-scale events and daily activity uses. Surrounded by existing trees, the pavilion will be designed to serve as a welcoming entry feature to lead people into the park.

**4. Open Lawn**

A central lawn bordered by the walking loop will be incorporated for informal activities such as sunbathing, pickup games and sports, as well as occasional neighbourhood-scale programs and events. Clear sightlines within the space and to the adjacent play area will be emphasized to ensure safety within the park. A plaza will extend to the lawn from the stairs connecting residents from the adjacent development site. Picnic tables and seating will also be included.

**5. Naturalized Area**

The naturalized area takes up approximately 46 per cent of the park space and will provide habitat for birds. A diversity of understory plants will create a green, restorative experience in contrast to some of the more programmed and maintained spaces in the park. The meandering pathways, multiple seating areas and interpretation signs will be incorporated in the naturalized area for strolling, bird watching, quiet contemplation as well as close access to nature.

**6. Access and Circulation**

The proposed concept includes pathways that provide multiple access points to the park, including stairs from the Lot 1 development site. Park entry points will be designed to be highly visible and inviting. The network of pathways will ensure all major areas of the park are universally accessible. The layout of the pathways focuses on a minimum impact on the existing trees. The pathways will also enhance the park experience by providing various spatial experiences from a wooded setting to an open lawn. The circular walking loop will allow for a variety of uses from daily jogging to kids scootering. Pathway material will be explored in the detailed design phase with a focus on tree protection and accessibility.

In addition, a series of low berms were introduced at the east edge of the park to create a buffer from nearby traffic. New trees will be planted to emphasize park edges and add seasonal interests throughout the year.

Plant species will be selected with the consideration of climate change in detailed design. Naturalized swales will be integrated as part of the park's storm and rainwater management system to suit the site's drainage pattern. The swales will be planted with a mix of native and non-native plant material adapted to wet conditions to enhance biodiversity and create meaningful habitats. Impermeable surfaces will be minimized throughout the park to reduce storm water runoff.

Staff has reviewed the concept plan for future maintenance considerations. Subject to Council's approval of the park concept, staff will continue to provide feedback as detailed design proceeds during the servicing agreement process. At the end of the maintenance period required by the servicing agreement, once all the terms and conditions are satisfied, the City will take over all maintenance responsibilities of the park.

#### Tree Management Plan

The Tree Management Plan reflects the proposed tree retention within the park, see Attachment 5. The developer's certified arborist, in coordination with City Staff, carefully reviewed all existing trees located within the park for their overall health, structural integrity and any public safety and risk management concerns. Existing trees identified as healthy and not presenting a risk to public access and safety are to be retained. The detailed design will also explore establishing a mix of trees, shrubs and groundcovers to enhance habitat and encourage bird nesting in the future park. Prior to commencing construction, a certified arborist will conduct an updated Tree Health and Hazard Assessment of the trees identified for retention.

#### Next Steps

Subject to Council's decision on the recommendation outlined in this report, staff will work with the developer's consultant on the detailed design for the new park in the Capstan Village. The park will be constructed under the Neighbourhood Park Servicing Agreement (SA) at the developer's sole cost to satisfy CCAP park requirements. Park construction is targeted for completion prior to occupancy of the third phase of development.

Approval of the concept plan will advance the developer to satisfy rezoning considerations, including entering into the Neighbourhood Park SA. The corresponding rezoning application will be brought forward to Council for final bylaw adoption when all rezoning considerations are completed.

#### **Financial Impact**

There is no financial impact associated with this report. The cost of the design and construction will be fully borne by the subject developer. The Operating Budget Impact (OBI) for this park will be estimated based on standard maintenance and operation practices for parks of similar size and program, which will be submitted upon completion in a future budget process.

## Conclusion

Inspired by the goal to preserve the maximum number of existing trees on site, the proposed park concept plan is developed based on the planning principles, comprehensive site analysis and feedback from the public. The new Capstan Village Neighbourhood Park will be an inviting public park for all. It will offer a unique experience for existing and future residents in the area and will function as a part of the City's parks and open space system. It will play an important role in the establishment of a complete network of parks and open space for the city centre.



Yihong Liao  
Park Planner  
(604-233-3310)

- Att. 1: New Capstan Village Neighbourhood Park Location Map  
2: New Capstan Village Neighbourhood Park Public Engagement Information Boards  
3: New Capstan Village Park Survey Report  
4: New Capstan Village Neighbourhood Park Concept Plan  
5: Tree Management Plan



## NEW CAPSTAN VILLAGE NEIGHBOURHOOD PARK LOCATION MAP





# 1. WE WANT TO HEAR WHAT YOU THINK

## WHAT IS HAPPENING?

A new neighbourhood park is being planned and designed for Capstan Village. The park will provide a diverse range of programs and amenities for all to enjoy—while protecting a significant number of existing trees. The park will be approximately 1.34 acres in size and was secured through the rezoning application by Polygon Talisman Park Ltd.

The City is inviting the public to learn about the proposed park and to provide feedback on a draft park concept.



## WHAT WE HOPE TO LEARN

Please help shape our future park. We want to learn from you on how the park could be designed and programmed to meet the needs and aspirations of the local Capstan Village community.

Your feedback will help us to:

- Confirm the guiding principles for park design
- Confirm park programming
- Refine the draft park design concept

Input will be collected through the online survey via Let's Talk Richmond.ca. The survey is open until **August 7, 2022**. Feedback will be considered in the development of the final park concept that will be presented to Council for consideration in Fall 2022.

Please take some time to review the information on the display boards and to fill in the survey at: [Letstalkrichmond.ca/NewCapstanPark](https://letstalkrichmond.ca/NewCapstanPark).

## ANTICIPATED PROJECT TIMELINE



## WHAT'S INCLUDED IN THIS DOCUMENT?

- |                                      |                            |                             |
|--------------------------------------|----------------------------|-----------------------------|
| 1. WE WANT TO HEAR WHAT YOU THINK    | 5. TREE MANAGEMENT PLAN    | 9. OPTION A - DIAGRAMS      |
| 2. BACKGROUND INFORMATION            | 6. SITE ANALYSIS           | 10. OPTION B - CONCEPT PLAN |
| 3. PARK CONTEXT                      | 7. PARK PROGRAMMING        | 11. OPTION B - DIAGRAMS     |
| 4. PARK PLANNING & DESIGN PRINCIPLES | 8. OPTION A - CONCEPT PLAN | 12. CONCEPT COMPARISON      |

## New Neighbourhood Park at Capstan Village - Draft Park Concept July 2022



# 2. BACKGROUND INFORMATION

## DEVELOPMENT PROPOSAL

The Polygon Talisman rezoning application was endorsed by Council at the January 17, 2022 Public Hearing meeting for the 13.5 acre site located between Capstan Way, Sexsmith Road, Garden City Road, and Cambie Road.

This rezoning application proposes:

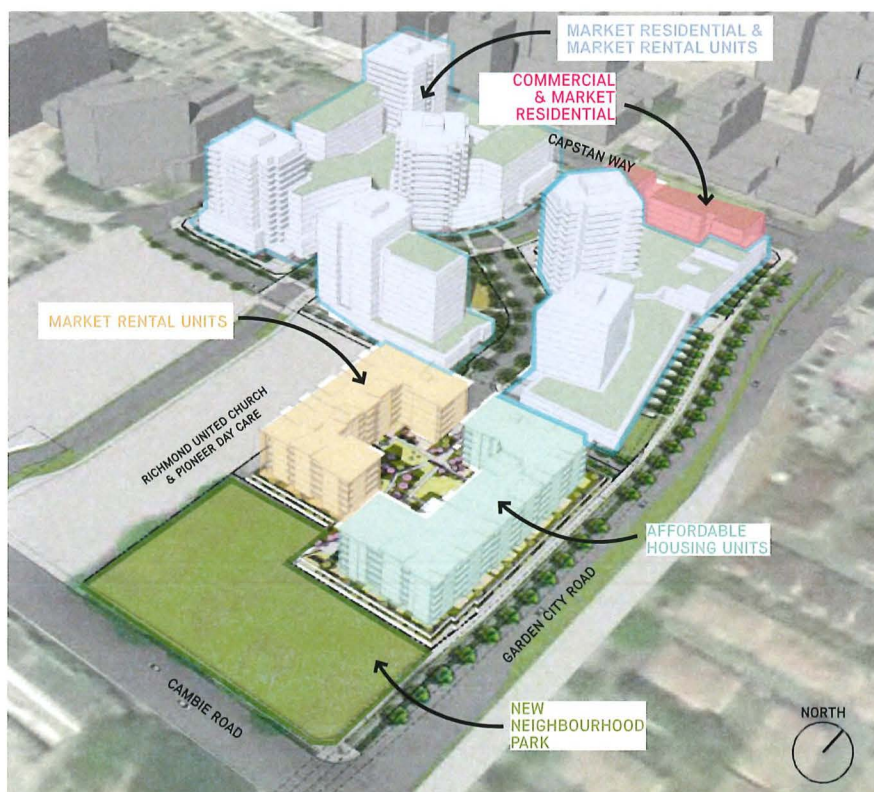
- 1.34 acre new City Neighbourhood Park
- 1.95 acres of new public open space (Capstan Station Bonus Public Open Space) including City Park
- 784 m<sup>2</sup> of commercial floor area
- Over 1,300 new homes including:
  - 156 affordable housing units
  - 171 market rental units
  - 1,014 market residential units

\* Nine properties generally in the southwest quadrant of the block, including the Richmond United Church, a daycare, and properties zoned for residential use – do not form part of this redevelopment application.

## WHAT IS A NEIGHBOURHOOD PARK?

According to City Centre Area Plan (CCAP):

- Neighbourhood parks comprise 40% of the open space system and primarily serve the local needs of the immediate residential or commercial neighbourhood.
- A Neighbourhood Park is typically 0.6 to 3.2 ha in size and serve residents within a 400 m radius without crossing arterial roads or major streets.
- Park programs include social gatherings, informal recreation, environmental features and/or local storm water management features.
- Neighbourhood parks will help define neighbourhood character by their location, function, landscape type and amenities for all to experience and enjoy.





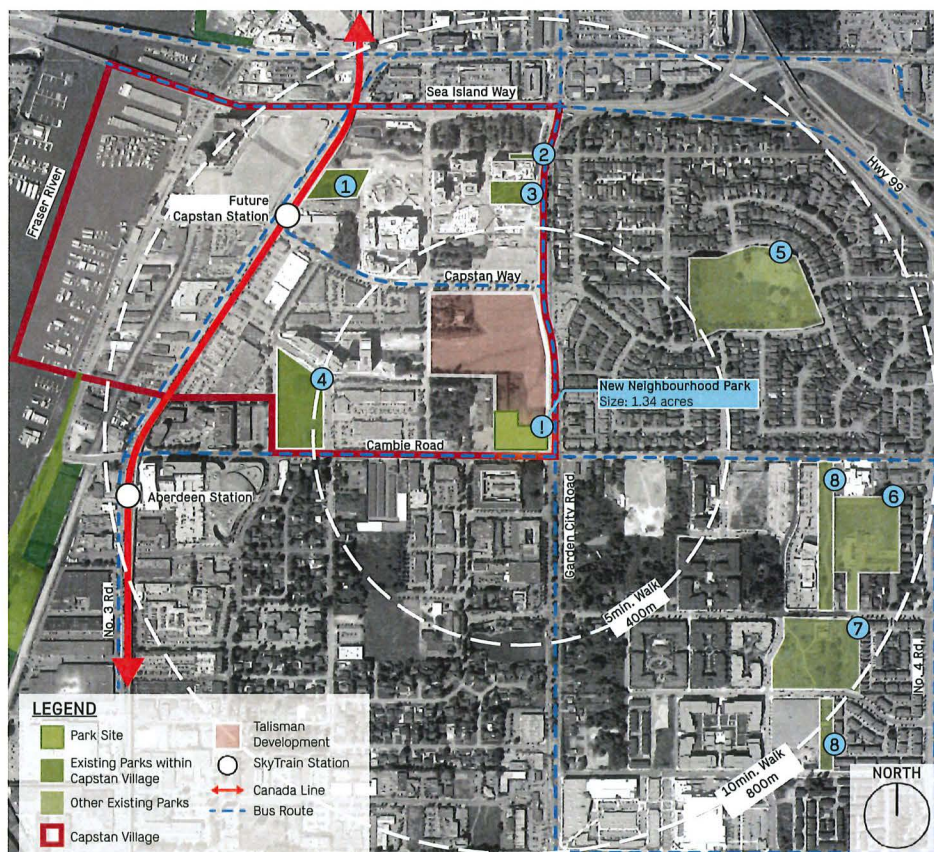
### 3. PARK CONTEXT

The new neighborhood park is bounded by Garden City Road to the east, Cambie Road to the south and the proposed Polygon Talisman Development to the north.

It is prominently located in Capstan Village, a new transit-oriented urban village on the north side of Richmond's City Centre. The entire site can be reached within a 5 to 10-minute walk of the forthcoming Capstan Canada Line Station.

The City Centre Area is the largest growth area in the city with 90,000 residents expected by 2031. The new park, along with other existing parks, will help to address growing demand for parks and open space in the City Centre Area.

- |   |   |
|---|---|
| <p><b>1 Capstan Neighbourhood Park</b><br/>Size: 2.1 acres<br/>Program: Playground, Open Lawn, Public Art, Urban Plaza</p>  | <p><b>5 Talmei Neighbourhood Park</b><br/>Size: 9.9 acres<br/>Program: Playground, Soccer Fields, Baseball Diamonds, Basketball Court, Ball Hockey Court</p>  |
| <p><b>2 Patterson Neighbourhood Park</b><br/>Size: 0.22 acres<br/>Program: Basketball Court, Multi-use Pathway, Picnic Tables</p>   | <p><b>6 Tomsett Neighbourhood School Park</b><br/>Size: 5.52 acres<br/>Program: Playground, Baseball Courts, Ball Diamond, Open Lawn, Picnic Table</p>  |
| <p><b>3 Ketcheson Neighbourhood Park</b><br/>Size: 1.6 acres<br/>Program: Playground, Fitness Equipment, Water Features, Off-leash Dog Area, Pathway Circuit</p>  | <p><b>7 Alexandra Neighbourhood Park</b><br/>Size: 5.78 acres<br/>Program: Playground, Table Tennis Tables, Basketball Court, Off-leash Dog Area, Rain Garden, Lawn Amphitheater, Meadows, Public Art</p> |
| <p><b>4 Aberdeen Neighbourhood Park</b><br/>Size: 4.18 acres<br/>Program: Playground, Urban Plaza, Water Features, Rain Garden, Off-leash Dog Area, Basketball Courts, Picnic Area, Pathway Circuit</p> | <p><b>8 Alexandra Greenway</b><br/>Size: 2.86 acres<br/>Program: Multi-Use Pathway</p>  |



#### New Neighbourhood Park at Capstan Village - Draft Park Concept July 2022

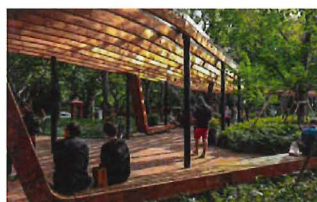


### 4. PARK PLANNING & DESIGN PRINCIPLES

Key principles were established based on City Centre Area Plan's Vision and Goals, site study and comments received through the Public Hearing process.

These six principles have been used as the guiding framework in the preparation of the draft park concepts. They will be revised based on the input through the public consultation process.

The vision and principles will continue to help guide the design of the park through to future detailed design phases.



#### Safe + Comfortable

The park will be designed with safety and comfort in mind. Create a safe and comfortable environment and optimize views into the park and between park spaces.



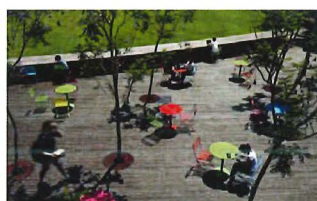
#### Connected & Accessible

Accommodate all ages and abilities and ensure universal access in all areas of the park. Create welcoming edges of the park, with highly visible easily accessible entries from the streets.



#### Ecologically Rich

Protect the existing mature trees and its wildlife to promote a biodiverse and meaningful habitat while encouraging access and connection to nature.



#### Flexible

Create spaces that allow for multiple uses, from community events to family strolls throughout all seasons. Ensure the park allows for a wide range of open space experiences supported by social and active programs.



#### Identity & Belonging

The park character will be inspired by the surrounding neighbourhood's identity and existing site conditions. The park design will help to create a sense of belonging and embrace cultural diversity.



#### Nature Focused

Park programs will be nestled within the existing mature canopy and incorporate natural construction materials to enhance the park user experience.





## 5. TREE MANAGEMENT PLAN

The developer's Certified Arborist, in coordination with City Staff carefully reviewed all existing trees located within the proposed park for overall health, structural integrity and any public safety and risk management concerns. Existing trees identified as healthy and not presenting a risk to the public access and safety are required to be retained.

The detailed design will consider the integration of new planting material, including larger growing species, with the existing mature trees identified for retention. The design will also explore establishing multi-storey tree canopy along with shrub and groundcover understorey to encourage bird nesting and wildlife in the future Park. Particular emphasis will be placed on utilizing native plant species.



**TREES TO BE RETAINED & PROTECTED**

A majority of the existing trees are to be retained on site. This will allow for a mature canopy within the park right from the beginning.

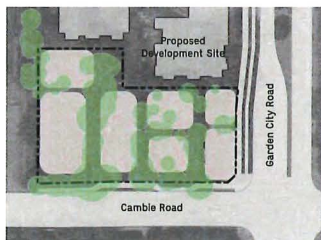
- Existing Tree to Retain (Total: 54)
- Tree Removal (Total: 29)



**TREE REMOVAL:  
DANGEROUS & POOR HEALTH TREES**

Several trees within the park site are in poor health and, as a result, are at danger of falling or splitting. These will be removed for the safety of the public. The removal of these trees will also encourage better growth for the retained trees.

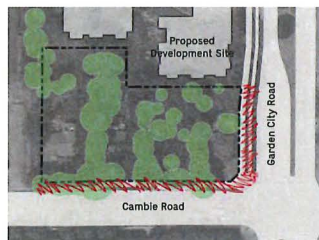
## 6. SITE ANALYSIS



**OUTDOOR ROOMS**

The existing trees to be retained help divide the space, forming these natural outdoor rooms. The design of the park will work within this pre-existing structure to help maximize the retention of existing vegetation, and provide different pockets within the park for exploration.

- Existing Trees
- Outdoor Rooms



**NOISE**

Located on the corner of two busy streets, Cambie Road and Garden City Way, it will be important to mitigate the noise coming from the parks edges. This will be done by providing a strong buffer of plantings.



Location of Noise

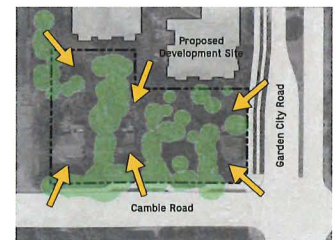


**GRADE CHANGE**

There is a significant grade change along the edge of Cambie Road as well as the northern edge of the park site. Berms and decks will be used to both accommodate accessibility and visually blend these grade changes into the landscape.



Location of Significant  
Grade Change



**NATURAL ENTRIES**

Entry points to the site based on natural pedestrian movement along the edges. Circulation of the park will be organized to accommodate these natural entry points.



Natural Entry Points



## 7. PARK PROGRAMMING

### WHAT DO YOU WANT TO DO & SEE IN THE PARK?

Illustrated here are some potential activities and features that might fit in the new park. Please use the survey to let us know what you would like to see and do in the park.



Tai Chi, Outdoor Yoga or Fitness Classes



Nature Education



Outdoor Fitness Equipment



Community Dance



Children's Play



Covered Area



Dog Off-Leash



Rain Gardens



Lighting



Open Lawn



Social Seating



Public Art



Quiet Games



Table Tennis



Moments of Reflection



Habitat for Birds



Picnic Tables

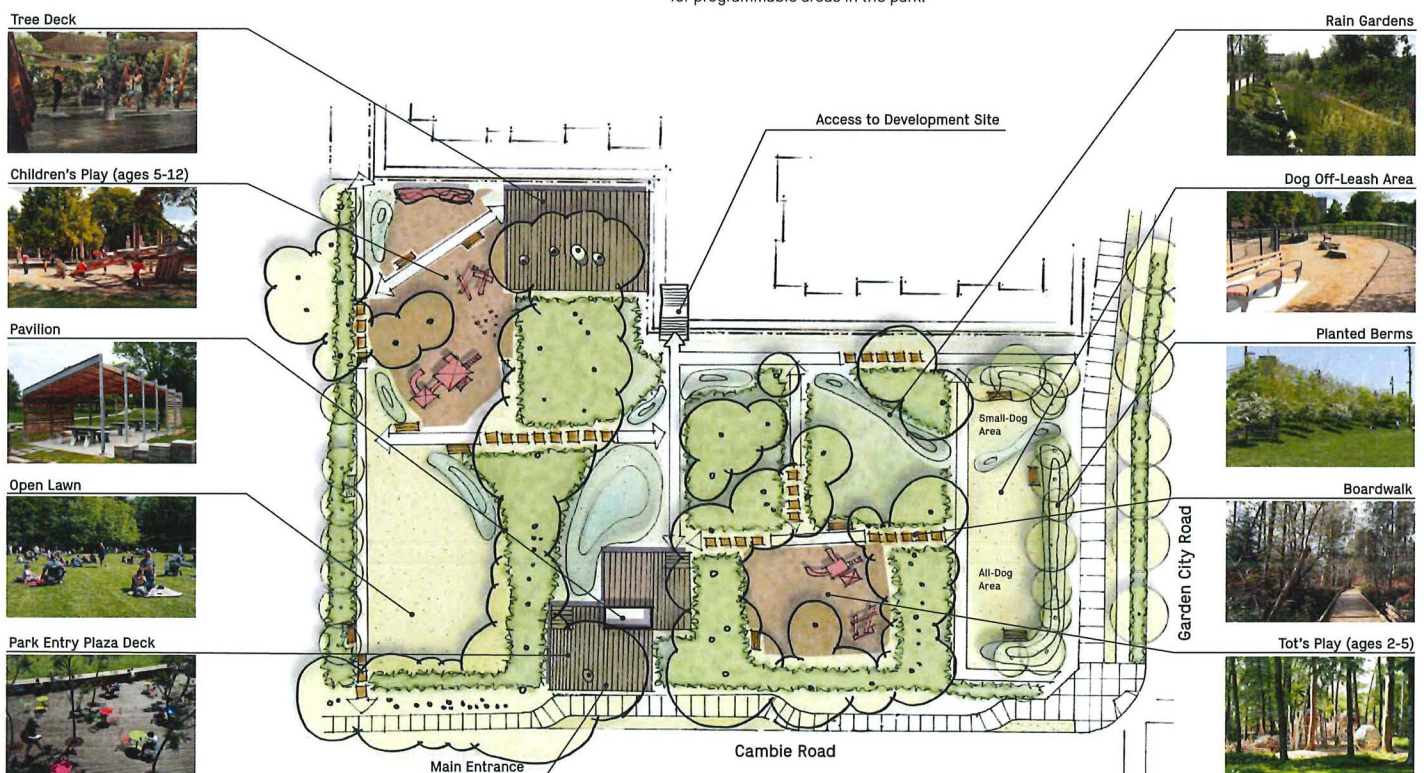
WHAT'S MISSING?

New Neighbourhood Park at Capstan Village - Draft Park Concept  
July 2022



## 8. CONCEPT A - THE ORCHARD

Concept A celebrates the site's previous agricultural land use by using a grid form inspired by orchards. The existing tree canopies help reinforce the structure of the grid and the open areas or 'plots' allow for programmable areas in the park.



New Neighbourhood Park at Capstan Village - Draft Park Concept  
July 2022

CNCL - 55



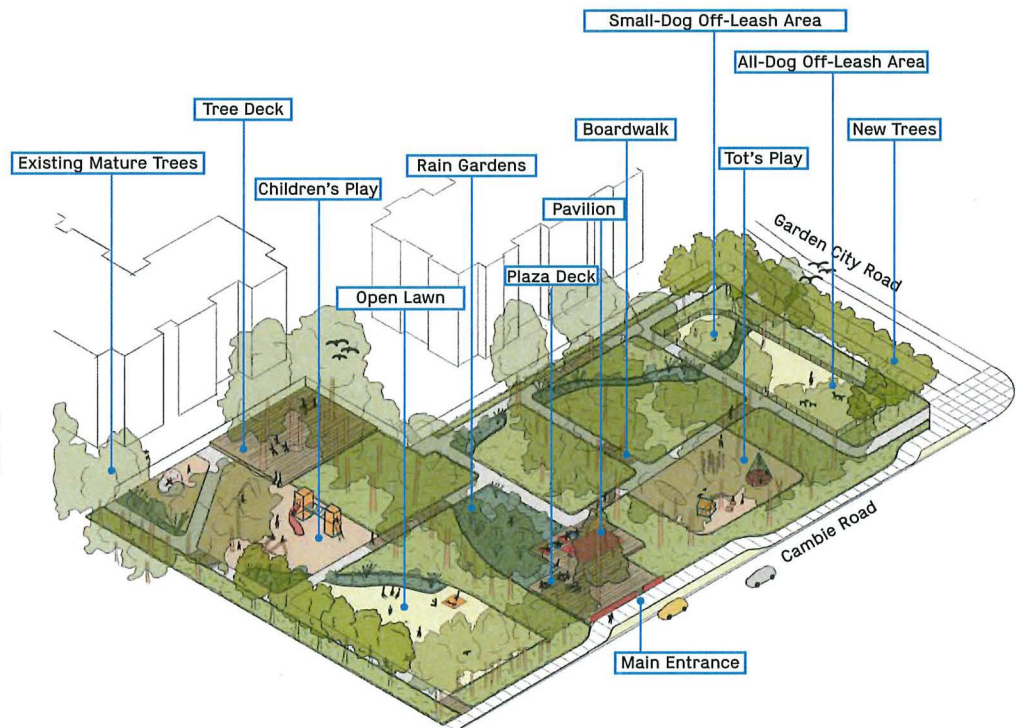
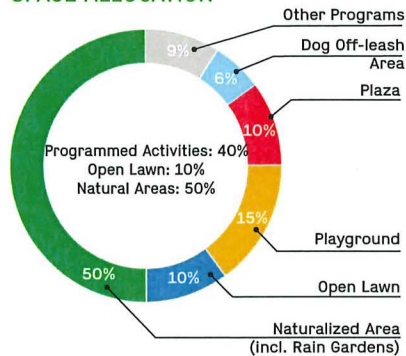


## 9. CONCEPT A - THE ORCHARD

### KEY FEATURES

- Emphasis on natural areas to preserve & enhance wildlife as well as rainwater management
- Tot's playground & children's playground are located separately from each other
- Two plaza deck's to allow for a divide between more active uses and quiet uses
- Grid forms provide a more structured circulation
- Separate off-leash area for small dogs

### SPACE ALLOCATION

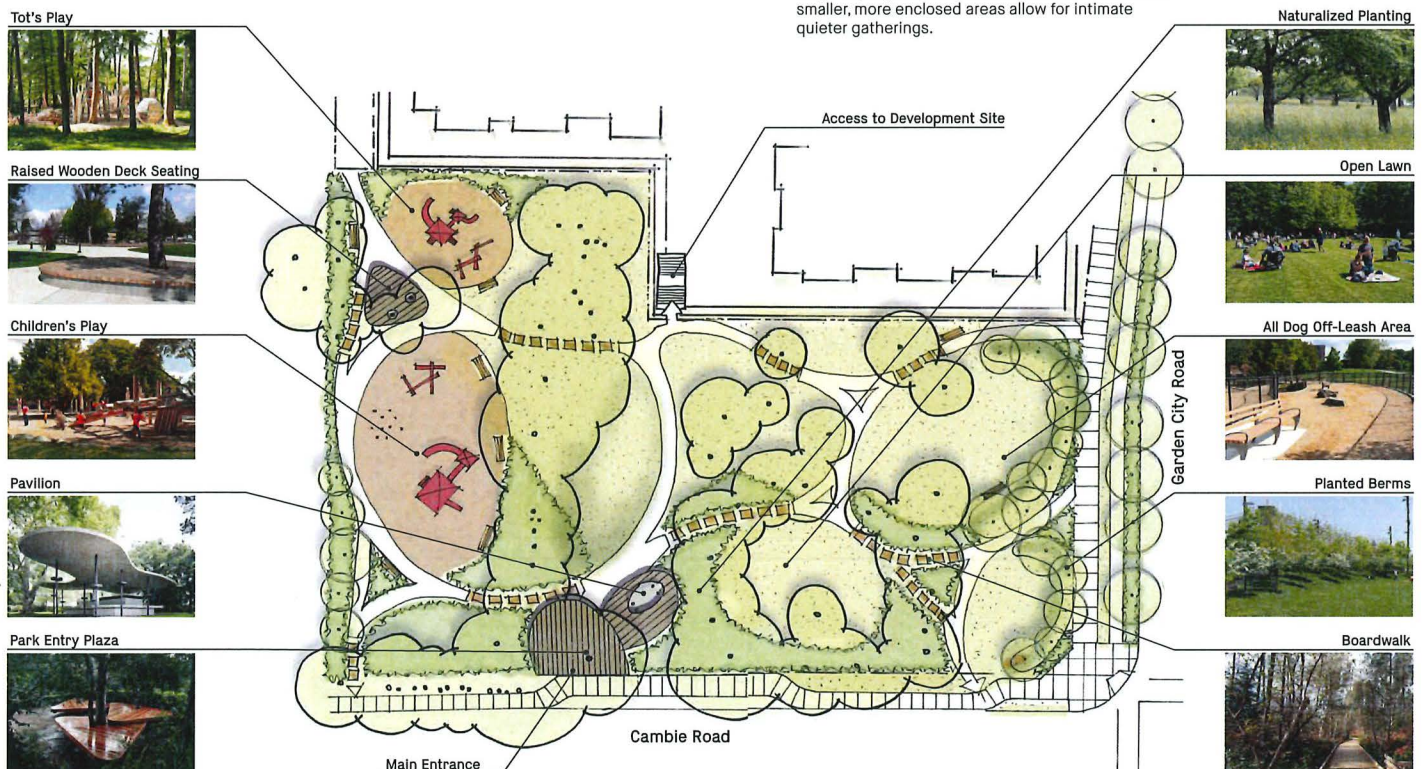


New Neighbourhood Park at Capstan Village - Draft Park Concept  
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## 10. CONCEPT B - FOREST GARDENS

The curvilinear design of this concept provides a series of outdoor spaces that vary in size and enclosure. Larger, more open areas, allow for a wide range of programmable activities and events, where smaller, more enclosed areas allow for intimate quieter gatherings.



New Neighbourhood Park at Capstan Village - Draft Park Concept  
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CNCL - 56



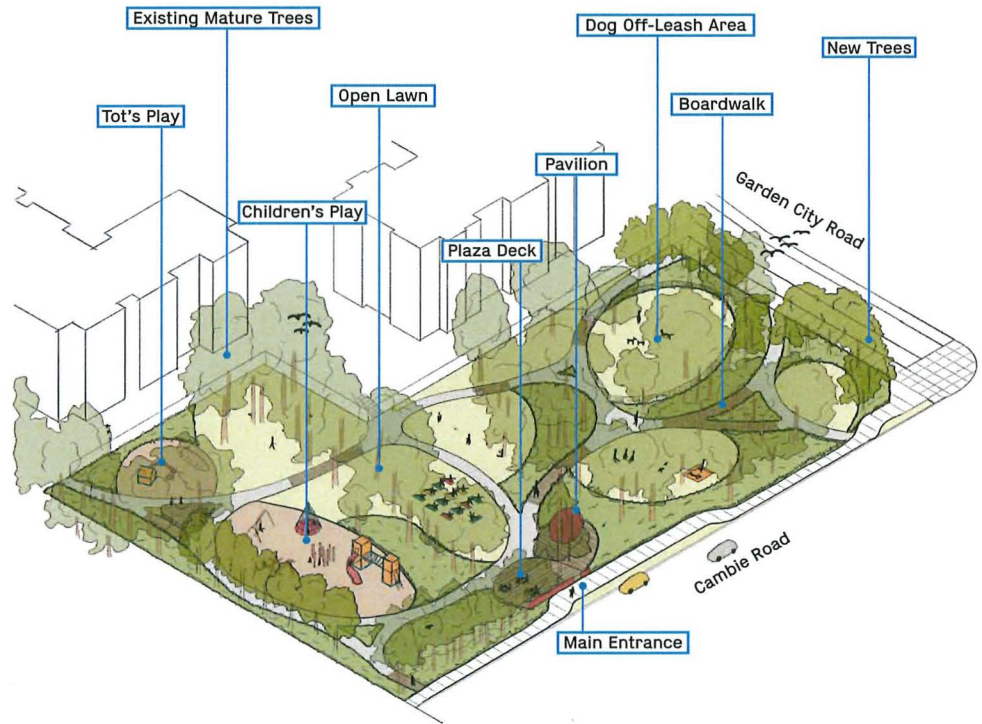
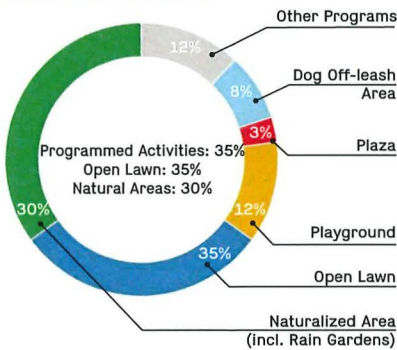


# 11. CONCEPT B - FOREST GARDENS

## KEY FEATURES

- Emphasis on providing a variety of open lawn space with multiple pockets of various sizes to allow for both active louder and passive quieter uses
- Tot's play & children's play are located together
- More flexible lawn space
- Curvilinear forms provide more varied circulation options
- No separate off-leash area for small dogs

## SPACE ALLOCATION



New Neighbourhood Park at Capstan Village - Draft Park Concept  
July 2022

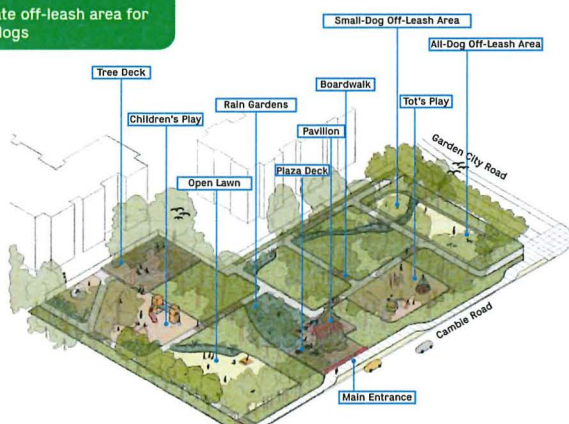
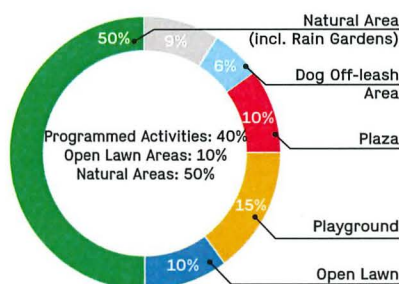


# 12. CONCEPT COMPARISON

## KEY FEATURES

- Emphasis on natural areas to preserve & enhance wildlife as well as rainwater management
- Tot's playground & children's playground are located separately from each other
- Two plaza deck's to allow for a divide between more active uses and quiet uses
- Grid forms provide a more structured circulation
- Separate off-leash area for small dogs

## SPACE ALLOCATION

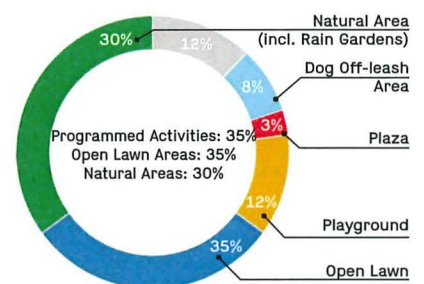


OPTION A - THE ORCHARD

## KEY FEATURES

- Emphasis on providing a variety of open lawn space with multiple pockets of various sizes to allow for both active louder and passive quieter uses
- Tot's play & children's play are located together
- More flexible lawn space
- Curvilinear forms provide more varied circulation options
- No separate off-leash area for small dogs

## SPACE ALLOCATION



OPTION B - FOREST GARDENS

# New Capstan Village Park Survey Report

(July 8th - August 7th, 2022)

Total number of Visitors **307**

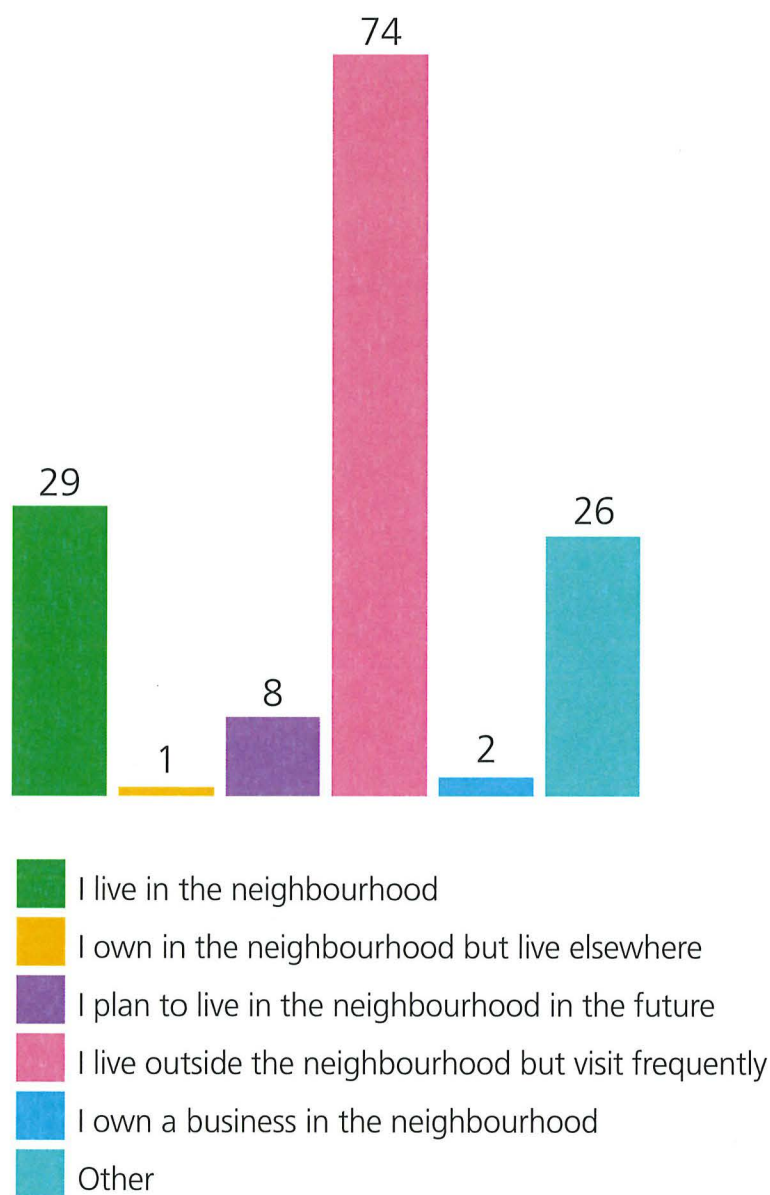
Total number of Contributors **129**

September 2022



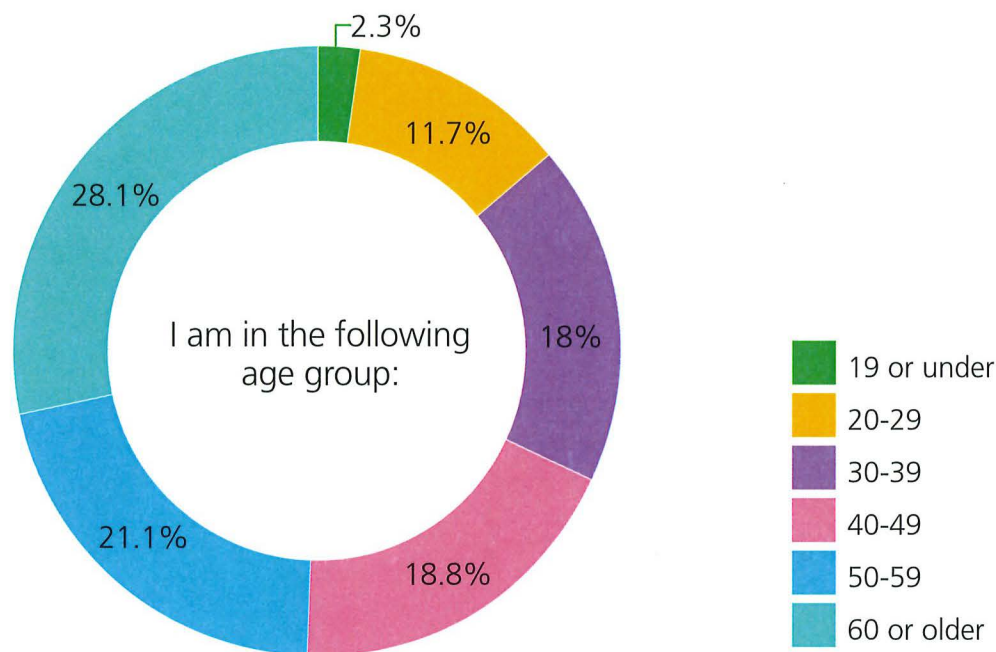
Tell us about yourself:

**Q1.** My connection to the park site is: (check all that apply)

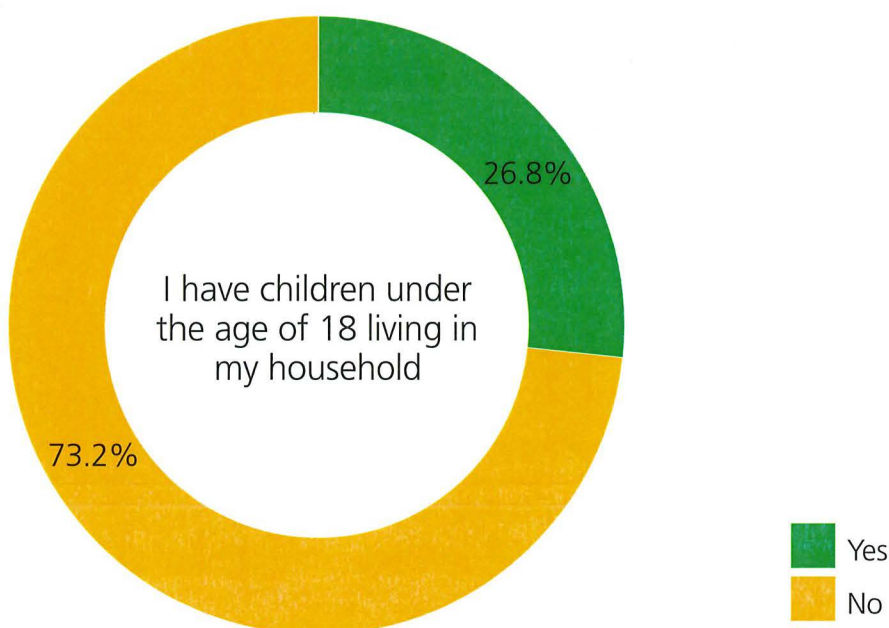




**Q2.** I am in the following age group:

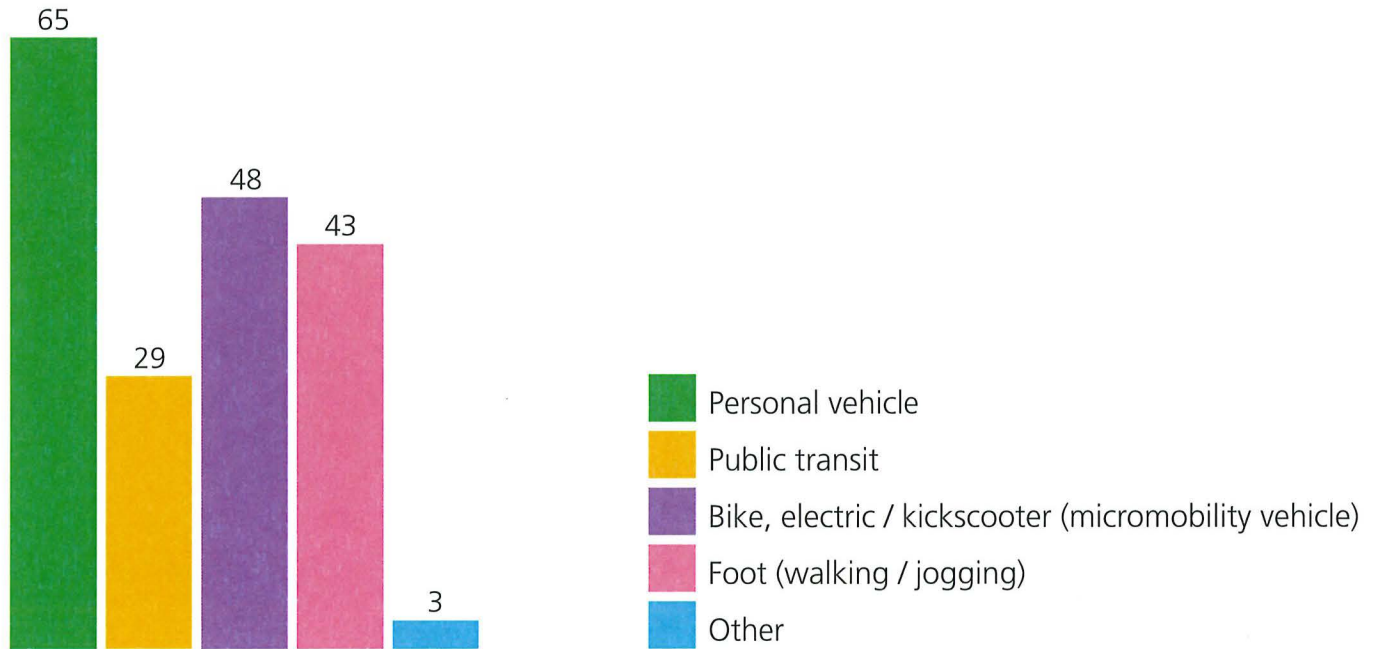


**Q3.** I have children under the age of 18 living in my household:



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**Q4.** I think I would arrive to the park by the following mode of travel: (check up to 2)



**Q5.** I feel the following about the principles below:

Safe and comfortable



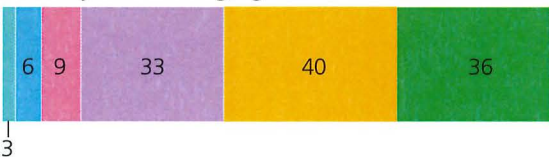
Connected and accessible



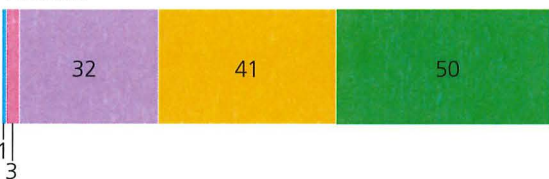
Nature focused



Identity and belonging



Flexible



Ecologically rich



**Q6.** The following are other principles I think are important to include: (please explain why)

This question received **45** comments.

## PLANNING & DESIGN PRINCIPLES

Most respondents supported the proposed six guiding principles. The following principles are ordered by the level of support from respondents. (strongly agree + somewhat agree):

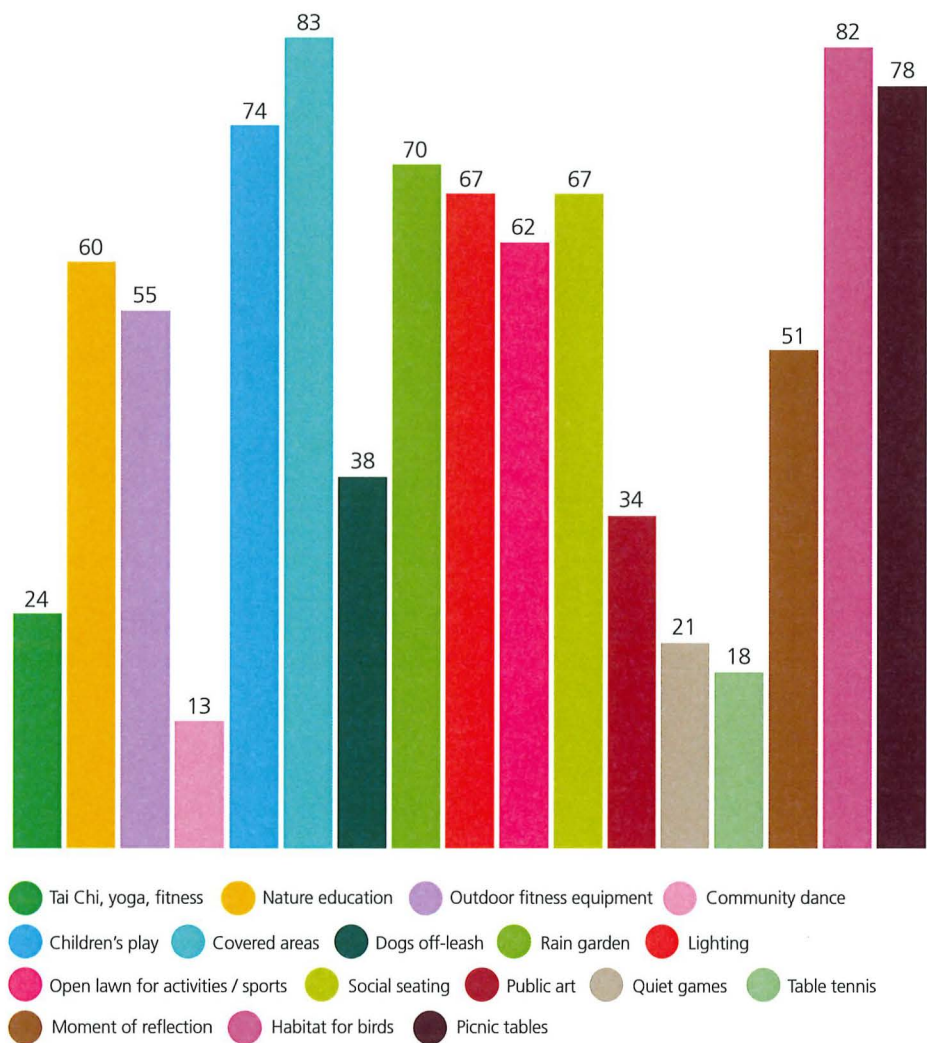
- **Nature Focused** (117)
- **Safe and Comfortable** (113)
- **Connected and Accessible** (110)
- **Ecologically Rich** (101)
- **Flexible** (91)
- **Identity and Belonging** (76)

Other principles mentioned several times are:

- **Family friendly (Multi-generational spaces)**
- **Climate Resilient**
- **Quiet**
- **Dog friendly**

While most people felt that the six principles aligned with their priorities, many respondents emphasized the importance of addressing accessibility and creating identity through a nature focused approach.

**Q7.** Out of the following park elements, these are what I would like to see in the new park: (check up to eight (8) priorities)



**PARK PROGRAMMING**

**Top 8 favorite programs:**

- Covered area (64.3%)
- Habitat for birds (63.6%)
- Picnic tables (60.5%)
- Children’s play (57.4%)
- Rain gardens (54.3%)
- Lighting (51.9%)
- Social seating (51.9%)
- Open lawn ( 48.1%)

**Less popular programs:**

- Community dance (10.1%)
- Table tennis (14%)
- Quiet games (16.3%)
- Tai Chi, Outdoor Yoga or Fitness classes (18.6%)



---

**Q8.** I feel the following features would further contribute to visitors walking or cycling to the park:

This question received **65** comments.

Main **features that respondents felt would further contribute to visitors walking or cycling to the park:**

- Bike racks in highly visible and convenient locations
- Drinking fountains
- Access points to park with hard surfaces
- Washrooms
- Bike routes connected to the park
- Safe crossings at intersection

**Q9.** The following are other activities or features I think should be included in the final park design: (please explain why)

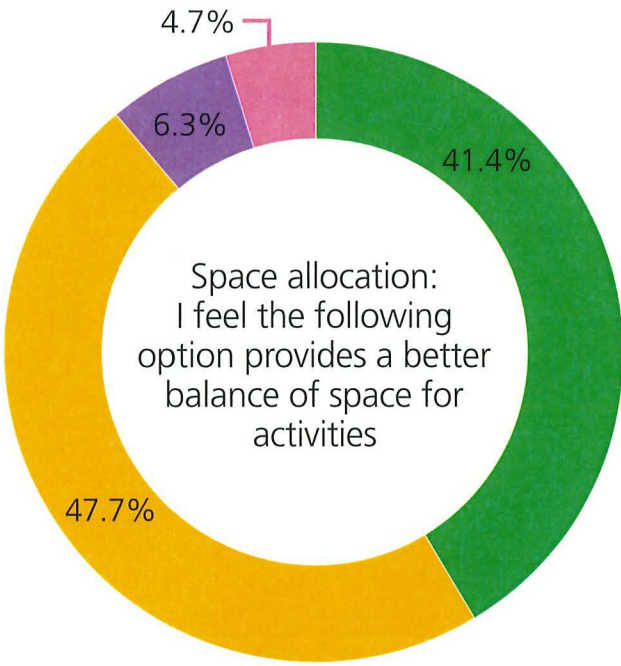
This question received **54** comments.

**Other activities or features often mentioned:**

- Water features
- Pollinator meadows
- Less wide open lawn space
- Interpretive signage
- Plant species that are climate change resilient
- Quiet space
- Accessibility
- Washroom



**Q10.** I feel the following option provides a better balance of spaces for programmed activities (i.e. playground, dog off-leash area, etc.), flexible passive open spaces (i.e. open lawn) and natural areas (i.e. existing tree protection areas, habitat areas, rain gardens, etc.):



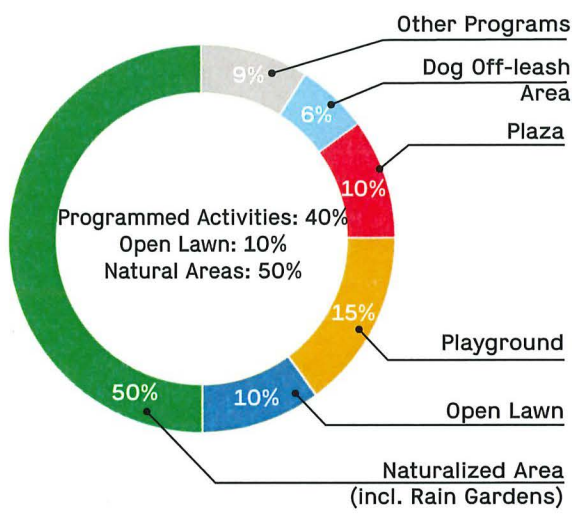
- Option A - The Orchard
- Option B - Forest Gardens
- Not sure
- I don't like either

### SPACE ALLOCATION

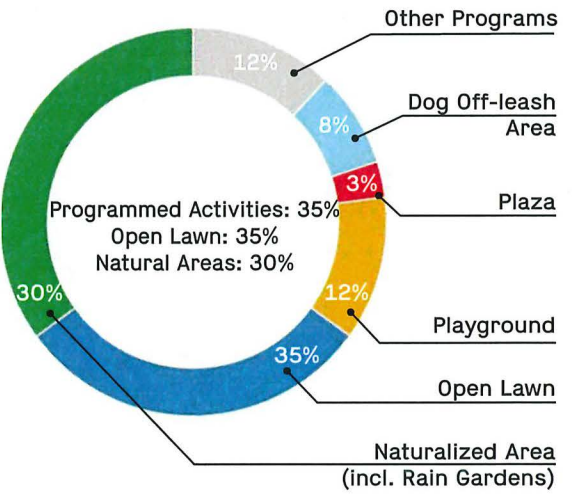
While Option A and B received a similar level of support regarding space allocation, Option B is slightly more preferred.

Most people supported the allocation for existing tree protection area, habitat area, rain gardens. They also emphasized the importance of accessibility and being inclusive to all ages and abilities.

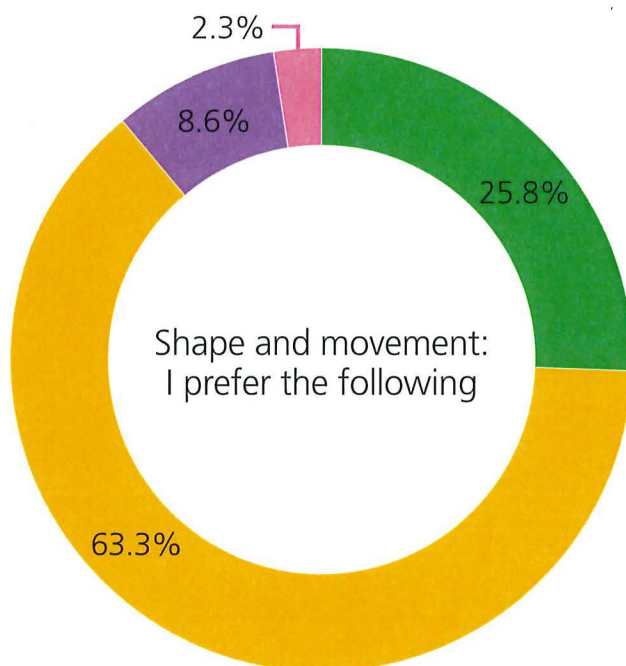
Concept A Space Allocation



Concept B Space Allocation



### Q11. I prefer the following:



- Option A - Grid forms provide more direct routes and clear sightlines
- Option B - Flowing forms provide more varied circulation options
- Not sure
- I don't like either

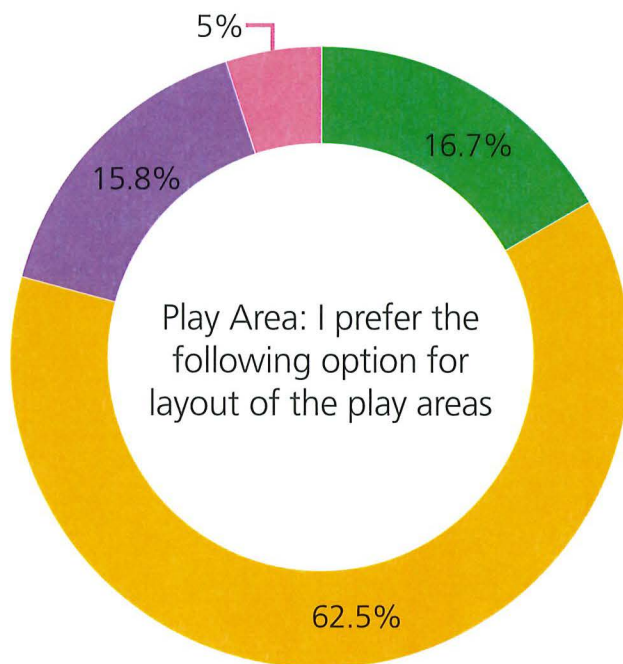
### SHAPE & MOVEMENT

In Option A, the grid layout provides more direct routes and clear sight lines. In Option B, the organic layout provides more varied circulation options.

Option B received significantly higher support (63.3%) in terms of the shape and movement of the design concepts.

Most respondents felt Option A is too structured and does not feel natural. Less structured spaces could potentially have less maintenance issues. Some suggested design should focus on creating clear sight lines and making park users feel safe if flowing forms are selected.

**Q12.** I prefer the following option for the layout of the children's play areas:



- Option A - Children's play area is closer to future residential development. Tot area is separated and closer to main park entrance off Cambie Road
- Option B - Tot's play area is adjacent to children's play area. Both areas are close to future residential development.
- Not sure
- I don't like either

## LAYOUT OF THE PLAY AREA

In Option A, children's play area is closer to the future development. Tot play area is separated and closer to main park entrance at Cambie Road. In Option B, tot's play area is adjacent to the children's play area. Both areas are close to the future residential development.

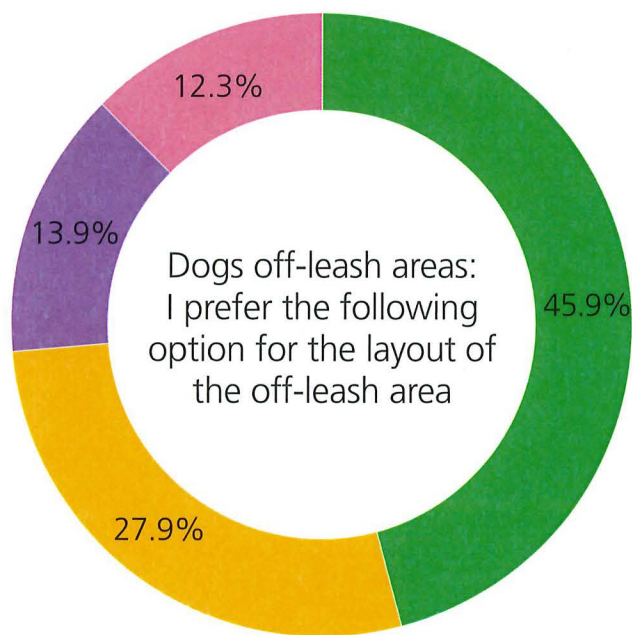
Option B received significantly higher support (62.5%) in terms of the layout of the play area.

Most people felt the children's play area should be connected to tot's play area, which reflected the needs of families with kids of different ages. Some also mentioned that the play areas should be further away from Cambie Road.

Some of the respondents (15.8%) were not sure about either option. Respondents felt the play areas are too similar to all the new playgrounds in the vicinity (i.e. Alexandra and Aberdeen Playgrounds). They thought this playground should offer unique play experiences to the area.



**Q13.** I prefer the following option for the layout of the dog off-leash areas:



- Option A - A separate off-leash area for small dogs
- Option B - No separate off-leash area for small dogs
- Not sure
- I don't like either

## LAYOUT OF THE OFF-LEASH AREA

Option A proposes a separate off-leash area for small dogs while Option B has no separated off-leash area for small dogs.

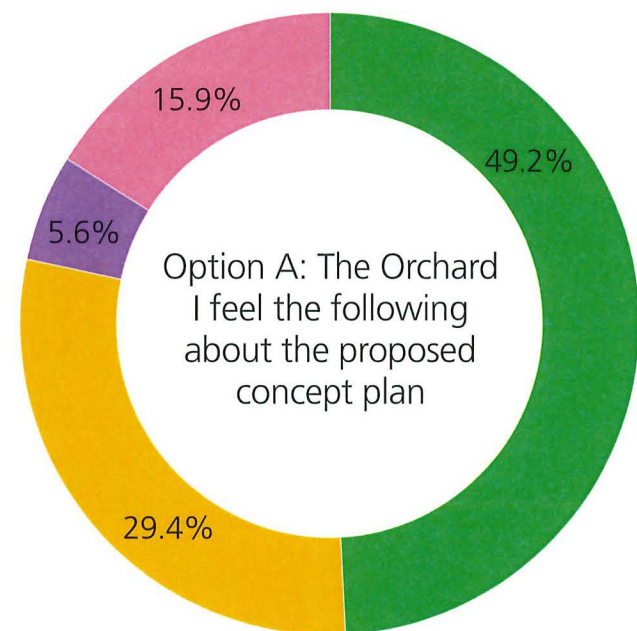
Option A received more support (45.9%) in terms of the layout of the dog off-leash area. More respondents preferred a separate off-leash area for small dogs.

Some people emphasized the importance of separating the off-leash area from the playground and other social spaces.

Some comments suggested that a dog off-leash area was not suitable for this park. In addition to the existing traffic noises, dog noises would disturb the peaceful experience.

#### Q14. Option A - The Orchard

Please refer to Board #8 and Board #9. I feel the following about the proposed concept:



#### CONCEPT A: THE ORCHARD

Concept A received 49.2% of respondents' support.

Some respondents like the idea of the tree deck and the rain gardens. A few mentioned the importance of having the informal space for gathering instead large areas for open lawns.

There were some concerns expressed about this concept due to the following:

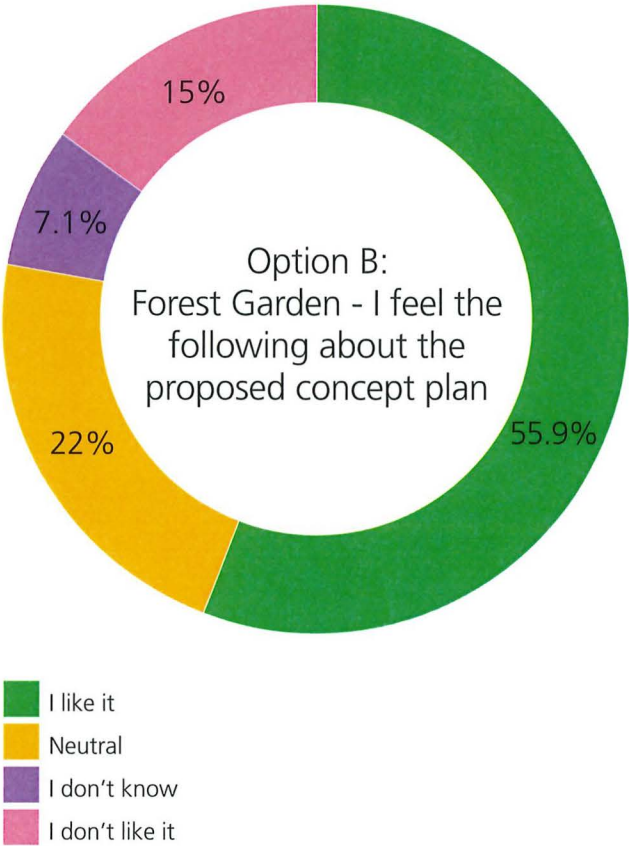
- Too structured, doesn't feel natural
- Tot's Play and Children's Play should not be separated

Some respondents felt the dog off-leash area could be smaller while some felt it was too small and a separated area for small dogs would make it even smaller.



**Q15. Option B – Forest Gardens**

Please refer to Board #10 and Board #11.  
I feel the following about the proposed concept:



**CONCEPT B: FOREST GARDEN**

Concept B received 55.9% of respondents' support.

Most respondents supported the option due to the flowing layout and the configuration of the play areas.

Some concern was expressed about the amount of open lawn area. Nature focused planting and protection of bird habitat were mentioned many times.

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**Q17.** My additional comments regarding the new neighbourhood park in Capstan Village are:

This question received **54** comments.

## ADDITIONAL COMMENTS

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Additional comments addressed include:

- Keep the park natural
- Create a family friendly neighbourhood park
- Address safety in design details such as clear sight line
- Make sure the park is accessible to all
- Design to mitigate traffic noise
- Provide various forms of seating
- Make sure the park will be well maintained.

## PARK CONCEPT PLAN



### LEGEND

- 1 Tot's Nature Play Area
- 2 Children's Nature Play Area
- 3 Shaded Seating
- 4 Entrance Plaza with Pavilion & Accessible Ramp
- 5 Plaza with Picnic Table & Seating Boulders
- 6 Circular Walking Loop
- 7 Berms
- 8 Circular Boardwalk
- 9 Dog Off-leash Area
- 10 Open Lawn Area
- 11 Naturalized Area



Children's Nature Play



Shaded Seating



Terraced Seating



Pavilion



Picnic Table & Seating Boulders



Circular Walking Loop



Dog Off-leash Area



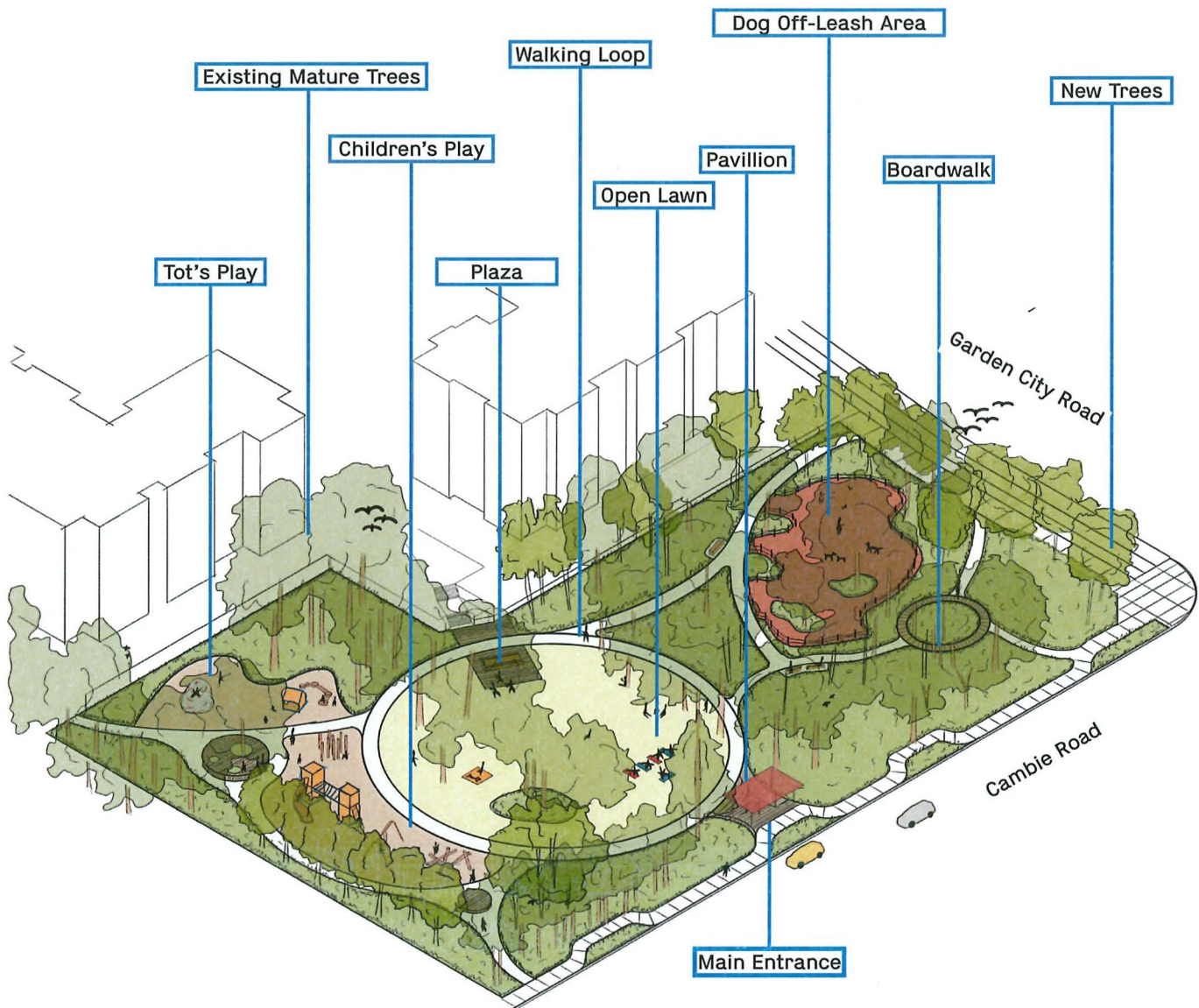
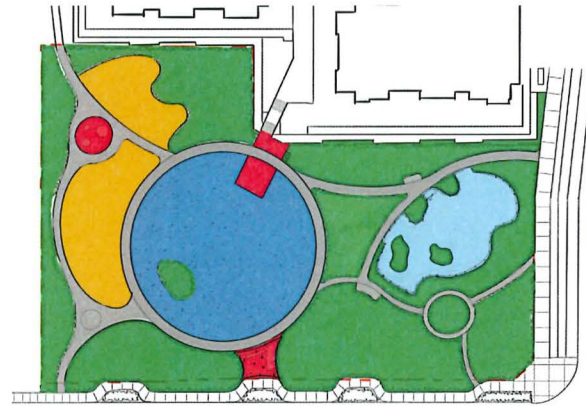
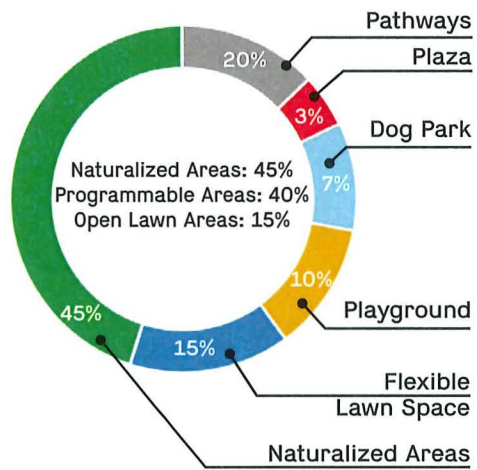
Open Lawn Area



Naturalized Area



# PARK CONCEPT - DETAILS





# PARK PROGRAMS



Bird Watching



Group Fitness



Nature Education



Jogging



Community Events



Adventure Play



Plaza



Walking & Rolling



Outdoor Meetings



Off-Leash Dog Park



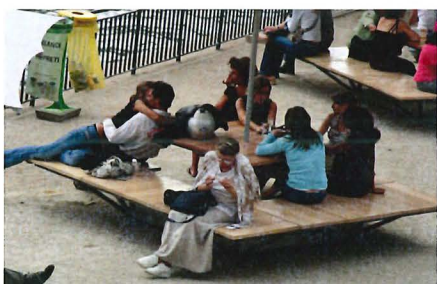
Sand & Water Play



Quiet Games



Informal Sports



Social Seating



Moments of Reflection



## PLANTING PALETTE

### Trees



Acer circinatum  
Vine Maple



### Shrubs



Rosa nutkana  
Nootka Rose



Philadelphus lewisii  
Mock Orange



Vaccinium ovatum  
Evergreen  
Huckleberry



Rubus spectabilis  
Salmonberry



Gaultheria shallon  
Salal



### Perennials & Ferns



Carex obnupta  
Slough Sedge



Polystichum  
munitum  
Western sword fern



Arctostaphylos  
uva-ursi  
Kinnikinnick



Iris siberica  
Siberian iris



Blechnum spicant  
Deer Fern



Juncus effusus  
Common Rush

## MATERIALS PALETTE



Concrete



Granular Surface



Open Lawn



Wood



Stabilized  
Aggregate



Engineered Wood  
Fibre Safety  
Surface

## SITE FURNISHINGS PALETTE



Bike Racks



Benches



Custom Large  
Picnic Tables



Shade Structure



Interpretive Signage



Natural Play  
Equipment





**Pacific Sun  
Tree Services**  
  
andematt.forest@shaw.ca  
pacificsuntree.com  
  
Suite #460  
130 - 1959 152 Street  
Surrey, B.C.  
V4A 0C4  
  
604-323-4270

## Tree Management Plan: Amendment #5 OVERVIEW All Trees

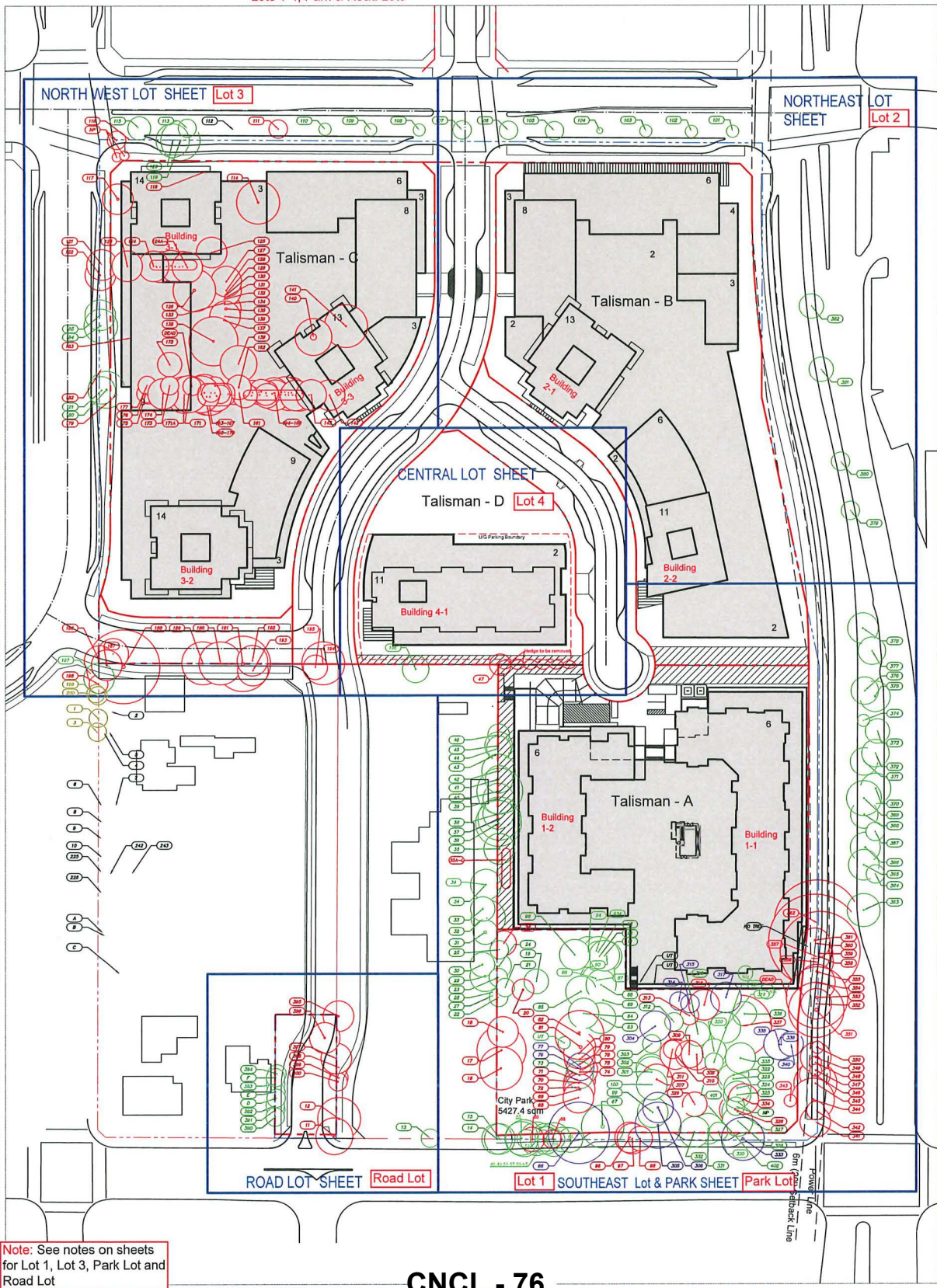
**PRELIMINARY**

Lots 1-4, Park & Road Lots

Date: November 25, 2020 (rev Dec 18)  
Client: Polygon Talisman Park Ltd.  
  
Project: Talisman Park  
Project Address: Cambie - Sexsmith  
Capstan - Garden City  
Richmond, B.C.  
  
Crown Dripline for:  
  
Retain Tree Remove Tree

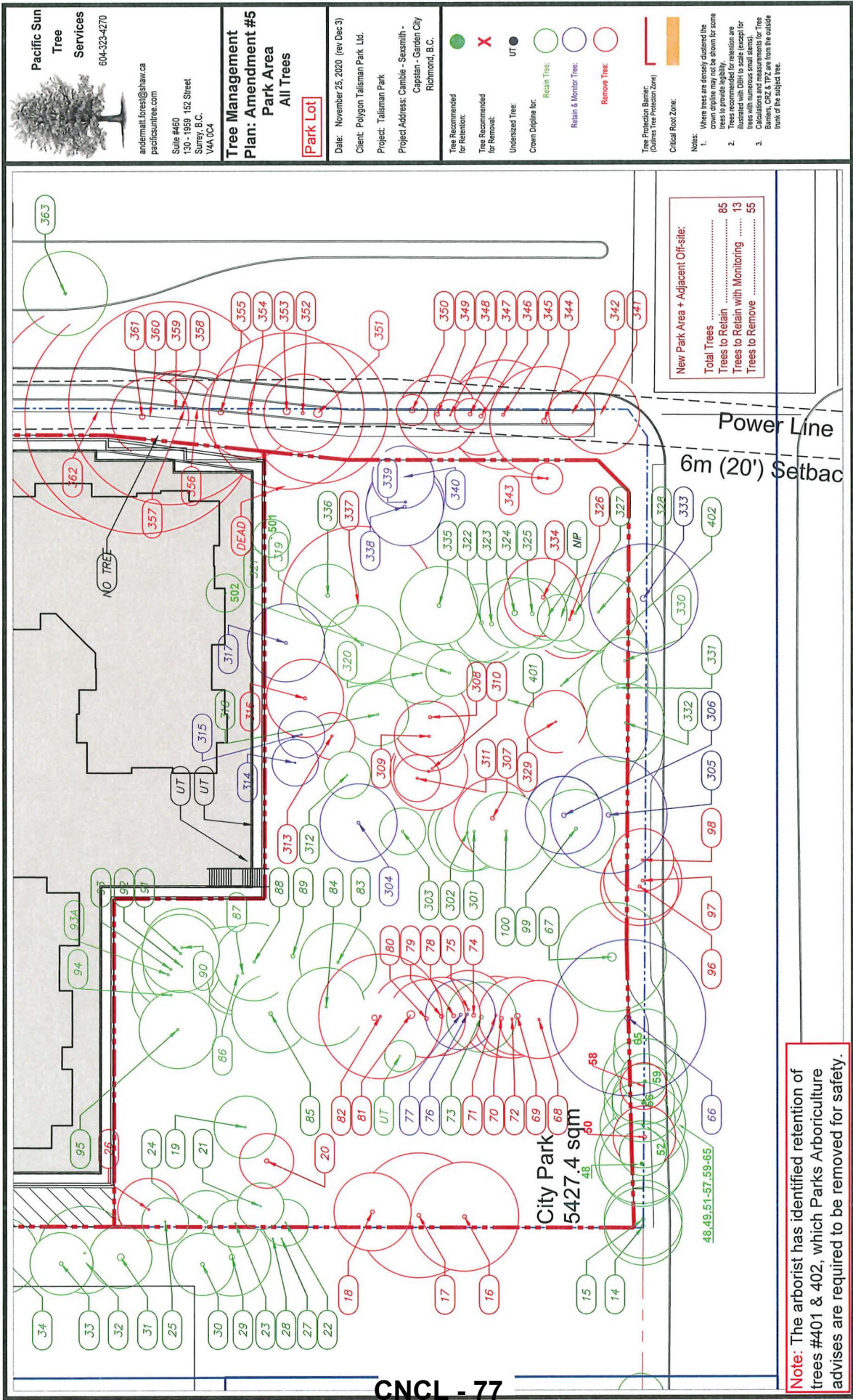
Tree Recommended  
for Retention: ●  
  
Tree Recommended  
for Removal: ○  
  
Undersize Tree: UT ●  
  
Retain & Monitor Tree ○  
  
Tree is outside of project area & not  
incorporated within the statistics for  
retained & removed trees.

