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**City Council**

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

**Monday, December 9, 2019  
7:00 p.m.**

Pg. #      ITEM

MINUTES

1. *Motion to:*

- CNCL-8      (1)    *adopt the minutes of the Regular Council meeting held on November 25, 2019;*
- CNCL-41    (2)    *adopt the minutes of the Special Council meeting held on November 25, 2019;*



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 – ITEM NO. 20.**

4.    *Motion to rise and report.*



## RATIFICATION OF COMMITTEE ACTION

## CONSENT AGENDA

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

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

## CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Steveston Harbour Authority Archway Sign – Request for Funding
- The Public Tree Management Strategy 2045: A Plan For Managing Richmond’s Public Urban Forest
- Approval for Amusement Centres at 3430 – 4151 Hazelbridge Way and 180 - 4551 No 3 Road
- Homelessness Service Provision – Community Collaboration Tables
- Referral Response: Proposed Plan for Major Events and Programs in 2020
- 2020 Operating and Capital Budgets for Richmond Public Library
- 2020 Capital Budget
- 2020 Proposed Operating Budget
- 2020 One – Time Expenditures
- 2020 Council Community Initiatives One – Time Expenditures
- Amendments to Richmond Heritage Commission Bylaw 7906

5.    *Motion to adopt Items No. 6 through No. 17 by general consent.*





Pg. # ITEM

Consent  
Agenda  
Item

6. COMMITTEE MINUTES

*That the minutes of:*

- CNCL-43
- (3) the **Parks, Recreation and Cultural Services Committee** meeting held on November 26, 2019;
  - (4) the General Purposes Committee meeting held on December 2, 2019;
  - (5) the Finance Committee meeting held on December 2, 2019;
  - (6) the Planning Committee meeting held on December 3, 2019;
- be received for information.*



Consent  
Agenda  
Item

7. STEVESTON HARBOUR AUTHORITY ARCHWAY SIGN - REQUEST FOR FUNDING

(File Ref. No. 11-7000-01) (REDMS No. 6336689)

CNCL-57

**See Page CNCL-57 for full report**

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

*That funding of \$50,000 from the Council Community Initiative Account to the Steveston Harbour Authority to support the Steveston Harbour Authority Archway Sign, and that the expenditure be included in the Consolidated 5 Year Financial Plan (2020-2024), as outlined in the staff report “Steveston Harbour Authority Archway Sign – Request for Funding” dated November 1, 2019 from the Director, Arts, Culture and Heritage Services.*



Consent  
Agenda  
Item

8. THE PUBLIC TREE MANAGEMENT STRATEGY 2045: A PLAN FOR MANAGING RICHMOND’S PUBLIC URBAN FOREST

(File Ref. No. 10-6550-07) (REDMS No. 6266663)

CNCL-64

**See Page CNCL-64 for full report**

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1) *That the Public Tree Management Strategy 2045, as detailed in the staff report titled “The Public Tree Management Strategy 2045: A Plan for Managing Richmond’s Public Urban Forest,” dated October 31, 2019 from the Director, Parks Services, be endorsed; and*

- (2) *That the Council Policy for the Public Urban Forest, as detailed in the staff report titled “The Public Tree Management Strategy 2045: A Plan for Managing Richmond’s Public Urban Forest,” dated October 31, 2019 from the Director, Parks Services, be endorsed.*



Consent  
Agenda  
Item

9. **APPROVAL FOR AMUSEMENT CENTRES AT 3430 - 4151 HAZELBRIDGE WAY AND 180 - 4551 NO 3 ROAD**

(File Ref. No. 12-8275-01) (REDMS No. 6292421 v. 3)

CNCL-142

[See Page CNCL-142 for full report](#)

Recommendations will be considered at the open General Purposes Committee meeting.

Consent  
Agenda  
Item

10. **HOMELESSNESS SERVICE PROVISION – COMMUNITY COLLABORATION TABLES**

(File Ref. No. 08-4057-11-01) (REDMS No. 6337335 v. 4)

CNCL-150

[See Page CNCL-150 for full report](#)

Recommendations will be considered at the open General Purposes Committee meeting.

Consent  
Agenda  
Item

11. **REFERRAL RESPONSE: PROPOSED PLAN FOR MAJOR EVENTS AND PROGRAMS IN 2020**

(File Ref. No. 11-7400-01) (REDMS No. 6338676 v. 3)

CNCL-158

[See Page CNCL-158 for full report](#)

Recommendations will be considered at the open General Purposes Committee meeting.

Consent  
Agenda  
Item

12. **2020 OPERATING AND CAPITAL BUDGETS FOR RICHMOND PUBLIC LIBRARY**

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

CNCL-179

[See Page CNCL-179 for full report](#)

Recommendations will be considered at the open Finance Committee meeting.

## Council Agenda – Monday, December 9, 2019

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Consent  
Agenda  
Item

13.    **2020 CAPITAL BUDGET**  
(File Ref. No. 03-0985-01) (REDMS No. 6243131 v. 2)

CNCL-186

[See Page CNCL-186 for full report](#)

Recommendations will be considered at the open Finance Committee meeting.

Consent  
Agenda  
Item

14.    **2020 PROPOSED OPERATING BUDGET**  
(File Ref. No. 03-0985-01) (REDMS No. 6243776 v. 9)

CNCL-357

[See Page CNCL-357 for full report](#)

Recommendations will be considered at the open Finance Committee meeting.

Consent  
Agenda  
Item

15.    **2020 ONE-TIME EXPENDITURES**  
(File Ref. No. 03-0985-01) (REDMS No. 6243689 v. 3)

CNCL-410

[See Page CNCL-410 for full report](#)

Recommendations will be considered at the open Finance Committee meeting.

Consent  
Agenda  
Item

16.    **2020 COUNCIL COMMUNITY INITIATIVES ONE-TIME EXPENDITURES**  
(File Ref. No. 03-0985-01) (REDMS No. 6243557 v. 7)

CNCL-418

[See Page CNCL-418 for full report](#)

Recommendations will be considered at the open Finance Committee meeting.

Consent  
Agenda  
Item

17.    **AMENDMENTS TO RICHMOND HERITAGE COMMISSION BYLAW 7906**  
(File Ref. No. 08-4200-01) (REDMS No. 6323024)

CNCL-423

[See Page CNCL-423 for full report](#)

Recommendations will be considered at the open Planning Committee meeting.

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

NON-CONSENT AGENDA ITEMS

PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

☐

The Richmond Community Foundation (RCF) to update City Council on grants given out that support Richmond organizations and provide a quick summation of RCF's financial position.

19. *Motion to rise and report.*

☐

PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

- CNCL-435**      Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 9683**  
(3411/3431 Lockhart Road, RZ 15-716841)  
Opposed at 1<sup>st</sup> Reading – None.  
Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

☐

## Council Agenda – Monday, December 9, 2019

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- CNCL-437**      Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 9872**  
(10451, 10471 & 10491 No. 2 Road, RZ 17-778834)  
Opposed at 1<sup>st</sup> Reading – None.  
Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

☐

- CNCL-439**      Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 10028**  
(5428 Chemainus Drive, RZ 19-850544)  
Opposed at 1<sup>st</sup> Reading – Cllrs. Greene & Wolfe  
Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

☐

### DEVELOPMENT PERMIT PANEL

#### 20. RECOMMENDATION

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

- CNCL-441**      (1) *That the minutes of the Development Permit Panel meeting held on November 26, 2019, and the **Chair's reports** for the Development Permit Panel meetings held on August 28, 2019, and September 25, 2019, be received for information; and*
- (2) *That the recommendations of the Panel to authorize the issuance of:*
- (a) *a Development Permit (DP 18-797026) for the property at 12060 and 12080 1<sup>st</sup> Avenue;*
  - (b) *a Heritage Alteration Permit (HA 18-797026) for the property at 12060 and 12080 1<sup>st</sup> Avenue; and*
  - (c) *a Development Permit (DP 18-829241) for the property at 10451, 10471 and 10491 No. 2 Road;*
- be endorsed, and the Permits so issued.*

☐

### ADJOURNMENT

☐



**Regular Council**

**Monday, November 25, 2019**

Place: Council Chambers  
Richmond City Hall

Present: Mayor Malcolm D. Brodie  
Councillor Chak Au  
Councillor Carol Day  
Councillor Kelly Greene  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves  
Councillor Michael Wolfe

Corporate Officer – Claudia Jesson

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

RES NO.    ITEM

**MINUTES**

- R19/19-1    1.    It was moved and seconded  
*That:*
- (1)    *the minutes of the Regular Council meeting held on November 12, 2019, be adopted as circulated;*
  - (2)    *the minutes of the Special Council meeting held on November 12, 2019, be adopted as circulated;*
  - (3)    *the minutes of the Regular Council meeting for Public Hearings held on November 18, 2019, be adopted as circulated; and*



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- (4) *the Metro Vancouver 'Board in Brief' dated November 1, 2019, be received for information.*

**CARRIED**

**COMMITTEE OF THE WHOLE**

- R19/19-2    2.    It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on agenda items (7:03 p.m.).*

**CARRIED**

3.    Delegations from the floor on Agenda items

Item No. 15 – Application by Dagneault Planning Consultants Ltd. for ALR Non-Farm Use at 9500 No. 5 Road

Clive Austin, Head of School, Pythagoras Academy, spoke of his experience with other independent schools in the Lower Mainland and noted that (i) most independent schools gain revenue from tuition fees which covers operating expenses, (ii) he believes that students attend independent schools for their academics and programs, (iii) Pythagoras Academy receives grants from the Ministry of Education, (iv) should independent schools no longer exist, the Ministry of Education would potentially incur higher costs to accommodate all those students into other schools, (v) approving the application would give children in Richmond a choice of schools, and (vi) if given the opportunity to grow, Pythagoras Academy will become one of the top independent schools.



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Item No. 15 – Application by Dagneault Planning Consultants Ltd. for ALR  
Non-Farm Use at 9500 No. 5 Road

Michael Bouchard, Principal, Pythagoras Academy, spoke in favor of the application and noted that (i) independent schools' approach learning from different angles and students gain different insights, (ii) Pythagoras Academy participates in many different programs and with various organizations within the community, (iii) Pythagoras Academy has a set of values instilled by all teachers, (iv) Pythagoras Academy strives to teach their students to be contributing members of the community, (v) the school has created a Memorandum of Understanding with a local farmer to farm the backlands, (vi) the school would like to keep ownership of the agricultural land to incorporate farming into students learning, (vii) many students leave Richmond to attend other independent schools, and (viii) the turf soccer field could be changed to natural grass.

Item No. 15 – Application by Dagneault Planning Consultants Ltd. for ALR  
Non-Farm Use at 9500 No. 5 Road

Alexandra, Parent, Pythagoras Academy, spoke in favour of the application, and noted that (i) her son attends Pythagoras Academy and has grown up with the other students that attend, (ii) the BC Curriculum is at the forefront of the school's teachings and communicated clearly to the parents, (iii) all cultures are respected and emphasized, (iv) parents are heavily involved with the school and in each child's learning, (v) the musical theatre program at Pythagoras Academy instills confidence in the students, (vi) the school culture is welcoming and inclusive, (vii) the teachers are committed the students' education, (viii) if the application is not approved, parents will be forced to send their kids to an independent school outside of the Richmond, and (ix) Pythagoras Academy affords parents the opportunity to send their children to a non-denominational independent school.





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Item No. 13 – Review of Licencing and Enforcement of Short-Term Rentals

Kerry Starchuk, referenced materials (attached to and forming part of these Minutes as Schedule 1) and spoke in opposition to the proposed boarding and lodging licencing program, noting that she would like this referred back to staff to examine other municipalities to address challenges with short-term rentals and boarding and lodging. She expressed concern with (i) operators of boarding and lodging not having any buffers, (ii) short-term rentals and boarding and lodging diminishing the livability and affordability of Richmond, (iii) loss of cohesion and sense of belonging, (iv) tourists coming and staying for short periods of time and high turnover, and (v) operators of the boarding and lodging not being the sole-proprietor of the property.

Item No. 13 – Review of Licencing and Enforcement of Short-Term Rentals

Niti Sharma, Richmond resident, spoke in opposition to the proposed boarding and lodging licencing program, expressing concern with (i) no requirement for the operator to be the owner of the property, (ii) charging excessive market rent, (iii) no restrictions or buffers for boarding and lodging, (iv) affecting neighbourhoods and community connectedness, (v) diverting housing density and single family housing stock away from long term rentals, (vi) increased flexibility for speculative investors of housing, and (vii) incentivising a business that takes away from long term rentals. Ms. Sharma urged Council to reconsider the framework for licensing boarding and lodging to make it an owner operated business. She requested that this licencing system be a publically accessible registry of boarding and lodging operators and sites.

- R19/19-3      4.      It was moved and seconded  
*That Committee rise and report (7:27 p.m.).*

**CARRIED**

**CONSENT AGENDA**

- R19/19-4      5.      It was moved and seconded  
*That Items No. 6 through No. 9 and Item No. 11 be adopted by general consent.*

**CARRIED**

4.



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**6. COMMITTEE MINUTES**

*That the minutes of:*

- (1) the Community Safety Committee meeting held on November 13, 2019;*
- (2) the General Purposes Committee meeting held on November 18, 2019;*
- (3) the Planning Committee meeting held on November 19, 2019;*
- (4) the Public Works and Transportation Committee meeting held on November 20, 2019; and*
- (5) the Council/School Board Liaison Committee meeting held on October 2, 2019;*

*be received for information.*

**ADOPTED ON CONSENT**

**7. TOUCHSTONE FAMILY ASSOCIATION RESTORATIVE JUSTICE  
CONTRACT RENEWAL & ANNUAL PERFORMANCE OUTCOME  
EVALUATION REPORT**

(File Ref. No. 03-1000-05-069) (REDMS No. 6327158)

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



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- (2) *That the Chief Administrative Officer and the General Manager, Community Safety, be authorized to execute the renewal of the contract with Touchstone Family Association under the same terms and conditions described in this report;*
- (3) *That the staff report titled “Touchstone Family Association Restorative Justice Contract Renewal & Annual Performance Outcome Evaluation Report” be forwarded to the Council/School Board Liaison Committee for information; and*
- (4) *That a letter be forwarded to the Richmond Members of Parliament, local Members of the Legislative Assembly, Premier, Solicitor General, Provincial Leader of the Opposition, and Federal Minister of Justice, to advocate for more funding for the Restorative Justice Program.*

**ADOPTED ON CONSENT**

8. **CULTURAL HARMONY PLAN 2019 – 2029**  
(File Ref. No. 08-4055-20-CHAR1) (REDMS No. 6309135; 6322997)

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

**ADOPTED ON CONSENT**

*Cllr. Steves left the meeting (7:49 p.m.).*

9. **APPLICATION BY DESIGN WORK GROUP LTD. FOR REZONING AT 11480 AND 11500 RAILWAY AVENUE FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO THE “ARTERIAL ROAD TWO-UNIT DWELLINGS (RDA)” ZONE**  
(File Ref. No. RZ 17-771371; 12-8060-20-010060) (REDMS No. 6325357 v. 2; 6211969; 6215072)

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10060, for the rezoning of 11480 and 11500 Railway Avenue from “Single Detached (RS1/E)” to “Arterial Road Two-Unit Dwellings (RDA)”, be referred to the Monday, December 16, 2019 Public Hearing at 7:00 p.m. in the Council Chambers of Richmond City Hall.*

**ADOPTED ON CONSENT**



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**10. APPLICATION BY DMITRI DUDCHENKO FOR REZONING AT 11891 DUNAVON PLACE FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/A)**

(File Ref. No. RZ 19-850681; 12-8030-20-010101) (REDMS No. 6260322; 714236; 6288121)

See Page 8 for action on this item.

**11. UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND 2019/2020 APPLICATION**

(File Ref. No. 03-1087-36-01) (REDMS No. 6310970)

- (1) That the Flood Protection and Dike Upgrades submission to the 2019 Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund for Structural Flood Mitigation be endorsed;*
- (2) That the Seismic Assessment and Hydraulic Modeling submission to the 2020 UBCM Community Emergency Preparedness Fund for Flood Risk Assessment, Flood Mapping, and Flood Mitigation Planning be endorsed; and*
- (3) That, should the Flood Protection and Dike Upgrades submission and/or the Seismic Assessment and Hydraulic Modeling submission be successful, the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to negotiate and execute the funding agreements with UBCM.*

**ADOPTED ON CONSENT**

*Cllr. Steves returned to the meeting (7:50 p.m.).*

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

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**Regular Council**  
**Monday, November 25, 2019**

**10. APPLICATION BY DMITRI DUDCHENKO FOR REZONING AT 11891 DUNAVON PLACE FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/A)**

(File Ref. No. RZ 19-850681; 12-8030-20-010101) (REDMS No. 6260322; 714236; 6288121)

R19/19-5

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10101, for the rezoning of 11891 Dunavon Place from “Single Detached (RS1/E)” to “Single Detached (RS2/A)”, be introduced and given first reading.*

The question on the motion was not called as concerns were expressed regarding reducing the affordability by replacing the existing duplex with two single family homes.

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

**NON-CONSENT AGENDA ITEMS**

**GENERAL PURPOSES COMMITTEE**

Mayor Malcolm D. Brodie, Chair

**12. NON-FARM USE FILL APPLICATION FOR THE PROPERTIES LOCATED 11300 & 11340 BLUNDELL ROAD (ATHWAL & YAU)**

(File Ref. No. 12-8080-12-01) (REDMS No. 6194412; 6193887)

R19/19-6

It was moved and seconded

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





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- (2) *That staff advise Council on the efficacy of the software used to track the soil depositing process prior to the project's completion.*

The question on the motion was not called as discussion took place on amending the wording to note that the application meets city requirements.

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

R19/19-7

It was moved and seconded

*That in the following motion:*

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

*the words "be endorsed" be replaced with the words "satisfies city conditions."*

The question on the amendment motion was not called as in reply to queries from Council, staff advised that (i) this is the only opportunity for Council to provide input on this matter, (ii) conditions can be placed on this application prior to Agricultural Land Commission approval to ensure all City requirements have been met, (iii) should the soil not meet city standards, work would be suspended, (iv) a stop work order would be issued should the applicant not comply to conditions of the permit, and (v) the applicant must submit a traffic management plan prior to commencing.

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

The question on the main motion which reads as follows:

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



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- (2) *That staff advise Council on the efficacy of the software used to track the soil depositing process prior to the project's completion.*

was then **CARRIED** with Cllr. Wolfe opposed.

In accordance with Section 100 of the *Community Charter*, Cllr. Day declared to be in a conflict of interest as her husband owns a short-term rental business, and Cllr. Day left the meeting – 8:10 p.m.

**13. REVIEW OF LICENCING AND ENFORCEMENT OF SHORT-TERM RENTALS**

(File Ref. No. 12-8275-01; XR 12-8060-20-10067, 10068, 10069, 10070, 10089; 08-4430-03-12)  
(REDMS No. 6201134 v. 7; 6343639; 6251022; 6251025; 6251055; 6250855; 6251043; 6251061)

R19/19-8

It was moved and seconded

- (1) *That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10066, to clarify the definition of Boarding and Lodging, be introduced and given first reading;*
- (2) *That a business licencing program for Short-Term Boarding and Lodging be introduced and:*
- (a) *That, subject to the 2020 one-time expenditure process, a new temporary Full-Time Licence Clerk position be approved as a one-time expenditure to be reviewed after 12 months in order to administer the business licencing program; and*
- (b) *That each of the following Bylaws be introduced and given first, second and third readings in order to implement a licencing program, including new ticketing provisions, for Short-Term Boarding and Lodging:*
- (i) *Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067;*
- (ii) *Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10068;*



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- (iii) *Municipal Ticket Information Bylaw No. 7321, Amendment Bylaw No. 10069;*
  - (iv) *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070; and*
  - (v) *Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10089; and*
- (3) *That, subject to the 2020 one-time expenditure process, the addition of two temporary full-time bylaw enforcement officers, as described in this staff report “Review of Licencing and Enforcement of Short-Term Rentals” dated October 1, 2019, from the General Manager, Community Safety be approved as a one-time expenditure to be reviewed after 12 months.*

The question on the motion was not called as in reply to queries from Council, staff noted that (i) boarding and lodging currently exists within Richmond Bylaw 8500 to allow two boarders and lodgers for all types of residential units, (ii) this report outlines further regulations to that bylaw, (iii) the proposed licencing program requires a business licence for boarding and lodging activities, (iv) a sole-proprietorship structure is not being recommended as it would reduce compliance, (v) a registry will be available to search locations of licenced boarding and lodging sites, and (vi) unpaid bylaw violation tickets will be on the land title.

Discussion ensued with regard to restricting boarding and lodging to a sole-proprietorship structure, and as a result, the following **amendment motion** was introduced:

R19/19-9

It was moved and seconded

*That recommendation 2b be amended to the following:*

*That each of the following Bylaws to limit short-term boarding and lodging to operations run by individual property owners be introduced and given first, second and third readings in order to implement a licencing program, including new ticketing provisions, for Short-Term Boarding and Lodging.*





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The question on the amendment motion was not called as discussion ensued regarding concerns with limiting individuals that are allowed to rent and restricting boarding and lodging and potentially impacting affordable housing supply.