Notes:  
1. Where trees are densely  
clustered the crown dripline may  
not be shown for some trees to  
provide legibility.  
2. Trees recommended for  
retention are illustrated with DBH to  
scale (except for trees with  
numerous small stems).  
3. Calculations and measurements  
for Tree Barriers, CRZ & TPZ are  
from the outside trunk of the  
subject tree.



Note: See notes on sheets  
for Lot 1, Lot 3, Park Lot and  
Road Lot















# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Todd Gross  
Director, Parks Services  
**Date:** October 24, 2022  
**File:** 06-2345-20-SARM1/Vol 01  
**Re:** South Arm Community Park Playground Contribution

### Staff Recommendation

That the capital budget for Playground Replacement and Safety Upgrade Program (2018) be increased by \$200,000 as described in the staff report titled "South Arm Community Park Playground Contribution," dated October 24, 2022, from the Director, Parks Services, and the Consolidated 5-Year Financial Plan (2023-2027) be amended accordingly.

Todd Gross  
Director, Parks Services  
(604-247-4942)

Att. 2

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



## Staff Report

### Origin

Renewal of the playground and surrounding park areas at South Arm Community Park was approved by Council in 2018 and 2021 as part of the capital planning process. On August 10, 2022, a contribution agreement between the City of Richmond and the South Arm Community Association (the Association) was finalized for a value of \$200,000 (see Attachment 1). The current total allocated capital budget for renewal of the playground and surrounding park areas at South Arm Community Park is \$838,000, excluding the Association's contribution.

The Association's contribution would extend the capital budget beyond the threshold that the Chief Administrative Officer and Financial Officer can approve, which is "the lesser of: (a) \$500,000, or; (b) 5 per cent of the original construction management capital project that was approved in the City's Capital Budget." As per Budget Amendments Policy 3001, Council approval is required to increase the capital budget to reflect the Association's contribution.

The purpose of this report is to recommend that the capital budget for Playground Replacement and Safety Upgrade Program (2018) be increased by \$200,000 to reflect the Association's contribution, and the Consolidated 5-Year Financial Plan (2023-2027) be amended accordingly.

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

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

*1.2 Future-proof and maintain city infrastructure to keep the community safe.*

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 space.*

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.*

*5.2 Clear accountability through transparent budgeting practices and effective public communication.*

## **Analysis**

### **Background**

Budget Amendment Policy 3001 was established in 1989, amended in 2015, and requires that Council approval be received to increase a capital budget by “the lesser of: (a) \$500,000, or; (b) 5 per cent of the original construction management capital project that was approved in the City’s Capital Budget.” The current total allocated capital budget for renewal of the South Arm Community Park playground and immediately surrounding park areas is \$838,000. The \$200,000 contribution from the Association would increase the original capital budget by more than 5 per cent and requires Council approval.

### **Playground Renewal**

Renewal of the playground and immediately surrounding park areas at South Arm Community Park was approved by Council in 2018 and 2021 as part of the capital planning process. The community engagement and design process took place from fall 2019 to summer 2021. During the community engagement process, the Association expressed interest in contributing funding towards playground equipment to expand the range of play opportunities being offered and to enhance the popularity of South Arm Community Park playground as a City-wide destination.

On August 10, 2022, a contribution agreement between the City and South Arm Community Association was finalized for a value of \$200,000. Should the capital budget be increased to reflect the Association’s contribution, it will be applied to a 66’-0” (20 meter) length zip line (ZipKrooze) and a 12’-0” (3.6 meter) height climbing tower (Super Netplex) featuring a tube slide, double open slides, climbing nets and an accessible rubber belt spiral.

Working within the current allocated capital budget of \$838,000, implementation of the renewed playground started in October 2022 with demolition, excavation and drainage works. Upon completion, the new playground will feature monkey bars, swings, spinners, nature play elements as well as a variety of slides and climbing elements. Inclusive play will be offered through incorporation of rubberized pathways throughout, an accessible sand table and digger, saucer swings, and interactive panels (see Attachment 2 – South Arm Community Park Playground Renewal Concept Plan and Renderings).

### **Financial Impact**

Subject to Council approval, the capital budget for Playground Replacement and Safety Upgrade Program (2018) will be increased by \$200,000 and the Consolidated 5-Year Financial Plan (2023-2027) will be amended accordingly. The total budget for the South Arm Community Park playground and park areas immediately surrounding it, will be increased to \$1,038,000. This would bring the budget up to match other similar destination playgrounds located at Terra Nova Rural and Garden City Community Parks, which cost around \$1,000,000.

### **Conclusion**

Playgrounds are catalysts of community building. They serve as the living rooms of parks where people of all ages gather, socialize and recreate. The South Arm Community Park playground is a City-wide destination. The renewed playground will offer a broader range of social, physical and cognitive play opportunities, while also introducing more inclusive equipment and surfacing.

October 24, 2022

- 4 -

Increasing the capital budget to reflect the Association's contribution would allow for exciting new play elements for enjoyment by the community for decades to come.

A handwritten signature in black ink, appearing to read 'Miriam Plishka', with a stylized, cursive script.

Miriam Plishka  
Park Planner  
(604-204-8917)

- Att. 1: South Arm Community Association Contribution Agreement  
2: South Arm Community Park Playground Renewal Concept Plan and Renderings



## South Arm Community Association Contribution Agreement

### CITY OF RICHMOND CONTRIBUTION AGREEMENT

THIS AGREEMENT dated the 10 day of August, 2022 at the City of Richmond, BC.

**BETWEEN:**

**SOUTH ARM COMMUNITY ASSOCIATION**, located at 8880 Williams Road, Richmond, BC V7A 1G6

(the "Association")

**AND:**

**CITY OF RICHMOND**, a City under the *Local Government Act* and having its offices at 6911 No. 3 Road, Richmond, BC V6Y 2C1

(the "City")

**WHEREAS:**

- A. The City is the owner of the South Arm Community Park Playground located at 8880 Williams Road (the "Property");
- B. The Association wishes to contribute to the purchase of new playground equipment at the Property as part of the playground renewal in accordance with the terms of this Agreement (the "Playground Renewal"); and
- C. The City has dedicated capital funds to the Playground Renewal which will be used to prepare the site for installation of the equipment, pay for the remaining portion of the new playground equipment and the installation of all playground equipment.

**NOW THEREFORE** in consideration of the mutual covenants contained herein, the parties agree as follows:

#### 1.0 PROJECT

- 1.1 A Request for Proposal was issued in 2021 for design, build, supply and installation of playground equipment and surfacing at the Property (the "RFP").
- 1.2 The contractor selected by the City (the "Contractor") will supply and install the playground equipment and surfacing in accordance with the Proposal and otherwise at the direction of the City.

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- 1.3 The Association was consulted throughout the design process and agrees to pay for a portion of the playground equipment as shown on Schedule A - Playground Equipment Plan, and detailed in Schedule B – Play Equipment Order Confirmation.
- 1.4 The Association's contribution for playground equipment is \$200,000 which is payable within 30 days of the date of this Agreement. The City agrees to pay for the remaining portion of the new playground equipment and the installation of all playground equipment.
- 1.5 The City will prepare the site for installation of the equipment.
- 1.6 The City agrees to monitor the installation of the playground equipment to ensure it complies with all applicable laws and safety standards for children's playspaces and equipment.
- 1.7 The City will design, fabricate and install a plaque, at the City's expense, to recognize the contribution of the Association to the Playground Renewal. The City shall have final approval of plaque size, style and wording. The City will install the plaque at a location to be mutually agreed upon by the parties. The plaque will remain until playground equipment purchased through this project is removed or replaced.

## **2.0 OWNERSHIP**

- 2.1 The City will at all times remain the owner of all of the components of the Property and the playground equipment.

## **3.0 REMOVAL**

- 3.1 At anytime after substantial completion of the Playground Renewal, the City may, at its sole discretion, remove all or any part of the playground if the Property, or part of it, is needed for municipal purposes. Any such removal will be at the City's expense. For certainty, the City will not owe the Association any money or otherwise be liable to the Association in any way for the removal of the playground equipment. If the City intends to remove all or any part of the playground it will provide advanced notice to the Association of its intention to do so.

## **4.0 NO CLAIM FOR INTERFERENCE**

- 4.1 It is understood that the Playground Renewal may disrupt or interfere with the operations of the Association at the South Arm Community Centre and the Property, including dust, dirt, noise, and disruption of the parking area. The City will provide advanced notice to the Association when possible of any potential

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disruption or interference caused by the installation of the playground equipment. The City will also use reasonable efforts to mitigate any disruption that the installation of the playground equipment may cause. The Association expressly waives any claim it may have against the City with respect to any interference with its operations arising, directly or indirectly, out of any of the construction or other activities related to this Agreement as well as out of the on-going operation of the playground.

#### **5.0 INSPECTION & MAINTENANCE**

- 5.1 The City shall be responsible for routine inspection and all maintenance of the playground including playground borders, playground equipment and playground safety surface at its own expense.

#### **6.0 WARRANTIES**

- 6.1 Any and all warranties on the equipment, parts, and installation of the playground provided by the manufacturer, the Contractor, or others will be for the benefit of the City and the City will administer any claims against such warranties.

#### **7.0 INSURANCE**

- 7.1 The City will maintain insurance coverage for the Property under its property insurance and its comprehensive general liability insurance.

#### **8.0 DISPUTE RESOLUTION**

- 8.1 In the event of a dispute arising regarding the performance of this Agreement, City staff and the Association will use their best efforts to resolve the issue(s). If the dispute cannot be resolved within thirty (30) days from the date one party gives written notice of the dispute to the other party, the dispute will be referred to the City's General Manager, Community Services and the President of the Association for resolution. If the dispute remains unresolved fourteen (14) days after it was referred to the General Manager and the President, the parties agree to refer the dispute to Richmond City Council for final resolution at the next regularly scheduled Council meeting or such other meeting as may be agreed upon by the parties.

#### **9.0 TERM**

- 9.1 This Agreement will commence on the date of this Agreement and continue until such time as the one year anniversary of the playground equipment being permanently removed from the Property

6889076



**10.0 TERMINATION**

- 10.1 This Agreement may be terminated by either party upon giving 60 days' written notice to the other party. For certainty, the City will not owe the Association any money or otherwise be liable to the Association in any way for the reliance on this provision.
- 10.2 In the event of termination, the City will remain the owner of the Property and all related components.

**11.0 SUCCESSORS AND ASSIGNS**

- 11.1 This Agreement may not be assigned, in whole or in part, by either party except with the express written consent of the other party.
- 11.2 This Agreement is binding upon and inures to the benefit of the successors and assigns of the parties.

**12.0 FURTHER ASSURANCE**

- 12.1 Each of the parties will execute and deliver all further assurances, acts and documents necessary to give full force and effect to the covenants, terms, conditions and provisions of this Agreement.

**13.0 NOTICES**

- 13.1 Any notice to be given pursuant to this Agreement will be given by personal delivery, facsimile, or ordinary mail to the addresses set out at the beginning of this Agreement or such other addresses as the parties may advise. Notice delivered by personal delivery or facsimile is deemed to have been given and received on the date of such delivery. Notice delivered by ordinary mail is deemed to have been given and received seven business days after it is posted.

**14.0 GENERAL**

- 14.1 This Agreement may be amended from time to time upon mutual agreement of the parties in writing.
- 14.2 This Agreement and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of British Columbia.
- 14.3 This Agreement sets out the entire agreement of the parties and no representations, warranties or conditions have been made other than those expressed or implied herein. No agreement collateral hereto shall be binding upon the City unless made in writing and signed by the City.

6889078

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement the day and year first above written.

**CITY OF RICHMOND**, by its authorized signatories:

Per: *Serena Lusk*  
Serena Lusk  
Chief Administrative Officer

City of Richmond APPROVED for content by originating dept. JC
Legal Advice LB
DATE OF COUNCIL APPROVED (if applicable)

**SOUTH ARM COMMUNITY  
ASSOCIATION**  
by its authorized signatory:

Per: *Hugo David Masiera*  
Name HUGO DAVID MASIERA  
Title PRESIDENT

6889076



## Schedule B - Playground Equipment Order Confirmation

### Order Confirmation

April 13, 2022

City of Richmond  
5599 Lynas Lane  
Richmond, BC V7C 5B2

Attn: Yihong Liao, Park Planner ([yliao@richmond.ca](mailto:yliao@richmond.ca))

Re: Order

<b>Project Name:</b>	<b>South Arm Community Park</b>	
<b>Purchase Order:</b>	PO# CITY-0000103366; as per signed CCDC contract	
<b>Manufacturer:</b>	Landscape Structures Inc., Habitat Systems Inc.	
<b>Product/Design #:</b>	<b>2081-1-4</b>	
<b>Installation By:</b>	Habitat Systems Inc.	
<b>Installation Date:</b>	TBC	
<b>Installation Address:</b>	South Arm Community Park, 8680 Williams Road, Richmond BC	
<b>Project Contact:</b>	Yihong Liao (604-233-3310 / <a href="mailto:yliao@richmond.ca">yliao@richmond.ca</a> )	
<b>Quantity &amp; Price:</b>		
Supply playground equipment and EWF surfacing		\$452,128.00
Install playground equipment, EWF surfacing and PIP surfacing		\$157,050.50
	<b>Subtotal</b>	<b>\$609,178.50</b>
	GST @ 5%	\$30,458.93
	<b>Total</b>	<b>\$639,637.43</b>

**Colours:** As per SED file

**Invoicing Name:** City of Richmond

**Invoicing Address:** [payables@richmond.ca](mailto:payables@richmond.ca), reference PO# CITY-0000103366

**Terms:** Listed tax (GST) is applicable and needs to be paid by the purchaser.  
*Past due amounts will be charged 2% interest compounded monthly [26.82% per annum], starting on the first day past the invoice due date.  
 Terms are net 30 days on approved credit.*

**Brian Kerr** – Project Manager / [bkerr@habitat-systems.com](mailto:bkerr@habitat-systems.com)

**Dave Warner** – Business Development Manager / [dave@habitat-systems.com](mailto:dave@habitat-systems.com)

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## Equipment List

### Landscape Structures Inc.

#### PlayBooster®

##### Bridges & Ramps

1 171539A Ramp Deck Extension DB 12"Dk

##### Posts

2 111404J 76"Alum Post DB

##### Slides

1 205013A Hood Extension Kit PB

1 124863G SlideWinder2 96"Dk DB Only 3 Straight 1 Right 1 Left

##### Motion & More Fun

1 247189A Chill Spinner DB

1 247179A Curva Spinner DB Only

1 148638A Stand-Up Seesaw DB

1 277369A WhirlyQ Spinner SM Only

##### Swings

1 210117A Oodle Swing Double DB Only

#### PlayBooster®

##### Structures

1 254626A Super Netplex 12' Tower

##### Bridges & Ramps

1 156233A Ramp w/Barriers

1 193173C TightRope Bridge w/o Deck Connections

##### Climbers Nature-Inspired

1 172666B Corkscrew Climber w/Recycled Wood-Grain Handholds 64"Dk DB

1 172665B Loop Pole w/Recycled Wood-Grain Handholds 64"Dk DB

1 169318E Wood Plank Wiggle Ladder 64"Deck w/Recycled Wood-Grain Handholds DB

## Climbers Other

1	235756A	Fish Net DB
1	146812A	Sky Rail Climber 64"Dk DB

## Climbers W/Permalene Handholds

1	158678A	Climbing Wall Alum DB
1	176077A	Croquet Climber 56"Dk DB
1	229831A	Shockwave Climber 96" Deck DB

## Decks

1	154752A	Hex Deck w/One Extension
4	121948B	Kick Plate 16"Rise
1	111228A	Square Tenderdeck
3	111231A	Triangular Tenderdeck
1	119646A	Tri-Deck Extension

## Enclosures

2	169319A	Recycled Wood-Grain Lumber Panel
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## Motion &amp; More Fun

4	166809A	E-Pod Seat
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## Overhead Events

1	193170A	LolliLadder w/2 E-Pods
---	---------	------------------------

## Posts

1	111404E	116"Alum Post DB
1	111404D	124"Alum Post DB
6	111404C	132"Alum Post DB
5	111404B	140"Alum Post DB
2	111404K	156"Alum Post DB
4	111404Z	182"Steel Post DB 44" Bury

## Slides

1	169317B	Firepole w/Recycled Wood-Grain Handholds 56"Dk DB
2	205013A	Hood Extension Kit PB
1	124863E	SlideWinder2 64"Dk DB 1 Straight 1 Right 1 Left
1	222708B	WhooshWinder Slide 96"Dk DB

## Signs

1	182503C	Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury
---	---------	---

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## Smart Play®

## Ages 2-5 Yrs

1 CP021021A DTR SP Breeze DB Only

## Motion &amp; More Fun

1 233057B DigiRider Butterfly DB  
 1 233058B DigiRider Dinosaur DB  
 1 152179A Saddle Spinner DB 12"Height  
 1 152179A Saddle Spinner DB 16"Height  
 1 148637A Seesaw 4-Seats DB  
 2 123831A SuperScoop DB Only  
 1 123832B SuperScoop Wheelchair Acc DB

## Sensory Play

1 168099A Cozy Dome DB  
 1 170793A Dino Egg Fossil Dig  
 1 136233A Elevated Sand Table Alum Posts DB  
 1 170791A T-Rex Bones Fossil Dig

## Swings

2 176038G Full Bucket Seat ProGuard Chains for Toddler Swing  
 1 177336A Toddler Swing Frame DB Only

## Signs

1 182503A Welcome Sign (LSI Provided) Ages 2-5 years Direct Bury

## Freestanding Play

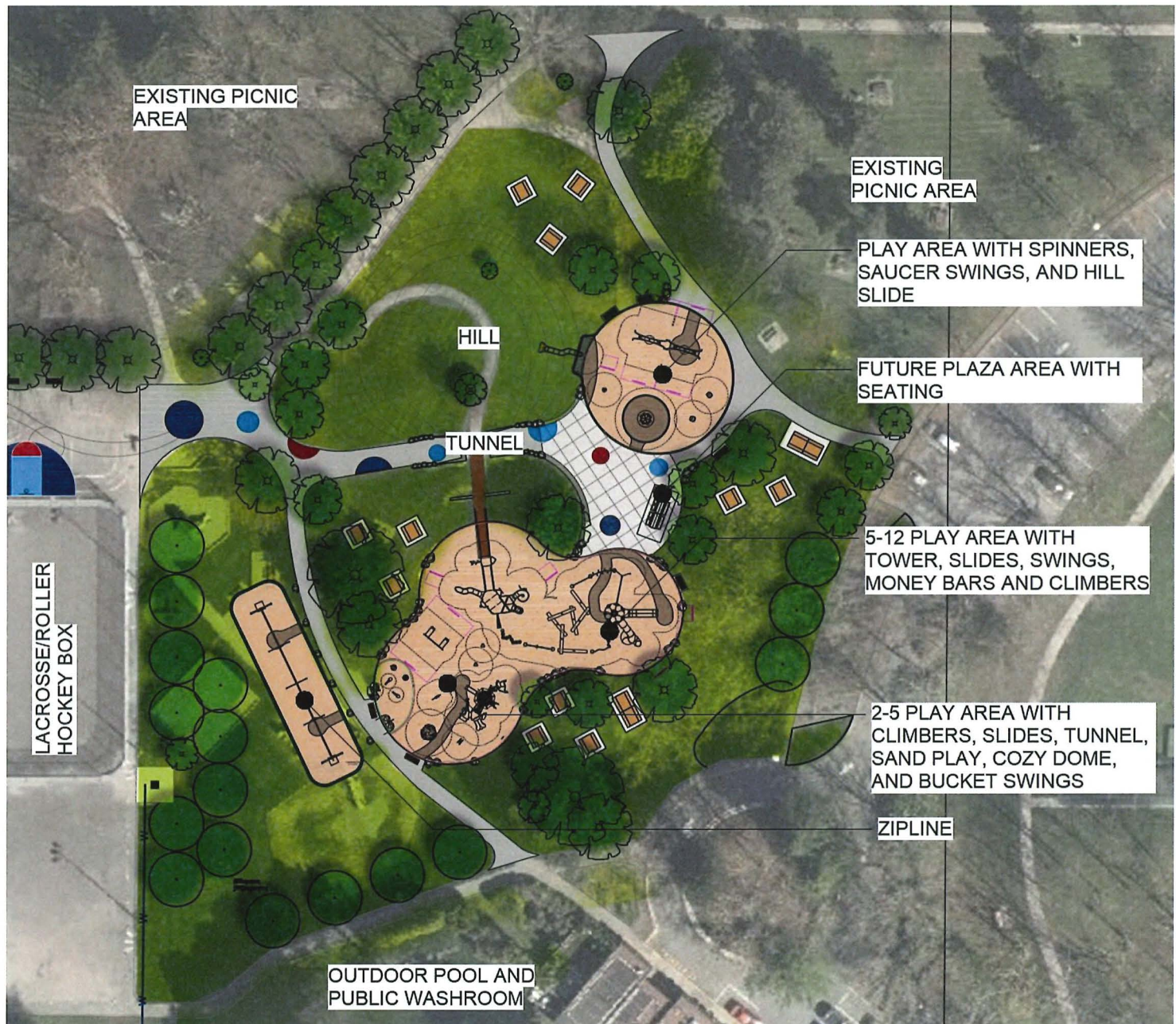
## Motion &amp; More Fun

1 194663C ZipKrooz 66' w/Aluminum Posts DB

Habitat Systems Inc. Natural Play

1 Cortes Log Climber, 2 High  
 1 Seymour Log Stepper

## South Arm Community Park Playground Renewal Concept Plan and Rendering









# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Grant Fengstad  
Director, Information Technology  
**Date:** November 9, 2022  
**File:** 04-1300-01/2022-Vol  
01  
**Re:** Award of Contract 8054P - Telecommunications Services

### Staff Recommendation

1. That contract 8054P - Telecommunications Services be awarded to TELUS Communications Company for an aggregate value of \$3,696,898, excluding taxes, for an initial contract term of six years as described in the report titled "Award of Contract 8054P – Telecommunications Services", dated October 26, 2022 from the Director, Information Technology; and
2. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract with TELUS Communications Company; and
3. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend the contract at the end of the original contract for a further six-year term.

Grant Fengstad  
Director, Information Technology  
(604-276-4096)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department	<input checked="" type="checkbox"/>	
Purchasing	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>	<b>APPROVED BY CAO</b>

## **Staff Report**

### **Origin**

In 2010, the City awarded a comprehensive contract to TELUS based on a publically posted RFP for telecommunication services. The scope of the agreement included wireline-based (landline) and wireless-based (mobility) services within the overall master services agreement.

The contract awarded in 2010 has expired and is being extended on a month-to-month basis to enable a new competitive process to be undertaken.

This report summarizes the public tendering process for Contract 8054P and requests Council approval for the award of a new agreement for telecommunications services.

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.*

*5.2 Clear accountability through transparent budgeting practices and effective public communication.*

### **Analysis**

#### RFP Process

Request for Proposals 8054P – Telecommunication Services was posted to BC Bid on May 31, 2022, and closed on July 12, 2022, which resulted in two proposals being received by the closing date from the following proponents:

1. TELUS
2. Rogers Inc.

The following describes the full scope of services that are required by the City:-

- Wireless / Mobility – *these are the services extended to smartphone and tablet users*
- Wireline / Landline – *these are services extended to facilities such as dedicated phone lines for alarm systems and other requirements*
- DID Landline – *the City subscribes to a pre-defined set of local phone numbers within the 604 area code. These are known as DID (Direct Inward Dial) numbers*
- Internet Services – *the City has high speed Internet services Corporately supporting the various operations as well as the Wi-Fi system*

- Wide Area Network Costs – *some locations are currently unable to connect directly to the City fibre based network. These locations have services provided through a telecom partner*
- Corporate Phone System Connection to PSTN – *the City operates a internal smart VoIP (Voice over IP) based system that enables person to person calling throughout the City. For calls requiring connection outside of the City, a PSTN (Public Services Telephone Network) connection is required*

### Review Process

The proposals were evaluated by City staff and consisted of a two-phased evaluation process. The first phase involved independent reviews of each proposal scored against the following pre-determined criteria:

- Schedule of Pricing
- Corporate Background, Team Qualifications & Experience
- Portal, Billing and Administration
- Approach
- Voluntary Sponsorship

Table 1 is a summary of the financial proposals received, based on predicted annual usage of the required services with scores awarded by the evaluation team based on the criteria listed above.

Table 1 - Evaluation Summary

<b>Proponent</b>	<b>TELUS</b>	<b>Rogers Inc.</b>
Wireless / Mobility Costs (Annual)	\$286,308.00	\$299,328.00
Wireline / Landline Costs (Annual)	\$78,288.00	No bid <sup>1</sup>
DID Landline (Annual)	\$25,176.00	\$25,176.00
Internet Services (Annual)	\$88,764.00	\$112,452.00
Wide Area Network Costs (Annual)	\$67,200.00	\$30,648.00 <sup>2</sup>
Corporate Phone System Connection to PSTN (Annual)	\$14,400.00	\$26,940.00
<b>Total Cost</b>	<b>\$560,136.00</b>	<b>\$494,544.00</b>
Annual Sponsorship proposed	\$25,000.00 <sup>3</sup>	\$10,000.00
<b>Evaluation Score</b>	<b>78.9%</b>	<b>71.3%</b>

<sup>1</sup> Rogers did not provide any offering for landline based services

<sup>2</sup> Rogers provided only partial offerings for these requirements

<sup>3</sup> The annual sponsorship will be provided directly by TELUS to the City and can be directed to programs at the City's discretion

The evaluation process resulted in TELUS being identified as the highest scoring proponent able to meet all of the requirements described in the RFP. Rogers submitted a proposal based on a partial response to the City's requirements (also reflected in their lower financial proposal). Rogers were therefore not considered in the second evaluation phase.



The second phase of the evaluation was based on:

- Virtual Interview
- Virtual Demonstration

### Financial Impact

As summarized below in Table 2, the total cost of the proposed contract over a six-year term is estimated at \$3,696,898, including contingency. A contingency is required to accommodate potential changes, such as future growth and addition of subscribed services.

The City will realize annual savings of approximately \$150,000 with an overall total cost reduction for the same services compared to current annual costs.

Table 2: Total Initial Six-Year Term Cost

	<b>Estimated Total Cost over initial 6 year contract term (excluding sponsorships)</b>
Year 1	\$560,136.00
Year 2	\$560,136.00
Year 3	\$560,136.00
Year 4	\$560,136.00
Year 5	\$560,136.00
Year 6	\$560,136.00
<b>Subtotal</b>	<b>\$3,360,816.00</b>
Contingency (10%)	\$336,081.60
<b>Total (for 6 year initial term)</b>	<b>\$3,696,897.60</b>

The City has the option to extend the contract for an additional six-year term under the same terms and conditions. Pricing beyond the additional six (6) year Term will be negotiated. The estimated cost associated with this extension is summarized in Table 3.

Table 3: Total Extension Cost

	<b>Estimated Total Cost</b>
Estimated Total Cost over initial 6 year contract term (excluding sponsorships)	\$3,696,897.60
Estimated annual costs for years 7 - 12	\$3,360,816.00
<b>Subtotal</b>	<b>\$7,057,713.60</b>
Contingency (10%) for years 7 through to year 12 )	\$336,081.60
<b>Total (reflecting a 12 year contract term)</b>	<b>\$7,393,795.20</b>

The maximum contract value over a twelve-year contract term is estimated at \$7,393,795 including contingency.

Various departmental operating budget accounts will fund the contract and is subject to annual approval by Council. The actual expenditures of the contract will reflect Council approved budgets.

Award Recommendation

Staff recommend that contract 8054P – Telecommunication Services be awarded to TELUS for an initial six-year term, with the option to renew for a further six-year term.

**Conclusion**

The contract award for the City's telecommunication services was very successful as the City was able to negotiate the same level of service with an overall reduction of costs.

A handwritten signature in black ink, appearing to read 'Grant Fengstad', with a long horizontal stroke extending to the right.

Grant Fengstad  
Director, Information Technology  
(604-276-4096)

GF:gf



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Mark Corrado  
Director, Community Bylaws and Licencing  
**Date:** November 3, 2022  
**File:** 12-8275-30-001/2022-Vol 01  
**Re:** **Application for a New Liquor Primary Licence –  
Birdie Indoor Golf Centre Ltd., dba Birdie Indoor Golf Centre at 4280 No. 3  
Road Unit 120**

### Staff Recommendation

1. That the application from Birdie Indoor Golf Centre Ltd., doing business as Birdie Indoor Golf Centre, new Liquor Primary Licence to operate Indoor Golf Simulation Centre at 4280 No. 3 Road Unit 120, with liquor service, be supported for:
  - a) a new Liquor Primary Liquor Licence with total person capacity of 53 persons; and
  - b) proposed hours of liquor sales from Sunday to Saturday, from 9:00AM to 2:00 AM.
2. That a letter be sent to Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the liquor licence application for the reasons that this new application for a Liquor Primary Liquor Licence has been determined, following public consultation, to be acceptable in the area and community.

Mark Corrado  
Director, Community Bylaws and Licencing  
(604-204-8673)  
Att. 3

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Fire Rescue RCMP Building Approvals	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The Provincial Liquor and Cannabis Regulation Branch (LCRB) issues licenses in accordance with the *Liquor Control and Licensing Act* (Act) and the Regulations made pursuant to the Act.

This report considers an application to the LCRB and the City of Richmond by Birdie Indoor Golf Centre Ltd., dba Birdie Indoor Golf Centre, (Birdie) for a new Liquor Primary Liquor Licence to:

- Operate an indoor golf simulation center;
- Establish hours of liquor service, Monday to Sunday, from 9:00AM to 2:00AM; and
- Operate with a total person capacity of 53 persons.

The City of Richmond is given the opportunity to provide written comments by way of a resolution to the LCRB with respect to the liquor licence applications and amendments. For a new Liquor Primary Licence, the process requires the local government provide comments with respect to the following criteria:

- the location of the establishment;
- the proximity of the establishment to other social or recreational facilities and public buildings;
- the person capacity and hours of liquor service of the establishment;
- the impact of noise on the community in the immediate vicinity of the establishment; and
- the impact on the community if the application is approved.

This report supports Council's Strategic Plan 2018-2022 Strategy #7 A Supported Economic Sector:

*Facilitate diversified economic growth through innovative and sustainable policies, practices and partnerships.*

### Analysis

#### Location of the Establishment

The Liquor Primary Licence applicant is proposing to operate a recreation centre with seven golf simulator machines and a full time golf instructor for private lessons. Birdie is located at 4280 No. 3 Road Unit 120. This property is zoned Auto-Oriented Commercial (CA) with the following permitted uses relevant to this application: liquor primary establishment, restaurant and recreation, indoor.

The intent of this new liquor primary licensed golf simulation centre will be to allow the clientele to have light meals and beverage while providing a space for golf simulation experience. Birdie expects to cater to tourists, businesses and Richmond residents.

#### Proximity of the Establishment to Other Social, Recreational and Public Building

There are no schools, parks or other public buildings within 500 meters of proposed location for Birdie.



Person capacity and Hours of Liquor Service of the Establishment

The applicant is proposing to operate Birdie with a total occupant load of 53 person capacity. The applicant's proposed operating hours of liquor service are Sunday to Saturday, 9:00AM to next day 2:00AM, which is consistent with the City's Policy 9400.

The Impact of noise on the Community in the Immediate Vicinity of the Establishment

The proposed establishment will be located in an area already impacted by aircraft noise. It is staff's belief that no noticeable increase in noise would be present if the liquor primary licence application is supported.

The Impact on the Community if the Application is Approved

The community consultation process for reviewing applications for liquor related licences is prescribed by the Development Application Fees Bylaw 8951 which under Section 1.8.1 calls for:

- 1.8.1 Every **applicant** seeking approval from the **City** in connection with:
  - (a) a licence to serve liquor under the *Liquor Control and Licensing Act and Regulations*;  
must proceed in accordance with subsection 1.8.2.
- 1.8.2 Pursuant to an application under subsection 1.8.1, every **applicant** must:
  - (b) post and maintain on the subject property a clearly visible sign which indicates:
    - (i) type of licence or amendment application;
    - (ii) proposed person capacity;
    - (iii) type of entertainment (if application is for patron participation entertainment); and
    - (iv) proposed hours of liquor service; and
  - (c) publish a notice in at least three consecutive editions of a newspaper that is distributed at least weekly in the area affected by the application, providing the same information required in subsection 1.8.2(b) above.

The required signage was posted on September 1, 2022 and three advertisements were published in the Richmond News newspaper on September 1, 2022, September 8, 2022 and September 15, 2022.

In addition to the advertised signage and public notice requirements, staff sent letters to businesses, residents and property owners within a 50 meter radius of the establishment. On August 31, 2022, 713 letters were sent to residents, businesses and property owners. The letter provided information on the proposed liquor licence amendment application and contained instructions to comment on the application. The period for commenting for all public notifications ended October 1, 2022.

As a result of the community consultation process described, the City has not received any responses opposed to this application.

### Other Agency Comments

As part of the review process, staff requested comments from other departments and agencies such as Business Licence Department, Building Approvals Department, Richmond Fire-Rescue (RFR), Richmond RCMP, and Vancouver Coastal Health (VCH). These agencies and departments provide additional due diligence regarding applicant's operations and premises.

As this is a brand new development and business, no concerns were raised or comments provided by RCMP, VCH, and Business Licence Department. Building Approvals has commented that the premises is still under renovations and tenant improvements are still being conducted under permits. RFR has commented that the Fire Code is not in effect until building approvals concludes all permit work and grants occupancy.

### **Financial Impact**

None

### **Conclusion**

The results of the community consultation process for Birdie's proposed Liquor Primary Licence application was reviewed based on the LCRB criteria. The analysis concluded there should be no noticeable potential impact from noise, no significant impact to the community and no comments or views from the neighboring residents, businesses or property owners. Staff therefore, recommend approval of the application from Birdie to operate a Liquor Primary Licence with liquor service from Sunday to Saturday from 9:00AM to next day 2:00AM, with an occupant load of 53 persons.



Christine Chen  
Sign/Business Lic Inspector  
(604-276-4153)

MC:cc

- Att. 1: Appendix A  
2: Letter of Intent  
3: Aerial Map with 50 Metre Buffer Area

Appendix A

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**Re: Application for a New Liquor Primary Licence– Birdie Indoor Golf Centre Ltd., DBA: Birdie Indoor Golf Centre at 4280 No 3 Road Unit 120, Richmond B.C.**

---

1. That the application from Birdie Indoor Golf Centre Ltd., DBA: Birdie Indoor Golf Centre, operating at, 4280 No 3 Road Unit 120, requesting for a new Liquor Primary Licence, be supported for:
  - a) Proposed hours of liquor sales from Sunday to Saturday, from 9:00AM to 2:00AM,
  - b) Total person capacity proposed at 53 persons;  
and
2. That a letter be sent to Liquor and Cannabis Regulation Branch advising that:
  - a) Council supports the applicants request for a new Liquor Primary Licence, with the proposed hours of liquor service;
  - b) The total person capacity is accepted and acknowledged at 53 persons;
3. Council's comments on the prescribed criteria (Section 71 of the Liquor Control and Licencing Regulations) are as follows:
  - a) The impact of additional noise and traffic in the area of the establishment was considered;
  - b) The potential impact on the community was assessed through a community consultation process; and
  - c) Given that this is a new application for a new establishment, there is no history of non-compliance with this establishment;
  - d) As the operation of a licenced establishment may affect nearby residents, businesses and property owners, the City gathered the views of the community through a community consultation process as follows:
    - i) Residents, businesses and property owners within a 50 meter radius of the establishment were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and
    - ii) Signage was posted at the subject property and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how to submit comments and concerns.

- e) Council's comments on the general impact of the views of residents, businesses and property owners are as follows:
  - i) The community consultation process was completed within 90 days of the application process; and
  - ii) The community consultation process generated no comments opposed to this application.
- f) Council recommends the approval of the new liquor licence application with the person capacity set at 53 persons and the hours of liquor service set at Sunday to Saturday, 9:00AM to 2:00AM, for the reasons that this application for a new Liquor Primary Licence is acceptable to the majority of the residents, businesses and property owners in the area and community.



August 31, 2022

City of Richmond  
Business Licences and Community Bylaws  
6911 No. 3 Road  
Richmond BC V6Y 2C1

**AEGIR Consulting Inc**  
LIQUOR AND CANNABIS LICENSING SPECIALISTS  
Box 21136  
2306 Highway 6  
Vernon B.C. V1T 9T7  
TELEPHONE: 778.885.6582  
[WWW.AEGIRCONSULTING.CA](http://WWW.AEGIRCONSULTING.CA)

**Attention: Christine Chen**

**via email: chen1@richmond.ca**

**LETTER OF INTENT**  
**Application for New Liquor Primary Licence (Recreation Facility)**  
**Applicant: Birdie Indoor Golf Center Ltd..**  
**Db a Birdie Indoor Golf Center**  
**at: 120 - 4280 No. 3 Road Richmond BC**

Please be advised that we are the duly authorized representative for the applicant and as such, pursuant to application guidelines, this is the written submission in support of the Liquor Primary Licence application as required.

**1. Purpose:**

The applicant is submitting this application for a Liquor Primary licence (Recreation Center) for Birdie Indoor Golf Center at 120- 4280 No. 3 Road, Richmond .

The primary focus of this establishment will be providing an indoor golf simulation experience using video golf simulators. This recreation centre will include:

- 7 golf simulator machines in 4 open golfing bays and 3 private golfing bay rooms.
- A putting green.
- A full-time golf pro for private lessons for all ages.
- A variety of course options from around the world.

This establishment will offer light meals and beverages to its patrons as an accompaniment to the golfing experiences. There will be no other entertainment offered in the establishment.

The proposed hours of licensing are 9 a.m. to 2:00 a.m. Monday to Sunday.

The proposed person capacity of this establishment is 53 including staff. The confirmed occupant load will be confirmed by the City of Richmond.

**2. TARGET MARKET:**

The target demographic will be patrons from all income levels. Tourists, locals and regular customers will patronize the establishment to have light meals, drinks and use the golf simulators, using their own clubs or those provided by the establishment. The focus of the establishment will be to attract locals to the establishment, including residents of Richmond and Vancouver.

### **3. Composition of the Neighbourhood**

This neighbourhood is mixed residential and commercial use. The zoning for this area is specifically for commercial use. The City of Richmond has zoned this area to permit commercial uses including liquor primary establishments.

Please see the attached map for details of the neighbourhood characteristics, including social facilities, schools and public buildings. There are no social facilities within a two block radius of the site.

This establishment shares the block with other commercial businesses including an oil change shop, and several restaurants.

We have used a distance guideline of two city blocks, given that this is located in the City of Richmond, in a built-up residential and commercial area. .

### **4. BENEFITS TO THE COMMUNITY:**

The addition of a licensed golf simulator centre to this neighbourhood in the City of Richmond will be a positive addition to the community. In addition, it will also provide for:

- employment opportunities for residents of the community;
- a potential location for fundraising and small community events;
- payment of provincial and city taxes;
- a further diversification of the hospitality venues available in Richmond.
- an additional recreational venue for all ages.

### **5. Impact of noise on the surrounding community**

The establishment is in the ground level of a commercial building complex formerly occupied by an e-gaming business. As such, the noise impact to the neighborhood will be minimal and noise will only be generated when people enter and exit the establishment.

The focus of this establishment is recreation and there will be no noise impacting the community.

### **6. Other Impacts on the surrounding community**

This is a small recreation centre located in a commercial area of Richmond, adjacent to a major road artery and Skytrain line . The impact on parking is minimal. There is parking available at the rear of the establishment and the existing business complies with City parking bylaws

The centre will be staffed by three staff on a daily basis as well as a manager. Each of the staff members will be trained and certified by "serving it right". The operational controls will ensure a safe and orderly environment to be enjoyed by the patrons.

There are no public buildings or facilities that would be impacted by the lounge and lounge operations. We have provided site maps of the neighbourhood, identified as a two block radius. There are no other liquor primary establishments located in close proximity to the establishment.

#### **7. Other information and Request to Permit Minors in the establishment**

The applicant will be operating under and complying with all City bylaws, including those related to noise and licensed establishments.

The proposed establishment space will have some ability to provide hot food service to patrons however will not have a full kitchen. There will be a focus on Chinese pub-style food including sandwiches and chicken wings. The applicant believes that this will enhance the experience for customers and also will promote responsible liquor service.

***The applicant is applying to permit minors into this recreational facility during the hours of 9 a.m. to 8 p.m. in the company of a parent or guardian.***

As the focus of the establishment is on recreation, it is not believed that there is a public safety risk to this occurring. It is anticipated that minors will attend the facility for golf lessons during the daytime hours and will also accompany their parents to participate in this recreational activity for birthday parties and other family gatherings. The establishment will not provide any entertainment that is not suitable for minors such as gaming or adult entertainment. Golf is a game for all ages and accordingly the applicant wishes to be able to provide their services to all-ages.

The applicant would be amenable to a licensing condition that permits minors in the company of a parent or guardian.

The applicant believes that after 8 pm there will be an older demographic frequenting the establishment, and accordingly wishes to prohibit minors entry after that time. The applicant believes that this will permit the establishment to meet the needs of the community while mitigating any risks to public safety.

In addition, the establishment will have video cameras located throughout it to provide security to patrons and also to assist in monitoring the licensed areas.

The applicant will complete any public consultation required by the Branch related to this request.

We look forward to working with you to complete this project.

**Should you have any questions or require anything further, please contact me directly at 778-885-6582 or [steve@aegirconsulting.ca](mailto:steve@aegirconsulting.ca)**

Regards,

**Aegir Consulting Inc.**

A handwritten signature in black ink, appearing to read 'Stephen Barron', followed by a horizontal line.

Stephen Barron  
Encl.



**DEWELL INTERIORS INC.**  
UNIT 170, 5771 NO.3 ROAD  
RICHMOND B.C. V6X 2C9  
tel 778-867-3306  
fax: 604-030-0000

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### General Notes

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## 153

BIRDIE INDOOR GOLF  
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120-4280 NO 3 81

RICHMOND, BC

STUDY FOR

BUILDING PERMIT

### BRAYING TITLE

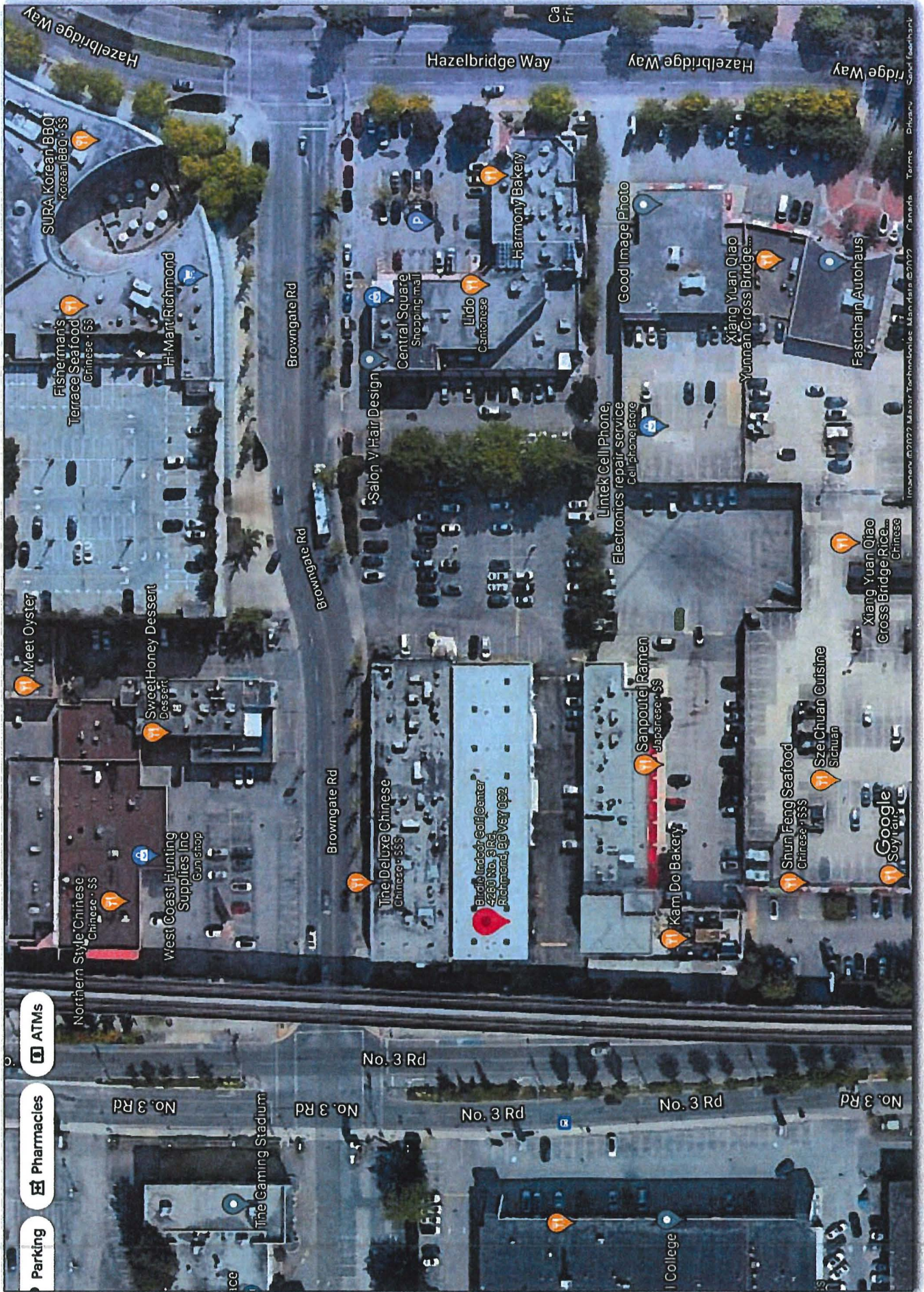
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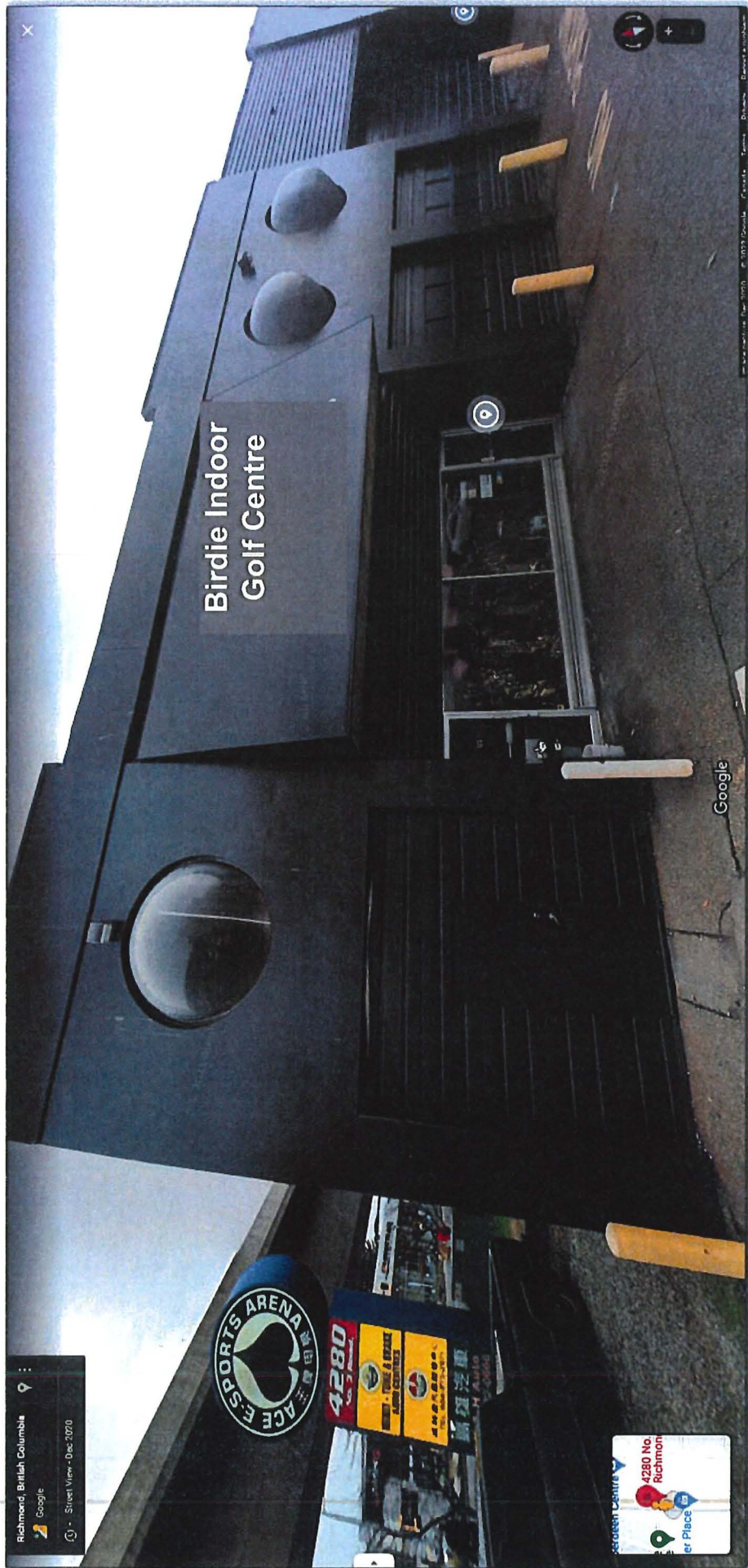




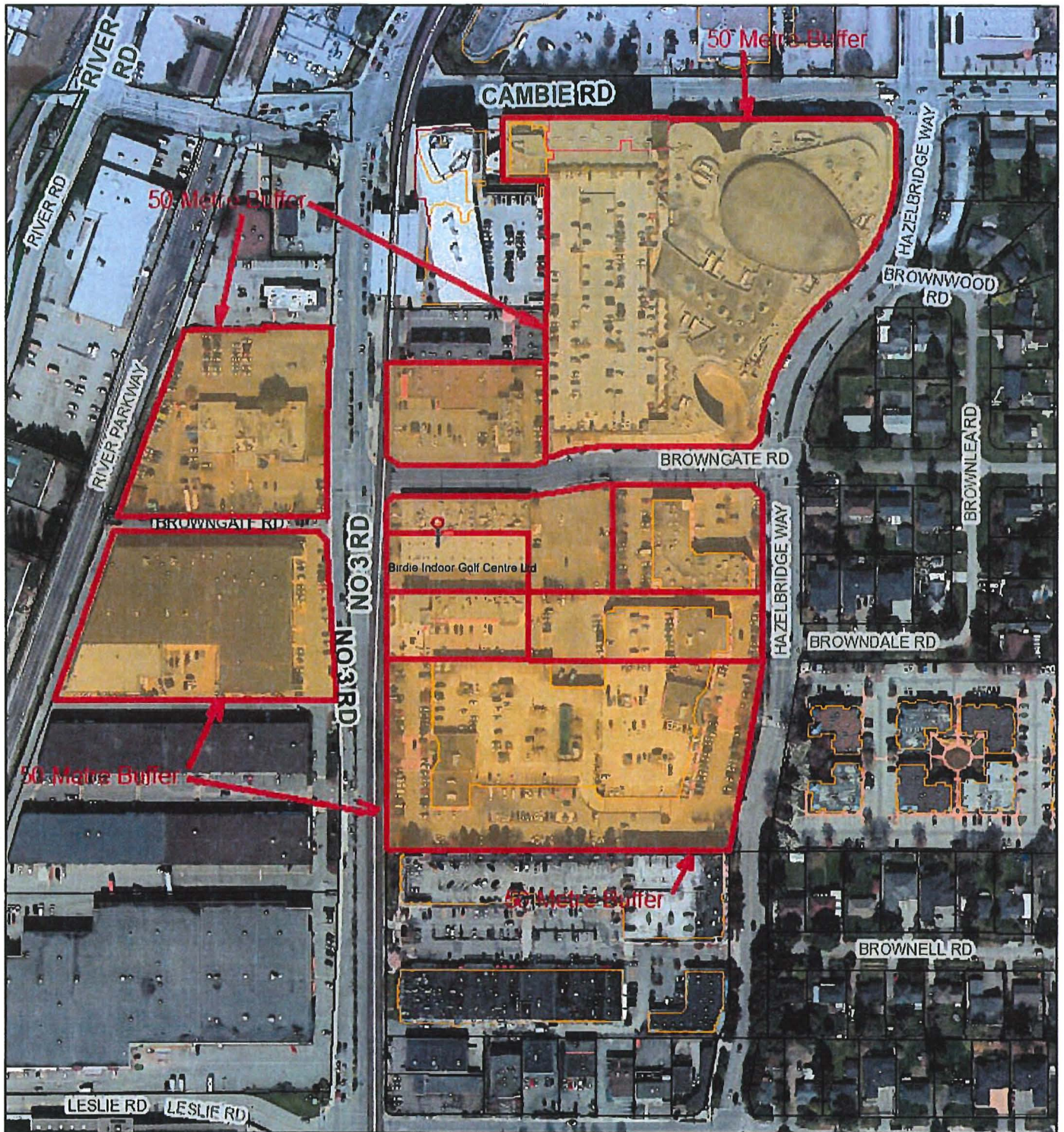












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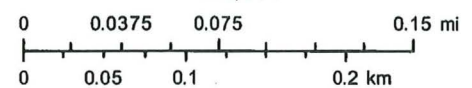
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City Hall







# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Mark Corrado  
Director, Community Bylaws and Licencing  
**Date:** November 2, 2022  
**File:** 12-8275-30-001/2022-Vol 01  
**Re:** **Application to Amend Food Primary Liquor Licence # 308845**  
**Vanshoots Management Ltd., dba Remix Restaurant and Bar at 8300 Capstan Way Unit 1008**

### Staff Recommendation

1. That the application from Vanshoots Management Ltd., doing business as Remix Restaurant and Bar, for an amendment to Food Primary Licence #308845, requesting an increase to their hours of liquor service from Sunday to Saturday, 9:00AM to Midnight, to Sunday to Saturday, 9:00AM to 2:00AM, be supported, and:
  - a. Total person capacity currently set at 149 persons will not change.
2. That a letter be sent to the Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the licence amendment for the reasons that this amendment has been determined, following public consultation, to be acceptable in the area and community.

Mark Corrado  
Director, Community Bylaws and Licencing  
(604-204-8673)  
Att. 3

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Fire Rescue	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The Provincial Liquor and Cannabis Regulation Branch (LCRB) issues licenses in accordance with the *Liquor Control and Licensing Act* (Act) and the Regulations made pursuant to the Act.

This report deals with an application to the LCRB and the City of Richmond by Vanshoots Management Ltd., doing business as Remix Restaurant and Bar, (Remix) for an amendment to the Food Primary Liquor Licence #308845, proposing an increase to liquor service hours from 9:00AM to Midnight, Sunday to Saturday, to proposed hours of 9:00AM to 2:00AM Sunday to Saturday. There is no increase proposed to the total person capacity, which will remain the same at 149 Persons.

The City of Richmond is given the opportunity to provide written comments by way of a resolution to the LCRB with respect to the liquor licence amendment application for an amendment to the Food Primary Liquor Licence. The process requires the local government to provide comments with respect to the following criteria:

- the potential for noise;
- the impact on the community; and
- whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose.

This report supports Council's Strategic Plan 2018-2022 Strategy #7 A Supported Economic Sector:

*Facilitate diversified economic growth through innovative and sustainable policies, practices and partnerships.*

### Analysis

Remix is situated at 8300 Capstan Way Unit 1008. The property is zoned Auto-Oriented Commercial (CA) – this zone provides for a mix of commercial and related uses oriented to vehicular access. This noted property has 29 various types of businesses providing permitted uses such as personal service, office, education commercial, retail general, and restaurants. The operator took over the premises that had a similar business in May 2022.

The applicant's request for an increase in later service hours is to better serve their clients and the community. This would add greater flexibility to the venue and provide a more equitable opportunity to better serve the public in competing with other food venues in the area who have already received the later service hours.

### Impact of Noise on the Community

The location of this establishment is such that there should be no noise impact on the community. The extended hours of liquor service under the Food Primary Liquor Licence should not change the establishment such that it is operated contrary to its primary purpose as a food primary establishment.

### Impact on the Community

The community consultation process for reviewing applications for liquor-related licences is prescribed by the Development Application Fees Bylaw No. 8951 which under Section 1.8.1 calls for:

- 1.8.1 Every **applicant** seeking approval from the **City** in connection with:
  - (a) a licence to serve liquor under the *Liquor Control and Licensing Act and Regulations*;  
must proceed in accordance with subsection 1.8.2.
- 1.8.2 Pursuant to an application under subsection 1.8.1, every **applicant** must:
  - (b) post and maintain on the subject property a clearly visible sign which indicates:
    - (i) type of licence or amendment application;
    - (ii) proposed person capacity;
    - (iii) type of entertainment (if application is for patron participation entertainment); and
    - (iv) proposed hours of liquor service; and
  - (c) publish a notice in at least three consecutive editions of a newspaper that is distributed at least weekly in the area affected by the application, providing the same information required in subsection 1.8.2(b) above.

The required signage was posted on August 18, 2022 and three advertisements were published in the Richmond News newspaper on August 18, 2022, August 25, 2022 and September 1, 2022.

In addition to the advertised signage and public notice requirements, staff sent letters to businesses, residents and property owners within a 50 meter radius of the establishment. On August 16, 2022, 795 letters were sent to residents, businesses and property owners. The letter provided information on the proposed liquor licence amendment application and contained instructions to comment on the application. The period for commenting for all public notifications ended September 17, 2022.

As a result of the community consultation process described, the City has received one letter with no objections to this liquor application.

### Other Agency Comments

As part of the review process, staff requested comments from other departments and agencies such as Business Licence Department, Building Approvals Department, Richmond Fire-Rescue (RFR), Richmond RCMP, and Vancouver Coastal Health (VCH). These agencies and departments generally provide due diligence regarding the applicant's operations and premises.

RCMP, Building Approvals Department, Business Licence Department and VCH provided comments with no concern. RFR has previously find issues that were resolved and is now waiting for the Fire Safety Plan, the only outstanding deficiency. RFR states this remaining item will not effect occupancy.



**Financial Impact**

None.

**Conclusion**

The results of the community consultation process for Vanshoot's application for extended service hours was reviewed based on the LCRB criteria. The analysis concluded there should be no noticeable potential impact from noise, no significant impact to the community and no comments or ongoing concerns were raised from the regulatory agencies. Based on the culmination of these factors, the application to amend the Food Primary Licence with no change to person capacity, is recommended.



Christine Chen  
Sign/Business Lic Inspector  
(604-276-4153)

MC:cc

- Att. 1: Appendix A  
2: Letter of Intent  
3: Aerial Map with 50 Metre Buffer Area

## Appendix A

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**Re: Application to Amend Food Primary Liquor Licence # 308845 - Extended Service Hours – Vanshoot Management Ltd., DBA: Remix Restaurant and Bar at 8300 Capstan Way Unit 1008, Richmond B.C.**

---

1. That the application from Vanshoot Management Ltd., DBA: Remix Restaurant and Bar, operating at, 8300 Capstan Way Unit 1008, requesting an increase to hours of liquor service to the Food Primary Liquor Licence #308845, be supported for:
  - a) A permanent change to hours of liquor service;
    - i) **From**, Sunday to Saturday, 9:00 AM to Midnight,
    - ii) **To**, Sunday to Saturday, 9:00 AM to 2:00 AM;
  - b) Total person capacity will remain the same at 149 persons;
2. That a letter be sent to Liquor and Cannabis Regulation Branch advising that Council supports the amendment for a permanent change to hours of liquor service to the Food Primary Liquor Licence #308845, with the hours as listed above, and;
3. Council's comments on the prescribed criteria (Section 71 of the Liquor Control and Licencing Regulations) are as follows:
  - a) The impact of additional noise and traffic in the area of the establishment was considered;
  - b) The potential impact on the community was assessed through a community consultation process; and
  - c) Given that there has been no incidents of non-compliance with the business, the amendment to change hours of liquor service to the Food Primary Liquor Licence should not change the establishment such that it is operated contrary to its primary purpose;
  - d) As the operation of a licenced establishment may affect nearby residents, businesses and property owners, the City gathered the views of the community through a community consultation process as follows:
    - i) Residents, businesses and property owners within a fifty (50) meter radius of the establishment were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and
    - ii) Signage was posted at the subject property and three (3) public notices were published in a local newspaper. The signage and public notice provided

information on the application with instructions on how to submit comments and concerns.

- e) Council's comments on the general impact of the views of residents, businesses and property owners are as follows:
  - i) The community consultation process was completed within ninety (90) days of the application process; and
  - ii) The community consultation process generated no comments opposed to this application.
- f) Council recommends the approval of the amendment to the Food Primary Liquor Licence with extended hours of liquor service to 9:00 AM to 2:00 AM, Sunday to Saturday, for reasons that the addition of the extended hours proposed is acceptable to the majority of the residents, businesses and property owners in the area and the community.

**ÆGIR Consulting Inc**  
PO BOX 21136  
Vernon, B.C.V1T 9T7  
Telephone: 778.885.6582  
www.aegirconsulting.ca

City of Richmond  
6911 No. 3. Road,  
Richmond BC

Attention: Christine Chen

**Re:                                      Applicant: Vanshoots Management Ltd.  
   dba Remix Restaurant  
   At:1008-8300 Capstan Road B.C.  
   Permanent Change to Food Primary Liquor Licence #30884**

**Letter of Intent - Extension of Liquor Service Hours**

We act as the Agent for the above applicant and are applying for a an extension to the hours of liquor service for the liquor licence.

We have attached the following documents for your review:

- City of Richmond Application - Amendment to Existing Liquor Licence.
- Food Primary License.
- Red-Lined Floor plan.
- Letter of Authorization.

The application fee of \$627 will be provided when these documents are submitted to your office.

**Extension of Liquor Service**

Our client wishes to extend the hours of liquor service from the current time midnight until 2:00 a.m..

The primary demographic of this establishment is 20-50 years old who come to the restaurant to enjoy the food and beverage service and mingle with friends and acquaintances. The majority of the customers do not come to this restaurant until later evening.

The restaurant provides full food service and a late night menu until 2 a.m. This request will enable customers to have liquor with their meal at a later time.

Our client believes that these hours of liquor service are reasonable and fit in with the City of Richmond's liquor licensing policy for the area, given that this is a low-risk establishment located in a busy business plaza with other similar establishments which are open during similar hours.



We are aware that there are notification requirements including a sign and newspaper advertisements and will wait for you to advise of the next steps in the process.

**Should you have any questions or require anything further, please contact me directly at 604-778-885-6582 or [steve@aegirconsulting.ca](mailto:steve@aegirconsulting.ca)**

We look forward to your assistance in completing this project.

Regards,

**Aegir Consulting Inc.**

A handwritten signature in black ink, appearing to read 'Stephen Barron', with a long horizontal line extending to the right.

Stephen Barron  
Encl.

**TO WHOM IT MAY CONCERN**

**LETTER OF AUTHORIZATION**

**TO ANY AND ALL LIQUOR LICENSING ISSUES AND/OR APPLICATIONS**

---

I hereby authorize Aegir Consulting Inc. to represent the following Company and/or our interests regarding the current liquor licence in matters under the jurisdiction of the relevant Provincial Authority (Including the Liquor and Cannabis Regulation Branch of BC )

This appointment and authorization will remain in effect until modified or revoked by written notification sent to the government in question.

All Communication shall be made directly with the company at:

**AEGIR CONSULTING INC.**  
**#130-1005 COLUMBIA STREET**  
**PO BOX 42555**  
**NEW WESTMINSTER, B.C.V3M 6L7**

**778-885-6582**

Yours Truly,

Jing Qian  
Name

Director  
Title

  
Signature  
Vanshoots Management Ltd.

Applicant Company

July 19/2022  
Date



**City of  
Richmond**

**Application for New Liquor Licence or  
Amendment to Existing Liquor Licence**

Permits Section

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

[www.richmond.ca](http://www.richmond.ca)

**SECTION A** (To be completed by all Applicants)

**Address of Premises:** 1008-8300 Capstan Way RICHMOND, B.C., V6X4B7

**Applicant(s) Name:** Stephen Barron/ Aegir Consulting Inc. Agent for applicant

**Applicant(s) Address:** 1008-8300 Capstan Way RICHMOND, B.C., V6X4B7

**Telephone No.:** 778-885-6582  
Business Residence

Postal Code

**Corporation Name:** VANSHOOTS MANAGEMENT LTD.

**Business Licence No.:** 22-007121 A1

**Application Type:**

Amendment to an existing Liquor Primary Liquor Licence or a request for post-midnight liquor service hours of operation for a Food Primary Liquor Licence (Restaurant)?

☒ Yes ☐ No (If yes, please complete Section B)

**SECTION B** (To be completed by Applicants seeking to amend existing Liquor Licence)

**Existing Provincial Liquor Licence No.:** 308845

Valid copy attached (required):

☒ Yes ☐ No

**Licence Type:** Food Primary

**Seating Capacity:** **Indoor:** 149 **Outdoor:** \_\_\_\_\_

**Hours of Operation:**  
**Monday to Thursday:** 0900-Midnight  
**Friday & Saturday:** 0900-Midnight  
**Sunday:** 0900-Midnight

**No. of Lounge Seats:** N/A (Food Primary Liquor Licences only) ☐ Indoor ☐ Outdoor

**Proposed Total Patron Capacity:** **No. of Indoor Seats:** \_\_\_\_\_

**No. of Patio Seats:** \_\_\_\_\_

Patio located on Private Property:

☐ Yes ☐ No

**Proposed Hours of Operation:** **Monday to Thursday:** 0900-0200

**Friday & Saturday:** 0900-0200

**Sunday:** 0900-0200

**Size of Premises:** **Present:** NO CHANGE sq. ft./sq. m.

**Proposed:** \_\_\_\_\_ sq. ft./sq. m.

**Present Size of Licenced Area:** \_\_\_\_\_ sq. ft./sq. m.

### **SECTION C** (To be completed by Applicants seeking new Liquor Licence)

**Business Type:** \_\_\_\_\_  
(e.g. Hotel Lounge, Cabaret, Neighbourhood Pub, etc.)

Are you converting/transferring an existing Liquor Licence?

☐ Yes ☐ No

If yes, what is the address of the existing Licence? \_\_\_\_\_

Valid copy of Liquor Licence attached (required):

☐ Yes ☐ No

Entertainment:

☐ Yes ☐ No

If yes, what type of entertainment? \_\_\_\_\_

Food Service:

☐ Yes ☐ No

If yes, what type of food? \_\_\_\_\_

**Proposed Patron Capacity:** **Total No. of Seats:** \_\_\_\_\_

Patio:

☐ Yes ☐ No

If yes, no. of Patio Seats: \_\_\_\_\_

Proposed Patio location: ☐ Private Property ☐ City Sidewalk

**Proposed Hours of Operation:** **Monday to Thursday:** \_\_\_\_\_

**Friday & Saturday:** \_\_\_\_\_

**Sunday:** \_\_\_\_\_

**Size of Premises:** \_\_\_\_\_ sq. ft./sq. m.

**Size of Licenced Area:** \_\_\_\_\_ sq. ft./sq. m.



Development Permit Application submitted:

☐ Yes ☐ No

Application No.: \_\_\_\_\_

Date: 2022 July 19

\_\_\_\_\_  
Applicant's Signature

or

Aegir Consulting Inc.  
Agent for Applicant



### For Office Use

Letters Sent

Date: \_\_\_\_\_

Ads in Paper (3) copy received:

☐ Yes ☐ No

Dates of Publications: \_\_\_\_\_

Sign Advertisement Posted:

☐ Yes ☐ No

Date Received: \_\_\_\_\_  
From Applicant From LCLB Victoria

Fire Occupant Load: \_\_\_\_\_

Building Occupant Load: \_\_\_\_\_ Exit Governing: \_\_\_\_\_ Washroom Governing: \_\_\_\_\_

Application Fee Received: ☐ Yes ☐ No Additional Application Fees: \_\_\_\_\_

Summary Application from LCLB: ☐ Yes ☐ No

Does this application comply with LCLB Policy/Regulations? ☐ Yes ☐ No

Does this application comply with Council recommendation? ☐ Yes ☐ No

Does this application comply with public input? ☐ Yes ☐ No



# Liquor and Cannabis Regulation Branch

## Food Primary #308845

Expires on August 31, 2022

Establishment Name: **Vanshoots Restaurant**  
Licence Name: **Vanshoots Restaurant**  
Location Address: 1008-8300 Capstan Way  
RICHMOND, B.C., V6X4B7  
Issued to: VANSHOOTS MANAGEMENT LTD.

### TERMS AND CONDITIONS

#### HOURS OF SALE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Start</b>	<b>09:00</b>	<b>09:00</b>	<b>09:00</b>	<b>09:00</b>	<b>09:00</b>	<b>09:00</b>	<b>09:00</b>
<b>End</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>

#### CAPACITY

Person01	149
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- The terms and conditions to which this licence is subject include the terms and conditions contained in the licensee Terms and Conditions Handbook, which is available on the Liquor and Cannabis Regulation Branch website. The Terms and Conditions Handbook is amended from time to time.
- For the sale and consumption of all types of liquor in establishments with a primary focus on the service of food.
- Liquor may only be sold, served and consumed within the service areas outlined on the official plan, unless otherwise endorsed or approved by the LCRB

YOUR CURRENT VALID LICENCE MUST BE PROMINENTLY DISPLAYED AT ALL TIMES. TAMPERING, ALTERING OR DEFACING THIS LICENCE IN ANY MANNER MAY RESULT IN THE LICENCE BEING CANCELLED.

Licence issued by the General Manager under the authority of the Liquor Control and Licensing Act.

Licence Printed: July 05, 2022

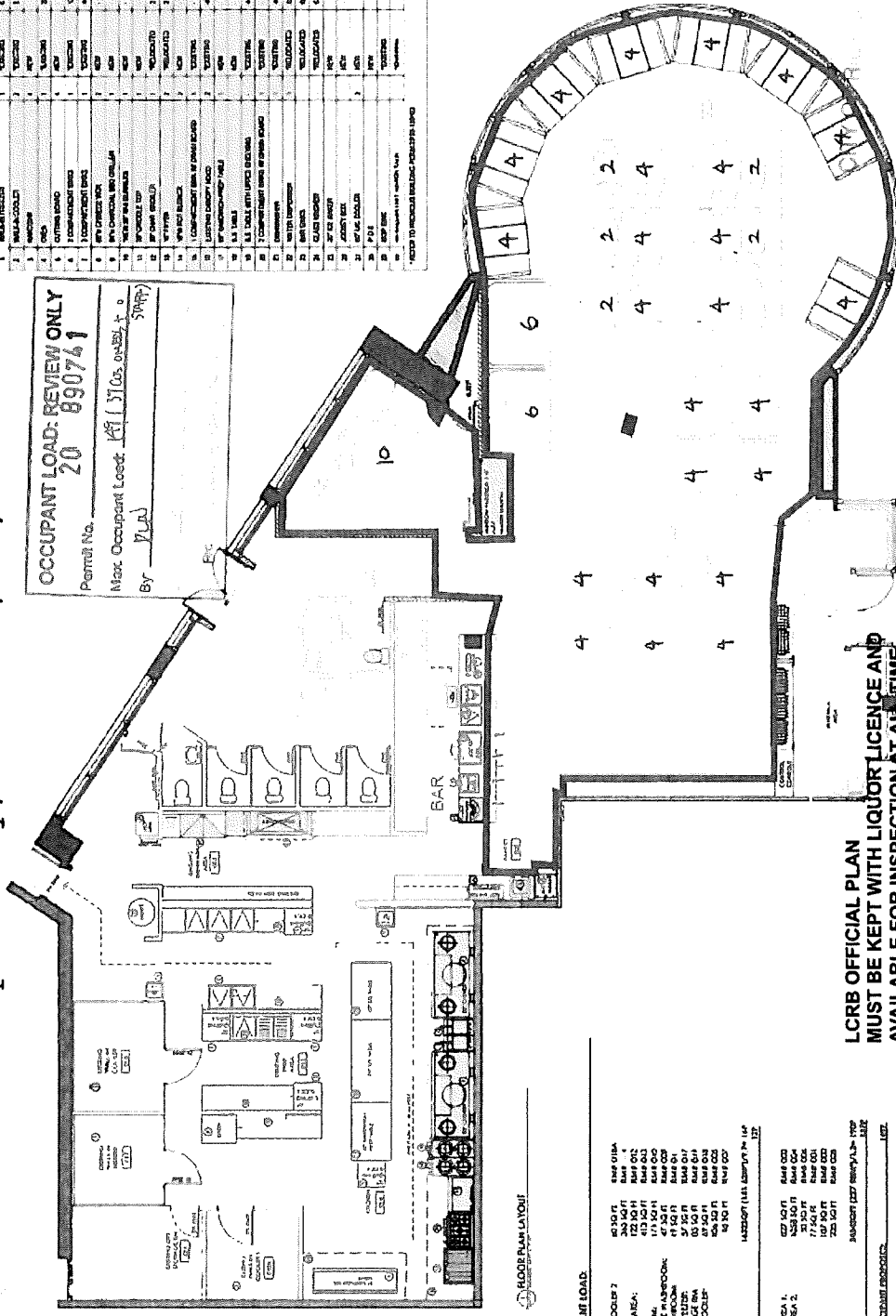
# 8300 CAPSTAN WAY, UNIT 1008

1008-8300 Capstan Way, Richmond, BC, V6X 4B7



OCCUPANT LOAD: REVIEW ONLY  
20 890741  
Permit No. \_\_\_\_\_  
Max. Occupant Load: 141 (1103, 0.85 x 10)  
By: [Signature]

ITEM	DESCRIPTION	UNIT	REMARKS	REVIEWED
1	MEAT COOLER	1	1	1
2	MEAT COOLER	1	1	1
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LCRB OFFICIAL PLAN  
MUST BE KEPT WITH LIQUOR LICENCE AND  
AVAILABLE FOR INSPECTION AT ALL TIME

Date Issued: September 04, 2020  
FP Licence # 308845 General Manager

10 Sta. 6  
139 Cusl





10/19/2022, 7:22:06 AM

1:9,028

## Lines

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## Points

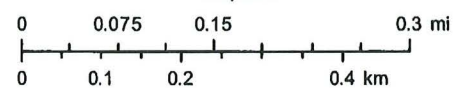
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## Areas

Override 1

Select properties based on spatial relation to a layer Query result

CNCL - 130







# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Claudia Jesson  
Director City Clerk's Office  
**Re:** Appointment of Acting Corporate Officer

**Date:** December 5, 2022  
**File:** 05-1400-01/2022-Vol  
01

### Staff Recommendation

That Evangel Biason, Manager, Legislative Services, be appointed as an Acting Corporate Officer for the purposes of carrying out statutory duties prescribed in section 148 of the Community Charter in the absence of, or as directed by, Claudia Jesson, Director, City Clerk's Office (Corporate Officer).

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**

Traditionally, the Manager, Legislative Services has also been appointed as an Acting Corporate Officer for the City of Richmond in order to ensure appropriate continuity of City business, to maintain customer service and to provide proper coverage in the City Clerk's Office in the absence of, or as directed by, the Corporate Officer / Director, City Clerk's Office.

The appointment of an Acting Corporate Officer, which is a common practice in municipalities, facilitates a more efficient approach to a variety of required administrative work including the execution of agreements, contracts and land title documents, the acceptance of notices served on the City as required by statute, the certification of bylaws, meeting minutes and other City records and attendance at City Council meetings and Public Hearings as a (Acting) Corporate Officer.

The position of Manager, Legislative Services was recently filled by Evangel Biason who has been with the City of Richmond in the City Clerk's Office for nine years and most recently held the position of Elections Manager during the 2022 Municipal Elections. Mr. Biason's appointment as an Acting Corporate Officer should be considered in order to maintain appropriate service levels.

### **Financial Impact**

None.

### **Conclusion**

The appointment of Evangel Biason as an Acting Corporate Officer will provide the City Clerk's Office with an appropriate level of service and coverage and will ensure continuity of key business processes.



Claudia Jesson  
Director City Clerk's Office  
(604-276-4006)



# City of Richmond

## Report to Committee

**To:** Finance Committee  
**From:** Elizabeth Ayers  
General Manager, Community Services  
**Date:** November 15, 2022  
**File:** 97-RPL  
GENERAL/2022-Vol  
01  
**Re:** 2023 Operating and Capital Budgets for Richmond Public Library

### Staff Recommendation

That the 2023 Richmond Public Library budget of \$10,845,600 as presented in Attachment 1 from the Chief Librarian and the Secretary to the Board, be approved.

Elizabeth Ayers  
General Manager, Community Services  
(604-247-4669)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Finance Department	<b>CONCURRENCE</b>  <input checked="checked" type="checkbox"/>	<b>APPROVED BY THE CAO</b>  
<b>CONCURRENCE BY SMT</b>	<b>INITIALS:</b> 	

---

**To:** City of Richmond Finance Committee **Date:** October 13, 2022

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

**Re:** **2023 Operating and Capital Budgets for Richmond Public Library**

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**Staff Recommendation**

1. That the 2023 Richmond Public Library budget of \$10,845,600 as presented in Attachment 1 from the Chief Librarian and the Secretary to the Board, be approved.



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

Att. 1



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## Staff Report

### Origin

In accordance with the *Library Act, Section 10(1)*, the Richmond Public Library (RPL) Board must prepare and submit to City Council its annual budget for providing library services on or before March 1, 2023. Council must approve the draft budget with or without amendment. This library staff report details the 2023 Operating and Capital Budgets, which were approved for submission to the City by the Library Board at its September 20, 2022 meeting.

This report supports Council Strategic Plan 2018 – 2022 #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 communications.*

*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 interest of Richmond.*

### Analysis

#### 2022 Highlights

In 2022, the library finds itself in a unique and challenging situation as we begin to emerge from the pandemic having returned to full operational hours at all branches. In addition to providing the same level of services offered pre-pandemic, the library is continuing to offer the many virtual services necessitated by the pandemic. A priority project is underway to review and analyze usage data to determine which services should remain virtual and which services would better serve our community if returned to in-person delivery.

In early 2021, the library board made the decision to extend the library's Strategic Plan 2019-2021 by an additional year into 2022 to ensure that key strategic deliverables delayed by the pandemic could reach completion. Various projects were prioritized for 2022, including an update to the library's Launchpad that introduced digital literacy, creation, and manufacturing technology, providing current skills training, technology and services at the library to meet the needs and interests of our community.

A new strategic planning process was also initiated in 2022, and recognizing that this commitment requires significant board and staff time, a strategic planning committee was created. In 2023, the library will engage the services of a consultant to undertake a community public consultation process, and to subsequently assist the library in developing a strategic plan which will include a program of services to meet the evolving needs of residents and a proposed plan for community engagement.

### 2023 Operating Budget

As the world economy is facing substantial inflationary pressures, the library expects contractual increases in various areas. An annual risk report was also conducted for the library in June of 2022 that identified a number of operational risks requiring attention.

To maintain our commitment of being an essential source of information and learning for the community, and providing useful and reliable service, we have a number of projects to address these risk concerns, while keeping in mind our budget limitations. As such, the library has allocated surplus funding to support these projects to eliminate the need for one-time additional funding requests of City Council. It should be noted that our surplus is a direct result of the pandemic for the past 2 years (2020 and 2021) and cannot be expected in the future. A list of initiatives funded by one-time surplus is detailed in Attachment 2.

The Library Board opted to gradually phase out the one-time transfer from Budget Stabilization with the eventual goal of presenting a budget that reflects the library's actual cost of providing library services. Continuing to fund the base operational budget with transfers from Budget Stabilization pushes the funding ask to future years and compounds the budget impact.

The 2023 operating budget report presents the same level of service base budget resulting in a 3.82% municipal contribution increase, which is below the forecasted CPI for 2023 of 3.98%. Including the gradual elimination of the transfer from Budget Stabilization from the previous year and the impact of the Provincial legislation on the Employment Standards Act, the total municipal contribution increase is 4.32%.

Main cost drivers to provide the same level of service are summarized as follows:

Table 1 – Main Cost Drivers

<b>Main Cost Drivers</b>	<b>Amount</b>	<b>Municipal Contribution Increase</b>
Salaries, wages and benefits	\$313,500	3.01%
Increase in Insurance	38,100	0.37%
Revenue Adjustment	32,000	0.31%
Increase in Utilities	12,600	0.12%
Increase in Leases	6,800	0.06%
Others	(5,500)	(0.05%)
<b>Same Level of Service Budget Increase</b>	<b>\$397,500</b>	<b>3.82%</b>
Wages and benefits related to new regulation from ESA	30,000	0.29%
Gradual elimination of one-time transfer from Budget Stabilization	22,000	0.21%
<b>Proposed 2023 Operating Budget Increase</b>	<b>\$449,500</b>	<b>4.32%</b>

A proposed 2023 Operating Budget is detailed in Attachment 1.

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**Revenues:**

The total overall revenues have decreased by \$32,000 due to two main factors. RPL is shifting from a lending library to borrowing library as other lower mainland libraries strengthen their collections, and this directly impacts InterLINK reimbursement. The number of visitors to our libraries continues to grow; however, it is still lower than pre-pandemic levels which impacts opportunities for increased library revenue from book sales, printing and photocopier services. Provincial grant funding and investment income remains at the same level.

**Expenditures:**

Total salaries and benefits are anticipated to increase by \$343,500. This includes an allowance for step increases, as well as provision for the new regulation from the Employment Standards Act, requiring employers to provide 5 paid sick leave days, impacting both regular and auxiliary employees. The figure also includes an increase of \$38,100 for salary fringe. Due to a correction in valuation from previous years, insurance expense is also expected to increase by \$38,100. Utilities are expected to have a higher than usual increase of \$12,600, while the leases for Cambie and Ironwood branches have increased by \$6,800 to accommodate higher operating costs. Large increases in Equipment Purchases, Professional Fees, Contracts, and General & Admin are related to initiatives funded by surplus and has no impact to the bottom line. A list of initiatives funded by one-time surplus is detailed in Attachment 2.

**2023 Capital Budget**

The total collections budget is \$1,220,100. Approximately \$610,100 is allocated for eBooks and digital collections and the remaining \$610,000 supports print collections. To align our collections with current community needs and interests, we have increased the allocation of our digital collection, while ensuring sufficient budget for collections that shall remain in print, such as those for children and seniors.

**Financial Impact**

In 2022 the approved municipal contribution was \$10,396,100. The proposed 2023 budget to maintain the same level of service requests an increase of 3.8%, and including the gradual elimination of the transfer from Budget Stabilization from the previous year and the impact of the Provincial legislation, the total proposed 2023 budget requests a municipal contribution of \$10,845,600, which is a 4.3% increase over 2022's base contribution. The 2023 library budget has a decrease in revenues of \$32,000 (6.6%) and increase in expenditures of \$417,500 (3.8%).

**Conclusion**

This report recommends a same level of service budget with a municipal contribution of \$10,845,600 be approved.



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

Att. 1: Richmond Public Library 2023 Proposed Operating Budget

Att. 2: Summary of Initiatives Funded by One-Time Surplus



**Richmond Public Library  
2023 Proposed Operating Budget**

Description	2022 Budget	2023 Budget	Budget Variance	%
<b>Revenues</b>				
Provincial Grants	\$376,500	\$376,500	\$0	0.0%
Interlink Reimbursement	20,000	2,000	(18,000)	(90.0%)
Printers & Photocopiers and In-house Book Sales	53,600	39,600	(14,000)	(26.1%)
Investment Income	18,400	18,400	0	0.0%
Other Revenue	14,600	14,600	0	0.0%
<b>Total Revenues</b>	<b>\$483,100</b>	<b>\$451,100</b>	<b>(\$32,000)</b>	<b>(6.6%)</b>
<b>Expenses</b>				
Salaries and Benefits	\$8,342,400	\$8,685,900	\$343,500	4.1%
Contracts	460,000	547,800	87,800	19.1%
General & Admin	324,800	369,900	45,100	13.9%
Ebook and digital collections	477,700	610,000	132,300	27.7%
Leases	289,100	295,900	6,800	2.4%
Utilities	143,400	156,000	12,600	8.8%
Supplies	89,000	89,000	0	0.0%
Equipment Purchases	78,500	619,500	541,000	689.2%
Professional Fees	316,800	481,400	164,600	52.0%
Insurance	14,100	52,200	38,100	270.2%
<b>Total Operating Expenses</b>	<b>\$10,535,800</b>	<b>\$11,907,600</b>	<b>\$1,371,800</b>	<b>13.0%</b>
<b>Transfer to Capital - Collections</b>	<b>\$742,400</b>	<b>\$610,100</b>	<b>(\$132,300)</b>	<b>(17.8%)</b>
<b>Transfer from Surplus (prior years items)</b>	<b>(290,000)</b>	<b>(1,134,000)</b>	<b>(844,000)</b>	<b>291.0%</b>
<b>One-time transfer from Budget Stabilization</b>	<b>(110,000)</b>	<b>(88,000)</b>	<b>22,000</b>	<b>(20.0%)</b>
<b>Others</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.0%</b>
<b>Total Expenses and Transfers</b>	<b>\$10,879,200</b>	<b>\$11,296,700</b>	<b>\$417,500</b>	<b>3.8%</b>
<b>Municipal Contribution</b>	<b>\$10,396,100</b>	<b>\$10,845,600</b>	<b>\$449,500</b>	<b>4.3%</b>

**Summary of Initiatives Funded by One-Time Surplus**

<b>Core Services</b>	
To expand access to programs, services and collections, a number of initiatives have been established. A focus on IT-related projects will increase availability of digital technologies at all locations, including lending laptops and digital tools, and ensuring there is equitable access to customers with disabilities by upgrading the library's website and public PCs to include readable and print enhancing software. An update to the library's CCTV system will also ensure it aligns with the City's standards. Other notable initiatives include an acquisition of an all-electric green van used as a "bookmobile" to better reach the community and bring core library services directly to the community, as well as a project that will make a Special Collection on Chinese Culture, that is of great interest to our residents, visitors and scholars, accessible to the public.	\$534,000
<b>Space</b>	
To reimagine space for our community, various upgrades at each of our 4 libraries will optimize the use of existing space, improving the customer experience as well as modernizing our staff workspaces with technology and ergonomics in mind. These projects include an upgrade to the Brighthouse Library main entrance to integrate public space with increased seating and improved display space for book sales, and an office at the Ironwood Library will be converted to a meeting room that community will be able to book and use.	\$430,000
<b>Marketing</b>	
To better communicate who we are and what we do, the library board will be working with consultants on the creation of a new Strategic Plan. This key project for 2023 includes identifying a program of services to meet the evolving needs of our residents and developing a strong identifiable brand that will represent the breadth and scope of the library's services for the community.	\$165,000
<b>Community</b>	
To build and grow our community and ensure equitable access to library services and resources, this project supports sensory resources that will welcome residents with diverse abilities and enhance their experiences at the library.	\$5,000
<b>Total</b>	<b>\$1,134,000</b>



# City of Richmond

## Report to Committee

**To:** Finance Committee  
**From:** Ivy Wong, CPA, CMA  
Acting Director, Finance  
**Re:** 2023 Proposed Capital Budget

**Date:** November 16, 2022  
**File:** 03-0970-03-01/2022-  
Vol 01

### Staff Recommendation

1. That the 2023 Proposed Capital Budget as presented in Appendix 3 totaling \$131,516,181 be approved; and
2. That the 2023 Proposed Capital Budget as approved be included in the Consolidated 5 Year Financial Plan (2023-2027).

Ivy Wong, CPA, CMA  
Acting Director, Finance  
(604-276-4046)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR MANAGEMENT TEAM	INITIALS: 
APPROVED BY CAO 	

### **Executive Summary**

The City of Richmond is responsible for providing and maintaining capital assets and infrastructure to serve its residents and businesses. The 2023 Proposed Capital Budget proposes an allocation of available financial resources to various capital projects that align with Council's strategic plans, policies and priorities.

During the 2023 capital budget process, \$129.7M for 92 capital projects and \$13.7M for contingent external contributions and internal transfers / debt payment were submitted by various departments. The Review Team (RT), which is comprised of directors from each division, reviewed and ranked each project submission based on established criteria and Council's strategic plans, policies, priorities and endorsements. The CAO and the Senior Management Team (SMT) further reviewed the project recommendations. The final recommendation is included in the 2023 Proposed Capital Budget presented to the Finance Committee for review, approval and inclusion in the Consolidated 5 Year Financial Plan (2023-2027).

The 2023 Proposed Capital Budget is \$131.5M, which includes \$117.8M for 83 capital projects and \$13.7M for contingent external contributions and internal transfers / debt payment. Some of the key capital initiatives in 2023 are continuing investments in the flood protection system, expanding the cycling network and preparing for climate emergency response. \$20.0M is recommended for the flood protection (formerly known as drainage) program, which includes improving approximately one kilometer of dikes, designing five drainage pump station upgrades, and improving drainage within the Burkeville and Horseshoe Slough drainage catchments. \$5.7M will be spent on multi-use pathway construction. The City also proposes to purchase a mobile fuel tanker to support on-site fueling for all City assets that require fuel and a skid steer loader as an emergency response unit to assist in sand bagging activities to further enable the City to respond to climate emergencies.

The City strives to maintain critical infrastructure such as roads, water, sewer, and community amenities. Many of the capital projects are city-wide capital projects where the capital work will be done across the City, such as the annual asphalt re-paving and water metering programs. In particular, \$20.5M and \$8.6M will be spent in Steveston and City Centre areas, respectively, for infrastructure, parks, facilities, and community amenities upgrades.

The projects are summarized in Table 1 with the complete list of recommended projects included in Appendix 3.



**Table 1 – 2023 Proposed Capital Budget**

<b>Program Description</b>	<b>Number of Projects</b>	<b>Amount \$ (in millions)</b>	<b>% Budget</b>	<b>Operating Budget Impact</b>
<b>Infrastructure</b> program includes roads, flood protection, water, and sanitary sewer.	47	\$60.1M	45.7%	\$2,100
<b>Building</b> program includes major building renovation projects as well as minor facility upgrades.	10	\$25.7M	19.6%	-
<b>Parks</b> program includes development of parks and parkland acquisition.	9	\$8.9M	6.7%	-
<b>Land</b> program includes funding for land acquisition where Council approval is required for each specific acquisition.	1	\$10.0M	7.6%	-
<b>Equipment</b> program includes fleet and equipment, as well as fire vehicle and equipment replacement.	7	\$9.4M	7.2%	\$71,482
<b>Information Technology</b> program includes information technology hardware and software.	9	\$3.7M	2.8%	\$309,189
<b>Subtotal</b>	<b>83</b>	<b>\$117.8M</b>	<b>89.6%</b>	<b>\$382,771</b>
<b>Contingent External Contributions</b> is an estimate of external grants that may be approved or received throughout the year for various projects.		\$10.0M	7.6%	-
<b>Internal Transfers and Debt Payment</b> program relates to the use of capital funding for repayment of capital funds borrowed from other internal sources of funding.		\$3.7M	2.8%	-
<b>2023 Recommended Projects Total</b>		<b>\$131.5M</b>	<b>100.0%</b>	<b>\$382,771</b>

The 2023 Proposed Capital Budget totaling \$131,516,181 aims to maximize external funding opportunities to enable the City to maintain and advance the asset inventory, which continues to provide necessities and benefits to the community. The Operating Budget Impact (OBI) associated with these projects is \$382,771. The 2023 Proposed Capital Budget is recommended to be included in the Consolidated 5 Year Financial Plan (2023-2027).

## Staff Report

### Origin

Subsection 165(1) of the *Community Charter* requires the City to adopt a 5 Year Financial Plan (5YFP) Bylaw. The Capital Budget is one of the main components of the 5 Year Financial Plan Bylaw. The budget includes all expenditures that improve, replace and extend the useful life of the City's asset inventory. The Capital Budget allows the City to sustain existing civic infrastructure, while also adding new assets to service the growing community.

The Long Term Financial Management Strategy (LTFMS - Policy 3707) is a set of principles created by Council to guide the financial planning process. A key component of the LTFMS is to *"ensure that long term capital funding for infrastructure (e.g. parks, trails, facilities, roads, etc.) is in place in order to maintain community liveability and generate economic development."*

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.*

*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

This report presents the 2023 Proposed Capital Budget which seeks Council's approval with respect to the 2023 recommended projects and the associated Operating Budget Impacts (OBI). This report also presents the projects currently planned for years 2024-2027 as required; however, the projects will be subject to final approval in each subsequent year.

As at December 31, 2021, the City owned \$3.8B of capital assets at its historical costs. The Net Book Value of Capital Assets (original cost less depreciation) was \$2.5B or 66.8% (\$1.5B or 53.6% excluding land). As the City's assets age, future replacement, repairs and maintenance will be required. Continuous capital investment in infrastructure and civic buildings is important to maintain and renew the existing asset condition, which impacts the quality of life of residents and businesses. To keep up with the pace of ageing infrastructure, the City proposes a \$131.5M capital budget for 2023. Excluding the contingent external contributions and internal transfers and debt payment, the 2023 Proposed Capital Budget equals 3.1% of the historical capital asset costs.

The City is projected to grow to a population of 280,000 by 2041 as indicated in the Official Community Plan. New infrastructure and community amenities will be required to maintain the same level of civic services for new and current residents and businesses.

### 2023 Capital Process

The annual capital requirements are driven by many factors including growth, existing asset condition, Council's priorities, industry standard and legislated, regulatory and safety requirements. Each division sets priorities specific to their area of expertise. A project submission is completed detailing the scope of work, review of alternatives, financial impact, and proposed funding sources. In addition, the submission is self-ranked using established criteria summarized in Appendix 1. The process behind the 2023-2027 Capital Budget is illustrated in Appendix 2.

The Senior Management Team (SMT) appointed a Review Team (RT) to review each request using established ranking criteria. The RT, which is comprised of directors from each division, reviewed and ranked each project submission to ensure consistent application of the established ranking criteria. The RT determines the final ranking for each submission giving consideration to Council's strategic plans, policies, priorities and endorsements.

The ranked projects are consolidated and recommended based on funding availability for the CAO and the Senior Management Team (SMT)'s review, discussion and final recommendation. This final recommendation is included in the 2023 Proposed Capital Budget presented to the Finance Committee for review, approval and inclusion in the Consolidated 5 Year Financial Plan (2023-2027).

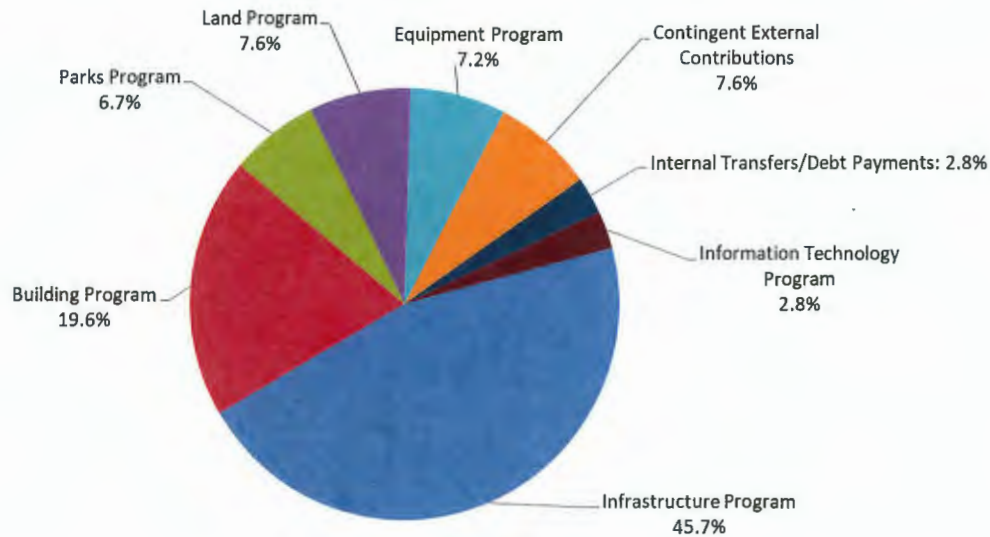
### 2023 Proposed Capital Budget

The 2023 Proposed Capital Budget (Appendix 3) is \$131.5M with \$382,771 OBI, addressing the following priorities:

- Advance the accelerated flood protection program to improve resilience to climate change impacts and extreme weather events
- Accelerate the water metering system project to promote water conservation
- Renew and upgrade ageing civic facilities due to safety or regulatory requirements
- Replace, rehabilitate and upgrade critical ageing water and sewer infrastructure
- Implement technology initiatives that enhance services to residents and businesses, and improve operational efficiency
- Investments in infrastructure utilizing external funding and grants

The following is an overview of the recommended capital projects by program:

**Figure 1 – 2023 Recommended Projects by Program**



The City's infrastructure program for roads, flood protection (formerly known as drainage), water, and sanitary sewer accounts for 45.7% of the budget. The next largest program, which represents 19.6% of the budget, is the building program for building construction, improvements, renewals and repairs.

The 2023 Proposed Capital Budget also includes contingent external contributions which are estimates of external grants and contributions that may be approved or received throughout the year for various projects and internal transfer and debt payments.

Historically, the Capital Budget would include the funding requests for Affordable Housing, Child Care and Public Arts programs. Given that none of these programs are capital in nature, they were included in the capital budget report to seek Council approval for usage of the reserve funds. As such, effective 2023 budget year, any funding requests for Affordable Housing, Child Care and Public Arts programs have been relocated to the Proposed Operating Budget report.

Table 2 is a highlight of the recommended capital projects from the 2023 capital program:

**Table 2 – 2023 Capital Projects Highlights**

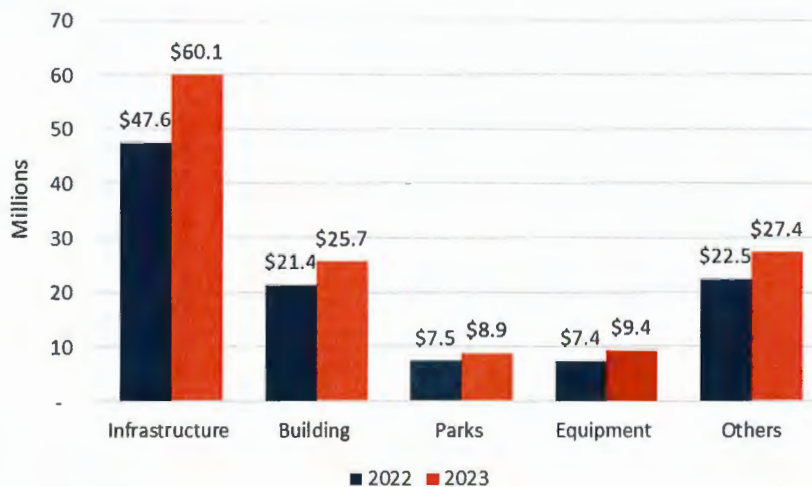
Program	Capital Projects
Building	Fire Hall No. 5 System Renewals
Flood Protection	Disaster Mitigation and Adaptation Fund Infrastructure Upgrades



**Table 2 – 2023 Capital Projects Highlights (Cont'd)**

Program	Capital Projects
Information Technology	ePlan Expansion and Single-Sign On (SSO) Integration
Parks	Steveston Community Park Playground Expansion
Roads	Steveston Highway Multi-Use Pathway, No. 2 Road to Railway Avenue
Roads	Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements
Water	Water Metering Program
Vehicle	Emergency Response Equipment for Atmospheric and Flooding Preparedness

Compared to the 2022 Capital Budget, the 2023 Proposed Capital Budget represents a 23.6% increase in capital spending. Figure 2 highlights the changes in the investment in the capital programs.

**Figure 2 – Year Over Year Capital Budget Changes**

*Note: 2022 is restated for comparative purpose*

#### *Infrastructure Program:*

Compared to the 2022 approved capital budget, there is a \$12.5M increase in the infrastructure program budget. It is partly due to a \$4.0M increase in the proposed 2023 Roads budget as a result of an increase in the capital budget request for Multi-Use Pathway project. This project supports the Council term goal of building on transportation and active mobility network.

There is also a \$7.8M increase in the flood protection program mainly due to Council's endorsed accelerated flood protection program. The increase is mainly due to \$3.5M for Horseshoe Slough drainage upgrades, \$1.3M increase for Canal Stabilization and Drainage and Irrigation Upgrades, and \$2.8M increase for Burkeville Utility Improvements. As part of the 2023 flood protection program, it is proposed that approximately one kilometer of dikes will be improved, five drainage pump station upgrades will be designed, and drainage within the Burkeville and Horseshoe Slough drainage catchments will be improved.

The net increase in the Water, Sanitary Sewer, and Infrastructure Advanced Design and Minor Public Works programs is \$0.7M.

*Building Program:*

The proposed building program capital budget is increased by \$4.3M from the prior year mainly due to a \$1.9M increase for the Annual Infrastructure Replacements and Building Improvements project and a \$2.4M increase for other building projects.

*Parks Program:*

The recommended 2023 Parks program is \$1.4M higher than the amount approved in 2022 due to the Steveston Community Park Playground Expansion.

*Equipment Program:*

The recommended 2023 Equipment program is \$2.0M higher than the 2022 approved Equipment program mainly due to the capital request for Gateway Theatre Technical Equipment Upgrade. Staff intend to leverage on the potential Department of Canadian Heritage Cultural Spaces grant funding of \$1.1M.

*Other Programs:*

There is a \$4.9M increase in the Other Program as compared to 2022 Capital Budget. This is mainly due to an increase of \$5.0M to the Land program in 2023 in order to align with the Council approved Strategic Real Estate Investment Plan. This ensures that funding is in place to act on opportunities as they arise. Council approval will be required for each specific acquisition. There is also an increase in the Information Technology program of \$0.4M. The increase is offset by a \$0.5M decrease in Internal Transfers / Debt Payment due to West Cambie Parkland Acquisition Repayment in 2022.

The 2023 recommended capital projects are listed in Appendix 3. Capital projects that are not recommended are summarized in Appendix 7.

Individual capital submission details can be found in Appendices 8 and 9.

At the discretion of the Finance Committee, any capital project recommended by staff for funding may be removed from the recommended list. In addition, any capital project that is not recommended by staff may be reconsidered for recommendation by Council, subject to funding availability.

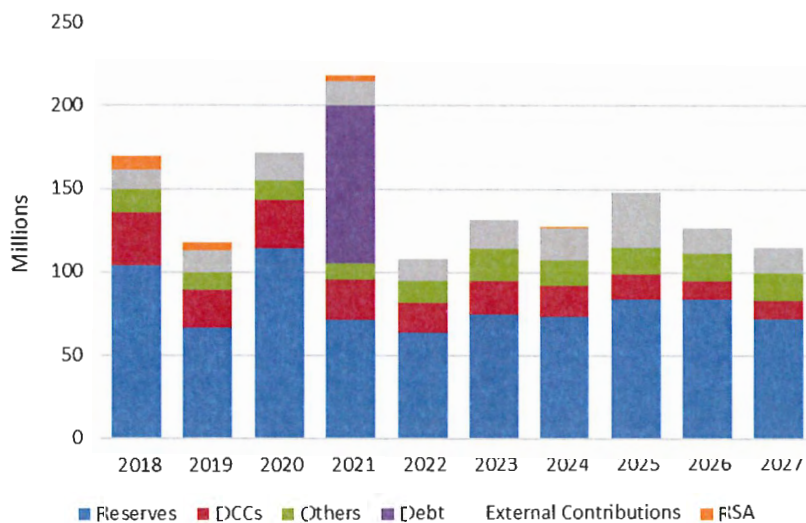
### Proposed Capital Budget Funding Sources

The Proposed Capital Budget uses a variety of funding sources, which include:

- **Development Cost Charges (DCCs)** – These are levies placed on new development that result in increased demands on City infrastructure, and may only be used to pay for capital costs relating to drainage, parkland acquisition and development, sanitary sewer and water infrastructure that have been included in the approved DCC plan.
- **External Sources** – These include grants awarded from Provincial and Federal Governments, developer contributions (other than DCCs) and other non-City related sources.
- **Reserves** – These are funds established by bylaws for specific purposes and are funded primarily by budgeted contributions from the Operating and Utility Budgets and developer contributions plus interest earned on fund balances.
- **Provisions** – These are funds set aside for future commitments.

Figure 3 shows the changes in the funding sources in the past five years and the proposed 2023-2027 Capital Plan.

**Figure 3: Capital Funding (2018 to 2027)**



*Note: 2018-2022 are restated for comparative purpose*

The City uses a “pay as you go” approach to finance the majority of its capital projects from reserves. Debt financing is preserved for significant large-scale capital projects whenever it is practical based on internal funding levels and the external conditions. The City also aims to utilize as much external funding as possible to fund the capital investments. Staff have been actively applying for grants whenever opportunities arise. Successful grant applications in the past included the Infrastructure Canada Disaster Mitigation and Adaptation Fund, Canada Community Revitalization Fund, grant from ICIP Community, Culture, and Recreation, and various grant programs with TransLink and ICBC.

DCCs collected from developers can only be used for growth related capital projects and for the intended purpose; thus only 15.5% of the 2023 Proposed Capital Budget is funded by DCCs.

In terms of funding sources by capital program, Table 3 provides an overview of the funding sources by capital program.

**Table 3 – 2023 Capital Program by Funding Source**

Program	Reserves	DCCs	Provisions	External Funding
Infrastructure Program	62%	16%	12%	10%
Building Program	80%	-%	20%	-%
Parks Program	20%	80%	-%	-%
Land Program	100%	-%	-%	-%
Equipment Program	56%	-%	32%	12%
Information Technology Program	12%	-%	88%	-%

Funding details of each individual submission are included in Appendix 8.

For information purposes, Appendix 4 summarizes the projects recommended for funding from the Capital Reserve (Revolving Fund). The Revolving Fund is intended to be used to fund a variety of general projects, which do not have dedicated sources of funding, and funds the assist factor for Roads DCC and Parks DCC projects.

Appendix 5 summarizes all the 2023 recommended projects funded by the Capital Building and Infrastructure (CBI) Reserve. Appendix 6 summarizes all the 2023 recommended projects funded by DCCs. Under the *Local Government Act*, the City is required to fund the municipal assist factor for growth related projects; therefore, a project cannot be fully funded by DCCs.

#### Funding for Capital Projects - Building

The portfolio of civic buildings continues to grow as additional buildings are acquired as part of Council's initiatives. The City took ownership of the Richmond Curling Club in 2021 and the Richmond Ice Centre in 2019. These two buildings require significant repairs as part of the acquisition strategy that was presented to Council. The City owns over 164 civic buildings, including recreation facilities, fire halls, community centres and other public amenities.

Based on the 2023-2027 Capital Plan (Appendix 12 and 13), over \$174.6M of repairs, renewals, reconstruction or replacements will be required, including but not limited to Hugh Boyd Field House, Britannia Shipyards National Historic Site, and Phoenix Net Loft Program Implementation. Most of these projects are to be funded from the Capital Building and Infrastructure (CBI) Reserve to ensure community buildings remain safe and to enhance the cultural and heritage value to the community. Council's Long Term Financial Management



Strategy (LTFMS) policy is to transfer an additional 1% to reserves to fund community infrastructure replacement needs to ensure the safety and well-being of the community.

The 2023 Budget includes \$5M for Year 1 and the 2024 Plan includes \$7M for Year 2 of Britannia Shipyards – Seine Net Loft & Shipyard Building Envelope and Structural Renewals. Staff recommend to procure for both Year 1 and 2 in 2023, which will result in cost efficiencies, while allowing the project to be funded over two budget years.

From 2024 to 2027, there are 13 building projects totalling \$29.5M that are recommended, but with insufficient funding.

#### 2023 Operating Budget Impact (“OBI”)

Capital projects also include new and replacement assets. Upon completion of these capital projects, assets are added to the City’s inventory. Costs associated with maintaining these new assets include:

- Annual software licenses
- Staffing, janitorial services, gas, hydro utility costs, etc. for new buildings
- Annual maintenance and labour costs for new parks

Replacement projects may also have costs associated due to the requirement to maintain existing level of service. Ongoing costs are the Operating Budget Impact associated with the new asset and replacement projects.

OBI will not be automatically requested whenever new assets are being built. Existing operating budgets are reviewed prior to submitting a request for OBI. OBI submissions also do not include associated costs for staffing. The CAO and SMT had requested that any staffing requirement due to new assets be submitted separately as an additional level request, in order to allow for further review and assessment.

OBIs resulting from approved capital projects and developer contributed asset will be added to the Operating Budget in the same year that the capital projects are approved by Council. Funding will be distributed to the respective divisions based on the completion of the capital projects in order to reduce any operating surplus.

Total OBI relating to the 2023 recommended projects, excluding staffing requirement, is \$382,771. Of this amount, \$11,611 is related to utility projects and is included within the infrastructure program. If the respective projects are approved, this amount will be incorporated into the 2024 utility rate budget since the 2023 Utility Budgets and Rates report was approved on November 14, 2022. Table 4 provides the breakdown of the Operating Budget Impact by expense type.

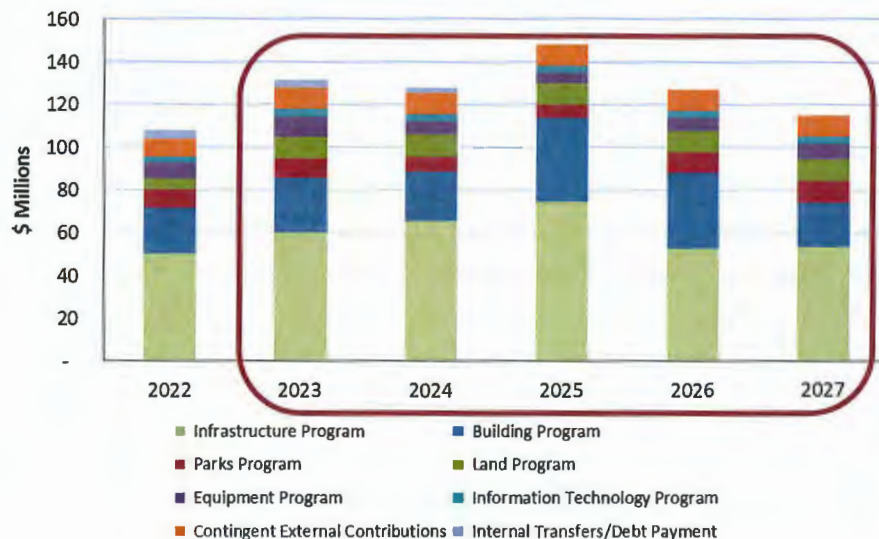
**Table 4: OBI by Expense Type**

Expense Type	OBI
Contract Services	\$406,828
Services and Supplies	98,400
Public Works Maintenance	37,111
Other Operating Expenses	(159,568)
<b>Total</b>	<b>\$382,771</b>

The majority of the OBI requested are subscription fees and contract costs which could not be absorbed within the department's existing operating budgets.

#### Proposed 2023 to 2027 Capital Budget and 2022 Capital Budget

The Proposed 2023 to 2027 Capital Budget will be higher than that of the 2022 Capital Budget report due to the inclusion of the Major Facilities Phase 2 projects and the accelerated flood protection program. Figure 4 shows the 2022 Capital Budget and Proposed 2023 to 2027 Capital Budget at the program level for comparative purposes.

**Figure 4: Capital Budget by Program (2022-2027)**

*Note: 2022 is restated for comparative purpose*

Future year capital submissions may be adjusted as staff review the priorities and asset conditions in the years to come. All future year capital submissions will be subject to final approval in each subsequent year. A summary of the 5 Year Capital Plan (2023-2027) is presented in Appendix 10 and the funding sources are presented in Appendix 11.

A detailed listing of the 2023-2027 recommended capital projects by program is presented in Appendix 12 with highlights of the 2024-2027 projects summarized in Appendix 14. Appendix 13 lists the 2023-2027 capital projects by program that are recommended but with insufficient funding.

### **Financial Impact**

The 2023 Proposed Capital Budget with a total value of \$131,516,181 will enable the City to maintain and advance the asset inventory that continues to provide necessities and benefits to the community. It is recommended to include the 2023 Proposed Capital Budget in the Consolidated 5 Year Financial Plan (2023-2027). The Operating Budget Impact associated with these projects is \$382,771.

### **Conclusion**

The recommended capital budget for 2023 is \$131,516,181. The RT worked closely with the CAO and SMT to represent the interests of all stakeholders to ensure that the 2023 capital program addresses Council's strategic plans, policies and priorities and meets the needs of the community while effectively utilizing available funding.



Jenny Ho, CPA, CGA  
Manager, Tangible Capital Assets  
(604-276-4223)

JH: lr

- Appendix 1: Capital Ranking Criteria
- Appendix 2: 2023 Capital Budget Process
- Appendix 3: Summary of Capital Projects – Recommended for funding in 2023
- Appendix 4: 2023 Summary of Projects Funded by Revolving Fund
- Appendix 5: 2023 Summary of Projects Funded by Capital Building and Infrastructure Reserve
- Appendix 6: 2023 Summary of Projects Funded by Development Cost Charges
- Appendix 7: Summary of Capital Projects – Not Recommended for funding in 2023
- Appendix 8: Details of Projects Recommended for funding in 2023 by Program
- Appendix 9: Details of Projects Not Recommended for funding in 2023 by Program
- Appendix 10: 5 Year Capital Plan Summary (2023 - 2027)
- Appendix 11: 5 Year Capital Plan by Funding Sources (2023 - 2027)
- Appendix 12: 5 Year Capital Plan by Program (2023 - 2027) - Recommended
- Appendix 13: 5 Year Capital Plan by Program (2023 - 2027) – Recommended but insufficient funding
- Appendix 14: 2024 - 2027 Capital Plan Highlights
- Appendix 15: Glossary of Terms

## Capital Ranking Criteria





## 2023 Capital Budget Process



Project Name	External Funding	City Funding	Total Investment	Total OBI	Ref
<b>INFRASTRUCTURE PROGRAM</b>					
<b>Roads</b>					
2023 Translink Bus Speed & Reliability Projects	875,000	-	875,000	-	25
Active Transportation Improvement Program	-	800,000	800,000	7,580	26
Annual Asphalt Re-Paving Program - MRN	-	1,654,000	1,654,000	-	27
Annual Asphalt Re-Paving Program - Non-MRN	-	3,752,100	3,752,100	-	28
Arterial Roadway Improvement Program	-	800,000	800,000	-	29
Citywide Connector Walkways Rehabilitation Program	-	250,000	250,000	-	30
Citywide Sidewalk and Street Light Replacement Program	-	500,000	500,000	-	31
LED Street Name Sign Program	-	300,000	300,000	-	32
Moncton St Pedestrian & Cycling Improvement	-	1,100,000	1,100,000	-	33
Neighbourhood Walkway Program	-	500,000	500,000	-	34
Special Crosswalk Program	-	350,000	350,000	4,882	35
Steveston Highway Multi-Use Pathway, No. 2 Road to Railway Avenue	2,850,000	2,850,000	5,700,000	-	36
Street Light LED Upgrade Program	-	490,000	490,000	(30,000)	37
Top 20 Collision Prone Intersections- Implementation of Medium-/Long-term Improvements	750,000	1,250,000	2,000,000	-	38
Traffic Calming Program	-	300,000	300,000	-	39
Traffic Signal Power Backup System (UPS)	-	200,000	200,000	-	40
Traffic Signal Program	-	500,000	500,000	2,527	41
Traffic Video and Communication Program	-	400,000	400,000	-	42
Transit-Related Amenity Improvement Program	-	100,000	100,000	-	43
Transit-Related Roadway Improvement Program	100,000	100,000	200,000	-	44
Transportation Planning, Functional and Preliminary Design	-	400,000	400,000	-	45
<b>Total Roads</b>	<b>\$4,575,000</b>	<b>\$16,596,100</b>	<b>\$21,171,100</b>	<b>(\$15,011)</b>	
<b>Flood Protection</b>					
Burkeville Utility Improvements	-	4,054,000	4,054,000	-	47
Canal Stabilization and Drainage and Irrigation Upgrades	-	3,000,000	3,000,000	-	48
Development Coordinated Works - Drainage	-	250,000	250,000	-	49
Disaster Mitigation and Adaptation Fund Infrastructure Upgrades	1,200,000	1,800,000	3,000,000	-	50
Drainage Pump Station Rehabilitation and Upgrade and Generator Installation	-	200,000	200,000	5,500	51
Flood Protection and Dike Improvements	-	3,640,000	3,640,000	-	52
Horseshoe Slough Drainage Upgrades	-	3,500,000	3,500,000	-	53
Invasive Species Management	-	300,000	300,000	-	54
Laneway Drainage Upgrade	-	1,732,000	1,732,000	-	55
SCADA System Improvements	-	350,000	350,000	-	56
<b>Total Flood Protection</b>	<b>\$1,200,000</b>	<b>\$18,826,000</b>	<b>\$20,026,000</b>	<b>\$5,500</b>	
<b>Water</b>					
Development Coordinated Works - Water	-	250,000	250,000	-	58
Water Metering Program	-	2,000,000	2,000,000	11,611	59
Watermain Replacement Upgrades Program	-	4,017,000	4,017,000	-	60
Watermain Tie-in and Restoration	-	300,000	300,000	-	61
<b>Total Water</b>	<b>-</b>	<b>\$6,567,000</b>	<b>\$6,567,000</b>	<b>\$11,611</b>	

# Summary of Capital Projects – Recommended for funding in 2023

## Appendix 3

Project Name	External Funding	City Funding	Total Investment	Total OBI	Ref
<b>INFRASTRUCTURE PROGRAM</b>					
<i>Sanitary Sewer</i>					
Development Coordinated Works - Sanitary	-	250,000	250,000	-	63
Sanitary Pump Station and Forcemain Upgrades and Rehabilitation	-	350,000	350,000	-	64
Sanitary Sewer Gravity System Assessment and Rehabilitation	-	550,000	550,000	-	65
Sanitary Sewer Tie-in and Restoration	-	150,000	150,000	-	66
Steveston Sanitary Sewer Rehabilitation	-	1,800,000	1,800,000	-	67
Steveston Utility Upgrades	-	4,739,000	4,739,000	-	68
<i>Total Sanitary Sewer</i>	-	<b>\$7,839,000</b>	<b>\$7,839,000</b>	-	
<i>Infrastructure Advanced Design and Minor Public Works</i>					
Public Works Infrastructure Advanced Design	-	2,630,000	2,630,000	-	70
Public Works Minor Capital - Drainage	-	400,000	400,000	-	71
Public Works Minor Capital - Roads	-	350,000	350,000	-	72
Public Works Minor Capital - Sanitary	-	400,000	400,000	-	73
Public Works Minor Capital - Sanitation & Recycling	-	300,000	300,000	-	74
Public Works Minor Capital - Water	-	400,000	400,000	-	75
<i>Total Infrastructure Advanced Design and Minor Public Works</i>	-	<b>\$4,480,000</b>	<b>\$4,480,000</b>	-	
<b>TOTAL INFRASTRUCTURE PROGRAM</b>	<b>\$5,775,000</b>	<b>\$54,308,100</b>	<b>\$60,083,100</b>	<b>\$2,100</b>	
<b>BUILDING PROGRAM</b>					
<i>Building</i>					
Annual Infrastructure Replacements and Building Improvements	-	4,942,328	4,942,328	-	77
Capital Buildings Project Development Advanced Design	-	500,000	500,000	-	78
Caretaker Suite Infrastructure Renewals - Phase 1	-	1,900,000	1,900,000	-	79
City Hall Chiller Replacement and Domestic Water Line Renewal	-	4,600,000	4,600,000	-	80
Community Safety Building Upgrades	-	612,250	612,250	-	81
Fire Hall No. 5 System Renewals	-	700,000	700,000	-	82
Richmond Curling Club Priority 2 Repairs - Phase 1	-	1,300,000	1,300,000	-	83
South Arm Hall Infrastructure Renewal	-	1,800,000	1,800,000	-	84
Works Yard Capital Maintenance	-	4,400,000	4,400,000	-	85
<i>Total Building</i>	-	<b>\$20,754,578</b>	<b>\$20,754,578</b>	-	
<i>Heritage</i>					
Britannia Shipyards - Seine Net Loft & Shipyard Building Envelope and Structural Renewals – Year 1	-	5,000,000	5,000,000	-	87
<i>Total Heritage</i>	-	<b>\$5,000,000</b>	<b>\$5,000,000</b>	-	
<b>TOTAL BUILDING PROGRAM</b>	-	<b>\$25,754,578</b>	<b>\$25,754,578</b>	-	
<b>PARKS PROGRAM</b>					
<i>Parks</i>					
City-Wide Community Gardens	-	200,000	200,000	-	89
Lulu Island Park - Master Planning Phase	-	500,000	500,000	-	90
McLean Park Dog Off-Leash Area	-	200,000	200,000	-	91
Park Shelter and Shade Program	-	450,000	450,000	-	92
Parks Advance Planning and Design	-	500,000	500,000	-	93
Parks General Development	-	400,000	400,000	-	94
Playground Replacement Program	-	400,000	400,000	-	95
Steveston Community Park Playground Expansion	-	2,200,000	2,200,000	-	96
<i>Total Parks</i>	-	<b>\$4,850,000</b>	<b>\$4,850,000</b>	-	



Project Name	External Funding	City Funding	Total Investment	Total OBI	Ref
<b>PARKS PROGRAM</b>					
<i>Parkland</i>					
Parkland Acquisition	-	4,000,000	4,000,000	-	98
<b>Total Parkland</b>	-	<b>\$4,000,000</b>	<b>\$4,000,000</b>	-	
<b>TOTAL PARKS PROGRAM</b>	-	<b>\$8,850,000</b>	<b>\$8,850,000</b>	-	
<b>LAND PROGRAM</b>					
<i>Land</i>					
Strategic Real Estate Acquisition	-	10,000,000	10,000,000	-	100
<b>TOTAL LAND PROGRAM</b>	-	<b>\$10,000,000</b>	<b>\$10,000,000</b>	-	
<b>EQUIPMENT PROGRAM</b>					
<i>Vehicle</i>					
Automatic Vehicle Location/Global Positioning System Expansion	-	143,965	143,965	102,650	102
Emergency Response Equipment For Atmospheric and Flooding Preparedness	-	650,000	650,000	98,400	103
Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)	-	3,405,309	3,405,309	-	104
<b>Total Vehicle</b>	-	<b>\$4,199,274</b>	<b>\$4,199,274</b>	<b>\$201,050</b>	
<i>Fire Dept Vehicles and Equipment</i>					
Fire Vehicle Replacement Reserve Purchases	-	1,336,249	1,336,249	-	106
<b>Total Fire Dept Vehicles and Equipment</b>	-	<b>\$1,336,249</b>	<b>\$1,336,249</b>	-	
<i>Equipment</i>					
City Hall and Community Safety Building Lighting Upgrade	48,000	1,052,000	1,100,000	(30,000)	108
Energy Management Projects	-	550,000	550,000	(99,568)	109
Gateway Theatre Technical Equipment Upgrade	1,130,152	1,080,153	2,210,305	-	110
<b>Total Equipment</b>	<b>\$1,178,152</b>	<b>\$2,682,153</b>	<b>\$3,860,305</b>	<b>(\$129,568)</b>	
<b>TOTAL EQUIPMENT PROGRAM</b>	<b>\$1,178,152</b>	<b>\$8,217,676</b>	<b>\$9,395,828</b>	<b>\$71,482</b>	
<b>INFORMATION TECHNOLOGY PROGRAM</b>					
<i>Information Technology</i>					
Annual Hardware Refresh	-	881,216	881,216	-	112
Budget Planning & Monitoring Software Solution Phase 2	-	750,101	750,101	150,000	113
Enhanced Online Community Services Program Platform	-	100,000	100,000	-	114
ePlan Expansion and Single Sign-On (SSO) Integration	-	295,434	295,434	65,709	115
IT Service Management System Replacement	-	286,483	286,483	-	116
Meeting Management Solution	-	100,000	100,000	76,600	117
PeopleSoft FSCM 9.2 New Features	-	856,384	856,384	-	118
Roads Asset Modelling – Scoping Study	-	200,000	200,000	-	119
Wi-Fi Expansion for Civic Buildings	-	286,720	286,720	16,880	120
<b>TOTAL INFORMATION TECHNOLOGY PROGRAM</b>	-	<b>\$3,756,338</b>	<b>\$3,756,338</b>	<b>\$309,189</b>	
<b>CONTINGENT EXTERNAL CONTRIBUTIONS</b>					
Contingent External Contributions	10,000,000	-	10,000,000	-	122
<b>TOTAL CONTINGENT EXTERNAL CONTRIBUTIONS</b>	<b>\$10,000,000</b>	-	<b>\$10,000,000</b>	-	



Project Name	External Funding	City Funding	Total Investment	Total OBI	Ref
<b>INTERNAL TRANSFERS/DEBT PAYMENT</b>					
<i>Internal Transfers/Debt Payment</i>					
7080 River Road Repayment	-	2,341,384	2,341,384	-	124
River Road/North Loop (2005) Repayment	-	1,334,953	1,334,953	-	125
<b>TOTAL INTERNAL TRANSFERS/DEBT PAYMENT</b>	<b>-</b>	<b>\$3,676,337</b>	<b>\$3,676,337</b>	<b>-</b>	

<i>Total 2023 Capital Program</i>	<i>\$16,953,152</i>	<i>\$114,563,029</i>	<i>\$131,516,181</i>	<i>\$382,771</i>	
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<b>OBI Type</b>	
Operating OBI	\$371,160
Utility OBI	11,611
<b>Total OBI</b>	<b>\$382,771</b>

## 2023 Summary of Recommended Projects Funded by Revolving Fund

## Appendix 4

Each year, the Revolving Fund is utilized to fund various capital projects. This summary shows the 2023 capital projects and the corresponding amounts funded by the Revolving Fund.

Project Name	Revolving Fund	Total Investment	Total OBI	Ref
<b>Roads</b>				
Citywide Connector Walkways Rehabilitation Program	250,000	250,000	-	30
Citywide Sidewalk and Street Light Replacement Program	500,000	500,000	-	31
<b>Total Infrastructure Program</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>-</b>	
<b>Infrastructure Advanced Design and Minor Public Works</b>				
Public Works Minor Capital - Roads	350,000	350,000	-	72
<b>Total Infrastructure Advanced Design and Minor Public Works Program</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>-</b>	
<b>Parks</b>				
Park Shelter and Shade Program	450,000	450,000	-	92
Playground Replacement Program	400,000	400,000	-	95
Steveston Community Park Playground Expansion	380,798	2,200,000	-	96
<b>Total Parks Program</b>	<b>\$1,230,798</b>	<b>\$3,050,000</b>	<b>-</b>	
<b>Equipment</b>				
Gateway Theatre Technical Equipment Upgrade	1,080,153	2,210,305	-	110
<b>Total Equipment Program</b>	<b>\$1,080,153</b>	<b>\$2,210,305</b>	<b>-</b>	
<b>Information Technology</b>				
Meeting Management Solution	100,000	100,000	76,600	117
Wi-Fi Expansion for Civic Buildings	286,720	286,720	16,880	120
<b>Total Information Technology Program</b>	<b>\$386,720</b>	<b>\$386,720</b>	<b>\$93,480</b>	
<b>Total Projects Funded by Revolving Fund</b>	<b>\$3,797,671</b>	<b>\$6,747,025</b>	<b>\$93,480</b>	
The City Assist Factor on Roads DCC and Parks DCC projects are also funded by the Revolving Fund.				
City Assist Factor on Parks Acquisition	377,312			
City Assist Factor on Parks Development	208,250			
City Assist Factor on Roads DCC	617,550			
<b>Total City Assist Factor</b>	<b>\$1,203,112</b>			
<b>Total Funding from Revolving Fund</b>	<b>\$5,000,783</b>			

The Capital Building and Infrastructure General Fund is used for facility construction and is funded from taxes.

Capital Building and Infrastructure Reserve				
Project Name	Capital Building and Infrastructure Fund	Total Investment	Total OBI	Ref
<b>Building</b>				
Capital Buildings Project Development Advanced Design	500,000	500,000	-	78
Caretaker Suite Infrastructure Renewals - Phase 1	1,900,000	1,900,000	-	79
City Hall Chiller Replacement and Domestic Water Line Renewal	4,600,000	4,600,000	-	80
Community Safety Building Upgrades	460,000	612,250	-	81
Fire Hall No. 5 System Renewals	697,104	700,000	-	82
Richmond Curling Club Priority 2 Repairs - Phase 1	1,300,000	1,300,000	-	83
South Arm Hall Infrastructure Renewal	1,800,000	1,800,000	-	84
Works Yard Capital Maintenance	4,400,000	4,400,000	-	85
<b>Total Building</b>	<b>\$15,657,104</b>	<b>\$15,812,250</b>	<b>-</b>	
<b>Heritage</b>				
Britannia Shipyards - Seine Net Loft & Shipyard Building Envelope and Structural Renewals – Year 1	5,000,000	5,000,000	-	87
<b>Total Heritage</b>	<b>\$5,000,000</b>	<b>\$5,000,000</b>	<b>-</b>	
<b>Total Building Program</b>	<b>\$20,657,104</b>	<b>\$20,812,250</b>	<b>-</b>	
<b>Grand Total</b>	<b>\$20,657,104</b>	<b>\$20,812,250</b>	<b>-</b>	

Project Name	DCC Funding	City Assist Factor	Total Investment <sup>1</sup>	Total OBI	Ref
<b>Roads</b>					
Active Transportation Improvement Program	752,000	48,000	800,000	7,580	26
Arterial Roadway Improvement Program	752,000	48,000	800,000	-	29
LED Street Name Sign Program	282,150	17,850	300,000	-	32
Moncton St Pedestrian & Cycling Improvement	1,035,000	65,000	1,100,000	-	33
Neighbourhood Walkway Program	470,000	30,000	500,000	-	34
Special Crosswalk Program	329,000	21,000	350,000	4,882	35
Steveston Highway Multi-Use Pathway, No. 2 Road to Railway Avenue	2,680,000	170,000	5,700,000	-	36
Top 20 Collision Prone Intersections- Implementation of Medium-/Long-term Improvements	1,176,000	74,000	2,000,000	-	38
Traffic Calming Program	282,000	18,000	300,000	-	39
Traffic Signal Power Backup System (UPS)	188,100	11,900	200,000	-	40
Traffic Signal Program	470,000	30,000	500,000	2,527	41
Traffic Video and Communication Program	376,200	23,800	400,000	-	42
Transit-Related Amenity Improvement Program	94,000	6,000	100,000	-	43
Transit-Related Roadway Improvement Program	94,000	6,000	200,000	-	44
Transportation Planning, Functional and Preliminary Design	376,000	24,000	400,000	-	45
<b>Total Roads</b>	<b>\$9,356,450</b>	<b>\$593,550</b>	<b>\$13,650,000</b>	<b>\$14,989</b>	
<b>Infrastructure Advanced Design and Minor Public Works</b>					
Public Works Infrastructure Advanced Design	376,000	24,000	2,630,000	-	70
<b>Total Infrastructure Advanced Design and Minor Public Works</b>	<b>\$376,000</b>	<b>\$24,000</b>	<b>\$2,630,000</b>	<b>-</b>	
<b>Parks</b>					
City-Wide Community Gardens	188,100	11,900	200,000	-	89
Lulu Island Park - Master Planning Phase	470,250	29,750	500,000	-	90
McLean Park Dog Off-Leash Area	188,100	11,900	200,000	-	91
Parks Advance Planning and Design	470,250	29,750	500,000	-	93
Parks General Development	376,200	23,800	400,000	-	94
Steveston Community Park Playground Expansion	1,598,850	101,150	2,200,000	-	96
<b>Total Parks</b>	<b>\$3,291,750</b>	<b>\$208,250</b>	<b>\$4,000,000</b>	<b>-</b>	
<b>Parkland</b>					
Parkland Acquisition	3,762,000	238,000	4,000,000	-	98
<b>Total Parkland</b>	<b>\$3,762,000</b>	<b>\$238,000</b>	<b>\$4,000,000</b>	<b>-</b>	
<b>Internal Transfers/Debt Payment</b>					
7080 River Road Repayment	2,202,072	139,312	2,341,384	-	124
River Road/North Loop (2005) Repayment	1,334,953	-	1,334,953	-	125
<b>Total Internal Transfers/Debt Payment</b>	<b>\$3,537,025</b>	<b>\$139,312</b>	<b>\$3,676,337</b>	<b>-</b>	
<b>Grand Total</b>	<b>\$20,323,225</b>	<b>\$1,203,112</b>	<b>\$27,956,337</b>	<b>\$14,989</b>	

<sup>1</sup>The Total Investment includes all funding sources: External and City Funding, refer to Appendix 3.



## Summary of Capital Projects – Not Recommended for funding in 2023

Appendix 7

Project Name	External Funding	City Funding	City Funding	Total OBI	Ref
<b>INFRASTRUCTURE PROGRAM</b>					
<i>Roads</i>					
Supplementary Asphalt Paving Program - Non-MRN	-	2,000,000	2,000,000	-	127
Williams Road Reconstruction – No. 4 Road to No. 5 Road - Design	-	850,000	850,000	-	128
<b>Total Roads</b>	-	<b>\$2,850,000</b>	<b>\$2,850,000</b>	-	
<i>Infrastructure Advanced Design and Minor Public Works</i>					
Public Works Minor Capital - Traffic	-	250,000	250,000	-	130
<b>Total Infrastructure Advanced Design and Minor Public Works</b>	-	<b>\$250,000</b>	<b>\$250,000</b>	-	
<b>TOTAL INFRASTRUCTURE PROGRAM</b>	-	<b>\$3,100,000</b>	<b>\$3,100,000</b>	-	
<b>BUILDING PROGRAM</b>					
<i>Building</i>					
Fire Hall No. 7 System Renewals	-	1,900,000	1,900,000	-	132
Olympic Oval - Envelope, Plumbing and HVAC Renewals	-	2,700,000	2,700,000	-	133
Thompson Community Centre and Hall Infrastructure Renewals	-	2,750,000	2,750,000	-	134
<b>TOTAL BUILDING PROGRAM</b>	-	<b>\$7,350,000</b>	<b>\$7,350,000</b>	-	
<b>PARKS PROGRAM</b>					
<i>Parks</i>					
Burkeville Park Redevelopment	-	500,000	500,000	-	136
Parks Ageing Infrastructure Replacement Program	-	560,000	560,000	-	137
<b>TOTAL PARKS PROGRAM</b>	-	<b>\$1,060,000</b>	<b>\$1,060,000</b>	-	
<b>INFORMATION TECHNOLOGY PROGRAM</b>					
<i>Information Technology</i>					
PeopleSoft FSCM Lease Administration Module	-	323,557	323,557	33,783	139
<b>TOTAL INFORMATION TECHNOLOGY PROGRAM</b>	-	<b>\$323,557</b>	<b>\$323,557</b>	<b>\$33,783</b>	
<b>Total 2023 Capital Program – Not Recommended for funding</b>	-	<b>\$11,833,557</b>	<b>\$11,833,557</b>	<b>\$33,783</b>	

## Infrastructure Program

The City's Infrastructure Program assets include: Road, Flood Protection (formerly Drainage), Water, and Sanitary Sewers.

### Infrastructure – Roads Program

The City's Roads program includes projects that enhance mobility, safety and accessibility of Richmond's transportation system. Projects range from road network upgrades and replacement of ageing infrastructure, expansion of walking and cycling paths for better safety and connectivity, neighborhood and school zone traffic calming and improving access and amenities for transit users. These projects align with the City's Official Community Plan modal share and Community Energy and Emissions Plan objectives and support a number of Council's Strategic Focus areas through infrastructure projects that expand safe, sustainable and active travel choices in Richmond.

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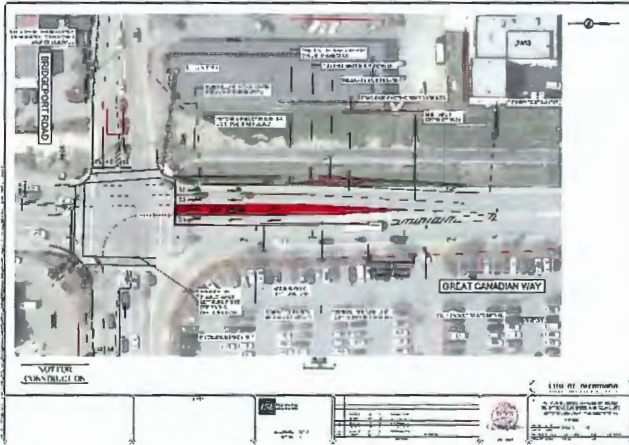
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Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	2023 Translink Bus Speed & Reliability Projects	Submission ID:	7396


  

Location:	Various Locations		
Cost:	\$875,000	OBI:	\$ -
Funding Sources:	Grant: \$875,000		
Scope:	<p>This program funds studies and capital upgrades to improve bus service in Lower Mainland municipalities. All projects are developed in tandem with Translink, which then provides grant funding for the entirety of costs once works have been completed.</p> <p>Subject to availability of external funding, the list of improvements planned for 2023 are as follows:</p> <p><b>Studies:</b></p> <p>1. Left Turn Improvements at Alderbridge Way &amp; Garden City Rd and Blundell Rd &amp; No. 3 Rd – Study will examine bus speed and reliability at left turn movements through these two intersections. The results will guide potential future signal timing and/or infrastructure improvements at these intersections to improve traffic flow.</p> <p>2. Northbound Access to Knight St. Bridge – This project will review transit access to the northbound Knight Street on-ramps, ascertain the issues and develop conceptual and preliminary designs, and/or operational plans to address the identified issues.</p> <p>3. Functional Design of bus-only lane on Great Canadian Way – Long-term improvement of a new bus-only lane on Great Canadian Way at Bridgeport Rd to reduce the delay for buses accessing Hwy 99.</p> <p><b>Construction:</b></p> <p>1. Bus-only lane, Great Canadian Way at Bridgeport – Installation of a bus-only lane to alleviate bus delays and congestion travelling from Great Canadian Way towards Highway 99. Construction will include curb works, sidewalks, paving, street light and signal works, and associated civil improvements to accommodate the additional lane while improving surrounding cycling and pedestrian infrastructure.</p> <p><b>Funding:</b> 100% reimbursement by TransLink upon completion.</p>		







Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Active Transportation Improvement Program		Submission ID:	6432
Location:	Various Locations			
Cost:	\$800,000		OBI:	\$7,580
Funding Sources:	Roads DCC: \$752,000 Roads City Assist: \$48,000			
Scope:	<p>Implement cycling and rolling (e.g., wheelchairs and scooters) improvements to support: 1) the expansion of on-street cycling routes and off-street multi-use pathways; and 2) cycling and rolling initiatives and on-going enhancements to existing infrastructure.</p> <p>Major Cost Components: New on-street cycling facilities, off-street multi-use pathways for transportation purposes, bike racks, pavement markings and signage, and associated road geometric improvements.</p> <p>The list of improvements currently planned for 2023 is:</p> <p>1. Westminster Hwy at Alder St - Signalized Pedestrian/Cyclist Crossing</p> <p>The intersection currently features a gap in median that is restricted to emergency U-turns only and no pedestrian crossing. This improvement would connect neighbourhood cycling routes at the south side with the Garden City Lands Park at the north side.</p> <p>2. Lucas Rd at No. 3 Rd (South Leg) – Signalized Pedestrian/Cyclist Crossing</p> <p>This intersection connects the offsetting north and south legs of Lucas Rd and forms a portion of expansions to the east-west neighbourhood bike routes currently in progress. Addition of this cyclist/pedestrian control crossing along with modifications to existing signal on the north leg will improve traffic safety for vehicles and cyclists to cross No 3. Rd.</p> <p>3. Steveston Hwy at Bamberton Dr – Signalized Pedestrian/Cyclist Crossing</p> <p>This intersection will connect the expansion of the City's neighbourhood bike route along Bamberton Dr with Phase 2 of the new MUP installation along the south side of Steveston Hwy. Both projects are currently in progress.</p> <p>Funding: Roads DCC program; potential from TransLink, ICBC and development.</p>			
				



Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Annual Asphalt Re-Paving Program - MRN		Submission ID:	6460
Location:	Various Locations			
Cost:	\$1,654,000		OBI:	\$ -
Funding Sources:	MRN Rehabilitation:		\$1,654,000	
Scope:	To re-pave MRN roads in alignment with the City's Ageing Utility and Road Infrastructure Report and Pavement Management Plan. The scope also includes costs associated with ancillary work, including but not limited to curb and gutter repairs, road base repair, asphalt parking re-paving, manhole and valve box adjustments, line painting, staff inspection time, etc.			

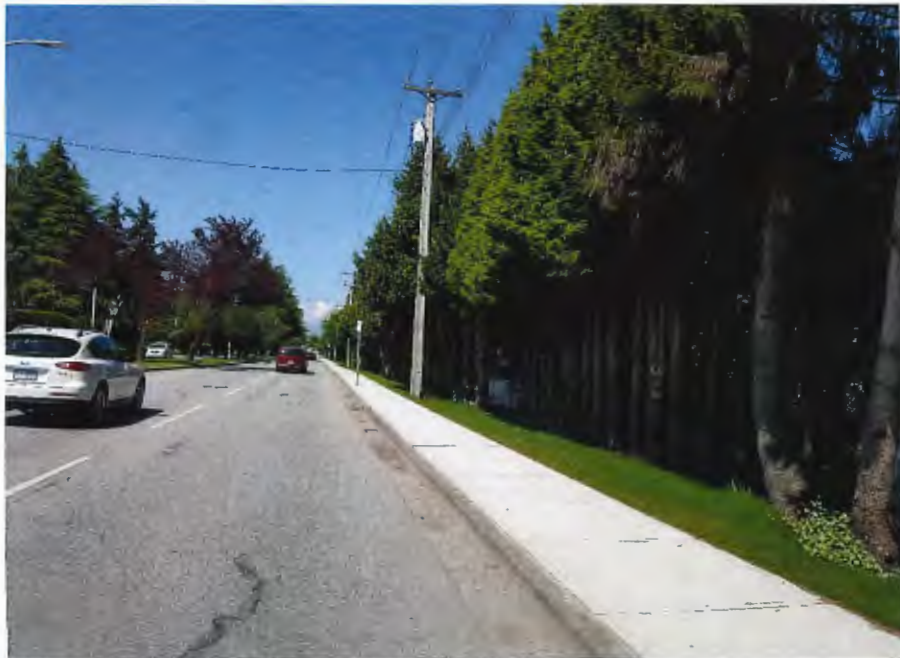


Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Annual Asphalt Re-Paving Program - Non-MRN	Submission ID:	6464
Location:	Various Locations		
Cost:	\$3,752,100	OBI:	\$ -
Funding Sources:	Asphalt Capping: \$3,752,100		
Scope:	<p>To re-pave City-owned Non-MRN roads (major roads, minor roads and lanes) in alignment with the City's Ageing Utility and Road Infrastructure Report and Pavement Management Plan.</p> <p>The scope also includes costs associated with ancillary work, including but not limited to curb and gutter repairs, road base repair, asphalt parking re-paving, manhole and valve box adjustments, line painting, staff inspection time and etc.</p> <p>The project includes the pavement component related to other water, sanitary and drainage upgrades capital projects that are co-ordinated by the Engineering department as well as consultant/contractor fees related to bridge upgrades and the Pavement Management Plan.</p>		







Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Arterial Roadway Improvement Program	Submission ID:	6433
Location:	Various Locations		
Cost:	\$800,000	OBI:	\$ -
Funding Sources:	Roads DCC: \$752,000 Roads City Assist: \$48,000		
Scope:	<p>Implement pedestrian and traffic safety improvements along arterial roads and at arterial road intersections to address issues including those identified through requests from the public and/or Council.</p> <p>Major Cost Components: New and/or enhancement of turn lanes, channelization, traffic signage, pedestrian safety measure enhancements and new/upgrade sidewalks/walkways.</p> <p>Locations for improvements are prioritized based on traffic safety / collision risks and level of pedestrian activities (i.e., schools, neighbourhood service centres, bus stops, recreational service centres, shopping/retail centres, etc.).</p> <p>The improvements currently planned for 2023 are improvements at the intersection of Railway Ave and Granville Ave. This includes removal of channelized right-turn islands and upgrade of cycling facilities.</p> <p>Funding: Roads DCC program; potential from TransLink, ICBC and development.</p>		




Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Citywide Connector Walkways Rehabilitation Program	Submission ID:	6767
Location:	Various Locations		
Cost:	\$250,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$250,000		
Scope:	<p>This project involves the replacement or rehabilitation of connector walkways located in various neighbourhoods in Richmond. Assessments conducted confirm that the walkway surface conditions have deteriorated over time due to tree root ingress, asphalt cracking, etc. The project cost includes but is not limited to costs associated with tree root pruning, asphalt re-paving, and other ancillary work.</p> <p>Connector walkways are heavily used by pedestrians and their current condition in certain areas may pose a tripping hazard for the users. This project would allow the City to mitigate potential risks to public safety and promote eco-friendly modes of transportation like walking and biking.</p>		





Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Citywide Sidewalk and Street Light Replacement Program	Submission ID:	6466
Location:	Various Locations		
Cost:	\$500,000	OBI:	\$ -
Funding Sources:	Capital Revolving:	\$500,000	
Scope:	<p>Over time, street lighting infrastructure deteriorates and can become a hazard to residents and traffic without proper maintenance and replacement programs. As per the City's ageing infrastructure assessment program, several of the street lights and street light service panels are at the end of their service life and need to be replaced. Sidewalks that have subsided are damaged from tree roots, or have become misaligned, which pose tripping hazards to pedestrians. Replacing these sidewalks will improve pedestrian safety and encourage non-vehicular forms of transportation.</p> <p>This project includes removal and replacement of street light poles, service panels, and luminaires that have reached the end of their service life, retrofit of deteriorated concrete bases and the associated ancillary works, inspection of street lights that are nearing the end of their service life, installation of new street lights to eliminate gaps in the street lighting network, and repairing deteriorated sidewalks.</p>		
			

<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Roads
<b>Project Name:</b>	LED Street Name Sign Program		<b>Submission ID:</b>	6439
<b>Location:</b>	Various Locations			
<b>Cost:</b>	\$300,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Roads DCC:	\$282,150		
	Roads City Assist:	\$17,850		
<b>Scope:</b>	Installation of overhead LED street name signs at key signalized intersections to enhance visibility and legibility for drivers. It is anticipated that the remaining signalized intersections (51 out of 183) can be upgraded over the next 4-5 years (i.e. 10-15 per year).			
	Major Cost Components: LED street name sign, mounting hardware and electrical wiring.			
	Locations are prioritized based on major, gateway and high-volume intersections, and tourist areas.			
	The planned locations for 2023 upgrades include:			
	<ul style="list-style-type: none"><li>- Cooney Rd and Cook Rd</li><li>- Cooney Rd and Saba Rd</li><li>- Cooney Rd and Ackroyd Rd</li><li>- Hazelbridge Way and Alexandra Rd</li><li>- Hazelbridge Way and Leslie Rd</li><li>- Hazelbridge Way and Browngate Rd</li><li>- Garden City Rd and Williams Rd</li><li>- Garden City Rd and Francis Rd</li><li>- Garden City Rd and Blundell Rd</li><li>- Garden City Rd and Cook Rd</li><li>- Garden City Rd and Lansdowne Rd</li><li>- Garden City Rd and Odlin Rd</li></ul>			
	Funding: Roads DCC program; potential from TransLink, ICBC and development.			
				

<b>Program:</b>	<b>Infrastructure Program</b>	<b>Sub-program:</b>	<b>Roads</b>
<b>Project Name:</b>	<b>Moncton St Pedestrian &amp; Cycling Improvement</b>	<b>Submission ID:</b>	<b>7398</b>

**Location:** Moncton Street, No. 1 Rd to Bayview St

**Cost:** \$1,100,000

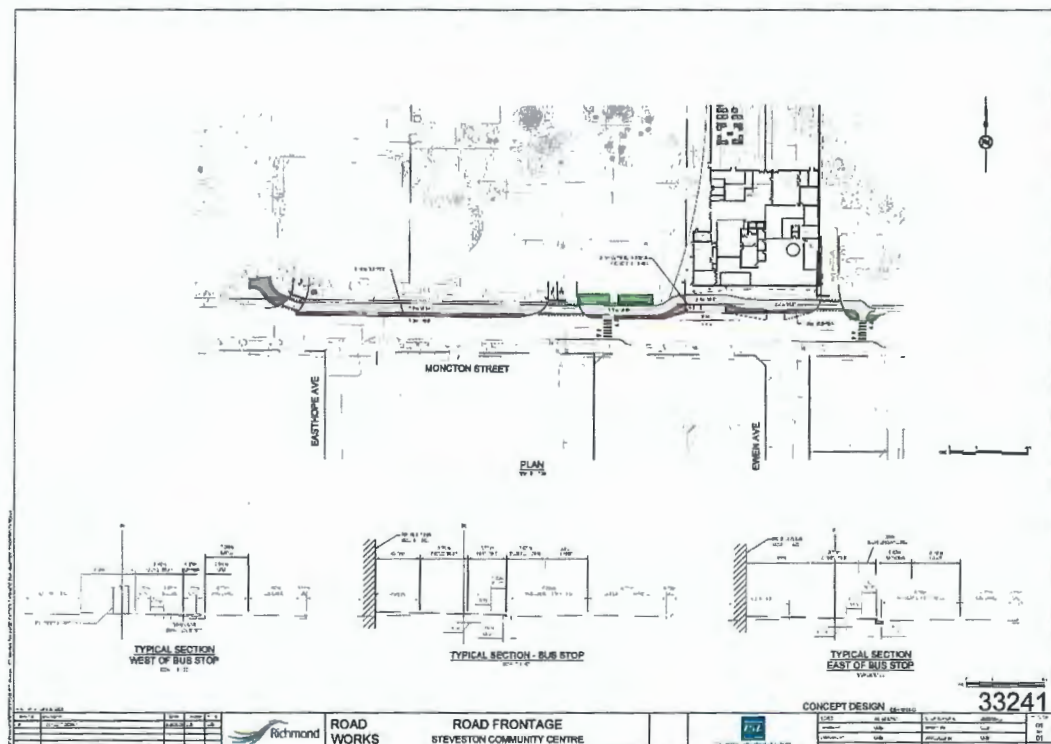
**OBI:** \$ -

**Funding Sources:** Roads DCC: \$1,035,000  
Roads City Assist: \$65,000

**Scope:** In conjunction with the replacement of the Steveston Community Centre, the City will be constructing off-site civil upgrades and this project will fund construction of civil upgrades. The upgrades will improve the streetscape and access by integrating with the new community centre layout. These upgrades include the installation of a 3.7m concrete Multi-Use Pathway, relocating site entrances, bus pad improvements and beatification along the frontage.

Major Cost Components: Realignment of curb & gutter, paving, concrete bus pad installation, pavement marking and signage, physical barriers, pavement markings and signage, street light and other utility relocations, pedestrian crossing and traffic calming installations.

Funding: Roads DCC Program





Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Neighbourhood Walkway Program	Submission ID:	6434

Location:	Various Locations		
Cost:	\$500,000	OBI:	\$ -
Funding Sources:	Roads DCC:	\$470,000	
	Roads City Assist:	\$30,000	
Scope:	Construction of new and/or enhancement of existing neighbourhood walkways/sidewalks.		


Major Cost Components: Construction of new or upgrade of existing sidewalks, pathways, wheelchair ramps, minor curb cuts, and boulevard modifications.

Locations are prioritized based on level of pedestrian activities (i.e., proximity to schools, bus stops, recreational centres, parks, shopping/retail centres, etc.), traffic safety/collision risks, and requests from Council and the public.

For 2023, locations are to be determined in the year of the program. In previous years, the following were completed:

1. Asphalt sidewalk installation along River Rd from No. 6 Rd to Burdette St
2. Asphalt sidewalk installation along Westminster Hwy from Muir Drive to 22411 Westminster Hwy

Funding: Roads DCC program; potential from TransLink, ICBC and development.





Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Special Crosswalk Program	Submission ID:	6435


Location:	Various Locations		
Cost:	\$350,000	OBI:	\$4,882
Funding Sources:	Roads DCC:	\$329,000	
	Roads City Assist:	\$21,000	
Scope:	Upgrade of existing crosswalks on arterial roads (typically four-lane) to traffic control standards that have been endorsed by Council.		

Major Cost Components: Illuminated overhead crosswalk signs with amber flashers, strobe lights, poles, pole bases, underground conduit, junction boxes, pole-mount cabinet, controller, hydro service panel, Accessible Pedestrian Signal (APS) push buttons, pavement markings, and site restoration.


The preliminary list for 2023 includes the following locations:

1. 4500 Block Moncton St
2. No. 4 Rd and Denis Pl
3. Elkmound Rd and Williams Rd
4. Shell Road Trail and Granville Ave (Note: this location is subject to approval by CN Railway. Additional upgrades may be necessary)
5. Shell Road Trail and Blundell Rd (Note: this location is subject to approval by CN Railway. Additional upgrades may be necessary)

Funding: Roads DCC program; potential from TransLink, ICBC and development.



<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Roads
<b>Project Name:</b>	Steveston Highway Multi-Use Pathway, No. 2 Road to Railway Avenue		<b>Submission ID:</b>	6923
<b>Location:</b>	South side Steveston Highway from No. 2 Road to Railway Avenue			
<b>Cost:</b>	\$5,700,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Roads DCC: \$2,680,000 Roads City Assist: \$170,000 Grant: \$2,850,000			
<b>Scope:</b>	<p>Provision of a 2.5m (minimum) to 3.0m (preferred) wide paved multi-use pathway (MUP) along the south side of Steveston Highway from No. 2 Road to Railway Avenue. This project relies on external funding for implementation. If external funding is not available, a revised proposal will be presented to Council for consideration and approval.</p> <p>Sections of the Steveston Hwy MUP currently in progress stretch from Shell Rd west to No. 2 Road. This project will provide a further extension to the west, connecting it with the Railway Greenway, the recently constructed MUP along No. 2 Road from Steveston Highway to Dyke Road, and the future MUP along No. 2 Road from Steveston Highway to Williams Road.</p> <p>Major Cost Components: lane narrowing, realignment of curb and gutter, multi-use pathways, pavement markings and signage, pedestrian crossing enhancements, lighting, relocation of above ground infrastructure (i.e., street light poles, hydrants, power poles, traffic signals, etc.), bus stops, removal and replacement of trees and hedges, and modifications to private property (i.e., re-grade driveways, retaining walls, landscaping, etc.).</p> <p>Funding: Roads DCC program; potential from TransLink and ICBC</p>			





Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Street Light LED Upgrade Program		Submission ID:	6760
Location:	City Wide			
Cost:	\$490,000		OBI:	(\$30,000)
Funding Sources:	Enterprise:	\$150,000		
	Gas Tax:	\$340,000		
Scope:	<p>This project is to replace high-pressure sodium (HPS) light fixtures that are over 25 years old. A total of 5,459 of these ageing fixtures have been replaced as part of this multi-phased program, and this project will replace approximately 1,200 HPS fixtures. Additional capital projects will be requested in subsequent years to replace the remaining HPS fixtures.</p> <p>It is estimated that this phase of the project will reduce electricity use by 390,000 kWh, which translates to approximately \$30,000 in energy savings.</p>			
				

6991972



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Traffic Calming Program	Submission ID:	6436

Location:	Various Locations		
Cost:	\$300,000	OBI:	\$ -
Funding Sources:	Roads DCC:	\$282,000	
	Roads City Assist:	\$18,000	
Scope:	Retrofitting existing local roads with traffic calming measures to enhance safety for road users and livability for residents by reducing speed and deterring short-cutting traffic within neighbourhoods.		


Major Cost Components: Road works to construct traffic calming measures such as curb bulges, curb ramps, traffic circles, speed humps, delineated walkways, traffic signage, pavement marking, and streetscape features (i.e., trees and/or other landscaping improvements).

Locations will be prioritized based on Council and/or public request.

In previous years, locations were typically identified in the year of the program. Examples of 2022 projects include:

1. New traffic circle on Barnard Drive
2. Lowered speed limit on Barnes Drive

Funding: Roads DCC program; potential from TransLink, ICBC and development.




Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Traffic Signal Power Backup System (UPS)	Submission ID:	6447

Location:	Various Locations		
Cost:	\$200,000	OBI:	\$ -
Funding Sources:	Roads DCC: \$188,100 Roads City Assist: \$11,900		
Scope:	<p>Installation of Uninterruptible Power Supply (UPS) system at signalized intersections to provide continual power during disruption. UPS protects electronic hardware from power surges. It is anticipated that the remaining signalized intersections (89 out of 183) can be upgraded over the next 10-15 years (i.e., 7-10 per year).</p> <p>Major Cost Components: UPS cabinet and base, controller, batteries, underground conduit, and site restoration.</p> <p>The list of locations for 2023 includes the following locations:</p> <ol style="list-style-type: none"><li>1. No. 1 Rd and Chatham St</li><li>2. Oval Way and River Rd</li><li>3. Gilbert Rd and Westminster Hwy</li><li>4. Alderbridge Way and Westminster Hwy</li><li>5. Minoru Blvd and Westminster Hwy</li><li>6. Kwantlen St and Alderbridge Way</li><li>7. Hazelbridge Way and Alderbridge Way</li><li>8. Railway Ave and Williams Rd</li><li>9. Railway Ave and Blundell Rd</li><li>10. Railway Ave and Francis Rd</li><li>11. Railway Ave and Granville Ave</li><li>12. No. 1 Rd and Granville Ave</li><li>13. No. 1 Rd and Westminster Hwy</li></ol> <p>Funding: Roads DCC program; potential from TransLink, ICBC and development.</p>		


  






Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Traffic Signal Program	Submission ID:	6437

Location:	Various Locations		
Cost:	\$500,000	OBI:	\$2,527
Funding Sources:	Roads DCC: \$470,000 Roads City Assist: \$30,000		
Scope:	<p>Installation of new/upgrade of existing traffic signals to accommodate traffic growth, respond to public requests, improve traffic management &amp; movement of all road users, and address traffic safety concerns.</p> <p>Major Cost Components: Traffic controller, cabinet, poles, bases, junction boxes, underground conduit, in ground and camera video detection, enhanced accessible pedestrian signals, traffic signal heads, electrical wiring, traffic signal communications, LED street name signs, pavement markings, minor corner property acquisition, minor curb cuts, boulevard modifications, and site restoration.</p> <p>The preliminary list for 2023 includes the following locations:</p> <ol style="list-style-type: none"><li>1. Great Canadian Way and Beckwith Rd</li><li>2. Installation of left arrows at various intersections. Locations to be determined based on outcome of left arrow warrant study</li></ol> <p>Funding: Roads DCC program; potential from TransLink, ICBC and development.</p>		




Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Traffic Video and Communication Program	Submission ID:	6441

Location:	Various Locations		
Cost:	\$400,000	OBI:	\$ -
Funding Sources:	Roads DCC: \$376,200 Roads City Assist: \$23,800		
Scope:	<p>Install video detection cameras at signalized intersections to enhance cyclist and vehicle detection, optimize traffic operations, measure traffic speed, provide real time video of traffic conditions to the Traffic Management Centre (TMC) for observing and enhancing operations, and provide photos (in one minute intervals) of traffic conditions for public access on the City website. This program is separate from the Richmond RCMP security camera program. By the end of 2022, it is projected that 54 out 186 signalized intersections remaining, which require build out of the fibre communications network prior to camera installation. Therefore, majority of the program will focus on expanding the fibre communications network.</p> <p>Upgrade conduit and cable infrastructure to install higher capacity fibre optic cable and electronics to communicate with multiple remote programmable devices at traffic signals. It is anticipated that the entire city can be upgraded over the next 8-12 years based on the current level of funding.</p> <p>Major Cost Components: Video detection camera hardware and installation, fibre optic cable, fibre splicing, underground enclosures and fibre network switches required to communicate to the TMC.</p> <p>The preliminary list for 2023 includes 7 locations as follows:</p> <p><u>Traffic Video Camera</u></p> <ol style="list-style-type: none"><li>1. St. Edwards Rd &amp; Bridgeport Rd</li><li>2. Shell Rd &amp; Bridgeport Rd</li><li>3. Simpson Rd &amp; Bridgeport Rd</li><li>4. McLean Ave &amp; Westminster Hwy</li><li>5. Gilley Rd &amp; Westminster Hwy</li></ol> <p><u>Fibre communications cable and conduit installation/cleaning/upgrades</u></p> <ol style="list-style-type: none"><li>6. Bridgeport Rd redundant fibre link from Garden City Rd &amp; Bridgeport Rd to Jacombs Rd &amp; Cambie Rd</li><li>7. East Richmond fibre link – Fibre links to Fire Hall No. 5 and Hamilton Community Centre</li></ol> <p>Funding: Roads DCC program; potential from TransLink, ICBC and development.</p>		





<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Roads
<b>Project Name:</b>	Transit-Related Amenity Improvement Program		<b>Submission ID:</b>	6438
<b>Location:</b>	Various Locations			
<b>Cost:</b>	\$100,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Roads DCC:	\$94,000		
	Roads City Assist:	\$6,000		
<b>Scope:</b>	Transit-related amenity improvements within the road right-of-way to support transit service and infrastructure.			
	Major Cost Components: Non-advertising transit shelters, benches and other supplementary amenity improvements to facilitate transit passengers.			
	Locations for bus stop shelters are prioritized based on boarding activity, customer requests and availability of right-of-way.			
	For 2023, approximately 10-15 locations are proposed for upgrade. The actual locations will be determined in early 2023 in consultation with Pattison Outdoor, the City's street furniture contractor. This program will fund two years of improvements.			
	Funding: Roads DCC program; potential from TransLink, ICBC and development.			