The question on the amendment motion was then called and it was **DEFEATED ON A TIE VOTE** with Mayor Brodie, Cllrs. Loo, McNulty, and McPhail opposed.

There was agreement to deal with the recommendations separately.

The question on Parts (1) (2a) and (3) was called and it was **CARRIED** with Cllrs. Greene and Wolfe opposed.

The question on Part (2b) was then called and it was **CARRIED** with Cllrs. Au, Greene and Wolfe opposed.

Cllr. Day returned to the meeting – 8:32 p.m.

14. **RICHMOND COUNCIL CODE OF CONDUCT**

(File Ref. No. 01-0105-22) (REDMS No. 6319868 v. 4; 6319870)

R19/19-10

It was moved and seconded

*That the Richmond Council Code of Conduct as presented in Attachment 1 of the report titled, “Richmond Council Code of Conduct,” from the Director, Corporate Programs Management Group, dated November 8, 2019 be approved.*

The question on the motion was not called as materials were distributed (attached to and forming part of these Minutes as Schedule 2) and discussion took place on utilizing a third party to review complaints and clarifying expectations of Council interactions and revising and reviewing the code of conduct as needed.

As a result of the discussion, the following **amendment motions** were introduced:

R19/19-11

It was moved and seconded

*That the words “the process” be added after “the City” in Section 7.2 of the Richmond Council Code of Conduct.*

**CARRIED**

12.



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R19/19-12

It was moved and seconded

*That the first sentence of Section 8.1 of the Richmond Council Code of Conduct, which states the following:*

*“It is not the role of individual members and appointees to report directly on City-related business.”*

*be removed.*

**CARRIED**

Opposed: Cllr. McNulty

R19/19-13

It was moved and seconded

*That the phrase “in which case the member will include an ‘in my opinion’, or similar disclaimer” be added following the phrase “decision of Council” in Section 7.1 of the Richmond Council Code of Conduct.*

**CARRIED**

Discussion further ensued regarding (i) removing section 8.3 (c) after receiving legal advice from the City’s Law Department, (ii) concerns with various parts of the Code of Conduct, (iii) Council members’ responsibility to monitor their social media platforms, (iv) utilizing a third party to review complaints, and (v) retaining section 8.3 (c) as it ensures Council members are open minded when making decisions.

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

R19/19-14

It was moved and seconded

*That the following be added after section 15.4 of the Richmond Council Code of Conduct:*

*If the parties involved are unable to resolve a complaint directly after discussion, Council may resolve it or may refer the complain to an independent third party chosen by all the parties who shall provide within 90 days a report outlining non-binding recommendations for Council resolution. The Corporate Officer shall receive and retain all such reports when provided.*



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The question on the amendment motion was not called as discussion took place on (i) the fairness of the procedure, (ii) complainants having the right to involve a third party when they choose, and (iii) retaining a third party at the beginning of a Council term.

In reply to queries from Council, staff advised that (i) 90 days is sufficient for a third party to write a report, should a 30 day informal discussion between Council not be sufficient, (ii) through research of other municipalities, the third party investigator is chosen based on the situation that arises, and (iii) the complainant would initially approach the Mayor and CAO, triggering the 30 day informal discussions.

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

Discussion took place on deleting section 8.3 (c) and as a result the following amendment motion was introduced:

R19/19-15

It was moved and seconded

***That Section 8.3, subsection (c) be removed from the Richmond Council Code of Conduct.***

The question on the amendment motion was not called as discussion took place on (i) the necessity and implications of removing this section, (ii) leaving the section in the Richmond Council Code of Conduct, and (iii) the expectation of the public that Council have an open mind when considering items in an agenda.

The Chair stated that the removal of Section 8.3, subsection (c) from the Richmond Council Code of Conduct is not an indication of Council being opposed to the need for impartiality but a recognition of Council members being entitled to their opinions.

The question on the amendment motion was then called and it was **CARRIED** with Cllrs. Au, Loo, McNulty and McPhail opposed.

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



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**PLANNING COMMITTEE**

Councillor Linda McPhail, Chair

**15. APPLICATION BY DAGNEAULT PLANNING CONSULTANTS LTD.  
FOR ALR NON-FARM USE AT 9500 NO. 5 ROAD**

(File Ref. No. 08-4105-20; AG 18-842960;) (REDMS No. 6337160)

R19/19-16

It was moved and seconded

*That the Agricultural Land Reserve application by Dagneault Planning Consultants Ltd. at 9500 No. 5 Road to allow non-farm uses for the development of a school and accessory supporting uses on the westerly 110 m of the site and undertake agricultural improvement works and implement the farm plan on the remaining backlands portion of the site, as outlined in the report dated November 4, 2019 from the Director of Development, be endorsed and forwarded to the Agricultural Land Commission.*

The question on the motion was not called as materials were distributed (attached to and forming part of these Minutes as Schedule 3). Discussion took place on (i) denying this application as the original Assembly use for No. 5 Road properties did not include non-religious groups, (ii) forwarding this application to the Agricultural Land Commission (ALC) as it would be beneficial to the City, (iii) clarification on regulations for development on Agricultural Land Reserve (ALR), (iv) consulting with the Richmond School District for surplus properties for the proposed school, and (v) clarification if there is a formal agreement in place between the City and the ALC regarding the property.

In reply to queries from Council, staff advised that the existing policies adopted by the Agricultural Land Commission and the City make reference to assembly zoning on ALR land, which includes religious and non-religious uses.



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

R19/19-17

It was moved and seconded

*That the Application by Dagneault Planning Consultants Ltd. for ALR Non-Farm Use at 9500 No. 5 Road be referred back to staff to clarify restrictions, regulations and the understanding between the City and the Agricultural Land Commission regarding the backlands on No. 5 Road and this property in particular.*

The question on the referral motion was not called as discussion ensued regarding timing of reporting back and staff advised that information could be provided by the next Council meeting.

The question on the referral motion was then called and it was **DEFEATED** with Cllrs. Day, Greene, Loo, McNulty, McPhail, Steves and Wolfe opposed.

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

**MAYOR MALCOLM BRODIE**

**16. APPOINTMENT OF MEMBER OF COUNCIL AS A LIAISON TO A CITY ADVISORY COMMITTEE**

(File Ref. No. 01-0100-30-MCEN1-01)

R19/19-18

It was moved and seconded

*That Councillor Chak Au be appointed as the Council representative to the Minoru Centre for Active Living Program Committee until November 9, 2020.*

**CARRIED**

**ANNOUNCEMENTS**

Mayor Brodie announced the following 2020 Advisory Committee appointments:

**Sister City Advisory Committee**

*Two-year term to expire on December 31, 2021:*



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- Joan Page
- Sue Tian
- Jenny Zhang
- Victor Zhuo
- Allen Chan
- Charan Gill
- Helen Quan
- Melissa Zhang

**Advisory Design Panel**

*Two-year term to expire on December 31, 2021:*

- Michael Cheung
- Christopher Lee
- Patrick Schilling

**Child Care Development Advisory Committee**

*Two-year term to expire on December 31, 2021:*

- Agnes Lee
- Rowena Raber
- Zolzaya Tuguldur

**Seniors Advisory Committee**

*Two-year term to expire on December 31, 2021:*

- Peter Chan
- Narcisa Llano
- Ihsan Malik
- Judith Nixon
- Francoise Tsang

Mayor Brodie announced that the Early Childhood Development Hub at 6340 No. 3 Road will be named Seedlings Early Childhood Development Hub.





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**BYLAWS FOR ADOPTION**

R19/19-19

It was moved and seconded

*That the following bylaws be adopted:*

*Lane Closure and Removal of Lane Dedication Bylaw No. 9851*

*Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10085*

*Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10086*

*City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10087*

*Municipal and Regional District Tax Imposition Bylaw No. 9631, Amendment Bylaw No. 10099*

**CARRIED**

R19/19-20

It was moved and seconded

*That the following bylaws be adopted:*

*Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10113*

*Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10114*

*Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10115*

**CARRIED**

R19/19-21

It was moved and seconded

*That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9293 be adopted.*

**CARRIED**



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- R19/19-22      It was moved and seconded  
*That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9533 be adopted.*

**CARRIED**

**DEVELOPMENT PERMIT PANEL**

- R19/19-23    17. It was moved and seconded
- (1) *That the minutes for the Development Permit Panel meeting held on November 14, 2019, and the Chair's report for the Development Permit Panel meeting held on May 30, 2019, be received for information; and*
  - (2) *That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 17-772227) for the property at 11671 & 11691 Cambie Road be endorsed, and the Permit so issued.*

**CARRIED**

**ADJOURNMENT**

- R19/19-24      It was moved and seconded  
*That the meeting adjourn (9:39 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 25, 2019.

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Mayor (Malcolm D. Brodie)

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Corporate Officer (Claudia Jesson)





(<https://www.facebook.com/housi>)

Schedule 1 to the Minutes of the Regular meeting of Richmond City Council held on Monday, November 25, 2019.

## Open Housing Real estate data transparency (<https://openhousing.ca/>)

Home (<https://openhousing.ca/>) / Commercial Operators of Richmond

### Commercial Operators of Richmond



华人别墅独立套间, 中文房东

Richmond



\$119 per night

Photo Credit: AimiVAirbnb

Jessie, 17 listings: (<https://www.airbnb.ca/users/187378534/listings>)

#### Listing

- Richmond Brand new Luxury 2 bedroom apartment (<https://www.airbnb.ca/rooms/26873390>)
- Richmond Downtown business 1 bedroom (<https://www.airbnb.ca/rooms/27508798>)
- Richmond downtown Brand new 2 bedroom apartment (<https://www.airbnb.ca/rooms/31194662>)
- Richmond Centre Perfect location 2 bedrooms (<https://www.airbnb.ca/rooms/31152556>)
- Richmond downtown business 1 bedroom apartment (<https://www.airbnb.ca/rooms/30377276>)
- Richmond downtown fashion 2 bedroom apartment (<https://www.airbnb.ca/rooms/32210450>)
- Richmond downtown business 1 bedroom apartment (<https://www.airbnb.ca/rooms/26476776>)
- Richmond downtown Perfect location 2 bedrooms (<https://www.airbnb.ca/rooms/30961939>)
- Richmond downtown Perfect location 2 bedroom (<https://www.airbnb.ca/rooms/31291310>)
- Richmond Centre Perfect location 2 bedrooms (<https://www.airbnb.ca/rooms/25872866>)
- Richmond Downtown Business 2 bedrooms (<https://www.airbnb.ca/rooms/33736181>)
- Brand new Richmond downtown 2 bedrooms (<https://www.airbnb.ca/rooms/35064799>)

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#### Recent Posts

Metro Vancouver condo market cooldown continues into November (<https://openhousing.ca/2019/11/20/metro-vancouver-condo-market-cooldown-continues-into-november/>)

Metro Vancouver detached house prices continue to fall in November (<https://openhousing.ca/2019/11/19/metro-vancouver-detached-house-prices-continue-to-fall-in-november/>)

Metro Vancouver townhouse prices fall in October (<https://openhousing.ca/2019/11/05/metro-vancouver-townhouse-prices-fall-in-october/>)

Metro Vancouver condo prices down in October (<https://openhousing.ca/2019/10/31/metro-vancouver-condo-prices-down-in-october/>)

Metro Vancouver detached home prices slump in October (<https://openhousing.ca/2019/10/30/metro-vancouver-detached-home-prices-slump-in-october/>)

#### Recent Comments

nonconfidencevote on 33% off! Desperate developer dishes out deep discounts to clear unsold inventory (<https://openhousing.ca/2019/09/18/33-off-desperate-developer-dishes-out-deep-discounts-to-clear-unsold-inventory/#comment-1481>)

nonconfidencevote on Metro Vancouver condo market cooldown continues into November (<https://openhousing.ca/2019/11/20/metro-vancouver-condo-market-cooldown-continues-into-november/#comment-1480>)

Cameron Wilson on Metro Vancouver detached homes prices continue to slip despite rising sales (<https://openhousing.ca/2019/10/16/metro-vancouver-detached-homes-prices-continue-to-slip-despite-rising-sales/#comment-1012>)

Mel Ross on How parties plan to tackle housing crisis (<https://openhousing.ca/2019/10/13/how-parties-plan-to-tackle-housing-crisis/#comment-991>)

Doug Alder on How parties plan to tackle housing crisis (<https://openhousing.ca/2019/10/13/how-parties-plan-to-tackle-housing-crisis/#comment-970>)

Richmond downtown business 2bedrooms (https://www.airbnb.ca/rooms/35920889)  
Brand new Richmond Downtown 3 bedroom (https://www.airbnb.ca/rooms/36603150)  
Richmond center Luxury apartment 2 bedrooms (https://www.airbnb.ca/rooms/35687913)  
Stylish Richmond downtown one-bedroom apartment (https://www.airbnb.ca/rooms/39205195)

## Frank, 16 listings: (https://www.airbnb.ca/users/231508497/listings)

### Listing

蝴蝶兰 2Br&2Bt Richmond Apartment Near Olympic Oval (https://www.airbnb.ca/rooms/31000797)  
Richmond centre modern apartment 3 Bedroom (https://www.airbnb.ca/rooms/32472826)  
桃花 · High rise new 1B&1B apartment (https://www.airbnb.ca/rooms/31040361)  
Richmond centre New 2 bedrooms+2 bathrooms (https://www.airbnb.ca/rooms/32747115)  
玫瑰 · Gorgeous 2 Bedrooms near Marriott Hotel (https://www.airbnb.ca/rooms/31039744)  
百合花 Brand New Luxury unit,Downtown richmond (https://www.airbnb.ca/rooms/30998158)  
绿萝 Two bedrooms apartment in Downtown Richmond (https://www.airbnb.ca/rooms/31001146)  
君子兰 Brand new 2 bedroom apartment in Dt Richmond (https://www.airbnb.ca/rooms/31000961)  
Brand New 2bedroom Apt on No.3 road near Lansdowne (https://www.airbnb.ca/rooms/32844958)  
太阳花 · Spacious apt near Richmond conference centre (https://www.airbnb.ca/rooms/31040469)  
2bed2bath Brand New Apt W/Ac near Yaohan centre (https://www.airbnb.ca/rooms/35129861)  
Luxury 2BR+2BH Furnished Apt W/AC (https://www.airbnb.ca/rooms/35129692)  
Brand New 3 bedroom condo next to Lansdowne Centre (https://www.airbnb.ca/rooms/36230608)  
Super New 2bd&2bt next to Richmond public market (https://www.airbnb.ca/rooms/36230131)  
茉莉花 · 2Br&2Bt city center of richmond (https://www.airbnb.ca/rooms/31000609)  
Great location 2Br&2Bt at Richmond center (https://www.airbnb.ca/rooms/38265399)

## Lulu, 12 listings: (https://www.airbnb.ca/users/243659580/listings)

### Listing

Olympic Oval condo 2Bdr by lava Rock (https://www.airbnb.ca/rooms/32466521)  
brandnew &Downtown Richmond condo by lava Rock (https://www.airbnb.ca/rooms/32446469)  
Downtown Richmond & 2Bdr condo by lava Rock (https://www.airbnb.ca/rooms/33101549)  
super new garden Building on Richmond center. (https://www.airbnb.ca/rooms/34598889)  
near Richmond centre & very close Olympic & 2 bdr (https://www.airbnb.ca/rooms/34998509)  
City center &Richmond good place & two bedrooms. (https://www.airbnb.ca/rooms/33754082)  
Richmond center 2Bdr pretty new condo (https://www.airbnb.ca/rooms/34450058)  
Comfort in Richmond center 2bar & good location (https://www.airbnb.ca/rooms/34272638)  
luxury new Townhouse & city center (https://www.airbnb.ca/rooms/35065713)  
Amazing location & city downtown brandnew condo (https://www.airbnb.ca/rooms/34246029)  
Spacious new condo 2bdr suite in center Richmond. (https://www.airbnb.ca/rooms/36597440)  
Great location & brandnew big2bd room in Downtown (https://www.airbnb.ca/rooms/35973165)

## Susana, 9 listings: (https://www.airbnb.ca/users/243226018/listings)

### Listing

6~Olympic two bedrooms and two bathrooms (https://www.airbnb.ca/rooms/32477059)  
1~Richmond Downtown Fashion two bedroom (https://www.airbnb.ca/rooms/32446448)  
Close Richmond center Cozy 2 beds & baths (https://www.airbnb.ca/rooms/33928964)  
2~Richmond center park apartment (https://www.airbnb.ca/rooms/34513953)  
Richmond Center brand new elegant two bedroom (https://www.airbnb.ca/rooms/34997293)  
Richmond center bright two bedrooms (https://www.airbnb.ca/rooms/36167868)  
3~Olympic oval Morten two bedrooms and bedrooms (https://www.airbnb.ca/rooms/37859823)  
7~Olympic oval modern two bedrooms and bathrooms (https://www.airbnb.ca/rooms/37915399)  
5~Olympic oval two bedrooms two bathrooms (https://www.airbnb.ca/rooms/38705779)

## Pisces, 9 listings: (https://www.airbnb.ca/users/21239104/listings)

### Listing

Zodiac Double Palaces 4BR 4Bath (https://www.airbnb.ca/rooms/29167847)  
Sagittarius Palace(9th of the 12 zodiac palace)2BR (https://www.airbnb.ca/rooms/27072680)  
cancerine palace(4th of 12 zodiac palace)2BR 2Bath (https://www.airbnb.ca/rooms/27643157)  
leo palace( 5th of 12 Zodiac Palace)sub penthouse (https://www.airbnb.ca/rooms/27643207)  
Leo Palace( 5th of 12 Zodiac Palace)sub penthouse (https://www.airbnb.ca/rooms/19739897)  
Zodiac Palaces in Richmond(Not the Actual palace) (https://www.airbnb.ca/rooms/27524310)  
Zodiac Series for Monthly(not the actual place) (https://www.airbnb.ca/rooms/27933436)

## Joe, 8 listings: (<https://www.airbnb.ca/users/255306340/listings>)

### Listing

紫罗兰 Brand New 2Bedroom&2Bathrooms Richmond centre (<https://www.airbnb.ca/rooms/33829039>)  
梅花 New Two bedroom Apt. next Hilton hotel Richmond (<https://www.airbnb.ca/rooms/34338128>)  
芙蓉花 Super New 2Br&2Bt near richmond centre (<https://www.airbnb.ca/rooms/33813599>)  
Brand New 3 bedroom condo next to Lansdowne Centre (<https://www.airbnb.ca/rooms/36231920>)  
(白莲花)Luxury 2BR+2BH Furnished Apt W/AC (<https://www.airbnb.ca/rooms/35127958>)  
(绣球花)2bed2bath Brand New Apt near Richmond Centre (<https://www.airbnb.ca/rooms/35129428>)  
Super New 2bd&2bt next to Richmond public market (<https://www.airbnb.ca/rooms/36231229>)  
Super new garden Building 2Br&2Bt Near Airport (<https://www.airbnb.ca/rooms/38728861>)

## Jason, 7 listings: (<https://www.airbnb.ca/users/51759019/listings>)

### Listing

Brand New Luxury House (<https://www.airbnb.ca/rooms/30063391>)  
Cozy New 2BDR 1BA Condo (<https://www.airbnb.ca/rooms/33965647>)  
Luxe New Condo Across Lansdowne (<https://www.airbnb.ca/rooms/33966047>)  
Newly 2BDR Condo in Richmond (<https://www.airbnb.ca/rooms/33965946>)  
Comfortable 2BDR1BA Condo in Richmond (<https://www.airbnb.ca/rooms/33965382>)  
Central Richmond New 2BDR Condo (<https://www.airbnb.ca/rooms/33966224>)  
Comfortable New 2BDR 1BA Condo (<https://www.airbnb.ca/rooms/33965070>)

## Lisa, 7 listings: (<https://www.airbnb.ca/users/217601889/listings>)

### Listing

Richmond center 2 bedrooms good location (<https://www.airbnb.ca/rooms/36721774>)  
Brand New Richmond Downtown two bedroom (<https://www.airbnb.ca/rooms/36526694>)  
Amazing location&city downtown brandnew condo (<https://www.airbnb.ca/rooms/36721149>)  
Richmond 2bedrooms 2 bathrooms with stunning view (<https://www.airbnb.ca/rooms/36604192>)  
Comfort in Richmond center 2 bedrooms (<https://www.airbnb.ca/rooms/36599565>)  
Richmond center modern apartment 2 bedrooms (<https://www.airbnb.ca/rooms/36606615>)  
Luxury 2 bedrooms apartment at Richmond downtown (<https://www.airbnb.ca/rooms/36731562>)

## Coco, 7 listings: (<https://www.airbnb.ca/users/261783633/listings>)

### Listing

Olympic Oval 2Bdr Convenient location by lava Rock (<https://www.airbnb.ca/rooms/34710460>)  
brandnew &Downtown Richmond condo by lava Rock (<https://www.airbnb.ca/rooms/34708394>)  
Super new garden Building &2Bdr Richmond center (<https://www.airbnb.ca/rooms/34710904>)  
Amazing location & city downtown brandnew condo (<https://www.airbnb.ca/rooms/35499614>)  
Luxury Townhouse & Very good location 3bdr (<https://www.airbnb.ca/rooms/36842545>)  
Great location &big brand new 2 bdr in downtown (<https://www.airbnb.ca/rooms/35947008>)  
Spacious new condo 2bdr suite in center Richmond (<https://www.airbnb.ca/rooms/39637756>)

## Yue, 6 listings: (<https://www.airbnb.ca/users/157694321/listings>)

### Listing

Brand New Condo in Central Richmond New 2 (<https://www.airbnb.ca/rooms/34746242>)  
Brand New Condo in Central Richmond New 2 (<https://www.airbnb.ca/rooms/34748848>)  
Brand New Condo in Central Richmond New 2 (<https://www.airbnb.ca/rooms/34750548>)  
Brand New Condo in Central Richmond New 2 (<https://www.airbnb.ca/rooms/34750040>)  
Brand New Condo in Central Richmond New 2 (<https://www.airbnb.ca/rooms/34748073>)  
Brand New 3-BDR Condo in Richmond New 2 (<https://www.airbnb.ca/rooms/34749445>)

## Jen, 6 listings: (<https://www.airbnb.ca/users/65790313/listings>)

### Listing

Richmond 2bedrooms with stunning view (<https://www.airbnb.ca/rooms/24717682>)  
Richmond 1 bedrooms with stunning view (<https://www.airbnb.ca/rooms/34807872>)  
Great location2Br&2Bt at Richmond center (<https://www.airbnb.ca/rooms/35210710>)  
Great location2Br&2Bt at Richmond center (<https://www.airbnb.ca/rooms/36119533>)  
Richmond 2bedrooms 2 bathrooms with stunning view (<https://www.airbnb.ca/rooms/35718938>)  
Richmond two-bedroom two-bathroom apartment (<https://www.airbnb.ca/rooms/27705785>)

0000, 0 listings: (<https://www.airbnb.ca/users/96467423/listings/>)

**Listing**

- Richmond Oval /Fashion Cozy / 1 Bdr Apartment (<https://www.airbnb.ca/rooms/35422995>)
- Richmond New Business Fashion 1 Bdr Apartment (<https://www.airbnb.ca/rooms/36770844>)
- 列治文中心全新时尚空调两房公寓 (<https://www.airbnb.ca/rooms/36759022>)
- Richmond Downtown Brand New Fashion 2Bdr Apartment (<https://www.airbnb.ca/rooms/36314546>)
- Richmond New Moden Amazing View /1 Brd Apartment (<https://www.airbnb.ca/rooms/37295700>)
- Richmond New luxury Fashion/ 2 Brd apartment (<https://www.airbnb.ca/rooms/38005185>)

**Annie, 6 listings: (<https://www.airbnb.ca/users/96467423/listings/>)**

**Listing**

- Simple Life (<https://www.airbnb.ca/rooms/29035498>)
- Lonely planet (<https://www.airbnb.ca/rooms/32767810>)
- Dream catcher (<https://www.airbnb.ca/rooms/33918570>)
- Forever green (<https://www.airbnb.ca/rooms/36565044>)
- True Love (<https://www.airbnb.ca/rooms/36520400>)
- butterfly (<https://www.airbnb.ca/rooms/38960341>)

**Martin, 6 listings: (<https://www.airbnb.ca/users/132577210/listings/>)**

**Listing**

- Richmond Aparterment Ackroyd (<https://www.airbnb.ca/rooms/19893495>)
- Richmond Apartment Cooney (<https://www.airbnb.ca/rooms/23566305>)
- Richmond Condo Ackroyd (<https://www.airbnb.ca/rooms/23581863>)
- 温哥华列市中心近天车豪华二房公寓 (<https://www.airbnb.ca/rooms/19335415>)
- Richmond Apartment Buswell (<https://www.airbnb.ca/rooms/20950054>)
- Richmond Condo Saba (<https://www.airbnb.ca/rooms/23608329>)

**Vivian, 5 listings: (<https://www.airbnb.ca/users/257050593/listings/>)**

**Listing**

- Heart Richmond center 两室两卫 (<https://www.airbnb.ca/rooms/34515233>)
- 时尚舒适两室两卫 (<https://www.airbnb.ca/rooms/34041850>)
- Richmond DT star two bedrooms两室两卫宽敞整洁 (<https://www.airbnb.ca/rooms/34515744>)
- Richmond center 宽敞舒适 两室两卫 (<https://www.airbnb.ca/rooms/38331909>)
- Richmond DT 时尚舒适 两室两卫 (<https://www.airbnb.ca/rooms/38521632>)

**Yue, 5 listings: (<https://www.airbnb.ca/users/102915523/listings/>)**

**Listing**

- Convenient 2BDR 2BA Richmond Centre Condominium (<https://www.airbnb.ca/rooms/18210420>)
- New 2 Bedrooms Townhome (<https://www.airbnb.ca/rooms/33935360>)
- Brand New Condo with Huge Patio (<https://www.airbnb.ca/rooms/33936829>)
- Brand New Townhome in Central Richmond (<https://www.airbnb.ca/rooms/33936240>)
- Central Richmond New 2-BDR Condo (<https://www.airbnb.ca/rooms/33938157>)

**Lulu, 4 listings: (<https://www.airbnb.ca/users/59640840/listings/>)**

**Listing**

- Richmond B&B (<https://www.airbnb.ca/rooms/26641720>)
- Simple house simple life (<https://www.airbnb.ca/rooms/33108902>)
- Richmond Top view APT (<https://www.airbnb.ca/rooms/27310511>)
- Top view APT (<https://www.airbnb.ca/rooms/28983168>)

**Mark, 4 listings: (<https://www.airbnb.ca/users/25045627/listings/>)**

**Listing**

- 高层豪华景观两房公寓 (<https://www.airbnb.ca/rooms/7783863>)
- 温哥华机场公寓 一房高层豪华公寓 (<https://www.airbnb.ca/rooms/4868950>)
- 温哥华机场公寓 一房公寓(4人) (<https://www.airbnb.ca/rooms/5618097>)
- 豪华高层 一房公寓(4人) (<https://www.airbnb.ca/rooms/7036991>)

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**Aimi, 4 listings: (<https://www.airbnb.ca/users/105436064/listings/>)**

**Listing**



温哥华列治文豪华独栋别墅(连住特价) (<https://www.airbnb.ca/rooms/26924524>)  
华人远方的家独立两房一厅(中文房东) (<https://www.airbnb.ca/rooms/20422472>)  
整套公寓 (<https://www.airbnb.ca/rooms/37058627>)

### **Yuanming, 4 listings: (<https://www.airbnb.ca/users/230203248/listings>)**

#### **Listing**

Comfortable 3BDR2BA Condo in Richmond (<https://www.airbnb.ca/rooms/33939330>)  
Central Richmond Sweet New Condo (<https://www.airbnb.ca/rooms/33940931>)  
Comfortable 2BDR2BA Condo in Richmond (<https://www.airbnb.ca/rooms/33938912>)  
Brand New 2BDR 1BA Condo (<https://www.airbnb.ca/rooms/33940534>)

### **Todd, 4 listings: (<https://www.airbnb.ca/users/144207309/listings>)**

#### **Listing**

两室两卫,oval市中心水泥公寓近中国超市 (<https://www.airbnb.ca/rooms/28862114>)  
豪华别墅整栋 (<https://www.airbnb.ca/rooms/32985731>)  
两室两卫近天车站便利空调公寓 (<https://www.airbnb.ca/rooms/34715883>)  
两室两卫近天车站近新便利水泥公寓 (<https://www.airbnb.ca/rooms/33247644>)

### **Celine, 4 listings: (<https://www.airbnb.ca/users/128603853/listings>)**

#### **Listing**

Nini's Sweet home separate entrance Central RMD (<https://www.airbnb.ca/rooms/24738614>)  
Home away home Queen bed suite Central Richmond (<https://www.airbnb.ca/rooms/18709326>)  
2 Bedrooms and 2 washroom suites central Richmond (<https://www.airbnb.ca/rooms/26468743>)  
Princess' house/Queen bed suite Central Richmond (<https://www.airbnb.ca/rooms/18526013>)

### **Wuji, 3 listings: (<https://www.airbnb.ca/users/231861909/listings>)**

#### **Listing**

Brand New Penthouse With Great View (<https://www.airbnb.ca/rooms/33971109>)  
Central Richmond Brand New Penthouse (<https://www.airbnb.ca/rooms/33970892>)  
Cozy Brand New 2BDR 1BA Condo (<https://www.airbnb.ca/rooms/33970522>)

### **Karin, 3 listings: (<https://www.airbnb.ca/users/29471325/listings>)**

#### **Listing**

Studio Apartment near YVR & Skytrain | Vancouver (<https://www.airbnb.ca/rooms/8173541>)  
Micro-Suite | Airport Layovers (Vancouver) (<https://www.airbnb.ca/rooms/19211194>)  
Accommodations close to the Vancouver Airport (<https://www.airbnb.ca/rooms/34113392>)

### **Lin, 3 listings: (<https://www.airbnb.ca/users/3471100/listings>)**

#### **Listing**

Luxury n Modern 2br entire apt Richmond Center (<https://www.airbnb.ca/rooms/26365984>)  
Center of the Center 2 BR Condo 2 Acre Roof Oasis (<https://www.airbnb.ca/rooms/21370697>)  
New Luxury & Modern 2 bedroom condo in City Center (<https://www.airbnb.ca/rooms/39696659>)

### **Michelle, 3 listings: (<https://www.airbnb.ca/users/48432437/listings>)**

#### **Listing**

Convenient homey studio, perfect for couple! (<https://www.airbnb.ca/rooms/35884746>)  
top fl New Renovated Homey 2bedroom close to YVR (<https://www.airbnb.ca/rooms/35912300>)  
Newly Renovated Homey 2Bedrooms Close to YVR (<https://www.airbnb.ca/rooms/35912788>)

### **Joy, 3 listings: (<https://www.airbnb.ca/users/306342966/listings>)**

#### **Listing**

Richmond 1 bedrooms with stunning view (<https://www.airbnb.ca/rooms/39925307>)  
Richmond 2 bedrooms 2 bathrooms with stunning (<https://www.airbnb.ca/rooms/39841272>)  
Richmond two-bedroom two-bathroom apartment (<https://www.airbnb.ca/rooms/39819225>)

**CNCL - 32**

### **明华, 3 listings: (<https://www.airbnb.ca/users/252368925/listings>)**

#### **Listing**





Richmond Center brand new elegant two bedroom (<https://www.airbnb.ca/rooms/33743487>)

### **Yuefei, 3 listings: (<https://www.airbnb.ca/users/235528882/listings>)**

#### **Listing**

Airport Beautiful View 1 BDR Penthouse (<https://www.airbnb.ca/rooms/32361099>)

YVR Airport Cozy Apartment (<https://www.airbnb.ca/rooms/32360072>)

YVR Airport Cozy 2BDR Apartment (<https://www.airbnb.ca/rooms/32359999>)

### **Alex, 3 listings: (<https://www.airbnb.ca/users/120742101/listings>)**

#### **Listing**

City center close to sky train 1 bedroom condo (<https://www.airbnb.ca/rooms/26059327>)

City center close YVR & skytrain two bedroom condo (<https://www.airbnb.ca/rooms/34501223>)

Close to Airport Skytrain Mountain View High rise (<https://www.airbnb.ca/rooms/36146640>)

### **Jack, 3 listings: (<https://www.airbnb.ca/users/46036616/listings>)**

#### **Listing**

1 bed/NEW Apartment/Free parking/Pool/Netflix/3rd (<https://www.airbnb.ca/rooms/20864264>)

1 bed/NEW Apartment/Free parking/Pool/Netflix/2nd (<https://www.airbnb.ca/rooms/14078115>)

1 bed/NEW Apartment/Free parking/Pool/Netflix/1st (<https://www.airbnb.ca/rooms/8783727>)

### **Lisa, 3 listings: (<https://www.airbnb.ca/users/271095598/listings>)**

#### **Listing**

Brand new Richmond downtown 2 bedrooms (<https://www.airbnb.ca/rooms/36777773>)

Richmond center 2 bedroom (<https://www.airbnb.ca/rooms/36422937>)

Richmond center Luxury apartment 2 bedrooms (<https://www.airbnb.ca/rooms/36777988>)

### **Jennifer, 2 listings: (<https://www.airbnb.ca/users/138002599/listings>)**

#### **Listing**

Deluxe Vacation Home (<https://www.airbnb.ca/rooms/22571828>)

Cozy Guest Suite (<https://www.airbnb.ca/rooms/22619586>)

### **Jane, 2 listings: (<https://www.airbnb.ca/users/29188546/listings>)**

#### **Listing**

Cozy 2 bd Suite in West Richmond (<https://www.airbnb.ca/rooms/14334635>)

Executive Upper Suite in W Richmond (<https://www.airbnb.ca/rooms/5631801>)

### **Douglas, 2 listings: (<https://www.airbnb.ca/users/80993311/listings>)**

#### **Listing**

Sunshine Home (<https://www.airbnb.ca/rooms/14238476>)

Sunshine Home (<https://www.airbnb.ca/rooms/13789566>)

### **Merry, 2 listings: (<https://www.airbnb.ca/users/261677272/listings>)**

#### **Listing**

Richmond No.2豪华家庭旅馆超大空间,5卧.近天车,近机场.免费接机 (<https://www.airbnb.ca/rooms/35350785>)

Richmond No.2豪华家庭旅馆超大空间,5卧.近天车,近机场.免费接机 (<https://www.airbnb.ca/rooms/39863435>)

### **Kenneth, 2 listings: (<https://www.airbnb.ca/users/2747111/listings>)**

#### **Listing**

Convenient private unit Best neighbourhood on No.3 (<https://www.airbnb.ca/rooms/7988280>)

Brand new 2 mattress close to skytrain (<https://www.airbnb.ca/rooms/35549013>)

### **Sneh, 2 listings: (<https://www.airbnb.ca/users/42234127/listings>)**

#### **Listing**

Richmond – Country Living In The City – Main Floor (<https://www.airbnb.ca/rooms/25187534>)

Richmond – Country Living In The City – Top Floor (<https://www.airbnb.ca/rooms/24674970>)

### **Amy, 2 listings: (<https://www.airbnb.ca/users/273688521/listings>)**

Sea Mountain View Lodging 海山景 (<https://www.airbnb.ca/rooms/36398341>)  
Richmond house near airport & skytrain 列治文近机场 (<https://www.airbnb.ca/rooms/39008991>)

**Moataz, 2 listings: (<https://www.airbnb.ca/users/248959565/listings>)**

**Listing**  
Near airport 2 BR Apt with A/C in Richmond 豪华公寓 (<https://www.airbnb.ca/rooms/33078910>)  
Near airport 2BR condo with A/C in Richmond (<https://www.airbnb.ca/rooms/37493468>)

**Shudan, 2 listings: (<https://www.airbnb.ca/users/149794526/listings>)**

**Listing**  
One Bedroom New Private Suite Garden City Richmond (<https://www.airbnb.ca/rooms/24703794>)  
2 Storey bright Suite with 2bed 1 bath Richmond (<https://www.airbnb.ca/rooms/37841474>)

**Kai Yu, 2 listings: (<https://www.airbnb.ca/users/206481233/listings>)**

**Listing**  
2000sf luxury guesthouse with amazing garden views (<https://www.airbnb.ca/rooms/27493993>)  
Luxury Vancouver Airport Garden Guesthouse (<https://www.airbnb.ca/rooms/32141306>)

**Andy, 2 listings: (<https://www.airbnb.ca/users/94336758/listings>)**

**Listing**  
Cozy functional studio with kitchenette & Netflix! (<https://www.airbnb.ca/rooms/31245524>)  
Warm & cozy 1 bedroom suite w/ private entry (<https://www.airbnb.ca/rooms/29543333>)

**Alex, 2 listings: (<https://www.airbnb.ca/users/185346428/listings>)**

**Listing**  
Splendid Best of Best 豪华酒店式公寓 (<https://www.airbnb.ca/rooms/30155660>)  
Super Best View 豪华度假酒店公寓 (<https://www.airbnb.ca/rooms/34098345>)

**Laura, 2 listings: (<https://www.airbnb.ca/users/75520640/listings>)**

**Listing**  
Cozy One Bedroom with free wifi (<https://www.airbnb.ca/rooms/22250642>)  
Luxury suites with Free WiFi. (<https://www.airbnb.ca/rooms/13336480>)

**Aby, 2 listings: (<https://www.airbnb.ca/users/104577230/listings>)**

**Listing**  
2Bed/2Bath New Condo Near Richmond Centre Skytrain (<https://www.airbnb.ca/rooms/23684741>)  
2房2卫/列治文天车站/全新/高层/游泳池/花园-酒店公寓 (<https://www.airbnb.ca/rooms/16057408>)

**Sylvia, 2 listings: (<https://www.airbnb.ca/users/19362094/listings>)**

**Listing**  
Home Sweet Home (<https://www.airbnb.ca/rooms/19214099>)  
Furnished Luxury Sweet Home (<https://www.airbnb.ca/rooms/3775880>)

**Jones, 2 listings: (<https://www.airbnb.ca/users/49668616/listings>)**

**Listing**  
Seafair Elegance – 6 BR & 5.5 BATH – 30+★★★★★ (<https://www.airbnb.ca/rooms/11229302>)  
Seafair Elegance – 6 BR & 5.5 BATH \_ 30 Days+ (<https://www.airbnb.ca/rooms/12071135>)

([/#facebook](#)) ([/#twitter](#)) ([/#email](#))

(<https://www.addtoany.com/share?url=https%3A%2F%2Fopenhouserealestate.com/operators-of-richmond%2F&title=Commercial%20Operators%20of-richmond>)



**If the parties involved are unable to resolve a complaint directly after discussion, Council may resolve it or may refer the complaint to an independent third party chosen by all the parties who shall provide within 90 days a report outlining non-binding recommendations for Council resolution. The Corporate Officer shall receive and retain all such reports when provided.**

To: Mayor and Councillors  
Date: Nov 25, 2019-11-25

From: Councillor Harold Steves

Re: ALR Non-Farm Use at 9500 NO. 5 RD.

Recommendtion:

That the application be denied based on the original Assembly Use for No. 5 Rd. properties, which did not include "non-religious groups", as agreed upon by the City of Richmond and the Agricultural Land Commission.

Background:

The attached report from Ian Chang, dated Nov. 4, 1985, rejecting an application to rezone 8600 No. 5 RD to Assembly District for "social and cultural" purposes for members of the Sikh faith is very clear.

"An assembly use for social, religious and similar purposes is permitted in Assembly District. Prior to the creation of the Assembly District, places of worship were permitted in all Agricultural Districts. Since 1972 such uses have been subject to approval of the Agricultural Land Commission

1. Previous applications for assembly use in the ALR have involved the worship of God (and related facilities) as the predominant use. The current application appears to be mainly for social and cultural use (and recreational activities).
2. Supporting this proposal could set a precedent for other non religious groups wishing to carry on assembly uses in the ALR .... "AND A MAINLY NON-RELIGIOUS ASSEMBLY USE".

A later application approved a Sikh Temple on the site.

The present application is for private education and non-religious use and does not meet the criteria for religious assembly.



Harold Steves, City Councillor

## STAFF REPORT

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TO:	PLANNING COMMITTEE	FROM:	PLANNING DEPARTMENT
DATE:	NOVEMBER 4, 1985	DOC#:	2868K / (A105)

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Re: Application for Land Commission Appeal - Non-farm Use  
Legal: Lot 19, Section 19-4-5, Plan 39242, N.W.D.  
Add: 8600 No. 5 Road  
Zone: Agricultural District  
Appl: Asa Singh Johal et al  
File: LCA 85-192  
Exemption Boundary: Not Exempted  
Area Plan: 09

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### BACKGROUND

The subject 3.96 ha (9.8 ac.) site is located on the east side of No. 5 Road 160m (525 ft.) north of Francis Road. It is occupied by a one-family dwelling and an old barn.

The proposal is to secure the permission of the Provincial Agricultural Land Commission to use the westerly three acres of the site as a place of assembly for members of the Sikh faith. Rezoning to Assembly District would also be required to comply with Municipal bylaws.

### FINDINGS OF FACT

#### a) Zoning

The surrounding zoning is Agricultural District (AGR/1).

#### b) Development

The surrounding development is as follows:

To the north, rural residential, rough pasture and vacant agricultural land.

To the east, Highway 499.

To the south, mostly vacant agricultural land, some rural residences.

To the west, rural residential, blueberry farms and vacant agricultural land.

### COMMENTS FROM OTHER DEPARTMENTS

The Engineering Department noted the existence of the following services:

#### **CNCL - 37**

a) Roads: a two-lane asphalt pavement on No. 5 Road.

LCA 85-192

November 4, 1985

- b) Water: a 300mm diam. steel watermain on No. 5 Road.
- c) Sewage disposal: subsurface disposal only, which could be a problem in the case of large developments.
- d) Storm drainage: open ditch on No. 5 Road.

The Community Planning Section advised that because of a lack of a community-wide and an area-wide locational policy for the nature of development proposed in the application, they have some concerns about the proposal as submitted. It is expected that more definitive policies will emerge as a result of the McLennan Area Study which is currently under way.

#### ANALYSIS

An assembly use for social, religious and similar purposes is permitted in Assembly District. Prior to the creation of the Assembly District, places of worship were permitted in all Agricultural Districts. Since 1972 such uses have been subject to the approval of the Provincial Agricultural Land Commission.