<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Roads
<b>Project Name:</b>	Transit-Related Roadway Improvement Program		<b>Submission ID:</b>	6442
<b>Location:</b>	Various Locations			
<b>Cost:</b>	\$200,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Roads DCC: \$94,000 Roads City Assist: \$6,000 Grant: \$100,000			
<b>Scope:</b>	<p>Road and traffic improvements to increase accessibility at bus stops, support transit service improvements and existing transit infrastructure. Currently, approximately 88% of 722 existing bus stops are accessible.</p> <p>Major Cost Components: Bus stop landing pads and ramps for wheelchair accessibility, intersection geometric/corner improvements, sidewalk/walkway construction connecting to bus stops, etc. to facilitate transit passengers.</p> <p>Locations for bus stop accessibility improvements are prioritized based on boarding/alighting activity, customer requests and availability of right-of-way.</p> <p>For 2023, approximately 12-15 locations are proposed for upgrade, subject to TransLink funding. The actual locations will be determined in early 2023 in consultation with Coast Mountain Bus Company (CMBC) and through public feedback.</p> <p>Funding: Roads DCC program; potential from TransLink, ICBC and development.</p>			





<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Roads
<b>Project Name:</b>	Transportation Planning, Functional and Preliminary Design		<b>Submission ID:</b>	6443
<b>Location:</b>	Various Locations			
<b>Cost:</b>	\$400,000	<b>OBI:</b>	\$ -	
<b>Funding Sources:</b>	Roads DCC: \$376,000 Roads City Assist: \$24,000			
<b>Scope:</b>	<p>1. Project design – prepare functional/preliminary designs and cost estimates required for transportation capital projects identified within the capital program. Design to identify road elements, horizontal alignment, cross-section, property impacts, etc. and high level cost estimates to carry out further detailed engineering design.</p> <p>2. Project planning and coordination – Assist in the development, leading, coordinating and administering the planning, engineering, and design work on transportation capital projects approved as part of the capital program and off-site improvements for new developments.</p> <p>Cost based on 5% of the cost estimate of capital projects included within annual capital programs that require functional designs; design funds for projects with more significant scope are included separately within those projects.</p> <p>Major Cost Components: Consultant and/or staff costs for project design and staff costs for project planning and coordination.</p>			

Infrastructure – Flood Protection Program

The City's Flood Protection Program (formerly known as Drainage Program) supports the maintenance and upgrade of flood protection infrastructure. Projects within this program include improvements to the flood protection system, replacement of ageing infrastructure, and upgrade of flood protection infrastructure to meet the demands of population growth and climate change, including effects of sea level rise and increased rainfall intensities.

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<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Flood Protection
<b>Project Name:</b>	Burkeville Utility Improvements		<b>Submission ID:</b>	6481
<b>Location:</b>	Burkeville Area			
<b>Cost:</b>	\$4,054,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Drainage Utility: \$1,100,000 Water Utility: \$2,139,000 Sanitary Utility: \$815,000			
<b>Scope:</b>	<p>Burkeville's drainage system was designed using shallow ditches and small diameter road cross culverts. As the area is redeveloped, ditch infills are becoming common. Ditch infills change the nature of the drainage system in a way that may cause storm water flooding. A new, larger drainage system is therefore needed to accommodate these changes.</p> <p>In addition, sanitary and water infrastructure will be upgraded where the scope overlaps with the upgrade of the drainage infrastructure to take advantage of construction efficiencies and minimize disruption to the residents. The current gravity sanitary sewer system is made up of vitrified clay and is approaching the end of its service life. Similarly, the ageing watermain in the area requires replacement. Engineering and construction efficiencies will be achieved, and public disruptions will be minimized by coordinating the utility improvements.</p> <p>This project will be Phase 5 of multi-year phased project to improve services in the Burkeville neighbourhood. This phase will include installation of approximately 220m of storm sewer, 650m of water mains, and approximately 230m of sanitary mains. The project will also include ancillary works to support utility installation, including environmental protection and road restoration.</p>			





<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Flood Protection
<b>Project Name:</b>	Canal Stabilization and Drainage and Irrigation Upgrades		<b>Submission ID:</b>	6980
<b>Location:</b>	City Wide			
<b>Cost:</b>	\$3,000,000	<b>OBI:</b>	\$ -	
<b>Funding Sources:</b>	Drainage Utility: \$3,000,000			
<b>Scope:</b>	<p>This project will stabilize the canal walls to improve drainage, mitigate damage to the roadway, prevent damage to local infrastructure running parallel to the canals and maintain riparian management area conditions. This will include potentially widening the canal where more capacity is required, partial re-profiling of the canal plus construction of a retaining wall or similar stabilization structure, with the potential for incorporating habitat enhancements where opportunities arise. Priority locations identified for this year include but are not limited to Gilbert Road near the Gilbert Road South Drainage Pump Station and Sidaway Road between Westminster Highway and Blundell Road.</p>			
				

Program:	Infrastructure Program	Sub-program:	Flood Protection
Project Name:	Development Coordinated Works – Drainage	Submission ID:	6494
Location:	City Wide		
Cost:	\$250,000	OBI:	\$ -
Funding Sources:	Drainage Utility: \$250,000		
Scope:	<p>This project will enable the City to leverage development over the next year to design and construct drainage infrastructure outside of what would be required to be completed by developers as part of their development servicing requirements. These are upgrades and replacement of ageing infrastructure that the City would complete separately, but economic and engineering efficiencies can be achieved by having the developer complete this work at the same time the development takes place. The scope of work includes upgrading and replacing ageing drainage infrastructure.</p>		






Program:	Infrastructure Program		Sub-program:	Flood Protection
Project Name:	Disaster Mitigation and Adaptation Fund Infrastructure Upgrades		Submission ID:	6703
Location:	Various locations			
Cost:	\$3,000,000		OBI:	\$ -
Funding Sources:	Drainage Utility:	\$1,800,000		
	Grant:	\$1,200,000		
Scope:	<p>The City was awarded the Infrastructure Canada Disaster Mitigation and Adaptation Fund in 2019, with grant funding available for 40% of project cost, to an amount of \$13,780,000. This project will improve flood protection for the City, support the City's Flood Protection Management Strategy, and is required to be completed to receive the grant funding.</p> <p>The project includes the design and construction of drainage pump station upgrades and perimeter dike raising included in the Disaster Mitigation and Adaptation Fund contribution agreement. The project will be completed in phases, with all projects to be completed by 2028.</p>			






<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Flood Protection
<b>Project Name:</b>	Drainage Pump Station Rehabilitation and Upgrade and Generator Installation		<b>Submission ID:</b>	6712
<b>Location:</b>	City Wide			
<b>Cost:</b>	\$200,000		<b>OBI:</b>	\$5,500
<b>Funding Sources:</b>	Drainage Utility: \$200,000			
<b>Scope:</b>	This project involves upgrading ageing drainage pump stations to extend their service life and improve efficiency, installing or upgrading generators at drainage pump stations to improve reliability, and installing new cameras and other features to improve the security at drainage pump stations.			




Program:	Infrastructure Program	Sub-program:	Flood Protection
Project Name:	Flood Protection and Dike Improvements	Submission ID:	6492


Location:	City Wide		
Cost:	\$3,640,000	OBI:	\$ -
Funding Sources:	Drainage Utility:	\$3,640,000	
Scope:	The City is protected from flooding by 49 km of dike and 39 drainage pump stations. This project includes the planning, implementation and delivery of the City's accelerated flood protection program, which involves upgrading the City's dikes in alignment with the City's Flood Protection Management Strategy and dike master plans over an implementation period of 50 years.		
	The scope of work includes:		
	<ul style="list-style-type: none"><li>• Preparing planning studies and policies to support flood protection upgrades;</li><li>• Assessing and addressing property needs for the implementation of flood protection upgrades;</li><li>• Defining habitat compensation requirements, identifying habitat compensation opportunities, and delivering a strategy for the implementation of habitat compensation work to facilitate flood protection upgrades;</li><li>• Managing permitting and regulatory approvals and requirements;</li><li>• Designing future dike upgrade and structural rehabilitation projects including upgrades to the south dike between No. 2 Road and Gilbert Road; and</li><li>• Completing dike construction work that includes dike raising, structural rehabilitation, re-grading, vegetation and critter management, tree removal and replacement, habitat and environmental compensation, dike re-armouring at priority locations, and dike improvements.</li></ul>		
	The Senior Project Manager, Project Coordinator (x2), Environmental Coordinator 2, and Real Estate Negotiator positions requested through the 2023 Utility Budgets and Rates report will be responsible for delivering this project and will be funded from this capital submission.		






Program:	Infrastructure Program		Sub-program:	Flood Protection
Project Name:	Horseshoe Slough Drainage Upgrades		Submission ID:	7399
Location:	Horseshoe Slough Catchemnt			
Cost:	\$3,500,000		OBI:	\$ -
Funding Sources:	Drainage Utility: \$3,500,000			
Scope:	<p>The 'atmospheric river' events that took place in November 2021 highlighted the need for continual infrastructure improvements to address increased storm intensities resulting from climate change. This project includes assessing and improving flood protection infrastructure for the Horseshoe Slough drainage catchment to prepare for climate change and extreme weather events like atmospheric river events. The scope of work may include the construction of a new inland drainage pump station to improve flows and upgrade of existing open and closed drainage infrastructure.</p>			
				

Program:	Infrastructure Program	Sub-program:	Flood Protection
Project Name:	Invasive Species Management	Submission ID:	6491
Location:	City Wide		
Cost:	\$300,000	OBI:	\$ -
Funding Sources:	Drainage Utility: \$300,000		
Scope:	<p>The scope of work for this project includes the ongoing identification, mapping, research, removal, and/or control of priority invasive species from the City's drainage system and City lands, with the intention of maintaining the required performance of the drainage system. Typical activities will include routine and novel control measures to eliminate or minimize the impacts that aggressive invasive species, such as parrot's feather, wild chervil, and knotweed species have to City infrastructure and local biodiversity. Further research and efforts into control of additional priority species, disposal techniques, and community-based/citizen-science management will be explored as per the City's Invasive Species Action Plan. The purpose of this project is to reduce the spread of invasive species and its impacts on the City drainage system.</p>		





Program:	Infrastructure Program	Sub-program:	Flood Protection
Project Name:	Laneway Drainage Upgrade	Submission ID:	6658
Location:	Various Locations		
Cost:	\$1,732,000	OBI:	\$ -
Funding Sources:	Drainage Utility:	\$1,542,000	
	Sanitary Utility:	\$190,000	
Scope:	The scope of work for this project includes installing drainage infrastructure at the following locations:		
	<ul style="list-style-type: none"><li>- Approximately 205m of lane between Seaport Avenue and Seaton Road, east of Seacote Road; and</li><li>- Approximately 563m of lane between Williams Road and Seahurt Road, east of Shell Road.</li></ul>		
	This does not include the addition of street lighting, curbs, or gutters. Ageing sanitary sewers will also be rehabilitated to take advantage of construction efficiencies and reduce public impact.		
	Costs may be recovered through City Bylaw No. 8752 as development occurs.		
			

<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Flood Protection
<b>Project Name:</b>	SCADA System Improvements		<b>Submission ID:</b>	6984
<b>Location:</b>	Various Locations			
<b>Cost:</b>	\$350,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Drainage Utility:	\$200,000		
	Sanitary Utility:	\$150,000		
<b>Scope:</b>	<p>Through its Supervisory Control and Data Acquisition (SCADA) system, the City monitors and controls various equipment over the sanitary sewer, drainage, and water network. This project involves rehabilitating, upgrading, and installing computers, instruments, and electrical systems throughout the SCADA system. This project will maintain and improve the sanitary sewer, drainage, and water network operation, as well as maintain system security and technological viability. The scope may also include the installation of cameras and other security features at drainage pump stations.</p> <p>Failure to complete the work will result in increased risk of sanitary system and drainage system failure, thereby reducing service levels and increasing cost and disruption of unplanned maintenance and emergency repairs.</p>			



Infrastructure – Water Program

The City's Water Capital Program supports improvements to the water system, replaces ageing water infrastructure, completes infrastructure upgrades required to accommodate population growth and development, and promotes water conservation. Completion of these projects will support Council's Strategic Goals of achieving a safe and resilient city while supporting strategic and well-planned growth.

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Program:	Infrastructure Program	Sub-program:	Water
Project Name:	Development Coordinated Works – Water	Submission ID:	6463
Location:	City Wide		
Cost:	\$250,000	OBI:	\$ -
Funding Sources:	Water Utility: \$250,000		
Scope:	<p>This project will enable the City to leverage development over the next year to design and construct water infrastructure outside of what would be required as part of proposed developments.</p> <p>These are upgrades and replacement of ageing infrastructure that the City would typically complete separately. Economic and engineering efficiencies can be achieved by having the developer complete this work at the same time as the development.</p>		
			




Program:	Infrastructure Program	Sub-program:	Water
Project Name:	Water Metering Program	Submission ID:	6461
Location:	City Wide		
Cost:	\$2,000,000	OBI:	\$11,611
Funding Sources:	Water Utility: \$714,000 Water Levy: \$1,286,000		
Scope:	<p>Water metering enhances user equity by allowing customers to pay for the water and sewer that they use. All single-family and industrial, commercial and institutional (ICI) properties in Richmond are now metered. This project involves the gradual implementation of universal water metering for multi-family complexes.</p> <p>The universal multi-family water meter program will target the last remaining customer class that is not metered for water. The City will fund installation costs for installations completed under this program, provide a five-year guarantee for water charges for existing multi-family complexes, and provide active outreach by the City to complexes that will benefit from the water meter program.</p>		
			

Program:	Infrastructure Program	Sub-program:	Water
Project Name:	Watermain Replacement Upgrades Program	Submission ID:	6453
Location:	City Wide		
Cost:	\$4,017,000	OBI:	\$ -
Funding Sources:	Water Utility: \$4,017,000		
Scope:	<p>This project supports the City's Ageing Utility and Road Infrastructure Report by replacing ageing watermain that are approaching the end of their service lives. Watermain replacement minimizes unplanned maintenance and improves available water supply for fire protection.</p> <p>This project includes installation of approximately 3,556 metres of 200mm diameter watermain to replace existing ageing infrastructure in the Seacote and Danube/Minler neighbourhoods.</p> <p>The watermain replacement program is determined by watermain age, material and break history, and required watermain capacity.</p>		





Program:	Infrastructure Program	Sub-program:	Water
Project Name:	Watermain Tie-in and Restoration	Submission ID:	6458
Location:	Various Locations		
Cost:	\$300,000	OBI:	\$ -
Funding Sources:	Water Utility: \$300,000		
Scope:	This project involves tie-in and restoration work for watermain and water service installations, including restoration for watermain replacements completed as part of prior years' capital programs and restoration of water utility cuts.		



**Infrastructure – Sanitary Sewer Program**

The City’s Sanitary Sewer Capital Program supports improvements to the sanitary sewer system, replaces ageing infrastructure, and completes infrastructure upgrades required to accommodate population growth and development. Completion of these projects will support Council’s Strategic Goals of achieving a safe and resilient city while supporting strategic and well-planned growth.

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Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Development Coordinated Works – Sanitary	Submission ID:	6511
Location:	Various Locations		
Cost:	\$250,000	OBI:	\$ -
Funding Sources:	Sanitary Utility: \$250,000		
Scope:	<p>This project will enable the City to leverage development over the next year to design and construct sanitary infrastructure outside of what would be required as part of the development.</p> <p>This project includes upgrades and replacement of ageing infrastructure that the City would have to complete separately had development not occurred. Economic and engineering efficiencies are achieved by completing this work in coordination with development.</p>		




Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Sanitary Pump Station and Forcemain Upgrades and Rehabilitation	Submission ID:	6509
Location:	Various Locations		
Cost:	\$350,000	OBI:	\$ -
Funding Sources:	Sanitary Utility: \$350,000		
Scope:	<p>This project involves the rehabilitation and upgrade of existing sanitary pump stations and forcemains.</p> <p>The scope of work for pump stations may include electrical kiosk replacement, power supply upgrade, installation or upgrade of instrumentation, new motor control center (MCC) installation, pump rewinding, and concrete slab and aluminum hatch installation. This work is needed to continue providing required levels of service.</p> <p>The scope of work for forcemains may include installation of valves, hatches, and pigging chambers along forcemains to improve access and replace sections of forcemain found to be in poor condition. Installation of these appurtenances will improve isolation and control of forcemains in the event of breaks or tie-ins, and the ability to maintain and inspect the forcemains.</p>		






<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Sanitary Sewer
<b>Project Name:</b>	Sanitary Sewer Gravity System Assessment and Rehabilitation		<b>Submission ID:</b>	7217
<b>Location:</b>	Various Locations			
<b>Cost:</b>	\$550,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Sanitary Utility: \$550,000			
<b>Scope:</b>	<p>The project includes assessment and rehabilitation of the gravity sewer system to meet required levels of service. Assessments are required to determine condition, identify defects, and fulfill Metro Vancouver's requirement to assess all gravity sewers on a 20-year cycle. The project also includes flushing and grease cutting as preventative maintenance measures and rehabilitation to address defects identified as part of the assessments.</p> <p>The Sewer Coordinator position requested through the 2023 Utility Budgets and Rates report will be responsible for delivering this project and be funded from this capital submission.</p>			




Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Sanitary Sewer Tie-in and Restoration	Submission ID:	6514
Location:	Various Locations		
Cost:	\$150,000	OBI:	\$ -
Funding Sources:	Sanitary Utility: \$150,000		
Scope:	This project involves tie-in and restoration work for sanitary sewer projects completed as part of prior years' capital programs.		






Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Steveston Sanitary Sewer Rehabilitation	Submission ID:	6243
Location:	Steveston Area		
Cost:	\$1,800,000	OBI:	\$ -
Funding Sources:	Sanitary Utility: \$1,800,000		
Scope:	<p>This project is part of a multi-year program to assess and rehabilitate or replace ageing gravity sewers in the Steveston area, which are approaching the end of their service lives.</p> <p>Rehabilitation and replacement will mitigate risk of infrastructure failure, thereby maintaining a high level of service to sanitary customers. This project includes assessment, rehabilitation or replacement costs, and other activities required to facilitate sanitary system rehabilitation and replacement.</p>		



Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Steveston Utility Upgrades	Submission ID:	7397
Location:	Steveston, Moncton Street between No. 1 Road and Railway Avenue		
Cost:	\$4,739,000	OBI:	\$ -
Funding Sources:	Drainage Utility: \$1,500,000 Water Utility: \$1,509,000 Sanitary Utility: \$1,730,000		
Scope:	Installation, replacement and upgrade of water, sanitary and drainage infrastructure in the Steveston area to address ageing infrastructure and support new facilities and other changes in the area. The project will take place near Moncton Street in Steveston area, between No. 1 Road and Railway Avenue. The scope of work includes surface restoration work associated with the utility works.		



**Infrastructure – Infrastructure Advanced Design and Minor Public Works Program**

This program includes planning, investigations and design for future infrastructure upgrades and funds minor capital rehabilitation, replacement or improvement work for water, sewer, flood protection, and sanitation and recycling infrastructure.

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<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Infrastructure Advanced Design and Minor Public Works										
<b>Project Name:</b>	Public Works Infrastructure Advanced Design		<b>Submission ID:</b>	6459										
<b>Location:</b>	Various Locations													
<b>Cost:</b>	\$2,630,000		<b>OBI:</b>	\$ -										
<b>Funding Sources:</b>	<table> <tr> <td>Drainage Utility:</td> <td>\$1,500,000</td> </tr> <tr> <td>Water Utility:</td> <td>\$580,000</td> </tr> <tr> <td>Sanitary Utility:</td> <td>\$150,000</td> </tr> <tr> <td>Roads DCC:</td> <td>\$376,000</td> </tr> <tr> <td>Roads City Assist:</td> <td>\$24,000</td> </tr> </table>				Drainage Utility:	\$1,500,000	Water Utility:	\$580,000	Sanitary Utility:	\$150,000	Roads DCC:	\$376,000	Roads City Assist:	\$24,000
Drainage Utility:	\$1,500,000													
Water Utility:	\$580,000													
Sanitary Utility:	\$150,000													
Roads DCC:	\$376,000													
Roads City Assist:	\$24,000													
<b>Scope:</b>	<p>The scope of work includes hiring consultants and contractors to plan and design future capital projects and delivery reports that define long-term infrastructure upgrades. The work may include project design, field investigations, public engagement, planning studies and system modelling. The water component will include preliminary investigations for the Ferguson Pressure Reducing Valve (PRV) replacement.</p> <table> <tr> <td>Sanitary Project Design, Planning and System Modelling</td> <td>\$150,000</td> </tr> <tr> <td>Water Project Design, Planning and System Modelling</td> <td>\$580,000</td> </tr> <tr> <td>Drainage Project Design, Planning and System Modelling</td> <td>\$1,500,000</td> </tr> <tr> <td>Roads</td> <td>\$400,000</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$2,630,000</b></td> </tr> </table>				Sanitary Project Design, Planning and System Modelling	\$150,000	Water Project Design, Planning and System Modelling	\$580,000	Drainage Project Design, Planning and System Modelling	\$1,500,000	Roads	\$400,000	<b>Total</b>	<b>\$2,630,000</b>
Sanitary Project Design, Planning and System Modelling	\$150,000													
Water Project Design, Planning and System Modelling	\$580,000													
Drainage Project Design, Planning and System Modelling	\$1,500,000													
Roads	\$400,000													
<b>Total</b>	<b>\$2,630,000</b>													







Program:	Infrastructure Program	Sub-program:	Infrastructure Advanced Design and Minor Public Works
Project Name:	Public Works Minor Capital – Drainage	Submission ID:	6495
Location:	City Wide		
Cost:	\$400,000	OBI:	\$ -
Funding Sources:	Drainage Utility: \$400,000		
Scope:	<p>Each year, Engineering and Public Works receives numerous requests for minor projects from Richmond residents, businesses, or other City departments. The minor capital program allows the department to respond to these requests in a timely and cost effective manner.</p> <p>This project involves minor work related to drainage infrastructure, including installation of inspection chambers, rehabilitation of sewer pipes and manholes, minor repair of pump stations, installation of monitoring equipment, safety upgrades, testing of new technologies to improve efficiencies and responding to resident complaints that require site specific repairs. Additionally this project involves environmental monitoring and restoration for the construction of new drainage infrastructure, and environmental restoration for completed projects as part of prior years' capital programs.</p>		
			


Program:	Infrastructure Program	Sub-program:	Infrastructure Advanced Design and Minor Public Works
Project Name:	Public Works Minor Capital – Roads	Submission ID:	6465

Location:	City Wide		
Cost:	\$350,000	OBI:	\$ -
Funding Sources:	Capital Revolving:	\$350,000	
Scope:	<p>This project involves minor work related to road infrastructure, including installation of wheelchair ramps, replacement of uneven sidewalks, curbs and small road sections that may have been damaged through tree root ingress or settlement, repair of street lights, and response to resident complaints that require site specific repairs.</p> <p>Every year, Engineering and Public Works receives a number of requests for minor projects. The minor capital program allows the department to respond to these requests in a timely and cost effective manner.</p>		






<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Infrastructure Advanced Design and Minor Public Works
<b>Project Name:</b>	Public Works Minor Capital – Sanitary		<b>Submission ID:</b>	6510
<b>Location:</b>	Various Locations			
<b>Cost:</b>	\$400,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Sanitary Utility: \$400,000			
<b>Scope:</b>	<p>This project involves minor work related to the sanitary infrastructure, including pump station upgrades, sanitary pump replacements, modifications to improve operational efficiency and functionality, testing of new technologies, forcemain repairs, site-specific repairs in response to resident complaints, and manhole and valve box repairs.</p> <p>Every year, Engineering and Public Works receives a number of requests for minor projects from Richmond residents, business, or other City departments. The minor capital program allows the department to respond to these requests in a timely and cost effective manner.</p>			
				

<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Infrastructure Advanced Design and Minor Public Works
<b>Project Name:</b>	Public Works Minor Capital – Sanitation & Recycling		<b>Submission ID:</b>	6425
<b>Location:</b>	City Wide			
<b>Cost:</b>	\$300,000	<b>OBI:</b>	\$ -	
<b>Funding Sources:</b>	General Solid Waste and Recycling: \$300,000			
<b>Scope:</b>	<p>To provide for Recycling Depot general site maintenance or repairs, expansion projects, funding for streetscape recycling containers in public spaces and garbage and recycling cart replacements.</p> <p>To provide equipment/vehicle as required to support these program expansions as well as collection of overweight/heavy illegally dumped items.</p> <p>This project will be used to:</p> <ol style="list-style-type: none"> <li>1. Replace the city streetscape recycling containers that lose functionality, become damaged and worn due to exposure to weather conditions. The goal is to replace on a 3-year cycle.</li> <li>2. Undertake repairs or minor upgrades at the Recycling Depot. This could include building or acquiring small sheds, cages, or structures to add material streams. Acquire new containers types, etc. to enable addition of new materials for collection. Undertake improvements to comply with safety — prepare and post signs, install barricades, replace concrete blocks that become damaged from equipment used to move large items as part of regular operations, etc.</li> <li>3. Acquire equipment and vehicle items that may be needed to support operations, including stairs to assist safe drop off of items into taller recycling bins. May also include items to support illegal dumping clean ups and clean up of homeless camps, including carrying aids (dolly's, cutting tools, etc.).</li> <li>4. Acquire garbage and recycling carts to replace receptacles used by residents, which are coming to the end of their expected life.</li> </ol>			
				



<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Infrastructure Advanced Design and Minor Public Works
<b>Project Name:</b>	Public Works Minor Capital – Water		<b>Submission ID:</b>	6462
<b>Location:</b>	Various Locations			
<b>Cost:</b>	\$400,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Water Utility: \$400,000			
<b>Scope:</b>	<p>This project involves minor work related to the water infrastructure, including minor watermain repairs and replacements, operational efficiencies, changes to safety requirements, testing of new technologies, and responses to resident complaints that require minor upgrades.</p> <p>Every year, Engineering and Public Works receives a number of requests for minor projects. The minor capital program allows the department to respond to these requests in a timely and cost effective manner.</p>			
				

## Building Program

The Building Program includes major building construction and renovation projects as well as minor facility upgrades and repairs. The City's building assets include: arenas, pools, community centres, libraries, heritage buildings, police stations, fire halls and other government facilities.

### Building – Building Program

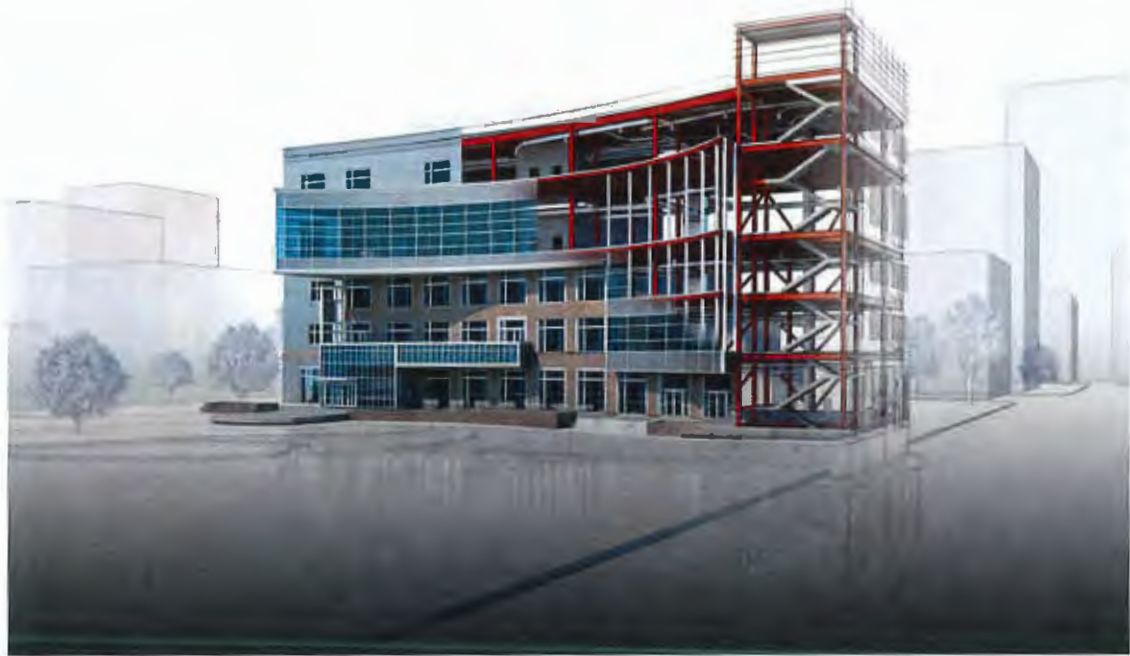
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<b>Program:</b>	Building Program		<b>Sub-program:</b>	Building
<b>Project Name:</b>	Annual Infrastructure Replacements and Building Improvements		<b>Submission ID:</b>	7308
<b>Location:</b>	City Wide			
<b>Cost:</b>	\$4,942,328		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Corporate: \$4,942,328			
<b>Scope:</b>	Annual Infrastructure Replacements and Building Improvements project services the City's 164+ facilities. These projects include equipment replacements of HVAC and mechanical components, interior renovations and refurbishments, building upgrades, improvements and installations.			






Program:	Building Program		Sub-program:	Building
Project Name:	Capital Buildings Project Development Advanced Design		Submission ID:	7309
Location:	City Wide			
Cost:	\$500,000	OBI:	\$ -	
Funding Sources:	Building and Infrastructure: \$500,000			
Scope:	This funding will be used to provide feasibility and concept level consulting service required to complete the following:			
<p>Building and feasibility assessments required to develop the 2023 Capital Plan. Staff receive on average approximately 150 projects from User Groups on an annual basis by May of each year that require feasibility level review and costing in time for the budget process. Examples for the 2022 program include feasibility and costing for Britannia Shipyards Envelope System Renewals, Caretaker Suite Renewals and Fire Hall Renewals.</p> <p>To respond to requests for feasibility and concept level design and costing services added to the 2023 work plan. Throughout the course of 2021 and 2022 there were approximately 29 such requests, examples of which include the Richmond Curling Club assessment and maintenance plan; Olympic Oval Exterior improvements, locker room renovations and 25 year capital plan generation, as well as house demolitions. The same level of requests are anticipated for 2023.</p> <p>Without this funding, building improvement and infrastructure replacement projects have to be deferred and funding reallocated to allow the feasibility and concept level design work to proceed.</p>				
				



<b>Program:</b>	<b>Building Program</b>	<b>Sub-program:</b>	<b>Building</b>
<b>Project Name:</b>	<b>Caretaker Suite Infrastructure Renewals – Phase 1</b>	<b>Submission ID:</b>	<b>6560</b>
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$1,900,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Building and Infrastructure: \$1,900,000		
<b>Scope:</b>	<p>The caretaker program includes multiple City owned facilities located in parks and fields throughout Richmond. These facilities typically include a residential suite for the caretaker, public washrooms, fieldhouses, storage spaces and a few include concession stands. The average age of these facilities is 48 years and they typically have had minimal maintenance performed over that span of time. These facilities are generally in poor condition and require numerous replacements and renewals to ensure safe, continued operations.</p> <p>Three of fifteen caretaker &amp; fieldhouse facilities are included in phase 1: Brighthouse Park &amp; Fieldhouse, Garden City Park and the Scoute Guide Camp &amp; Fieldhouse.</p> <p>Envelope - \$1,000,000 These works include the replacement and renewals of roofs, windows, exterior doors, siding, stairs and ramps.</p> <p>Mechanical - \$300,000 These works include the replacement and renewals of water distribution piping, plumbing fixtures, hot water tanks, and water coolers.</p> <p>Finishes - \$400,000 These works include the replacement of floor finishes, washroom accessories and lighting.</p> <p>HVAC and Electrical - \$200,000 These works include the replacement and renewals of heat pumps, condensing units, exhaust systems, heating systems.</p>		
			


<b>Program:</b>	Building Program		<b>Sub-program:</b>	Building
<b>Project Name:</b>	City Hall Chiller Replacement and Domestic Water Line Renewal		<b>Submission ID:</b>	7311
<b>Location:</b>	6911 No. 3 Road			
<b>Cost:</b>	\$4,600,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Building and Infrastructure: \$4,600,000			
<b>Scope:</b>	<p>Chiller Replacements - \$2,300,000</p> <p>The chillers are original to the facility and have failed numerous times over the years. The existing chillers historically have not had sufficient capacity to meet cooling needs in Council Chambers on warm days with high attendance. These units can no longer be reliably repaired due to lack of part supply, and an outdated (now banned) refrigerant system. The units will be replaced with modern, energy efficient chillers to ensure reliable continuity of service to City Hall.</p> <p>Domestic Water Line Renewal - \$2,300,000</p> <p>The domestic water branch lines are original to the facility and have failed in numerous areas. These pipes have developed leaks and corroded connections throughout the facility as to be expected with 22 years old piping.</p> <p>All remaining branch lines will be renewed to complete the renewal of all water lines throughout the facility.</p>			
				




<b>Program:</b>	Building Program		<b>Sub-program:</b>	Building
<b>Project Name:</b>	Community Safety Building Upgrades		<b>Submission ID:</b>	7449


<b>Location:</b>	Community Safety Building		
<b>Cost:</b>	\$612,250	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Building and Infrastructure: \$460,000 RCMP Provision: \$152,250		
<b>Scope:</b>	<p>Due to recent and significant increases in both municipal and policing staff level along with changes in policing requirements in recent years, the Community Safety Building requires the appropriate and efficient alignment of interior office space in order to achieve the full benefits of these resourcing enhancements.</p> <p>Upgrades would include updates to the administration and Community Engagement Team areas, technologic and physical updates to the Child Exploitation interview room, as well as creation of meeting and telephone pods for private meetings and telephone conversations to preserve confidentiality.</p>		



Program:	Building Program		Sub-program:	Building
Project Name:	Fire Hall No. 5 System Renewals		Submission ID:	7481
Location:	Fire Hall No. 5			
Cost:	\$700,000		OBI:	\$ -
Funding Sources:	Mechanical Equipment: \$2,896			
	Building and Infrastructure: \$697,104			
Scope:	HVAC & Mechanical - \$700,000			
	These works include the renewal and replacement of multiple systems including heat pumps, boilers, and water heaters.			
				

Program:	Building Program	Sub-program:	Building
Project Name:	Richmond Curling Club Priority 2 Repairs – Phase 1	Submission ID:	7155
Location:	5540 Hollybridge Way		
Cost:	\$1,300,000	OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$1,300,000		
Scope:	<p>Council approved the transfer and oversight of the Curling Club in 2021 which included a commitment to complete urgent repairs followed by three phases of priority building repairs. The immediate repair replacement of the Ice Plant commenced in 2021 and was completed by January 2022.</p> <p>Interior - \$500,000 The ceiling systems are aged and can no longer be repaired due to lack of part supply. The ceiling will be replaced with a modern and efficient system.</p> <p>Structural - \$500,000 This facility and its equipment are not seismically restrained. Site wide seismic restraints will be installed to prevent life safety risks in the event of a natural disaster.</p> <p>Electrical - \$300,000 The lighting system is aged and can no longer be reliably repaired due to lack of part supply. The current lighting will be replaced with a new LED energy efficient lighting system.</p>		







<b>Program:</b>	<b>Building Program</b>	<b>Sub-program:</b>	<b>Building</b>
<b>Project Name:</b>	<b>South Arm Hall Infrastructure Renewal</b>	<b>Submission ID:</b>	<b>6751</b>

<b>Location:</b>	9020 Williams Road		
<b>Cost:</b>	\$1,800,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Building and Infrastructure: \$1,800,000		
<b>Scope:</b>	<p>Life/Safety - \$150,000 The fire alarm system and associated equipment can no longer be reliably repaired due to outdated equipment (lack of part supply). They will be replaced with new energy efficient units to ensure the health and safety of all occupants.</p> <p>Envelope - \$1,200,000 The roofing system of this facility will be replaced. Additionally, the accessible ramps, exterior doors and siding will be renewed.</p> <p>Interior Finishes - \$200,000 These works include the installation of a janitorial floor sink due to the occupational health and safety concern; as well as renewals to the kitchen sinks and washroom fixtures throughout the building. Additionally, building upgrades to support programming including soundproofing of the main foyer, and a storage expansion will be included in the scope of this capital submission.</p> <p>Mechanical - \$200,000 This work includes the replacement of a water heater and associated distribution piping.</p> <p>Electrical - \$50,000 The exterior lighting system can no longer be reliably repaired due to outdated equipment (lack of part supply). They will be replaced with new, energy efficient units to ensure the safety of all users of the facility.</p>		




<b>Program:</b>	<b>Building Program</b>	<b>Sub-program:</b>	<b>Building</b>
<b>Project Name:</b>	<b>Works Yard Capital Maintenance</b>	<b>Submission ID:</b>	<b>7273</b>
<b>Location:</b>	5599 Lynas Lane		
<b>Cost:</b>	\$4,400,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Building and Infrastructure: \$4,400,000		
<b>Scope:</b>	Phase 1 design funding of \$420,000 was approved as part of the 2022 capital program. This is the implementation phase escalated to represent 2023 construction costs. It also includes phase 2 design funding of \$400,000.		
	<p>Life / Safety - \$300,000 Fire alarm equipment in the Administration, Garage Workshop and Stores buildings can no longer be reliably repaired due to outdated equipment (lack of part supply). Will be replaced with new energy efficient systems ensuring health and safety of all occupants.</p> <p>Envelope - \$2,000,000 Roofing and metal siding of the Survey Inspector building, and exterior doors of the Dispersal building are failing, allowing water ingress. Systems will be repaired and replaced as needed to ensure continued reliability of the facilities.</p> <p>Mechanical &amp; HVAC - \$1,500,000 Rooftop units, heaters, and controls systems in the Administration Annex, Dispersal, Garage Workshops, Stores and Survey Inspector buildings can no longer be repaired due to outdated equipment (lack of part supply). Units will be replaced with new energy efficient units to ensure the health and safety of all occupants. Additionally, water distribution systems of the Garage Workshop and Survey Inspector buildings, with utility sinks of the Administration building and wet sprinkler system of the Garage Workshop will be repaired and replaced.</p> <p>Interior - \$200,000 Tile and resilient flooring systems throughout the Dispersal building can no longer be reliably repaired due to outdated products (lack of part supply). These will be replaced with new finishes.</p> <p>Phase 2 Design - \$400,000</p>		
			

**Building – Heritage Program**

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<b>Program:</b>	<b>Building Program</b>	<b>Sub-program:</b>	<b>Heritage</b>
<b>Project Name:</b>	<b>Britannia Shipyards – Seine Net Loft &amp; Shipyard Building Envelope and Structural Renewals – Year 1</b>	<b>Submission ID:</b>	<b>7154</b>
<b>Location:</b>	5180 Westwater Drive		
<b>Cost:</b>	\$5,000,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Building and Infrastructure: \$5,000,000		
<b>Scope:</b>	<p>Total budget for Britannia Shipyards – Seine Net Loft &amp; Shipyard Building Envelope and Structural Renewals is \$12M. The 2023 Budget includes \$5M for Year 1 and the 2024 Plan includes \$7M for Year 2. Staff recommend to procure for both Year 1 and 2 projects in 2023, which will result in cost efficiencies, while allowing the project to be funded over two budget years. The total \$12M budget breakdown is as follows:</p> <p>Structural - \$5,250,000</p> <p>The pile foundations of both the Shipyard and Seine Net Loft Buildings are deteriorating due to environmental conditions such as increased water levels, powderpost beetle infestations and age. While there are multiple repair and remediation programs already in use to prolong the life of these piles, many of them are beyond repair and require replacement. The deteriorating piles will be replaced with new and treated ones to prolong the life of these facilities.</p> <p>Envelope - \$6,750,000</p> <p>The roofing of both the Shipyard and Seine Net Loft Buildings, as well as the siding of the Shipyard building are in poor condition and can no longer be sufficiently repaired. These systems will be replaced with new and aesthetically similar systems to prolong the life of these facilities.</p> <p>Additionally, improvements and upgrades to the fire alarm system and associated devices are planned as part of this project.</p> <p>These works are planned to proceed together as the piling replacements require an open entry point through the roof to be lowered in and secured.</p>		
			




# Parks Program

Richmond is renowned for its high quality parks, trails, natural areas and its vibrant urban realm. The City's park system consists of 140 parks that total approximately 2,153 acres serving the wellness and recreation needs of a diverse and growing community. More than 136 kilometres of trails support walking, rolling and cycling, bringing people to the City's many iconic parks and waterfront destinations. The development of new parks and trails along with new amenities will ensure that Richmond residents continue to receive excellent service and that Richmond continues to be a regional and tourism destination.

## Parks – Parks Program

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<b>Program:</b>	Parks Program		<b>Sub-program:</b>	Parks
<b>Project Name:</b>	City-Wide Community Gardens		<b>Submission ID:</b>	7160
<b>Location:</b>	Various Locations			
<b>Cost:</b>	\$200,000	<b>OBI:</b>	\$ -	
<b>Funding Sources:</b>	Parks Development DCC: \$188,100 Parks Development City Assist: \$11,900			
<b>Scope:</b>	<p>In March 2019, Council supported the creation of new community garden plots to address the demand by Richmond residents for space to grow food and garden. In 2020, two new community gardens were constructed at Cook Park and Riverport. In 2021, the City received ALC approval to build 200 plots on the Garden City Lands. Despite these successes, the wait list for community garden plots is growing. Also in 2021 Council directed staff to conduct a public consultation process for community gardens. The results of this process will further inform staff on where to locate gardens in the community. This submission will focus on responding to the strong community demand by constructing new gardens in the neighbourhoods where residents on the wait list reside.</p> <p>Community gardens are a shared green space with individual and group garden plots which are maintained by community garden members to grow food, flowers, and other plants. The gardens provide low-barrier opportunities for residents of all ages and abilities to not only cultivate plants, but also meet new friends, share knowledge, and build a sense of community. The food, flowers, and other plants grown in each plot belong to the registered gardeners, and cannot be used or sold for any commercial purposes.</p> <p>The infrastructure for the gardens, including site preparation, a water connection, perimeter fencing and gate, a secure garden shed, pathway surface materials and signage will be provided by the City. Urban Bounty will construct the garden beds, provide soil and garden tools through their own funding efforts and administer the garden's operations.</p>			
				




Program:	Parks Program	Sub-program:	Parks
Project Name:	Lulu Island Park – Master Planning Phase	Submission ID:	6357


Location:	Middle Arm Waterfront		
Cost:	\$500,000	OBI:	\$ -
Funding Sources:	Parks Development DCC: \$470,250 Parks Development City Assist: \$29,750		
Scope:	<p>This capital request follows the preliminary planning and site study phase initiated in 2022, and will allow the City to advance the master planning of Lulu Island Park. 2023 will see the start of the park master planning phase, to be led by a qualified consultant team, which will include environmental and design studies, as well as public consultation. The Phase 1 cost estimate will also be prepared at this time. The leases for the City-owned industrial properties will expire in 2024, at which point demolition is tentatively scheduled to begin.</p> <p>The concept for Lulu Island Park was approved by Council in 2007 and incorporated in the City Centre Area Plan in 2009. Lulu Island Park is envisioned as the City's premier downtown park and a crucial part of its waterfront, supporting formal and informal recreation, cultural events, enhanced ecological values, and heritage interpretation. Sustained population growth in the City Centre demonstrates the need for this park, which is expected to serve as a catalyst for development in the adjacent commercial zone. The City has been acquiring the properties that will make up the park since 2005 and to date has completed acquisition of 23.29 acres.</p>		



<b>Program:</b>	<b>Parks Program</b>	<b>Sub-program:</b>	<b>Parks</b>
<b>Project Name:</b>	<b>McLean Park Dog Off-Leash Area</b>	<b>Submission ID:</b>	<b>7346</b>
<b>Location:</b>	McLean Park		
<b>Cost:</b>	\$200,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Parks Development DCC: \$188,100 Parks Development City Assist: \$11,900		
<b>Scope:</b>	<p>This capital request will allow the City to create a new dog off-leash area at McLean Neighbourhood Park in the Hamilton area. Anticipated features include planting, permanent fencing and gates, a drinking fountain, seating, drainage, and durable surfacing. The City conducted a dog off-leash-focussed Let's Talk Richmond public engagement process for Hamilton residents in March 2022. The results indicated strong support for a more accessible, centrally-located off-leash facility in the community, with McLean Park being the preferred location that was identified. This funding would allow for the planning, design, and implementation of a new dog off-leash facility at McLean Neighbourhood Park to address the needs of this growing community.</p>		
			

<b>Program:</b>	<b>Parks Program</b>	<b>Sub-program:</b>	<b>Parks</b>
<b>Project Name:</b>	<b>Park Shelter and Shade Program</b>	<b>Submission ID:</b>	<b>7368</b>
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$450,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Capital Revolving: \$450,000		
<b>Scope:</b>	<p>Outdoor shelters are important for sun safety. The Canadian Dermatology Association outlines shade as being one of the most important tools in reducing sun exposure and limiting its associated health risks. Shelters and shades support Council’s priorities in encouraging access to public open spaces by providing areas of refuge from sun exposure, and ensure infrastructure meets changing trends and best practices. This project proposes to construct canopies and shades in parks to improve adaptation to warming climate and increased inclement weather frequency and severity.</p> <p>Creating sun-safe environments is important in well managed public open spaces as climate change continues to exacerbate the effect of warm hot summers and heat waves. In 2021 and 2022, the City installed temporary pop-up park shelters which were well received and emphasized the increasing demand for shade in the open space realm. The Parks Shelter and Shade Program will increase availability of shade amenities in parks, which include canopies and shade sails. The program will prioritize and implement new shade amenities at strategic locations in the built environment, such as playgrounds, plazas, and picnicking areas.</p>		






Program:	Parks Program	Sub-program:	Parks
Project Name:	Parks Advance Planning and Design	Submission ID:	6344

Location:	Various Locations		
Cost:	\$500,000	OBI:	\$ -
Funding Sources:	Parks Development DCC: \$470,250 Parks Development City Assist: \$29,750		
Scope:	<p>This annual project submission for Parks Advance Planning and Design will provide resources for planning, research, public and stakeholder consultation, design and project management for a range of purposes, strategic planning projects, reports to City Council, meeting regulatory agency requirements (e.g., Vancouver Coastal Health, Provincial ministries), conceptual park design and technical reports for projects that require particular areas of expertise (e.g., environmental assessments).</p> <p>2023 projects include:</p> <ul style="list-style-type: none"><li>- conceptual park and open space planning for various sites;</li><li>- topographical surveys (engineering site survey pick-up);</li><li>- park resource management planning;</li><li>- park characterization projects;</li><li>- best practices research; and</li><li>- review and update the Waterfront Strategy.</li></ul> <p>The scope of work includes: researching best practices; collecting data, topographical surveys and geographical information; and securing consultation for landscape architectural and engineering services as part of a planning and design process. The design process includes preparing and producing concept designs, reports, presentations and detailed construction drawings for upcoming Major Capital projects. Projects may be community initiated or support a redeveloping area of the city.</p>		


  


Middle Arm Waterfront






<b>Program:</b>	<b>Parks Program</b>	<b>Sub-program:</b>	<b>Parks</b>
<b>Project Name:</b>	<b>Parks General Development</b>	<b>Submission ID:</b>	<b>6341</b>
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$400,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Parks Development DCC: \$376,200 Parks Development City Assist: \$23,800		
<b>Scope:</b>	<p>Upgrades to existing parks are required to respond to emergency requests and ongoing growth in the community. This program funds improvements of existing park amenities and facilities which are not part of other park capital programs, yet are required to support the increased use as a result of an increasing resident population. This funding allows the City the ability to be responsive to Council direction and appropriate public requests which align with existing strategic plans. These discrete, site-specific park enhancements will address our community's needs for ongoing park improvements to infrastructure, equipment and landscape amenities.</p> <p>Examples of projects that have been funded by the General Development program include walkways and pathways, new community gardens, community gathering spaces, new dogs off-leash areas, benches and other park furnishing, new drainage systems, drinking fountains and sport amenities.</p> <p>Specific projects will be identified and prioritized based on public safety, community requests/complaints, and conditional assessments carried out throughout the year.</p>		



Program:	Parks Program	Sub-program:	Parks
Project Name:	Playground Replacement Program	Submission ID:	6103
Location:	Various Locations		
Cost:	\$400,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$400,000		
Scope:	<p>This capital program addresses playgrounds that are at the end of their useful life and do not meet the current safety guidelines (according to the industry standard, the Canadian Standards Association’s “Children’s Playspaces and Equipment”), or can no longer be maintained to meet the guidelines due to obsolescence or vandalism. The program is directed towards replacing all or part of a playground and includes replacement of playground equipment, playground infrastructure (e.g., resilient surfacing, borders, drainage) and landscape features.</p> <p>Replacement of the playgrounds at Odlinwood Park and Heather-Dolphin Park will be a priority in 2023.</p>		
			



Program:	Parks Program	Sub-program:	Parks
Project Name:	Steveston Community Park Playground Expansion	Submission ID:	6114
Location:	Steveston Community Park		
Cost:	\$2,200,000	OBI:	\$ -
Funding Sources:	Parks Development DCC: \$1,598,850 Parks Development City Assist: \$101,150 Capital Revolving: \$380,798 Steveston Road Ends: \$119,202		
Scope:	<p>The Steveston Community Park playground expansion process was initiated in 2015 in response to community requests for upgraded and universally accessible playground equipment and surfacing due to the need to replace portions of the playground in the near future as they reach the end of their life cycle. The process to date has provided an opportunity to take a holistic approach towards the future redevelopment of this highly popular destination playground.</p> <p>As Council approved the final location for the Steveston Community Centre and Library project, next steps for the playground expansion will start with developing detailed design and a detailed cost estimate for the project. After that, an RFP will be issued for the construction of the playground. This capital submission will support the construction phase of the project. Proposed playground renewal and expansion works include new, universally accessible playground surfacing and expanded playground equipment to accommodate a broader range of age groups and physical skill levels.</p>		





## Parks – Parkland Acquisition Program

The parkland acquisition program relates to the acquisition of parkland for the City, as approved by Council.

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Program:	Parks Program	Sub-program:	Parkland
Project Name:	Parkland Acquisition	Submission ID:	6345

Location:

Cost:

Funding Sources:

Scope:

As per Parks DCC Land Acquisition Plan

\$4,000,000

Parks Acquisition DCC:


Parks Acquisition City Assist:

\$3,762,000

\$238,000

The purpose of the Parkland Acquisition program is to acquire land for park requirements to address development and population growth. The program is based on the City's population projections as per the OCP with the objective of maintaining the parks provision standard of 7.66 acres per 1,000 population. The program is funded through Parkland Acquisition Development Cost Charges (DCCs) and is guided by the Council approved 2009 Park Land Acquisition Strategy which provides the criteria for evaluating proposed acquisitions. Funding is required each year to allow the City to be strategic and responsive as properties become available thus avoiding the need to borrow the funding from other City sources or pass /prepare a budget amendment for each acquisition.

Base Level Parks & Open Space Map (2031)



Land Acquisition Program


The land acquisition program relates to the acquisition and disposition of real property for the City, as approved by Council.

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Strategic Real Estate Acquisition ..... 100



Program:	Land Program	Sub-program:	Land
Project Name:	Strategic Real Estate Acquisition	Submission ID:	6522
Location:	Various Locations		
Cost:	\$10,000,000	OBI:	\$ -
Funding Sources:	Capital Industrial Use: \$10,000,000		
Scope:	<p>Funds for land acquisition to meet the Council Approved Strategic Real Estate Investment Plan, other than Development Cost Charges (DCC) and other special reserve funded projects, are set aside in the Capital Reserve under the Industrial Use Fund. This capital budget submission is to use land acquisition monies from this fund as well as additional general funds approved by Council.</p> <p>\$10 million to be invested in investment class real estate.</p>		



Equipment Program

The equipment program includes machinery and vehicles for Public Works (PW), Fire Rescue Services, City Hall computer hardware, software, and other equipment.

Equipment – Vehicle Program

Automatic Vehicle Location/Global Positioning System Expansion..... 102


Emergency Response Equipment For Atmospheric and Flooding Preparedness ..... 103

Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet) ..... 104

Program:	Equipment Program	Sub-program:	Vehicle
Project Name:	Automatic Vehicle Location/Global Positioning System Expansion	Submission ID:	7263
Location:	Public Works – Fleet Operations		
Cost:	\$143,965	OBI:	\$102,650
Funding Sources:	Public Works Equipment: \$143,965		
Scope:	Working with business units and Fleet staff to:  a. establish required Vehicles/Units for expansion b. refine system specifications requirements for Power to Off (PTO) and additional sensor capabilities c. establish resource requirements for implementation and administration d. work with business units to implement.  A full time Fleet Administration Systems and Project Coordinator is required for this project to be put forward including the requirement for a new Position Complement Control (PCC). An additional level request titled "Fleet Administration Systems & Project Coordinator – Regular Full Time" was submitted for Council consideration through the 2023 Proposed Operating Budget.		



Program:	Equipment Program	Sub-program:	Vehicle
Project Name:	Emergency Response Equipment For Atmospheric and Flooding Preparedness	Submission ID:	7451
Location:	Works Yard and Various City Departments		
Cost:	\$650,000	OBI:	\$98,400
Funding Sources:	Sewer Levy: \$220,000 Water Levy: \$220,000 Dike Improvement Provision: \$210,000		
Scope:	<p>The purpose of this project is to purchase a mobile fuel tanker with a 10,000-20,000 litre fuel capacity holding multiple fuel types to support on site fueling for all City assets that require fuel. Recent atmospheric river and flooding events have identified that mobile fuel vendors were in high demand and therefore not available to fuel backup generators for critical equipment, leaving the City to fill this need with only one small (450 litre) mobile fuel truck. A dedicated larger fuel truck would ensure the City has the internal capability to fuel onsite generators to ensure no negative impacts to drainage pump stations, equipment and those City buildings with back up generators to ensure continuous operations. The vehicle will also be used in daily operations to fill equipment at job sites throughout the City, provide fuel support to Richmond Fire Rescue during fire fighting events, and provide fuel filtering with tank polishing services for back up emergency generators at City owned buildings and pump stations currently being performed by external vendors. The vehicle will also be outfitted with compartments storing PPE and materials regularly consumed by City crews on job sites.</p> <p>Additionally, a skid steer loader will be purchased as an emergency response unit to assist in sand bagging activities at identified distribution points to be used during atmospheric river or flooding events and also to be used daily on construction sites, replacing rental units currently being used.</p> <p>Note: Additional Level Position for the Mobile Fuel Tanker Operator to be submitted in 2024.</p>		




<b>Program:</b>	<b>Equipment Program</b>	<b>Sub-program:</b>	<b>Vehicle</b>
<b>Project Name:</b>	<b>Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)</b>	<b>Submission ID:</b>	<b>6424</b>
<b>Location:</b>	Works Yard and Various City Departments		
<b>Cost:</b>	\$3,405,309	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Public Works Equipment: \$2,688,309 Sewer Levy: \$335,000 Water Levy: \$382,000		
<b>Scope:</b>	Annual replacement of vehicles eligible due to age and condition in accordance with Sustainable Green Fleet Policy 2020.		

The project involves meeting with user groups to establish needs and develop specifications for vehicle/equipment replacements. Bid documentation is then issued to the marketplace, with purchases combined where possible to achieve best value. Submissions are evaluated with user input, and awards are made accordingly. Scope also includes vehicle outfitting as required to coincide with individual user department needs. The work commences upon receiving Council approval, with timing dependent on delivery timeframes/availability of product from successful vendors.

This project involves replacement of vehicles and equipment:

2 forklifts, 1 backhoe, 3 cars, 1 chipper attachment, 2 gang mower attachments, 3 heavy duty trucks, 2 heavy duty vans, 2 ice surfacers, 2 light duty trucks, 2 light duty vans, 5 medium duty trucks, 1 medium duty van, 1 minivan, 1 blower mower attachment, 4 ride on mowers, 1 roller, 4 misc. small equipment, 3 trailers, 3 transit vans, 2 utility vehicles, 1 attachment for mower, Main Garage – overhead exhaust, parts pressure washer, two post hoist, Welding shop – Metal shear equipment, plus an unallocated amount for currency exchange, inflation, accidents, COVID compliance, etc.




Equipment – Fire Vehicle Program

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Fire Vehicle Replacement Reserve Purchases ..... 106



Program:	Equipment Program	Sub-program:	Fire vehicle
Project Name:	Fire Vehicle Replacement Reserve Purchases	Submission ID:	6484
Location:	Fire Hall #1		
Cost:	\$1,336,249	OBI:	\$ -
Funding Sources:	Fire Equipment: \$1,336,249		
Scope:	<p>Front line fire apparatus replacement follows a life cycle replacement schedule based on best practices and industry standards. In addition, a condition inspection is conducted annually to evaluate the mechanical status of the vehicles to determine replacement need. To ensure the City is able to provide fire services to the community, Richmond Fire-Rescue (RFR) has a designated "Fire Equipment Reserve". The replacement plan for all apparatus is funded through the reserve.</p> <p>The replacement plan for 2023 includes a front line vehicle budgeted at \$1,336,249.</p>		




Equipment – Equipment Program

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City Hall and Community Safety Building Lighting Upgrade..... 108

Energy Management Projects..... 109

Gateway Theatre Technical Equipment Upgrade..... 110

<b>Program:</b>	Equipment Program		<b>Sub-program:</b>	Equipment
<b>Project Name:</b>	City Hall and Community Safety Building Lighting Upgrade		<b>Submission ID:</b>	7453
<b>Location:</b>	Various Locations			
<b>Cost:</b>	\$1,100,000		<b>OBI:</b>	(\$30,000)
<b>Funding Sources:</b>	Enterprise:	\$200,000		
	Grant:	\$48,000		
	Gas Tax:	\$852,000		
<b>Scope:</b>	<p>This capital submission replaces the approved 2021 capital project, City Hall and Community Safety Lighting Upgrades, with \$550,000 approved budget. The original project scope was to upgrade the lighting system for both buildings, resulting in the reduction of 50% of the lighting electricity load.</p> <p>Additional funding of \$550,000 is needed to complete the previous submission plus the expanded scope of the project. The new scope involves replacing failing Community Safety building lighting fixtures as well as providing advanced lighting control systems that allow the integration of HVAC and lighting Direct Digital Control (DDC) systems and the creation of virtual zones to suit changing floor layouts.</p> <p>If this capital submission is approved, the approved 2021 capital project will be closed and the respective funding will return to the original funding sources.</p>			
				



Program:	Equipment Program		Sub-program:	Equipment
Project Name:	Energy Management Projects		Submission ID:	6422
Location:	Various Locations			
Cost:	\$550,000		OBI:	(\$99,568)
Funding Sources:	Enterprise:	\$300,000		
	Gas Tax:	\$250,000		
Scope:	To reduce the energy used at City assets through optimization of existing systems and/or incorporation of new technologies.			
	Through project development initiatives and energy audits, energy efficiency improvements at City assets will be identified and implemented that provide the best energy performance, maximizes the reduction of GHG emissions, and which can deliver the best return on investment.			
				

<b>Program:</b>	Equipment Program		<b>Sub-program:</b>	Equipment
<b>Project Name:</b>	Gateway Theatre Technical Equipment Upgrade		<b>Submission ID:</b>	7378

**Location:** 6500 Gilbert Road

**Cost:** \$2,210,305 **OBI:** \$ -

**Funding Sources:**

Capital Revolving:	\$1,080,153
Community Contribution:	\$25,000
Grant:	\$1,105,152

**Scope:**


The purpose of this project is to upgrade the Gateway Theatre's technical equipment. Much of the technical equipment and underlying infrastructure is 20 to 30 years old and therefore is obsolete and is becoming increasingly unreliable.

Investing in this infrastructure will update the venue to current standards and technologies, plus provide both an enhanced experience and reduce the need to rent equipment for both Gateway Theatres' productions and for rental clients.

Recommended work would include:

- Base electrical and networking infrastructure to support new technology;
- Replacing the audio console, wireless microphone system, and dedicated sound systems installed in the studios and the lobby;
- Installation of two HD cameras;
- Installation of two laser projectors and roll down screen;
- An upgrade to theatrical lighting; and
- An upgrade rigging to ensure safety and reliability.

City's support for this capital project will also make the project eligible for Department of Canadian Heritage Cultural Spaces grant funding, which could cover up to 50% of project costs. If the City is not successful with the grant application, a revised proposal will be presented to Council for consideration and approval.



Information Technology Program

The Information Technology Program is focused on delivering innovation and best-in-class services to staff and the public. We operate a multi-faceted portfolio that enables Council goals and provides benefits to the community while ensuring the integrity and ongoing operation of City systems through a planned approach to address ageing infrastructure.

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Wi-Fi Expansion for Civic Buildings ..... 120




<b>Program:</b>	Information Technology Program		<b>Sub-program:</b>	Information Technology
<b>Project Name:</b>	Annual Hardware Refresh		<b>Submission ID:</b>	6378


  


<b>Location:</b>	City Hall			
<b>Cost:</b>	\$881,216	<b>OBI:</b>	\$ -	
<b>Funding Sources:</b>	Telephone Equipment: \$2,208 Hardware Upgrade: \$831,056 Other Equipment: \$47,952			
<b>Scope:</b>	<p>The City maintains the best practice of replacing ageing infrastructure on a defined schedule to mitigate the effects of equipment failure. For our desktop and laptop environment, this schedule is based on a five-year refresh cycle. The City either trades in older assets or disposes of them in a certified, environmentally sound manner.</p> <p>This project scope is to perform the scheduled replacement of end-of-life cycle City computer hardware, which plans to include 107 computer desktops, 38 laptops, 200 monitors (desktop and video conferencing enabled), 12 docking stations, 178 cellular phones and 15 iPads and to provide Flexible Work Arrangement equipment (700 monitors, 350 docking stations and 350 mice\keyboards).</p>			



<b>Program:</b>	<b>Information Technology Program</b>		<b>Sub-program:</b>	<b>Information Technology</b>
<b>Project Name:</b>	<b>Budget Planning &amp; Monitoring Software Solution Phase 2</b>		<b>Submission ID:</b>	<b>7332</b>
<b>Location:</b>	City Hall			
<b>Cost:</b>	\$750,101		<b>OBI:</b>	\$150,000
<b>Funding Sources:</b>	Corporate: \$750,101			
<b>Scope:</b>	<p>The work on the Budget Planning and Monitoring Solution project that was approved by Council as part of the 2019 Capital Budget was paused during the pandemic as directed by Senior Management to redeploy all resources to daily operations. The project resumed in 2021 with the implementation of a proof of concept. This confirmed that the proposed new budget system is capable of meeting the objectives of the project, and the next phase is detail design.</p> <p>Additional opportunities have been identified that could further enhance the benefits gained from the new solution, through full integration with existing financial systems and replacement of the Month-End Operation and Analysis Reports. This eliminates manual processes that improves efficiencies, eliminate potential human error, and allows existing staff to focus on other priorities.</p> <p>In addition, the usage of the Budget Planning and Monitoring Solution would be extended to all City employees so capital or operating budget can be submitted by the budget owner through self-service capabilities.</p> <p>The following items are to be implemented :</p> <ol style="list-style-type: none"><li>1. Capital Budget Entries Integration into PeopleSoft Financials</li><li>2. Operating Budget Entries Integration into PeopleSoft Financials</li><li>3. Budget Entries Integration into Data Analytics</li><li>4. Position Integration from PeopleSoft HCM</li><li>5. Salary Integration from PeopleSoft HCM</li><li>6. Financial Structure Integration from PeopleSoft Financials</li><li>7. Month-End Operation and Analysis Report</li></ol>			



<b>Program:</b>	Information Technology Program		<b>Sub-program:</b>	Information Technology
<b>Project Name:</b>	Enhanced Online Community Services Program Platform		<b>Submission ID:</b>	7334
<b>Location:</b>	Citywide			
<b>Cost:</b>	\$100,000	<b>OBI:</b>	\$ -	
<b>Funding Sources:</b>	Corporate: \$100,000			
<b>Scope:</b>	<p>A customer-centric online catalog/menu that offers an innovative, intuitive and personalized registration experience for Community Services programs. This request is directly related to the City's digital strategy vision.</p> <p>- To optimize and integrate business processes which leverage technology innovation to deliver exceptional services.</p> <p>Specifically this request aims to enhance the My Community section of MyRichmond to allow a complete customized user experience. While the online catalog should promote sales, it should also encourage the decommissioning of existing processes such as publication of the recreation guide and allow the reduction of on-going costs and staff-time to more innovative marketing strategies and value added activities.</p>			
				



<b>Program:</b>	Information Technology Program		<b>Sub-program:</b>	Information Technology
<b>Project Name:</b>	ePlan Expansion and Single Sign-On (SSO) Integration		<b>Submission ID:</b>	7336

<b>Location:</b>	Citywide		
<b>Cost:</b>	\$295,434	<b>OBI:</b>	\$65,709
<b>Funding Sources:</b>	Corporate: \$295,434		
<b>Scope:</b>	<p>In 2022, Council endorsed a City recommendation to enhance our ability to deliver permitting and development applications using streamlined processes and enhanced technology. In early 2023, the first phase of the new permitting optimization project (MyPermits) will be delivered. This phase will enable simplified processes and immediate delivery electronically of what was traditionally "over the counter" type permits.</p> <p>As staff have reviewed and optimized business processes related to permitting, an opportunity to extend and integrate the planning review system (ePlans ProjectDox) was identified. In order to integrate this system and provide a full service, seamless experience for the customer, a significant upgrade is necessary.</p> <p>The detailed scope will be defined during the project planning process. This process will analyze the current environment and propose recommendations to incorporate into the enhancements. Specifically, the project planning process will include:</p> <ul style="list-style-type: none"> <li>- Review existing workflow configuration and provide options for enhancement</li> <li>- Review existing online processes and provide options for enhancement</li> <li>- Review existing reporting and provide options for enhancement</li> <li>- Perform software &amp; integration assessment and define the tasks to deliver the new functionality</li> </ul>		

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Program:	Information Technology Program	Sub-program:	Information Technology
Project Name:	IT Service Management System Replacement	Submission ID:	7353

Location:	City Hall		
Cost:	\$286,483	OBI:	\$ -
Funding Sources:	Software:	\$286,483	
Scope:	Information Technology uses an ITSM (IT Service Management) system to manage requests, incidents, changes and other aspects of providing technology services to the organization. Our existing solution (LANDesk) was acquired by another company and has been discontinued. The existing version we are operating on has been declared as end of life. A replacement solution will need to be implemented.		
	The new ITSM solution will enable IT to provide better support, including self-service options for our internal customers.		

The diagram illustrates the ITSM (IT Service Management) framework. At the center is a circular hub labeled "ITSM". Surrounding this hub are seven key components, each connected by a dashed line: "Service Catalog" (top), "Service Desk" (top-right), "Incident Management" (right), "Problem Management" (bottom-right), "Change Management" (bottom-left), "Asset Management" (left), and "Knowledge, Policy & Procedure" (top-left). The central hub also contains the text "Service Improvement", "Reports & Dashboards", and "Service Strategy".

Program:	Information Technology Program		Sub-program:	Information Technology
Project Name:	Meeting Management Solution		Submission ID:	7480
Location:	City Hall			
Cost:	\$100,000		OBI:	\$76,600
Funding Sources:	Capital Revolving: \$100,000			
Scope:	There is no tool today to effectively plan and manage Council and Committee meetings. The current system and server, being at the end of life, imposes a security risk and is no longer supported. A new tool is required to manage meeting agendas, action items, and to publish meeting minutes.			






<b>Program:</b>	Information Technology Program		<b>Sub-program:</b>	Information Technology
<b>Project Name:</b>	PeopleSoft FSCM 9.2 New Features		<b>Submission ID:</b>	7330

<b>Location:</b>	City Hall		
<b>Cost:</b>	\$856,384	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Corporate: \$856,384		
<b>Scope:</b>	<p>As part of the 2022 approved project to upgrade Peoplesoft Financials to the latest version, Finance is now seeking to implement new features that the upgraded system makes available.</p> <p>These new features enable the City to simplify and decustominze the existing implementation in favour of “out of the box” functionality and promotes employee self-service, improved reporting and matrices, modernization and better security and controls.</p> <p>The project would also review current challenges Finance encounters in the day-to-day operations and seek solutions with business process improvements.</p> <p>This project is essential as it improves service delivery from Finance to the City, streamline business processes with security and approval in place for audit and tracking, reduces staff effort on various financial processes, reconciliation and adjustment, and improves accuracy and the quality of data that is critical to the City’s planning and decision making.</p> <p>The scope to be completed:</p> <ol style="list-style-type: none"><li>1. Introduce self-service with modernized look and feel</li><li>2. Optimize the City’s investment on PeopleSoft and leverage the full potential of PeopleSoft to better support, facilitate and improve major operational activities transacted from sourcing to payment, collections to stocking, and from projects to asset management that translate into financial data impacting decision points</li><li>3. Balance Risks and Maintain Data Integrity. PeopleSoft FSCM is the single source of financial information relied upon by the City’s senior management and Council. Keeping PeopleSoft relevant to business requirements is critical to maintain its data accuracy, completeness and understandability</li><li>4. Improve reporting and matrix capability with delivered dashboards and analytics using Pivot Grid and Kibana</li><li>5. Resolve user challenges on day-to-day financial operation</li></ol>		



Feature Overview

PeopleSoft Update Manager Enhancements

**PeopleSoft FSCM 9.2**

*New Features & Ehancements*

**ORACLE**

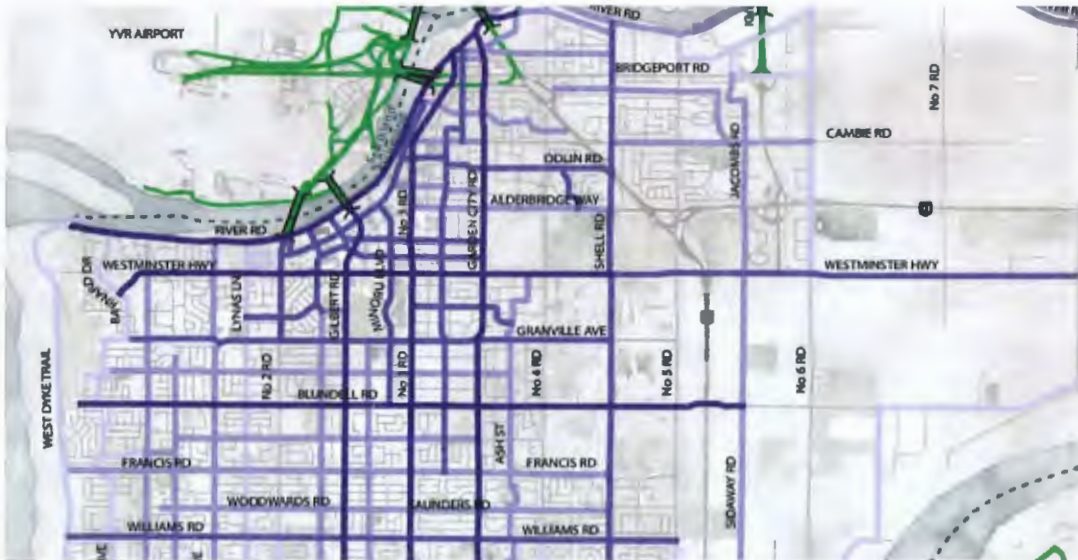
Program:	Information Technology Program	Sub-program:	Information Technology
Project Name:	Roads Asset Modelling – Scoping Study	Submission ID:	7335

Location:	Cityhall		
Cost:	\$200,000	OBI:	\$ -
Funding Sources:	Corporate:	\$200,000	
Scope:	Through its Geographic Information System (GIS) and Infor Public Sector (IPS) systems, the City manages and tracks City-owned assets, such as the drainage, water and sanitary sewer networks. This project will facilitate the necessary activities, such as asset and layer development, modelling, inventorying and management procedures required for the City to have the roads network in the corporate GIS and IPS systems. The expected outcomes of this project will improve the City's asset management processes, support ageing infrastructure and capital planning, and improve efficiency for road maintenance.		


The first phase of the project will include, but not be limited to, development and implementation of a methodology and strategy to obtain, track and manage road assets and their related attributes that will be input into GIS and IPS.

The strategy will identify how the City will inventory, analyse, refine and model asset and inspection related fields and data that align with Engineering standards, safety, regulatory and legislative requirements, among others.

Based on similar initiatives, project deliverables will include management workshops, research and market scan for asset configuration best practices, needs assessment and methodology, and development of a strategy and framework that will define the project requirements for the Roads asset model.





<b>Program:</b>	Information Technology Program	<b>Sub-program:</b>	Information Technology
<b>Project Name:</b>	Wi-Fi Expansion for Civic Buildings	<b>Submission ID:</b>	7338
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$286,720	<b>OBI:</b>	\$16,880
<b>Funding Sources:</b>	Capital Revolving: \$286,720		
<b>Scope:</b>	<p>From 2015 to 2017, the City implemented public Wi-Fi services at all City facilities and some outdoor locations such as Britannia Shipyards National Historic Site. This service has proven to be very beneficial to staff and the public as they visit these locations. Through the last few years, feedback has been received indicating the need for better coverage in certain areas, such as Richmond Ice Arena, Fire Hall No. 5 and buildings within the Britannia Shipyards National Historic Site. This initiative will build out additional capacity and coverage for identified locations throughout the City.</p>		
			



# Contingent External Contributions

Contingent external contributions is an estimate of external grants that may be received throughout the year for a variety of approved capital projects.

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<b>Program:</b>	Contingent External Contributions	<b>Sub-program:</b>	Contingent External Contributions
<b>Project Name:</b>	Contingent External Contributions	<b>Submission ID:</b>	6565
<b>Location:</b>	City Wide		
<b>Cost:</b>	\$10,000,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Grant: \$10,000,000		
<b>Scope:</b>	The Financial Plan includes an estimate for external grants and contributions that may be approved or received throughout the year for various projects. Spending will only incur if the funding is confirmed. Including an estimate in the Financial Plan will allow staff to request scope changes to existing projects without having to wait until the Bylaw Amendment, which is typically adopted in the fall.		

Internal Transfers/Debt Payment Program

The internal transfers/debt program relates to the use of capital funding for repayment of capital funds borrowed from other internal sources of funding.

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7080 River Road Repayment..... 124

River Road/North Loop (2005) Repayment ..... 125



<b>Program:</b>	Internal Transfers/Debt Payment		<b>Sub-program:</b>	Internal Transfers/Debt Payment
<b>Project Name:</b>	7080 River Road Repayment		<b>Submission ID:</b>	6020
<b>Location:</b>	7080 River Road			
<b>Cost:</b>	\$2,341,384		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Parks Acquisition DCC: \$2,202,072 Parks Acquisition City Assist: \$139,312			
<b>Scope:</b>	<p>The purpose of this submission is to repay the Capital Reserve – Industrial Use Fund for previous Parkland Acquisitions from Parkland Acquisition Development Cost Charges (DCC's). In order to comply with the Community Charter and as previously approved by Council.</p> <p>The 2023 payment of \$2,341,384 is the 7<sup>th</sup> of 8 payments.</p>			

<b>Program:</b>	Internal Transfers/Debt Payment		<b>Sub-program:</b>	Internal Transfers/Debt Payment
<b>Project Name:</b>	River Road/North Loop (2005) Repayment		<b>Submission ID:</b>	6336
<b>Location:</b>	River Road / North Loop			
<b>Cost:</b>	\$1,334,953		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Roads DCC: \$1,334,953			
<b>Scope:</b>	<p>In 2005, Council approved \$18.2M borrowing from surplus for the acquisition of the Canadian Pacific rail land between No. 2 Rd and No. 3 Rd, and for the re-alignment of River Road.</p> <p>This \$18.2M was separated as \$17.1M borrowed in 2005 with repayments commencing in 2006 and a second amount of \$950,000 beginning repayment in 2008. The \$18.2M is to be repaid from Roads DCCs to Surplus over 18 years. The 2023 payment of \$1,334,953 is the last payment.</p>			

# Infrastructure Program– Not Recommended

Due to funding constraints and higher priority projects, the following infrastructure projects are not recommended for funding.


## Infrastructure – Roads Program

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Supplementary Asphalt Paving Program – Non-MRN .....	127
Williams Road Reconstruction – No. 4 Road to No. 5 Road – Design .....	128



<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Roads
<b>Project Name:</b>	Supplementary Asphalt Paving Program – Non-MRN		<b>Submission ID:</b>	7401
<b>Location:</b>	Various			
<b>Cost:</b>	\$2,000,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Capital Revolving: \$2,000,000			
<b>Scope:</b>	<p>The City's Ageing Utility and Road Infrastructure report identifies an estimated annual funding gap of approximately \$4 million for the pavement of non-MRN roads. Addressing re-paving needs in a timely manner will result in overall cost savings for the City. This program is intended to supplement the annual non-MRN asphalt paving program to address additional areas that could not be covered in the Annual Asphalt Re-Paving Program – Non-MRN capital submission.</p> <p>The scope also includes costs associated with ancillary work, including but not limited to, curb and gutter repairs, road base repair, asphalt parking re-paving, manhole and valve box adjustments, line painting, staff inspection time and similar.</p>			



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Williams Road Reconstruction – No. 4 Road to No. 5 Road – Design	Submission ID:	7402
Location:	City Wide		
Cost:	\$850,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$850,000		
Scope:	<p>Over \$350,000 has been spent on repairs for Williams Road from No 4 Road to No 5 Road over the last three years. It has been determined that the most cost effective solution is to complete full road reconstruction before further road deterioration occurs.</p> <p>This project will include design services to facilitate reconstruction of Williams Road from No 4 Road to No. 5 Road with an asphalt roadway, thereby reducing City maintenance requirements and improving service to commuters and neighbouring homes. The project scope will also include a review of sustainable practices to recycle the removed roadway Roller Compacted Concrete (RCC) per the City's circular economy initiatives.</p>		



Infrastructure – Infrastructure Advanced Design and Minor Public Works Program

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Public Works Minor Capital – Traffic..... 130



Program:	Infrastructure Program	Sub-program:	Infrastructure Advanced Design and Minor Public Works
Project Name:	Public Works Minor Capital – Traffic	Submission ID:	6457

Location:

Cost:

Funding Sources:

Scope:

Various Locations

\$250,000

Capital Revolving: \$250,000


Minor work related to traffic operations and traffic signals infrastructure including installation, repairs, or replacement of traffic/parking signage, pavement marking, traffic measure and signal device, upgrades to meet changes in safety requirements, testing of new technologies to improve efficiencies, and response to unforeseen public requests for minor upgrades. These are separate from DCC programs which fund specific projects/locations.

OBI:

\$ -

Transportation receives public requests throughout the year for minor transportation projects. The minor capital program allows the department to respond to these requests in a timely and cost effective manner.

Funding: Revolving fund; potential from TransLink and ICBC



Building Program – Not Recommended

The following building projects are recommended but due to funding constraints and other higher priority projects, it is not included as recommended in the 2023 Capital Budget Report.

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Fire Hall No. 7 System Renewals ..... 132

Olympic Oval – Envelope, Plumbing and HVAC Renewals..... 133

Thompson Community Centre and Hall Infrastructure Renewals..... 134

<b>Program:</b>	Building Program		<b>Sub-program:</b>	Building
<b>Project Name:</b>	Fire Hall No. 7 System Renewals		<b>Submission ID:</b>	6750

**Location:** Fire Hall No. 7

**Cost:** \$1,900,000 **OBI:** \$ -

**Funding Sources:** Building and Infrastructure: \$1,900,000

**Scope:**

Building Systems - \$80,000  
These works include baseboard heaters of the storage facility, electrical work and miscellaneous fire protection and safety system upgrades.


Envelope - \$900,000  
These works include the renewal of the: roof, windows and seals, exterior doors, overhead rolling bay doors, exterior soffits, and exterior paint finishes.

Interior Finishes - \$450,000  
These works include the replacement and renewals of ceramic and linoleum flooring, and washroom accessories.

Other renovation and upgrades included in the scope of this project are a kitchen renovation, dormitory modernization, room relocations and alterations.


Mechanical - \$350,000  
These works include the renewal of the water heater and associated distribution piping.


HVAC - \$120,000  
These works include the replacement of five exhaust systems.



Program:	Building Program	Sub-program:	Building
Project Name:	Olympic Oval – Envelope, Plumbing and HVAC Renewals	Submission ID:	7310
Location:	6111 River Road		
Cost:	\$2,700,000	OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$2,700,000		
Scope:	<p>The City owns all community amenities including Olympic Oval, community centres and Gateway Theatre. The City is responsible for the repairs and maintenances of all civic buildings.</p> <p>Envelope: \$1,500,000 These works include the replacement of multiple entrance doors, steel sliding doors and roof sealants.</p> <p>Plumbing: \$700,000 These works include the renewals of interior plumbing fixtures and equipment servicing the pond and waterfall.</p> <p>HVAC: \$500,000 These works include the relocation of an air handling unit's intake as well as replacement of the humidifier serving the yoga studio.</p>		



<b>Program:</b>	<b>Building Program</b>	<b>Sub-program:</b>	<b>Building</b>
<b>Project Name:</b>	<b>Thompson Community Centre and Hall Infrastructure Renewals</b>	<b>Submission ID:</b>	<b>6265</b>
<b>Location:</b>	5151 Granville Ave.		
<b>Cost:</b>	\$2,750,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Building and Infrastructure: \$2,750,000		
<b>Scope:</b>	<p>Building Systems - \$150,000 The fire alarm system and associated equipment in both the community centre and hall will be replaced with new, energy efficient units.</p> <p>Envelope - \$1,600,000 These works include replacement of the main roof and soffits as well as exterior doors and windows.</p> <p>Interior Finishes - \$650,000 These works include the replacement of deteriorating flooring to some areas of the community centre such as hallways, offices and multi purpose rooms, as well as washroom fixture and partition replacements in the hall facility.</p> <p>Mechanical and HVAC - \$350,000 Force flow heating units, exhaust units, water heaters and associated distribution piping throughout the community centre and hall will be replaced with new, energy efficient ones to meet the centre's growing demands.</p>		
			

## Parks Program– Not Recommended

Due to funding constraints and higher priority projects, the following park projects are not recommended for funding.

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Burkeville Park Redevelopment.....	136
Parks Ageing Infrastructure Replacement Program .....	137




<b>Program:</b>	Parks Program		<b>Sub-program:</b>	Parks
<b>Project Name:</b>	Burkeville Park Redevelopment		<b>Submission ID:</b>	7373

<b>Location:</b>	Burkeville Park		
<b>Cost:</b>	\$500,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Parks Development DCC: \$188,100 Parks Development City Assist: \$11,900 Capital Revolving: \$300,000		
<b>Scope:</b>	<p>Burkeville Park was originally constructed in the 1970s and is rapidly approaching end of useful service life. This project aims to replace the existing sport courts and asphalt pathways, and to implement improvements to the playground, site furnishings, and perimeter trail conditions. Redevelopment of the site will ensure continued service delivery and will update the character and aesthetic of the park consistent with the local community. Preliminary consultation with the Sea Island Community Association has resulted in positive feedback for the project and further community engagement is proposed.</p>		

Program:	Parks Program		Sub-program:	Parks
Project Name:	Parks Ageing Infrastructure Replacement Program		Submission ID:	6342
Location:	Various Locations			
Cost:	\$560,000		OBI:	\$ -
Funding Sources:	Capital Revolving: \$560,000			
Scope:	<p>This program targets the replacement of ageing parks and open space infrastructure. The types of infrastructure include waterparks, waterfront assets (e.g., piers, docks, moorage and boat launch facilities), trails and pathways, drainage systems, outdoor sport courts, sports field fencing and equipment (e.g., lighting, bleachers) as well as the replacement of other assets which cannot be funded through the Parks Development Cost Charges program. Replacement of these assets will ensure continued service delivery.</p> <p>Specific projects are identified and prioritized based on condition assessments, public safety, and community requests/complaints received.</p> <p>2023 Projects may include:</p> <ul style="list-style-type: none"><li>- sandfield upgrades;</li><li>- sport court surfacing repairs (tennis, basketball, lacrosse, etc.);</li><li>- timber structures, fencing replacement;</li><li>- drainage system replacement, and</li><li>- lighting replacement</li></ul>			



Information Technology Program


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PeopleSoft FSCM Lease Administration Module ..... 139



Program:	Information Technology Program		Sub-program:	Information Technology
Project Name:	PeopleSoft FSCM Lease Administration Module		Submission ID:	7333

Location:	City Hall		
Cost:	\$323,557	OBI:	\$33,783
Funding Sources:	Capital Revolving: \$323,557		
Scope:	<p>Real Estate Services have grown beyond the existing solution Inmagic to maintain the City's leases. It is a standalone text based system that does not provide financial data nor integrate to other systems such as Peoplesoft Financials. The platform provides basic data entry, searching and reporting capability. Due to the text based nature of the system, it is difficult to extract data for analysis in Excel or other applications. Consultant help is needed whenever change is needed to the system.</p> <p>Real Estate Services is seeking to replace InMagic with PeopleSoft Lease Administration (LA), a PeopleSoft FSCM module to maintain the City's leases. The lease module is compliant with GASB 87 accounting rules, and maintains payable and receivable information with associated expenses, as well as generates recurring payments and invoices automatically. All financial transactions flow into general ledger which reduces manual effort with strong controls on all expenses and transactions. PeopleSoft queries and delivered reports provide information to better manage leases and assist decision-making. With PeopleSoft integration capabilities, data extract is no longer an obstacle for data analytics.</p>		



**CITY OF RICHMOND**  
**5 YEAR CAPITAL PLAN SUMMARY (2023 – 2027)**  
(in \$000s)

	2023	2024	2025	2026	2027
<b>Infrastructure Program</b>					
Roads	21,171	22,267	19,748	12,799	13,151
Flood Protection (Drainage)	20,026	21,915	35,674	18,570	22,270
Water	6,567	11,309	10,820	8,322	10,011
Sanitary Sewer	7,839	5,901	4,900	9,000	4,800
Infrastructure Advanced Design and Minor Public Works	4,480	3,780	3,280	3,930	2,930
<b>Total Infrastructure Program</b>	<b>\$ 60,083</b>	<b>\$ 65,172</b>	<b>\$ 74,422</b>	<b>\$ 52,621</b>	<b>\$ 53,162</b>
<b>Building Program</b>					
Building	20,755	10,300	17,700	35,450	21,050
Heritage	5,000	13,100	21,800	-	-
<b>Total Building Program</b>	<b>\$ 25,755</b>	<b>\$ 23,400</b>	<b>\$ 39,500</b>	<b>\$ 35,450</b>	<b>\$ 21,050</b>
<b>Parks</b>					
Parks	4,850	3,400	2,050	5,600	6,010
Parkland	4,000	4,000	4,000	4,000	4,000
<b>Total Parks Program</b>	<b>\$ 8,850</b>	<b>\$ 7,400</b>	<b>\$ 6,050</b>	<b>\$ 9,600</b>	<b>\$ 10,010</b>
<b>Land Program</b>					
	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>Equipment Program</b>					
Vehicle	4,199	3,755	3,593	2,530	3,992
Fire Vehicle	1,336	1,504	204	2,082	2,163
Equipment	3,860	550	782	796	718
<b>Total Equipment Program</b>	<b>\$ 9,395</b>	<b>\$ 5,809</b>	<b>\$ 4,579</b>	<b>\$ 5,408</b>	<b>\$ 6,873</b>
<b>Information Technology Program</b>					
	<b>\$ 3,757</b>	<b>\$ 493</b>	<b>\$ 540</b>	<b>\$ 782</b>	<b>\$ 868</b>
<b>Internal Transfers/Debt Payment</b>					
	<b>\$ 3,676</b>	<b>\$ 2,341</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contingent External Contributions</b>					
	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>Total Capital Program</b>	<b>\$131,516</b>	<b>\$ 124,615</b>	<b>\$ 145,091</b>	<b>\$ 123,861</b>	<b>\$ 111,963</b>



**CITY OF RICHMOND**  
**5 YEAR CAPITAL PLAN BY FUNDING SOURCES (2023 – 2027)**  
(in \$000s)

<b>DCC Reserves</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Park Development DCC	3,292	941	1,552	1,223	1,646
Park Land Acquisition DCC	5,964	5,964	3,762	3,762	3,762
Roads DCC	11,067	9,827	7,766	5,885	5,979
Water DCC	-	2,229	2,224	-	-
<b>Total DCC</b>	<b>\$ 20,323</b>	<b>\$ 18,961</b>	<b>\$ 15,304</b>	<b>\$ 10,870</b>	<b>\$ 11,387</b>
<b>Statutory Reserves</b>					
Capital Building and Infrastructure	20,657	20,400	36,500	32,450	18,050
Capital Reserve	15,001	15,000	14,860	14,981	14,973
Drainage Improvement	18,932	16,833	14,161	15,677	18,096
Equipment Replacement	4,222	4,515	3,071	3,845	5,650
Sanitary Sewer	6,535	5,771	5,775	7,722	5,820
Steveston Road Ends	119	-	-	-	-
Watermain Replacement	9,909	11,205	9,591	9,466	9,555
<b>Total Statutory Reserves</b>	<b>\$ 75,375</b>	<b>\$ 73,724</b>	<b>\$ 83,958</b>	<b>\$ 84,141</b>	<b>\$ 72,144</b>
<b>Other Sources</b>					
Enterprise Fund	650	550	550	205	205
Grant and Developer Contribution	16,953	19,130	33,338	15,820	15,404
Other Sources	15,472	9,119	9,397	10,225	10,564
Rate Stabilization	-	800	-	-	-
Sewer Levy	555	450	712	36	191
Solid Waste and Recycling	300	300	300	300	300
Water Levy	1,888	1,581	1,532	2,264	1,768
<b>Total Other Sources</b>	<b>\$ 35,818</b>	<b>\$ 31,930</b>	<b>\$ 45,829</b>	<b>\$ 28,850</b>	<b>\$ 28,432</b>
<b>Total Capital Program</b>	<b>\$ 131,516</b>	<b>\$ 124,615</b>	<b>\$ 145,091</b>	<b>\$ 123,861</b>	<b>\$ 111,963</b>



**CITY OF RICHMOND**  
**5 YEAR CAPITAL PLAN BY PROGRAM (2023 – 2027)**  
(in \$000s)

	2023	2024	2025	2026	2027
<b>Infrastructure Program</b>					
<b>Roads</b>					
2023 Translink Bus Speed & Reliability Projects	875	-	-	-	-
Active Transportation Improvement Program	800	750	750	750	750
Annual Asphalt Re-Paving Program – MRN	1,654	1,687	1,721	1,755	1,790
Annual Asphalt Re-Paving Program – Non-MRN	3,752	3,940	4,137	4,344	4,561
Arterial Roadway Improvement Program	800	800	800	800	800
Bridge Rehabilitation Program	-	300	300	-	-
Citywide Connector Walkways Rehabilitation Program	250	250	-	-	-
Citywide Sidewalk and Street Light Replacement Program	500	500	500	-	-
Gilbert Road Off-road Cycling Facility, Granville Avenue to Elmbridge Way	-	-	3,800	-	-
LED Street Name Sign Program	300	300	300	300	300
Moncton St Pedestrian & Cycling Improvement	1,100	-	-	-	-
Neighbourhood Walkway Program	500	500	500	500	500
Shell Road Multi-Use Pathway, Highway 99 to River Road	-	8,400	-	-	-
Special Crosswalk Program	350	350	350	350	350
Steveston Highway Multi-Use Pathway, No. 2 Road to Railway Avenue	5,700	-	-	-	-
Street Light LED Upgrade Program	490	490	490	-	-
Supplementary Asphalt Paving Program – Non-MRN	-	-	2,000	-	-
Top 20 Collision Prone Intersections-Implementation of Medium-/Long-term Improvements	2,000	2,000	2,000	2,000	2,000
Traffic Calming Program	300	300	300	300	300
Traffic Signal Power Backup System (UPS)	200	200	200	200	200
Traffic Signal Program	500	500	500	500	500
Traffic Video and Communication Program	400	400	400	400	400
Transit-Related Amenity Improvement Program	100	-	100	-	100
Transit-Related Roadway Improvement Program	200	200	200	200	200
Transportation Planning, Functional and Preliminary Design	400	400	400	400	400
<b>Total Roads</b>	<b>\$ 21,171</b>	<b>\$ 22,267</b>	<b>\$ 19,748</b>	<b>\$ 12,799</b>	<b>\$ 13,151</b>
<b>Flood Protection (Drainage)</b>					
Box Culvert Repair	-	250	-	250	-
Burkeville Utility Improvements	4,054	4,050	3,290	3,100	3,000
Cambie Road West Drainage Pump Station Upgrade	-	-	-	-	6,000

	2023	2024	2025	2026	2027
Canal Stabilization and Drainage and Irrigation Upgrades	3,000	1,500	250	250	250
Development Coordinated Works – Drainage	250	250	250	250	-
Disaster Mitigation and Adaptation Fund Infrastructure Upgrades	3,000	10,200	9,034	-	-
Drainage Network Ecological Enhancement	-	150	-	150	-
Drainage Pump Station Rehabilitation and Upgrade and Generator Installation	200	150	250	150	250
Flood Protection and Dike Improvements	3,640	3,500	10,500	11,690	9,800
Horseshoe Slough Drainage Upgrades	3,500	-	-	-	-
Invasive Species Management	300	200	200	200	200
Laneway Drainage Upgrade	1,732	1,215	1,200	1,580	2,070
No. 3 Road South Pump Station Upgrade	-	-	10,000	-	-
SCADA System Improvements	350	300	300	300	300
Storm Main Drainage Upgrade	-	-	250	500	250
Watercourse Crossing Rehabilitation and Replacement	-	150	150	150	150
<b>Total Flood Protection (Drainage)</b>	<b>\$ 20,026</b>	<b>\$ 21,915</b>	<b>\$ 35,674</b>	<b>\$ 18,570</b>	<b>\$ 22,270</b>
<b>Water</b>					
Development Coordinated Works – Water	250	250	250	250	250
Pressure Reducing Valve Upgrades	-	1,700	-	-	-
Water Metering Program	2,000	3,000	3,000	3,000	3,000
Watermain Replacement Upgrades Program	4,017	5,859	7,170	4,672	6,361
Watermain Tie-in and Restoration	300	500	400	400	400
<b>Total Water</b>	<b>\$ 6,567</b>	<b>\$ 11,309</b>	<b>\$ 10,820</b>	<b>\$ 8,322</b>	<b>\$ 10,011</b>
<b>Sanitary Sewer</b>					
9800 Van Horne Way Development Coordinated Works	-	2,431	-	-	-
Bennett West Sanitary Pump Station Replacement	-	-	-	5,500	-
Development Coordinated Works – Sanitary	250	250	250	250	250
Sanitary Pump Station and Forcemain Upgrades and Rehabilitation	350	450	450	450	450
Sanitary Sewer Gravity System Assessment and Rehabilitation	550	620	750	650	850
Sanitary Sewer Tie-in and Restoration	150	150	150	150	150
Steveston Sanitary Sewer Rehabilitation	1,800	2,000	3,300	2,000	3,100
Steveston Utility Upgrades	4,739	-	-	-	-
<b>Total Sanitary Sewer</b>	<b>\$ 7,839</b>	<b>\$ 5,901</b>	<b>\$ 4,900</b>	<b>\$ 9,000</b>	<b>\$ 4,800</b>
<b>Infrastructure Advanced Design and Minor Public Works</b>					
Capstan Community Centre – Furniture, Fixtures and Equipment (FF&E) and OBI	-	800	-	-	-
Public Works Infrastructure Advanced Design	2,630	1,480	1,430	2,430	1,430
Public Works Minor Capital – Drainage	400	400	400	400	400
Public Works Minor Capital – Roads	350	-	350	-	-



	2023	2024	2025	2026	2027
Public Works Minor Capital – Sanitary	400	400	400	400	400
Public Works Minor Capital – Sanitation & Recycling	300	300	300	300	300
Public Works Minor Capital – Water	400	400	400	400	400
<b>Total Infrastructure Advanced Design and Minor Public Works</b>	<b>\$ 4,480</b>	<b>\$ 3,780</b>	<b>\$ 3,280</b>	<b>\$ 3,930</b>	<b>\$ 2,930</b>
<b>Total Infrastructure Program</b>	<b>\$ 60,083</b>	<b>\$ 65,172</b>	<b>\$ 74,422</b>	<b>\$ 52,621</b>	<b>\$ 53,162</b>
<b>Building Program</b>					
<b>Building</b>					
Annual Infrastructure Replacements and Building Improvements	4,943	3,000	3,000	3,000	3,000
Capital Buildings Project Development Advanced Design	500	-	-	500	500
Caretaker Suite Infrastructure Renewals – Phase 1	1,900	-	-	-	-
City Hall Chiller Replacement and Domestic Water Line Renewal	4,600	-	-	-	-
City Hall Mechanical and Interior Finish Renewals	-	-	6,800	-	-
City Wide Baseball Building & Fieldhouse Infrastructure Renewals	-	-	-	-	350
Community Safety Building – Roof Replacement and Mechanical Renewals	-	-	-	-	7,000
Community Safety Building Upgrades	612	-	-	-	-
Curling Club Priority 3 Repairs	-	-	-	900	-
Debeck House Envelope Renewals	-	-	-	500	-
East Richmond Hall Envelope and HVAC Renewals	-	-	-	250	-
Fire Hall No. 5 System Renewals	700	-	-	-	-
Gateway Theatre Mechanical and HVAC Renewals	-	-	5,500	-	-
Hamilton Community Centre Infrastructure Renewals	-	-	-	-	200
Hugh Boyd Field House	-	-	-	14,000	-
Library Cultural Centre – Life Safety Replacements and Elevator Renewals	-	-	-	-	5,000
Library Cultural Centre Envelope System Renewals	-	-	2,400	-	-
Richmond Curling Club Priority 2 Repairs – Phase 1	1,300	-	-	-	-
Richmond Ice Centre Infrastructure Renewals	-	-	-	-	1,000
Richmond Ice Centre Life / Safety and Interior Renewals	-	-	-	1,700	-
Richmond Ice Centre Mechanical and Electrical Renewals	-	3,700	-	-	-
South Arm Community Centre Envelope and Infrastructure Renewals	-	-	-	9,000	-
South Arm Hall Infrastructure Renewal	1,800	-	-	-	-
Steveston Martial Arts Envelope and Interior Renewals	-	-	-	550	-
Steveston Post Office and Museum Infrastructure Renewals	-	-	-	450	-



	2023	2024	2025	2026	2027
West Richmond Pitch & Putt Mechanical and Interior Renewals	-	-	-	600	-
Works Yard Capital Maintenance	4,400	3,600	-	4,000	4,000
<b>Total Building</b>	<b>\$ 20,755</b>	<b>\$ 10,300</b>	<b>\$ 17,700</b>	<b>\$ 35,450</b>	<b>\$ 21,050</b>
<b>Heritage</b>					
Britannia Shipyards – Seine Net Loft & Shipyard Building Envelope and Structural Renewals Year 1	5,000	-	-	-	-
Britannia Shipyards – Seine Net Loft & Shipyard Building Envelope and Structural Renewals Year 2	-	7,000	-	-	-
First Nations Bunkhouse Reconstruction and Exhibit Development	-	6,100	-	-	-
Japanese Duplex Restoration and Fit Out	-	-	5,800	-	-
Phoenix Net Loft Program Implementation	-	-	16,000	-	-
<b>Total Heritage</b>	<b>\$ 5,000</b>	<b>\$ 13,100</b>	<b>\$ 21,800</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Building Program</b>	<b>\$ 25,755</b>	<b>\$ 23,400</b>	<b>\$ 39,500</b>	<b>\$ 35,450</b>	<b>\$ 21,050</b>
<b>Parks Program</b>					
<b>Parkland</b>					
Parkland Acquisition	4,000	4,000	4,000	4,000	4,000
<b>Total Parkland</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>Parks</b>					
City-Wide Community Gardens	200	-	-	-	-
Garden City Lands – Phase 4	-	-	-	-	4,460
Lulu Island Park – Detailed Design Phase	-	2,000	750	-	-
Lulu Island Park – Master Planning Phase	500	-	-	-	-
Lulu Island Park – Phase 1 Construction	-	-	-	4,800	-
McLean Park Dog Off-Leash Area	200	-	-	-	-
Minoru Park Central Amenity Space Design Development	-	200	-	-	-
Minoru Park Playground Renewal Detailed Design	-	-	200	-	-
Park Shelter and Shade Program	450	-	-	-	-
Parks Advance Planning and Design	500	300	300	300	300
Parks General Development	400	400	400	400	250
Parks Interpretive Signage Program – Phase 2	-	100	-	100	-
Playground Replacement Program	400	400	400	-	-
Steveston Community Park Playground Expansion	2,200	-	-	-	-
Terra Nova Slough Habitat Enhancement	-	-	-	-	500
Terra Nova Slough Upgrade Park Improvement	-	-	-	-	500
<b>Total Parks</b>	<b>\$ 4,850</b>	<b>\$ 3,400</b>	<b>\$ 2,050</b>	<b>\$ 5,600</b>	<b>\$ 6,010</b>
<b>Total Parks Program</b>	<b>\$ 8,850</b>	<b>\$ 7,400</b>	<b>\$ 6,050</b>	<b>\$ 9,600</b>	<b>\$ 10,010</b>

	2023	2024	2025	2026	2027
<b>Land Program</b>					
<b>Land</b>					
Strategic Real Estate Acquisition	10,000	10,000	10,000	10,000	10,000
<b>Total Land Program</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>Equipment Program</b>					
<b>Vehicle Replacement</b>					
Automatic Vehicle Location/Global Positioning System Expansion	144	146	-	-	-
Emergency Response Equipment For Atmospheric and Flooding Preparedness	650	-	-	-	-
Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)	3,405	3,609	3,593	2,530	3,992
<b>Total Vehicle Replacement</b>	<b>\$ 4,199</b>	<b>\$ 3,755</b>	<b>\$ 3,593</b>	<b>\$ 2,530</b>	<b>\$ 3,992</b>
<b>Fire Vehicle</b>					
Fire Vehicle Replacement Reserve Purchases	1,336	1,504	204	2,082	2,163
<b>Total Fire Vehicle</b>	<b>\$ 1,336</b>	<b>\$ 1,504</b>	<b>\$ 204</b>	<b>\$ 2,082</b>	<b>\$ 2,163</b>
<b>Equipment</b>					
City Hall and Community Safety Building Lighting Upgrade	1,100	-	-	-	-
Energy Management Projects	550	550	550	550	550
Fire Equipment Replacement from Reserve	-	-	232	246	168
Gateway Theatre Technical Equipment Upgrade	2,210	-	-	-	-
<b>Total Equipment</b>	<b>\$ 3,860</b>	<b>\$ 550</b>	<b>\$ 782</b>	<b>\$ 796</b>	<b>\$ 718</b>
<b>Total Equipment Program</b>	<b>\$ 9,395</b>	<b>\$ 5,809</b>	<b>\$ 4,579</b>	<b>\$ 5,408</b>	<b>\$ 6,873</b>
<b>Information Technology Program</b>					
<b>Information Technology</b>					
Annual Hardware Refresh	881	493	540	782	868
Budget Planning & Monitoring Software Solution Phase 2	750	-	-	-	-
Enhanced Online Community Services Program Platform	100	-	-	-	-
ePlan Expansion and Single Sign-On (SSO) Integration	296	-	-	-	-
IT Service Management System Replacement	287	-	-	-	-
Meeting Management Solution	100	-	-	-	-
PeopleSoft FSCM 9.2 New Features	856	-	-	-	-
Roads Asset Modelling – Scoping Study	200	-	-	-	-
Wi-Fi Expansion for Civic Buildings	287	-	-	-	-
<b>Total Information Technology Program</b>	<b>\$ 3,757</b>	<b>\$ 493</b>	<b>\$ 540</b>	<b>\$ 782</b>	<b>\$ 868</b>

## 5 Year Capital Plan by Program (2023 - 2027) - Recommended

Appendix 12

	2023	2024	2025	2026	2027
<b>Internal Transfers/Debt Payment</b>					
<b>Internal Transfers/Debt Payment</b>					
7080 River Road Repayment	2,341	2,341	-	-	-
River Road/North Loop (2005) Repayment	1,335	-	-	-	-
<b>Total Internal Transfers/Debt Payment</b>	<b>\$ 3,676</b>	<b>\$ 2,341</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contingent External Contributions</b>					
<b>Contingent External Contributions</b>					
Contingent External Contributions	10,000	10,000	10,000	10,000	10,000
<b>Total Contingent External Contributions</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>Grand Total</b>	<b>\$ 131,516</b>	<b>\$ 124,615</b>	<b>\$ 145,091</b>	<b>\$ 123,861</b>	<b>\$ 111,963</b>



**CITY OF RICHMOND**  
**5 YEAR CAPITAL PLAN BY PROGRAM (2023 – 2027) RECOMMENDED BUT INSUFFICIENT FUNDING**  
(in \$000s)

	2023	2024	2025	2026	2027
<b>Infrastructure Program</b>					
<b>Roads</b>					
Bridge Rehabilitation Program	-	-	-	300	300
Citywide Sidewalk and Street Light Replacement Program	-	-	-	500	500
Street Light LED Upgrade Program	-	-	-	490	490
Supplementary Asphalt Paving Program – Non-MRN	-	-	-	-	2,000
Williams Road Reconstruction – No 4 Road to No 5 Road – Construction	-	5,500	-	-	-
<b>Total Roads</b>	<b>\$ -</b>	<b>\$ 5,500</b>	<b>\$ -</b>	<b>\$ 1,290</b>	<b>\$ 3,290</b>
<b>Infrastructure Advanced Design and Minor Public Works</b>					
Public Works Minor Capital – Roads	-	350	-	350	350
Public Works Minor Capital – Traffic	-	250	250	250	250
<b>Total Infrastructure Advanced Design and Minor Public Works</b>	<b>\$ -</b>	<b>\$ 600</b>	<b>\$ 250</b>	<b>\$ 600</b>	<b>\$ 600</b>
<b>Total Infrastructure Program</b>	<b>\$ -</b>	<b>\$ 6,100</b>	<b>\$ 250</b>	<b>\$ 1,890</b>	<b>\$ 3,890</b>
<b>Building Program</b>					
Capital Buildings Project Development Advanced Design	-	500	500	-	-
Caretaker Suite Infrastructure Renewals – Phase 2	-	1,800	-	-	-
Caretaker Suite Infrastructure Renewals – Phase 3	-	-	2,900	-	-
City Hall Annex Infrastructure Replacements	-	2,400	-	-	-
Community Safety Building Mechanical System Renewals	-	-	1,400	-	-
Curling Club Priority 2 – Phase 3	-	-	4,885	-	-
Curling Club Priority 2 Repairs – Phase 2	-	680	-	-	-
Olympic Oval – Electrical, Interior Finishes and Mechanical Renewals	-	1,100	-	-	-
Outdoor Pool Renewals	-	3,000	-	-	-
Richmond Courthouse HVAC and Interior Renewals	-	1,300	-	-	-
Watermania Infrastructure Renewals	-	5,000	-	-	-
Works Yard Capital Maintenance	-	-	4,000	-	-
<b>Total Building Program</b>	<b>\$ -</b>	<b>\$15,780</b>	<b>\$ 13,685</b>	<b>\$ -</b>	<b>\$ -</b>

	2023	2024	2025	2026	2027
<b>Parks Program</b>					
<b>Parks</b>					
Lulu Island Park – Phase 2 Construction	-	-	-	-	5,300
Minoru Park Field 2 Synthetic Turf Replacement	-	750	-	-	-
Minoru Park Latrace Field Synthetic Turf Replacement	-	-	1,580	-	-
Park Shelter and Shade Program	-	500	500	500	500
Parks Ageing Infrastructure Replacement Program	-	500	500	500	250
Playground Replacement Program	-	-	-	400	450
<b>Total Parks Program</b>	<b>\$ -</b>	<b>\$ 1,750</b>	<b>\$ 2,580</b>	<b>\$ 1,400</b>	<b>\$ 6,500</b>
<b>Grand Total</b>	<b>\$ -</b>	<b>\$ 23,630</b>	<b>\$ 16,515</b>	<b>\$ 3,290</b>	<b>\$ 10,390</b>

The following is an overview of the major Capital programs proposed for the years 2024 to 2027.

### INFRASTRUCTURE PROGRAM

- **Flood Protection & Dike Improvements (2024-2027: \$35,490,000)**

The City has 49 km of perimeter dike and 39 drainage pump stations that provide the City with flood protection from ocean storm surges and freshets. This project will include improvements at priority locations that maintain or increase current flood protection service levels. Dike construction works include, but is not limited to, dike raising, structural rehabilitation, brush cutting, and dike re-armouring at priority locations.

- **Disaster Mitigation and Adaptation Fund Infrastructure Upgrades (2024-2025: \$19,234,000)**

The City of Richmond invests in major disaster mitigation infrastructure to contribute to the Province of British Columbia and Canada's economic growth, public safety and ability to build a community more resilient to climate change. This project includes the design and construction of drainage pump station upgrades and perimeter dike raising included in the Disaster Mitigation and Adaptation Fund grant. The project will be completed in multiple phases. The initial phases of the project will primarily include dike upgrades.

- **Bennett West Sanitary Pump Station Replacement (2026: \$5,500,000)**

This project will include construction a new sanitary pump station complete with wet well, variable frequency drive (VFD) pumps, kiosk, backup generator, valve chamber, and transformer to replace the existing pump station. Pump station construction will be coordinated with adjacent developments.

- **Pressure Reducing Valve Upgrades (2024: \$1,700,000)**

Pressure Reducing Valve (PRV) stations reduce potable water supply pressures from Metro Vancouver's transmission system to more workable pressures before it is distributed to Richmond and businesses. PRV stations also play a key role in the City's pressure management system, which reduces system pressure during periods of low demand to reduce water leakage and ease stress on the City's watermain. The Ferguson PRV station, located on Sea Island, is approaching the end of its service life and will be replaced under this project.

- **Shell Road Multi-Use Pathway, Highway 99 to River Road (2024: \$8,400,000)**

This project will provide a northward extension of the existing MUP along Shell Road and connect to the Bridgeport Trail, the existing MUP along River Drive from Shell Road to Van Horne Way with access to the Canada Line Bridge, and the dyke trail at River Road.

Major Cost Components: lane narrowing, realignment of curb and gutter, multi-use pathways, physical protection, pavement markings and signage, pedestrian crossing enhancements, lighting, relocation of above ground infrastructure, etc.



**BUILDING PROGRAM**

- **Hugh Boyd Field House (2026: \$14,000,000)**

A feasibility study for a Field House was completed in the fall of 2015. The study included extensive community consultation with the following stakeholders groups: Richmond Youth Soccer, Richmond Adult Soccer, Richmond Chinese Soccer, West Richmond Community Association, Richmond School Board, Richmond Sport Hosting, Richmond Sports Council, City of Richmond Parks staff, City of Richmond Sport and Recreation staff and City of Richmond Project Development staff.

The 10,000 sq. ft. field house on Hugh Boyd Park would be utilized by various field sport users, West Richmond Community Centre and other community users. The Fieldhouse may include the following:

- 8 change rooms with showers;
- Exterior public washrooms;
- Administration/office space;
- Storage space;
- Concession; and
- Multipurpose space.

- **Gateway Theatre Mechanical and HVAC Renewals (2025: \$5,500,000)**

Multiple systems in this facility constructed in 1984 have reached the end of their life expectancy and will be replaced with modern energy efficient systems (where possible). These system renewals will also include associated miscellaneous items that will service to prolong the life of the building.

HVAC Renewals (\$2,500,000)

Renewals include the following units: heat pumps, heat exchangers, air handling and cooling units that have all reached the end of their expected and serviceable life span.

Mechanical Renewals (\$3,000,000)

Renewals include the following units: hot water heaters, boilers, expansion tanks and circulation pumps that have all reached the end of their expected and serviceable life span.

- **Works Yard Capital Maintenance (2024, 2026, 2027: \$11,600,000)**

Multiple systems in multiple buildings at the works yard complex constructed in 1980 have reached the end of their life expectancy and will be replaced with modern energy efficient systems (where possible). These system renewals will also include associated miscellaneous items that will service to prolong the life of the building. All of these works are planned to be completed at the same time to maximize savings in schedule and costs for mobilization and demobilization.

Life / Safety:

The security systems throughout the administration, garage workshop, stores, survey inspector and dispersal buildings have reached the end of their serviceable life span and will be replaced.

Interior:

Flooring, lighting, wall and restroom systems throughout the administration, garage workshop, stores, sanitation office, survey and dispersal buildings have all reached the end of their serviceable life span and will be renewed or replaced as needed.

Envelope:

Roofing, cladding, windows, doors and exterior renewals and replacement

## PARKS PROGRAM

- **Garden City Lands Phase 4 (2027: \$4,460,000)**

The continuation of the development of the Garden City Lands will increase public access to the site and add a greater diversity of activities and experiences. This project is Phase 4 of the construction of the Garden City Lands (GCL). This phase includes the construction of the Community Hub and Farm Centre. This facility will include meeting rooms, displays for site interpretation, educational facilities to raise awareness about the site's ecological processes and educate visitors about sustainable agricultural farm practices. The Centre will also host community events to support site activities including workshops, festivals and farmer's markets. Finally, a food hub will be a key component of the building's program. This phase is required to achieve the vision of the Council approved plan and will add a greater diversity of activities and experiences to better serve Richmond residents and visitors.

- **Lulu Island Park Design and Construction (2024 – 2026: \$7,550,000)**

These capital requests follow the master planning phase in 2023, and will allow the City to begin to secure funding for the design and construction phase for Lulu Island Park. 2024 will see the commencement of design, detailed design, and preparation of a five-year budget. 2026 will see the initiation of phase 1 construction. The leases for the City-owned industrial properties will expire in 2024, at which point demolition is tentatively scheduled to begin.

The concept for Lulu Island Park was approved by Council in 2007 and incorporated in the City Centre Area Plan in 2009. Lulu Island Park is envisioned as the City's premier downtown park and a crucial part of its waterfront, supporting formal and informal recreation, cultural events, enhanced ecological values, and heritage interpretation. Sustained population growth in the City Centre demonstrates the need for this park, which is expected to serve as a catalyst for development in the adjacent commercial zone. The City has been acquiring the properties that will make up the park since 2005 and to date has completed acquisition of 23.29 acres.

- **Playground Improvement Program (2024 – 2025: \$800,000)**

This capital program addresses playgrounds that are at the end of their useful life and do not meet the current safety guidelines (according to the industry standard, the Canadian Standards Association's "Children's Playspaces and Equipment"), or can no longer be maintained to meet the guidelines due to obsolescence or vandalism. The program is directed towards replacing all or part of a playground and includes replacement of playground equipment, playground infrastructure (e.g., resilient surfacing, borders, drainage) and landscape features.

## LAND PROGRAM

- **Strategic Real Estate Acquisition (2024 – 2027: \$40,000,000)**

Funds for land acquisition to meet the Council Approved Strategic Real Estate Investment Plan. Availability of funds in the capital budget provides the ability to act quickly when necessary and avoid costs incurred to repay the Revolving Fund.

## EQUIPMENT PROGRAM

- **Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet) (2024 – 2027: \$13,724,339)**

Annual replacement of vehicles eligible due to age and condition in accordance with Sustainable Green Fleet Policy 2020.

Process for replacement of ageing fleet is to establish needs and develop specifications for vehicle/equipment replacements. Send bid information out to the marketplace, evaluate submissions and award accordingly.

2MVA	2 Mega-Volt Ampere
5YFP	5 Year Financial Plan
AC	Air Conditioning
APS	Accessible Pedestrian Signal
AVL	Automatic Vehicle Location
CCTV	Closed Circuit Television
CN	Canadian National (Railway)
ALC	Agricultural Land Commission
CEEP	Community Energy and Emission Plan
CMBC	Coast Mountain Bus Company
CPI	Consumer Price Index
DCC	Development Cost Charges
DDC	Direct Digital Control
EV	Electrical Vehicle
FSCM	Financial Supply Chain Management
GCL	Garden City Lands
GASB	Governmental Accounting Standards Board
GHG	Greenhouse Gas
GM	General Manager
GPS	Global Positioning System
HD	High Definition
HPS	High Pressure Sodium
HVAC	Heating, Ventilation, and Air Conditioning
ICBC	Insurance Corporation of British Columbia
ITSM	Information Technology Service Management
IPS	Infor Public Sector
KPI	Key Performance Indicator
LED	Light-Emitting Diodes
MCC	Motor Control Center
MPI	Municipal Price Index
MRN	Major Road Network
MUP	Multi-Use Pathway
NIC	Neighbourhood Improvement Charges
OBI	Operating Budget Impact
OCP	Official Community Plan
PCC	Position Complement Control
PDF	Portable Document Format
PPE	Personal Protective Equipment
PRV	Pressure Reducing Valve



PTO	Power To Off
PW	Public Works
RCC	Roller Compacted Concrete
RCMP	Royal Canadian Mounted Police
RFP	Request for Proposal
RFR	Richmond Fire-Rescue
RFT	Regular Full Time
RPL	Richmond Public Library
RSA	Rate Stabilization Account
RT	Review Team
RWIS	Road Weather Information System
SCADA	Supervisory Control and Data Acquisition
SSO	Single Sign-On
TMC	Traffic Management Centre
UPS	Uninterruptable Power Supply
VFD	Variable Frequency Drive



# City of Richmond

## Report to Committee

**To:** Finance Committee  
**From:** Ivy Wong, CPA, CMA  
Acting Director, Finance  
**Re:** 2023 One-Time Expenditures


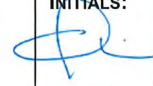

**Date:** November 21, 2022  
**File:** 03-0970-01/2022-Vol  
01

### Staff Recommendation

That the one-time expenditures totaling \$1,121,025 as outlined in Attachment 1 of the 2023 One-Time Expenditures staff report, be approved with funding from the Rate Stabilization Account and included in the Consolidated 5 Year Financial Plan (2023-2027).

Ivy Wong, CPA, CMA  
Acting Director, Finance  
(604-276-4046)

Att. 2

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT	INITIALS: 
APPROVED BY CAO 	

## Staff Report

### Origin

One-time expenditure requests are typically non-recurring items over and above the base annual budget or items that are recurring in nature but are not required on an annual basis. Council established a Rate Stabilization Account (RSA) to provide funding for such requests. The RSA has also been used to defer the City's annual tax increase to a future year. Each year, once the City's accounts from the prior year are finalized, any resulting surplus is transferred into the RSA.

Any approved one-time expenditure requests will be included in the 2023-2027 Consolidated 5 Year Financial Plan (5YFP).

This report supports Council's Strategic Plan 2018-2022 #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

For 2023, there are eleven one-time expenditure requests totalling \$1,375,723. The Senior Management Team (SMT) appointed a Review Team to review each request using established ranking criteria. The prioritized requests were also reviewed by the CAO and SMT. There is no additional tax impact from any of the proposed requests as they will be funded from the RSA.

The RSA has an unaudited balance of \$13,120,507 as of October 31, 2022. While there is no additional tax impact from utilizing the RSA to fund one-time expenditure requests, the ability to fund such requests depends on the annual surplus.

The CAO and SMT have carefully reviewed all one-time expenditure requests to be funded from RSA. A description of the requests recommended by the CAO and SMT for funding in 2023 are included in Attachment 1 and those not recommended for funding in 2023 are included in Attachment 2.

Council may change any of the staff recommendations. The Consolidated 5 Year Financial Plan (2023-2027) will include the amounts as approved by Council.



One-Time Expenditure Requests

Table 1 shows the summary of the one-time expenditure requests:

**Table 1 – One-Time Expenditure Requests Summary**

<b># of One-Time Expenditures Requested</b>	<b>Recommended Amount (In \$000s)</b>	<b>Not Recommended For Funding in 2023 Amount (In \$000s)</b>	<b>Total (In \$000s)</b>
<b>11</b>	<b>\$1,121</b>	<b>\$255</b>	<b>\$1,376</b>

Table 2 summarizes the RSA balance after funding the recommended amounts:

**Table 2 – Proposed RSA Utilization**

<b>RSA Balance as of October 31, 2022</b>		<b>\$13,120,507</b>
<b>2023 One-Time Expenditures (Attachment 1)</b>	<b>(1,121,025)</b>	
Proposed Rate Stabilization of the 2023 Operating Budget*	(1,742,287)	
<b>Total 2023 Proposed RSA Utilization</b>		<b>(2,863,312)</b>
<b>Balance After Proposed 2023 Utilization</b>		<b>\$10,257,195</b>

\* To be considered in companion report “2023 Proposed Operating Budget” dated November 15, 2022.

A total of \$1,742,287 from the RSA is proposed to be utilized to reduce the tax impact of the 2023 Proposed Operating Budget as per Budget Option 2.

**Financial Impact**

The recommended one-time expenditures totaling \$1,121,025 as outlined in Attachment 1 are proposed to be funded from the Rate Stabilization Account with no additional tax impact. The final amount approved by Council will be included in the Consolidated 5 Year Financial Plan (2023-2027).

## Conclusion

One-time expenditure requests were carefully reviewed by the CAO and SMT. The high priority requests in the amount of \$1,121,025 as summarized in Attachment 1 are recommended to be approved and included in the Consolidated 5 Year Financial Plan (2023-2027).



Melissa Shiao, CPA, CA  
Manager, Financial Planning and Analysis  
(604-276-4231)

MS:gh

- Att.    1: 2023 One-Time Expenditure Requests – RECOMMENDED  
          2: 2023 One-Time Expenditure Requests – NOT RECOMMENDED FOR FUNDING IN  
          2023

## 2023 One-Time Expenditure Requests - RECOMMENDED

Ref	Category	Description	Amount
1	<b>Council Strategic Goal</b>	<b>Cyber Risk Security Enhancement – Augmented Patch Management and Anti-Virus Detection</b> A cybersecurity audit was commissioned through a funding grant received by Municipal Insurance Association of British Columbia in June 2022. This audit, while overall favourable, did identify a number of key enhancements that the City should undertake to further strengthen its posture on protecting the City. This request is to increase the City's patch management and anti-virus detection functionality to improve the City's day to day security posture.	\$53,300
2	<b>Program adopted by Council on Sep 25, 2017</b>	<b>Recreation Fee Subsidy Program (RFSP) - Central Fund</b> The RFSP requires continued support through a Central Fund as work on the Community Services Pricing Policy progresses. The program was to be funded by contributions from Associations/Societies; however, this funding source was put on hold while the age of eligibility for seniors pricing is revisited as directed by Council.	\$83,000
3	<b>Endorsed by Council on Dec 6, 2021</b>	<b>Waterfront Coordinator Temporary Full Time Position</b> Request is to support the continuing pilot of the Waterfront Coordinator Temporary Full Time (TFT) position that was approved by Council on December 6, 2021. This position oversees operations of the docks at Britannia Shipyards and Imperial Landing, including ensuring adherence to regulations, fee collection, and program promotion.	\$85,406
4	<b>Council Strategic Goal</b>	<b>Richmond Sports Wall of Fame Technology</b> The Sports Wall of Fame digital kiosk uses Flash Player software to highlight inductees' achievements. Flash Player is no longer supported by its maker Adobe Software. This provides an opportunity to expand its reach worldwide through the creation of a web-based solution.	\$40,000
5	<b>Council Strategic Goal</b>	<b>City Events Program 2023</b> This request is to fund 2023 City events, in alignment with the Event Guiding Principles, and as detailed in the City Events Program 2023 Report to Committee, which was presented to the General Purposes Committee on November 21, 2022. Events contribute to social and economic well-being, build community capacity and identity and raise Richmond's profile.	\$702,000
6	<b>Council Strategic Goal</b>	<b>City Centre Tree Replacement</b> There are 34 trees in City Centre planted in 1996 that are dying from stress associated with tree roots outgrowing planting pits. Due to the presence of underground utilities, the stumps and roots need to be removed with a hydro excavation truck. Removing and replanting such a large number of trees in one location is highly unusual and beyond the cost of what can be accommodated within the existing parks operation budget.	\$157,319
<b>2023 One-Time Expenditures Total – RECOMMENDED</b>			<b>\$1,121,025</b>



2023 One-Time Expenditure Requests – NOT RECOMMENDED FOR FUNDING IN 2023			
Ref	Category	Description	Amount
1	Council Strategic Goal	<b>Performing Arts Facility Needs Assessment</b> As per the Council-approved Richmond Arts Strategy, a Performing Arts Facility Needs Assessment is needed to gain a better understanding of the needs and opportunities for expanding the number and type of purpose-built performing arts spaces in Richmond.	\$70,000
2	Infrastructure need	<b>Redundant Fiber Connectivity From City Hall to Cambie Community Centre</b> Purchase and install a new 96-strand fiber cable for Bridgeport Road Redundant Link that will go from Garden City/Bridgeport to Cambie Community Centre to provide a fiber path IT network redundancy.	\$31,000
3	Council Strategic Goal	<b>Argus Database Enhancements</b> The Arts and Museum Collections System, Argus.net, requires enhancement to improve loans management, compliance with latest regulations, rules and City policies, as well as building a brand new Indigenous collections portal.	\$32,330
4	Council Strategic Goal	<b>Dog Licence E-billings</b> Dog Licence renewal invoices are printed and manually mailed out to residents. E-billings would allow us to move towards a digital renewal approach with notices delivered to customers through email. Implementing a digital renewal process will save postage and printing costs. There is a future year operating budget impact associated with this one-time funding request for ongoing software licensing fees, less savings from reduced postage estimated at \$1,650.	\$41,658
5	Council Strategic Goal	<b>Parking Permit Customer Portal</b> An online customer portal for purchasing parking permits, will improve customer experience, and allow for more self-serve capabilities. Using the portal (for both staff and customer) to process payment will remove any unnecessary errors caused by manual processing. There is a future year operating budget impact associated with this one-time funding request for ongoing licensing fees estimated at \$4,710.	\$79,710
2023 One-Time Expenditures Total – NOT RECOMMENDED FOR FUNDING IN 2023			\$254,698



# City of Richmond

## Report to Committee

**To:** Planning Committee

**Date:** November 22, 2022

**From:** Wayne Craig  
Director, Development

**File:** RZ 22-014680

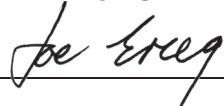
**Re:** **Application by Lorraine S Tsoi for Rezoning at 11431 Williams Road from "Single Detached (RS1/E)" Zone to "Compact Single Detached (RC2)" Zone**

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10432, for the rezoning of 11431 Williams Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.

Wayne Craig  
Director, Development  
(604-247-4625)

WC:ac  
Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	

## **Staff Report**

### **Origin**

Lorraine S Tsoi has applied on behalf of the owners, Lorraine S Tsoi, Danny F Leung and Chi L Lau, to the City of Richmond for permission to rezone 11431 Williams Road from the “Single Detached (RS1/E)” zone to the “Compact Single Detached (RC2)” zone, to permit the property to be subdivided to create two single-family lots, each with vehicle access from the rear lane (Attachment 1). The proposed subdivision is shown in Attachment 2. The proposed site plan and preliminary landscape plan are shown in Attachment 3.

### **Findings of Fact**

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 4).

#### **Subject Site Existing Housing Profile**

There is an existing owner-occupied single-family dwelling containing a secondary suite on the subject property, which is proposed to be demolished. The applicant has confirmed that the secondary suite is not occupied.

### **Surrounding Development**

Development immediately surrounding the subject site is as follows:

- To the North: Across the lane, a single-family dwelling on a lot zoned “Single Detached (RS1/E)” fronting Seaton Road.
- To the South: Single-family dwellings on lots zoned “Compact Single Detached (RC1)”, fronting Williams Road with vehicle access from the rear lane. An application for rezoning at 11460 Williams Road (RZ 21-940331) from the “Single Detached (RS1/E)” to the “Compact Single Detached (RC2)” zone to subdivide into two compact single-family lots with vehicle access from the rear lane received 3<sup>rd</sup> reading at the Public Hearing on July 18, 2022.
- To the East: Single-family dwellings on lots zoned “Compact Single Detached (RC1)”, fronting Williams Road with vehicle access from the rear lane.
- To the West: Single-family dwellings on lots zoned “Compact Single Detached (RC1)”, fronting Williams Road and Seacote Road with vehicle access from the rear lane.



## **Related Policies & Studies**

### **Official Community Plan/Shellmont Area Plan**

The subject property is located in the Shellmont planning area, and is designated “Neighbourhood Residential” in the Official Community Plan (OCP). This designation provides for a range of housing including single-family and townhouses. The proposed rezoning and subdivision is consistent with this designation.

### **Arterial Road Policy**

The subject property is designated “Arterial Road Compact Lot Single Detached” on the Arterial Road Housing Development Map. The Arterial Road Land Use Policy requires all compact lot developments to be accessed from the rear lane only. The proposed rezoning is consistent with this Policy.

Prior to final adoption of the rezoning bylaw, the applicant must submit a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director, Development, and deposit a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should comply with the guidelines of the OCP’s Arterial Road Policy and include any required replacement trees identified as a condition of rezoning. A preliminary Landscape Plan is provided in Attachment 3.

### **Floodplain Management Implementation Strategy**

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

## **Public Consultation**

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant first reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act* and the City’s Zoning Bylaw 8500.

## **Analysis**

This redevelopment proposes to rezone and subdivide one existing single-family property into two new compact single-family lots with vehicular access from the rear lane. This rezoning and subdivision is consistent with the lot fabric and vehicular access of the adjacent lots on Williams Road. Similar applications to rezone and subdivide properties have been approved in recent years on both sides of this block of Williams Road, between Shell Road and No. 5 Road.

### Existing Legal Encumbrances

None

### Transportation and Site Access

Vehicular access to Williams Road is not permitted in accordance with Residential Lot (Vehicular) Access Bylaw No. 7222 and therefore will be restricted to the rear lane only. A new sidewalk and landscaped boulevard is to be installed along Williams Road as part of a Servicing Agreement outlined in the Site Servicing and Frontage Improvements section.

### Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report indicates there are no bylaw sized trees on the subject property and assesses one (1) tree on neighbouring properties and two (2) street trees on City property.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- One tree tag#A (Red maple, 21 cm caliper) located on the neighbouring property is in good condition and is to be protected as per the arborist report recommendations.
- Two boulevard trees tag#986 (Sweetgum, 29cm caliper) and tag#987 (Sweetgum, 31cm caliper) located on adjacent City property are identified to be retained and protected. The applicant is required to provide tree protection as per City of Richmond Tree Protection Information Bulletin Tree-03. A tree survival security of \$15,000.00 will be required for the City trees.

### *Tree Protection*

Two (2) trees on City property (tag# 986 and 987) and the one (1) tree on the neighbouring property (tag# A) are to be retained and protected. The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 5). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of:
  - A contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
  - A tree survival security in the amount of \$15,000.00 for two trees located on City property (tag# 986 and 987). The security will be held until construction and landscaping on the subject site is completed and landscape inspection has been passed by City staff.

- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

### Tree Planting and Landscaping

Consistent with Zoning Bylaw regulations and the landscape guidelines for compact lots in the Arterial Road Land Use Policy, the applicant must plant and maintain two new trees per lot (a total of four trees). The City's Tree Preservation Coordinator has identified that the new trees must be a minimum 6 cm caliper for deciduous trees or 3.5 m high for coniferous trees.

To ensure that the two new required trees are planted and maintained on each lot proposed and that the front yards of the proposed lots are enhanced, the applicant is required to complete the following prior to final adoption of the rezoning bylaw:

- Submit a Landscape Plan for the front yards prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development. The Landscape Plan must comply with the guidelines of the Arterial Road Land Use Policy in the OCP.
- Submit a Landscaping Security based on 100% of a cost estimate for the proposed Landscape Plan works provided by the Landscape Architect (including materials, installation, and a 10% contingency). This security should include \$3,000.00 (\$750.00/tree) to ensure two new trees are planted and maintained on each proposed lot.

### Affordable Housing Strategy

The City's Affordable Housing Strategy for single-family rezoning applications requires a secondary suite or coach house on 100% of new lots created through single-family rezoning and subdivision applications; a secondary suite or coach house on 50% of new lots created and a cash-in-lieu contribution to the City's Affordable Housing Reserve Fund of the total buildable area of the remaining lots; or a cash-in-lieu contribution of the total buildable area of all lots where a secondary suite cannot be accommodated in the development.

Consistent with the Affordable Housing Strategy, the applicant has proposed to provide a one-bedroom secondary suite in each of the dwellings to be constructed on the new lots, for a total of two suites. Prior to the adoption of the rezoning bylaw, the applicant must register a legal agreement on title to ensure that no Building Permit inspection is granted until a minimum one-bedroom secondary suite is constructed on each of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

### Site Servicing and Frontage Improvements

At Subdivision stage, the applicant must enter into a Servicing Agreement for the design and construction of the required site servicing and off-site improvements, as described in Attachment 6, including:



- Removal of the existing sidewalk and installation of a new 1.5 m concrete sidewalk and landscaped boulevard. The new sidewalk is to be connected to the existing sidewalks to the east and west of the subject site with a transition section based on a reverse curve design.
- Rear lane is to be upgraded with approximately 0.6 m lighting strip, 0.15 m wide roll-over curb, 5.1 m wide driving surface, and a 0.15 m wide roll-over curb (from north to south). Final design to be confirmed through the Servicing Agreement process.

At the Subdivision stage, the applicant is also required to pay:

- \$17,647.57 plus applicable interest for cost recovery of rear lane drainage upgrades previously constructed by the City as part of a City Capital Works Program in accordance with Works and Services Cost Recovery Bylaw 8752.
- The current year's taxes, Development Cost Charges (City, Metro Vancouver and TransLink), School Site Acquisition Charges, Address Assignment Fees, and the costs associated with the completion of the site servicing and other improvements as described in Attachment 6.

### **Financial Impact or Economic Impact**

This rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

### **Conclusion**

The purpose of this application is to rezone 11431 Williams Road from the "Single Detached (RS1/E)" zone to the "Compact Single Detached (RC2)" zone, to permit the property to be subdivided to create two single-family lots with vehicle access from the rear lane.

The proposed rezoning and subdivision are consistent with the applicable plans and policies affecting the subject site.

The list of rezoning considerations is included in Attachment 6, which has been agreed to by the applicant (signed concurrence on file).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10432 be introduced and given first reading.



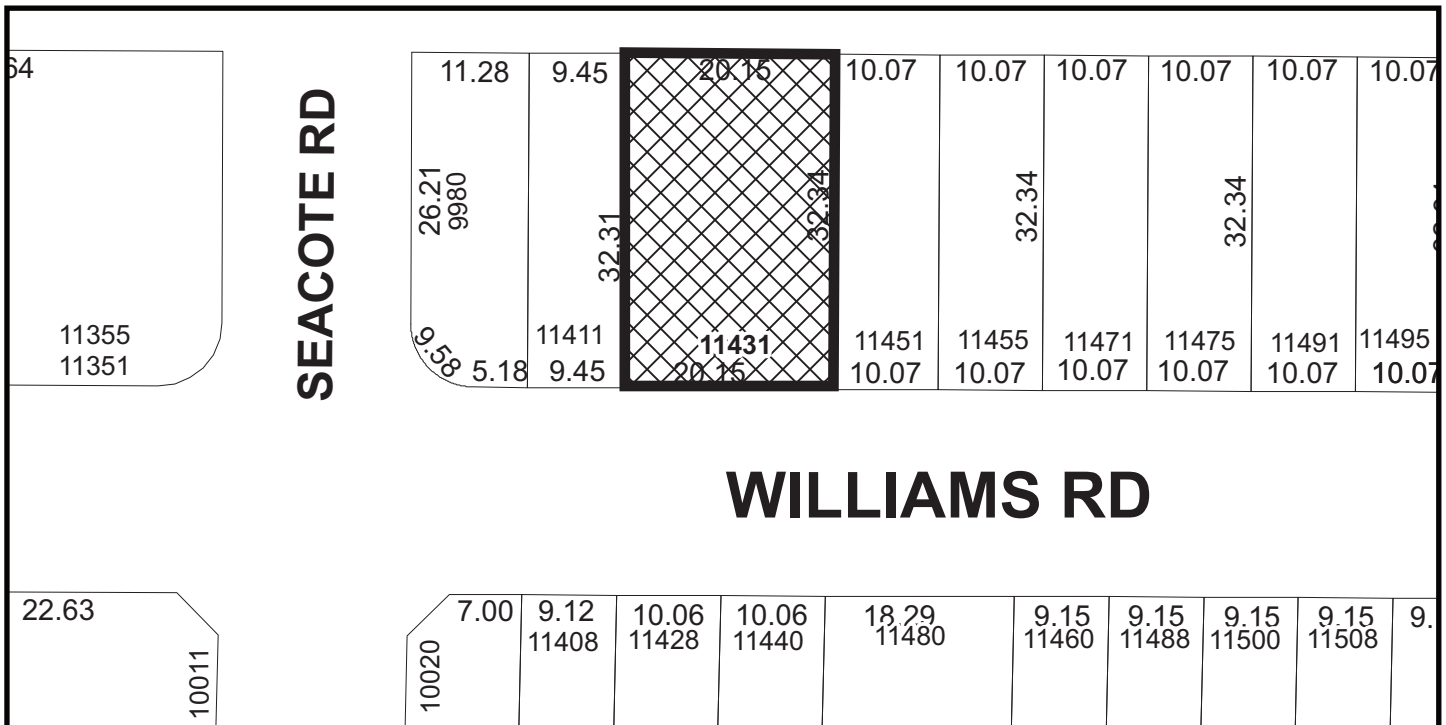
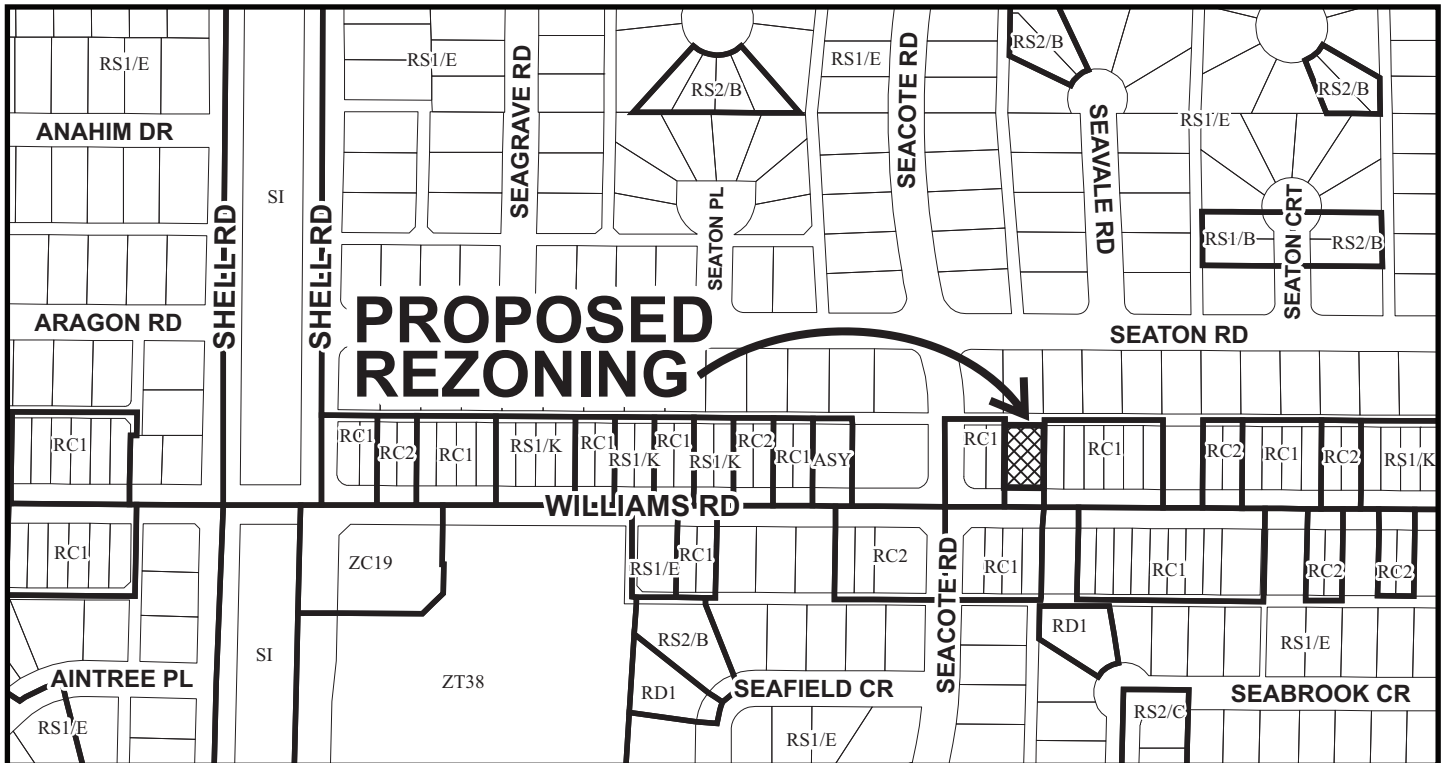
Alexander Costin  
Planning Technician – Design  
(604-276-4200)

AC:js

- Att.
- 1: Location Map/Aerial Photo
  - 2: Site Survey and Proposed Subdivision Plan
  - 3: Site Plan and Landscape Plan
  - 4: Development Application Data Sheet
  - 5: Tree Retention Plan
  - 6: Rezoning Considerations



# City of Richmond



## RZ 22-014680

Original Date: 06/16/22

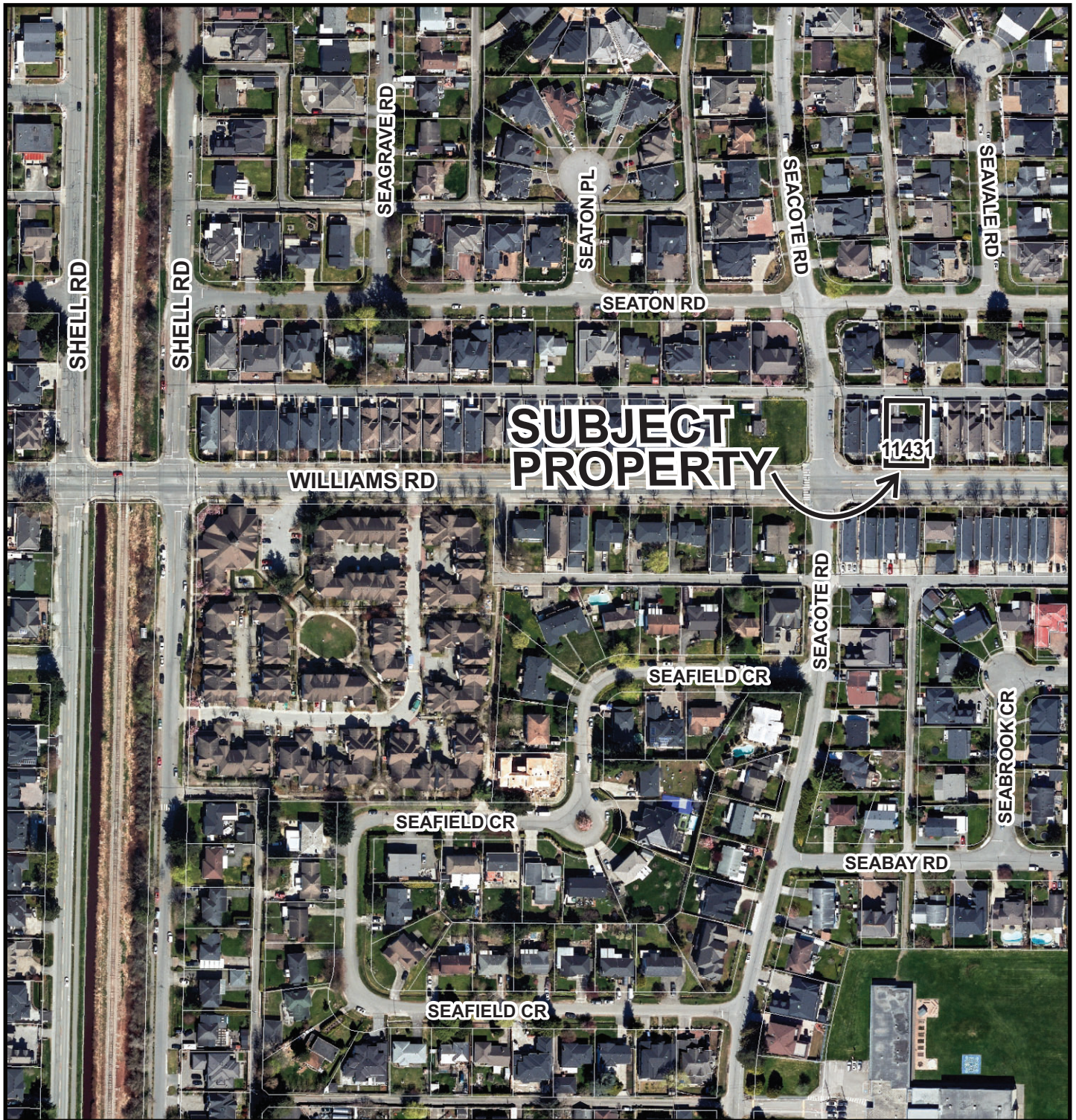
Revision Date: 11/02/22

Note: Dimensions are in METRES





# City of Richmond



RZ 22-014680

Original Date: 06/16/22

Revision Date:

Note: Dimensions are in METRES



**TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF LOT 14**  
**SECTION 25 BLOCK 4 NORTH RANGE 6 WEST**  
**NEW WESTMINSTER DISTRICT PLAN 18935**

#11431 WILLIAMS ROAD,  
 RICHMOND, B.C.  
 P.I.D. 004-009-126  
 ZONING: RS1/E

**NOTE:**

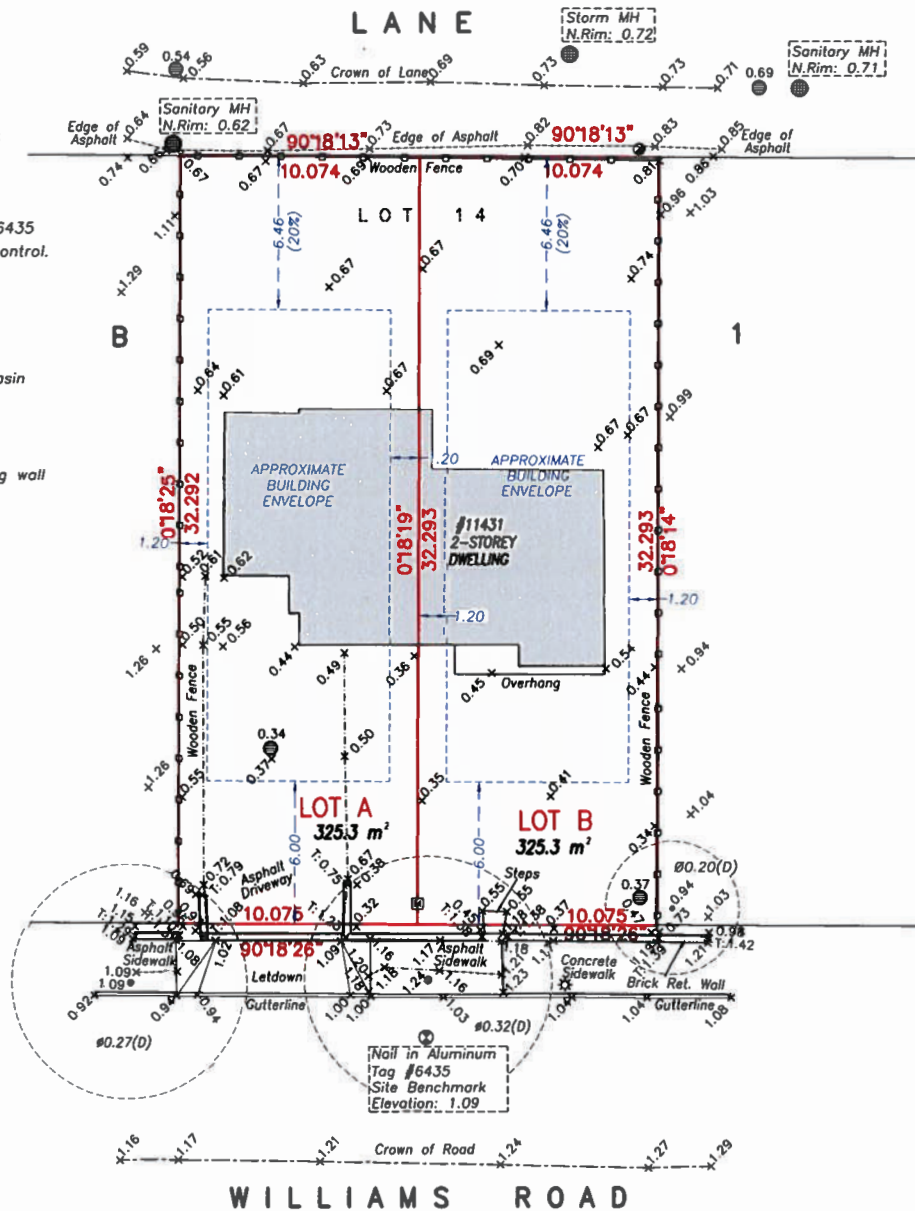
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 City of Richmond HPN  
 Benchmark network.  
 Benchmark: HPN #190  
 Control Monument 94H1624  
 Elevation: 2.339m  
 Benchmark: HPN #191  
 Control Monument 02H2453  
 Elevation: 1.663m

**NOTE:**

Use site Benchmark Tag #6435  
 for construction elevation control.

**LEGEND:**

- (C) denotes conifer
- (D) denotes deciduous
- denotes round catch basin
- ⊕ denotes water meter
- denotes manhole
- ⊕ denotes power post
- T denotes top of retaining wall
- ☆ denotes lamp standard



© copyright  
 J. C. Tam and Associates  
 Canada and B.C. Land Surveyor  
 115 - 8833 Odlin Crescent  
 Richmond, B.C. V6X 3Z7  
 Telephone: (604) 214-8928  
 Fax: (604) 214-8929  
 E-mail: office@jctam.com  
 Website: www.jctam.com  
 Job No. 7854  
 FB-406 P76-77  
 Drawn By: TH

DWG No. 7854-TOPO

SCALE: 1:200



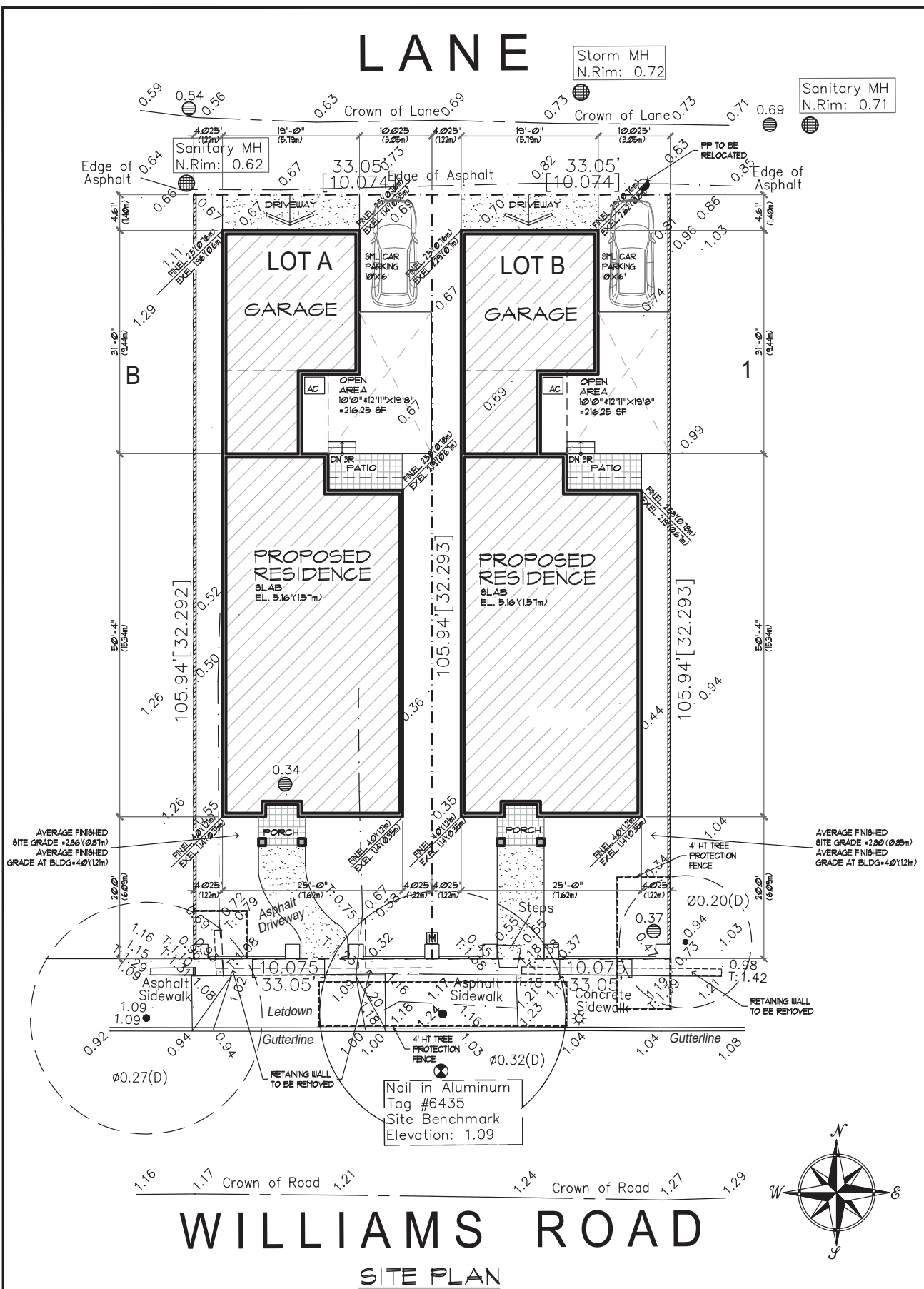
ALL DISTANCES ARE IN METRES AND DECIMALS  
 THEREOF UNLESS OTHERWISE INDICATED

**CERTIFIED CORRECT:**

LOT DIMENSION ACCORDING TO  
 FIELD SURVEY.  
 Johnson Tam U81489  
 Date: 2022.02.08  
 08:43:52 -08'00'

JOHNSON C. TAM, B.C.L.S., C.L.S.

JANUARY 31st, 2022.

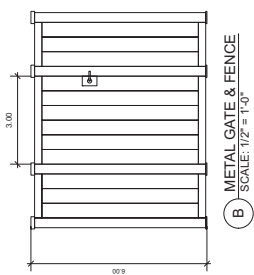
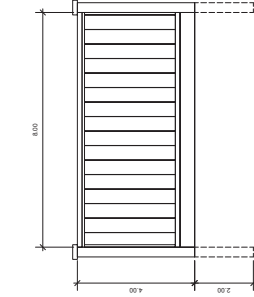
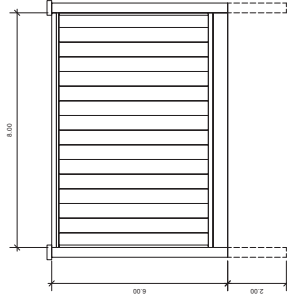




# LANE

ID	Qty	Latin Name	Common Name	Scheduled Size	Remarks
<b>PLANT LIST - 11431 WILLIAMS ROAD, LOT A</b>					
<b>Trees</b>					
AB	1	Acer palmatum 'Bloodgood'	Bloodgood Japanese Maple	6cm	
WC	1	Chamaecyparis nootkensis 'Pendula'	Weeping Nootka Cypress	3.5m, BAB	
<b>Shrubs</b>					
ED	9	Erica x darleyensis 'Mediterranean Peak'	Mediterranean Peak Heath	#2	
EP	3	Eucryphia japonica 'Green Spire'	Green Spire Eucryphia	#5	
LR	3	Leucothoe baltica 'Rainbow'	Rainbow Drooping Japanese Holly	#5	
TR	3	Taxus baccata 'fastigata'	Upright Japanese Yew	1.5m, BAB	

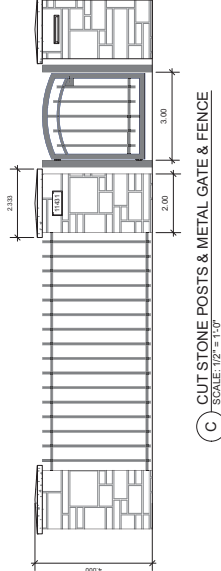
ID	Qty	Latin Name	Common Name	Scheduled Size	Remarks
<b>PLANT LIST - 11431 WILLIAMS ROAD, LOT B</b>					
<b>Trees</b>					
AB	1	Acer palmatum 'Bloodgood'	Bloodgood Japanese Maple	6cm	
WC	1	Chamaecyparis nootkensis 'Pendula'	Weeping Nootka Cypress	3.5m, BAB	
<b>Shrubs</b>					
ED	6	Erica x darleyensis 'Mediterranean Peak'	Mediterranean Peak Heath	#2	
EP	3	Eucryphia japonica 'Green Spire'	Green Spire Eucryphia	#5	
LR	3	Leucothoe baltica 'Rainbow'	Rainbow Drooping Japanese Holly	#5	
TR	3	Taxus baccata 'fastigata'	Upright Japanese Yew	1.5m, BAB	



A 4' WOOD FENCE  
SCALE: 1/2" = 1'-0"

A 6' WOOD FENCE  
SCALE: 1/2" = 1'-0"

B METAL GATE & FENCE  
SCALE: 1/2" = 1'-0"



C CUT STONE POSTS & METAL GATE & FENCE  
SCALE: 1/2" = 1'-0"

**GENERAL NOTES:**

All plant and construction materials and landscape workmanship shall be to CNA/CNA standards latest edition. Soil depths and subgrade preparation, soil quality and plant size to meet or exceed that standard.

Growing medium shall have physical and chemical properties as described in the standards for:

- Turf Grass
- Planting beds
- Container Planters
- Green Roofs

Proposed growing medium shall be tested by a recognized laboratory. The landscape contractor shall guarantee that the soil submitted for testing is a sample representative of the soil to be used at the site.

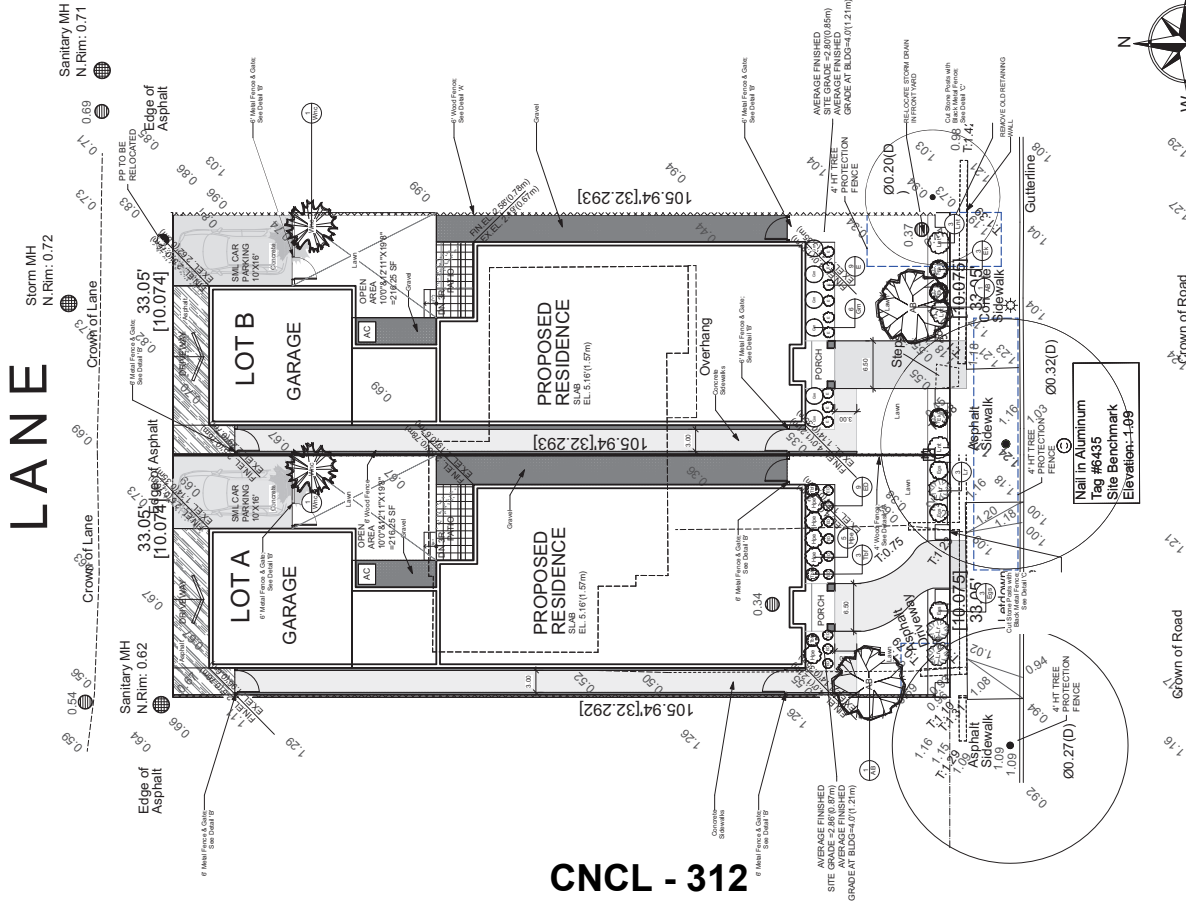
All work shall satisfy the requirements of the standards for growing medium. Soils shall be submitted free of plants or their roots, building materials, invasive or noxious plants and their reproductive parts non-composted wood or wood waste plus all toxic materials that are detrimental to the proposed plants health.

All planting beds are to receive minimum 50mm thick composted bark mulch.

The Landscape contractor shall maintain clean working conditions, remove all refuse and debris and provide the site in a safe and clean condition upon completion of all work.

All plant material to be warranted for one year from date of substantial completion.

Landscape Designer is not responsible for the accurateness of measurements provided. Landscape contractor is to verify all measurements and dimensions on site and notify designer if any discrepancies.