Sites on the fringes of the urban area are attractive to groups seeking places to assemble for the following reasons:

1. Relatively large sites can be purchased at reasonable prices.
2. The sites are still accessible to people in the urban area and to others living further away.
3. The number of people affected by the project is usually less than in a more urbanized location.
4. Enough land can be purchased to provide space for required off-street parking and desirable open space for communal use.
5. Often the sites chosen are not in productive use or feature poor soil conditions.

In the present instance the predominant soil class is 2w (60%) and 3w (40%) with some class 4w adjacent to No. 5 Road. This indicates that the soil is in the mid-range or better as far as agricultural suitability is concerned but that it lacks good drainage.

In considering this application the following points should be borne in mind.

LCA 85-192

November 4, 1985

1. Previous applications for assembly use in the ALR have involved the worship of God as the predominant use. The current application appears to be mainly for social and cultural purposes.
2. Supporting this proposal could set a precedent for other non-religious groups wishing to carry on assembly uses in the ALR.
3. Assembly uses do produce a certain amount of nuisance for adjacent residents, including visual unattractiveness and noise from traffic and other sources.
4. Intensive assembly uses can put a strain on services, particularly roads, water and sewage disposal, which in this case is subsurface on the land. Police and fire protection requirements may also be increased.
5. A clustering of such uses, which are urban in character, could eventually demand the extension of urban services, including sanitary sewers.

The applicants indicate that they anticipate the use of only the westerly 3 acres of the site for assembly purposes, leaving the remainder of the property for continued agricultural use.

#### CONCLUSIONS

1. This proposal is for an assembly use directed mainly toward social and recreational activities on the westerly 3 ac. of a 9 ac. property east of No. 5 Road in the ALR.
2. The property features an existing dwelling and barn, and a parking lot. The proposed use would be accommodated in the existing structures.
3. Assembly uses in the ALR have heretofore been confined to places of worship and related facilities. This proposal would set a precedent for a mainly non-religious assembly use.
4. Assembly uses can generate nuisance for adjacent residents; put a strain on services and hasten the need for upgrading them, and alienate land from agricultural use.

LCA 85-192

November 4, 1985

ACTION TO BE CONSIDERED

It is recommended that this application for assembly use in the ALR be forwarded to the Provincial Agricultural Land Commission with a recommendation that it not be approved.



Ian Chang  
Manager Operational  
Planning Services

  
IC/WJK/rn





**Special Council  
Monday, November 25, 2019**

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie  
Councillor Chak Au  
Councillor Carol Day  
Councillor Kelly Greene  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves  
Councillor Michael Wolfe

Corporate Officer – Claudia Jesson

Call to Order: Mayor Brodie called the meeting to order at 4:01 p.m.

RES NO.    ITEM

**LEGAL AND LEGISLATIVE SERVICES DEPARTMENT**

1. **PROPERTY MAINTENANCE AND REPAIR BYLAW NO. 7897 –  
11780 KINGFISHER DRIVE FEE APPEAL**  
(File Ref. No.: 12-8060-20-007897 ) (REDMS No. 6262777 v. 6)

Discussion took place regarding new materials provided by Mr. Ling Jiang, Jiang Law Corporation, and it was noted that Council required additional time to consider the new information.

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

SP19/11-1

It was moved and seconded

*That the Reconsideration of Property Maintenance and Repair Bylaw No. 7897 – 11780 Kingfisher Drive Fee Appeal Matter be deferred to a Special Council meeting on December 9, 2019.*



**Special Council**  
**Monday, November 25, 2019**

RES NO.    ITEM

The question on the motion was not called as discussion further took place on highlighting the new information, compared to material previously submitted, and that any new materials be provided to Council well in advance of the rescheduled meeting.

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

**ADJOURNMENT**

SP19/11-2

It was moved and seconded  
*That the meeting adjourn (4:15 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the Special meeting of the Council of the City of Richmond held on Monday, November 25, 2019.

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Mayor (Malcolm D. Brodie)

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Corporate Officer (Claudia Jesson)



## Parks, Recreation and Cultural Services Committee

Date: Tuesday, November 26, 2019

Place: Anderson Room  
Richmond City Hall

Present: Councillor Harold Steves, Chair  
Councillor Michael Wolfe  
Councillor Chak Au  
Councillor Bill McNulty  
Councillor Linda McPhail

Also Present: Councillor Alexa Loo  
Councillor Carol Day

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on October 29, 2019, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

December 18, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

## DELEGATION

1. Jim McGrath and Eileen Donovan to presented the petition requesting improved hours of access at Steveston Pool (copy on-file, City Clerk's Office), and expressed that increased utilization of the Steveston Pool has extensive community support and would be cost-effective as the potential additional revenue would help offset additional staffing costs. Mr. McGrath suggested that the Pool be opened seven days a week starting in May and ending in September and that proposed schedule could accommodate usage by the local swim club and special swim meet events. He distributed a sample resolution presented to the City of Vancouver Board of Parks and Recreation to extend the schedule of their outdoor pools (attached to and forming part of these minutes as Schedule 1).

Discussion ensued with regard to (i) the demographics of the users of the pool, (ii) previous proposals to install a roof over the Steveston Pool for all-year use, and (iii) reviewing different pricing structures during off-peak hours.

In reply to queries from Committee regarding alternative outdoor pools in the City, Ms. Donovan noted that the South Arm Pool is a recreational pool that is not suitable for lap swimming. Staff added that site options for the proposed new Steveston Community Centre are currently under review.

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

It was moved and seconded

*That staff review extending the Steveston Pool's schedule from May to September and the budget implications of such an extension and report back to the December 18, 2019 Parks, Recreation and Cultural Services Committee meeting.*

**CARRIED**

## COMMUNITY SERVICES DIVISION

2. **STEVESTON HARBOUR AUTHORITY ARCHWAY SIGN - REQUEST FOR FUNDING**

(File Ref. No. 11-7000-01) (REDMS No. 6336689)

Robert Kiesman, Steveston Harbour Authority, expressed that the proposed sign has community support and that its installation can be completed in a cost-effective manner.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, November 26, 2019**

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It was moved and seconded

*That funding of \$50,000 from the Council Community Initiative Account to the Steveston Harbour Authority to support the Steveston Harbour Authority Archway Sign, and that the expenditure be included in the Consolidated 5 Year Financial Plan (2020-2024), as outlined in the staff report “Steveston Harbour Authority Archway Sign – Request for Funding” dated November 1, 2019 from the Director, Arts, Culture and Heritage Services.*

**CARRIED**

**3. THE PUBLIC TREE MANAGEMENT STRATEGY 2045: A PLAN FOR MANAGING RICHMOND’S PUBLIC URBAN FOREST**

(File Ref. No. 10-6550-07) (REDMS No. 6266663)

Staff presented a video on the proposed Public Tree Management Strategy (copy on-file City Clerk’s Office), noting that (i) the proposed Strategy targets planting up to 850 trees annually, (ii) GIS data and data gathered from analyzing the city’s tree canopy will be used to identify areas for planting, and (iii) drought resistant tree species will be examined for new plantings.

*Cllr. Loo left the meeting (4:20 p.m.) and did not return.*

Discussion ensued with regard to (i) enhancing the city’s natural areas, parks and suburban areas, (ii) identifying potential areas for tree planting along the city’s streets and greenways, (iii) protecting trees during landscaping, (iv) composting fallen leaves, (v) sourcing alternative best practices standards, (vi) options to increase the targets for tree plantings, (vii) encouraging the growth of lower layers of the urban forest canopy, and (viii) timing of tree transplantations during the year.

In reply to queries from Committee, staff noted that the Strategy will be posted on the City’s website and that opportunities for community engagement and awareness will be explored.

It was moved and seconded

*(1) That the Public Tree Management Strategy 2045, as detailed in the staff report titled “The Public Tree Management Strategy 2045: A Plan for Managing Richmond’s Public Urban Forest,” dated October 31, 2019 from the Director, Parks Services, be endorsed; and*

*(2) That the Council Policy for the Public Urban Forest, as detailed in the staff report titled “The Public Tree Management Strategy 2045: A Plan for Managing Richmond’s Public Urban Forest,” dated October 31, 2019 from the Director, Parks Services, be endorsed.*

**CARRIED**

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, November 26, 2019**

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4. **GARDEN CITY LANDS UPDATE AND SITE ACTIVATION PLAN**

(File Ref. No. 06-2345-20-GCIT1) (REDMS No. 6329663)

Discussion ensued with regard to attaining accurate costs estimates for the Garden City Lands soil remediation options and staff noted that further analysis and soil evaluation is recommended.

*Cllr. Wolfe left the meeting (5:01 p.m.) and returned (5:02 p.m.).*

It was moved and seconded

***That the staff report titled "Garden City Lands Update and Site Activation Plan," dated October 31, 2019, from the Director, Parks Services, be received for information.***

**CARRIED**

Information related to soil remediation on the Garden City Lands was distributed (attached to and forming part of these minutes as Schedule 2).

Discussion then ensued with regard to contaminated soils received from Harvest Power and locating clean soil sources within the city.

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

It was moved and seconded

***That Parks staff consider composting and soil remediation for the Garden City Lands at the Garden City Lands, and no compost from other facilities unless guaranteed of organic quality and free of contaminants.***

**CARRIED**

5. **MANAGER'S REPORT**

***(i) Dedication Program Renewal Process***

Paul Brar, Manager, Parks Programs, updated Committee on the Dedication Program renewal process, noting that some contacts were sent incorrect letters. Mr. Brar added that corrected letters have since been sent to the appropriate recipients.

***(ii) Richmond Sports Council Facility Needs Assessments***

Gregg Wheeler, Manager, Sport and Community Events, noted that a memorandum regarding the timeline of the prioritization of the Richmond Sports Council Facility Needs Assessment has been distributed to Council members.



**Parks, Recreation & Cultural Services Committee**  
**Tuesday, November 26, 2019**

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**(iii) Richmond Events**

Marie Fenwick, Director, Arts, Culture and Heritage Services, updated Committee on on-going events in the city, including Christmas in the Village in Steveston and the upcoming ArtRich event at the Richmond Art Gallery starting on December 6, 2019.

**(iv) Minoru Centre for Active Living Fitness Centre**

Elizabeth Ayers, Director, Recreation and Sport Services, noted that the Fitness Centre in the Minoru Centre for Active Living will be opening in January 2020.

The Chair advised that Sturgeon Banks Eco Walkway will be considered as Item No. 5A, Maritime Festival Tall Ship Gun Battle as Item No. 5B, and Richmond Sister City Program as Item No. 5C.

**5A. STURGEON BANKS ECO WALKWAY**

(File Ref. No.)

Discussion ensued with regard to constructing an eco walkway along Sturgeon Banks, and information on the proposed walkway was distributed (attached to and forming part of these minutes as Schedule 3).

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

It was moved and seconded

*That the City of Richmond consider building an Eco Walkway out over Sturgeon Banks. A walkway was previously recommended straight out from the West Dyke but the land was crown owned. A smaller walkway was approved in the Richmond Trails Plan in 1979. Richmond now owns the foreshore at Terra Nova.*

**CARRIED**

**5B. MARITIME FESTIVAL TALL SHIP GUN BATTLE**

(File Ref. No.)

Discussion ensued with regard to the upcoming 2020 Maritime Festival and inviting one tall ship to participate in the gun battle with schooner *Providence*.

Information on the proposal was distributed (attached to and forming part of these minutes as Schedule 4).

In accordance with Section 100 of the Community Charter, Cllr. McPhail declared to be in a conflict of interest as her husband has an interest in the schooner *Providence*, and Cllr. McPhail left the meeting – 5:14 p.m.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, November 26, 2019**

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Discussion then ensued with regard to the potential cost of the proposed tall ship gun battle and in reply to queries from Committee, staff noted that the participating ships have not been confirmed and staff can examine whether the proposed event can be accommodated into the Maritime Festival's budget.

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

It was moved and seconded

*That the City of Richmond consider an annual gun battle between the halibut schooner Providence and a visiting tall ship at the Maritime Festival. A cannon could be purchased and a different ship challenged every year.*

**CARRIED**

Cllr. McPhail returned to the meeting – 5:16 p.m.

**5C. RICHMOND SISTER CITY PROGRAM**

(File Ref. No.)

A proposed resolution on the Richmond Sister City Program was distributed (attached to and forming part of these minutes as Schedule 5).

Discussion ensued with regard to incorporating a climate knowledge exchange into the Richmond Sister City Program, and as a result, the following **resolution** was introduced:

It was moved and seconded

*Whereas the Richmond Sister City program is for Cultural and Sport exchanges, to promote intercultural learning opportunities;*

*Whereas the City of Richmond has declared a Climate Emergency and is working to achieve carbon reduction in line with the IPCC targets to hold warming to 1.5C;*

*Whereas the City of Richmond is a climate leader in district energy and other areas;*

*Whereas there are international cities which are more advanced in achieving carbon reductions in active transportation and other areas;*

*Therefore be it resolved that the City of Richmond incorporated Climate Knowledge exchange into the program goals for the Richmond Sister City Program, to achieve mutually beneficial opportunities to further reduce carbon emissions and create additional opportunities for citizens to be part of the economic and social transition to a low-carbon society.*

The question on the resolution was not called as discussion ensued with regard to exploring expanding the Richmond Sister City Program to include climate-leading cities in Europe.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, November 26, 2019**

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

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:21 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, November 26, 2019.

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Councillor Harold Steves  
Chair

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Evangel Biason  
Legislative Services Coordinator



**Outdoor Pool Extended Season Pilot**

*Excerpted from Minutes 2019-11-18*

~ ~ ~ ~ ~

MOVED by Commissioner Irwin  
SECONDED by Commissioner Coupar

**WHEREAS:**

1. Outdoor pools are well-loved by the residents of Vancouver;
2. Kitsilano Pool, which first opened in 1931, underwent extensive renovations in 2017-2018 that included installing new basin membrane, reducing potable water use, and replacing gas pumps with electric that significantly reduce noise and fuel emissions;
3. New Brighton Pool is the Park Board's only heated outdoor pool in East Vancouver;
4. The VanSplash Advisory Group called for extended seasons at Kitsilano and New Brighton pools to provide equitable access to both East Side and West Side residents in Vancouver; and
5. Staff have previously piloted extending the end of the outdoor pool season by 1-2 weeks at both Kitsilano and New Brighton pools.

**THEREFORE BE IT RESOLVED:**

- A. THAT the Vancouver Park Board approve a pilot to extend the regular 2020 swimming season at Kitsilano and New Brighton Outdoor Pools by opening 2-3 weeks earlier in the spring and closing 3-4 weeks later in the fall; and
- B. FURTHER THAT Park Board staff analyze the costs, benefits, and impacts of this extended outdoor pool season pilot and report back to the Board with recommendations for the 2021 season.

**REFERRED**

(Commissioners Barker, Coupar, and Irwin opposed)

Referral: Oct. 23, 2019

To: Public Works committee

From: Councillor Harold Steves

Re: Soil Remediation potential Richmond Go Kart Track

- (1) The Richmond Go Kart Track is immediately north of the city of Richmond soils site. South of the soils site is a city road allowance. The three sites combined could be used for an expanded soil remediation site.
- (2) The Garden City Lands have areas of contamination the may need clean fertile soil over the contaminated areas.
- (3) Richmond farms frequently request permission to put fill on farmland.
- (4) Fill from Metro Vancouver excavations is low on organics and microbes, generally has poor capillarity for groundwater to rise to the surface and may need irrigation from the city water system.
- (5) The City of Richmond has banned cosmetic pesticides. When composted the leaves and lawn clippings qualify for use on organic farms and gardens.

It is recommended that the City of Richmond consider use of the entire soil and Go Kart site for soil remediation by composting lawn clippings and leaves from city parks and combining with Richmond topsoil, subsoil and imported soils. The soil would be used for fill and land levelling purposes.

Further:

That Parks staff consider composting and soil remediation for the garden City Lands and no compost from other facilities unless guaranteed of organic quality and free of contaminants

To: Parks Committee

From: Councillor Harold Steves

Date: Nov. 26, 2019

RE: Sturgeon Banks Eco Walkway

Recommendation:

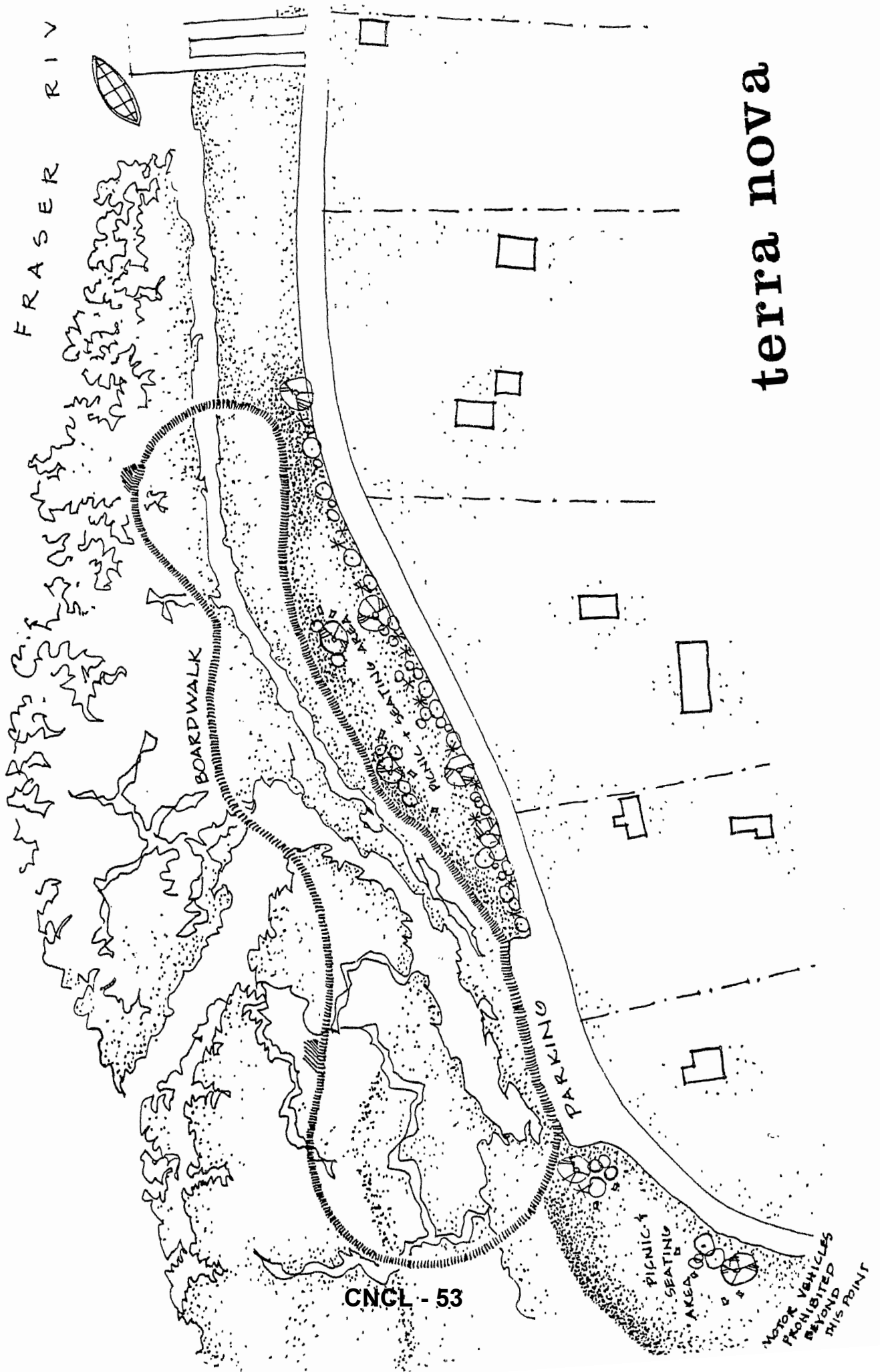
That the City of Richmond consider building an Eco Walkway out over Sturgeon Banks. A walkway was previously recommended straight out from the West Dyke but the land was crown owned. A smaller walkway was approved in the Richmond Trails Plan in 1979. Richmond now owns the foreshore at Terra Nova.

A handwritten signature in black ink, appearing to read "Harold Steves", with a large, stylized flourish extending from the end of the name.

Harold Steves, City councilor



FRASER RIV



terra nova

## Sturgeon Banks Eco Walkway

John L. Young <johnlyoung@shaw.ca>

Sat 2019-11-23 1:25 PM

Inbox

To: Steves, Harold <hsteves@richmond.ca>;

Dear Harold:

RE: The Sturgeon Banks Eco Walkway

Good talking to you this morning at the Awards Ceremony.

At one point we were discussing the idea of building an Eco Walkway or boardwalk out and back over Sturgeon Banks. This walkway would be an excellent educational tool to inform young and old about the flora and fauna found on the Banks. Along the walkway educational information boards could be posted describing and naming what can be seen and heard. Perhaps students could complete a teacher-made worksheet in order to focus their attention. Perhaps a small tower could be built at the far end of the boardwalk for a better view of the Banks, Vancouver Island and the North Shore mountains. As well, this boardwalk would be a great attraction for visitors to Richmond. Hopefully, financing could come from all three levels of government.

All the best,  
Cheers,  
John L. Young

7620 Barkerville Court  
Richmond, BC V7A 1K9  
Home: 604 274 6905



Schedule 4 to the Minutes of the Parks, Recreation & Cultural Services Committee meeting of Richmond City Council held on Tuesday, November 26, 2019.

To: Parks Committee

From: Councillor Harold Steves

Date: Nov. 26, 2019

RE: Maritime Festival Tall Ship Gun Battle

**Recommendation:**

That the City of Richmond consider an annual gun battle between the halibut schooner Providence and a visiting tall ship at the Maritime Festival. A cannon could be purchased and a different ship challenged every year.

Harold Steves, City councilor

Nov. 26<sup>th</sup> 2019

Councillor Wolfe

*Parks, Recreation and Culture Committee*

*Resolution to consider:*

*Whereas* the Richmond Sister City program is for Cultural and Sport exchanges, to promote intercultural learning opportunities;

*Whereas* the City of Richmond has declared a Climate Emergency and is working to achieve carbon reduction in line with the IPCC targets to hold warming to 1.5C;

*Whereas* the City of Richmond is a climate leader in district energy and other areas;

*Whereas* there are international cities which are more advanced in achieving carbon reductions in active transportation and other areas;

*Therefore be it resolved* that the City of Richmond incorporate Climate Knowledge exchange into the program goals for the Richmond Sister City program, to achieve mutually beneficial opportunities to further reduce carbon emissions and create additional opportunities for citizens to be part of the economic and social transition to a low-carbon society.



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services  
**Re:** Steveston Harbour Authority Archway Sign - Request for Funding  
**Date:** November 1, 2019  
**File:** 11-7000-01/2019-Vol 01



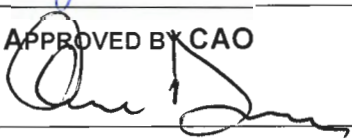
### Staff Recommendation

That a funding contribution of \$50,000 be approved from the Council Community Initiative Account to support the Steveston Harbour Authority Archway Sign, and that the expenditure be included in the Consolidated 5 Year Financial Plan (2020-2024), as outlined in the staff report "Steveston Harbour Authority Archway Sign – Request for Funding" dated November 1, 2019 from the Director, Arts, Culture and Heritage Services.

*CM Fenwick*

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

Att. 1

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

## **Staff Report**

### **Origin**

At the September 25, 2018 Parks, Recreation and Cultural Services Meeting staff received the following referral:

*That staff consider the request of the Steveston Harbour Authority to place a new archway on City property at Sixth Avenue, including options to showcase the heritage value of the proposed archway location, and report back.*

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

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

*3.3 Utilize an interagency and intercultural approach to service provision.*

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

### **Analysis**

On September 25, 2018, Robert Kiesman, Chair, and Cheryl Muir, Community Representative, from the Steveston Harbour Authority (SHA) Board of Directors attended the Parks, Recreation and Cultural Services Committee meeting to provide an update on the recent activities and the future vision for the SHA. At that time, they presented the concept for an archway sign at the Sixth Avenue entrance to the SHA Gulf Site and expressed their desire to work with the City on the proposed archway. As a result of the discussion that followed, staff were referred to consider the request and report back.

On October 28, 2019, the City received a letter with a proposed design for the archway sign and a formal request for \$50,000 to support the detailed design, construction and installation of the archway sign (Attachment 1). The proposal indicates that this represents 1/3 of the total project cost, with the remaining 2/3 being funded by the SHA and the Musqueam Indian Band.

The proposal indicates that the SHA expects the archway sign to achieve the following:

- promote the fishing industry;
- "stamp" the site for fishing-related development, as required by the Steveston Harbour Authority's mandate;
- produce a collaborative, positive project that reflects the interlocking relationships between governments, industry, the public and First Nations in Steveston; and
- act as a catalyst for the additional fishing-based capital projects at the Gulf Site.



The archway sign will be located on Department of Fisheries and Oceans Small Craft Harbour Property. It is expected the sign will be fabricated and installed by February 28, 2020. The SHA will be responsible for all ongoing maintenance and care of the sign.

### **Financial Impact**

\$50,000 for this project is available in the Council Community Initiatives Fund.

### **Conclusion**

Steveston Harbour has been the hub of commercial activity in Steveston throughout the community's history. At the turn of the century, tall ships from around the world could be found in the harbour to load salmon for international markets. Today the Steveston Harbour continues to be home to more than 500 commercial fishing vessels and encompasses over 17.5 hectares, making it the largest small craft harbour in Canada.

The installation of the proposed archway sign along a prominent walking path used by both residents and tourists will help to celebrate the importance of the fishing industry, past, present and future.



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

Att. 1: Proposal Letter from the Steveston Harbour Authority



October 28, 2019

## STEVESTON HARBOUR AUTHORITY

12740 Trites Road, Richmond, B.C. V7E 3R8 604-272-5539 Fax 604-271-6142

Harold Steves, Chair  
Parks, Recreation and Cultural Services Committee  
City of Richmond  
Via Email: hsteves@richmond.ca

Dear Councillor Steves,

**RE: SHA ARCHWAY- 6TH AVENUE – REQUEST FOR \$50,000 FROM CITY OF RICHMOND**

As discussed at our presentation to the Parks, Recreation & Cultural Services Committee in late 2018, I am happy to advise that Steveston Harbour Authority (SHA) has finally received a quotation for \$150,000 for the design, construction and installation of the archway at the entrance to the Gulf Site at Sixth Avenue and Chatham Street. As discussed with your Committee, the City of Richmond, and the Council of the Musqueam Indian Band, the cost of the archway will be split three ways on an equal-share basis. We also expect that the Department of Fisheries and Oceans will be providing in-kind support, in the form of pile driving and other logistical support.

I have attached a copy of the design which outlines the dimensions for your information. Please note that this design has been revised numerous times as a result of extensive comments from BC Hydro over the past several months. Further, please be reminded that the overall style of the archway is similar to the archway that was erected at our fish sales float in July 2017.

We expect that fabrication of the archway will commence in early December. We are extremely excited about the archway as it will achieve the following objectives:

- promote the fishing industry;
- "stamp" the site for fishing-related development, as required by Steveston Harbour Authority's mandate;
- produce a collaborative, positive project that reflects the interlocking relationships between governments industry, the public and First Nations in Steveston; and act as a catalyst for the additional fishing-based capital projects on the Gulf Site.

Please make arrangements to have the City of Richmond contribute \$50,000 to the cost of building the archway, representing 33.3% of the maximum cost for the project. We request that these funds be provided directly to the SHA in order that we can disperse the funds to the engineers and other contractors.

Please contact Jaime Gusto, General Manager of the SHA, in the event that you require any further information or documentation in order to process our request.

Yours truly,

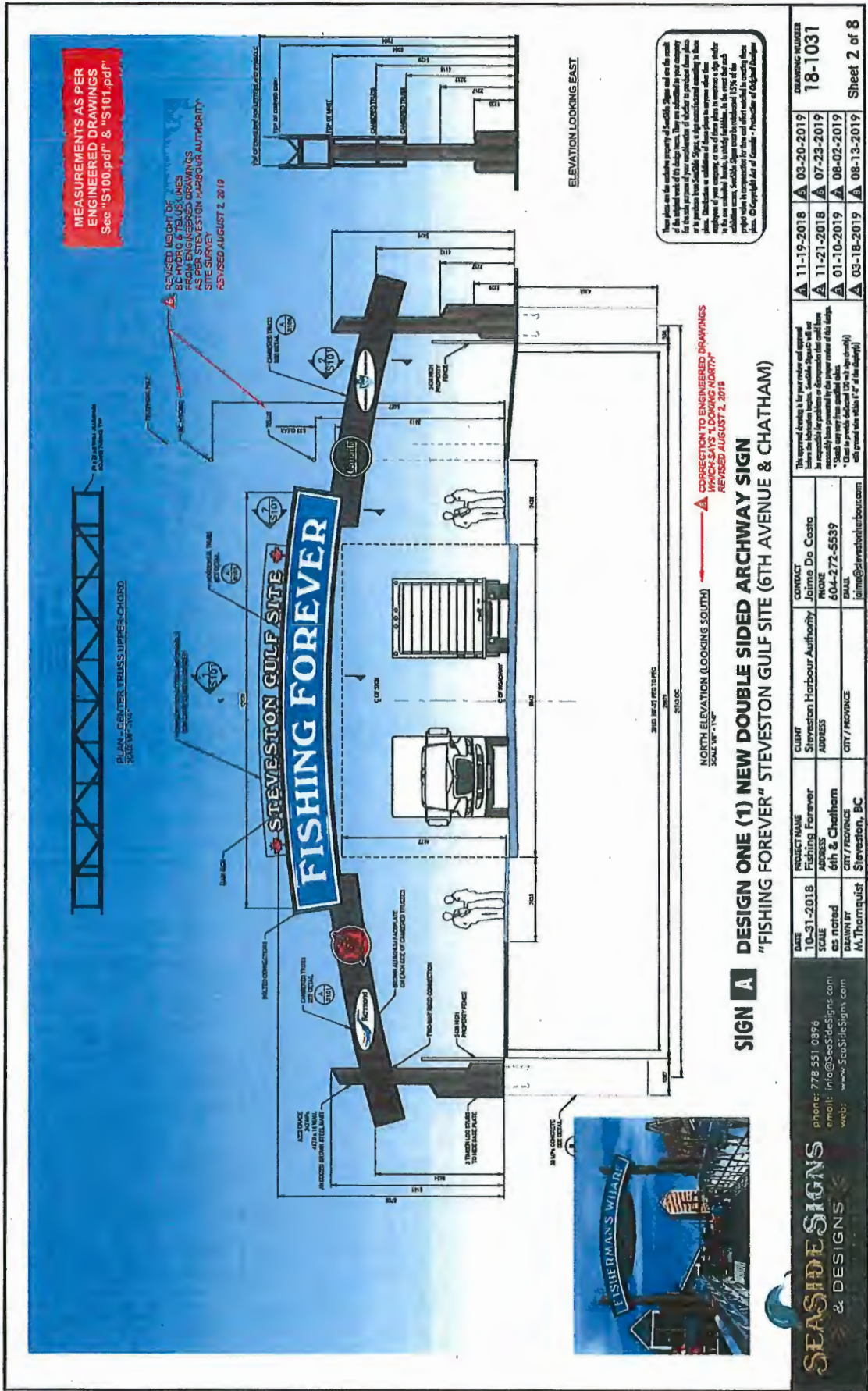


Robert Kiesman, Board Chairman  
**Steveston Harbour Authority**

CC: SHA Board of Directors  
Jaime Gusto, General Manager  
Marie Fenwick, Director of Art, Culture & Heritage Services

Enclosures (2)









# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Todd Gross  
Director, Parks Services  
**Date:** October 31, 2019  
**File:** 10-6550-07/Vol 01  
**Re:** **The Public Tree Management Strategy 2045: A Plan for Managing Richmond's Public Urban Forest**

### Staff Recommendation

1. That the Public Tree Management Strategy 2045, as detailed in the staff report titled "The Public Tree Management Strategy 2045: A Plan for Managing Richmond's Public Urban Forest," dated October 31, 2019 from the Director, Parks Services, be endorsed; and
2. That the Council Policy for the Public Urban Forest, as detailed in the staff report titled "The Public Tree Management Strategy 2045: A Plan for Managing Richmond's Public Urban Forest," dated October 31, 2019 from the Director, Parks Services, be endorsed.

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

Att. 2

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

## **Staff Report**

### **Origin**

The purpose of this report is to present Council with an update to the existing Urban Forest Management Strategy (2001) and set the goals and objectives for the sustainable stewardship of all City owned trees through the Public Tree Management Strategy 2045 (the “Strategy”) (Attachment 1) and a Public Urban Forest Policy (Attachment 2) for Council’s consideration.

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

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

*2.1 Continued leadership in addressing climate change and promoting circular economic principles.*

*2.2 Policies and practices support Richmond's sustainability goals.*

*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.*

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

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

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

### **Background**

In 2001, the Urban Forest Management Strategy was adopted by Council as the guiding document for the management of trees on public lands under the jurisdiction of the City of Richmond. The primary objectives of the 2001 strategy were to outline standardized arboricultural management practices and respond to the then emerging issues of tree selection for sites under overhead power lines, tree replacement ratios, general pruning practices and tree removal criteria. The document reflected the best management practices and service level expectations at that time.

In the intervening years, the City has experienced rapid growth, densification and redevelopment, particularly in the City Centre area and along arterial roads. The number of trees the City is managing has increased dramatically through development and expansion of the parks and open space system. Newer City parks, such as Terra Nova, the Garden City Lands and Railway Greenway, are sites where there have been significant tree plantings in recent years. The increased number of trees the City is managing, the constraints of growing healthy trees in an urban environment and the effects of climate change are emerging as significant challenges. Consequently, an update to the strategy was undertaken.

This update to the 2001 Urban Forest Strategy is intended to set the direction for City policy and management practices for the trees on public land through to 2045. Adoption of this Strategy will demonstrate the City's continued commitment to maintaining a healthy urban forest and the prudent management of this valuable natural asset.

### The Public Urban Forest

The City's entire urban forest is broken into two distinct categories: trees on public land and those on private property. City-wide, the urban forest contains approximately 360,000 trees.

For the purposes of the proposed Strategy, the public urban forest is defined as trees growing on City owned land in parks, medians and boulevards in streets, road rights of way, civic properties and natural areas. This also includes many of the trees located on Richmond School District No. 38 lands managed and maintained by the City. Richmond's public urban forest does not include trees located on land managed by Vancouver International Airport (YVR), Ministry of Transportation (MOTI) Roadways, Vancouver Fraser Port Authority properties nor trees located in the Agricultural Land Reserve on private property. The public urban forest is comprised of approximately 100,000 trees. Within this area, the City has formally inventoried approximately 19,000 trees in parks and natural areas and approximately 37,000 street trees for a total of 56,000 trees. The remaining 44,000 trees, predominantly growing in natural areas, are managed less intensively than those in parks and streets and thus have not yet been inventoried.

The urban forest is measured in two ways: actual numbers of trees and canopy area (the combined area of all the City's tree canopy). While actual numbers of trees is an important metric for measuring success, the size and volume of the tree canopy is the more significant metric for several reasons. For example, large, mature trees with dense canopies will provide more ecosystem services (e.g., shading, stormwater management, carbon sequestration and removal of pollutants) than younger trees with much smaller canopies. To provide the maximum benefit, a healthy urban forest should have a significant, contiguous urban tree canopy cover.

The following table outlines the proportions of areas of public land on which the urban forest is located and the overall percentage of canopy coverage.



Table 1: Area Proportion of Public Land Canopy Summary

<b>Canopy Location</b>	<b>Total Land Area (ha)</b>	<b>Canopy Area (ha)</b>	<b>Percent Canopy Cover within Location</b>	<b>Percent of Public Land Canopy</b>
Parks/Schools	728	177	24%	35%
Roads	1,553	237	15%	46%
ROWs	289	96	33%	19%
<b>Total Public Land</b>	<b>2,570</b>	<b>510</b>	<b>20%</b>	<b>100%</b>

### The Benefits of Trees

The City's public urban forest is managed as a civic infrastructure asset which increases in value and in the benefits it provides over time. As a natural resource and legacy for future generations, it provides numerous services, and health and wellness benefits such as:

- Enhancing urban environments by providing shade, beautification, a sense of place and recreational opportunities;
- Providing ecosystem services which moderate the effects of extreme heat, winds and precipitation; and
- Supporting biodiversity by providing habitat and a food source for urban wildlife.

### Supporting Plans and Strategies

The Public Tree Management Strategy supports aspects of the following City strategies and plans:

- Parks and Open Space Strategy (POSS): An update to the Urban Forest Strategy was identified as an outcome of this POSS. An update would recognize the value of the ecological network, manage the urban forest to maximize ecosystem services and develop a deeper awareness of the benefits of the urban forest with the public.
- Official Community Plan (OCP): Street trees are identified as a key community asset to be protected and enhanced. New tree planting, developing a Public Realm Planting Master Plan and the protecting and enhancing existing trees are listed as key objectives of the Plan.
- Ecological Network Management Strategy (EN): Hubs, sites and corridors on public land throughout Richmond contain significant stands of trees. Preserving, maintaining and planting trees at these locations will increase the ecosystem services these lands provide.
- Integrated Rainwater Resources Management Strategy: Trees, landscaping and open spaces are identified as key components to improving water quality, minimizing erosion and reducing peak flows during storm events. The goals and outcome of this strategy directly tie into those of the EN and POSS including enhancement of natural habitat and riparian areas to manage stormwater runoff and water quality.

- Community Energy and Emissions Plan (CEEP): It is broadly recognized that trees provide climate adaptation and mitigation benefits as defined above. The Strategy will be an important input into the new Community Energy and Emissions Plan that is currently underway.
- Metro Vancouver: Metro Vancouver has published reports and guiding documents related to management of the urban forest in the emerging context of climate change. The City will reference these resources when considering the implementation of the arboricultural best management practices, such as tree species and site selection.

### Community Consultation and Stakeholder Input

The Strategy benefitted from an extensive public consultation review, feedback from the Advisory Committee on the Environment (ACE) and workshops with City of Richmond staff.

### Public Consultation

In fall 2017, the public was asked to share their views of Richmond's public urban forest through the City's *Let's Talk Richmond* public consultation portal and a booth at the Richmond Harvest Fest hosted at the Garden City Lands in September 2017. A total of 138 people chose to respond with a completed survey. The survey presented a range of questions regarding the public perception of the current public urban forest, what changes they would like to see and how they would rate the trees on their street or what they valued in an urban forest.

Generally, residents were very supportive for having more trees planted in City parks and streets. Residents responded that they valued trees for their role in reducing the effects of pollution, supporting habitat for native plants and animals, heritage and beautification factors and that they provide a pleasant environment for people to gather and socialize. Concerns raised ranged from the aesthetics of trees, conflicts with utilities, managing leaf litter and increasing species diversity and native tree plantings. A sample of the survey has been included in an Appendix of the Strategy.

### Advisory Committee on the Environment (ACE)

Staff formally presented to ACE at two meetings (October 2017 and January 2019) and several times by way of an update when presenting on other Parks-related topics. The Committee also provided feedback by submitting one completed *Let's Talk Richmond* survey which summarized their collective input.

Overall, the Committee expressed very strong interest in tree and urban forestry issues within the community and showed support for the Public Tree Management Strategy and the direction it was setting for the future public urban forest.

### Staff Workshops and Review

In September 2018, two staff workshops were conducted to garner a cross-departmental input for the development of the Strategy. The goals of the workshops were to define common challenges for working around, maintaining and protecting City trees and identify opportunities for

improving Richmond's urban forest management and tree protection practices. Additionally, input was provided on measures to improve existing tree retention protocols and methods to encourage more planting on public land.

## Analysis

### Strategy Overview

The Public Tree Management Strategy has a 25-year outlook which aligns with the City's projected population growth rate and development patterns as envisioned in the City's Official Community Plan. Staff recommend using a 25-year timeframe as it is a reasonable period which reflects the expected growth rates of trees in our climate, and the results of revised tree management practices (see below) should become apparent within this timeframe.

The vision for the City's public urban forest is embodied in the following vision statement:

*Richmond's public trees are managed as a high-value, civic asset. Richmond trees are beautiful, resilient and sustainable and are supported by the community for the benefits they provide.*

### Strategy Goals, Targets and Objectives

The goals of the Public Tree Management Strategy are:

- Conserve and protect the public urban forest;
- Manage and maintain a healthy and safe public urban forest;
- Enhance and expand the extent and health of the public urban forest; and
- Educate and engage with the community on the benefits of the public urban forest and provide opportunities for community stewardship.

Through the process of developing the Strategy, the following targets and objectives were set for each of the four goals:

Table 2: Goal – Conserve and Protect

<b>Target:</b>	<b>30% of City trees have a diameter greater than 40 cm by 2045.</b>
<b>Objectives:</b>	The urban forest is valued as an integral part of the City's civic infrastructure.
	City tree conservation and protection is prioritized and implemented on all City and urban development projects.

Table 3: Goal – Manage and Maintain

<b>Target:</b>	<b>Tree mortality is less than 3.5% for City trees less than 10cm diameter by 2045 and maintenance practices maximize the healthy life-span of mature trees.</b>
<b>Objectives:</b>	All inventoried City trees are managed within a preventative maintenance program.
	City tree care and maintenance operations are based on industry best management practices and standards to ensure continuous improvement.
	City tree care and maintenance operations are continuously adapted to climate change.
	City tree risk is managed to maintain public safety.

Table 4: Goal – Enhance and Expand

<b>Target:</b>	<b>Increase canopy cover over the public realm from 20% to 30% by 2045.</b>
<b>Objectives:</b>	Public urban forest canopy cover increases to enhance community and ecological health benefits.
	Standards for City tree planting infrastructure and species selection are continuously adapted to climate change.

Table 5: Goal – Educate and Engage

<b>Target:</b>	<b>Engage 1,000 people per year on the role and value of Richmond’s public urban forest.</b>
<b>Objectives:</b>	The City regularly updates the public about the urban forest’s critical role in community health and wellness.
	Public activities that harm City trees are minimized.
	Stewardship opportunities are provided for people to connect with the urban forest.
	City project designers, planners and the consulting arborist community are educated about City Tree Management Protocols.