# WILLIAMS ROAD

## SITE PLAN

No.	Date	PERMIT APPLICATION	Source Notes
1	2022-05-23	1	1
2	2022-11-21	2	2
<b>PRIVATE RESIDENCE</b>			
<b>11431 WILLIAMS ROAD</b>			
<b>RICHMOND, B.C.</b>			
<b>LANDSCAPE PLAN</b>			
<b>1</b>			



Lanny Fiddler, Certified Landscape Designer  
891-8288 207A St.  
Richmond, B.C. V6V 0A6  
604.816.7172 lannyfiddler@fiddlers.net

Rafiq Shakh Design Ltd.  
Richmond, B.C. V7E 2X7



**RZ 22-009258**

**Attachment 4**

Address: 11431 Williams Road

Applicant: Lorraine S Tsoi

Planning Area(s): Shellmont

	Existing	Proposed
<b>Owner(s):</b>	Lorraine S Tsoi, Danny F Leung, Chi L Lau	To be determined.
<b>Site Size (m<sup>2</sup>):</b>	651 m <sup>2</sup>	Lot A: 325.3 m <sup>2</sup> Lot B: 325.3 m <sup>2</sup>
<b>Land Uses:</b>	One single-detached lot	Two single detached lots
<b>OCP Designation:</b>	Neighbourhood Residential	No change
<b>Area Plan Designation:</b>	N/A	No change
<b>Zoning:</b>	Single Detached (RS1/E)	Compact Single Detached (RC2)
<b>Number of Units:</b>	1	2
<b>Other Designations:</b>	Arterial Road Compact Lot Single Detached	No change

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.6	Max. 0.6	none permitted
Buildable Floor Area (m <sup>2</sup> ):*	Lot A: Max. 195.2 m <sup>2</sup> (2,101 ft <sup>2</sup> ) Lot B: Max. 195.2 m <sup>2</sup> (2,101 ft <sup>2</sup> )	Lot A: Max. 195.2 m <sup>2</sup> (2,101 ft <sup>2</sup> ) Lot B: Max. 195.2 m <sup>2</sup> (2,101 ft <sup>2</sup> )	none permitted
Lot Coverage (% of lot area):	Building: Max. 50% Non-porous Surfaces: Max. 70% Total: Max. 20%	Building: Max. 50% Non-porous Surfaces: Max. 70% Total: Max. 20%	none
Lot Size:	270 m <sup>2</sup>	Lot A: 325.3 m <sup>2</sup> Lot B: 325.3 m <sup>2</sup>	none
Lot Dimensions (m):	Width: 9.0 m Depth: 24.0 m	Width: 10.1 m Depth: 32.3 m	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 6.0 m (Min. 1.2 to garage) Side: Min. 1.2 m	Front: Min. 6.0 m Rear: Min. 6.0 m (Min. 1.2 to garage) Side: Min. 1.2 m	none
Height (m):	Max. 2 ½ Storeys (9.0 m)	Max. 2 ½ Storeys (9.0 m)	none
On-site Vehicle Parking with Secondary Suite:	Min. 3 per lot	Lot A: Min. 3 Lot B: Min. 3	none

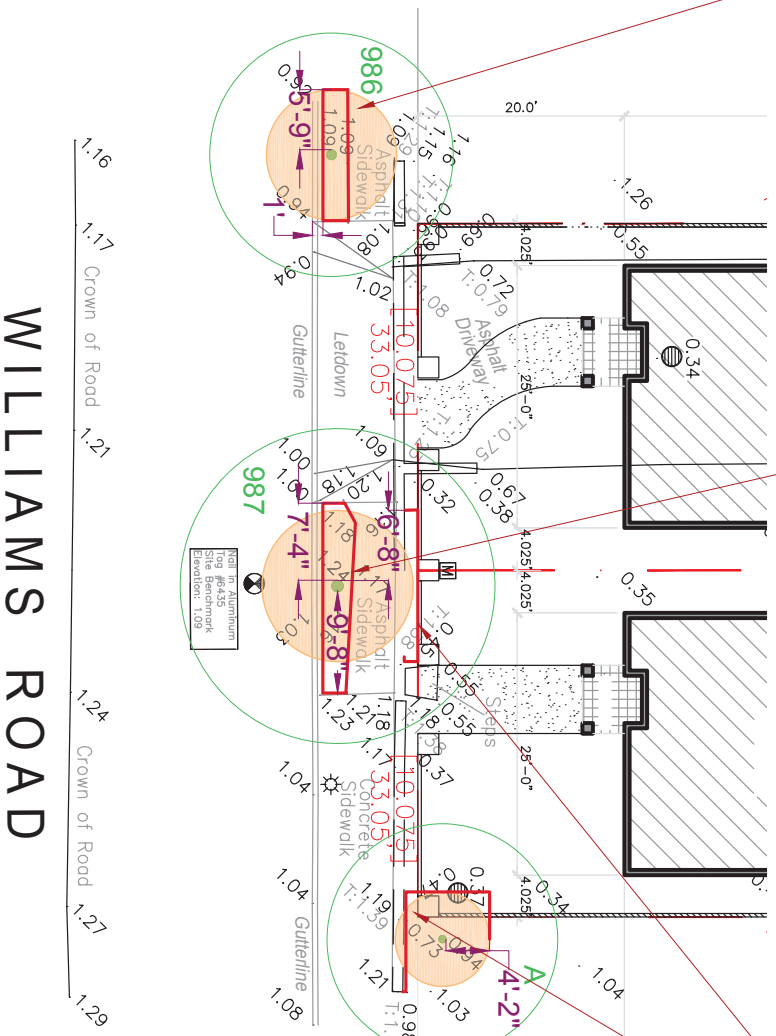
\* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.

Tree Barriers located along south side of small grass boulevard area and 1 foot from the road curb due to constrained space.

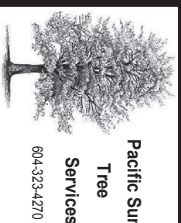
Tree Barriers to be as per standard city specifications and remain in place until city approval to remove.

Details of new retaining wall construction not available at the time of this report. Any construction works including site preparation for the new wall that is up to 5 feet from the Tree Barriers or Critical Root Zone to be under Arborist Supervision.

- Removal of retaining wall within/adjacent to the Tree Barriers to be under Arborist Supervision.



## WILLIAMS ROAD



**Pacific Sur  
Tree  
Services**  
604-323-4270

Dave@pacificsuntree.com  
pacificsuntree.com

Mailbox #460  
Unit 130 - 1959 152 Street  
Surrey, B.C.  
V4A 0C4

# Tree Management Plan Amendment #1

Date: November 17, 2022

Client: Lorraine So-Ling Tsoi

**Project:** Townhomes  
**Project Address:** 11431 Williams Rd  
Richmond, B.C.

Tree Recommended  
for Retention:

Tree Recommended  
for Removal:

  CNC

Crown Dripline for:

Remove Tree:

Tree Protection Barrier:  
(Outlines Tree Protection Zone)

Critical Root Zone:

1. Where trees are densely clustered the crown drip-line may not be shown for some trees to provide legibility.
2. Trees recommended for retention are illustrated with DBH to scale (except for trees with numerous small stems).
3. Calculations and measurements for Tree Barriers, CRZ & TPZ are from the outside trunk of the subject tree.





**Address:** 11431 Williams Road

**File No.:** RZ 22-014680

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10432, the developer is required to complete the following:**

1. Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. To accompany the landscaping security, a legal agreement that sets the terms for release of the security must be entered into between the Applicant and the City. The Landscape Plan should:
  - comply with the guidelines of the OCP's Arterial Road Policy and should not include hedges along the front property line;
  - include a mix of coniferous and deciduous trees;
  - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report; and
  - include the 2 required trees (minimum 6 cm deciduous caliper or 3.5 m high conifers) to be planted on each new lot
2. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
3. Submission of a Tree Survival Security to the City in the amount of \$15,000.00 for the two trees to be retained. To accompany the tree survival security, a legal agreement that sets the terms for release of the security must be entered into between the Applicant and the City.
4. Registration of a flood indemnity covenant on title (2.9 m GSC – Area A).
5. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until at minimum a one-bedroom secondary suite is constructed on both of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
6. Payment of all fees in full for the cost associated with the Public Hearing Notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.

**Prior to a Demolition Permit\* being issued, the developer must complete the following requirements:**

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site

**At Subdivision\* stage, the developer must complete the following requirements:**

1. Lane upgrades completed previously by the City are to be paid in the amount of \$17,647.57 plus applicable interest as per the Works and Services Cost Recovery Bylaw 8752.
2. Payment of the current year's taxes, Development Cost Charges (City, Metro Vancouver and TransLink), School Site Acquisition Charges, and Address Assignment Fees.
3. Enter into a Servicing Agreement\* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to:

**Water Works**

- a) Using the OCP Model, there is 737 L/s of water available at a 20 psi residual at the Williams Rd frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.

- b) At Developer's cost, the Developer is required to:
  - i) Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
  - ii) Cut and cap all existing water service connections and remove all existing water meters.
  - iii) Install a new 25 mm diameter water service connection, complete with water meter and water meter box to service proposed lot #1 as per City specifications to service the site.
  - iv) Install a new 25 mm diameter water service connection, complete with water meter and water meter box to service proposed lot #2 as per City specifications to service the site.
  - v) Provide a right-of-way for the water meter. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2o-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized during the building permit process.
- c) At Developer's cost, the City will:
  - i) Complete all tie-ins for the proposed works to existing City infrastructure.

### **Storm Sewer Works**

- a) At Developer's cost, the Developer is required to:
  - i) Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement design.
  - ii) Cut and cap all existing storm sewer service connections and inspection chambers servicing the proposed site.
  - iii) Install a new storm sewer service connection to service lot #1, complete with inspection chamber and a service lead.
  - iv) Install a new storm sewer service connection to service lot #2, complete with inspection chamber and a service lead.
- b) At Developer's cost, the City will:
  - i) Complete all tie-ins for the proposed works to existing City infrastructure.

### **Sanitary Sewer Works**

- a) At Developer's cost, the Developer is required to:
  - i) Not start onsite excavation or foundation construction until completion of rear-yard sanitary works by City crews.
  - ii) Cut and cap all existing sanitary sewer service connections servicing the proposed site.
  - iii) Install a new sanitary sewer service connection to service lot #1, complete with inspection chamber and a service lead.
  - iv) Install a new sanitary sewer service connection to service lot #2, complete with inspection chamber and a service lead.
- b) At Developer's cost, the City will:
  - i) Complete all tie-ins for the proposed works to existing City infrastructure.

### **General Items**

- a) At Developer's cost, the Developer is required to:
  - i) Complete other frontage improvements as per Transportation requirements.
    - (1) Frontage Improvements (Williams Road)
      - (a) Sidewalk
        - The existing sidewalk is to be removed as it is significantly substandard and too close to an existing tree identified for protection (Tree #987). A new 1.5 m wide concrete sidewalk is to be built next to the subject site's south property line.
        - The new sidewalk is to be connected to the existing sidewalks to the east and west of the subject site. These sidewalk connections are to be constructed with a transition section based on a reverse curve design (3 m x 3 m or shorter).
      - (b) Boulevard

- The space between the new sidewalk and the existing north curb of the subject site's fronting section of Williams Road (+/- 1.4 m) is to be treated as a landscaped boulevard.
- (2) Frontage Improvements (Rear Lane)
  - (a) Rear lane is to be upgraded with approximately 0.6m lighting strip, 0.15m wide roll-over curb, 5.1m wide driving surface, and a 0.15m wide roll-over curb (from north to south).
  - ii) Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into rights-of-ways must be reviewed by the City's Engineering Department.
  - iii) Coordinate with BC Hydro, Telus and other private communication service providers:
    - (1) To pre-duct for future hydro, telephone and cable utilities along all road frontages.
    - (2) Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
    - (3) To underground overhead service lines.

**Prior to Building Permit Issuance, the developer must complete the following requirements:**

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed \_\_\_\_\_

Date \_\_\_\_\_

(Signed copy on file)





**Richmond Zoning Bylaw 8500  
Amendment Bylaw (RZ 22-014680)  
11431 Williams Road**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“COMPACT SINGLE DETACHED (RC2)”**.

P.I.D 004-009-126

Lot 14 Block 1 Section 25 Block 4 North Range 6 West New Westminster Plan 18935

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10432”**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

_____
_____
_____
_____
_____
_____

CITY OF RICHMOND
APPROVED by
<i>Ac</i>
APPROVED by Director or Solicitor
<i>[Signature]</i>

\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Mark Corrado  
Director, Community Bylaws & Licencing  
**Date:** November 3, 2022  
**File:** 12-8350-05-AMANDA  
#/Vol 01  
**Re:** **Soil Use for the Placement of Fill Application for the Property at 22040 River Road (Thandi)**

### Staff Recommendation

That the 'Soil Use for the Placement of Fill' application, submitted by Avtar Thandi (the "Applicant"), proposing to deposit soil for the purpose of improving the agricultural capability of the property located at 22040 River Road, be authorized for referral to the Agricultural Land Commission (ALC) for the ALC to review and determine the merits of the proposal from an agricultural perspective as the Applicant has satisfied all of the City's current reporting requirements.

Mark Corrado  
Director, Community Bylaws and Licencing  
(604-204-8673)

Att. 6

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Engineering	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Sustainability & District Energy	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The City of Richmond has received a 'Soil Use for the Placement of Fill' application for the property located at 22040 River Road (Property). The Applicant is proposing to import and deposit 7,630 cubic metres of soil to improve the agricultural capability of the Property to grow blueberries.

The Property is situated within the Agricultural Land Reserve (ALR) and is subject to provisions of the *Agricultural Land Commission Act (ALC Act)* and its regulations, and the City's Soil Deposit and Removal Bylaw No. 10200 (Soil Bylaw).

Pursuant to applicable Provincial regulations, a 'Soil Use for the Placement of Fill' application requires authorization from local government in order to be referred to the Agricultural Land Commission (ALC) for their review and approval. As such, this application must be submitted to the City for review and a decision from Council. Should the application be referred to the ALC and should it subsequently be approved by the ALC, the Applicant is required to satisfy the City's requirements outlined in the Soil Bylaw before a soil deposit permit would be issued by the City.

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

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.*

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

### Analysis

The Property is zoned AG1 (Agriculture). The current zoning permits a wide range of farming and compatible uses consistent with the provisions of the *ALC Act* and Regulations and the City's Official Community Plan and Zoning Bylaw. The Applicant is proposing to deposit 7,630 cubic metres of soil over 0.76 hectares (ha) of the Property at an average depth of 1.0m. The primary objective is to improve the agricultural capability of the Property by eliminating excess water issues by raising the elevation of the property.

### Uses on Adjacent Lots

- To the North: ALR – Fraser River
- To the East: ALR – Land is not in agricultural production
- To the South: ALR – Land is not in agricultural production



- To the West: ALR – Land is not in agricultural production

Table 1: Existing Information and Proposed Changes for the Property

Item	Existing
Owner	Thandi Enterprises Ltd.
Applicant (the “Applicant”)	Avtar Thandi
Qualified Agrologist (the “Agrologist”)	Daniel Lamhonwah, PhD, MES, P. Ag. (Madrone Environmental Services Ltd.)
Qualified Professional (the “Engineer”)	Dr. Stephen Ramsey, P. Eng.
Lot Size	1.23 hectares (3.03 acres)
Current Land Uses	The Property is currently being farmed
Proposed Land Uses	The Applicant intends to continue farming the Property following completion of the proposed project
Zoning	AG1
Official Community Plan Designation	Agriculture
ALR Designation	The Property is within the ALR
Riparian Management Area (RMA)	Yes; soil placement is permitted within west property boundary 15m RMA
Environmental Sensitive Area (ESA)	Yes; no disturbance proposed

### Project Overview

The Applicant is proposing to deposit 7,630 cubic metres of soil over 0.76 ha of the Property at an average depth of 1.0m above current grade within the proposed soil deposit area. The primary objective is to improve the agricultural capability of the Property by eliminating excess water issues by raising the elevation of the Property.

Due to current poor drainage conditions on the Property that result in excess wetness and poorly drained organic soils as per the Agrologist, the aforesaid conditions negatively impacts the Applicant’s ability to maintain a viable crop on the Property. As per the Agrologist, should the proposal be approved and carried out as recommended, the Property shall improve from a Class O4W (with excess water limitations) to a 2W classification (only short periods of excess water).

The estimated duration of the project is one year.

The timeline for completion is heavily dependent on ensuring the appropriate soil, as recommended by the Agrologist, is sourced to complete the project. Soil sourcing has not commenced at this time due to the considerable period of time involved with respect to the soil deposit application process and seeking approval from the City and ALC.

Following completion of the project, the Owner is proposing to grow blueberries; however, the soil to be imported will provide flexibility for the Applicant to grow the widest range of crops should the Applicant wish to do so in the future.

#### Staff Comments

The proposal aligns with a number of Council endorsed strategies and directions including concerns about the use of Richmond soil. Other objectives satisfied by the project are described as follows:

- The Applicant's desire to utilize Richmond soil where possible provides for a reduction in carbon emissions as there will be a considerable decrease in mileage as trucks will not be traveling back and forth from City approved development projects to the Fraser Valley as is the common practice; and
- The proposal to raise the Property to improve the agricultural viability is consistent with the City's current Flood Protection Management Strategy, which identifies raising land levels within all areas of the City as a key overall long-term objective.

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

The Applicant presented the proposal to the FSAAC on May 26, 2022. The FSAAC unanimously supported the proposal passing the following motion with a condition:

*The Food Security and Agricultural Advisory Committee (FSAAC) support the ALR Soil Use for Placement of Fill Application at 22040 River Road subject to the City requiring a bond to ensure the farm plan is implemented and the FSAAC also encourage the applicant to consider alternative soil management practices (including placing the fill on top of the existing peat), should this be acceptable to the ALC.*

*Carried Unanimously*

#### Agricultural Considerations

The Applicant retained Madrone Environmental Services Ltd. to review and assess the Property and prepare recommendations to improve the growing conditions on the Property which included recommending the type of soil that would be acceptable to improve the property. The Agrologist has provided a Soil Placement Plan (Attachment 1).

The Soil Placement Plan addresses the current soil conditions on the Property. The Agrologist has concluded that the Property has a Class O4W (with excess water limitations). As per the Land Capability Classification for Agriculture in British Columbia Ministry of Environment (1983), a Class O4W property (where the 'O' indicates organic soils) has "frequent or continuous occurrence of excess water during the growing period causing moderate crop damage and occasional crop loss. Water level is near the soil surface during most of the winter and/or until late spring preventing seeding in some years, or the soil is very poorly drained." See attachment 2 for photos from Applicant.

In addition, the Agrologist confirms a secondary limitation and a classification of 5I due to frequent flooding (seven days or more per year), which negatively impacts the current blueberry crop. The current lease holder (Mr. Gural Singh) who has farmed the Property, confirms that there is “heavy flooding”, which has impacted blueberry production (Attachment 3).

As noted in the Soil Placement Plan, the Applicant intends to retain the native topsoil and will strip/excavate and stockpile prior to importation and post-removal of the blueberry bushes. The Agrologist will be responsible for monitoring/ensuring the stripping of the native soil is completed as recommended. Following completion of importation, the native topsoil will be placed on top of the imported soil.

It is the opinion of the Agrologist that:

*Adding soil will elevate the topography over the whole area and will improve drainage in the subsurface. If soil placement proceeds according to the proposal, [the Agrologist] estimate[s] that the post-soil Land Capability for Agriculture ratings will improve from Class O4W with excess water limitations to a Class 2W with only short periods of excess water. The inundation limitation posed by the annual flooding from the watercourse should also be improved to Class 2W due to [the] increased grade of the land above the watercourse.*

The proposal to import soil to raise a portion of the property to improve the property’s agricultural viability is consistent with the City’s current Flood Protection Management Strategy.

Bruce McTavish (MSc, MBA, PAg, RPBio) has reviewed the proposal (Attachments 4 & 5) from an agricultural perspective on behalf of the City. Mr. McTavish has stated that the Soil Placement Plan has addressed all issues he identified in his initial review dated September 26, 2019.

Mr. McTavish has confirmed (November 15, 2021) that the proposal satisfies requirements as per ALC Policy P-10 “Criteria for Agricultural Capability Assessments.”

City staff have reviewed the reports provided by the Agrologist and have concluded that the reports satisfy the City’s requirements.

#### Drainage & Geotechnical Considerations

The Applicant has provided the City a Geotechnical Assessment (Attachment 6) and a Drainage Plan.

The Geotechnical Assessment, provided by Dr. Stephen Ramsay, P.Eng. (Grey Owl Engineering), has determined the proposal “will not lead to any settlement or stability issues.” As per the Assessment, “the proposed soil deposit will have no adverse consequences to adjacent areas of the subject property or to adjacent properties.”



Staff have reviewed the Geotechnical Assessment and have no concerns relative to the conclusions of the Applicant's qualified professional.

Staff have reviewed the Drainage Plan and have no concerns relative to the conclusions of the Applicant's qualified professional.

#### Environmental Considerations

The Property has a small portion designated as an Environmentally Sensitive Area (ESA). The Agrologist and Owner have indicated that the ESA will not be disturbed.

There are no trees within the proposed soil deposit area.

No soil will be placed within the designated 15m Riparian Management Area (RMA) that extends along River Road to the north of the property. Soil will be placed within the designated 15m RMA that extends along the western property line. The proposed farming activity is not subject to the Riparian Areas Protection Regulation and is therefore permitted within the 15m RMA.

Should the City and ALC provide approval, the City's soil deposit permit (Permit) conditions will require that all work undertaken in or around a watercourse, must be completed in compliance with the *Water Sustainability Act*, under the guidance of a Qualified Environmental Professional (QEP). The City will require that erosion and sediment control measures be installed and inspected by a QEP should it be deemed necessary by City staff.

#### Financial Costs and Considerations for the Applicant

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

Although End Site owners derive income due to tipping fees, said owners do incur significant costs to undertake such projects. It is anticipated that the project may generate tipping fees in excess of \$100,000 for the Applicant. However, the income derived through tipping fees shall be offset by costs due to upfront reporting expenditures, site preparation, project management, daily personnel and machine expenditures, ongoing inspection and reporting by the project's agrologist-of-record, drainage upgrades, implementation of the farm plan and final reporting expenses.

As per the Consolidated Fees Bylaw No. 8636, the City will require payment from the Applicant of a non-refundable volume fee in the range of \$7,630 and \$15,260.

### Road and Traffic Considerations

Transportation staff have reviewed the proposal and will require a Transportation Management Plan should the application receive approval.

### Soil Deposit Permit Requirements and City Inspection and Project Oversight Protocols

Should the proposal receive ALC and City approval, City staff will prepare a comprehensive Permit that sets out a number of conditions, including but not limited to:

- Project oversight and reporting requirements by a qualified agrologist;
- Source site inspection requirements;
- Monitoring requirements;
- Requirements for protection of the Riparian Management Area near the proposed truck entrance point on River Road;
- Permitted hours/days of operation;
- Traffic Management Plan requirements; and
- Security deposits (explanation below).

Qualified Professional reporting requirements are intended to be similar to the requirements for the Sixwest Holdings project (Westminster Hwy). This will include that the agrologist-of-record inspect and approve all source sites. An on-site monitor will be required to inspect each load of soil prior to deposition on the Property and maintain an accurate daily log of trucks depositing soil on the site. At the sole discretion of the City, alternate measures may be required (i.e. survey) to determine the final volume of soil deposited on the Property.

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

- Multiple site inspections per week of the Property at the onset of the project to ensure conditions of the Permit are being maintained;
- Weekly site assessments to continue to be undertaken when soil importation is underway to ensure the Permit conditions are respected;
- Maintain communication with the agrologist-of-record on a regular basis;
- Review reports to ensure conditions of the Permit are being satisfied; and
- Advise the ALC of concerns relative to the project and request that ALC staff undertake inspections to ensure compliance with ALC approval conditions.

No soil will be permitted to be imported/deposited until such time as all City and ALC requirements have been satisfied and the Permit has been issued by the City.

### Security Bonds

Should the project receive approval, the City will require that the Applicant provide as per the Soil Bylaw, a security deposit in the amount of \$38,150 (\$5 per cubic metre). The security

deposit will not be returned until all conditions as stated in the Permit and the ALC approval are satisfied in their entirety, to the satisfaction of the City.

In addition, the Applicant has in response to the motion from FSAAC, advised staff that he will provide an additional security deposit in the amount of \$8,000. The additional bond will be held by the City until implementation of the Farm Plan has been completed and said completion has been confirmed by the agrologist-of-record.

In addition to the security bonds that are to be provided to the City, the ALC has the authority to require a performance bond to ensure that the project is satisfactorily completed. The bond required by the ALC is also intended to ensure the rehabilitation of the Property in the event the project is not completed. ALC performance bonds and the approved volumes from previous approvals for projects within the City are as follows:

- \$25,000 – 12,000m<sup>3</sup> (Sahota - approved August 2022)
- \$60,000 – 23,673m<sup>3</sup> (Gosal - approved October 2020)
- \$70,000 – 17,500m<sup>3</sup> (Athwal - approved May 2020)
- \$160,000 – 48,000m<sup>3</sup> (City of Richmond - approved June 2017)
- \$290,000 – 140,000m<sup>3</sup> (Sixwest Holdings - approved January 2017)
- \$500,000 – 102,080m<sup>3</sup> (Sunshine Cranberry Farms - approved January 2014)

#### Alternatives to Council Approval

Should Council not authorize staff to refer the proposal to the ALC for their review and decision; the application will be considered to be rejected. Council may add additional recommendations for ALC consideration within a referral to the ALC.

#### **Financial Impact**

Should the proposal receive approval, the project will generate revenue for the City of between \$7,630 and \$15,260.



## Conclusion

Staff recommends that the soil deposit application for the Property at 22040 River Road be authorized for referral to the ALC for the ALC to review and determine the merits of the proposal from an agricultural perspective as the Applicant has satisfied all of the City's current reporting requirements.



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Mark Corrado  
Director, Community Bylaws and Licencing  
(604-204-8673)

MC: mm

- Att.
- 1: Soil Placement Plan (rev. 13 Jan 2022)
  - 2: Property photos re. 22040 River Rd (taken 16 Nov 2021)
  - 3: Letter from Gurpal Singh (Farmer & Property Leasee) (26 Apr 2019)
  - 4: McTavish Memo re. Madrone report review (26 Sept 2019)
  - 5: McTavish Memo re. Madrone report review (15 Nov 2021)
  - 6: Geotechnical Assessment (15 May 2021)



**SOIL PLACEMENT PLAN**

**22040 River Road  
Richmond, BC**

**FOR:**

**Mr. Avtar Thandi  
127 Balmoral Rd. West  
North Vancouver, V7N 2T6**

**BY:**

**Jessica Stewart, P.Ag.  
Madrone Environmental Services Ltd.**

**Original: June 5, 2019  
3<sup>rd</sup> Revision for CoR: January 13, 2022**

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**CNCL - 328**

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## **SOIL PLACEMENT PLAN**

### **22040 River Road Richmond, BC**

#### **1 Introduction**

Madrone Environmental Services Ltd. (Madrone) was retained by Mr. Avtar Thandi to prepare a soil placement plan for his property located at 22040 River Road, Richmond (PID: 000-651-672).

The soil placement plan and soil deposit application will be submitted to the City of Richmond (COR) and the Agricultural Land Commission (ALC) for non-farm use of agricultural land. The property is 1.2 hectares total; however, the soil will only be placed on a 0.76 ha portion of the land, which is zoned Agricultural (AG-1), and lies within the Agricultural Land Reserve (ALR).

The primary limitation of the land for soil-based agriculture is very poor drainage (uniform class OW4 for organic soils). The property experiences excess water during the winter months late into spring, and after prolonged precipitation events during the growing season. There is a second limitation of inundation by the watercourse situated along the entire western perimeter of the property, within 15 m of the blueberry plants. I rated this to be Class 5I, which translates to frequent overflow of 7 days or more causing crop damage. Finally, there is a potential third limitation of extreme acidity resulting in poor soil fertility (5F) of Terric Mesisols. This was not lab tested for this assessment but is inferred from soil survey descriptions.

Mr. Thandi currently farms blueberries on the property but intends to cultivate nursery trees and vegetables in soil bottomed greenhouses following soil placement.

He wishes to overcome the existing agricultural limitations and raise the surface level by an average of 1 m by placing good-quality soil on the property. The total volume for this proposed project is 7,630 m<sup>3</sup>, covering approximately 0.76 ha. Mr. Thandi has approached the City of Richmond the past several years for assistance in resolving the frequent flooding on his property from a ditch along the west side; the flooding has damaged his blueberry crop. Initially, he considered applying to the ALC to have the property excluded from the ALR but would rather improve the land for farming instead of pursuing exclusion.

## **2 Physical Setting and Proposed Development**

### **2.1 Location**

Mr. Thandi's property at 22040 River Road, Richmond, BC, is approximately 22.7 km east of downtown Richmond (Figure 1). The property is situated on the south side of the Fraser River on River Road. The legal description of the property is: Lot 10 Block 5N Plan NWP8644 Section 35 Range 4W Land District 36 (PID: 000-651-672).

The property is rectangular and oriented lengthwise north-south, with a residence situated in the northeast corner and accessed via one crossing at River Road. The BC Assessment<sup>1</sup> reported lot size is 1.2 ha (3.0 acres). The entire property is zoned AG1 according to Richmond Zoning Bylaw 8672 and the property is within the ALR.

### **2.2 Historical Land Use**

The Thandi family purchased the property in 1988 and planted blueberry bushes in the rear of the lot shortly after. I reviewed aerial photographs (airphotos) of the property taken in 1982, 1986, 2009, 2013, and 2016. The 2013 and 2016 airphotos are from the City of Richmond Interactive Map<sup>2</sup>. The older three airphotos are available via a GeoBC Airphoto Viewer for Google™Earth Pro.

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<sup>1</sup> <https://www.bcasessment.ca/> BC Assessment. Accessed April 15, 2019

<sup>2</sup> <https://maps.richmond.ca/rim/> City of Richmond Interactive Map. Accessed April 15, 2019



**Table 1. Historical Airphoto Review**

Year	Photo Number	Observations & Interpretations of Property and Surrounding Area
1982	30BCC324 No. 093	<p>Approximately <math>\frac{3}{4}</math> of the property was completely cleared and appears to be cultivated for pasture grass/hay. The remaining northern <math>\frac{1}{4}</math> of the property is still vegetated with shrubs and trees. These surround a house (1950's) that was demolished prior to construction of the existing residence in 2014.</p> <p>There appears to be two wet swales – one in the centre of the property, and a smaller swale in the southern limit of the property.</p> <p>The large cranberry farms that still exist to the southwest of the site were under cultivation by this time. The farmhouse on this property was constructed in 1955. Cranberry cultivation began in BC in 1946 in the Fraser Valley. This may be one of the earliest cranberry farms.</p> <p>The subdivision that currently exists due south was at this time a wetland/peat bog with partly cleared forest and shrubs.</p> <p>West neighbouring property – cleared but no visible agriculture.</p> <p>East neighbouring property – cleared, appears to be farmed for pasture/hay.</p> <p>Farmhouse constructed in 1955.</p>
1986	30BCC535 No. 187	<p>Large portion of the cleared area (where the current blueberry farm is) is visibly wet. This shows up as a darker colour. Appears to be two connected, wet swales.</p> <p>Gilley Road right of way appears to have been recently cleared,</p> <p>The wetland/peat bog has re-vegetated. The subdivision was completed in 1993 – development works likely started sometime in the late 1980's to early 1990's.</p> <p>West neighbouring property – cultivated field, possibly a pasture/hay crop.</p>
2009	30BCC09001- 287	<p>Access roads, preparations for new residence on eastern neighbouring property (reduced crop production)</p> <p>West neighbouring – former crop cleared, possibly filled with soil (rear 2/3 of property). Large residence and tennis court constructed.</p> <p>Mr. Thandi's blueberry farm occupies majority of property and is of similar size and extent as modern day.</p> <p>Large subdivision built to south and southeast – small strip of forest still exists directly south of Mr. Thandi's property, on the east side of the cranberry farm. This strip of forest exists today. It may be city land or crown land (no property identification on BC Assessment).</p>
2013	City of Richmond Interactive Map airphoto	<p>Flooding present in the blueberry field on the property, specifically through the centre, the south, and along the eastern property line with the neighbor (Dave). It appears to be spring in this photo.</p> <p>It appears that the water came from the ditch along the western side as there is a line of water from the ditch to the flooding along the eastern property line.</p>
2016	City of Richmond Interactive Map airphoto	<p>Similar conditions as 2013 airphoto; the flood extent is very similar.</p> <p>The water levels in the ditches appear to be quite high in this photo – the water is visible all the way to the top of the bank.</p> <p>The surrounding properties do not have visible flooding in this airphoto. It is confined mainly to the Thandi property, with some shared flooding along the neighbouring property on the east side (but the flooding does not extend far into their land – it is confined to the property line with Mr. Thandi's blueberry field).</p>



**PHOTO 1: 1986 AIRPHOTO (BEFORE MR. THANDI PLANTED BLUEBERRIES) SHOWING VISIBLE WET SWALES/DEPRESSIONS IN THE MAJORITY OF THE LOT SOUTH OF THE RESIDENCE.**

These are indicated by the blue arrow.

## **2.3 Current Land Use – Property and Surrounding Area**

The blueberry farm on the property is currently leased to farmers (Star Labour Supply – Mr. Gurpal Singh). The hired farmers manage and sell the blueberry crop. Mr. Thandi does not reside on the property but his family members do. The residence in the northeast corner was constructed between 2013 and 2014 to replace the original old farmhouse. The surrounding farmhouses (original) are from 1955.

The surrounding area has a mix of land uses, including dense residential, industrial (railways, timber transport and storage, trucking), and agricultural. This area is the eastern limit of the ALR on Lulu Island; the ALR boundary terminates 1 km east of Mr. Thandi's property. It also terminates at the southern end of the property at the Gilley Road right of way (an old, non-status road), which is the limit of the large subdivision

constructed by 1993. The large cranberry farm to the southwest (21551 Westminster Highway) is the southeast terminus of the ALR on Lulu Island.

The nearest agricultural operations are predominantly cranberry farms. This includes the cranberry Farm at 21551 Westminster Highway (100 m southwest of the Thandi property). There was a nursery/greenhouse operation situated on the property at 22280 River Road (two properties to the east), but this was removed by 2009 airphotos and there does not appear to be any agricultural operations occurring on the property following an airphoto review for subsequent years.



**PHOTO 2. LOOKING DUE SOUTH ACROSS THE BLUEBERRY FIELD ON THE SUBJECT PROPERTY.**



**PHOTO 3. LOOKING EAST WHERE THE BLUEBERRY FIELD (NATURAL GRADE OF THE LAND) MEETS THE BERM (COMPACTED BOULDERS) CONSTRUCTED TO RAISE THE RESIDENCE TO THE FLOOD CONSTRUCTION LEVEL (3.5 M GSC).**  
The residence is on the top left of the photo.

## 2.4 Climate

Mr. Thandi's property is situated approximately 9.6 km to the east of Richmond Nature Park<sup>3</sup>, which is the nearest Environment Canada climate station with a long term record. Richmond Nature Park is situated at an elevation of 3 m above mean sea level (a.s.l.).

The thirty-year span of records from 1981 to 2010 show a mean annual precipitation of 1262 mm, a daily average temperature of 11°C, and 2244 effective growing (> 5°C) degree days.

According to the Climatic Capability for Agriculture in British Columbia map and report by Coligado, 1980, the majority of Lulu Island surrounding the property has a class 3A aridity limitation (specifically, class 3A(1)). Class 3 aridity limitations indicate drought or aridity between May 1 and September 30 resulting in moisture deficits, which are limiting to plant growth and could require moderately intensive management. This will dictate that certain crops will require irrigation for dry periods in mid-summer to early fall.

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<sup>3</sup> [http://climate.weather.gc.ca/climate\\_normals/index\\_e.html](http://climate.weather.gc.ca/climate_normals/index_e.html) Richmond Nature Park climate station.  
Accessed April 15, 2019



## 2.5 Landscape and Topography

The property is situated on the south side of the Fraser River; the natural boundary of the river is approximately 25 m north of the property line. The surrounding topography is low-lying and level with no discernible slopes.

In absence of a topographic land survey and readily available topographic contours or spot elevations for this property, the exact elevations of the property are uncertain. There are Geodetic Control Markers (GCM) located throughout this area. The nearest survey monument record to this location is situated at Westminster Highway and Fraserside Gate, approximately 775 m due east of Mr. Thandi's property. The elevation of this Geodetic Control Marker (now destroyed, as of 2015) is 1.15 m a.s.l.<sup>4</sup> I have used this information for my preliminary soil cross-section and volume diagrams. A more detailed topographic survey would be required to determine the exact elevation on site (i.e. to the nearest centimeter).

The new residence constructed between 2013 and 2014 was required to be elevated to a minimum Flood Construction Level (FCL). The current FCL for this area is 3.5 m GSC<sup>5</sup>. A geotechnical investigation report prepared for the property in 2012 by GeoPacific Consultants Ltd. reported that the grade of the house site, which was elevated by imported fills (to bring it to the FCL at that time) is between 3.0 and 3.2 m to the west and rises to about 3.7 m to 4.0 m to the east. The house was constructed on the eastern side of the filled area. The fills form a berm that slopes downwards to the natural elevation (unfilled) of the property at the blueberry farm.

The surficial geology of this area was mapped by Armstrong (1980) as post-glacial Salish Sediments, specifically, lowland peat up to 1 m thick overlying overbank sandy to silt loam up to 2 m thick (Fraser River sediments). Lowland peat is mapped as reaching up to 14 m thick to the south of the property towards Westminster Highway.

According to the City of Richmond Interactive Map program, a small portion of the property along the north, west, south, and southeast perimeter are designated Environmentally-Sensitive Areas (ESA), specifically, Intertidal and Old Fields and

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<sup>4</sup> [http://a100.gov.bc.ca/pub/mascotw/protected/final\\_long.html?Q\\_GCM\\_NO=515411](http://a100.gov.bc.ca/pub/mascotw/protected/final_long.html?Q_GCM_NO=515411)  
Geodetic Control Marker No. 515411. April 15, 2019

<sup>5</sup> <http://maps.richmond.ca/rim/> City of Richmond Interactive Map Program – Flood Construction Levels. Accessed April 15, 2019

Shrublands<sup>6</sup>. The ditch that runs along the entire western edge of the property is a designated Riparian Management Area (RMA). There is a 15 m Riparian Management Area setback for this ditch – **agricultural use (farming) is exempt from this setback**. The RMA is partly vegetated by native trees and shrubs; this extends for approximately 3 m from the edge of the ditch (top of bank).



**PHOTO 4. RMA/WATERCOURSE SITUATED ALONG THE WESTERN PROPERTY LINE. THIS IS NEAR SOIL PIT 2.**

Note high ditch water levels – I measured the distance between the current water levels and the natural grade of the land at the bank on the left (Mr. Thandi's property) and found this to be 25 – 30 cm.

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<sup>6</sup> <http://rim.richmond.ca/rim/docs/ESAdefinitions.pdf> City of Richmond ESA Definitions. Accessed April 15, 2019



**PHOTO 5. PIPELINE (UNDER THE GRASS IN THE CENTRE) INSTALLED FOR THE CRANBERRY FARM SITUATED TO THE SOUTHWEST.**

This was installed on the west side of the ditch/watercourse. It pumps water from the Fraser River as an irrigation source for the cranberry farm. Mr. Thandi's property is on the right side of the photo. note the pipeline has raised the west side of the bank of the ditch – water therefore overflows eastwards (Mr. Thandi's property) during periods of high water levels in the ditch.



**PHOTO 6. GILLEY ROAD RIGHT-OF-WAY (NON-STATUS ROAD).**

The left side of the photo is the southern portion of Mr. Thandi's property, which is an ESA. The ESA is overgrown with blackberry.



## 2.6 Published Soils and Land Capability Data

Prior to my field assessment, I reviewed soil survey information for this area, in addition to the Land Capability for Agriculture (LCA) ratings for the property. The soils in this area were mapped by Luttmerding<sup>7</sup> in the 1980's. The surveys were printed at a scale of 1:50,000 and are based on airphoto interpretation and field surveys. I provide a site-specific assessment of the soils and agricultural capability of the property in Section 3, below.

LCA ratings describe the general suitability of the land for agriculture as seven classes for mineral soil and seven classes for organic soil. The capability classes are modified into subclasses when limitations to agriculture exist. There are twelve subclasses for mineral soils and nine subclasses for organic soils. A detailed description of LCA rating classes and subclasses is provided in Appendix IV.

Soil surveys show that approximately two-thirds of the property is mapped as the Embree (60%) and Blundell (40%) soil series. The remaining southern one-third of the property is mapped as the Lulu (60%) and Richmond (40%) soil series. All but the Embree soil series are fen peat soils. Soil properties are summarized in Table 2.

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<sup>7</sup> [http://www.env.gov.bc.ca/esd/distdata/ecosystems/Soils\\_Reports/bc15\\_report.pdf](http://www.env.gov.bc.ca/esd/distdata/ecosystems/Soils_Reports/bc15_report.pdf)  
Soils of the Langley-Vancouver Map Area. B.C. Ministry of Environment. 1981. April 15, 2019



**Table 2. Summary of Mapped<sup>8</sup> Soil Properties**

Soil Series	Parent Material	Texture	Drainage	Classification	Land Capability for Agriculture (LCA) Class <sup>9</sup>
Embree	Mixed marine and fresh water deltaic deposits. 20 cm silty material containing organics over silt (no organics), followed by another horizon of organics only (20 cm). Underlying this is a 40 cm thick silt layer.	Silt loam to silty clay loam.  Organics: mesic to humic.	Poorly to very poorly drained	Rego Humic Gleysol	4N- Salinity  4W- Excess Wetness
Blundell	10 – 40 cm organic material over medium-textured deltaic deposits	Poorly decomposed organic surface with medium grained sandy silt loam under layering. Saline and peaty conditions present.	Poor to very poor; high groundwater table	Rego Gleysol	4N- Salinity  4W- Excess Wetness
Lulu	Partially decomposed organic deposits (40 cm – 1.6 m), overlying deltaic sediments	Organics: mesic  Deltaic sediments: moderately fine to fine silty clay to silty clay loam.	Very poorly drained	Terric Mesisol	5F- Extreme acidity affecting fertility.  04W- Excess Wetness
Richmond	Well-decomposed organic deposits (40 cm – 1.6 m) overlying deltaic sediments	Organics: humic  Deltaic sediments: fine to medium-textured silt loam to silty clay loam.	Very poorly drained	Terric Humisol	4F- Very acid affecting fertility.  04W- Excess Wetness

According to the Canadian Soil Information Service (CanSIS)<sup>10</sup>, both the Blundell and the Embree soils have a conductivity > 4 dS/m in the upper organic and mineral horizons (< 50 cm from surface), which correlates to a salinity limitation at the 4N level.

<sup>8</sup> Based on mapping by Luttmerding (1980) and the Soil Information Finder Tool; actual soils on site are described in Section 4.0 of this report.

<sup>9</sup> Derived from the General Land Use Comments in the Soils of the Langley-Vancouver Map Area survey, for each soil.

<sup>10</sup> <http://sis.agr.gc.ca/cansis/index.html> Canadian Soil Information Service. Accessed April 15, 2019

Furthermore, excess water is evident in the soil for a large part of the year that the soil is not frozen, which is an excess water limitation of 4W.

The Lulu and Richmond soils are described as being very poorly drained and “water is removed from the soil so slowly that the water table remains at or on the surface for the greater part of the time the soil is not frozen. Excess water is present in the soil for the greater part of the time.”<sup>11</sup> This correlates to an estimated LCA of O4W.

The Soils of the Langley-Vancouver Area describes the Lulu soils as having ‘extreme’ acidity. Controlling water tables and liming can allow for production of most annual crops that are not affected by “wet feet” conditions. The Richmond soils are described as having very acid conditions that can be improved through liming. Both soils required artificial drainage to control high watertables.

### **3 Soils and Land Capability for Agriculture Assessment**

I (Jessica Stewart, P.Ag.) visited the property on April 3, 2019 to carry out an assessment of the site soils during a period of moderate to heavy rainfall. I was met on site by Mr. Thandi and was assisted by Mr. Thandi’s longtime neighbour (Dave) who brought an excavator on site for our soil investigation.

We excavated three soil pits on the property – the sites were chosen randomly in the blueberry field. I marked the location of these pits with a GPS in the field; these are shown on Figure 2 in Appendix I. During my soil assessment, I recorded soil properties such as soil texture, drainage, consistency, structure, colour, horizon classification and thickness, root restricting horizons, and evidence of gleying or mottling were noted during my assessment. Soil Pit Descriptions and pit photos are in Appendix II.

I also traversed the property and recorded my observations of slopes, vegetation, and the water levels of the ditch situated along the western perimeter of the property.

#### **3.1 Soils – Determined from Assessment**

Based on my soil profile descriptions, I correlated site soils to soils described in the Soils of the Langley-Vancouver Map Area, MoE Technical Report 15 (Luttmerding, 1981). From

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<sup>11</sup> <http://sis.agr.gc.ca/cansis/soils/bc/LUL/d~~~~/A/description.html> CanSIS Lulu soil series description (similar for Richmond soils). Accessed April 15, 2019

my soil assessment, I identified one main soil type on the property that I classified as a Terric Mesisol, which correlates well with the Lulu soil series.

Soil pits on the property showed that there is consistently 40 cm of humic peat, overlying, by a variable depth, reddish brown, fibric to mesic peat. The thickness of this horizon ranged from 40 cm to 130 cm. Below the peat horizons, there is a silty clay loam that contains partly decomposed plant material (Cg horizon). These are overbank silt and clay deposits from the Fraser River.



**PHOTO 7. Cg HORIZON IN SOIL PIT 3, WHICH WAS EXCAVATED IN THE SOUTHERN END OF THE PROPERTY.**  
Note partly decomposed plant remains.

Based on my soil survey, I found the soil limitations to be excess water (O4W) due to very poorly drained soils. Class 4W limitations result in moderate crop damage and occasional crop loss.

A review of airphotos (Photo 8) from 2013 and 2016 and photos supplied by the client show that flooding from the ditch in the west side of the property occurs frequently; according to Mr. Thandi, this occurs more than 7 days annually<sup>12</sup>. This is evident in photos

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<sup>12</sup> Flooding peaks during the winter months but persists through to late spring/early summer. It does not appear to be influenced by the annual Fraser River freshet, which historically occurs between mid-May and mid-June.

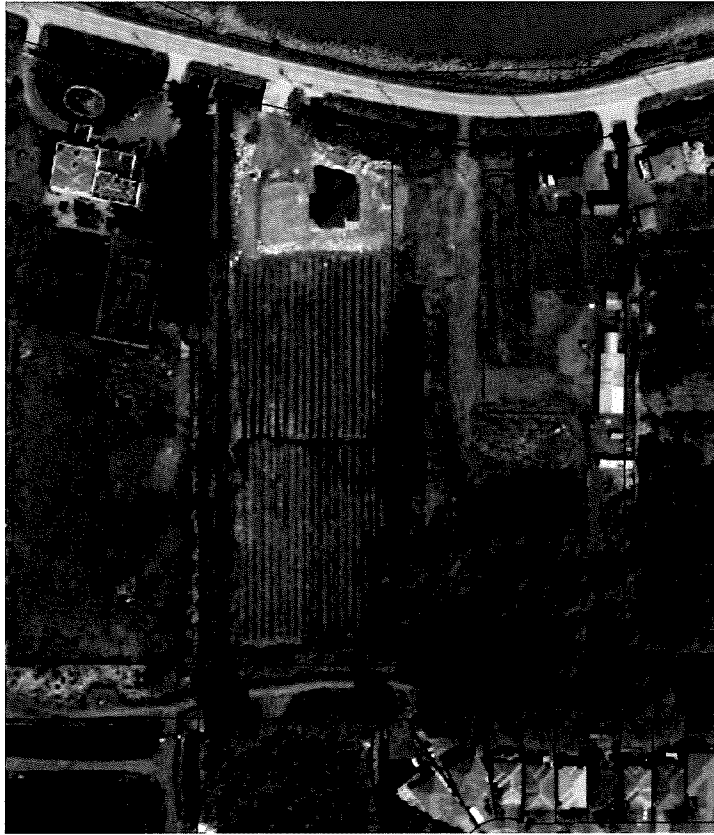
supplied by the client – these photos are in Appendix II. Flooding from the ditch more than 7 days a year correlates to an inundation limitation at the Class 5I level. During my field assessment, I measured water levels in the ditch relative to the top of the east bank, which is Mr. Thandi's land at the natural grade (just over 1 m above sea level). The water levels were between 20 and 30 cm of the top of the bank. The bank is lowest near PM 4 on Figure 2.

Flooding may be exacerbated over the property due to the higher bank on the west side of the ditch (see also, Photo 5 above which clearly shows this). The bank is higher due to the irrigation pipeline installed here – it runs parallel to the ditch and under the Gilley Road right of way to the south. This was constructed in the 1980's by B.K. Ranch Limited Partnership, the owner (at the time) of the cranberry farm situated to the southwest of Mr. Thandi's property (21551 Westminster Highway). The pipeline and associated pump were negotiated as an easement agreement with the Corporation of the Township of Richmond and Cranberry Management Consultants Ltd. (representing B.K. Ranch LP) in 1982<sup>13</sup>. Essentially when water levels in the ditch are high, water overflows eastwards onto Mr. Thandi's property which is situated at a lower elevation.

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<sup>13</sup> FOI Request between City of Richmond and Mr. Thandi regarding easement and irrigation pipeline. This was made in 2016.





**PHOTO 8. A 2013 AIRPHOTO FROM THE CITY OF RICHMOND INTERACTIVE MAP PROGRAM SHOWING FLOODING FROM THE DITCH EXTENDING EAST ACROSS THE PROPERTY AND POOLING AT A TOPOGRAPHIC LOW AT THE EAST PROPERTY LINE.**

The floodwaters departed the ditch where there is a low bank.

There is a third soil limitation that is inferred from the presence of partly decomposed organics. The Terric Mesisols of the Lulu soil series are described by Luttmerding (1981) as having extreme acidity, which affects soil fertility. According to the Land Capability Classification for Agriculture in B.C., extreme soil acidity correlates to a fertility limitation at the class 5F level. No laboratory testing was performed for this assessment. We focused on the primary observed limitations that are excess water due to poorly drained soils and inundation by the ditch along the western property line. These limitations are currently causing the most damage to the blueberry plants.



**PHOTO 9. SOIL PIT EXCAVATED NEAR PIT 3 IN THE PREVIOUS WEEK THAT FILLED WITH WATER AND HAD TO BE ABANDONED.**

We waited for precipitation to diminish before conducting our soil assessment.

## **4 Soil Placement Proposal**

### **4.1 Rationale**

The site contains very poorly drained organic soils. There is excess free water from early fall to late spring; high watertables persist until the summer months. Furthermore, there is proven inundation from a nearby watercourse (ditch) along the entire western perimeter of the property. Using the BC Ministry of Forests and Range & Ministry of Environment Field Manual for Describing Terrestrial Ecosystems<sup>14</sup>, saturated peat soils covered by surface water are considered to be flooded. The flooding regime for this property would be classified as: annual extended (exposed < 1 month during the last part of the growing season, which for blueberries is typically October) to moderate flooding (flooded for 1-3 months).

Mr. Thandi has invited the mayor of Richmond and municipal staff to view the flooding on his property. In 2016, he requested information regarding the installation of the irrigation pipeline along the western bank of the ditch in the early 1980's.

<sup>14</sup> <https://www.for.gov.bc.ca/hfd/pubs/docs/lmh/lmh25-2.htm> Field Manual for Describing Terrestrial Ecosystems - 2nd edition. BC Ministry of Forests and Range and BC Ministry of Environment. Accessed April 16, 2019

According to Mr. Thandi, the blueberry bushes situated along the western perimeter and in the northeast corner of his field are stunted and several are dying. I understand that Mr. Thandi has leased his farm to a third-party farmer for several years. The farmer has stated that the flooding has resulted in difficulties farming the property and would like to work with Mr. Thandi on resolving the flooding issues. A copy of this letter is supplied in Appendix V.



**PHOTO 10. STUNTED BLUEBERRY PLANTS IN THE NORTHWEST CORNER OF THE FIELD.**

These are affected by overflow from the ditch (watercourse) situated along the western perimeter of the property, in addition to the poorly drained soils of this entire area.

The B.C. Ministry of Agriculture Berry Production Guide provides recommendations on berry varieties, soil management, crop management, and pest management for blueberry farmers. According to the blueberry soil management guide<sup>15</sup>:

<sup>15</sup> <https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agriservicebc/production-guides/berries/soilmanagement.pdf> B.C. Ministry of Agriculture Berry Production Guide – Soil Management. Accessed April 16, 2019



*“Berry crops require moderately to well drained soils with at least 0.5 m unrestricted rooting depth for successful cropping. Many lowland soils in BC have poor natural drainage with a high water table during the fall, winter and spring. These soils often need a subsurface and regional drainage system to remove excess water from the rooting zone for berry production.”*

According to the University of Wisconsin, *Vaccinium corymbosum* (highbush blueberry) can tolerate only periodic flooding (less than one week) in native, acidic soils<sup>16</sup>. If flooding is prolonged, oxygen is reduced in the soil which impedes respiration of roots. Roots begin to die and toxic compounds can build up in soils that are saturated. Furthermore, flooded soils favour the growth organisms such as *Fusarium*, *Phytophthora*, *Pythium*, and *Rhizoctonia solani* which can cause root and crown rot and lead to plant death.

In general, periodically inundated areas can be improved by planting in raised beds<sup>17</sup> or berms and installing swales, ditches, and drain tiles to divert water away from the blueberry plants. This still does not improve the poorly drained organic soils (which have an underlying, dense silty clay loam) underlying the site. **To reiterate, resolving the Class 5I limitation does not improve the Class O4W limitation.**

The importation of good-quality and well-draining (loam, sandy loam, loamy sand) soil is thus considered a viable option to resolve poor draining and flooding issues on site (low-relief, flooding from the ditch to the west) as well as the agricultural limitations of the poorly drained native peat soils, which are excess wetness at Class O4W and fertility limitations due to the extreme acidity of Terric Mesisols (Class 5F – inferred but not lab tested at this time<sup>18</sup>).

In determining the ideal volume of soil for this project, I considered the following:

- The natural topography and drainage on the property;
- The crop type following soil deposition (which is soil-bottomed greenhouses containing vegetables and nursery trees, rather than re-planting blueberries); and

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<sup>16</sup> <http://learningstore.uwex.edu/assets/pdfs/A3871.pdf> UW Extension - Effects of Flooding on Woody Landscape Plants. Accessed April 16, 2019

<sup>17</sup> Mr. Thandi has planted in raised beds and has a ditch on the west side of this property – this has not improved the flooding.

<sup>18</sup> Given the relatively severe flooding from the ditch, a third limitation of extreme acidity was not lab tested. Resolving acidity through liming will only improve the soil fertility limitation to the next most serious limitation, which is inundation.



- The size of the area to be cultivated, taking into account setbacks for ESA's and the required 3 m property line setbacks.

With these considerations in mind, I have determined that approximately 7,630 m<sup>3</sup> of good-quality soil is anticipated to cover an area of approximately 0.76 ha, as shown on Figure 3 – Soil Placement Plan. Soil will be placed with varying thickness to achieve the desired final grade (higher on the east and sloping westwards). The maximum depth will not exceed 1.0 m as shown on Figure 4 – Scaled Cross-Section. Based on surrounding topographic elevations of 1.15 m, the final elevation<sup>19</sup> of the land following soil placement will not exceed 2.2 m. Furthermore, the fill will have a maximum slope of 1:3 (33%) along the east, west, and south sides. The north side of the fill will abut the berm constructed to over 3 m above sea level therefore no slope is required.

The actual rise in elevation after stripping, filling with an average of 1 m of soil, and then re-spreading of stockpiled topsoil will be affected by subsidence and accelerated decomposition of the organic soil (both in the subsoil and the topsoil). The net elevation increase will therefore be less than 1 m. The exact amount of subsidence that can be expected from the peat soils is difficult to estimate at this time as there are numerous factors that determine the rate of subsidence (in the short term, the amount of subsidence is related to the speed with which the water in the peat can be squeezed out to adjacent areas).

According to Zanello *et al* (2011),

*"In drained peatlands the subsidence rate strongly depends on a number of factors, including type of peat, density of the organic material, drainage depth, climate, and cultivation practices. The overall settlement of the peatland surface is the sum of several components [Wösten *et al.*, 1997; Deverel and Leighton, 2010]: (i) consolidation of the saturated porous medium due to the effective stress increase following the lowering of the water table; (ii) volume reduction of peat due to organic matter oxidation; (iii) swelling/shrinking of the shallow unsaturated peat layer due to seasonal wetting/ drying cycles; (iv) wind erosion; and (v) burning."*<sup>20</sup>.

<sup>19</sup> The exact elevation change (to the nearest cm) is subject to a topographic survey. This can be undertaken by Mr. Thandi if requested by the City of Richmond following an initial review of this proposal.

<sup>20</sup> <https://agupubs.onlinelibrary.wiley.com/doi/pdf/10.1029/2011JF002010> Long term peatland subsidence: Experimental study and modeling scenarios in the Venice coastland. JOURNAL OF GEOPHYSICAL RESEARCH, VOL. 116.

## 4.2 Peat Stripping & Topsoil Management

In the interests of preserving the good-quality topsoil, stripping should be done before soil deposition over the area. From my soil investigation (detailed in the Land Capability Assessment) the first soil horizon (Oh1) is a black humic peat layer that is consistently 40 cm thick across all soil pits we excavated. There is a second organic horizon (Om2) of fibric to mesic peat that is highly variable in thickness, from 40 cm in the southeast edge of the property to 130 cm thick on the west side of the property near the ditch (watercourse).

It is recommended that, in the interest of reducing potential impacts from drying and settling should these two horizons be 'sandwiched' between an imported mineral fill, that the entirety of the peat horizons be stripped to the obvious Cg horizon and stockpiled. The peat would therefore be stripped to a depth of 90 cm near the centre, 80 cm to the south, and up to 130 cm along the west, with variable depths between these areas to be expected. The mineral fill horizon would thus be placed over the Cg horizon, and the stripped native peat replaced over top. Ideally, the humic peat and the fibric to mesic Om2 horizon will be replaced as per their previous orientation, with the humic peat at the top. This will require stripping in two steps and stockpiling these horizons separately.

It is likely that this operation will be done sequentially, with a portion stripped then filled, then another area stripped and filled. With continuous monitoring, Madrone will confirm that sufficient peat has been stripped from each portion prior to soil deposition. Alternatively, stripping can be done all at once.

Stripped topsoil and organics will be stockpiled in a safe location away from the west ditch, which is an RMA. The stockpiles should be no more than 5 m high, with 3:1 (horizontal to vertical) side slopes. They should be constructed such that water cannot accumulate on the surface (pyramid). The surface of the stockpile will be seeded with a suitable mixture of grass and/or grass/legumes (if left for six months or more) OR an erosion blanket or tarp will be placed over the stored topsoil for the duration of the deposit activities.

### 4.3 Soil Deposition

Soil placement activities will follow Part Five - Regulations in the Soil Removal and Soil Deposit Regulation Bylaw No. 8094 (City of Richmond, 2007)<sup>21</sup>. The fourteen regulations in this document should be reviewed with a retained agrologist prior to undertaking this project.

The following activities should be completed prior to soil placement:

- The blueberry bushes on site will be cleared and potentially chipped using a wood chipper – this is left to the discretion of the farmer. No (non-blueberry) vegetation will be removed from the edge of the ditch (within the 3 m property line setback).
- Erosion and sediment control structures have been installed;
- The topsoil has been stripped to the prescribed depth and properly stockpiled (for the portion being worked on, if work is sequential). The topsoil stripping will likely include roots of the blueberry bushes not collected initially by land clearing.

Soil will ideally be spread from the south end of the property first (**ending at the small strip of blackberry comprising the ESA such that the ESA will not be disturbed, as shown on Photo 6**), progressing northwards towards the berm situated at the base of the residential farm home plate. Once the soil has been spread and graded, the stockpiled topsoil (which is native peat from the property) will be spread over the surface to construct a consistent soil profile across the filled area.

After soil placement, Mr. Thandi wishes to grow a variety of crops such as vegetables and nursery trees in soil-bottomed greenhouses. Mr. Thandi may want to consider using simple Quonset greenhouse structures. The design and installation of the greenhouse farm will be at the discretion of the farmer who leases the land and Mr. Thandi. To reiterate, no foundations are planned for the greenhouses.

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<sup>21</sup> [http://www.richmond.ca/shared/assets/bylaw\\_809418755.pdf](http://www.richmond.ca/shared/assets/bylaw_809418755.pdf) Accessed March 2, 2016

## 4.4 Imported Soils

All imported soil must be suitable for agricultural land. The Agricultural Land Reserve Use Regulation (updated in 2019) states that the following must **not** be used as fill on agricultural land<sup>22</sup>:

- 1 construction or demolition waste, including masonry rubble, concrete, cement, rebar, drywall and wood waste;
- 2 asphalt;
- 3 glass;
- 4 synthetic polymers;
- 5 treated wood;
- 6 unchipped lumber.

Furthermore, any soil brought to the property should meet the Soil Standards for Agricultural Land (AL, Schedule 5 of Contaminated Sites Regulation of the Environmental Management Act)<sup>23</sup>. Contaminated soil, or soil that is suspected to be contaminated, must not be used.

The soil material should be inspected to ensure that it is acceptable for agricultural use. Reviewing existing environmental reports concerning potential contamination at the source site can aid in selecting the best soil material. Soil sourced in areas that have a history, or suspected history, of industrial or commercial use must be tested prior to transportation.

The supplier of the soil material should warrant that the source soil is free from contaminants. I recommend that Mr. Thandi signs a soil acceptance agreement with the parties responsible for supplying and transporting soils (see Appendix III). If contaminated soil material is brought onto the site, Mr. Thandi will assume liability for remediating the site and/or removing the contaminated material.

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<sup>22</sup> [http://www.bclaws.ca/civix/document/id/complete/statreg/30\\_2019#part5](http://www.bclaws.ca/civix/document/id/complete/statreg/30_2019#part5) Agricultural Land Commission Act - AGRICULTURAL LAND RESERVE USE REGULATION. Accessed April 15, 2019

<sup>23</sup> [http://www.bclaws.ca/civix/document/id/loo64/loo64/375\\_96sch5](http://www.bclaws.ca/civix/document/id/loo64/loo64/375_96sch5) Contaminated Sites Regulation - B.C. Reg. 375/96. Schedule 5. Accessed April 15, 2019



#### **4.4.1 Physical Properties of Acceptable Soil Material**

For this project, the sourced soil should be medium to coarse-textured, preferably sandy loam or loamy sand, to promote subsurface drainage. The coarse fragment content (2.5 cm or larger) should not exceed 10%; stones and cobbles (7.5 cm and larger) should not occupy more than 1%. These numbers correlate to a stoniness limitation of 2P, or by definition, offer only a slight hindrance to cultivation. The soil material should contain less than 15% organic matter to avoid decomposition and subsidence. Organic soils and clay-rich soils (silty clay loams, clay loams) should not be brought to the property. [unless they can be mixed with other soils to obtain a satisfactory texture?]

An agrologist can assist with reviewing source sites to confirm that the soil is suitable for agricultural land and is of the ideal texture for this specific project. Soil sampling will be required to test for contaminants (a soil cannot be verified as being contaminant-free without laboratory testing).

#### **4.5 Constructed Soil Profile**

The constructed soil profile will have approximately 40 cm of stockpiled native topsoil/peat mix at the surface, underlain by an average of 1.0 m of relatively stone-free, moderately medium to coarse textured (ideally sandy loam, loamy sand but loam is also acceptable as subsoil here) soil material that promotes good drainage. Soils with high amounts of clay should be avoided.

#### **4.6 Erosion and Sediment Control**

The following basic ESC measures are recommended for the property – a more detailed ESC plan may be prepared if the soil deposit application is approved for the property:

- Silt fencing will be required along the entire western perimeter of the proposed soil fill boundary to protect the watercourse from mobilized sediment. I recommend that a professional inspects all implemented ESC prior to any importation beginning on the property.
- Following topsoil stripping, silt fencing should be placed at the base of topsoil and peat stockpiles to prevent soil loss from the side slopes OR they should be covered with plastic or seeded with grass and/or legumes. Silt fencing, if installed, should encircle the perimeter of the stockpile entirely. Stockpiles should be sited well away from the western perimeter of the property near the watercourse; if left over winter their surfaces should be seeded or covered with a suitable erosional tarp.

- Currently, the driveway is wide with a sufficiently large parking area that is graveled. If necessary, a wheel wash may be installed as a sediment control measure at the entrance/exit of the driveway at River Road;
- To further minimize soil tracking on adjacent roads, I recommend that soil deposit activities (including prior site preparation) be shut down during periods of high rainfall, defined here as 25 mm or more in 24 hours.

## 5 Hydrology

Based on my observations and review of imagery and maps for the area, there are no watercourses located on the subject property. The ditch situated just outside the western property line is however treated as a watercourse and riparian management area by the City of Richmond. The property is level – I did not record slopes of more than 2% in the field. The property drains west into the watercourse along the enter perimeter of the property. After the soil is spread, it should be graded such that it slopes approximately 1% westwards towards the watercourse/ditch. This conforms to the natural topography.

In consultation with Mr. Thandi's neighbor (Dave), it is possible that a ditch could be constructed along the east side of the property to drain any water that accumulates here. If the soil is sloped west, it should not impact the property on the east (22160 River Road).

**A more detailed drainage study would require retention of a qualified professional engineer, potentially with training in peat soil engineering.**

## 6 Post-Soil Improvement to Land Capability for Agriculture

Adding soil will elevate the topography over the whole area and will improve drainage in the subsurface. If soil placement proceeds according to the proposal, I estimate that the post-soil Land Capability for Agriculture ratings will improve from Class O4W with excess water limitations to a Class 2W with only short periods of excess water. The inundation limitation posed by annual flooding from the watercourse should also be improved to Class 2W due to increased grade of the land above the watercourse.

## 7 Monitoring and Reporting

The terms of the soil permits may indicate that Madrone is expected to conduct inspections of the site and materials and to provide monitoring reports to the City of Richmond and the ALC.

Soil placement should be monitored at regular intervals. This project can be reasonably completed in one year (<8000 m<sup>3</sup> of soil) and should be scheduled between a dry period spanning ideally May to October. I anticipate that monitoring will be required during the following project milestones:

1. The start of the project, during which time the agrologist will assess the ESC and completeness of the topsoil stripping (two separated peat horizons);
2. After 2000 m<sup>3</sup> has been brought to the site or after three months, whichever comes first and thereafter, once the project reaches 5000 m<sup>3</sup>; and
3. At the end of the project once 7630 m<sup>3</sup> is reached. A closure report will be required once the project is complete. The final report should include an assessment of the final land capability for agriculture ratings and a comparison between the initial and final land capability for agriculture (LCA) ratings. It should contain an estimate of the volume of soil placed and details about the soil source site(s).

**In order to complete the closure report, I recommend that accurate and complete written or electronic records be kept of all soil brought to the site.**

**Records must contain, at a minimum, the location of the soil source site(s), the volume and number of loads with date and time of delivery, and the name of the trucking company.**

Without this information, the closure report cannot be completed, and any security deposits with the ALC and the COR will be forfeited.

## 8 Conclusion

The agricultural use of the land is limited by excess free water and very poorly drained organic soils. Drainage is limited by high water tables, and limited freeboard due to high water levels to the west.

Furthermore, **irrespective of the poorly drained organic soils**, there is frequent annual inundation from the ditch situated along the western perimeter of the property. This has been documented by the property owner and has resulted in difficulties farming blueberry plants on the property. I emphasize again that improving inundation from the ditch does not solve the next most serious limitation, which is very poorly drained organic soils. Given these existing limitations, we did not conduct lab testing for acidity of the soils, which is inferred from the Soils of the Vancouver-Langley map area to be extreme. Acidity can be improved through careful liming and subsequent soil pH testing.

Placing an estimated 7,630 m<sup>3</sup> of good-quality soil on 0.76 ha of the property will allow Mr. Thandi and his contracted farmers to overcome the wetness and inundation limitations of the site and utilize the land for soil-bottomed greenhouse farming. According to the City of Richmond<sup>24</sup>, blueberries are the second most grown crop in Richmond after cranberries, with 556 ha under cultivation in 2011. This accounts for 33.2% of census farms in Richmond, and 13.9% of the entire ALR. Thus Mr. Thandi's proposal to raise the land above the poorly-drained and inundated (by the west watercourse) peat soils and farm in soil-bottomed greenhouses would help him diversify both his farm and the variety of crops grown in the City of Richmond.

I recommend stripping both the upper 40 cm of black humic peat **AND** the underlying fibric to mesic peat horizon, the latter of which is variable in thickness from 40 – 130 cm. Following stripping, there will be placement of the good-quality sub-soil (loam, sandy loam ideally) over the Cg horizon, and then returning the salvaged peat (with the Om2 horizon placed before the black humic peat, which should be at the surface as per the original profile) on the new soil surface. It is important:

- To ensure no topsoil resources are lost to erosion and that topsoil quality is not degraded while it is stored.
- That imported soil does not contain any foreign material or contaminants, or excess stones. It should be continuously monitored.
- To maintain the existing vegetation (which is a natural riparian buffer) located along the bank of the watercourse situated along the entire western perimeter of the property (this is a designated RMA). The vegetation is contained within the 3 m required property line setback regardless; and

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<sup>24</sup> <https://www.richmond.ca/plandev/planning2/agriculture/about.htm> About Agriculture in Richmond. Accessed April 16, 2019



- That no soil is placed in the ESA (strip of blackberry on Photo 6, to the north of the right-of-way) situated along the very southern edge of the property, which is currently overgrown with blackberry.

If my recommendations are followed, the capability of the land for agricultural use will be significantly improved, from O4W to Class 2W.

Sincerely yours,

**MADRONE ENVIRONMENTAL SERVICES LTD.**

Prepared by:

*\*This is a digitally signed duplicate of the official manually signed and sealed document.*



Jessica Stewart, P.Ag., G.I.T.

Reviewed by:

*\*This is a digitally signed duplicate of the official manually signed and sealed document.*



Gordon Butt, P. Geo.

## 9

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## 10 Limitations

*The evaluations contained in this report are based on professional judgment, calculations, and experience. They are inherently imprecise. Soil, agricultural, hydrological, and drainage conditions other than those indicated above may exist on the site. If such conditions are observed, Madrone should be contacted so that this report may be reviewed and amended accordingly.*

*The recommendations contained in this report pertain only to the site conditions observed by Madrone at the time of the inspection. This report was prepared considering circumstances applying specifically to the client. It is intended only for internal use by the client for the purposes for which it was commissioned and for use by government agencies regulating the specific activities to which it pertains. It is not reasonable for other parties to rely on the observations or conclusions contained herein.*

*Madrone completed the field survey and prepared the report in a manner consistent with current provincial standards and on par or better than the level of care normally exercised by Professional Agrologist's currently practicing in the area under similar conditions and budgetary constraints. Madrone offers no other warranties, either express or implied.*



## APPENDIX I

# **Figures and Cross-Section Drawings**





FIGURE 1. OVERVIEW OF THE SUBJECT PROPERTY (OUTLINED IN ORANGE) FACING WEST. THE ORANGE OUTLINE AT THE FRASER RIVER IS INCLUDED IN THE PARCEL MAP BC EXPORT BUT IS NOT BELIEVED TO BE PART OF THE PROPERTY.





**PROJECT:**  
Soil Placement Plan: 22040 River Road

**CLIENT:**  
Avtar Thandi

**DOSSIER:**  
19.0087

**ASSESSED BY:**  
Jessica Stewart, G.I.T., P.Ag.

**FIELD VISIT:**  
April 3, 2019

**LOCATION:**  
Richmond, BC

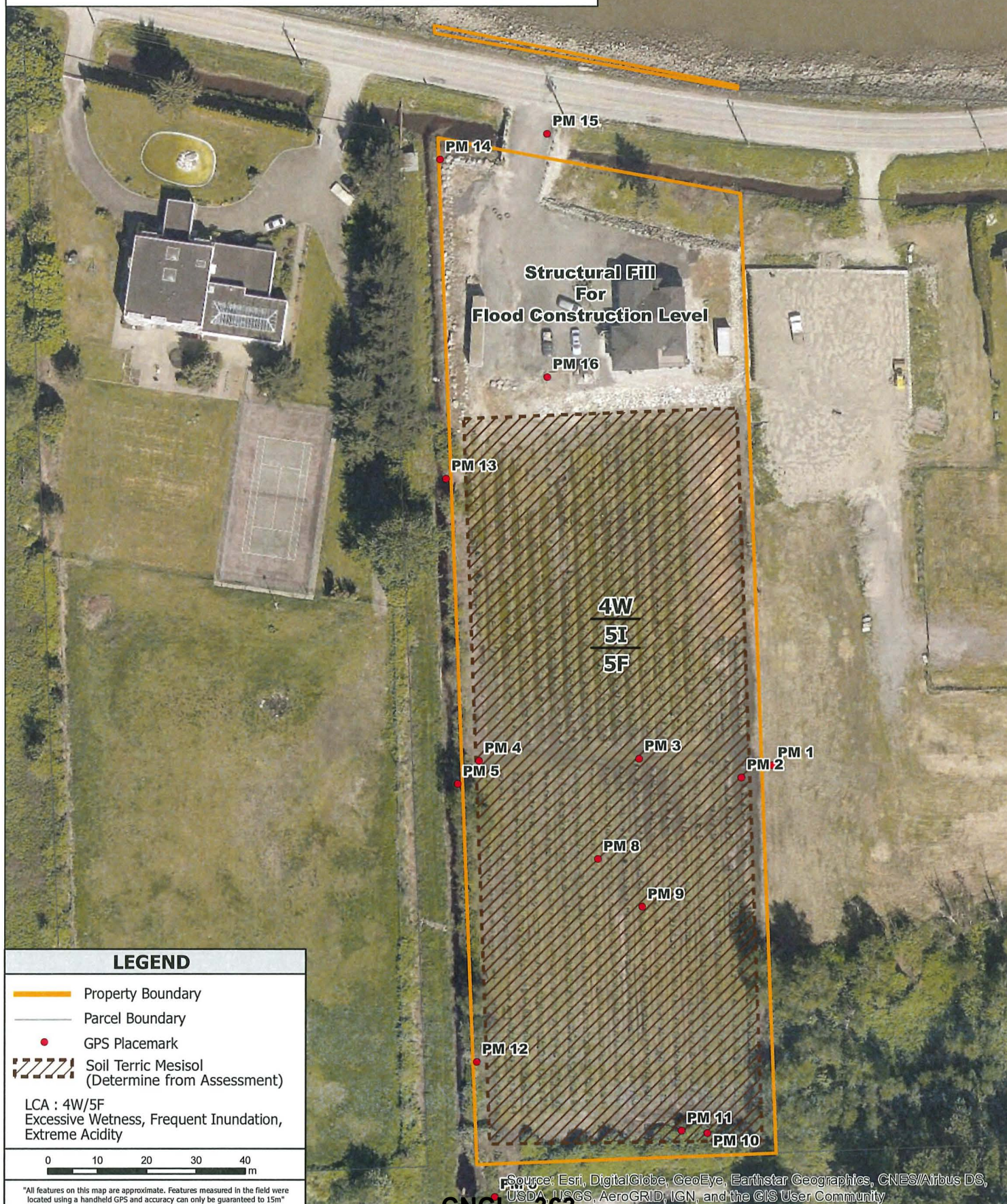
**MAP SCALE:**  
1:1,000

**MAPPING DATE:**  
May 15, 2019

**DRAWN BY:**  
Jessi Yellowlees



**FIGURE 2: Soils Mapping and Land Capability for Agriculture**







**PROJECT:**  
Soil Placement Plan: 22040 River Road

**CLIENT:**  
Avtar Thandi

**DOSSIER:**  
19.0087

**ASSESSED BY:**  
Jessica Stewart, G.I.T., P.Ag.

**FIELD VISIT:**  
April 3, 2019

**LOCATION:**  
Richmond, BC

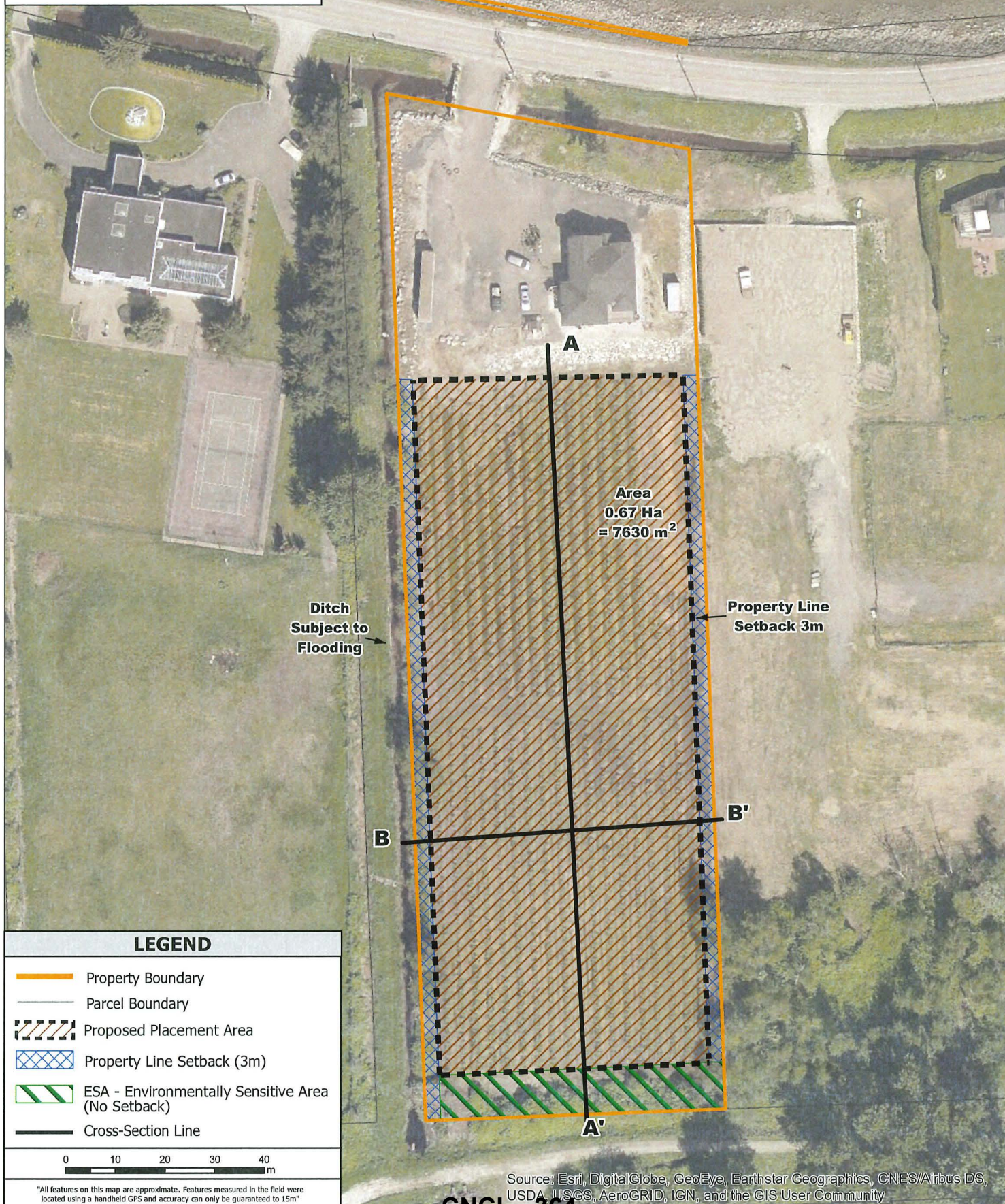
**MAP SCALE:**  
1:1,000

**MAPPING DATE:**  
July 16, 2019

**DRAWN BY:**  
Jessi Yellowlees



**FIGURE 3: Soil Placement Plan**





Cross-Section 3x Exaggeration





## APPENDIX II

# **Soil Pit Descriptions & Photos of Flooding**

**Pit 1 – Soil Profile Description (Placemark 3, Figure 2)**

Horizon	Depth (cm)	Description
Oh1	0 - 40	Dark brown to black, humic (von Post class 7), plentiful fine roots, stratified.
Om2	40 - 90	Medium to light reddish brown, mesic (von Post class 5), friable to firm, plentiful fine to medium roots, weakly stratified
Cg	90 - 120+	Light blue-grey, silty clay loam, firm, no roots, no coarse fragments. Identifiable organics: sedge, woody plants remains.

**Comments:**

- Located in the approximate centre of the blueberry field.
- Water encountered at bottom and sides of pit (seeping in quickly) - 1.2 m deep.
- Soil classification: Terric Mesisol

**Pit 2 – Soil Profile Description (Placemark 4, Figure 2)**

Horizon	Depth (cm)	Description
Oh1	0 - 40	Dark brown to black, humic (von Post class 7), plentiful fine roots.
Om2	40 - 170	Medium reddish brown, fibric to mesic (von Post class 4-5), plentiful fine to medium roots, plentiful undecomposed plant material (reeds, sedges)
Cg	170 - 180+	Medium blue-grey, silty clay loam, firm, no roots, no coarse fragments. Woody plants remains.

**Comments:**

- Located along the centre-west property line (near the RMA/watercourse) where blueberry bushes are stunted.
- No water in this pit – there a buried drainage pipe from the blueberry field leading into the watercourse here.
- Deepest organics excavated on the property – over 1.7 m deep
- Soil classification: Terric Mesisol

**Pit 3 – Soil Profile Description (Placemark 10, Figure 2)**

Horizon	Depth (cm)	Description
Oh1	0 - 40	Dark brown to black, humic (von Post class 7), plentiful fine roots.
Om2	40 - 80	Medium reddish brown, fibric to mesic (von Post class 4), plentiful fine to medium roots, weakly stratified, wet.
Cg	80 - 100+	Light blue-grey to olive grey, silty clay loam, firm, no roots, no coarse fragments. Identifiable organics: sedge, woody plants remains.

**Comments:**

- Located in the southeast corner of the blueberry field near the ESA.
- Water encountered at bottom of pit – seeping in slowly. 1.0 m deep.
- Soil classification: Terric Mesisol



## Client Photos of Flooding









## APPENDIX III

# **Inclusion in Soil Importation Assessment Reports**

## **Inclusion in Soil Importation Assessment reports**

For each source site, the owner/operator of the receiving site should secure a written Soil Acceptance Agreement with the parties responsible for supplying and transporting soils.

The agreement should specify that:

The imported soil must not contain:

- A. any contaminants in concentrations that exceed the standards in Schedule 7, Column III of the Contaminated Sites Regulation under BC's Environmental Management Act, or
- B. any hazardous waste as defined in the Hazardous Waste Regulation of the Environmental Management Act,

The imported soil must not have been transported onto the donor site from another site,

The owner of the receiving site has the right to test and/or require the supplier to test for contaminants and soil texture, and to inspect the source site,

The supplier will provide *all* available site contamination reports pertaining to the imported soil and that at minimum a Preliminary Site investigation Phase 1 (or Stage 1) or Phase 2 (or Stage 2) report will be provided for any source site that is an industrial, government or large residential development,

The parties supplying/transporting soils are responsible for removing any soils and remediating any resulting contamination if the soils are found to be contaminated or if the supplier failed to supply all available site contamination reports pertaining to the imported soil, and

Any loads arriving at the site without proper documentation of the source of the soil and evidence of Soil Acceptance Agreement for the source site will be refused entry.

Entrance to the receiving site should be controlled and records should be maintained that identify the source of each load and the parties supplying/transporting the load. Consideration should be given to requiring security deposits from the suppliers/transporters.