Each objective is accompanied by a number of proposed actions and timeframes for implementation which will help the City reach the four set targets. The timeframes for achievement vary from the near term (2020) to longer timeframes as well as continuous re-evaluation and monitoring. For additional information for the targets, actions and timeframes, please see Chapter 5 of the Strategy.

### Public Urban Forest Canopy Targets

The City currently plants a significant number of trees every year. The Strategy sets an aspirational yet achievable target of a city-wide average 30 per cent public urban forest canopy (from the current 20 per cent overall average). In support of this target, more trees will be planted on public land thereby increasing the public tree canopy.

The City replaces approximately 300 trees removed every year due to decline, development impacts or storm damage. However, this number can vary substantially from year to year depending on weather events and construction projects.

The City also plants new trees on public land through Capital Projects or development related activity (off-site contributions associated with new developments secured through Servicing Agreements). Considerations for sites identified for new trees include existing site conditions and constraints such as utilities (above and below ground), existing programmed spaces (e.g., sidewalks, driveways, sports fields, pathways, playgrounds, etc.), available soil volumes, future capital improvements (e.g., road expansion), etc.

The following table summarizes the current and projected tree planting density, the potential number of sites in park and street locations and the projected public urban forest canopy target.

Table 6: Public Urban Forest Canopy Cover Targets

<b>Location</b>	<b>Current Number of Trees Per Hectare (ha)</b>	<b>Estimated # of Tree Planting Spots</b>	<b>Target Number of Trees Per Hectare (ha)</b>	<b>Target Canopy Cover (%)</b>
Parks	37	10,000	55	40
Streets	19	20,000	30	20
<b>City-wide Public Urban Forest Canopy Cover Target:</b>				<b>30</b>

It is estimated that the canopy cover target will be achieved by 2045.

### Climate Change and the Urban Forest

Climate change in our region is projected to result in warmer, drier summers, fewer frost free days, more frequent extreme rainfall and storm events and rising sea levels. Richmond's public urban forest will be impacted by these changes. When urban forests perform poorly, the adverse impacts of climate change can be magnified; these include infrastructure damage, higher maintenance costs, tree loss and reduction of the overall canopy. The Strategy provides direction on a number of climate change-specific responses the City can take to improve the health, longevity and overall resiliency of our existing public urban forest. These responses include:

- Increasing the diversity of trees planted;
- Consideration of adverse impacts on native species thus limiting planting opportunities;
- Consideration of more frequent or severe drought or storm events (e.g., extreme weather);

- Planting to mitigate the urban heat island effect; and
- Increasing the public tree canopy area.

### Current Public Urban Forest Management Practices

The Urban Forestry Section of Parks Operations manages the public urban forest. City arborists and other staff receive professional training and certification through the International Society of Arboriculture (ISA). Ongoing training is required to maintain certification and ensures arboricultural best management practices are implemented to maintain trees managed by the City. The following is a brief summary of current management practices.

#### *Tree Pruning and Maintenance*

The City's current maintenance model provides resources to only prune those trees identified through service requests. Typical requests for maintenance address storm damage, adverse impacts from development or for general maintenance. Accordingly, some trees may not be serviced until they are adversely impacted. Between January 2016 and December 2018, staff responded to approximately 5,100 urban forestry service requests ranging from simple enquiries to tree pruning or removal. On average, approximately 300 trees are removed and approximately 2,168 trees are pruned per year.

Tree maintenance practices have evolved with the emergence of environmental and habitat issues such as nesting birds. Staff monitor and hire Qualified Environmental Professionals (QEPs) to ensure nesting birds are not adversely impacted by tree maintenance activities. This includes altering work plans in response to nesting seasons or the presence of bird nests.

#### *Tree Compensation Fund*

When City-owned trees are adversely impacted, the City collects tree compensation monies to offset tree replacement costs resulting from those impacts. Adverse impacts to public trees include unauthorized cutting or removal (as defined by the Tree Protection Bylaw No. 8057) or impacts from development activities. Since its inception in 2004, the fund has collected approximately \$3.8 million.

- Unauthorized Tree Work: Unauthorized work includes City trees which are pruned, removed or otherwise adversely impacted due to work conducted by the members of the public. Parks staff inspect the impacted tree(s) and coordinate with Tree Preservation Group staff to determine the value of a fine. The fine's value is based on a number of factors including the tree's size, age and condition at time of impact. Fines are applied and deposited into the Tree Compensation Fund.
- Development Impact: Sometimes, development activity, both on and off-site, results in tree removal. When tree removals are associated with redevelopment, the City seeks replacement planting for on-site trees at a 2:1 ratio with the first recourse to always replace trees within the development site. For trees which cannot be planted on-site, cash-in-lieu tree compensation monies are contributed to the City by the developer. While some trees may be lost due to development activity, the tree replacement ratio ensures

there is a net increase of trees in the public urban forest. Relocating healthy trees onto City land is also a viable practice with all associated relocation costs borne by the developer.

Contributions to the Tree Compensation Fund are utilized to fund replacement and re-location (e.g., tree spading) tree planting projects and young tree watering for up to three years after planting. Staff propose to review the current cash-in-lieu compensation process and increase the rate from the current \$500 per tree to \$750 to reflect the current cost to plant new trees (based on a cost recovery model).

### *Tree Planting*

The City plants many trees every year to replace those lost due to age or decline, storm damage, or development activities. Trees are also planted as part of Capital Projects approved by Council and as part of the development process. Servicing Agreements between the City and a developer typically secures City-owned off-site improvements, including tree planting in streets, parks and plazas. The majority of City tree planting projects are funded through the Tree Compensation Fund.

The following table summarizes the number of trees planted between 2013 and 2018.

Table 7: Number of Trees Planted between 2013 and 2018

<b>Year Planted</b>	<b>Trees Planted by Parks</b>	<b>Public Trees Planted Via Servicing Agreements</b>	<b>Total Trees Planted</b>
2018	1,858	518	<b>2,376</b>
2017	552	227	<b>779</b>
2016	509	202	<b>711</b>
2015	834	464	<b>1,298</b>
2014	412	322	<b>734</b>
2013	555	392	<b>947</b>

In 2015, the City planted, as part of the Railway Greenway project, 620 trees and in 2018, the City planted 1,310 trees on the Garden City Lands. In fall 2019 and early 2020, approximately 290 trees will be planted as part of the upgrades to London-Steveston Park and approximately 500 trees will be planted in the Railway Greenway and McCallan Park area between Granville Avenue and Westminster Highway. As part of this project, approximately 140 trees will be sourced from the City's own Gilbert Nursery. Of the trees the City has planted in parks and on streets in the past three years (1,326 total), only 12 trees died due to vandalism or disease.

The number of trees provided through Servicing Agreements is significant. Currently, the annual average provided to the City through this process is approximately 500 trees. Planting rates vary depending on the size of project and the area of public land adjacent to or fronting the development site. For example, approximately 1,200 trees will be planted by 2021 as part of a Servicing Agreement in Hamilton Highway Park. Staff work with proponent consultant teams to institute design and planting best management practices including adequate, uncompacted soil volumes, provision of irrigation and suitable tree selection according to the site conditions. Trees planted through development are maintained for a minimum of one year by the developer. Any

trees which die during this period must be replaced and successfully established, for a minimum of one year, prior to the trees becoming the responsibility of the City and accepted as new City infrastructure assets.

#### *New Tree Watering*

Aside from selecting the right tree for the right location, initial watering after planting is a key success factor for any new tree. Establishment watering results in higher survival rates, as well as healthier and more resilient trees. Trees that are planted in locations that do not have irrigation are provided a slow release watering bag which is refilled periodically by staff throughout the growing season.

#### *Information and Management Systems: LiDAR and GIS*

In 2017, an image of the City's entire urban forest canopy was captured utilizing a remote sensing technology called LiDAR. The image created a 3D model of Richmond's forest canopy, buildings, roads and power lines. With this information, a public and private land tree count of approximately 360,000 trees was calculated. This information was also used to confirm the current canopy cover on public land (22 per cent) and established the baseline from which future change will be compared to. Staff intend to repeat this process every few years to monitor the rates of change. It should be noted that this information can be used for a number of other planning initiatives including calculating urban development rates and areas of pervious and impervious surfaces.

In the past two years, staff have developed a Geographic Information Systems (GIS) map inventory of all City parks and their assets as well as street trees. With mobile technology, individual and groups of trees have been classified and recorded as detailed in the following section.

#### Updated Public Urban Forest Management Practices

The Strategy sets out the direction for several new initiatives in response to emerging arboricultural best management practices and as an adaptive measure in response to climate change.

#### *GIS Inventory*

Establishing and maintaining a GIS inventory of the public urban forest is an industry-wide current best management practice. The inventory will be continuously updated as existing unclassified trees are captured, new trees are planted or existing trees are serviced. To further inform urban forest management, the information captured through this inventory will be used to:

- Monitor mortality and failure rates to identify problem planting sites, health issues or species to avoid;
- Monitor tree condition to inform succession planning for tree replacement;
- Track progress towards meeting the Strategy's targets; and



- Communicate tree locations, benefits and health information internally and externally.

#### *Proposed Preventative Maintenance Program*

The Strategy proposes to transition the current management of the public urban forest from a demand driven system to a preventative maintenance program model. Essentially, this would entail that each City tree will be visited (inspected and, if required, maintenance work executed) a minimum once every five years for street trees and every 10 years for park trees.

Preventative maintenance of the public urban forest will optimize its value and the services it provides. While this program may increase the cost of managing the urban forest, it will ultimately reduce the number of service requests, reduce risk management, safety and liability concerns and help identify potential threats to the health of the urban forest. A demand driven system will still operate concurrently to responding individual requests or emergency pruning (e.g., storm damage or tree failure).

#### *Tree Species Selection*

The effects of climate change are becoming more apparent where trees that once thrived in Richmond now either struggle or die. For example, the Western Red Cedar, a native and important tree species in British Columbia's forests, has been observed to be struggling in certain areas where they once thrived. Adapting to this "new normal" means planting species that can thrive in these emerging climatic conditions. Metro Vancouver has recently published updated tree species resources which staff will be utilizing to inform tree species appropriate to Richmond's climate and soil conditions. Tree species selection criteria includes (but not limited to:

- Native vs. non-native;
- Deciduous vs. coniferous (evergreen);
- Disease resistance;
- Drought and pollution tolerance;
- Size and shape at maturity; and
- Existing species diversity at site.

#### Public Urban Forest Policy

The City does not currently have a Council adopted Policy pertaining to the public urban forest. The proposed Public Urban Forest Policy (Attachment 2) establishes the City's philosophy on the importance and function the urban forest in the community.

The purpose of the proposed Public Urban Forest Policy is to provide Council an opportunity to affirm the vision, goals and objectives presented in the Public Tree Management Strategy and confirm the City's position regarding the important role the public urban forest plays in our community. The policy will also serve to provide the public, Council and staff the decision-

making framework concerning the management of City owned trees, the standards guiding the City's best management practices and the overall scope of work conducted by Parks Services.

Highlights of the Public Urban Forest Policy include the following:

- A definition of the Public Urban Forest as managed by the City;
- The City's mission statement to sustain and expand the urban forest to deliver multiple benefits to the community including resilience to climate change;
- The goals of the Public Tree Management Strategy;
- An overview of the core urban forestry practices performed by the City including planning, inventory, risk management, planting, watering, pruning, tree removal and integrated pest management; and
- A commitment to conduct the work to industry recognized best management practices per the International Society of Arboriculture.

### Next Steps

Upon Council's approval of the Strategy, work will begin to activate the Five-Year Implementation Plan (the "Plan"). Actions will be implemented according to the stated timeframes outlined in the Plan, but periodically reviewed to allow for emerging priorities and resource management trends.

Priorities include an Analysis and Resource Assessment (the "Assessment") to identify the budget, staffing and equipment implications associated with the proposed transition from a reactive to a preventative maintenance model. There are also operational implications to increasing the number of trees the City plants in order to achieve the 30 per cent public tree canopy cover target which would also be considered in the Assessment. In 2020, staff will report to Council with options for implementing this new maintenance model, including any estimated budget impacts.

Also in 2020, staff will develop the criteria for a rating system for evaluating and prioritizing demand driven maintenance and removal requests. Further, staff will also review and quantify the data on past tree failures and risk claims to inform the development of a tree maintenance response plan for problem species or locations.

In the broader context, the Strategy identifies the need to develop a City-wide urban forest strategy for trees on both public and private land. Many of the same issues outlined in the Strategy also affect trees growing on private property. Taking a holistic approach to all 360,000 trees growing in Richmond will integrate the management goals of the Public Tree Management Strategy with those of the much larger private urban forest. A terms of reference for this city-wide strategy, which will describe the scope, key project stakeholders and a public consultation plan, will be prepared by staff for Council approval.

In the interim, Parks staff will work in concert with relevant City departments to support the management and health of the city-wide forest.

Suggested next steps include:

- A comprehensive review of the Tree Protection Bylaw No.8057 be undertaken by staff and report back to Council on suggested changes;
- Review the cash-in-lieu process and increase the compensation rates in the Tree Compensation Fund;
- Consider the creation of a customer service focused “one-stop shop” approach for City tree related issues (both public and private trees); and
- Increase community engagement opportunities to instill a stewardship ethic in Richmond residents to protect and expand the public urban forest, including watering City boulevard and new tree plantings by residents.

### **Financial Impact**

None.

### **Conclusion**

The Public Tree Management Strategy sets the direction to increase the city-wide average to 30 per cent public urban forest canopy, to increase the rate of new tree planting, transition from a demand driven to a preventative maintenance program, and increase community stewardship and resident involvement in their public urban forest.

Updating our urban forestry management practices will position the City to better adapt to the effects of climate change and growth and change in the urban landscape. The goals, objectives and actions outlined in the Strategy will guide the City’s decisions to ensure a healthy, beautiful and resilient urban forest is enjoyed by future generations of Richmond residents.

Adoption of the Public Tree Management Strategy and the Public Urban Forest Policy will signal to the community the City’s strong commitment to growing the urban forest and taking a leadership role in the region by setting a benchmark for increasing the size of the urban forest.



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- Att. 1: City of Richmond Public Tree Management Strategy 2045  
2: The Public Urban Forest Policy





# **CITY OF RICHMOND PUBLIC TREE MANAGEMENT STRATEGY 2045**

**A Plan for Managing Richmond's Public Urban Forest**

November 2019



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## Acknowledgements

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*This document was prepared by the City of Richmond Community Services Division Parks Services Department.*

*The Public Tree Management Strategy was endorsed by Richmond City Council on Date (Day, Month, 2020).*

*Malcolm Brodie, Mayor*

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## **2045 VISION...**

Richmond's public trees are managed as a high-value, civic asset. Richmond trees are beautiful, resilient and sustainable and are supported by the community for the benefits they provide.





# Executive Summary

## Changing the way Richmond manages City-owned trees

Richmond's urban forest is key to developing a world class city and maintaining a livable environment for citizens. Trees are the keystone organisms of the urban forest and their management is a priority for the City. Trees are living, life-supporting natural assets that provide Richmond with benefits like shade, stormwater interception, air quality improvements, beautification and habitat. However, climate change, urban densification and technology are presenting new challenges and opportunities for managing public trees. In response, the City has developed the Public Tree Management Strategy to direct urban forest management until 2045. **This Strategy is focused on trees managed by the City only.**

The Strategy contains some key actions that will shift City tree management practices towards a more resilient and sustainable future:

### Conserve and Protect

The City will target increasing the proportion of large diameter City trees (>40 cm diameter) from 18% to 30% of the population by 2045. The priority actions are to implement:

- City Tree Policy to guide City tree protection, removal, replacement and maintenance decisions.
- City Tree Management Protocol to update the process and standards that apply when City trees are affected by City capital and development related activities.

### Manage and Maintain

The City will maintain tree mortality rates in young trees below 3.5% and maintenance practices will maximize the healthy life-span of mature trees. The priority actions are to:

- Expand the City's young tree watering program to include 3 years after planting, with 4th year trees watered if necessary.
- Shift from demand-based to preventative young tree pruning and establish a tree pruning cycle.

- Develop and implement a 5-year staffing, equipment and budget plan to enable the transition from demand to preventative maintenance.

### Enhance and Expand

The City will target an increase in canopy cover **on public land** from 20% to 30% by 2045. The priority actions are to:

- Plant at least 850 shade trees per year (in addition to replacement and restoration tree planting).
- Develop a Public Realm Planting Master Plan to guide species selection, local diversity targets, planting character and planting schedules.

### Educate and Engage

The City will enhance the existing stewardship opportunities and education to target engaging 5,000 people by 2025. The priority actions are to:

- Create an interactive City tree map linked to the City's tree inventory that reports individual tree data and ecosystem services.
- Provide stewardship opportunities such as tree or understory planting, invasive species removal and citizen science projects.
- Investigate opportunities to partner with homeowners in single-family neighbourhoods to care for newly planted trees in City boulevards.
- Investigate opportunities to work together with local First Nations and other levels of government to develop appropriate stewardship activities for native forests.

The Strategy's Action Plan provides the roadmap for growing an urban forest that is beautiful, resilient and sustainable and is supported by the community for the benefits it provides.







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# 1

# The Public Tree Management Strategy

Planning the City's public urban forest of 2045

## 1.1 Introduction

The Public Tree Management Strategy (the Strategy) provides the framework for **managing trees on City property**. It is an update to the 2001 Urban Forest Strategy and summarizes the current state of the resource, the challenges ahead, and provides the direction to implement the City's vision for managing public trees out to 2045:

*Richmond's public trees are managed as a high-value, civic asset. Richmond trees are beautiful, resilient and sustainable and are supported by the community for the benefits they provide.*

The urban forest includes all of the trees, vegetation, soil and associated natural processes across Richmond's landscape. The urban forest functions as green infrastructure by providing services and benefits to the City. Trees are the keystone structure of the urban forest – there is no forest without trees. Richmond's public trees are an important part of the City's infrastructure assets.

The City of Richmond has a significant urban forest comprised of approximately 360,000 trees on public and private property in the city. Of those, it is estimated that approximately 100,000 are on public land, that is, on streets, parks and natural areas. The City maintains an inventory of 56,000 trees in streets and parks but has not inventoried trees in natural areas.

The Strategy's emphasis on **trees in the public urban forest** acknowledges the important role the City plays in maintaining healthy trees and a healthy community. The rapid pace of development and a changing climate is affecting the quantity and characteristics of Richmond's public trees. These changes demand a response and a renewed focus on the City's tree management practices.



This Strategy incorporates best management practices, such as preventative tree maintenance and climate suitable species selection, that will improve the health and resilience of the City's trees. It recognizes the City's desire to expand the urban forest, and the benefits that the community will receive. Finally, it identifies the budget and resources required to deliver the program efficiently and meet the community's expectations for a well-managed urban forest on City lands.

**Public trees are managed by the City Parks Department but the urban forest is enjoyed and cared for by everyone.**

## City of Richmond Tree Facts (as of 2019)

City Wide	
Richmond land area	12,760 ha
Richmond % canopy cover	12 %
Estimated trees citywide	350,000+
Public	
Public land area	2,570 ha
Public land % canopy cover	20 %
Public tree canopy area	510 ha
Trees inventoried (individual and groups)	56,000
Estimated tallest tree (poplar)	50 m
Largest diameter tree measured (sequoia)	2 m
Largest canopy spread measured (elm)	23 m

## Richmond's Public Tree Management Strategy is for the public urban forest...



## 1.2 Urban Forest Policy Context

The 2045 Public Tree Management Strategy will work alongside Richmond's current environmental strategies to ensure that trees are a valued and integrated part of the City's natural assets.

### Supporting Policies and Plans

The Official Community Plan, Regional Growth Strategy and high-level City Policies and Plans provide the broad context for why the City needs an urban forest and more comprehensive guidance for managing public trees (this Public Tree Management Strategy and Operations Manual).

The City's policies for managing public trees are comprised of several integrated components:

1. The Public Tree Management Strategy (this document);
2. The City Tree Policy;
3. The Public Tree Operations Manual (an internal departmental manual); and
4. The Public Parks and School Grounds Regulation Bylaw No. 8771 and the Tree Protection Bylaw No. 8057.

These components support the overarching vision, processes and regulations that govern public tree management and protection. Trees on private property in Richmond are maintained by the relevant landowner and their removal or replacement is regulated by Richmond's Tree Protection Bylaw.

### City Environmental Strategies

The City's suite of environmental strategies work together to implement these higher level plans by guiding environmental protection, park and trail development, urban forest management, rainwater management and dike upgrades across the city.

These strategies integrate with one another and inform the land use tools used to effect change on the ground. Land use tools guide the form of development and can be employed to support the urban forest.





## 1.3 Strategic Framework

The Public Tree Management Strategy outlines the plan for managing Richmond's public trees to 2045. The strategic framework for the plan is driven by the City's vision for Richmond as *"... the most appealing, livable and well-managed community in Canada"*.

The chosen planning horizon for the Strategy is 2018 to 2045, which reflects both the time it takes for trees to grow and aligns with the 2041 vision of Richmond's Official Community Plan.

Over time, urban forest management, urban development and climate change will impact the health, quantity and distribution of trees in the urban forest. The Strategy anticipates these impacts and responds with objectives and actions to be achieved over the next 27 years. The Strategy also provides metrics to monitor success over time and enable adaptive management to address the uncertainty associated with the long planning horizon.