**APPENDIX IV**

**Land Capability for Agriculture  
Overview**

Land Capability for Agriculture (LCA) in BC is a classification system that groups agricultural land into classes that reflect potential and limitations to agriculture. The classes are differentiated based on soil properties, landscape, and climate conditions. The system considers the range of possible crops and the type and intensity of management practices required to maintain soil resources but it does not consider suitability of land for specific crops, crop productivity, specific management inputs or the feasibility of implementing improvements.

There are two land capability hierarchies, one for mineral soils and one for organic soils. Each hierarchy groups the land into seven classes that describe the range of suited crops and required management inputs. The range of suited crops decreases from Class 1 to Class 7 (Class O1 and O7 for Organic soils) and/or the management inputs increase from Class 1 to Class 7. For example, Class 1 lands can support the broadest range of crops with minimal management units.

Lands in Classes 1 to 4 are considered capable of sustained agricultural production of common crops. Class 5 lands are considered good for perennial forage or specially-adapted crops. Class 6 lands are good for grazing livestock and Class 7 lands are not considered capable of supporting agricultural production.

LCA Classes are subdivided into subclasses based on the degree and kind of limitation to agriculture. Subclasses indicate the type and intensity of management input required to maintain sustained agricultural production and specify the limitation. For example, lands rated Class 2W have an excess water limitation that can be improved by managing water on the site.

Most lands are rated for unimproved and improved conditions. Unimproved ratings are calculated based on site conditions at the time of the assessments, without irrigation. Past improvements are assessed as part of the unimproved rating. Forested lands are assessed assuming they are cleared. Improved ratings are assigned assuming that existing limitations have been alleviated. Generally, improvement practices taken into account are drainage, irrigation, diking, stone removal, salinity alleviation, subsoiling, intensive fertilization and adding soil amendments.

## **LCA Classes**

Table A describes the characteristics of each mineral and organic soil class. Mineral soil classes are 1–7 and organic soil classes are O1–O7.

**Table A. LCA Classes**

Class	Description	Characteristics
1 01	No or very slight limitations that restrict agricultural use	Level or nearly level. Deep soils are well to imperfectly drained and hold moisture well. Managed and cropped easily. Productive.
2 02	Minor limitations that require ongoing management or slightly restrict the range of crops, or both	Require minor continuous management. Have lower crop yields or support a slightly smaller range of crops than class 1 lands. Deep soils that hold moisture well. Managed and cropped easily.
3 03	Limitations that require moderately intensive management practices or moderately restrict the range of crops, or both	More severe limitations than Class 2 land. Management practices more difficult to apply and maintain. Limitations may: Restrict choice of suitable crops. Affect timing and ease of tilling, planting or harvesting. Affect methods of soil conservation.
4 04	Limitations that require special management practices or severely restrict the range of crops, or both	May be suitable for only a few crops or may have low yield or a high risk of crop failure. Soil conditions are such that special development and management conditions are required. Limitations may: Affect timing and ease of tilling, planting or harvesting. Affect methods of soil conservation.
5 05	Limitations that restrict capability to producing perennial forage crops or other specially adapted crops (e.g. Cranberries)	Can be cultivated, provided intensive management is employed or crop is adapted to particular conditions of the land. Cultivated crops may be grown where adverse climate is the main limitation, crop failure can be expected under average conditions.
6 06	Not arable, but capable of producing native and/or uncultivated perennial forage crops	Provides sustained natural grazing for domestic livestock. Not arable in present condition. Limitations include severe climate, unsuitable terrain or poor soil. Difficult to improve, although draining, dyking and/or irrigation can remove some limitations.
7 07	No capability for arable culture or sustained natural grazing	All lands not in class 1 to 6. Includes rockland, non-soil areas, small water-bodies.

## LCA Subclasses for Mineral Soil

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

**Table B. LCA Subclasses for Mineral Soil**

LCA Subclass	Map Symbol	Description	Improvement
Soil moisture deficiency	A	Used where crops are adversely affected by droughtiness, either through insufficient precipitation or low water holding capacity of the soil.	Irrigation
Adverse climate	C	Used on a subregional or local basis, from climate maps, to indicate thermal limitations including freezing, insufficient heat units and/or extreme winter temperatures.	N/A
Undesirable soil structure and/or low perviousness	D	Used for soils that are difficult to till, requiring special management for seedbed preparation and soils with trafficability problems. Includes soils with insufficient aeration, slow perviousness or have a root restriction not caused by bedrock, permafrost or a high watertable.	Amelioration of soil texture, deep ploughing or blading to break up root restrictions. Cemented horizons cannot be improved.
Erosion	E	Includes soils on which past damage from erosion limits erosion (e.g. Gullies, lost productivity).	N/A
Fertility	F	Limited by lack of available nutrients, low cation exchange capacity or nutrient holding ability, high or low Ph, high amount of carbonates, presence of toxic elements or high fixation of plant nutrients.	Constant and careful use of fertilizers and/or other soil amendments.
Inundation	I	Includes soils where flooding damages crops or restricts agricultural use.	Diking
Salinity	N	Includes soils adversely affected by soluble salts that restrict crop growth or the range of crops.	Specific to site and soil conditions.
Stoniness	P	Applies to soils with sufficient coarse fragments, 2.5 cm diameter or larger, to significantly hinder tillage, planting and/or harvesting.	Remove cobbles and stones.
Depth to solid bedrock and/or rockiness	R	Used for soils in which bedrock near the surface restricts rooting depth and tillage and/or the presence of rock outcrops restricts agricultural use.	N/A
Topography	T	Applies to soils where topography limits agricultural use, by slope steepness and/or complexity.	N/A
Excess Water	W	Applies to soils for which excess free water limits agricultural use.	Ditching, tilling, draining.
Permafrost	Z	Applies to soils that have a cryic (permanently frozen) layer.	N/A



## LCA Subclasses for Organic Soil

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

**Table C. LCA Subclasses for Organic Soil.**

LCA Subclass	Map Symbol	Description	Improvement
Wood in the profile	B	Applies to organic soils that have wood within the profile	Removal
Depth of organic soil over bedrock and/or rockiness	H	Includes organic soils where the presence of bedrock near the surface restricts rooting depth or drainage and/or the presence of rock outcrops restricts agricultural use	N/A
Degree of decomposition or permeability	L	Applies to organic soils that are susceptible to organic matter decomposition through drainage	N/A



## APPENDIX V

# **Farmer's Letter Regarding Flooding**

STAR LABOUR SUPPLY LTD.  
426 E 59TH STREET , VANCOUVER, BC.  
V5X-141

**April 26th 2019**

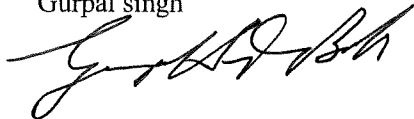
**Thandi Enterprises 195 ltd.**  
127 West Balmoral Rd. North Vandcouver BC.  
V7N 4M7.

Mr. A Thandi

As you are aware we are in contract in looking after the blueberry farm located at 22040 river rd Richmond BC. I must advise you that we are having a hard time maintaning the farm due the heavy flooding that has been accuring throughout our lease. We are losing berry production and the trees have been damaged and my workers and equipment gets stuck in the the farm grounds .This is not safe or financialy productive and we must find a solution to resove this problem.

your truly

Gurpal singh



**220140 River Rd - Thandi**

Site photos (taken 16 Nov 2021)





STAR LABOUR SUPPLY LTD.  
426 E 59TH STREET , VANCOUVER, BC.  
V5X-141

**April 26th 2019**

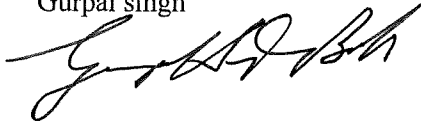
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your truly

Gurpal singh

A handwritten signature in black ink, appearing to read 'Gurpal Singh', written over the printed name.

Date: September 26, 2019

Attn: Mike Morin, City of Richmond

From: Bruce McTavish

**Re: Review of Madrone report on 22040 River Road, Richmond BC**

The report is complete and meets the ALC Policy 10 requirements for Agricultural Capability Assessments.

I do have the following technical concerns that should be addressed:

The report states that there will be on average 40 cm of organic soil (peat) stripped and stockpiled and then up to 1m of good quality and well draining soil deposited and 40 cm of peat replaced as topsoil. Given that the average depth of the peat is 113 cm, stripping only 40 cm will leave significant peat below the newly placed mineral soil (see diagram below). The result is a layered soil that is silty clay subsoil (Cg), Peat, Sand (or loam), topped by peat. The weight of the mineral soil will cause compression of the underlying peat and since the depths are different there will be differential settling.

The creation of the layered soil will cause a break in the soil capillarity which may result in increased soil drying in the organic (peat) topsoil.

With only 40 cm of peat as a topsoil and the increased drying due to the break in the capillarity there will be a significant increase in oxidation of the peat, resulting in subsidence (shrinkage of the topsoil). This topsoil layer could disappear very quickly leaving the fill layer to farm.

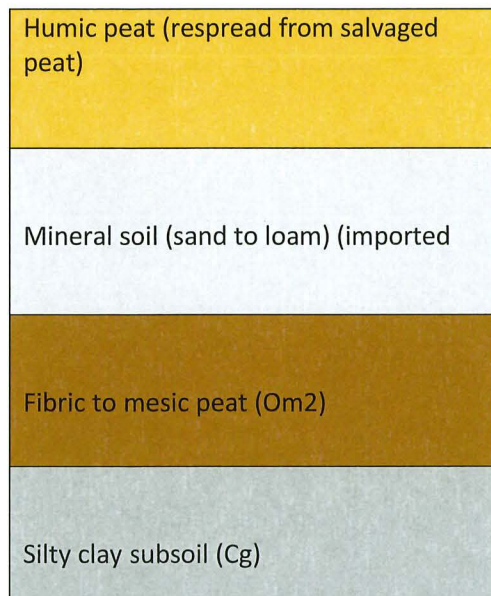


Figure 1: Proposed new soil profile

The report should address the above issues as they will have long term consequences to the ability to farm the property.

The following quote from page 13 does not make sense, I believe it is an editorial comment that needs to be removed.

Based on my soil survey, I found the soil limitations to be excess water (O4W) due to very poorly drained soils. Class 4W limitations result in moderate crop damage and occasional crop loss. You may need to explain the difference between O4W and 4W

Sincerely,



**Bruce McTavish, MSc MBA PAg RPBio**  
*President | Principal Agrologist/Biologist*  
**Mobile:** 604.240.2481 **Email:** bruce@mctavishconsultants.ca



Date: November 15, 2021

Attn: Mike Morin, City of Richmond

From: Bruce McTavish

**Re: Review of Madrone report on 22040 River Road, Richmond BC 2<sup>nd</sup> Revision November 1, 2021.**

I have reviewed the report dated November 1, 2021 2<sup>nd</sup> Revision. This report deals with the issues that I identified in my memo of September 26, 2019. Specifically, the proposal is now to strip all the organic soil add appropriate fill and then replace the organic soil. This will eliminate the compression of the organic soil and make it easier to manage organic soil subsidence.

The report is complete and meets the ALC Policy 10 requirements for Agricultural Capability Assessments.

Sincerely,



**Bruce McTavish, MSc MBA PAg RPBio**

*President / Principal Agrologist/Biologist*

**Mobile:** 604.240.2481 **Email:** bruce@mctavishconsultants.ca





# GREY OWL ENGINEERING

May 15, 2021

127 Balmoral Road West  
North Vancouver, BC  
V7N 2T6

Attn: Avtar Thani

**Re: 22040 River Road – Soil Deposit Application – Geotechnical Assessment**

As requested, Grey Owl Engineering Ltd. (GOE) has carried out a geotechnical assessment for the above referenced project.

The geotechnical work included completion of this geotechnical report with comments and recommendations pertaining to settlement and stability related to the proposed soil deposit at the subject site for farming purposes.

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

#### Site Description

The proposed soil deposit site is located in the south 0.76 ha portion of the 1.2 ha property, which is situated at 22040 River Road in Richmond, BC, approximately 10 km northeast of Richmond centre on Lulu Island (Madrone See Attachment 1).

The following is understood based on the Madrone Soil Placement Plan dated July 19, 2019:

The owner of the property at 22040 River Road, proposes to import approximately 7,630 m<sup>3</sup> of soil to depth of approximately 1 m over 0.76 ha.

The soil placement area (0.76 ha) will be used for blueberry farming.

The intent of topsoil placement is to elevate the growing area to provide adequate drainage and to introduce an organic matter amendment to the existing soils.

The owner intends to engage local companies to source and import the soil.





### Site Investigation

A site investigation confirmed the description provided by Madrone in the Soil Deposit Plan.

### Discussion and Recommendations

The proposed depth of soil is 1 m. The additional soil bearing pressure will not lead to any settlement or stability issues.

The placed soil described in the proposed soil deposit will have no adverse effects on the subject property or on adjacent properties. The 3m buffer proposed in the Madrone Soil Deposit Plan around the perimeter of the soil placement area is adequate to ensure no adverse consequences to adjacent areas of the subject property or to adjacent properties.

### Closure

This report should be considered preliminary and is subject to review and revision as required. This report is prepared for the exclusive use of the owners of 22040 River Road, Richmond, BC and their designated representatives and may not be used by other parties without the written permission of Grey Owl Engineering Ltd. The City of Richmond may also rely on the findings of this report.

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

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

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

Should any questions arise, please do not hesitate to contact the undersigned.

Yours truly,

**GREY OWL ENGINEERING LTD.**

MAY 30 2021

Dr. Stephen Ramsay P.Eng.





## **REPORT INTERPRETATION AND LIMITATIONS**

### **1. STANDARD OF CARE**

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

### **2. COMPLETENESS OF THIS REPORT**

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

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

### **3. BASIS OF THIS REPORT**

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

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

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

The information provided in this report is based on limited exploration, for a specific project scope. GOE cannot accept responsibility for independent conclusions, interpretations, interpolations or decisions by



the Client or others based on information contained in this Report. This restriction of liability includes decisions made to purchase or sell land.

#### **4. USE OF THIS REPORT**

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

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

#### **5. INTERPRETATION OF THIS REPORT**

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

Further, all documents or records summarizing such exploration will be based on assumptions of what exists between the actual points sampled at the time of the site exploration. Actual conditions may vary significantly between the points investigated and all persons making use of such documents or records should be aware of and accept this risk.

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





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

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

## **6. DESIGN AND CONSTRUCTION REVIEW**

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

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

## **7. SAMPLE DISPOSAL**

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

## **8. SUBCONSULTANTS AND CONTRACTORS**

Engineering studies frequently requires hiring the services of individuals and companies with special expertise and/or services which GOE Geotechnical Ltd. does not provide. These services are arranged as a convenience to our Clients, for the Client's benefit. Accordingly, the Client agrees to hold the Company harmless and to indemnify and defend GOE Geotechnical Ltd. from and against all claims arising through



such Subconsultants or Contractors as though the Client had retained those services directly. This includes responsibility for payment of services rendered and the pursuit of damages for errors, omissions or negligence by those parties in carrying out their work. These conditions apply to specialized subconsultants and the use of drilling, excavation and laboratory testing services, and any other Subconsultant or Contractor.

#### **9. SITE SAFETY**

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

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



---

<b>To:</b>	Finance Committee	<b>Date:</b>	November 15, 2022
<b>From:</b>	Ivy Wong, CPA, CMA Acting Director, Finance	<b>File:</b>	03-0970-01/2022-Vol 01
<b>Re:</b>	<b>2023 Proposed Operating Budget</b>		

---

**Staff Recommendations:**

That:

1. The 2023 Proposed Operating Budget as presented in Budget Option 2 for a total of 5.88% be approved as outlined below:
  - a. A same level of service budget increase of \$8,623,971 after tax growth with a tax increase of 3.22% be approved; and
  - b. Emerging organizational additional levels in the amount of \$735,010 as presented in Attachments 8 and 9 of the staff report titled 2023 Proposed Operating Budget with a tax increase of 0.27% be approved; and
  - c. Transfer to reserves for Investment in Community Facilities as per Council's Long Term Financial Management Strategy in the amount of \$2,680,441 with a tax increase of 1.00% be approved; and
  - d. Senior level government and other government agency increase of \$4,058,476 with a tax increase of 1.51% be approved; and
  - e. Council previously approved commitments in the amount of \$240,340 with a tax increase of 0.09% be approved; and
  - f. Operating budget impacts totalling \$1,168,557 with a tax increase of 0.44% be approved; and
  - g. The Rate Stabilization Account be used to reduce the overall impact of additional operating costs for a total of \$1,742,287 resulting in a tax decrease of 0.65% be approved; and



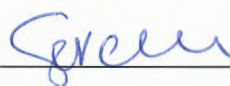
November 15, 2022

- 2 -

2. The 2023 Operating Budget as approved be included in the Consolidated 5 Year Financial Plan (2023-2027).



Ivy Wong, CPA, CMA  
Acting Director, Finance  
(604-276-4046)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT	INITIALS: 
APPROVED BY CAO 	



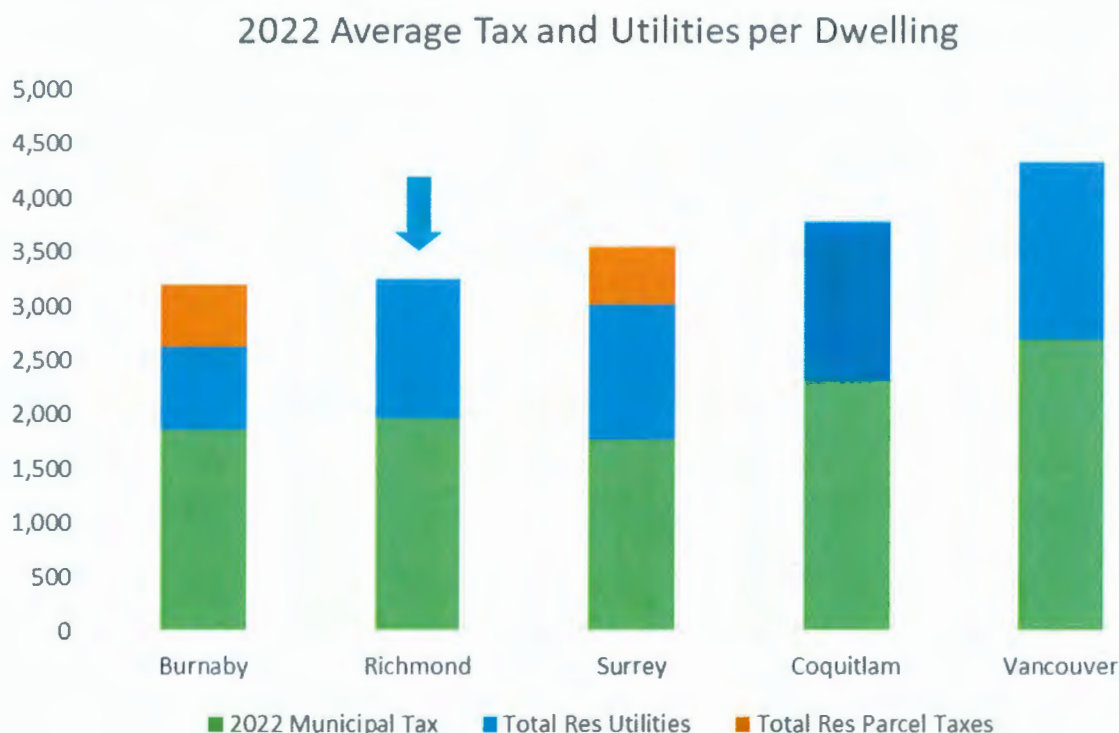
## Executive Summary

Economies at all levels are currently facing serious challenges. Positive, early rebound activity from the COVID-19 pandemic has been tempered by multiple shocks to the global economy and policy decisions that are shaping current and future growth trajectories. The International Monetary Fund notes that the current cost-of-living crisis, tightening financial conditions in most regions, Russia's invasion of Ukraine, and the still lingering COVID-19 pandemic all weigh heavily on the global economic outlook. It now seems clear that the global economy will be unable to avoid a recession, though national and provincial forecasts differ in expected severity of impact.

In Richmond, the pandemic demonstrated the importance of sustaining a resilient and diversified local economy, which continues to be key to the city's ability to weather current and future economic uncertainty. During the first two quarters of 2022, there were 22% more business licences issued than during the same period the previous year, and an increase in employment as well. This activity reflects, in part, the resiliency of Richmond's business community from previous challenges and the strength from which it will weather the coming periods of lower economic growth more broadly.

The City has kept property taxes below the average amongst other Metro Vancouver municipalities. Figure 1 shows that within the comparator group of Vancouver, Coquitlam, Burnaby and Surrey, Richmond has the second lowest average tax and utilities per dwelling.

Figure 1: Comparison of 2022 Average Tax and Utilities per Dwelling - Comparator Group



The storm drainage operations and maintenance cost has been included in the City's operating budget since its inception in 2001. It is appropriate for the Flood Protection Utility to fund both capital and operating expenditures, consistent with the Water Utility and Sewer Utility. Since 2021, drainage operations and maintenance costs have been gradually re-allocated from the operating budget to the Flood Protection Utility as part of a multi-year phased approach. As of November 14, 2022, \$4.8M has been re-allocated to the Flood Protection Utility, including \$1.0M approved by Council as part of the 2023 Utility Budget. The total drainage operating cost for 2023 is approximately \$6.7M. It is projected that the transition will be completed with the 2025 Budget.

At the Council meeting on November 14, 2022, it was approved to re-allocate \$1.0M from the Operating Budget to the Flood Protection Utility. As shown in Table 5 on page 18, the Operating Budget has been reduced by \$1.0M.

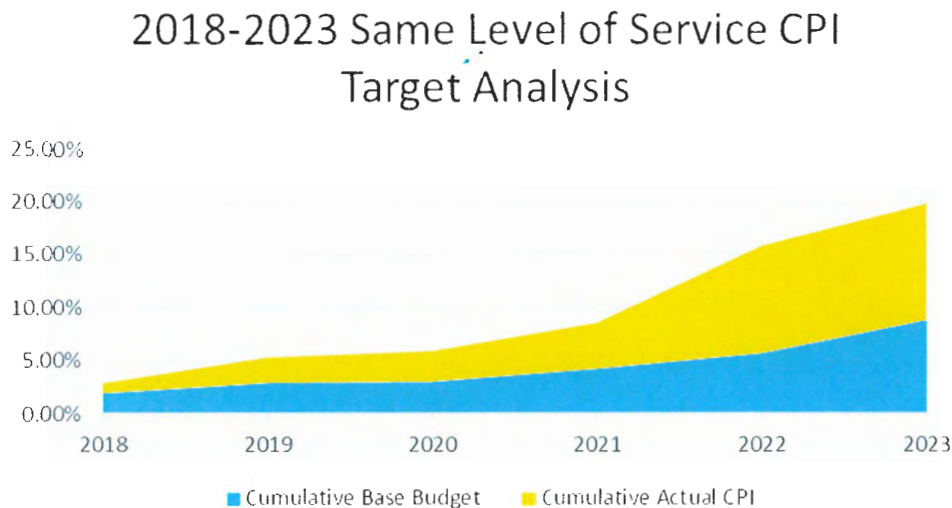
Attachment 4 (page 43) summarizes the breakdown of a municipal tax dollar to provide the same level of service (without proposed additional levels and OBI).

At the Council meeting on May 9, 2022, Council approved the final step in the process to borrow \$96.0M in order to provide funding for the Steveston Community Centre and Library replacement project, with payments amortized over 20 years. The loan proceeds were received in September 2022 with annual debt payments of \$7.3M to commence in 2023. Starting in the year 2025, the funding that is currently allocated to service the Minoru debt payments will be reallocated to fund the Steveston debt payments. For the two years, 2023 and 2024, that payments are required on both loans, funding from surplus will be utilized in order to avoid any additional tax impact related to this new debt.

Council's Long Term Financial Management Strategy (LTFMS) policy is that the tax increase to maintain current programs and maintain existing infrastructure at the same level of service will be at Vancouver's CPI rate. Preliminary Vancouver CPI forecasts from the Conference Board of Canada is estimated at 3.98% for 2023. In comparison, the Municipal Price Index is estimated at 4.75%. The same level of service increase for 2023 is 3.22%, which is below the Vancouver CPI target, in compliance with Council's LTFMS.

Figure 2 shows that the cumulative base budget increase approved since 2018, including the 2023 proposed same level of service budget totals 8.9%. The cumulative actual CPI for the same period is 19.8%. This is based on the most recent 2022 CPI projections released in October 2022 by the Conference Board of Canada of 7.22% and it assumes the CPI projection for 2023 of 3.98% will be accurate. Council's LTFMS allows for the tax increase to maintain current programs to be at Vancouver's CPI rate; however the rate has been consistently below this target.

Figure 2: 2018-2023 Same Level of Service CPI Target Analysis



The City is subject to various contractual increases to deliver the same level of service. The majority of the contractual increases for 2023 are greater than the projected Consumer Price Index (CPI) of 3.98%, such as the RCMP Contract, E-Comm costs, natural gas and increased insurance rates.

Labour and fringe benefit impacts and contract services, including RCMP and E-Comm, represent approximately 85% of the City's operating expense budget in order to maintain the same level of service. The negotiated union agreement includes a 2.5% increase and enhanced benefit coverage.

Staff have prepared three budget options and recommend Council to approve Budget Option 2, which is summarized in Table 1. This option proposes to phase-in the New Facility Operating Budget impacts over 4 years, providing resources to ensure a carefully planned opening and transition for the new Capstan Community Centre and Steveston Community Centre and Library replacement while maintaining modest tax increases, and proposes to utilize rate stabilization funding to reduce the tax impact.

For discussion of alternative budget options, refer to pages 24-26.

The components of the 2023 Proposed Operating Budget are summarized in Table 1. For discussion on the budget components, refer to the corresponding reference number in the 2023 Proposed Operating Budget section on pages 16-24. The 2023 Proposed Operating Budget will result in a tax increase of 5.88%. This is equivalent to approximately \$115 in municipal taxes for an average residential property with an assessment value of \$1,183,000 (increase based on 2022 assessment value and tax rates).



Table 1 – 2023 Proposed Operating Budget

	Budget Component	Total 2023 Operating Budget Increase (in '000s)	Tax Impact	Equivalent for Average Residential Property
1	Same Level of Service Increase (Below LTFMS target of 3.98%) (see page 18)	\$8,624	3.22%	\$63
2	Emerging Organizational Additional Level Increases - No Tax Impact Positions (see Attachment 8, page 59) - Recommended Emerging Organizational Additional Levels (see Attachment 9, page 61)	735	0.27%	5
3	Investment in Community Facilities (Transfer to Reserves) (see page 19)	2,680	1.00%	20
<b>LTFMS Policy: Same Level of Service, Additional Levels, and 1% Infrastructure Replacement Needs</b>		<b>12,039</b>	<b>4.49%</b>	<b>88</b>
4	External Senior Government Increases (see page 21): - Community Safety Cost-Sharing Obligations - WCB Base Rate - BC 5 Sick Days Legislation - Canada Pension Plan Enhancements	4,058	1.51%	29
5	Council Previously Approved Commitments (see page 21) - Richmond Curling Club Facility Operating Budget Impact - Menstrual Equity Initiative - Red Cross Contract for Emergency Social Services and Emergency Volunteer Management	240	0.09%	2
6	Operating Budget Impacts (see page 22) - Capstan Community Centre OBI Phase-in (Year 2 of 4) - Steveston Community Centre and Library Replacement OBI Phase-in (Year 1 of 4) - OBI from Previously Approved Capital Budget - OBI from 2023 Capital Budget	1,168	0.44%	9
7	- Rate Stabilization (see page 24)	(1,742)	(0.65)%	(13)
<b>Subtotal of External Senior Government, Council Commitments and Operating Budget Impacts</b>		<b>3,724</b>	<b>1.39%</b>	<b>27</b>
<b>2023 Proposed Operating Budget Increase</b>		<b>\$15,763</b>	<b>5.88%</b>	
<b>Annual equivalent tax increase for average residential property</b>				<b>\$115</b>



## Staff Report

### Origin

Subsection 165(1) of the *Community Charter* requires the City to adopt a 5 Year Financial Plan (5YFP) Bylaw. The 2023 Operating Budget forms the basis of the City's 5YFP. Under the *Community Charter*, the City is prohibited from incurring any expenditure unless the expenditures have been included for that year in its financial plan, and the City is required to provide a balanced budget. Under section 165 of the *Community Charter*, the financial plan cannot plan for a deficit. In addition, any deficit that results from a year would need to be included in the financial plan the following year.

Pursuant to Council Policy 3016, it is prudent to approve the budgets prior to the start of the budget year in order for staff to have clear direction on the 2023 budget and spending authorization from the start of the fiscal year. External organizations that evaluate the fiscal management of Canadian municipalities have acknowledged Richmond's commitment to this best practice.

The 2023 Proposed Operating Budget ("Budget") applies the principles of Council's Long Term Financial Management Strategy (LTFMS) (Policy 3707), which was originally adopted in 2003, "*Tax increases will be at Vancouver CPI rate (to maintain current programs and maintain existing infrastructure at the same level of service) plus 1% towards infrastructure replacement needs.*"

This report supports Council's 2018-2022 Strategic Plan #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.*

Council's 2018-2022 Strategic Plan is summarized in Attachment 1. Council's Strategic Plan is anticipated to be updated in 2023 for the 2022-2026 term.

## Analysis

### Environmental Scan

#### *Economic Outlook*

Economies at all levels are currently facing serious challenges. Positive, early rebound activity from the COVID-19 pandemic has been tempered by multiple shocks to the global economy and policy decisions that are shaping current and future growth trajectories. The International Monetary Fund notes that the current cost-of-living crisis, tightening financial conditions in most regions, Russia's invasion of Ukraine, and the still lingering COVID-19 pandemic all weigh heavily on the global economic outlook. It now seems clear that the global economy will be unable to avoid a recession, though national and provincial forecasts differ in expected severity of impact.

In 2020, just prior to the start of the COVID-19 pandemic, Canada's consumer price index (CPI) was 2.2%, within normal ranges. However, as lockdowns hit globally, inflation fell sharply to below zero, making economic depression a key concern. Fortunately, the Bank of Canada's response, combined with fiscal stimulus, supported the economy to a strong recovery. Over the past few years, the trajectory of the pandemic has seen economies open and close globally, and consumers have shifted spending from in-person services to a greater demand for durable goods. Combined with disrupted supply chains and shipping bottlenecks, this greater demand for goods started to lead to inflation – decreased supply and increased demand started pushing prices higher and higher.

As these price increases started to occur, the Bank of Canada assessed the increases to be temporary. As recently as a year ago, the Bank was predicting that prices would moderate as public health restrictions were eased and production increased. However, the Bank now acknowledges that outlook was overly optimistic. There were two key, unanticipated impacts that led inflation to continue rising. First, Russia's unprovoked invasion of Ukraine in February 2022 drove up prices of key commodities, especially energy and agricultural goods, and further disrupted supply chains. Second, as the economy fully re-opened in Spring 2022, pent-up demand for services, despite a shortage of labour to provide those services, led the price increases in goods to spread to services as well. As a result, total CPI inflation rose sharply to 8.1% in June.

Most recently, inflation in Canada is starting to inch downward, as the Bank of Canada moved to aggressively raise interest rates to cool demand. Inflation is now forecast to average 6.9% in 2022 (though this is a significant revision from the 2.7% predicted last year for 2022, for reasons outlined above) and slow to 3.9% in 2023. That said, inflation is not expected to return to the Bank's target rate of 2% until 2024 – though this is still earlier than a global return to the target rate is anticipated.

In the context of the global forecast, Canada is still in a relatively positive position. Peak inflation will be lower and is expected to return to normal ranges more quickly, compared to others globally. A stronger growth trajectory is also anticipated – though there have been recent negative revisions to the Canadian outlook. It is now expected that growth will slow from 3.2%

in 2022 to 0.6% in 2023, due to lower commodity prices (as Canada is a net exporter), increased uncertainty, lower equity values, and a weaker U.S. (Canada's top trading partner).

Generally aligned with trends at the national level, economic growth in B.C. is forecast at 3.2% for 2022, slowing to 1.5% in 2023 (though still above the national forecast), and recovering to 2% in 2024 and 2.4% in 2025. A deeper housing cycle downturn and pullback in housing starts are anticipated in B.C., while consumption slows. A tight labour market and strong population growth are expected - with low unemployment easing due to population growth. In B.C., inflation will decline as per the national pattern. B.C. is encountering the current economic challenges from a strong foundational position, as it had one of the shallowest downturns in 2020 and one of the strongest growth performances in 2021, compared to Canadian peers.

In Richmond, the pandemic demonstrated the importance of sustaining a resilient and diversified local economy, which continues to be key to the city's ability to weather current and future economic uncertainty. Some sectors, such as aviation and tourism, experienced business closures and job losses during the pandemic, while sectors such as logistics, e-commerce, technology and film production experienced growth. Now, in the face of high inflation and slow growth, the impacts are again divergent: job growth in the technology sector is stalling, a low Canadian dollar continues to bolster the film industry and attract tourists, and retail may slow as consumer spending cools. That said, during the first two quarters of 2022, there were 22% more business licences issued than during the same period the previous year, and an increase in employment as well. This activity reflects, in part, the resiliency of Richmond's business community from previous challenges and the strength from which it will weather the coming periods of lower economic growth more broadly.

These external economic conditions influence the City's operations and financial situation. For example, the organization is facing higher costs for materials and supplies due to supply chain disruptions and related inflationary pressures. Vacant positions are becoming more difficult to fill as competition for labour increases amidst extremely low unemployment and private sector compensation packages that are becoming more attractive. Contracted services, such as the RCMP, are also subject to cost increases outside of the City's control. The factors discussed in this economic outlook were considered as part of the City's 2023 budget preparation.

Please refer to Attachment 2 for further information on the Economic Outlook.

### *Taxation*

The City has kept property taxes below the average amongst other Metro Vancouver municipalities. Compared to the 17 municipalities in Metro Vancouver, the 2022 average tax and utilities per dwelling in Richmond ranks as the fifth lowest with a combined amount of \$3,241 annually. Within the comparator group of Vancouver, Coquitlam, Burnaby and Surrey, Richmond has the second lowest average tax and utilities per dwelling. Figure 3 shows the comparison of all Metro Vancouver municipalities.

Figure 3: Comparison of 2022 Average Tax and Utilities per Dwelling

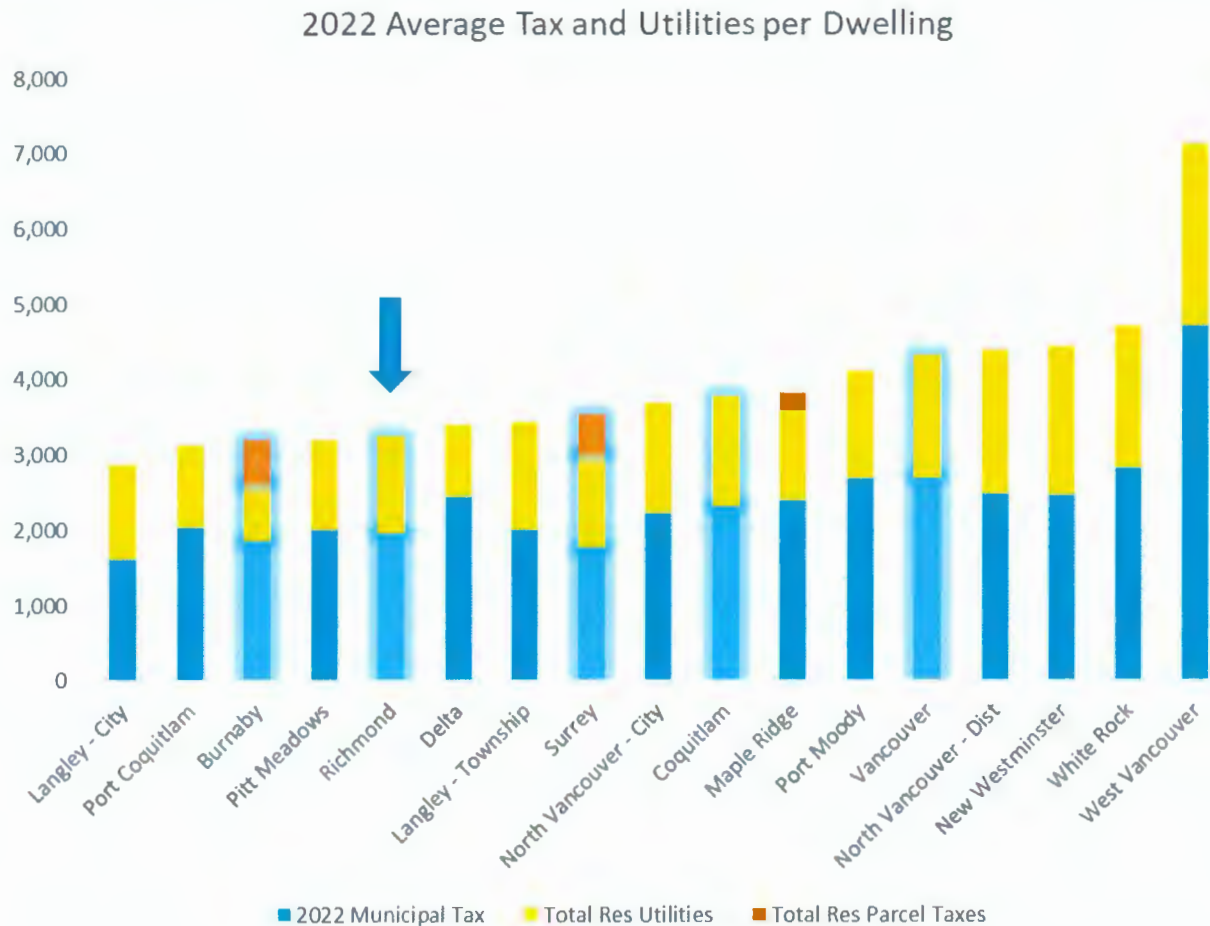
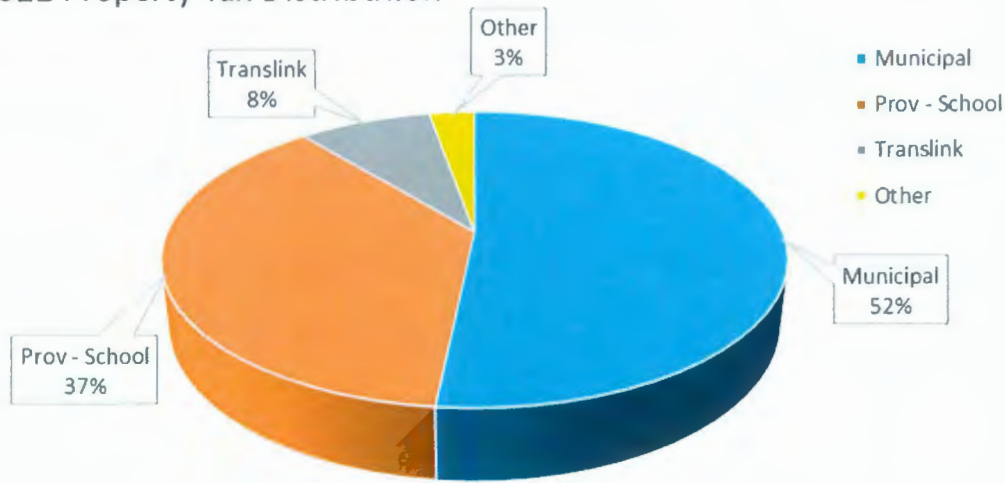


Figure 4 shows that in 2022, 48% of the residential tax bill was comprised of levies collected for other taxing jurisdictions including TransLink, School Board, Metro Vancouver, BC Assessment and Municipal Finance Authority. Council has no control over these levies; the City is obligated to collect these and remit directly to the taxing authorities.



Figure 4: Distribution of Property Taxes

## 2022 Property Tax Distribution

*City Property Tax*

In 2022, 52% of the residential tax bill was for municipal costs. Attachment 4 provides a breakdown of the 2023 municipal tax dollar – same level of service (without 2023 proposed OBIs and additional levels, which are subject to Council approval). Over 39 cents of each dollar collected goes toward the provision of policing and fire rescue services to keep the community safe. Over 12 cents is allocated toward Project Development and Facility Management in order to ensure facilities are adequately maintained, including community facility infrastructure replacement needs (refer to Investment in Community Facilities Infrastructure on page 19). All services are fundamental to the residents' quality of life and to support the local economy and vibrancy within the community.

*Storm Drainage Phased Reallocation to Utility Budget*

The storm drainage operations and maintenance cost has been included in the City's operating budget since its inception in 2001. It is appropriate for the Flood Protection Utility to fund both capital and operating expenditures, consistent with the Water Utility and Sewer Utility. Since 2021, drainage operations and maintenance costs have been gradually re-allocated from the operating budget to the Flood Protection Utility as part of a multi-year phased approach. As of November 14, 2022, \$4.8M has been re-allocated to the Flood Protection Utility, including \$1.0M approved by Council as part of the 2023 Utility Budget. The total drainage operating cost for 2023 is approximately \$6.7M. It is projected that the transition will be completed with the 2025 Budget.

At the Council meeting on November 14, 2022, it was approved to re-allocate \$1.0M from the Operating Budget to the Flood Protection Utility. As shown in Table 5 on page 18, the Operating Budget has been reduced by \$1.0M.

## Long Term Financial Management Strategy (LTFMS)

### *External Debt*

At the Council meeting on May 9, 2022, Council approved the final step in the process to borrow \$96.0 million in order to provide funding for the Steveston Community Centre and Library replacement project, with payments amortized over 20 years. The loan proceeds were received in September 2022 with annual debt payments of \$7.3M to commence in 2023.

The City previously borrowed \$50.0 million, amortized over a 10 year term, which was utilized to partially fund the Minoru Centre for Active Living. The final debt payment on this loan will be in 2024. The annual debt servicing costs total \$5.9M, of which \$5.0M is funded through an allocation from casino revenue.

Starting in the year 2025, the funding that is currently allocated to service the Minoru debt payments will be reallocated to fund the Steveston debt payments. For the two years, 2023 and 2024, that payments are required on both loans, funding from surplus will be utilized in order to avoid any additional tax impact related to this new debt.

The Steveston debt payment is approximately \$1.4M higher than the annual payments for Minoru debt. The casino funding allocation model is proposed to be revised with additional funding allocated to debt servicing, and less to reserves.

### *Gaming Revenue*

As a host local government to the River Rock Casino, the City receives ten per cent of net casino revenue. The amount received is not within the City's control, however Council has full discretion over how to allocate these funds. Table 2 summarizes the proposed allocation of gaming revenue in comparison to the 2022 allocation, which continues to comply with Council's LTFMS.

Table 2 – Casino Funding Allocation (in \$000s)

Casino Funding	Allocation	2023 Proposed Budget	2022 Budget	Change
Debt Servicing	Fixed	\$6,400	\$5,000	\$1,400
Grants	20%	2,900	2,175	725
Operating (RCMP)	4 Officers	855	753	102
Council Community Initiatives Account	2%	290	290	0
Capital Reserve	Remainder	4,055	4,350	(295)
Capital Building Infrastructure Reserve	None	0	1,932	(1,932)
<b>Total</b>		<b>\$14,500</b>	<b>\$14,500</b>	<b>\$-</b>

### *Grants*

Grants funded by gaming revenue include:

- Gateway Theatre contribution

- Health, Social and Safety grants
- Arts, Culture and Heritage grants
- Parks and Recreation grants
- Community Environmental Enhancement
- Richmond Centre for Disability contribution
- Richmond Therapeutic Equestrian Society contribution
- Various Youth Grants

It is proposed to increase the allocation toward grants from 15% to 20% due to the fact that the majority of the grants are indexed to inflation. The 2023 grants total \$2.7M and the proposed allocation of \$2.9M would result in an additional \$186K available to be transferred to the Grants Provision to be used toward future distributions. Based on current CPI projections, this allocation amount would provide funding for the grants program through 2026; thereafter the Grants Provision would be drawn upon to supplement this funding source until 2036. The Grants Provision has a balance of \$2.9M as of October 31, 2022. Due to the uncertainty in the amount of casino revenue that will be received each year, and in particular with the unknown impact of the new Cascades Casino Delta which opened in September 2022, the grants may need to be funded by taxation sources in the future.

#### *RCMP*

Since 2007, casino revenue has been allocated to fund the cost of 4 officers. This allocation is increased in accordance with the RCMP contract. There is no change to this portion of the allocation model; however, due to the uncertainty in the amount of casino revenue that will be received combined with rising RCMP contract costs, this may need to be funded by taxation sources in the future.

#### *Council Community Initiatives*

The Council Community Initiatives Account provides funding for one-time expenditures that address social, environmental, recreation and sports, heritage, arts and culture, safety and security, or infrastructure needs. No change is proposed to this portion of the allocation model. The Council Community Initiatives Account Provision has a balance of \$1.1M as of October 31, 2022.

#### *Capital Reserve*

Under the previously approved allocation model, 30 per cent of casino revenue was allocated to the Capital Reserve. It is recommended to continue allocating an amount to the Capital Reserve; however rather than a fixed percentage, the remainder after all other allocations have been made, if any, will be transferred. If the actual revenue received falls short of the budgeted estimate, or if the actual revenue exceeds the budget estimate, the transfer to Capital Reserve will be adjusted accordingly.

#### *Capital Building Infrastructure Reserve*

Previously, it was the Capital Building and Infrastructure Reserve that was allocated the remainder or absorbed the shortfall. Starting with the 2023 budget, it is recommended to



reallocate this amount of casino revenue toward debt servicing and the grants program. This reserve was projected to fund a significant portion of the Steveston Community Centre and Library replacement project; however, since that project was funded by debt, the reserve balance will be utilized to fund other upcoming priorities.

Staff will continue to monitor the trend of casino revenue received and will prepare a revised allocation model for Council's consideration in the future when it becomes necessary.

### Budget Challenges

There are a number of known cost pressures affecting the 2023 proposed operating budget including:

- Wage and fringe benefit impacts negotiated with collective bargaining units
- Operating cost increases
- Senior Government increases
- Operating Budget Impacts (OBI) from the Capital Budget and development
- Funding for investment in Community Facilities, including ageing facilities, recently acquired facilities, and new facilities

Most notably for the 2023 budget are the impacts of the current economic environment and impact of climate change, which has resulted in significant environmental events in the region. Operating costs are rising due to current inflation rates both for expenses directly incurred by the City and indirectly through senior governments and agencies (RCMP, E-Comm, etc) which are also experiencing these same impacts on their own budgets. Expenses impacted by inflation include petroleum, asphalt, vehicle costs, supplies and delivery charges. Insurance expenses (for property and other insurance policies) have also significantly increased for the region, in light of the significant number of large claims made following atmospheric river flooding, wind storms, and the like.

Council Policy 3707 states that the tax increase for maintaining current programs and existing infrastructure at the same level of service will be at Vancouver's Consumer Price Index (CPI) rate. In 2022, the projected CPI increase was 2.3% but the actual amounts that have been incurred for 2022 are trending towards 7.2% (a 313% difference). The Conference Board's latest forecast projects Vancouver CPI to increase by 3.98% in 2023. The 2023 Operating Budget is prepared based on the 3.98% target, staff have not adjusted the base budget for the difference between the actual CPI and the under projection of the forecasted CPI from 2022.

### Budget Process

The 2023 Proposed Operating Budget presents a same level of service budget and only non-discretionary increases that can be clearly identified and supported are included. Inflationary increases are not automatically included in the budget without adequate supporting documentation, such as contract renewals that are in compliance with purchasing policies and guidelines. Where such contract renewals have led to budget reductions, these savings are already reflected within the base budget.



Enhanced or new levels of service are identified separately as ongoing additional expenditure requests by the respective divisions for Council's consideration in accordance with Council's Budget & 5-Year Financial Plan Preparation Policy (Policy 3016). Please refer to Attachment 3 for the 2023 Budget Cycle.

The City undergoes a continuous review of its programs and services in order to identify service improvements and cost reductions. Staff continue to look for efficiencies and innovative ways to deliver services that streamline business processes, contain costs and leverage the increased use of technology.

### Budget Assumptions

Table 3 summarizes the key financial indicators of the 2023 Operating Budget gathered as of October 2022. These rates are continuously monitored for any significant changes.

The City is subject to various contractual increases to deliver the same level of service. The majority of the contractual increases for 2023 are greater than the projected Consumer Price Index (CPI) of 3.98%, such as the RCMP Contract, E-Comm costs, natural gas and increased insurance rates.

Table 3 – Key Financial Drivers / Indicators

Key Financial Drivers / Indicators	2023	2024	2025	2026	2027
Vancouver Consumer Price Index (CPI) <sup>1</sup>	3.98%	2.33%	1.96%	2.05%	2.05%
Richmond Municipal Price Index (MPI) <sup>2</sup>	4.75%	4.34%	4.19%	4.19%	4.07%
User Fees <sup>3</sup>	2.40%	2.33%	1.96%	2.05%	2.05%
Salaries <sup>4</sup>	2.50%	TBD	TBD	TBD	TBD
RCMP Contract Increase <sup>5</sup>	7.06%	4.90%	3.41%	3.09%	3.07%
Electricity <sup>6</sup>	1.15%	2.53%	2.93%	3.00%	3.00%
Natural Gas <sup>6</sup>	4.50%	3.50%	2.50%	2.50%	2.50%
Growth (Tax Base) <sup>7</sup>	1.20%	1.00%	1.00%	1.00%	1.00%

Sources:

<sup>1</sup> The Conference Board of Canada Major City Insights October 2022; 2027 is projected based on 2026 forecasts;

<sup>2</sup> Finance Department, City of Richmond;

<sup>3</sup> User fees are typically increased by forecasted CPI. 2023 increase was based on The Conference Board of Canada Major City Insights May 2022;

<sup>4</sup> Salaries are based on 2020 to 2023 collective agreements;

<sup>5</sup> Preliminary estimates from RCMP E Division;

<sup>6</sup> Sustainability & District Energy Department, City of Richmond;

<sup>7</sup> Finance Department, City of Richmond

The current Collective Agreement for CUPE 718 and 394 includes rates for 2020-2023. The City's most recent collective agreement with the Richmond Firefighters' Association, Local 1286 covered the years 2020-2021. The Richmond Public Library's CUPE Local 3966 has merged with CUPE 718. Table 4 provides a summary of the negotiated rate increases.

Table 4 – Summary of Collective Agreements

Collective Agreements	2020	2021	2022	2023	2024	2025	2026	2027
CUPE 718 (Inside Workers)	2.00%	2.25%	2.50%	2.50%	TBD	TBD	TBD	TBD
CUPE 394 (Outside Workers)	2.00%	2.25%	2.50%	2.50%	TBD	TBD	TBD	TBD
CUPE 718-05 (Library)	-	-	-	TBD	TBD	TBD	TBD	TBD
Firefighters (IAFF) 1286	2.50%	2.50%	TBD	TBD	TBD	TBD	TBD	TBD

The 2023 Operating Budget includes preliminary estimates for rates that are not finalized.

### 2023 Proposed Operating Budget

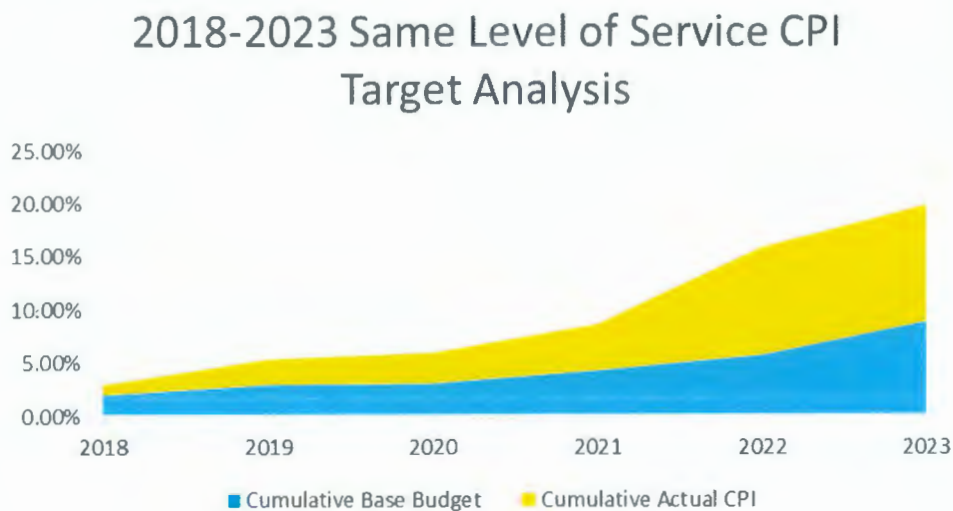
This section of the report discusses each component of the 2023 Proposed Operating Budget.

#### **1. Same Level of Service Increase**

Council's LTFMS policy is that the tax increase to maintain current programs and maintain existing infrastructure at the same level of service will be at Vancouver's CPI rate. Preliminary Vancouver CPI forecasts from the Conference Board of Canada is estimated at 3.98% for 2023. In comparison, the Municipal Price Index, which is more representative of the City's basket of goods and services paid for, is estimated at 4.75%.

Figure 5 shows that the cumulative base budget increase approved since 2018, including the 2023 proposed same level of service budget totals 8.9%. The cumulative actual CPI for the same period is 19.8%. This is based on the most recent 2022 CPI projections released in October 2022 by the Conference Board of Canada of 7.22% and it assumes the CPI projection for 2023 of 3.98% will be accurate. Council's LTFMS allows for the tax increase to maintain current programs to be at Vancouver's CPI rate; however the rate has been consistently below this target.

Figure 5: 2018-2023 Same Level of Service CPI Target Analysis



For 2023, the policy target allows for the same level of service increase to be at 3.98% however staff worked diligently to keep the same level of service lower. The same level of service increase for 2023 is 3.22% which is further explained below.

### *Organizational Profile*

The City's seven corporate divisions include:

- Community Safety
- Community Services
- Engineering and Public Works
- Finance and Corporate Services
- Corporate Administration
- Planning and Development
- Law and Legislative Services

Attachment 5 presents the net budget by Division. Storm Drainage is gradually being reallocated to the Utility Budget. The \$1.0M reallocated from the Operating Budget to the Utility Budget as approved by Council on November 14, 2022 is utilized to offset the increase in the overall budget.

The All Divisions summary included in Attachment 6 shows the City's base operating budget to deliver the same level of service as last year, which totals \$385.6M. Attachment 6 presents the net base budget by Division to deliver the same levels of service in 2023, before external senior government related increases. This includes programs funded by reserves to deliver the Affordable Housing, Child Care and Public Art programs, which are summarized in Attachment 7.

Labour and fringe benefit impacts and contract services, including RCMP and E-Comm, represent approximately 85% of the City's operating expense budget in order to maintain the same level of service. The negotiated union agreement includes a 2.5% increase and enhanced benefit coverage.

The RCMP contract increase is mainly due to increases in labour costs for the recently unionized workforce, overall administration allocated to the Richmond Detachment, as well as policing vehicles, equipment, supplies, and increased training costs.

The City's insurance budget increased, which is common amongst all policyholders. The increasing frequency and severity of climate-induced extreme weather events, coupled with a surging cost of labour and construction materials contributed to the budgeted increase in premiums. For the 2023-2024 policy term the City's total insurance budget, including property and liability policies, is anticipated to increase by 34.5%.

The same level of service increase as shown in Table 5 is 3.22%, which is below the Vancouver CPI target, in compliance with Council's LTFMS.



Table 5 – Same Level of Service Increase

Items	Amount (in '000s)	% of total increase
Labour and fringe benefit impacts	\$6,322	53.4%
RCMP contract	3,674	31.0%
Insurance increase (property, other)	1,103	9.3%
Preconstruction materials and Asphalt Capping Cost Escalation	722	6.1%
Fuel and vehicle cost increase	478	4.0%
Utilities increase (natural gas, electricity)	402	3.4%
IT Contracts	260	2.2%
Leases (Watermania, Cambie and Ironwood branches) and other contract increases	250	2.1%
Infrastructure replacements and building improvements increase	245	2.1%
Others	133	1.1%
Storm Drainage operations transfer to Utility	(1,000)	(8.4%)
CPI increase for revenues	(747)	(6.3%)
<b>Same Level of Service Increase</b>	<b>\$11,841</b>	<b>100.0%</b>
Tax growth	(\$3,217)	
<b>Same Level of Service Increase after tax growth</b>	<b>\$8,624</b>	<b>3.22% tax impact</b>

### *Tax Growth*

New tax growth projections are based on “non-market change” figures provided by BC Assessment Authority. Non-market change is the term BC Assessment Authority uses for changes to the municipal roll value that is not a result of market conditions. Non-market change could include changes in assessment class, exempt properties that become taxable in the following year or taxable properties that become exempt in the following year and developments under construction. Based on preliminary data from BC Assessment, new tax growth for 2023 is estimated at \$3.2M.

## **2. Emerging Organizational Additional Level of Service Requests**

For 2023, 17 requests to meet growing demands for new services were considered totaling \$1.2M. The Senior Management Team (SMT) appointed a Review Team comprised of Directors across the City to review each request using established ranking criteria. The prioritized requests were also carefully reviewed by the CAO and SMT.

Following the rigorous review process, a total of 11 additional level submissions are recommended for funding by the CAO and SMT, of which 5 have a tax impact and 6 are funded through reallocation of existing budgets, or through incremental revenue sources. Please refer to Attachments 8 and 9 for a description of the recommended additional levels, and Attachment 10



for the description of those that could not be recommended for funding in 2023 due to budget constraints. The recommended totals are also summarized in Table 6.

Table 6 – Emerging Organizational Additional Levels – Recommended for Funding in 2023

Emerging Organizational Additional Levels	OBI Amount (in '000s)	Tax Impact
No Tax Impact Positions (5 RFT + 2 TFT)	\$0	0.00%
Emerging Organizational Additional Levels (includes 5 RFT positions)	735	0.27%
<b>Total Emerging Organizational Additional Levels</b>	<b>\$735</b>	<b>0.27%</b>

The proposed 2023 Operating Budget presented in Budget Option 2 includes recommended additional level requests totaling \$735,010, a 0.27% tax impact. The Finance Committee has the discretion to change the recommendation for funding any of the emerging organizational additional level requests, with resulting tax impacts.

### 3. Investment in Community Facilities (Transfer to Reserves)

The portfolio of civic buildings continues to grow as additional buildings are acquired as part of Council's initiatives. The City took ownership of the Richmond Curling Club in 2021 and the Richmond Ice Centre in 2019. These two buildings require significant repairs as part of the acquisition strategy that was presented to Council. As of October 17, 2022, the City owns over 164 civic buildings, including recreation facilities, fire halls, community centres and other public amenities.

Based on the 2023-2027 Capital Plan (refer to Appendix 12 and 13 of the 2023 Proposed Capital Budget), over \$174.6M of repairs, renewals, reconstruction or replacements will be required, including but not limited to Hugh Boyd Field House, Britannia Shipyards National Historic Site, and Phoenix Net Loft Program Implementation. These projects are to be funded from the Capital Building and Infrastructure (CBI) Reserve to ensure community buildings remain safe and to enhance the cultural and heritage value to the community.

Council's LTFMS policy is to transfer an additional 1% to reserves to fund community infrastructure replacement needs to ensure the safety and well-being of the community. It is recommended to continue with Council's LTFMS and transfer an additional 1% into the CBI reserve to fund the City's ageing building infrastructure program and future major building replacements.

The proposed 2023 Operating Budget includes \$2,680,441 in accordance with this Council policy, a 1.00% tax impact.

### 4. External Senior Government Related Increases

Council Policy 3707 item 2 states:

*“Any additional costs imposed on the City as a result of mandatory senior government policy changes should be identified and added to that particular year’s taxes above and beyond the CPI and infrastructure percentage contribution.”*

Table 6 summarizes the items included in the 2023 budget increase that are mandated by the following senior government legislation:

- *Emergency Communications Corporations Act (Provincial)*
- *Police Act (Federal)*
- *Workers Compensation Act (Provincial)*
- *Employment Standards Act (Provincial)*
- *Canada Pension Plan Act (Federal)*

In accordance with Council policy, these items are identified and included in the tax increase above and beyond the CPI target.

### *Community Safety Cost Sharing Obligations*

#### *Emergency Communications 911:*

The City is required to share in the costs of operating Emergency Communications 911. The 2023 E-Comm increase of \$1.0M is Richmond’s portion to fund these essential operations, including planning for the federally-mandated transition to Next Generation 9-1-1 operational enhancements. In order to address increasing call volumes and to attract and retain staff in a tight labour market, approximately two-thirds of this cost increase is a result of changes to the collective bargaining agreement with E-Comm’s union. The remaining one-third of the cost increase is directly related to Transformation costs. These transformation costs are projected to increase in 2024 and continue through at least 2028.

#### *RCMP Unionization:*

In the 2022 Operating Budget, the impacts of the unionization of the RCMP were conservatively estimated based on information available at the time of preparing the 2022 budget, therefore staff recommended a three-year phase-in plan due to the magnitude of the impacts and uncertainty in the final cost. For the 2023 budget, based on revised cost estimates received from the RCMP E Division, staff recommend phasing-in the full remaining impact estimated at \$1.0M.

#### *Specialized RCMP Teams:*

In addition to the complement of RCMP officers contracted by the City, there are additional costs associated with regional and provincial specialized teams which are allocated to each City. Richmond’s incremental allocation of these costs are summarized in Table 6.

### *External Senior Government Impacts on Fringe Benefits*

Associated with labour, there are mandatory costs paid to external government agencies which the City has no control over. The City is obligated to pay Workers Compensation base rates, and take on higher costs associated with enhancements to the Canada Pension Plan as outlined by the Federal Government.

Another impact to the 2023 budget is a direct result of new legislation put in place by the Provincial Government relating to the Employment Standards Act, to provide five days of paid sick leave to eligible employees. While sick leave is covered within existing collective agreements, auxiliary staff that were previously not eligible under the collective agreement become eligible under certain circumstances as defined in the Provincial legislation.

The estimated impacts of these changes are also summarized in Table 7. The total impact of all external senior government increases is \$4,058,476, a tax impact of 1.51%.

Table 7 – External Senior Government Related Increases

External Senior Government Increases	Amount (in '000s)	Tax Impact
E-Comm Enhancements	\$1,026	0.38%
RCMP Unionization	950	0.35%
Integrated Teams and Real Time Intelligence Centre	333	0.12%
Provincial Integrated Homicide Investigative Team RCMP	156	0.06%
<b>Community Safety Cost-Sharing Obligations</b>	<b>2,465</b>	<b>0.92%</b>
WCB Base Rate	600	0.22%
Sick Leave Legislation	530	0.20%
Canada Pension Plan (CPP) Enhancement	463	0.17%
<b>Total Operating Budget Impact</b>	<b>\$4,058</b>	<b>1.51%</b>

## 5. Council Previously Approved Contract Commitments

Council Previously Approved Commitments include the following:

### *Richmond Curling Club Facility Operating Budget*

On direction of Council, the ownership of the Richmond Curling Centre was transferred to the City of Richmond on July 12, 2021. As an outcome, staff have developed an ongoing operating budget to maintain the facility including the required safety compliance of the refrigeration plant with an estimated cost of \$125,340.

### *Menstrual Equity Initiative (United Way Period Promise)*

On July 11, 2022 Council approved the continuation and expansion of the menstrual equity program with a cost of \$65,000 by joining the United Way's Period Promise Campaign and signing on to the Period Promise Policy Agreement to "provide, free of charge, diverse menstrual products to their employees, clients and community members that is easily accessible."

### *Red Cross Contract for Emergency Social Services and Emergency Volunteer Management*

This contract was announced by Council on November 23, 2020 and was funded by Rate Stabilization in 2020 and 2021. The amount required in 2022 is \$50,000.



The Council Previously approved commitments total \$240,340, or a tax impact of 0.09%.

## 6. Operating Budget Impact (OBI)

Operating Budget Impacts (OBI) are ongoing additional operating and maintenance costs associated with new assets, which are approved by Council through the capital budget process. It is important that OBI funding is included in the operating budget when these capital projects or contributed assets become operational, as the level of service is dependent on this funding.

All 2023 OBI submissions exclude associated costs for staffing. The CAO and SMT have requested that any labour requirement due to new assets be submitted separately as an additional level request in order to allow for further review and assessment. Any labour requests that are recommended for funding which are directly related to a capital submission are cross-referenced between the Emerging Organizational Additional Level request and the Capital Budget submission.

OBIs resulting from approved capital projects and developer contributed assets will be added to the Operating Budget in the same year that Council approves the capital projects. Funding will be distributed to the respective divisions based on the completion of the capital projects.

Table 8 summarizes the OBI recommended for the 2023 Proposed Operating Budget including phase-in of new facility budget impacts that are in progress.

Table 8 – Operating Budget Impact

OBI	OBI Amount (in '000s)	Tax Impact
Estimated OBI from Development – Capstan Community Centre (Year 2 of 4)	\$398	0.15%
Estimated OBI from Major Facilities Replacement Projects – Steveston Community Centre and Library (Year 1 of 4)	275	0.10%
OBI from Previously Approved Capital Budget	124	0.05%
OBI from 2023 Capital Budget	371	0.14%
<b>Total Operating Budget Impact</b>	<b>\$1,168</b>	<b>0.44%</b>

Table 9 summarizes the complete phase-in plan for the new facility budget impacts over the next 5 years.

Table 9 – New Facility Budget Impacts

New Facility Budget Impacts	Amount (in \$000's)	2023	2024	2025	2026	2027
Capstan Community Centre OBI	\$1,195	0.15%	0.15%	0.15%	-%	-%
Steveston Community Centre and Library OBI	\$1,100	0.11%	0.10%	0.09%	0.09%	-%
<b>Total New Facility Budget Impacts</b>	<b>\$2,295</b>	<b>0.26%</b>	<b>0.25%</b>	<b>0.24%</b>	<b>0.09%</b>	<b>-%</b>



### *Capstan Community Centre OBI Phase-In*

On June 22, 2020, Council approved to accept a delay in the completion of the Capstan Community Centre to December 31, 2023.

Starting with the 2018 budget, a four year phase-in plan for the Capstan Community Centre OBI commenced. In 2019 this phase-in plan was paused due to changes in the expected completion date. \$355K was included in the base and has accumulated \$1.78M as of September 30, 2022. This funding is allocated toward the cost of Furniture, Fixtures, and Equipment for the new facility as well as other one-time costs associated with the new facility.

Staff recommend to complete the phase-in over the years 2023-2025, resulting in an increase of \$398K, or an estimated tax impact of 0.15% per year.

### *Steveston Community Centre and Library OBI*

At the Council meeting held on December 15, 2020, Council approved the site selection for the Steveston Community Centre and Library Replacement. At that time, it was estimated that there would be an OBI for the facility and related programming of \$1.1M. A detailed business plan, including service levels and refinement of the OBI, will be submitted to Council for consideration in a future report.

On October 4, 2022 a ground breaking ceremony was held, officially marking the start of construction for the new building, which is anticipated to be complete by 2026. Among the features of the new three-storey 5,607 square metre (60,350 square feet) facility will be:

- A community centre with a double gymnasium, fitness centre, active studio, and multipurpose and meeting rooms;
- Gathering spaces and a shared community living room; and
- A library with enhanced collections, children's and youth spaces, educational program rooms and space for silent study.

Staff recommend phasing-in funds for the new facility over the years 2023-2026, resulting in an increase of \$275K, or an estimated tax impact of 0.11% per year.

### *OBI from Previously Approved Capital Budget*

In 2016, Council approved the PeopleSoft HR and Payroll System Upgrade which included a new Workforce Management project for a total of \$1.75M. This project was forecasted to have an estimated annual OBI of \$82K. At the time the project was approved, the upfront software licensing capital cost was \$232K with an annual maintenance fee of \$82K. Subsequently the vendor has changed their service delivery model and instituted a subscription-based service that now costs \$206K per year. The capital costs for this project are expected to be lower and the unspent funds will be returned to the funding source upon project completion. In order to proceed with this implementation, an incremental OBI of \$124K is required, or an estimated tax impact of 0.05%.

### *OBI from 2023 Capital Budget*

The OBI impact from the 2023 Capital Budget recommended by staff results in an increase of \$371K, or an estimated tax impact of 0.14% per year.

## **7. Rate Stabilization**

The City's Rate Stabilization Account (RSA) was approved by Council in 2013 in order to ensure that funding be available to help balance the budget for non-recurring items and smooth out tax increases. The establishment of an RSA for the operating budget was also based on past experience where external non-controllable events impacted the City's operating budget and there was no funding available to offset this "temporary condition".

The City has used RSA in a practical and effective manner and staff are careful in managing the usage to ensure that the RSA is not carried forward on an indefinite basis. The risk and downside of utilizing RSA is that once it has been carried forward in this way, it must be maintained because the reduction or elimination of it will create a pressure in the following year's operating budget. The tax increase is not reduced but temporarily shifted.

When taxpayers do not pay for what they receive and costs are deferred to the future, then it creates intergenerational inequity since today's taxpayers pay less than the full cost of the services they use today, and a future taxpayer will pay instead.

In light of intergenerational equity issues and the current economic conditions, staff are proposing to utilize the RSA to reduce the 2023 impact by \$1.74M, which will result in a tax decrease of 0.65%. Utilizing more rate stabilization would decrease the 2023 tax increase, but will also result in a higher tax increase for the following year.

Table 10 summarizes how the RSA balance is proposed to be utilized as a result of the 2023 Budget Process.

Table 10 – Proposed RSA Utilization

<b>RSA Balance as of October 31, 2022</b>		<b>\$13,120,507</b>
<b>2023 One-Time Expenditures*</b>	<b>(1,121,025)</b>	
Proposed Rate Stabilization of the 2023 Operating Budget	(1,742,287)	
<b>Total 2023 Proposed RSA Utilization</b>		<b>(2,863,312)</b>
<b>Balance After Proposed 2023 Utilization</b>		<b>\$10,257,195</b>

\* To be considered in companion report "2023 One-Time Expenditures" dated November 21, 2022.

### 2023 Budget Options

Staff have prepared three budget options with varying amounts of rate stabilization and have provided options for deferring, phasing, or accelerating funding for new community facilities.

All options include:

- Funding for the new Steveston debt without any additional tax impact, achieved through a reallocation of casino revenue and utilization of surplus
- Non-discretionary increase to maintain the same level of service
- Emerging Organizational Additional Level Increases recommended by staff as outlined in Attachments 8 and 9.
- Investment in community facility infrastructure replacement needs, in accordance with Council's LTFMS
- Mandatory Senior Government Increases
- Council previously approved commitments
- Operating Budget Impacts from the Capital Budget

#### *Option 1 – Additional Rate Stabilization and Defer New Facility Operating Budget Impacts*

Option 1 utilizes \$3.5M of rate stabilization funding to offset the impact of Community Safety cost-sharing obligations and other tax impacts. In addition, it defers the New Facility Operating Budget Impacts to future years; however it does not provide any funding to prepare for the new programs and services and will result in a more significant tax increase in future years. This option sufficiently funds all immediate 2023 increases and is a viable option, but it will place a greater amount of pressure on future year budgets. The amount of rate stabilization funding used in this option is higher than the optimal amount, which would leave a lower balance available to offset future unknown impacts.

#### *Option 2 – Optimal Rate Stabilization and Phase-in of New Facility Operating Budget Impacts (Recommended)*

Option 2 proposes to phase-in the New Facility Operating Budget Impacts over 4 years. This provides resources to ensure a carefully planned opening and transition for the new Capstan Community Centre and Steveston Community Centre and Library replacement while maintaining modest tax increases. Option 2 also includes \$1.74M of Rate Stabilization funding to reduce the 2023 tax impact. This option includes a phased approach for all known budget impacts, while using an optimal amount of rate stabilization which does not place too much pressure on future budgets and preserves a sufficient amount of rate stabilization funding for unknown future impacts. This option is recommended by staff.

#### *Option 3 – Preserve Rate Stabilization and Accelerated Phase-in of Steveston Operating Budget Impacts*

Option 3 proposes to include the full operating budget impact of the Steveston Community Centre and Library in 2023 which would provide resources immediately to plan for the new facility. It also includes a phased approach for Capstan Community Centre. This option does not include any rate stabilization funding, which recognizes the full impact of 2023 increases without deferral to future years. This allows preservation of the rate stabilization balance to offset future increases which are not fully known at this time.

Table 11 summarizes all three options, with the rows that have varying impacts between the options highlighted.



Table 11: Proposed Budget Options (in \$000s)

Budget Components	Option 1	Option 2 <i>Recommended</i>	Option 3
	Additional Rate Stabilization and Defer New Facility OBI	Optimal Rate Stabilization and Phase-in New Facility OBI	Preserve Rate Stabilization and Accelerated Phase-in of Steveston OBI
Same Level of Service	4.42%	4.42%	4.42%
Less: 2023 Tax Growth	(1.20%)	(1.20%)	(1.20%)
<b>Same Level of Service after tax growth (below CPI target of 3.98%)*</b>	<b>3.22%</b>	<b>3.22%</b>	<b>3.22%</b>
Emerging Organizational Additional Level Increases	0.27%	0.27%	0.27%
Investment in Infrastructure Replacement Needs (Transfer to Reserves)	1.00%	1.00%	1.00%
<b>LTFMS Policy: Same Level of Service + Emerging Organizational Additional Levels + 1% for Infrastructure Replacement Needs</b>	<b>4.49%</b>	<b>4.49%</b>	<b>4.49%</b>
Community Safety Cost-Sharing Obligations	0.92%	0.92%	0.92%
WCB Base Rate	0.22%	0.22%	0.22%
BC 5 Sick Days Legislation	0.20%	0.20%	0.20%
Canada Pension Plan Enhancements	0.17%	0.17%	0.17%
<b>Senior Government Increases</b>	<b>1.51%</b>	<b>1.51%</b>	<b>1.51%</b>
<b>Council Previously Approved Commitments</b>	<b>0.09%</b>	<b>0.09%</b>	<b>0.09%</b>
<i>Estimated OBI from Development - Capstan Community Centre (Year 2 of 4)</i>	-%	0.15%	0.15%
<i>Estimated OBI from Major Facilities Replacement Projects - Steveston Community Centre and Library (Year 1 of 4)</i>	-%	0.10%	0.41%
<i>OBI from Previously Approved Capital Budget</i>	0.05%	0.05%	0.05%
<i>Estimated OBI from 2023 Capital Budget</i>	0.14%	0.14%	0.14%
<b>Operating Budget Impacts</b>	<b>0.19%</b>	<b>0.44%</b>	<b>0.75%</b>
Rate Stabilization	(1.30%)	(0.65%)	-%
<b>Subtotal of Council Commitments, Operating Budget Impacts, and Rate Stabilization</b>	<b>(1.02%)</b>	<b>(0.12%)</b>	<b>0.84%</b>
<b>Preliminary 2023 Operating Budget Increase</b>	<b>4.98%</b>	<b>5.88%</b>	<b>6.84%</b>
<b>Annual equivalent tax increase for average residential property</b>	<b>\$97</b>	<b>\$115</b>	<b>\$134</b>

\* Actual CPI for 2022 is currently reported to be 7.22 per cent by the Conference Board of Canada as of October 2022. The 2023 budget was prepared based on the CPI projection for 2023 estimated at 3.98 per cent and does not include any catch up for the CPI under projection in 2022 (the 2022 budget was prepared based on the CPI projection of 2.4 per cent).



## Financial Impact

The CAO and SMT have done considerable work including conducting significant reviews to achieve a combined same level of service budget of 3.22% which is below the preliminary forecasted CPI target of 3.98%. The Proposed Operating Budget Option 2 of 5.88% is recommended as presented in Table 12.

Table 12 – 2023 Proposed Operating Budget Increase

Items	Total 2023 Operating Budget Increase (in \$000s)	Total Tax Increase	Equivalent for Average Residential Property
Same Level of Service before tax growth	\$11,841	4.42%	\$87
Less: 2023 Estimated Tax Growth	(3,217)	(1.20%)	(24)
<b>Same Level of Service after tax growth (below CPI target of 3.98%)</b>	<b>8,624</b>	<b>3.22%</b>	<b>63</b>
Emerging Organizational Additional Level Increases	735	0.27%	5
Investment in Infrastructure Replacement Needs (Transfer to Reserves)	2,680	1.00%	20
<b>LTFMS Policy: Same Level of Service + Emerging Organizational Additional Levels + 1% for Infrastructure Replacement Needs</b>	<b>12,039</b>	<b>4.49%</b>	<b>88</b>
Community Safety Cost-Sharing Obligations	2,465	0.92%	18
WCB Base Rate	600	0.22%	4
BC 5 Sick Days Legislation	530	0.20%	4
Canada Pension Plan Enhancements	463	0.17%	3
External Senior Government Increases	<b>4,058</b>	<b>1.51%</b>	<b>29</b>
Council Previously Approved Commitments	240	0.09%	2
Operating Budget Impacts	1,168	0.44%	9
Rate Stabilization	(1,742)	(0.65%)	(13)
<b>Subtotal of External Senior Government Increases, Council Commitments, Operating Budget Impacts, and Rate Stabilization</b>	<b>3,724</b>	<b>1.39%</b>	<b>27</b>
<b>Proposed 2023 Operating Budget Increase</b>	<b>\$15,763</b>	<b>5.88%</b>	
<b>Annual equivalent tax increase for average residential property</b>			<b>\$115</b>

## Conclusion

In keeping with Council's mandate as stipulated in the Long Term Financial Management Strategy policy, the 2023 recommended operating budget increase is 5.88%. The increase maintains the same level of service below CPI and includes funding for emerging organizational additional levels, 1% transfer to reserves in support of funding for community facilities replacement needs, various senior government increases, Council approved commitments, and

operating budget impacts from the Capital Budget. Rate stabilization funding is utilized to partially offset the impacts.

The 2023 Operating Budget, as approved by Council, will form the basis of the Consolidated 5 Year Financial Plan, which is required under the *Community Charter*. Based on preliminary assumptions, Table 13 provides estimated increases for the years 2024-2027. The Plan estimates for 2024-2027 are based on information currently available and will be revised with each respective budget year.

Table 13 – Proposed 5 Year Financial Plan (2023-2027)

Proposed 5 Year Financial Plan	2023 Budget	2024 Plan	2025 Plan	2026 Plan	2027 Plan
Same Level of Service Increase Before Storm Reallocation to Utility Budget	3.59%	3.13%	3.04%	2.97%	3.12%
Less: Storm Reallocation to Utility Budget	(0.37%)	(0.35%)	(0.33%)	-%	-%
<b>Same Level of Service Increase</b>	<b>3.22%</b>	<b>2.78%</b>	<b>2.71%</b>	<b>2.97%</b>	<b>3.12%</b>
Deferral from Prior Year's Budget	-%	0.61%	-%	-%	-%
Emerging Organizational Additional Levels	0.27%	0.17%	0.16%	0.31%	0.14%
Investment in Community Infrastructure	1.00%	1.00%	1.00%	1.00%	1.00%
External Senior Government Related Increases	1.51%	0.45%	0.47%	0.51%	0.54%
Operating Budget Impact from Capital Budget	0.44%	0.36%	0.34%	0.21%	0.12%
Council Previously Approved Commitments	0.09%	-%	-%	-%	-%
Rate Stabilization	(0.65%)	-%	-%	-%	-%
<b>Proposed Operating Budget Increase</b>	<b>5.88%</b>	<b>5.37%</b>	<b>4.68%</b>	<b>5.00%</b>	<b>4.92%</b>



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**2023 Proposed Operating Budget**  
**Index of Attachments**

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## 1. Council Strategic Plan (2018-2022)





## 2. Economic Outlook

Richmond is a major employment center for the region, with a strong and diverse economic base that positions the City well to weather economic challenges. Local businesses contribute over 40% of the City's property tax revenues, resulting in the ability to provide residents exceptional levels of municipal services while ensuring a reasonable allocation of taxation among property classes. Richmond's economy is subject to constantly changing global, regional and local trends. As part of its budget planning process, the City examines the current economic context and available forecasts to manage short-term risks and advance long-term financial sustainability.

### Global, National and Provincial Forecasts

Economies at all levels are currently facing serious challenges. Positive, early rebound activity from the COVID-19 pandemic has been tempered by multiple shocks to the global economy and policy decisions that are shaping current and future growth trajectories. It now seems clear that the global economy will be unable to avoid a recession, though national and provincial forecasts differ in expected severity of impact.

Both China and Europe, the 2<sup>nd</sup> and 3<sup>rd</sup> largest global economies, are experiencing significant slowdowns, which are multi-faceted, subject to uncertainty – and have far-reaching effects on their global neighbors and trading partners.<sup>1</sup> These challenges are compounded by monetary and fiscal policy decisions made globally at the national and provincial levels that are, in many cases, working at cross-purposes. In their efforts to bring down historically high inflation, central banks are continuing to aggressively raise interest rates, while at the same time, governments have increased liquidity through support measures to cushion the blow for their most vulnerable populations. This may mean that inflation levels, and interest rates, will remain higher for a longer duration. The short and medium term forecasts predict significant and widespread economic slowdowns, with stabilization and growth slowly returning in the longer term, depending on the trajectory of inflation.

#### 1. Global Forecast<sup>2</sup>

The global growth forecast is severe, and a recession is expected. The International Monetary Fund notes that the current cost-of-living crisis, tightening financial conditions in most regions, Russia's invasion of Ukraine, and the still lingering COVID-19 pandemic all weigh heavily on the global economic outlook. Globally, growth is expected to slow from 6% in 2021 to 3.2% in 2022, and to 2.7% in 2023. This expected growth profile is the weakest since 2001, with the exception of the global financial crisis and the most acute phase of the COVID-19 pandemic.

Previous forecasts had anticipated that global inflation would return to pre-pandemic levels by 2022, but, as is now well-understood, this will not be the case. Global inflation is expected to rise from 4.7% in 2021 to 8.8% in 2022, and to then decline to 6.5% in 2023, reaching 4.1% by 2024.

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<sup>1</sup> In China, this is due to ongoing and aggressive COVID-19 management, weather-related challenges, key issues in the housing sector, and a sharp slowdown of exports. In Europe, the challenges stem from impacts of the war in Ukraine on energy availability and costs, rising input costs, and weather-related disruptions in industrial activity. ([Scotiabank Global Economics, October 17, 2022](#)).

<sup>2</sup> [International Monetary Fund, World Economic Outlook \(October, 2022\)](#); [Scotiabank Global Economics, October 17, 2022](#)

This means that by 2024, global inflation is still expected to be twice as high as the target rate of 2%. The process of reining in inflation over the coming years will also affect its duration and severity. There are risks that monetary policy could miscalculate the appropriate path to reduce inflation, and policy choices in the largest economies could diverge, leading to further appreciation of the U.S. dollar and cross-border tensions.

To ward off these risks, monetary policy needs to stay the course to restore price stability, and at the same time, fiscal policy decisions to protect vulnerable groups should be designed to keep monetary policy on target. According to the International Monetary Fund, “the global economy’s future health rests critically on the successful calibration of monetary policy, the course of the war in Ukraine, and the possibility of further pandemic-related supply-side disruptions, for example, in China.”<sup>3</sup>

## **2. Canadian Forecast<sup>4</sup>**

In the context of the global forecast, Canada is in a relatively positive position. Peak inflation will be lower and is expected to return to normal ranges more quickly. A stronger growth trajectory is also anticipated – though there have been recent negative revisions to the Canadian outlook. It is now expected that growth will slow from 3.2% in 2022 to 0.6% in 2023, due to lower commodity prices (as Canada is a net exporter), increased uncertainty, lower equity values, and a weaker U.S. (Canada’s top trading partner).

There are some signs that inflation is moderating in Canada, in contrast to the U.S., and inflation is now forecast to average 6.9% in 2022 (though this is a significant revision from the 2.7% predicted last year for 2022) and slow to 3.9% in 2023. That said, inflation is not expected to return to the Bank’s target rate of 2% until 2024 – though this is still earlier than a global return to the target rate is anticipated.

The U.S. Federal Reserve is now expected to raise interest rates to 5% in early 2023, leading to a mild recession in the U.S. Similarly, the Bank of Canada will likely raise interest rates to 4.25% by the end of the year, higher than the previously expected peak of 3.75%. As of October 26, 2022, the Bank of Canada raised rates to 3.75% and mentioned that further tightening should be expected.<sup>5</sup> This change in the forecast is due to fiscal support measures (which are working against monetary tightening measures) and the depreciating Canadian dollar (which adds to inflationary pressures).

Scotiabank is now predicting a technical recession (two consecutive quarters of negative GDP growth) in Canada, as growth rates stall in the first half of 2023. The technical recession in Canada is expected to be both minor and short-lived. Both household and business balance sheets remain strong, and ongoing labour shortages reflect continued market demand – though Canadian firms are challenged to increase production. As the economy slows down, the demand for labour will as well, and unemployment rates are now expected to rise from 5.2% in September 2022 to 6.3% in Q4 2023.

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<sup>3</sup> [International Monetary Fund, World Economic Outlook \(October, 2022\)](#); Executive Summary, p. xvi.

<sup>4</sup> [Scotiabank Global Economics \(October 17, 2022\)](#).

<sup>5</sup> [Bank of Canada, October 26, 2022](#).

Canadian Economic Indicators	2020	2021	2022f	2023f	2024f
Real GDP (% change)	-5.2	4.5	3.2	0.6	1.4
Consumer Price Index (% change)	0.7	3.4	6.9	3.9	1.7
Residential Investment (% change)	4.3	15.2	-8.7	-6.9	5.5
Business Investment (% change)	-10.5	1.9	6.6	-2.1	7.1
Unemployment Rate (%)	9.5	7.4	5.4	6	6.3
Housing Starts (000s)	218	271	250	202	194

Source: Scotiabank Global Economics (October 17, 2022)

### 3. British Columbia Forecast<sup>6</sup>

B.C. continues to be among Canada's stronger economic performers – and Canada continues to be a relatively strong performer globally. Aligned with trends at the national level, economic growth in B.C. is forecast at 3.2% for 2022, slowing to 1.5% in 2023 (though still above the national forecast), and recovering to 2% in 2024 and 2.4% in 2025. A deeper housing cycle downturn and pullback in housing starts are anticipated in B.C., while consumption slows. A tight labour market and strong population growth are expected - with low unemployment easing due to population growth. In B.C., inflation will decline as per the national pattern.

B.C. is encountering the current economic challenges from a strong foundational position, as it had one of the shallowest downturns in 2020 and one of the strongest growth performances in 2021, compared to Canadian peers. B.C. benefited from relatively moderate COVID-19 economic restrictions, strong rates of in-migration from other provinces, continuing domestic tourism, and capital expenditures that re-invigorated the labour market.

That said, growth has now slowed, with multiple dynamics at play. B.C. household debt-to-income ratios are among the highest across the provinces, and while consumer spending has been steady despite inflation, it is expected to decline given high interest rates and increased risk of recession.<sup>7</sup> In the housing market, average home values have declined by 10%, and a surge in fixed and variable mortgage rates have priced a number of potential buyers out of the market.<sup>8</sup> Growth deceleration is expected to be driven by the housing market and negative spill-overs from its softening, especially as housing activity accounts for as much as 10% of provincial GDP.<sup>9</sup>

At the same time, unemployment rates are trending near 4.7% (expected to be 5.0% for 2022), with labour availability as the key issue, not lack of demand. Total compensation was up by 12% in the first half of 2022, leading all provinces (which may also be contributing to continued consumer demand).<sup>10</sup> B.C.'s labour force has grown by 1.5% year-to-date, but this increase has not kept pace with demand, contributing to unemployment near historic lows and an elevated job

<sup>6</sup> Government of BC. [Stronger Together, First Quarterly Report, September 2022](#) (data); [Central 1 Credit Union, Economic Analysis of British Columbia \(October 11, 2022\)](#) also consulted.

<sup>7</sup> [Central 1 Credit Union, Economic Analysis of British Columbia \(October 11, 2022\)](#).

<sup>8</sup> [Central 1 Credit Union, Economic Analysis of British Columbia \(October 11, 2022\)](#).

<sup>9</sup> [TD Economics, Provincial Economic Forecast, September 21, 2022](#).

<sup>10</sup> [Central 1 Credit Union, Economic Analysis of British Columbia \(October 11, 2022\)](#).



vacancy rate. B.C.'s unemployment rate is expected to remain relatively steady, increasing to 5.2% in 2023 and 2024, and trending back to 5.0% by 2026.

A more polarized global geopolitical landscape may benefit B.C.'s natural resources sector. Service-oriented exports, including tourism and work on TV and film remain strong. Travel continues to recover, and the film and TV sector will likely benefit from the weak Canadian dollar.<sup>11</sup>

<b>British Columbia Indicators</b>	<b>2020</b>	<b>2021</b>	<b>2022f</b>	<b>2023f</b>	<b>2024f</b>
Real GDP (% change)	-3.4	5.8	3.2	1.5	2.0
Consumer Price Index (% change)	0.8	2.8	7.0	3.9	2.4
Population (% change)	1.3	1.1	1.8	1.7	1.6
Retail Sales (% change)	1.2	12.6	2.6	2.8	3.3
Unemployment Rate (%)	8.9	6.5	5.0	5.2	5.2
Housing Starts (000s)	37.7	47.6	39.0	35.0	35.0

[Source: Government of BC. Stronger Together, First Quarterly Report, September 2022.](#)

## Local Trends

### 1. Metro Vancouver<sup>12</sup>

Metro Vancouver's GDP will grow by 2.8% in 2022, and around 2.2% in 2023 and 2024 – meaning that growth will be lower than Canada's average in 2022 but higher than national averages in 2023 and 2024. Inflation growth in Metro Vancouver has closely tracked B.C.'s trajectory to date. After the Consumer Price Index (CPI) reached 8.2% in May, it fell slightly to 7.7% in June and July and is expected to average 7.2% this year, 4% in 2023, and 2.3% in 2024.

Growth is decelerating as Metro Vancouver's real estate market is cooling off quickly. Rising interest rates have slowed home sales, and prices are declining, with further decreases expected as interest rates continue to rise. That said, while prices are declining, the average home price in Metro Vancouver was almost \$1.3M in May 2022, remaining out of reach for many households.

As activity in the Metro Vancouver housing market slows, output in the finance, insurance, and real estate sectors will also cool, growing by 1.6% in 2022 and 2023. However, tourism continues to rebound from the impacts of the COVID-19 pandemic, with passenger levels at YVR reaching 80% of pre-pandemic levels in June 2022. With air and cruise traffic picking up, output in the transportation and warehousing sector will increase by 15.4% this year, eventually returning to pre-pandemic levels in the final quarter of 2023.

Population growth, a key source of consumer demand and labour market strength, is expected to continue. However, the growth of Metro Vancouver's labour force will be below that of B.C., increasing by only 0.2% in 2022 and 0.3% in 2023, as remote work opportunities continue and an unaffordable real estate market incentivizes migrants to settle elsewhere. Metro Vancouver's labour force participation rate is also declining more sharply than the provincial average,

<sup>11</sup> [Central 1 Credit Union, Economic Analysis of British Columbia \(October 11, 2022\).](#)

<sup>12</sup> [Conference Board of Canada Major City Insights, Vancouver \(October 14, 2022\)](#)



dropping by 1.6% in 2022 and 1.6% next year as well. Despite lower labour force growth and a declining participation rate, unemployment rates are expected to remain at around 5% for the next several years through to 2024.

<b>Metro Vancouver Economic Indicators</b>	<b>2020</b>	<b>2021</b>	<b>2022f</b>	<b>2023f</b>	<b>2024f</b>
Real GDP (% change)	-3.4	6	2.8	2.2	2.3
Consumer Price Index (% change)	0.6	2.7	7.2	4	2.3
Population (% change)	1.1	1.1	1.4	1.6	1.7
Retail Sales (% change)	-2.4	17.8	6.3	1.4	3.5
Unemployment Rate (%)	9.3	7	5	5.2	5
Housing Starts (000s)	22	26	24	22	21

Source: Conference Board of Canada Major City Insights, Vancouver (October 14, 2022)

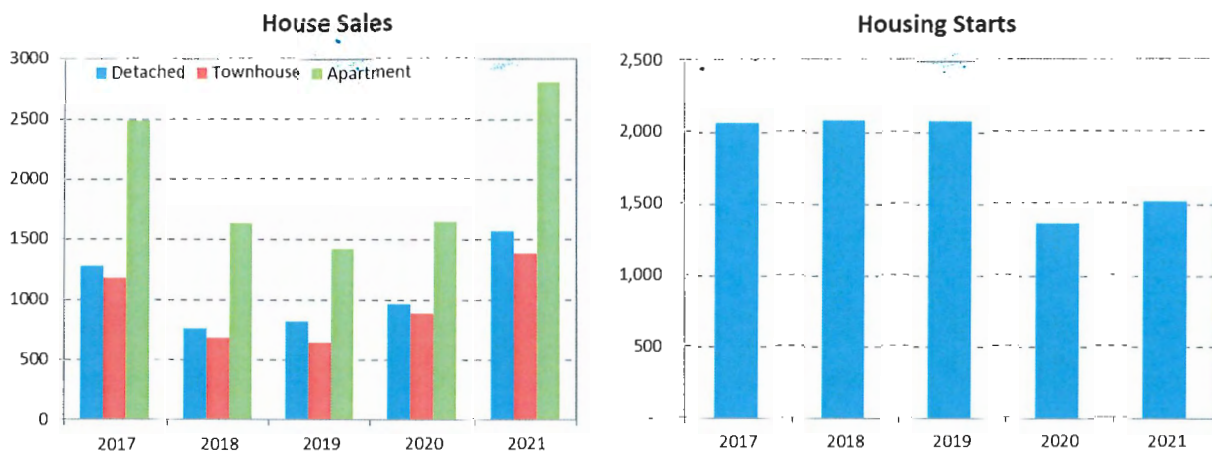
## 2. Richmond<sup>13</sup>

As in all of Metro Vancouver, a large share of Richmond's jobs (40%) are community-oriented, serving local residents and other businesses. The remaining jobs are in sectors that serve national and international markets and generate new economic activity. Nearly 70% of these economic base jobs are in sectors linked to the city's role as a people and goods movement gateway, including transportation, warehousing and logistics, manufacturing, wholesale, and tourism. Richmond has a regional advantage in these industries due to the presence of the port and airport.

The pandemic has demonstrated the importance of sustaining a resilient and diversified local economy, which continues to be key to the city's ability to weather current and future economic uncertainty. Today's economic challenges layer over the impacts of COVID-19, which varied among Richmond's key sectors. Some sectors, such as aviation and tourism, experienced business closures and job losses during the pandemic, while sectors such logistics, e-commerce, technology and film production experienced growth. Now, in the face of high inflation and slow growth, the impacts are again divergent: job growth in the technology sector is stalling, a low Canadian dollar continues to bolster the film industry and attract tourists, and retail may slow as consumer spending cools.

<sup>13</sup> City of Richmond Interactive Data, <http://www.businessinrichmond.ca/data-centre/> (unless stated otherwise).

### 3. Housing Market



In 2021, sales of all types of housing increased in Richmond, continuing the trend observed last year, as the housing market continued to heat up, despite government policy interventions designed to cool overheated housing markets in major urban centers including Vancouver and Toronto.

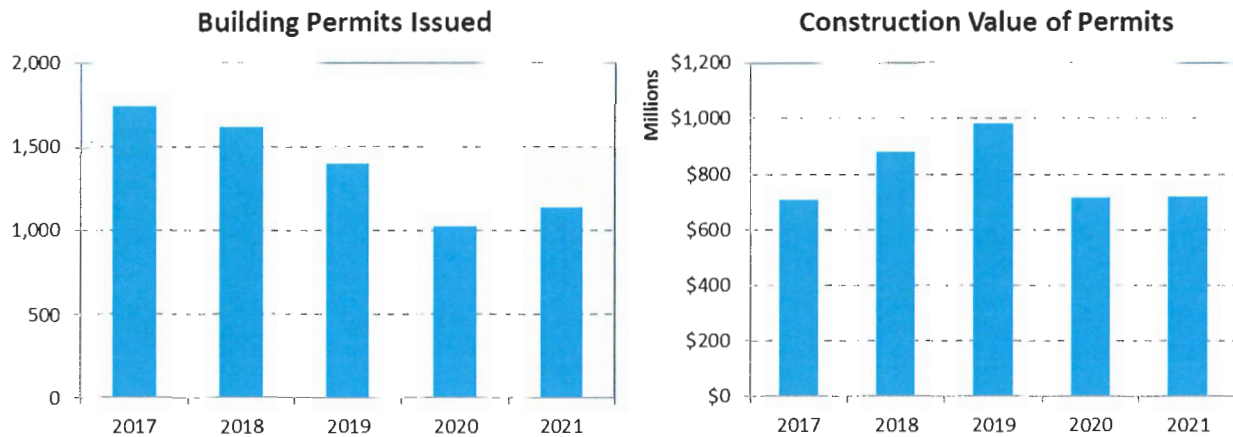
Despite a temporary disruption in early 2020 due to the onset of COVID-19, demand for housing remained strong through the remainder of 2020, 2021, and early in 2022. This is not surprising, given continuing population growth, limited job losses among high-income households during the pandemic, increased household savings accumulated during the pandemic, and government support programs (due to the pandemic and more recently, tied to cushioning impacts of high inflation and cost of living issues). While the volume of apartment sales was greater than other types of housing, this may be due in part to multi-year development cycles for multi-family homes, meaning that a large number can come to market at the same time when a new development is completed.

However, sales made during the first two quarters of 2022 reflect a decline across all housing types when compared to the same time period in 2021. This should be expected, given inflation and interest rate increases. The decrease in demand is most pronounced (at more than -30%) for detached homes and townhouses, which tend to be more expensive than apartments, which declined by only 10%. It remains to be seen whether any catching up will occur in the latter two quarters of the year, now that price declines are more pronounced – though at the same time, interest rates are even more elevated.

As of the second quarter of 2022, the total number of housing starts in Richmond decreased by more than a third when compared with the same period in 2021. Supply chain issues, labour shortages, and most recently, higher mortgage rates and escalating material costs, have all contributed to this decline. Future economic uncertainty continues, which may mean that developers and households are delaying their plans until more stable market conditions are in sight.

Housing Indicators	2022 to Q2	2021 to Q2	% Change
Total Sales - Detached	602	910	-34%
Total Sales - Townhouse	496	778	-36%
Total Sales - Apartment	1,294	1,436	-10%
Housing Starts	690	1,077	-36%

#### 4. Construction Activity

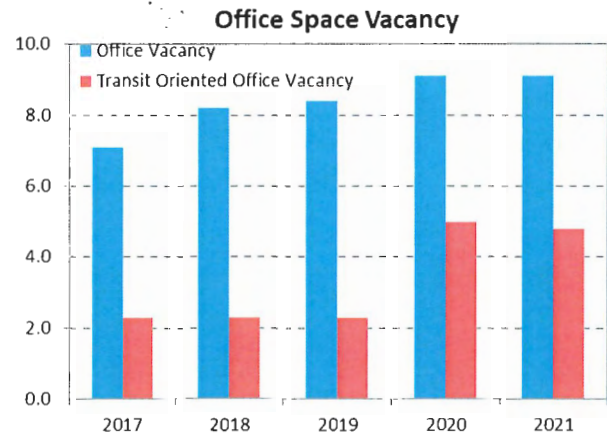
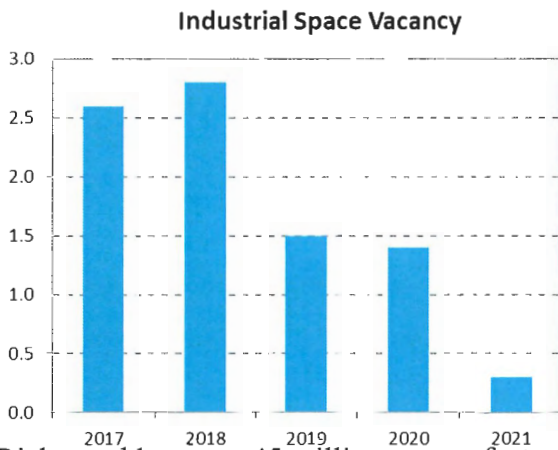


At the end of the second quarter of 2022, the construction value of building permits issued in Richmond had reached \$404 million, 10% lower than during the same period in 2021. At the same time, the number of building permits issued during the first six months of 2022 increased by 18% over the same period in 2021.

The longer term trends of decreasing building permits issued and fairly stable construction value is indicative of fewer but larger and more complex developments, including those multi-family developments occurring in the City Center. Despite changing market conditions and economic challenges such as inflation, these trends are almost unchanged from those reported last year.

Construction Indicators	2022 to Q2	2021 to Q2	% Change
Building Permits Issued	718	607	18%
Construction Value (\$ millions)	\$404	\$447	-10%

## 5. Commercial Space<sup>14</sup>



Richmond has over 45 million square feet of industrial space which, at just over 20%, represents one of the largest shares of Metro Vancouver's regional industrial inventory. Industrial space vacancy has continued to decline in recent years, dropping to an extremely low 0.2% in the second quarter of 2022, lower than the Metro Vancouver vacancy rate of 0.5% and lower than the Richmond vacancy rate at the same time last year (0.5%). Demand has continued to be very strong, particularly from wholesale and logistics users, as consumer behaviour continues to accelerate the e-commerce trend. While some new industrial space has been added to Richmond's inventory, with more under construction, vacancy rates are not expected to increase significantly. Policy and bylaw changes adopted by Council in early 2021 as part of the City of Richmond Industrial Land Intensification Initiative are intended to encourage the more intensified and productive use of this limited land that is essential for economic development in Richmond, and the region more broadly.

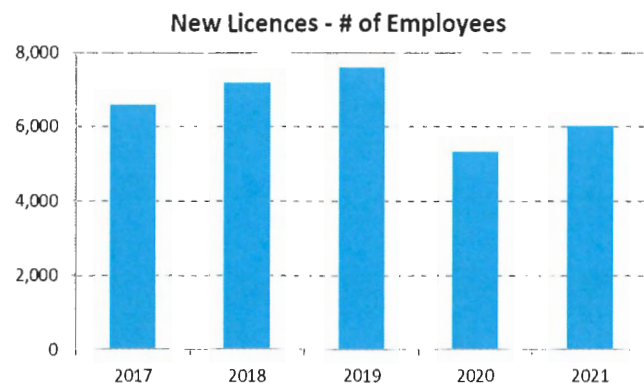
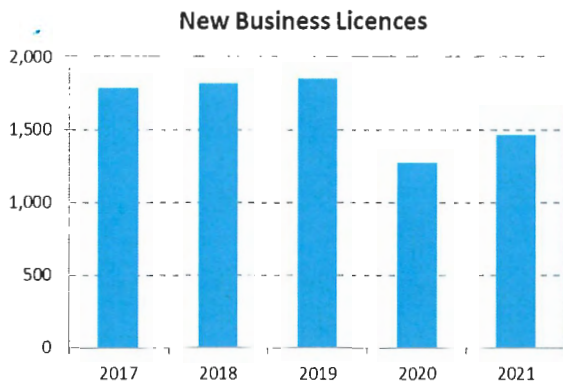
Office space vacancy has also declined in Richmond, and by the end of the second quarter of 2022 the rate was 8.3%, down from 10.9% at the same point last year. There continues to be strong demand in both Richmond and in the Metro Vancouver market for high class (A or AAA) office space, and asking rents continue to be high. That said, uncertainty is increasing regarding the longer term forecast, as more tenants re-evaluate and reduce their office footprints to accommodate a hybrid work environment and as economic growth slows.

Commercial Space Indicators	2022 to Q2	2021 to Q2	% Change
Industrial Inventory (million sf)	45.4	44.5	2%
Industrial Vacancy Rate	0.2	0.5	-60%
Office Inventory (million sf)	4.9	4.86	1%
Office Vacancy Rate	8.3	10.9	-24%

<sup>14</sup> [Cushman & Wakefield Vancouver Office and Industrial Market Beat Reports \(Q2 2022\)](#)



## 6. Business Growth

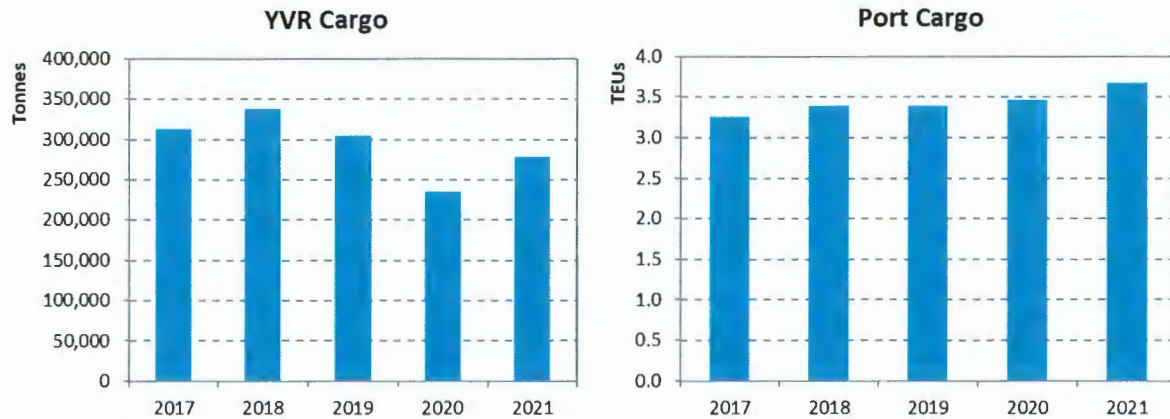


The number of new business licences and associated employment increased leading up to 2020, declined as a result of COVID-19 disruptions, and is now showing positive signs of recovery. During the first two quarters of 2022, there were 22% more business licences issued than during the same period the previous year, and an increase in employment as well. This activity reflects, in part, the resiliency of Richmond's business community and the strength from which it will weather the coming periods of lower economic growth more broadly.

At the end of the second quarter of 2022, the total number of licensed businesses had increased by 4% compared to the second quarter of 2021. The total number of valid business licences has remained steady throughout the past 5+ years at between 13,000 and 14,000. This indicates that a portion of Richmond's business growth is occurring as new businesses displace those that have closed or relocated.

Local Business Activity	2022 to Q2	2021 to Q2	% Change
Total Valid Business Licenses	14,086	13,586	4%
New Business Licenses	803	658	22%
New Licenses - # of Employees	2,841	2,628	8%

## 7. Trade

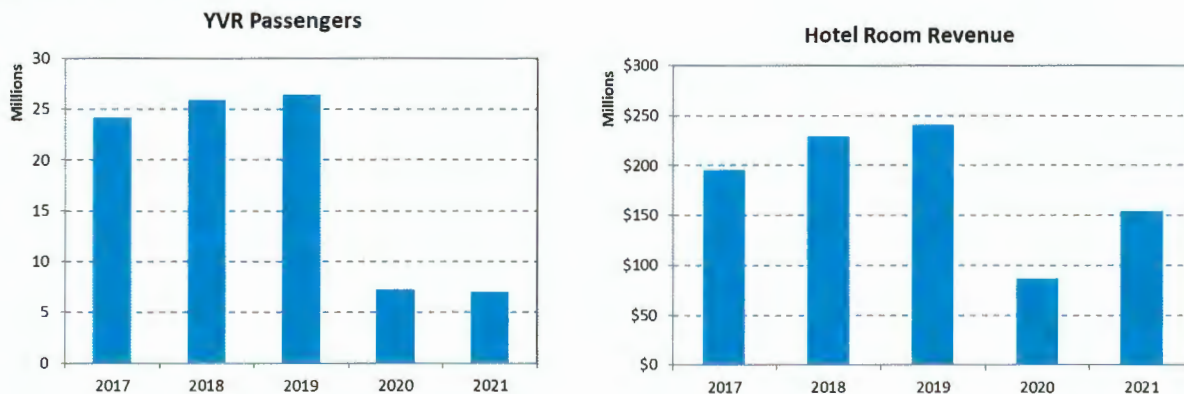


In 2020, YVR experienced cargo reductions due to COVID-19 related supply chain issues, and while some recovery was observed in 2021, supply chain challenges have persisted, including issues sourcing manufacturing inputs ranging from semi-conductors to bicycle parts. During the first half of 2022, cargo movements increased by 14% over the same period in 2021, which itself represented a 14% increase over the same period in 2020. While this recovery in volumes is positive, longer term outlooks into 2023 remain uncertain as both growth and consumer demand are expected to slow.

Cargo moved through the Port of Vancouver has grown steadily in recent years, though a slight decline occurred during the first two quarters of 2022 compared to the same period in 2021. While volumes remain fairly stable, it would not be unexpected to see some decline, aligned with a broader economic slowdown ahead.

Trade Indicators	2022 to Q2	2021 to Q2	% Change
YVR Cargo (tonnes)	138,553	121,268	14%
PMV Cargo (TEUs)	1,803,479	1,944,092	-7%

## 8. Tourism



In the five year period prior to 2020, the tourism sector in Richmond and in B.C. saw strong growth – and then significant declines as one of the hardest hit sectors during the COVID-19 pandemic. As restrictions have gradually been lifted, the sector has proven both strong and resilient. Volumes of passengers moving through YVR were up 475% during the first two

quarters of 2022 when compared to the same period in 2021. Hotel room revenues were also up by 37%, with both occupancy rates recovering in addition to high average daily rates.

As of October 1, 2022, the federal government announced an end to all COVID-19 border and travel measures, following a gradual and incremental easing of specific restrictions related to vaccination status and country of traveller origin. With the full opening of air and land borders and the lifting of cruise measures, further recovery and growth may be expected, depending on the impact of a broader economic slowdown and global recession. That said, finding sufficient labour to meet the demand has been a key challenge for many tourism and hospitality businesses.

The dynamics impacting the tourism sector forecast are complex. Travel for business meetings and conventions is expected to experience a slower recovery than travel for leisure. There is a level of pent-up demand due to COVID-19-related travel restrictions over much of the past two years. Domestic travel has been strong and is likely to continue, depending on how Canadians are impacted by inflation and a slowing economy. With the weak Canadian dollar, Canada remains an attractive destination for U.S. and overseas travellers, including travellers from Asia who may have not been able to visit family and friends in Canada during the pandemic. That said, with a recession anticipated in both China and Europe, the net impact of pent-up demand, a low Canadian dollar, and tighter economic conditions at home (and globally) is not yet clear.

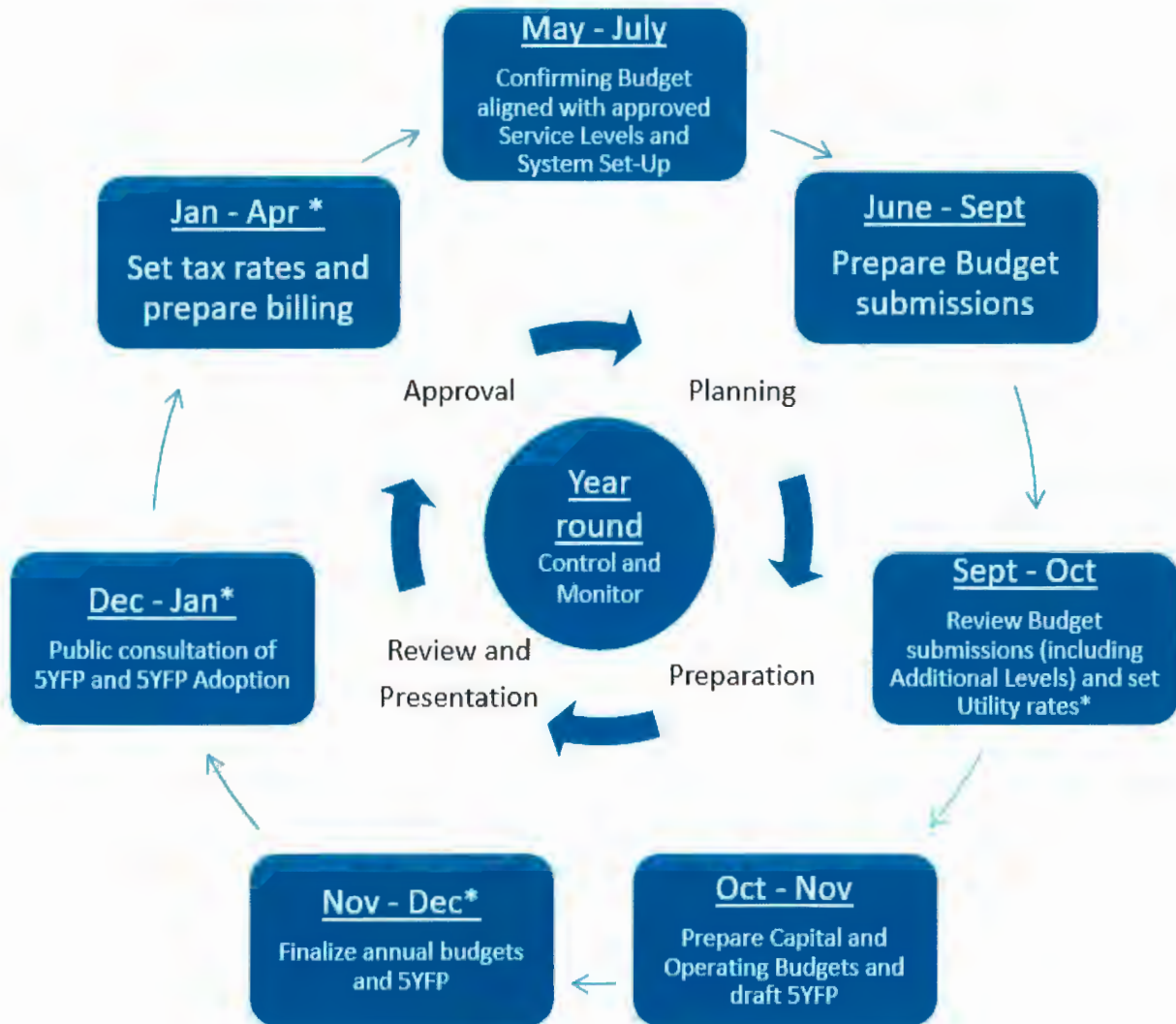
The Municipal and Regional District Tax (MRDT) partnership model between the City of Richmond, the Richmond Hotel Association and Tourism Richmond has recently undergone a renewal process and is expected to generate between \$25-35 million in funding over a five-year period (2022 – 2027) to support tourism sector growth through destination marketing and development initiatives. MRDT revenue collected during the first half of 2022 was 34% higher than the first half of 2021, and the near-term forecast anticipates continued strong revenues.

<b>Tourism Indicators</b>	<b>2022 to Q2</b>	<b>2021 to Q2</b>	<b>% Change</b>
YVR Passengers (millions)	7.7	1.3	475%
Hotel Room Revenue (\$ millions)	98.9	72	37%

Overall, tourism in Richmond is expected to continue to be a healthy sector supported by its proximity to YVR and the number of hotel accommodation providers.

## 3. 2023 Budget Cycle

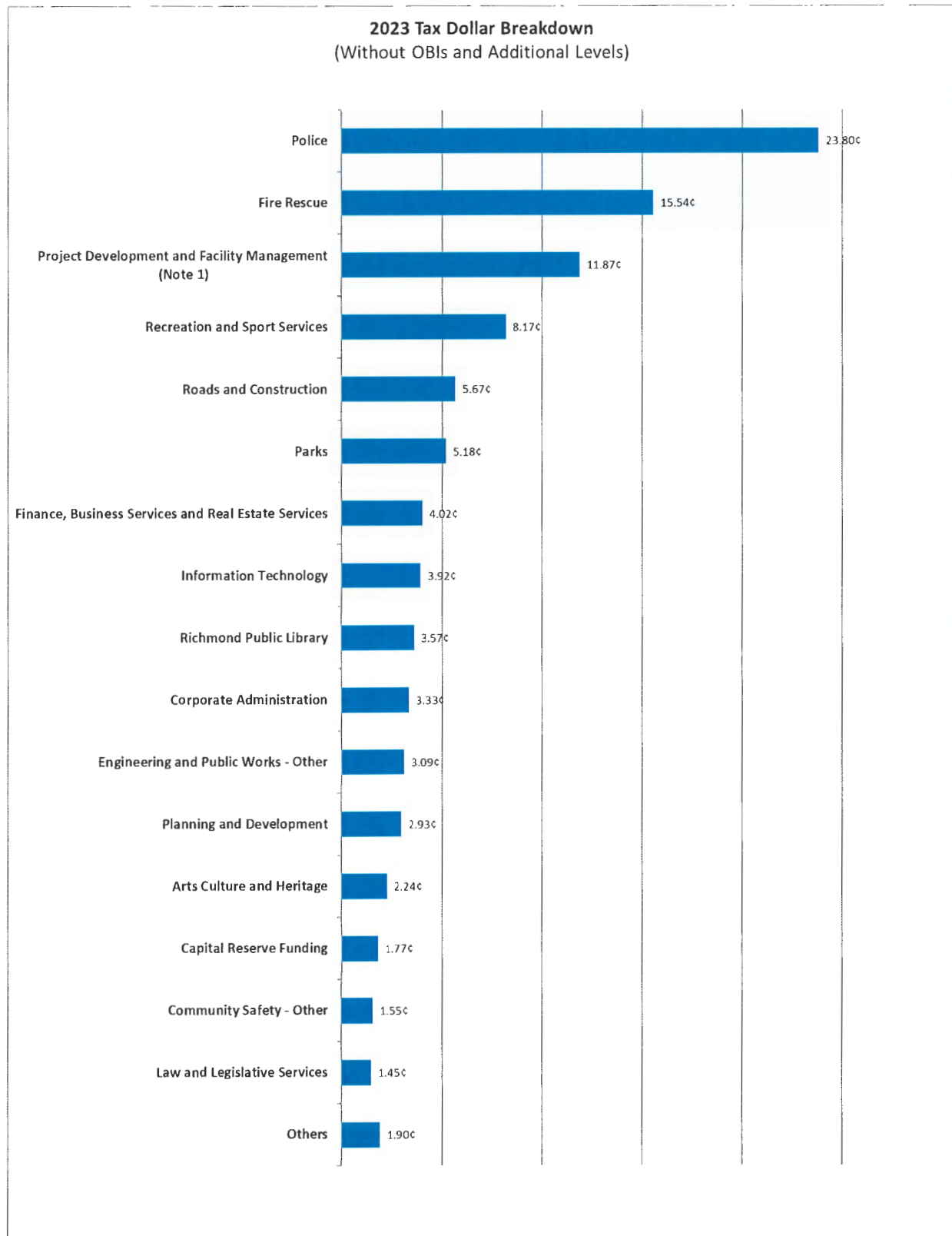
# 2023 Budget Cycle



\* Council Involvement



#### 4. 2023 Tax Dollar Breakdown



Note 1: Includes Investment in Community Facilities Infrastructure Replacement needs.

**5. 2023 Same Level of Service Net Base Budget**

Department/Division	2022 Adjusted Base Budget (in '000s) (Restated for Comparison)	2023 Proposed Net Base Budget (in '000s)	Amount Change (in '000s)	Percent Change	Tax Impact
Policing	\$66,034	\$69,926	\$3,892	5.89%	1.45%
Fire Rescue	\$44,989	\$46,881	\$1,892	4.21%	0.71%
Community Safety - Other	\$256	\$464	\$208	81.25%	0.08%
<b>Community Safety - Total</b>	<b>\$111,279</b>	<b>\$117,271</b>	<b>\$5,992</b>	<b>5.38%</b>	<b>2.24%</b>
Community Services	\$45,782	\$47,006	\$1,224	2.67%	0.46%
Library	\$10,396	\$10,816	\$420	4.04%	0.16%
<b>Community Services including Library</b>	<b>\$56,178</b>	<b>\$57,822</b>	<b>\$1,644</b>	<b>2.93%</b>	<b>0.61%</b>
<b>Engineering and Public Works</b>	<b>\$41,078</b>	<b>\$42,840</b>	<b>\$1,762</b>	<b>4.29%</b>	<b>0.66%</b>
<b>Finance and Corporate Services</b>	<b>\$23,423</b>	<b>\$23,959</b>	<b>\$536</b>	<b>2.29%</b>	<b>0.20%</b>
<b>Corporate Administration</b>	<b>\$9,926</b>	<b>\$10,083</b>	<b>\$157</b>	<b>1.58%</b>	<b>0.06%</b>
<b>Planning and Development</b>	<b>\$8,553</b>	<b>\$8,725</b>	<b>\$172</b>	<b>2.02%</b>	<b>0.06%</b>
<b>Law and Legislative Services</b>	<b>\$4,265</b>	<b>\$4,372</b>	<b>\$107</b>	<b>2.50%</b>	<b>0.04%</b>
<b>Fiscal</b>	<b>(\$254,702)</b>	<b>(\$252,231)</b>	<b>\$2,471</b>	<b>(0.97%)</b>	<b>0.92%</b>
<b>Same Level of Service Increase</b>	<b>\$0</b>	<b>\$12,841</b>	<b>\$12,841</b>		<b>4.79%</b>
Storm Drainage - \$1.0M Reallocation to Utility Budget		(\$1,000)	(\$1,000)		(0.37%)
<b>Same Level of Service After Reallocation to Utility Budget</b>	<b>\$0</b>	<b>\$11,841</b>	<b>\$11,841</b>		<b>4.42%</b>
Less: Estimated 2023 New Tax Growth		(\$3,217)	(\$3,217)		(1.20%)
<b>Same Level of Service Increase After Reallocation to Utility Budget and Growth</b>	<b>\$0</b>	<b>\$8,624</b>	<b>\$8,624</b>		<b>3.22%</b>

## 6. 2023 Same Level of Service Base Budget Details

### All Divisions

All Divisions includes Community Safety, Community Services (including Library), Engineering and Public Works (excluding Utilities), Finance and Corporate Services, Corporate Administration, Planning and Development, Law and Legislative Services, and Fiscal.

	2022 Adjusted Base Budget (Restated for Comparison)	2023 Proposed Base Budget	Change 2023 \$	Change 2023 %
<b>Revenues</b>	<b>(368,747,000)</b>	<b>(373,762,700)</b>	<b>(5,015,700)</b>	<b>1.36%</b>
<b>Expenditures</b>				
Labour	175,224,100	181,954,000	6,729,900	3.84%
Contract Services	87,209,800	92,609,000	5,399,200	6.19%
Operating Expenses	39,935,000	45,204,100	5,269,100	13.19%
<b>Total Operating Expenses</b>	<b>302,368,900</b>	<b>319,767,100</b>	<b>17,398,200</b>	<b>5.75%</b>
<b>Fiscal Expenses</b>	<b>71,012,900</b>	<b>79,375,100</b>	<b>8,362,200</b>	<b>11.78%</b>
<b>Transfers</b>	<b>(4,634,800)</b>	<b>(13,538,700)</b>	<b>(8,903,900)</b>	<b>192.11%</b>
<b>Grand Total<sup>1</sup></b>	<b>-</b>	<b>11,840,800</b>	<b>11,840,800</b>	<b>-</b>

<sup>1</sup> 2023 Proposed Base Budget increase represents the same level of service before tax growth.

### FTE Change

	2022 FTE <sup>2</sup>	2023 FTE	Change 2023
<b>Total</b>	<b>1,476.4</b>	<b>1,476.4</b>	<b>-</b>

<sup>2</sup> Full-Time Equivalent (FTE) for 2022 is restated to include positions approved by Council in the 2022 budget process (additional levels, budget amendments, etc.) and is also restated to reflect the currently approved organizational structure.

### FTE Change – Library

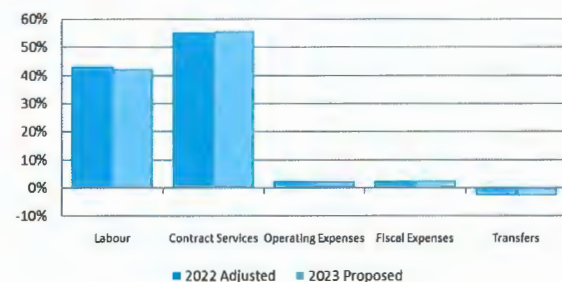
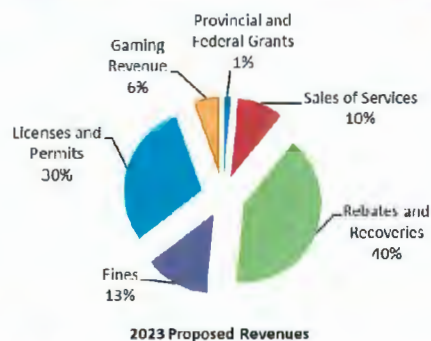
	2022 FTE	2023 FTE	Change 2023
<b>Total</b>	<b>95.8</b>	<b>95.8</b>	<b>-</b>



## Community Safety

The City's primary community safety providers are Police (RCMP), Emergency Programs, Business Licences, and Community Bylaws. The role of the Community Bylaws Department is to lead, assist or partner with others to ensure that the City's various bylaws are complied with for the overall benefit of the community.

	2022 Adjusted Base Budget (Restated for Comparison)	2023 Proposed Base Budget	Change 2023 \$	Change 2023 %
<b>Revenues</b>	<b>(14,772,800)</b>	<b>(15,686,400)</b>	<b>(913,600)</b>	<b>6.18%</b>
<b>Expenditures</b>				
Labour	54,228,200	56,318,100	2,089,900	3.85%
Contract Services	69,470,300	73,983,200	4,512,900	6.50%
Operating Expenses	2,839,500	3,071,200	231,700	8.16%
<b>Total Expenditures</b>	<b>126,538,000</b>	<b>133,372,500</b>	<b>6,834,500</b>	<b>5.40%</b>
<b>Fiscal Expenses</b>	<b>3,042,000</b>	<b>3,597,500</b>	<b>555,500</b>	<b>18.26%</b>
<b>Transfers</b>	<b>(3,527,900)</b>	<b>(4,012,600)</b>	<b>(484,700)</b>	<b>13.74%</b>
<b>Grand Total</b>	<b>\$111,279,300</b>	<b>\$117,271,000</b>	<b>\$5,991,700</b>	<b>5.38%</b>



## FTE Change

	2022 FTE	2023 FTE	Change 2023
<b>Total</b>	<b>423.0</b>	<b>423.0</b>	<b>-</b>

## RCMP Contract Complement (Funded)

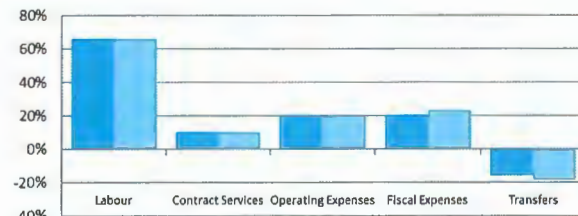
	2022 FTE	2023 FTE	Change 2023
Officers	276.0	276.0	-
Civilian Members	-	-	-
Less: Non-Budgeted	(11.0)	(11.0)	-
<b>Municipal Policing</b>	<b>265.0</b>	<b>265.0</b>	<b>-</b>
Specialized Police Operations and Integrated Homicide Investigation Team	14.4	14.4	-
<b>Total</b>	<b>279.4</b>	<b>279.4</b>	<b>-</b>



## Community Services

Coordinates, supports and develops Richmond's community services including recreation, library, arts, heritage and sports. Oversees City owned public facilities and the design, construction and maintenance of City parks, trails and green spaces. Works with community partners and coordinates events and filming in the City.

	2022 Adjusted Base Budget (Restated for Comparison)	2023 Proposed Base Budget	Change 2023 \$	Change 2023 %
<b>Revenues</b>	<b>(12,735,800)</b>	<b>(12,898,300)</b>	<b>(162,500)</b>	<b>1.28%</b>
<b>Expenditures</b>				
Labour	46,983,300	48,151,800	1,168,500	2.49%
Contract Services	6,133,800	6,351,900	218,100	3.56%
Operating Expenses	12,435,700	13,003,600	567,900	4.57%
<b>Total Expenditures</b>	<b>65,552,800</b>	<b>67,507,300</b>	<b>1,954,500</b>	<b>2.98%</b>
<b>Fiscal Expenses</b>	<b>12,469,700</b>	<b>13,769,500</b>	<b>1,299,800</b>	<b>10.42%</b>
<b>Transfers</b>	<b>(9,108,400)</b>	<b>(10,556,200)</b>	<b>(1,447,800)</b>	<b>15.90%</b>
<b>Grand Total</b>	<b>\$56,178,300</b>	<b>\$57,822,300</b>	<b>\$1,644,000</b>	<b>2.93%</b>



■ 2022 Adjusted ■ 2023 Proposed

## FTE Change

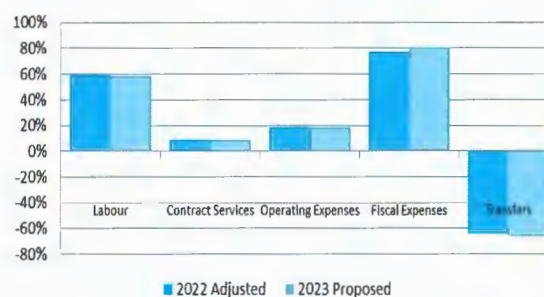
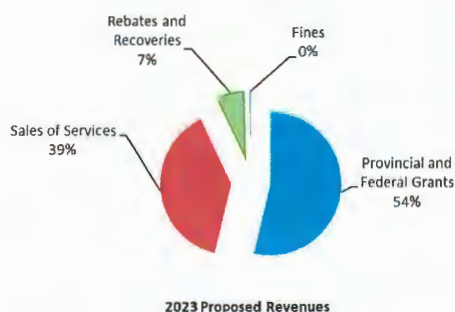
	2022 FTE	2023 FTE	Change 2023
Community Services	429.9	429.9	-
Library	95.8	95.8	-
<b>Total</b>	<b>525.7</b>	<b>525.7</b>	<b>-</b>

### Engineering and Public Works (excluding Utilities)

Comprises engineering planning, design, construction and maintenance services for all utilities and City building infrastructure. Responsible for dikes and irrigation system, roads and construction services, street lighting, corporate sustainability, corporate and community energy programs.

	2022 Adjusted Base Budget (Restated for Comparison)	2023 Proposed Base Budget	Change 2023 \$	Change 2023 %
<b>Revenues</b>	<b>(7,284,200)</b>	<b>(7,414,700)</b>	<b>(130,500)</b>	<b>1.79%</b>
<b>Expenditures</b>				
Labour	28,475,400	29,312,800	837,400	2.94%
Contract Services	4,400,400	4,466,700	66,300	1.51%
Operating Expenses	9,018,100	9,416,100	398,000	4.41%
<b>Total Expenditures</b>	<b>41,893,900</b>	<b>43,195,600</b>	<b>1,301,700</b>	<b>3.11%</b>
<b>Fiscal Expenses</b>	<b>37,427,200</b>	<b>40,604,900</b>	<b>3,177,700</b>	<b>8.49%</b>
<b>Transfers</b>	<b>(30,959,100)</b>	<b>(34,545,900)</b>	<b>(3,586,800)</b>	<b>11.59%</b>
<b>Grand Total</b>	<b>\$41,077,800</b>	<b>\$41,839,900</b>	<b>\$762,100</b>	<b>1.86%</b>

Note: Engineering and Public Works increase of \$1.8M as shown on Attachment 5 is before the reallocation of \$1M to the Utility Budget. This table reflects the net increase after the reallocation of \$0.8M.



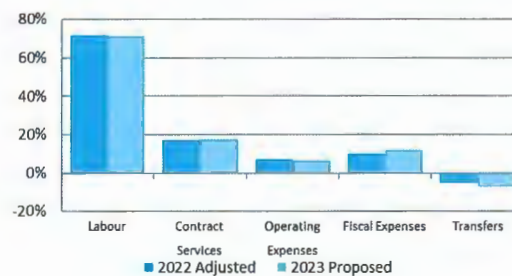
### FTE Change

	2022 FTE	2023 FTE	Change 2023
<b>Total</b>	<b>269.5</b>	<b>269.5</b>	<b>-</b>

## Finance and Corporate Services

Responsible for the financial well-being of the City, through the provision of financial advice, services and information to Council, staff and the public, as well as through the support and fostering of a viable business community. This division includes customer service, information technology, finance, economic development, real estate services, and business services.

	2022 Adjusted Base Budget (Restated for Comparison)	2023 Proposed Base Budget	Change 2023 \$	Change 2023 %
<b>Revenues</b>	<b>(635,300)</b>	<b>(713,300)</b>	<b>(78,000)</b>	<b>12.28%</b>
<b>Expenditures</b>				
Labour	17,256,600	17,599,200	342,600	1.99%
Contract Services	4,064,700	4,324,900	260,200	6.40%
Operating Expenses	1,631,900	1,643,100	11,200	0.69%
<b>Total Expenditures</b>	<b>22,953,200</b>	<b>23,567,200</b>	<b>614,000</b>	<b>2.68%</b>
<b>Fiscal Expenses</b>	<b>2,351,700</b>	<b>2,929,300</b>	<b>577,600</b>	<b>24.56%</b>
<b>Transfers</b>	<b>(1,246,800)</b>	<b>(1,824,400)</b>	<b>(577,600)</b>	<b>46.33%</b>
<b>Grand Total</b>	<b>\$23,422,800</b>	<b>\$23,958,800</b>	<b>\$536,000</b>	<b>2.29%</b>



## FTE Change

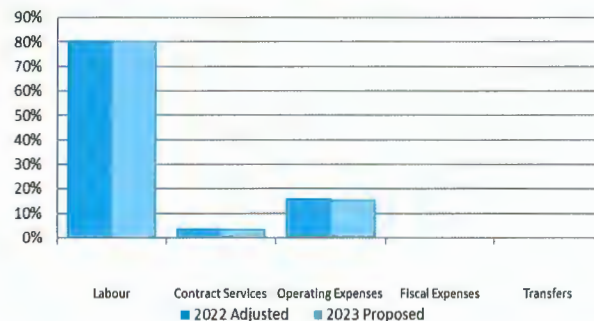
	2022 FTE	2023 FTE	Change 2023
<b>Total</b>	<b>147.3</b>	<b>147.3</b>	<b>-</b>



### Corporate Administration

The CAO's Office oversees the overall administration of the corporate body (business units/operations) of the City and employees. Other departments and functions include, Deputy CAO Administration, human resources, corporate communications, production centre, intergovernmental relations, special projects and coordination of interdivisional projects and the Corporate Planning and Programs Management Group (CPMG). This is also where the budget for Mayor and Councillors resides.

	2022 Adjusted Base Budget (Restated for Comparison)	2023 Proposed Base Budget	Change 2023 \$	Change 2023 %
<b>Revenues</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>-</b>	<b>-%</b>
<b>Expenditures</b>				
Labour	8,024,500	8,181,500	157,000	1.96%
Contract Services	354,400	354,400	-	-%
Operating Expenses	1,551,600	1,551,600	-	-%
<b>Total Expenditures</b>	<b>9,930,500</b>	<b>10,087,500</b>	<b>157,000</b>	<b>1.58%</b>
<b>Grand Total</b>	<b>\$9,925,500</b>	<b>\$10,082,500</b>	<b>\$157,000</b>	<b>1.58%</b>



### FTE Change

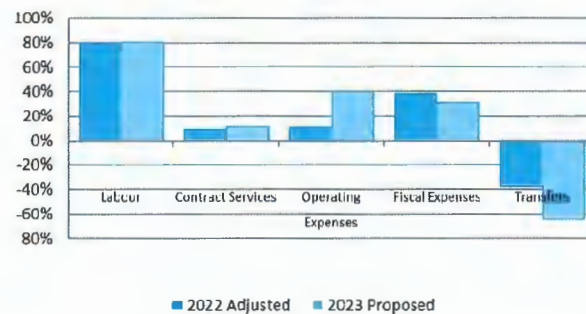
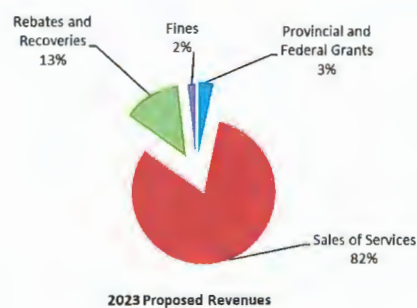
	2022 FTE	2023 FTE	Change 2023
<b>Total</b>	<b>58.5</b>	<b>58.5</b>	<b>-</b>



## Planning and Development

Incorporates policy planning, transportation planning, development applications, building approvals, and community social development, which includes social planning, affordable housing, diversity, youth, childcare and older adult services. This division provides policy directions that guide growth and change in Richmond with emphasis on land use planning, development regulations, environmental protection, heritage and livability. These planning functions play a vital part in the City's life cycle and involve the development of community plans and policies, zoning bylaws, as well as development related approvals and permits.

	2022 Adjusted Base Budget (Restated for Comparison)	2023 Proposed Base Budget	Change 2023 \$	Change 2023 %
<b>Revenues</b>	<b>(9,877,100)</b>	<b>(10,319,300)</b>	<b>(442,200)</b>	<b>4.48%</b>
<b>Expenditures</b>				
Labour	14,716,600	15,513,200	796,600	5.41%
Contract Services	1,730,000	2,071,700	341,700	19.75%
Operating Expenses	2,008,100	2,144,500	136,400	6.79%
<b>Total Expenditures</b>	<b>18,454,700</b>	<b>19,729,400</b>	<b>1,274,700</b>	<b>6.91%</b>
<b>Fiscal Expenses</b>	<b>7,071,000</b>	<b>6,038,500</b>	<b>(1,032,500)</b>	<b>(14.60%)</b>
<b>Transfers</b>	<b>(7,095,900)</b>	<b>(6,723,400)</b>	<b>372,500</b>	<b>(5.25%)</b>
<b>Grand Total</b>	<b>\$8,552,700</b>	<b>\$8,725,200</b>	<b>\$172,500</b>	<b>2.02%</b>



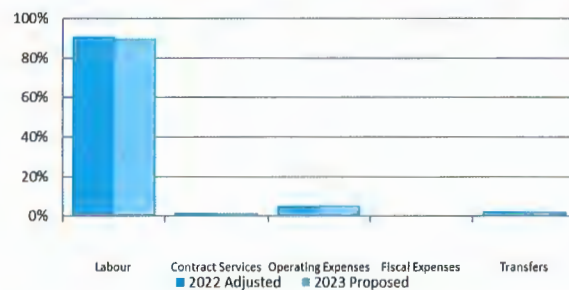
## FTE Change

	2022 FTE	2023 FTE	Change 2023
<b>Total</b>	<b>123.7</b>	<b>123.7</b>	<b>-</b>

### Law and Legislative Services

Law and Legislative Services division is responsible for providing advice to City Council and staff regarding the City's legal rights and obligations. This division oversees the City Clerk's Office which serves as a secretariat for Council and its Committees performing functions including agenda preparation, recording of minutes, processing and certifying bylaws, and record management.

	2022 Adjusted Base Budget (Restated for Comparison)	2023 Proposed Base Budget	Change 2023 \$	Change 2023 %
<b>Revenues</b>	<b>(2,100)</b>	<b>(2,100)</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures</b>				
Labour	3,860,800	3,936,600	75,800	1.96%
Contract Services	75,700	75,700	-	0.00%
Operating Expenses	212,900	243,600	30,700	14.42%
<b>Total Expenditures</b>	<b>4,149,400</b>	<b>4,255,900</b>	<b>106,500</b>	<b>2.57%</b>
<b>Fiscal Expenses</b>	<b>9,900</b>	<b>9,900</b>	<b>-</b>	<b>0.00%</b>
<b>Transfers</b>	<b>107,900</b>	<b>107,900</b>	<b>-</b>	<b>0.00%</b>
<b>Grand Total</b>	<b>\$4,265,100</b>	<b>\$4,371,600</b>	<b>\$106,500</b>	<b>2.50%</b>

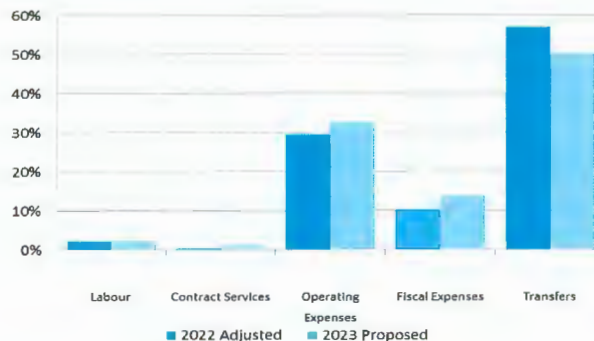


### FTE Change

	2022 FTE	2023 FTE	Change 2023
<b>Total</b>	<b>24.5</b>	<b>24.5</b>	<b>-</b>

## Fiscal

	2022 Adjusted Base Budget (Restated for Comparison)	2023 Proposed Base Budget	Change 2023 \$	Change 2023 %
<b>Revenues</b>	<b>(323,434,700)</b>	<b>(326,723,600)</b>	<b>(3,288,900)</b>	<b>1.02%</b>
<b>Expenditures</b>				
Labour	1,678,700	2,940,800	1,262,100	75.18%
Contract Services	980,500	980,500	-	0.00%
Operating Expenses	10,237,200	14,130,400	3,893,200	38.03%
<b>Total Expenditures</b>	<b>12,896,400</b>	<b>18,051,700</b>	<b>5,155,300</b>	<b>39.97%</b>
<b>Fiscal Expenses</b>	<b>8,641,400</b>	<b>12,425,500</b>	<b>3,784,100</b>	<b>43.79%</b>
<b>Transfers</b>	<b>47,195,400</b>	<b>44,015,900</b>	<b>(3,179,500)</b>	<b>(6.74%)</b>
<b>Grand Total</b>	<b>(254,701,500)</b>	<b>(252,230,500)</b>	<b>2,471,000</b>	<b>(0.97%)</b>





## 7. 2023 Program Expenditures Funded by Reserves

The Affordable Housing, Child Care, and Public Art programs are fully funded by their respective reserve funds, which receive contributions from development activity. These programs were previously presented within the Capital Budget, but starting with the 2023 budget are now presented within the City's base Operating Budget. The *Community Charter* requires that the funding source for all proposed expenditures be included in the City's Consolidated 5 Year Financial Plan, and specifically those funded by statutory reserve funds. Accordingly, this attachment outlines the planned program expenditures and their specific reserve funding sources.

Summary of Operating Programs Funded by Reserves		
Project Name	Reserve Funding Source	2023
Affordable Housing Operating Initiatives	Affordable Housing Operating	\$400,000
12040 Horseshoe Way Repayment	Affordable Housing - City Wide	525,000
<b>Affordable Housing Total</b>		<b>925,000</b>
Child Care - Administration	Child Care Operating	200,000
Child Care Projects - City-wide (Capital Grants)	Child Care Development	50,000
Child Care Projects - City-wide (Non-Capital Grants)	Child Care Operating	10,000
<b>Child Care Total</b>		<b>260,000</b>
Public Art Program	Public Art Program	170,000
<b>Public Art Total</b>		<b>170,000</b>
		<b>\$1,355,000</b>

The proposed expenditures for 2023 and the planned expenditures for 2024-2027 are summarized in this attachment for each program.

### Affordable Housing Program 2023

The City recognizes that a diverse range of housing choices for individuals and families of varying incomes is essential in creating a liveable community. The purpose of the City's Affordable Housing program is to support the creation of affordable housing in partnership with senior levels of government, non-profit organizations and the private sector. Through various programs and policies, the City has successfully secured over 1,500 affordable housing units since the City's first Affordable Housing Strategy was adopted in 2007, including the following highlighted developments:

- Kiwanis Towers, which provides 296 affordable rental units for low income seniors;
- Storeys, which provides 129 affordable rental units for low income households;
- Alderbridge Supportive Housing, which provides 40 units for residents experiencing homelessness;
- Aster Place (Bridgeport) Supportive Housing, which provides 40 units for residents experiencing homelessness; and
- The upcoming Pathways development, which will provide 80 affordable rental units for low and moderate income single people, families and seniors.



Affordable Housing Program (in \$000's)	2023	2024	2025	2026	2027
<b>Affordable Housing Operating Initiatives</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 400</b>
<b>12040 Horseshoe Way Repayment</b>	<b>\$ 525</b>	<b>\$ 525</b>	<b>\$ 525</b>	<b>\$ 525</b>	<b>\$ 525</b>
<b>Total Affordable Housing Program</b>	<b>\$ 925</b>	<b>\$ 925</b>	<b>\$ 925</b>	<b>\$ 925</b>	<b>\$ 925</b>
<b>Funding Sources:</b>					
<b>Affordable Housing Operating Reserve</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 400</b>
<b>Affordable Housing – City Wide</b>	<b>\$ 525</b>	<b>\$ 525</b>	<b>\$ 525</b>	<b>\$ 525</b>	<b>\$ 525</b>
<b>Total Affordable Housing Funding Sources</b>	<b>\$ 925</b>	<b>\$ 925</b>	<b>\$ 925</b>	<b>\$ 925</b>	<b>\$ 925</b>

### *Affordable Housing Operating Initiatives*

The City's Affordable Housing Strategy 2017-2027 and Homelessness Strategy 2019-2029 guide the City's actions regarding affordable housing and homelessness service provision. This program provides staff with the necessary resources to advance the implementation of these strategies. Examples include administration costs, and consulting services related to research, public engagement, and economic analysis.

### *Internal Debt Payment*

On December 21, 2016 Council approved a transfer of \$7M from the Capital Reserve – Industrial Use Fund to the Affordable Housing Reserve to purchase land at 12040 Horseshoe Way in order to partner with BC Housing to build a new emergency shelter. Under the *Community Charter*, these funds must be repaid to the source reserve fund with interest. Internal repayments from the Affordable Housing Reserve are being made over 15 years (payments commenced in 2018 and will end in 2032) in instalments of \$525,000.

### Child Care Program 2023

Child care is an important service for Richmond residents and an essential need for many parents. The 2017-2022 Richmond Child Care Needs Assessment and Strategy, adopted by City Council on July 24, 2017, and the 2021-2031 Richmond Child Care Action Plan, adopted by City Council on April 12, 2021, outline the City's commitment to child care. The identified priorities include the establishment and maintenance of a comprehensive child care system to help children and families thrive and addressing the need for quality, affordable, accessible child care spaces in Richmond.

The City supports the creation of child care spaces by accepting voluntary contributions from developers in the form of built child care facilities or cash-in-lieu contributions to the Child Care Statutory Reserves. The City manages and maintains thirteen existing City-owned child care facilities including two Early Childhood Development Hubs. The City is in the process of developing one additional City-owned child care facility, Hummingbird Child Care Centre, which is anticipated to be transferred to the City by the end of 2022. Hummingbird Child Care Centre, which was secured as a community amenity contribution in the River Green development, will provide 37 spaces of licensed child care and will be operated by the YMCA of

Greater Vancouver. This facility will be approximately 5,000 square feet indoors and 5,000 square feet outdoors.

Dedicated City staff resources help to develop maintain and support the child care system in Richmond. Child Care grants support the work of non-profit child care providers seeking to improve the quality or capacity of care in their facility, or non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

Child Care Program (in \$000's)	2023	2024	2025	2026	2027
Child Care - Administration	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Child Care - City-Wide (Capital Grants)	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Child Care - City-Wide (Non-Capital Grants)	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10
<b>Total Child Care Program</b>	<b>\$ 260</b>	<b>\$ 260</b>	<b>\$ 260</b>	<b>\$ 260</b>	<b>\$ 260</b>
<b>Funding Sources:</b>					
Child Care Operating Reserve	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210
Child Care Development Reserve	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
<b>Total Child Care Funding Sources</b>	<b>\$ 260</b>	<b>\$ 260</b>	<b>\$ 260</b>	<b>\$ 260</b>	<b>\$ 260</b>

#### *Child Care - Administration*

A source of funding is required to support the City's Child Care section and to assist in the implementation of specific actions adopted by Council in the 2017-2022 Richmond Child Care Needs Assessment and Strategy and the 2021-2031 Richmond Child Care Action Plan.

The Child Care Planner 1 position, which has existed as an auxiliary position from 2017-2021 and as a regular position since 2020, is funded through the Child Care Operating Reserve and plays an important role in supporting the ongoing work to plan, design and build new child care facilities secured as community amenity contributions. Specific job duties include working with developers, and assisting with regular review of these City facilities to ensure they meet health and safety standards. Further work includes assisting with the planning and development of new child care facilities (including Early Childhood Development Hubs), research, developing and updating City publications and working documents, and responding to requests for information from the community, parents and child care providers.

In addition, these funds will be used to pay for costs related to: expenses to support the child care work program; research, production of reports, creation of developer resources, and to support the ongoing development of new amenities under development including Early Childhood Development (ECD) Hubs and child care facilities as necessary.

The Child Care Operating Reserve is an appropriate source of funding for such expenses. It was established to support grants, conduct research and fund expenses to support the development of quality child care within the City.



### *Child Care - City-Wide (Capital Grants)*

Funding is required to provide sufficient funding to administer the City's 2023 Child Care Capital Grants Program. These grants support non-profit child care operators with capital improvements to enhance their child care programs (e.g., minor renovations, outdoor playground upgrades and the purchase of equipment and furnishings).

Grants are advertised in September 2022 and then, with Council approval, awarded in February or March 2023.

### *Child Care - City-Wide (Non-Capital Grants)*

Funding is required to enable the provision of the 2023 Child Care Professional and Program Development Grants (non-capital). These grants support non-profit organizations in Richmond to deliver professional development initiatives for Early Childhood Educators and child care providers. These grants may also support the purchase of toys, equipment and resources for lending libraries that are available to Richmond child care providers.

Grants are advertised in September 2022 and then, with Council approval, awarded in February or March 2023.

### Public Art Program 2023

The Public Art Program is a self-sustaining project funded by private development contributions to the Public Art Reserve. Council approved the updated policy (Policy 8703, adopted July 27, 2010). The Program is supported by a Council appointed Public Art Advisory Committee. The Public Art Program also supports the initiatives expressed in the Richmond Art Strategy 2019 - 2024, which was approved by Council in July 2019.

The Public Art Program contributes to Council's Strategic Plan 2018 – 2022. It supports One Community Together: Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection. It also supports 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.

Public Art Program (in \$000's)	2023	2024	2025	2026	2027
<b>Public Art Program</b>	<b>\$ 170</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>
<b>Total Public Art Program</b>	<b>\$ 170</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>
<b>Funding Source:</b>					
<b>Public Art Program Reserve</b>	<b>\$ 170</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>
<b>Total Public Art Funding Source</b>	<b>\$ 170</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>

The scope of work consists of a variety of developer funded public art projects. The following are proposed projects (with estimated costs) which may change during the project's duration based on the Public Art Program's consideration of public art opportunities and priorities and private development funding.

Contributions by private developers, totalling \$170,000, have been deposited to the Public Art Reserve and allocated as follows:

Proposed Public Arts Projects	Estimated Costs
Annual Community Public Art Programs - Urban Infrastructure Art Wrap Program, Engaging Artists in Community Program, Community Mural Program	\$80,000
Community Public Art Projects - No. 3 Road Art Columns, Pianos on the Streets	30,000
Community Education, Artists Professional Development and Mentorship - Youth Mentorship Program, Public Art Bus Tours, Art at Work Workshop Series	20,000
Collaboration with other City Partners - Capture Photography Festival, Children's Art Festival, Culture Days	20,000
Cultural Centre Annex Public Art Contribution	20,000
<b>Total</b>	<b>\$170,000</b>



## 8. No Tax Impact Positions

2023 No Tax Impact Positions				
Ref	Requested By	Description	Amount	Tax Impact
1	Engineering and Public Works	<b>2 Sustainability Specialists - TFT</b> Climate Action Response Incentive Program funding from the Province has been replaced by Local Government Climate Action Program (LGCAP). Staff undertook a detailed assessment of opportunities to advance Community Energy and Emissions Plan 2050 actions using LGCAP, with recommendation for two temporary full-time sustainability planners. These two positions will be funded by Provincial revenue.	\$0	No Tax Impact
2	Planning and Development Services	<b>Building Approvals Building Energy Specialist - RFT (TFT Conversion)</b> This position was approved by Council with the City's adoption of the Provincial Energy Step Code. With increasingly complex technical solutions now mandated by building codes and standards for energy efficiency and climate response, this position is required on a permanent regular basis to provide the City with the technical capacity to ensure conformance. This position will continue to be funded entirely by permit revenue.	\$0	No Tax Impact
3	Planning and Development Services	<b>Building Approvals Code Engineer - RFT (TFT Conversion)</b> This second Code Engineer position, was established as TFT in order to address Council direction for improved permit processing times. It has already improved our capacity to efficiently process complex, technically challenging projects. As technically complex buildings are becoming an increasingly larger percentage of construction, this position is required to be permanent to ensure continued efficiency. This position will continue to be funded entirely by permit revenue.	\$0	No Tax Impact
4	Planning and Development Services	<b>Transportation Traffic Technician - RFT</b> An RFT Traffic Technician to address increasing demand and complexity issues related to Traffic Management Plan and Development Application review. The additional Traffic Technician will reduce turn around time, increase level of service and improve efficiency. This position will be funded by revenue from permitting activities.	\$0	No Tax Impact
5	Planning and Development Services	<b>Building Approvals Departmental Associate 2 - RFT</b> An RFT Departmental Associate 2 is required to address the administrative needs that are occurring with the optimized digital permit processing implementation. This optimization will improve permitting efficiency and customer service support as directed by Council. This position will be entirely funded by permit revenue.	\$0	No Tax Impact

2023 No Tax Impact Positions				
Ref	Requested By	Description	Amount	Tax Impact
6	Engineering and Public Works	<b>Fleet Administration Systems &amp; Project Coordinator – RFT</b> The Automatic Vehicle Location/Global Positioning System pilot has ended successfully and Council has approved broad expansion of the program on a permanent basis. A long term contract will be awarded in September 2022. A Regular Full Time position including the creation of a new Position Complement Control to manage the existing system and expansion to the fleet of 500 driving and stationary assets is required.  2023 capital submission titled “Automatic Vehicle Location/Global Positioning System Expansion” and approved capital projects in 2020 and 2022 are related to this request.	\$0	No Tax Impact
2023 No Tax Impact Positions			\$0	No Tax Impact

## 9. Emerging Organizational Additional Levels – Recommended for Funding in 2023

Emerging Organizational Additional Levels - Recommended for Funding in 2023				
Ref	Requested By	Description	Amount	Tax Impact
1	Finance and Corporate Services	<b>Cyber Risk Security Enhancement – Expanded Vulnerability Scanning and External Security Event Monitoring Services</b> This request is to expand the City's vulnerability scanning resources to provide a better security posture against threats to the City's network infrastructure. It will also engage an external security event monitoring services provider to assist the City in its security defenses by providing 24/7 proactive monitoring.	\$155,900	0.06%
2	Planning and Development Services	<b>Community Social Development Planner 2 (Poverty Reduction) - RFT</b> An RFT Planner 2 (Poverty Reduction) position is required to lead poverty reduction initiatives as identified in Action 1.7 of the Council adopted 2022–2032 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond – Provide additional staff resources to support implementation of the Plan.	\$156,313	0.06%
3	Planning and Development Services / Community Services	<b>Recreation Fee Subsidy Program (RFSP) Planning and Administration Staff (2 RFT positions)</b> The RFSP is a Council-adopted program that provides access to community programs and services for low-income Richmond residents. Two temporary full-time resources: 1) a Planning Assistant (Community Social Development) and, 2) a Departmental Associate II (Community Services) are currently in place to plan, make policy recommendations, and to coordinate and administer the RFSP. These two resources are required in a full-time permanent capacity to support ongoing RFSP implementation and administration, implementation of related actions identified in the Council adopted Social Development Strategy, and to respond to increasing community need. The Planning Assistant focuses on RFSP policy and program development and will be instrumental in addressing increasing municipal requirements as part of the new provincial Accessibility legislation. The Departmental Associate 2 focuses on RFSP program administration, including working directly with program applicants.	\$190,427	0.07%

Emerging Organizational Additional Levels - Recommended for Funding in 2023				
Ref	Requested By	Description	Amount	Tax Impact
4	Planning and Development Services	<b>Community Social Development Social Equity Coordinator - RFT</b> An RFT Social Equity Coordinator position is required to advance social equity and inclusion across the City and to support social equity actions as identified in the Council-adopted Social Development Strategy and other City plans and strategies. This includes responding to Council requests, referrals and delegations on social equity initiatives such as the living wage policy, developing a social equity framework and poverty lens criteria, conducting research, and analyzing and interpreting Census data and other relevant data to better understand and support the needs of marginalized and vulnerable populations in Richmond. This role is currently a TFT position without base funding.	\$135,350	0.05%
5	Law and Legislative Services	<b>Legislative Services Associate - RFT</b> This request is for an RFT Legislative Services Associate. Since the pandemic, the scale, workload and complexity of the Legislative Services Associate positions has increased significantly. Staff required to support all Council Committees and Council meeting has increased significantly.	\$97,020	0.03%
<b>Total Emerging Organizational Additional Levels – Recommended for Funding in 2023</b>			<b>\$735,010</b>	<b>0.27%</b>



## 10. Emerging Organizational Additional Levels – Not Recommended for Funding in 2023

Emerging Organizational Additional Levels – Not Recommended for Funding in 2023				
Ref	Requested By	Description	Amount	Tax Impact
1	Planning and Development Services	<b>Community Social Development Planner 2 (Anti-Racism) - RFT</b> An RFT Planner 2 (Anti-Racism) position is required to provide leadership and strategic planning in the development and implementation of anti-racism initiatives as identified in the Council-adopted Cultural Harmony Plan. This includes participating in community initiatives for responsive action against incidents of racism, the development and implementation of the Richmond Community Protocol, and participation in the Resilience BC Network. Recent incidences, exacerbated in part by the pandemic, have led to increased need, particularly to support the safety and well-being of Richmond's unique and diverse community demographics.	\$156,313	0.06%
2	Planning and Development Services	<b>Community Social Development Leader (Social Planning) - RFT</b> An RFT Community Social Development Leader (Social Planning) position is required to support the implementation of initiatives outlined in various Council-adopted strategies and plans including those related to Social Development, Cultural Harmony, Poverty Reduction, Homelessness and Seniors. This role is currently supported by an auxiliary position; however, a permanent position is required to support ongoing demands on the department and to remain responsive to growing community need. This position provides technical and coordination oversight and support for public engagement initiatives, staff training, and services coordinated by the department, including the Diversity Symposium. This role is currently auxiliary status without base funding.	\$103,161	0.04%
3	Planning and Development Services	<b>Community Social Development Planner 1 - RFT</b> An RFT Planner 1 position is required to support various sections in the Community Social Development department in implementing actions contained in Council-adopted strategies and plans, with a focus on short and long range research planning and understanding the increasingly complex and diverse social issues that impact Richmond's most vulnerable residents. In particular, this position provides support to continue to improve mechanisms and enhance timely interdepartmental collaboration to ensure that social factors are given appropriate consideration in City planning and decision making. The position will play a key role in supporting the development and implementation of the new Social Development Strategy. This role is currently an auxiliary Planning Assistant role without base funding.	\$150,350	0.06%

Emerging Organizational Additional Levels – Not Recommended for Funding in 2023				
Ref	Requested By	Description	Amount	Tax Impact
4	Finance and Corporate Services	<b>OwnCloud Solution License Upgrade</b> Staff regularly need to share large files with external parties or allow them to upload files to our staff. The current solution provides mechanisms to satisfy these collaboration requirements but requires additional licensing to enable enterprise-grade security.	\$30,000	0.01%
5	Community Services	<b>Increase Operating Hours for Steveston Outdoor Pool</b> In response to public demand and a report to Council, public lane swimming and public swim sessions at Steveston Outdoor Pool were increased on a trial basis for the 2019 to 2022 swim seasons. Due to its success, a permanent increase in these hours from May to September is recommended.	\$26,919	0.01%
6	Community Safety	<b>Richmond Fire Rescue Recruiting and Testing Costs</b> Recruitment process include testing and assessing applicants to fill vacancies. RFR incurs costs and recovers a portion from applicants. RFR recruits biannually over 500 applicants. RFR qualifies and hires from this group for vacancies and prepares a preferred candidate list for subsequent years.	\$35,000	0.01%
<b>Total Emerging Organizational Additional Levels – Not Recommended for Funding in 2023</b>			<b>\$501,743</b>	<b>0.19%</b>



**To:** Richmond City Council

**Date:** November 28, 2022

**From:** Milton Chan  
Chair, Development Permit Panel

**File:** DV 22-015216

**Re:** Development Permit Panel Meeting Held on November 16, 2022

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**Staff Recommendation**

That the recommendation of the Panel to authorize the issuance of a Development Variance Permit (DV 22-015216) for the property at 11251 Clipper Court, be endorsed and the Permit so issued.

Milton Chan  
Chair, Development Permit Panel  
(604-276-4377)

### **Panel Report**

The Development Permit Panel considered the following item at its meeting held on November 16, 2022.

DV 22-015216 - RANDHILL CONSTRUCTION LTD. – 11251 CLIPPER COURT  
(November 16, 2022)

The Panel considered a Development Variance Permit (DV) application to vary the provisions of Richmond Zoning Bylaw 8500 to reduce the minimum required rear yard setback under the “Single Detached (RS1/B)” zone for a portion of the first storey from 6.79 m (22.3 ft.) to 5.95 m (19.5 ft.) and the second story from 8.5 m (27.9 ft.) to 5.27 m (17.3 ft.) to permit the retention of an existing addition at 11251 Clipper Court.

The applicant, Randy Montroy, of Randill Construction Ltd., provided a brief visual presentation outlining the following:

- The owner purchased the property in 2016 for their family including children and aging parents;
- At the time of purchase, the owner was not aware that there was an unpermitted addition on the ground floor on the west and north sides of the home (including a games room, den and sunroom) as the real estate agent provided a document indicating that there were no alterations made to the house without the required permits;
- A contractor was hired by the homeowner in 2019 to repair the roof leak above the unpermitted addition and subsequent to the repair, a second storey deck was installed above the roof that was fixed;
- No application for Building Permit was made for the work done by the contractor at the time of construction; however, there was an intention to do so at a later time as the contractor was anticipating more work to be done on the house;
- Prior to the application for a Building Permit, a complaint was received by the City and an inspection was conducted by City staff which determined that certain previous and new additions required Building Permits and it was found that they encroached into the required ground floor and second storey rear setbacks;
- City staff advised that the owner would need to obtain a Development Variance Permit to comply with the City’s Zoning Bylaw in order to obtain the required Building Permits;
- The applicant is therefore requesting for a rear setback variance for a portion of the first and second storeys in order to retain the unpermitted structure on the ground floor and the second storey deck which they deem important to the family, particularly for aging in place purposes;
- The owner’s immediate neighbours surrounding the property provided letters of support for the retention of the unpermitted structures; and
- The existing first storey structure and second storey deck are screened from adjacent neighbours and the City of Richmond/Trail area by existing tall trees in the rear yard.



Staff noted that (i) should the subject Development Variance Permit application be endorsed by the Panel and approved by Council, it would facilitate the issuance of the required Building Permits to legitimize the existing unpermitted additions, (ii) the required Building Permit applications are currently under review by the City, (iii) the requested rear setback variance will not impact on-site vegetation, and (iv) the owner's efforts to reach out to their neighbours to obtain their support for the subject development variance permit application are appreciated.

In reply to queries from the Panel, the applicant noted that (i) the deck on the second floor is fully screened from adjacent properties by existing trees in the rear yard, and (ii) the applicant was not originally aware that there were encroachments to the rear yard setback as a result of the unpermitted additions but is present today to seek compliance.

The Chair advised that for future constructions, the applicant needs to check with the City to ensure compliance with the City's requirements.

The Panel recommends the Permit be issued.