### Goals

Four goals capture the policy, practice and resource recommendations to provide a resilient and sustainable public tree resource for the future. The Strategic framework's four goals are:

**1 Conserve and Protect**

**2 Manage and Maintain**

**3 Enhance and Expand**

**4 Educate and Engage**







## 2 Urban Forest History and Benefits

This section describes the history of Richmond's urban forest and presents some of the ways the urban forest is valued.

### 2.1 History of the Urban Forest

Richmond's historic landscape was quite diverse and considerably different from what exists today. There were extensive bog ecosystems with species such as cranberry, blueberry, Labrador tea and sphagnum moss. On higher ground, grasslands predominated. Trees and forests were not in fact the predominant plant community at the time.

Forest vegetation occurred on the riverbanks and some higher ground. Forest types included spruce forest (spruce, willow, alder and crabapple), mixed wet (cedar, hemlock, spruce, alder, willow and yew) and mixed woodland (cottonwood, alder, willow and crabapple) and bogs often contained shore pine (North et al. 1979).

Agricultural and urban settlement significantly altered Richmond's landscape, changing hydrology, excluding fire and introducing new plant species. Richmond's present day urban forest is largely the result of the tree planting that has followed urban development in the last one hundred years. It is conceivable that the landscape today contains more trees than it did historically.



Richmond was incorporated as a municipality in 1879 and Steveston and London's Landing were the earliest subdivisions. Urban development was fairly slow until the 1950s. Early subdivision design sometimes retained trees on private land but did not typically include planting street trees (Cook, 2002).

In 1958, Desmond Muirhead Associates developed street tree planting plans for subdivisions. Their recommendation was to plant trees in diverse groups rather than linear style to provide variety (Cook, 2002). The plans identified shore pine to be widely planted to distinguish the municipality subregionally (Cook, 2002).

To implement these plans, the City established a Local Area Improvement Plan process that allowed neighbourhood associations to apply for street tree planting. Richmond Park, Gilmore Park and Burkeville subdivisions were planted at that time. The group planting style is evident in those subdivisions today.

From the 1960s, subdivisions typically included more vegetation. Westwind and Montrose developments included linear street tree planting. In the 1990s, there was an extensive City planting and beautification effort culminating in Richmond winning the 1999 Nations in Bloom award.

The City developed its first urban forest strategy in 2001, ahead of many municipalities. Today, Richmond's city-wide canopy cover is 12%. The City is planting hundreds of trees each year and all new developments are required to include street trees and landscapes as part of the approval process. More recently, new planting technologies such as soil cells and structural soil are available to improve tree growing conditions in built up areas of the city. Implementing new technologies and best practices in urban forestry has helped the City to increase the rate of tree planting to its highest level.

City parks were commonly established after the 1940s. Most parks in the

## Fashions in tree planting

*Common species used in the...*

### 1950s:

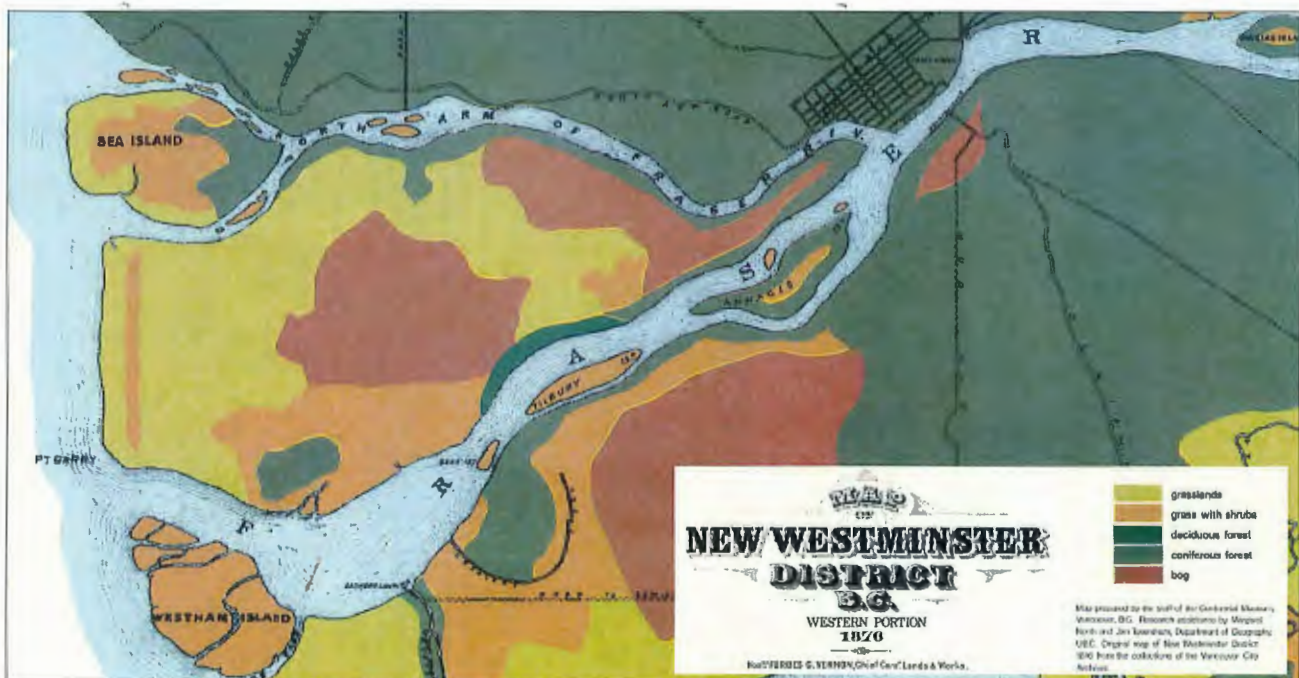
*shore pine, Douglas-fir, deodar cedar, paper birch, purple leaf plum, flowering crabapple, flowering cherry, Lombardy poplar, oak, tulip tree, monkey puzzle*

### 1960s:

*shore pine, flowering crabapple, tulip tree, purple leaf plum, oak, hawthorn, birch and horsechestnut*

### Since 2000:

*maple, magnolia, cherry plum, oak, apple, dogwood, birch, beech, liquidambar, katsura, western redcedar, pine, spruce and hawthorn*



Historically, Richmond was dominated by grassland, shrubland and cranberry bog. Forest ecosystems of western red cedar, hemlock and spruce were limited to isolated patches on Lulu Island and Sea Island.



system are smaller neighbourhood or community parks. Richmond's largest protected natural area is the 80 ha Richmond Nature Park, acquired in the 1970s. Today there are 133 parks that protect 778 ha of open space. Other than the Nature Park, which contains remnant bog ecosystems, most parks contain a mix of native and introduced tree species often in manicured or old farm landscapes.

While most of Richmond's urban forest originates

after the 1950s, there are trees that date back to at least the early 1900s (City of Richmond, 2005). One example is highlighted in the photos below – the image on the left shows Minoru Race Track in 1951 and, on the right, the same site with City Hall today. The tree highlighted and possibly others, appear to have been retained when the area was redeveloped for the new City Hall. This tree has the largest canopy spread of any measured in Richmond today.



Aerial image of Minoru Race Track in 1951 (left) and City Hall in 2018 (right) at the same location with arrow pointing to a tree present then and now – this tree has the largest canopy spread of any in Richmond!



The aerial image above shows Richmond in 1935. Most of the landscape is farmland other than large areas of bog.



## 2.2 The Value of Richmond's Public Urban Forest: the Many Benefits of Trees

Richmond's trees and green infrastructure, just like roads, sewers and dikes, are performing a public utility function. When healthy and well managed, the urban forest produces 'ecosystem services' often defined in four distinct but inter-connected categories:

- **Cultural:** benefits that relate to how people value the urban forest in our way of life such as for beautification, sense of place, spirituality, recreation and tourism.
- **Provisioning:** direct products of trees and forests, such as fruits, nuts, or medicines.
- **Regulating:** benefits from the regulation of ecosystem processes like pollination, air and water quality, storm water flow, shade and cooling. With climate change, the role of trees to mitigate extreme heat and precipitation becomes increasingly important.

- **Supporting:** benefits from supporting habitat, biodiversity and enabling natural processes to occur that maintain the conditions to support life – supporting services are essential to the production of all other ecosystem services.

Some ecosystems services can be assigned a dollar value. In BC, the Municipal Natural Assets Initiative is piloting valuation approaches with several municipalities. The US Department of Agriculture (USDA) provides the i-Tree suite of tools, which enable valuations of some ecosystem services provided by trees. The Council of Tree and Landscape Appraisers provides methods for valuing tree assets. Valuations enable trees and green infrastructure to be accounted for in a city's asset management approach or when calculating compensation. Not all ecosystem services can be measured with the tools referenced above but new methods for valuing natural assets are likely to become available over the term of this Strategy.

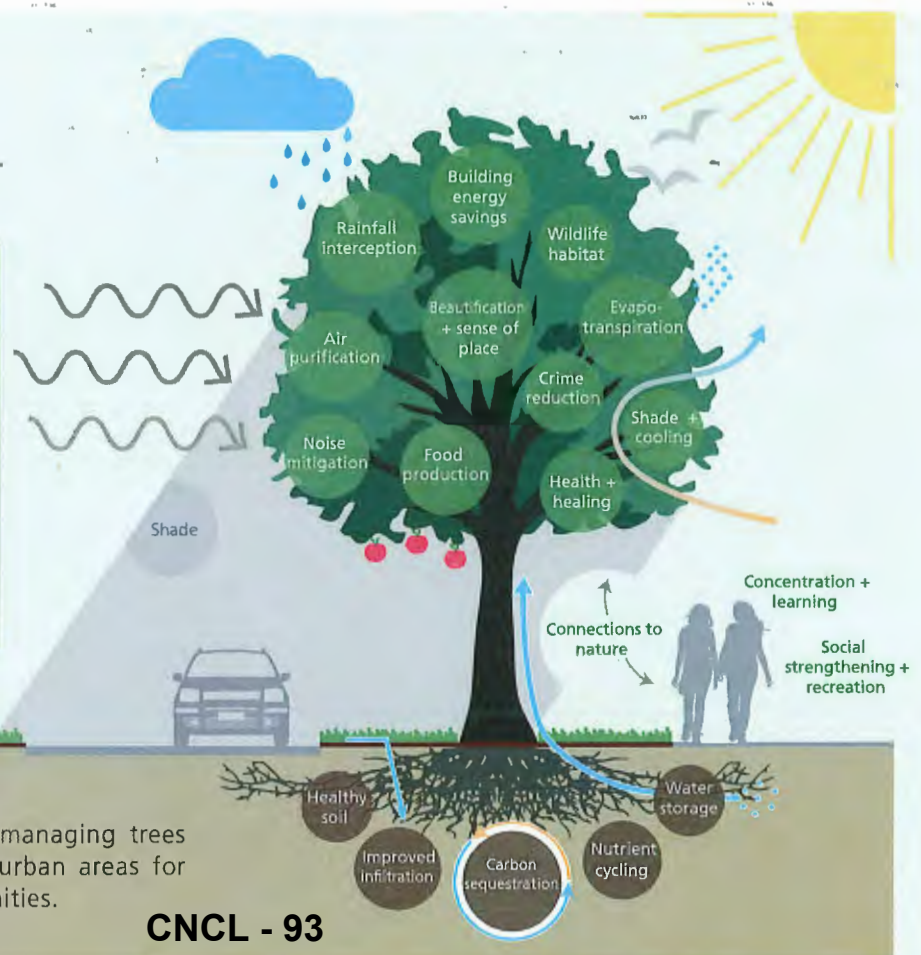
### Urban forest benefits

The urban forest is a critical part of Richmond's appeal and livability:

Trees serve to:

- beautify and cool the city
- intercept rainwater
- remove pollutants
- provide habitat for wildlife
- connect people to nature

... among many other benefits.



### Urban forestry is...

the art, science and technology of managing trees and natural systems in and around urban areas for the health and well being of communities.





Studies in Japan of *Shinrin-yoku*, or forest-air bathing, have linked the practice to improved immune system response, reduced stress and depression, and lower glucose levels in diabetics (Morita et al. 2007, Ohira et al. 1999)



Street and Park Tree Value

The City has inventoried 56,000 trees and tree groups in streets and parks. However, counts of tree canopies from Light Detection and Ranging (LiDAR) suggest that there are more than 100,000 trees on public land when natural forests are included. The City also manages an estimated 3,000 trees on Richmond School District sites.

Of the City’s tree inventory, about 44,000 single trees have been measured for size and species in streets and parks. Consultants used i-Tree Eco to estimate the value of these trees. The i-Tree Eco program estimates structural value, carbon storage and sequestration, air pollution removal and avoided runoff. The structural value is a modified Council of Tree and Landscape Appraisers (CTLA) method for estimating the cost of replacing an existing tree with a similarly sized tree in the same location. The map below shows the location of inventoried trees in Richmond with the highest structural value.

2018 Structural and Functional Value Estimates<sup>1</sup> for Richmond’s Inventoried Trees

BENEFIT	AMOUNT	\$ VALUE
Structural value	44,057 trees	83,000,000
Total carbon storage	11,710 tons	410,000
Annual Pollution removal	4.9 tons	40,600
Annual Carbon sequestration	276.2 tons	9,670
Annual Runoff Avoided	25,130 m <sup>3</sup>	58,400
Annual Oxygen Produced	736.6 tons	Not assessed

<sup>1</sup> These values are based on species and dbh in the tree inventory of 44,000 trees. Tonnes are 1,000 kg. Dollar values in i-Tree are carbon @\$35/ton, avoided runoff @ \$2.34/m<sup>3</sup>, pollution removal - CO @ \$1,486/ton, ozone @ \$6,741, NO<sub>2</sub> @ \$1,006, SO<sub>2</sub> @ \$366/ton and PM2.5@ \$234,081/ton based on adverse health effects and US national median externality costs.

City tree structural value (replacement cost)  
~ \$83 million

Annual management cost  
~ 1.5 million

Elm at City Hall (see page 7 for more information)



Maple



Large-diameter sequoias, elms and maples make up the very high value trees in Richmond. Other high value specimens include oaks, deodar cedar, London plane, pine, Douglas-fir, tulip tree and western redcedar.

- High Value Trees
- Very High Value Trees

Sequoia



## 2.3 What We Heard from the Public

In 2017, the public was asked to share their views on Richmond's urban forest through the City's *Let's Talk Richmond* public consultation portal and at Richmond Harvest Fest, a public event held at the Garden City Lands on September 30<sup>th</sup>, 2017.

A survey asked people to comment on their satisfaction with trees in their local area. A total of 138 people responded.

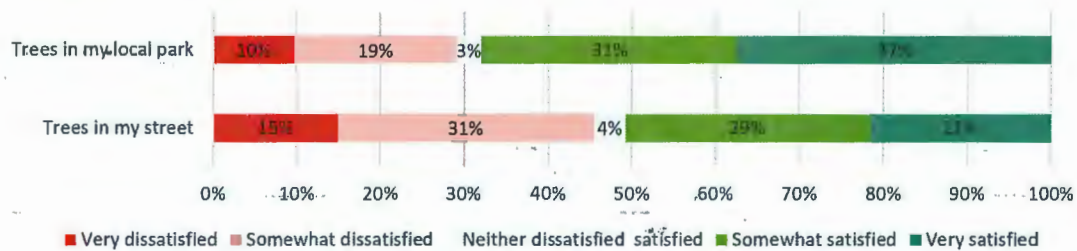
The majority of survey respondents (68%) were satisfied with the trees in their local park. However, respondents were divided on their satisfaction with trees in their street (46% were dissatisfied, and 51% were satisfied; see graph below).

The survey also showed six pictures ranging from low to high canopy cover and with uneven or uniform street tree planting styles. People were asked to indicate which photo was most similar to their street now, and then which photo they would most prefer their street to look like. Some of the survey highlights are listed below.

### *What respondents streets look like today:*

- 45% said uneven street tree planting akin to the diverse group planting style promoted in the 1960s (see page 6).
- 25% said uniform tree planting with small or young trees.
- 20% said they had no trees in their streets.

### *How satisfied respondents were with the trees in their local area...*



### *What most respondent's streets look like today...*



### *What most respondents would prefer their streets to look like...*





**What respondents would prefer the trees in their streets to look like:**

- 43% said large trees, uniformly planted resulting in very high canopy cover.
- 26% said uneven group tree planting style already common in Richmond.
- 22% said medium trees, uniformly planted.

**What respondents most valued about the urban forest:**

- Regulating stormwater run-off and mitigating flooding.
- Reducing air pollution.
- Supporting habitat for native plants and animals.
- Heritage and beautification.
- Pleasant places for people to interact and socialize.

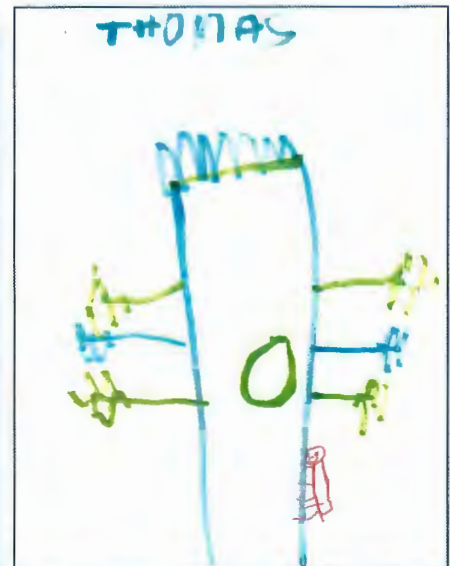
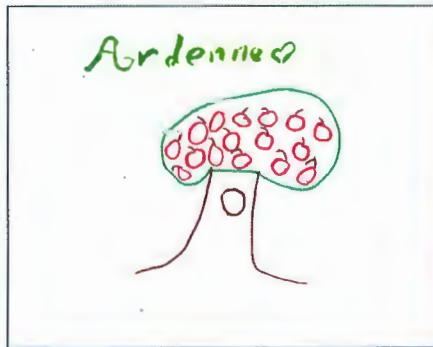
**Reasons why respondents were dissatisfied with trees in their streets or parks:**

- Recent tree removals or damage to trees.
- Lack of tree cover.
- Utilities conflicts, leaves clogging drains and problems caused by tree roots, such as uneven sidewalks.

**Opportunities for improvement raised by respondents:**

- Increase canopy cover and uniform large or medium tree planting in streets.
- Reduce conflicts with utilities.
- Improve tree protection and maintenance including managing leaf litter in the fall.
- Increase species diversity but plant native tree species whenever possible.

*Kids were asked to draw their favourite tree at Richmond Harvest Fest-2017. Visible themes in the drawings included colour, play, food and wildlife habitat.*





# 3 Status and Trends

This section describes the current state of Richmond's urban forest and how it is changing. Several methods were used to analyze past and present urban forest status including LiDAR, historical aerial photos, vegetation maps, and the City's tree and habitat inventory data.

LiDAR is flown with a laser sensor shooting pulses down to the ground surface to create a 3D model of the ground below. The City collected LiDAR data in August 2017 to measure the extent of Richmond's tree canopy and permeability.

The points can then be classified into different features like trees, buildings, roads, powerlines and so on. Some of the products of the LiDAR used in this section include canopy mapping, impermeable area mapping, and tree heights. LiDAR collected in the future will enable detailed canopy change monitoring. The City will conduct flights every few years to monitor the change.

*Example image of a LiDAR point cloud (in three dimensions, showing raw data that will be processed to generate a map of tree canopy.*



## 3.1 Tree Canopy

Tree canopy is a common metric used to describe the extent of a city's urban forest and a tool to monitor its change over time. To visualize it, imagine looking down from an aerial view at the green layer of tree crowns (leaves and branches) below.



## City-Wide Tree Canopy

Canopy cover across the city was 12% based on 2017 LiDAR capture. This estimate includes public and private properties, as well as land areas in the Agricultural Land Reserve and Vancouver International Airport.

While there isn't a precise means to estimate Richmond's pre-contact forest cover, historical vegetation mapping suggests that roughly 1,600 ha (~12%) of Richmond supported deciduous-coniferous forest, with additional cover in forested bog areas. The remainder of the approximately 11,200 ha (~88%) of the city supported grass or shrub cover.

The map below summarizes the tree canopy by census dissemination blocks. Canopy cover

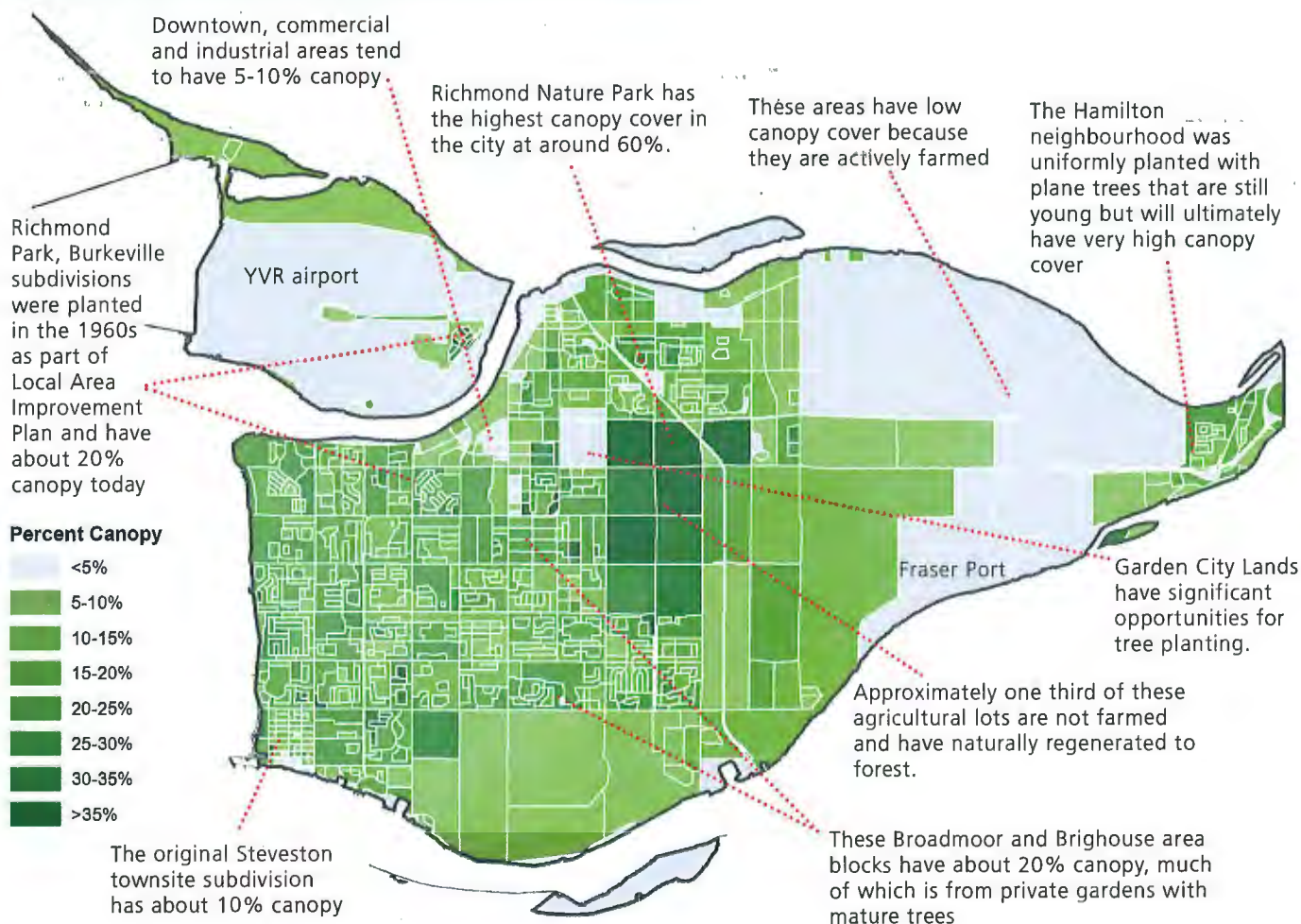
is concentrated in Richmond's residential neighbourhoods, parks, natural areas and fallow farmland that has regenerated to forest.

## Public Tree Canopy

Tree canopy over public land averages 20%. Within parks canopy cover is higher, averaging 24%, while on street boulevards canopy cover is lower, averaging 15%.

This Strategy sets a target to increase canopy cover over the **public realm** from 20% to 30% by 2045. This target is aspirational yet realistic in that it aims to plant out two-thirds of the potential sites in the City presently (factoring in that utility conflicts will eliminate up to one third of potential planting sites).

## Map of Richmond's City-Wide Tree Canopy



## Regional Canopy Change

Changes in canopy cover globally are tracked by University of Maryland scientists using satellite imagery. The Global Forest Cover Change dataset maps forest loss between 2000 and 2017 (Hansen et al. 2013).

While this dataset cannot detect isolated individual tree loss, it is good for showing large-scale changes across the landscape. Province-wide, the area of canopy loss exceeds the area of canopy gain in more than 90% of BC municipalities.

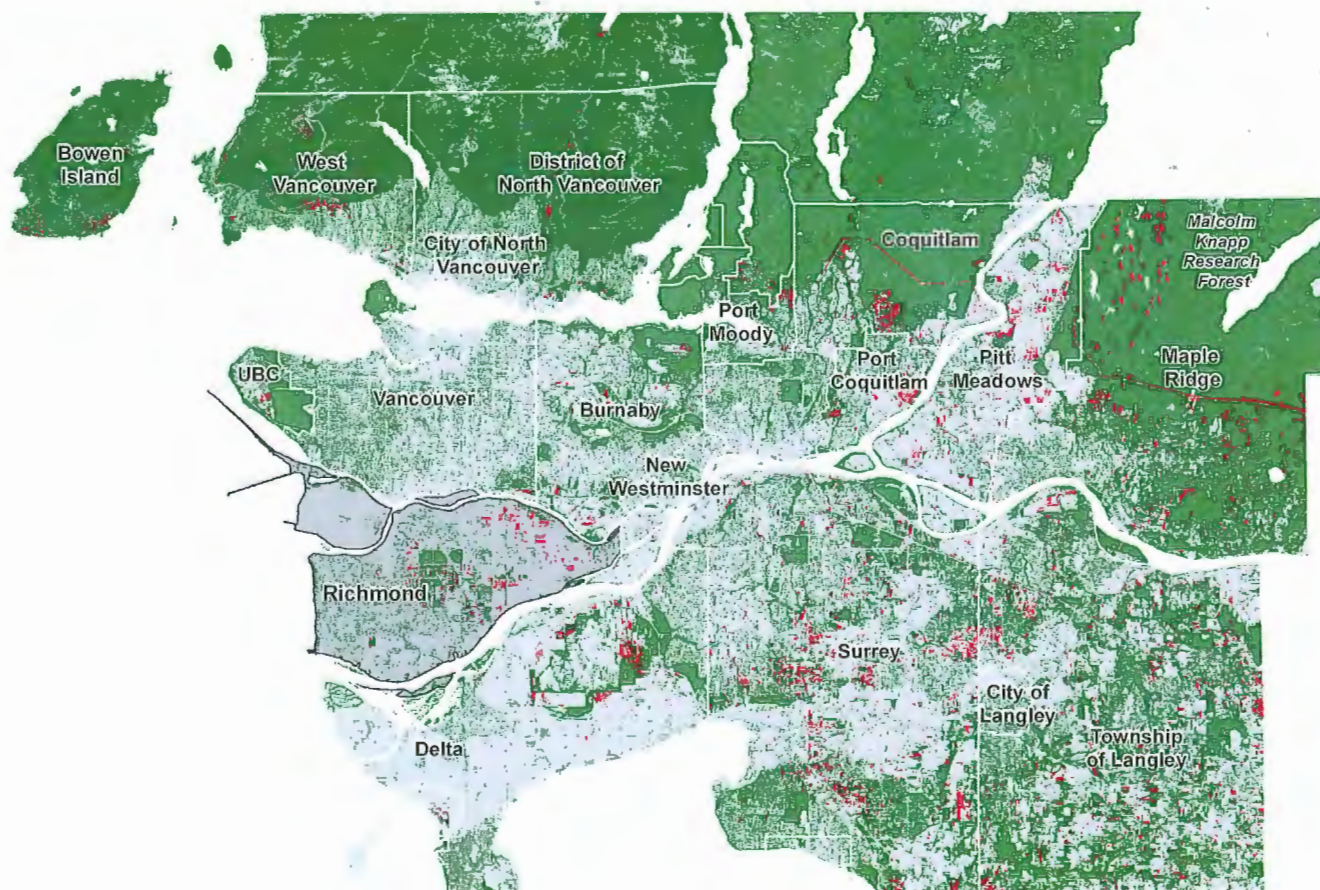
In the map below, the green canopy for the region is sourced from Metro Vancouver's land cover classification data. The red areas showing loss are sourced from the Global Forest Cover Change data.

## Richmond's Canopy Change

In Richmond, the areas showing red are mostly associated with agricultural use and cropping changes rather than actual tree loss. While some urban losses are visible – for example commercial and town home developments in City centre – in general the tree canopy has been relatively stable since 2000. Canopy changes not detectable in this dataset are typically planting and removal of individual or small groups of trees. Canopy losses in Richmond have primarily occurred on private land.

In Richmond, large areas are under the jurisdiction of the federal or provincial governments, including YVR Vancouver International Airport and Fraser Port, or are within the Agricultural Land Reserve. While some of these land uses preclude tree planting, the City can work with these agencies and landowners to plant suitable trees on adjacent city roads and properties where possible.

### Map of regional canopy and canopy loss





## 3.2 Richmond's Native Forests and Bogs

Richmond's natural areas today bear little resemblance to vegetation surveyed pre-1880s (see the map on page 17). Agriculture, urbanization, hydrological changes and peat mining have permanently impacted the landscape and altered ecosystems.

The 2002 habitat inventory identified 568 ha of bog and upland forest in Richmond that provides habitat for small mammals and birds such as woodpeckers, great blue heron, red-tailed hawks and barn owls. Approximately 120 ha of this native forest habitat is protected in Richmond's park system and most of the remainder is within the Environmentally Sensitive Areas (ESAs) Development Permit Area that applies to private land.

Present day bog habitats are dominated by paper and European birch or lodgepole pine. Dryland and riparian forest habitats include birch woodlands, black cottonwood and alder forests at the river's edge, and scattered stands of non-native trees like black locust, oak and maple. Understory vegetation

in natural areas typically consists of a mix of native species, like salal, blueberry, ferns, and non-native species such as Himalayan blackberry.

Even though they have been affected by human settlement, Richmond's native forests and other ESAs provide essential habitat for urban biodiversity and critical ecosystem services. Bog habitats store carbon in the underlying organic soils. Native forests provide habitat for native bees and honeybees that pollinate hundreds of hectares of blueberries. Riparian forests help to moderate water temperatures by casting shade over aquatic habitats.

Enhancement and restoration in parks and ESAs are likely to improve the quality of Richmond's native forests over time. However, climate change and urban development will also place pressure on these natural areas and increase the risk of disturbance events like wildfire. The City monitors the health of and changes in natural areas with tools such as LiDAR.





The map below shows vegetation surveyed between 1858 and 1880. The 2002 habitat inventory is overlaid on the map to show the current extent of native vegetation relative to the past.

Richmond's largest remnant habitat areas are currently found along shorelines, in riparian areas, parks and greenways. Smaller habitat patches are found embedded within the matrix of urban and agricultural land uses.

## Map of 1880s and 2002 habitats

### Map legend

2002 Habitat Inventory

#### GRASS AND GRASSLIKE PLANTS

**br s ct** Tidal marsh: bulrush(br), sedge(s), cattails(ct).

**g** Prairie\*: grass(g).

**g W hh ca** Prairie grass with shrubs: grass(g), willow(W), hardhack(hh), crabapple(ca).

#### SHRUBS

**ca** Crabapple(ca).

**W** Willow(W).

**W ca hh r** Mixed shrubs: Willow(W), crabapple(ca), hardhack(hh), rose(r).

#### SHRUBS/MOSS

**lt cb P** Labrador tea: Labrador tea(lt), cranberry(cb), salal, pine(P).

**cb P** Cranberry marsh\*: cranberry(cb), pine(P).

**m P** Moss with scrub pine: sphagnum (m), scattered pine (P), hemlock, spruce.

#### WOODLAND

**Cw** Mixed Woodland: Cottonwood(Cw), alder, willow, crabapple.

#### CONIFEROUS FOREST

**C H S** Mixed wet: Cedar(C), hemlock(H), spruce, alder, [cottonwood], willow, yew, [crabapple], ferns.

**S W** Spruce: Spruce(S), willow(W), alder, crabapple, vine maple, briars.



### 3.3 Soils and Permeability

Soil and water are essential for healthy tree growth. In urban areas, soils are often removed and replaced with much smaller amounts of topsoil or paved with impervious surfaces that water cannot pass through. These conditions impact tree health and resilience by restricting the volume of soil for roots to grow in and the amount of water available to trees.

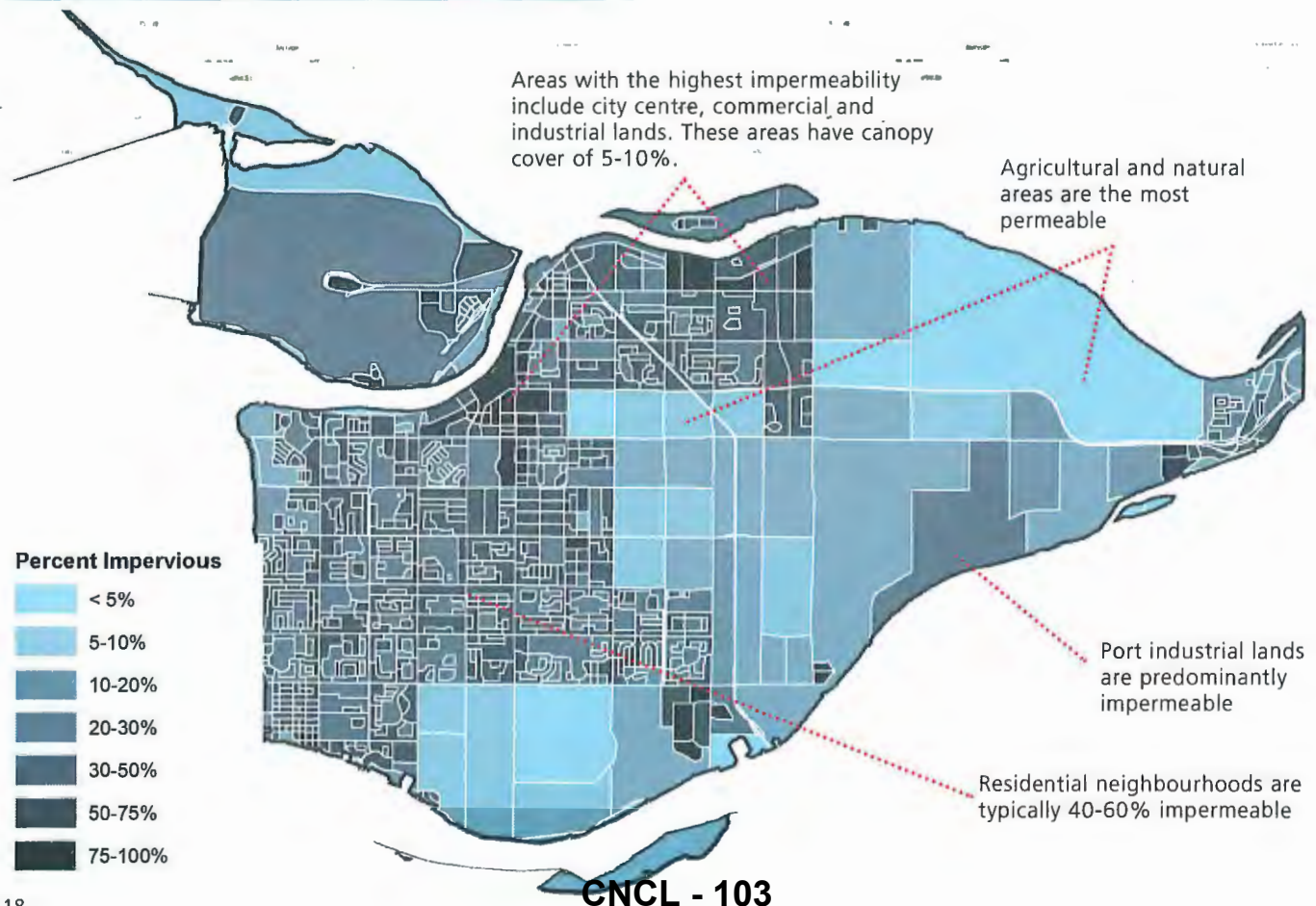
Richmond's native soils are typically silt loam to silty clay loam textures originating from marine and fresh water sediments. Where peat bogs occur, the soils are organic. Richmond also has introduced soils in urban areas. Richmond's soils are poorly drained and have high water tables in most months but drought conditions can occur in summer. Richmond's high water table restricts the depth of rooting for trees and vegetation. This is a unique and challenging situation for tree planting.

The map below summarizes impermeability by city section. Other than on agricultural land, Richmond's urban forest canopy tends to decrease with increasing impermeability. Once impermeability exceeds about 50%, canopy cover becomes more limited.

#### Urban Tree Planting Challenges

The urban parts of the city have much higher impermeability than agricultural areas because of the coverage of roads and buildings. Impermeability in urban areas is likely to increase as neighbourhoods densify with larger building coverage and parking to accommodate more people. Areas with more buildings, asphalt and concrete surfaces also tend to be hotter because they absorb more heat. To sustain a public urban forest canopy in areas with high impermeability, planting sites need special improvements like structural soil or soil cells that allow for adequate soil and rainwater storage for tree roots under paved areas.

Map of Richmond's impermeable cover





### 3.4 City Trees: the Urban Forest Today and Tomorrow

This section reports on several metrics useful for describing the status of the City tree population and its future trends. The City recently collected an inventory of its trees on streets and in developed parks (i.e., outside natural areas) so they can be mapped to monitor tree health and assist in scheduled maintenance. More than 56,000 trees have been inventoried and numerous additional tree stands are found in our parks.

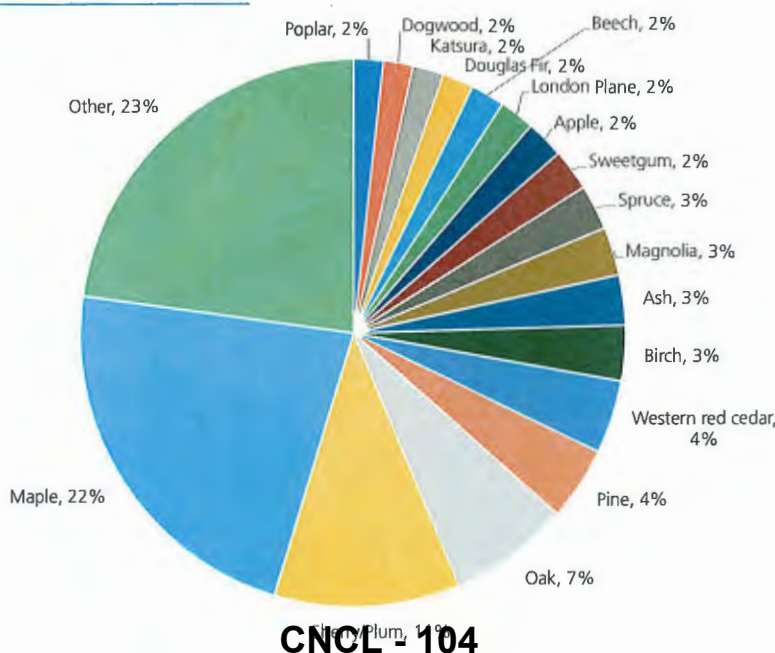
#### Tree Diversity

The diversity of an urban tree population is a useful indicator of vulnerability. In general, the more homogenous a population is in terms of species or genetic diversity, the more vulnerable it will be to pest and disease attack and impacts of climate change. Similarly, a population that lacks age and life-expectancy diversity will go through cycles of mass removals. When trying to reduce vulnerability and grow a resilient tree population, several types of diversity are important to consider.

#### Tree type and dominance

The pie graph shows the most common trees planted in Richmond. The 10-20-30 rule-of-thumb recommends that populations have no more than 10% of any species, no more than 20% of any genus and no more than 30% of any family

#### Richmond's Most Common Street and Park Trees



(Santamour, 1990). However, recent guidelines for a sustainable urban forest suggest that 5-10-15 diversity rule should be targeted city-wide (Leff, 2016). Richmond's tree inventory has a very high proportion of maple (22%) relative to other types of trees, and cherry/plum is also prominent (11%).

To understand which types of trees are dominant in terms of size, the relative *basal area* (cross-sectional area of all the trees stems) and *leaf area* (square metres of leaf surface) are useful measures. The genera that are both common in number and large in size are providing most of the ecosystem services in Richmond's streets and parks (excluding natural areas).

The maple genus is by far the most common and largest contributor to leaf and basal area on public land. Cherry/plum and oak are also large contributors relative to other genera.

With 40% of Richmond's tree population comprised of only three genera (maples, cherry/plum and oak), Richmond's tree canopy is vulnerable to disease or disturbance affecting these trees. **Diversifying the types of trees used in the City is necessary to reduce vulnerability in the tree population and a priority for future tree planting plans.** Diversity can be increased by using alternative species in new planting locations and by strategically replacing species in some locations when trees reach the end of their lives.

Age and size distribution

Age and size diversity are important for maintaining a relatively stable urban forest population over time. Using size as a proxy for age, the 40:30:20:10 guideline (Richards, 1989) recommends a breakdown by tree age class shown on the graphic below.

Richmond has a good proportion of young trees to support future canopy growth. However, there are fewer mature and old trees than are recommended by the guidelines due to Richmond’s young urban forest. The size distribution of the City tree population reflects both the City’s increased planting efforts over the last 20 years and the removal of some older trees due to hazard and development. **Retention of existing large trees on City property should be prioritized whenever possible.**

Genetic and structural diversity

Genetic diversity between individuals is important for adaptation to pests, disease and future climate. While we do not have an easy way to measure genetic diversity among urban trees, we can assume that urban forests are less genetically diverse than native forests because of clonal nursery cultivation. This creates vulnerability if genetically identical individuals are all susceptible to a pest or disease. **Increasing the genetic diversity of nursery stock should be prioritized.**

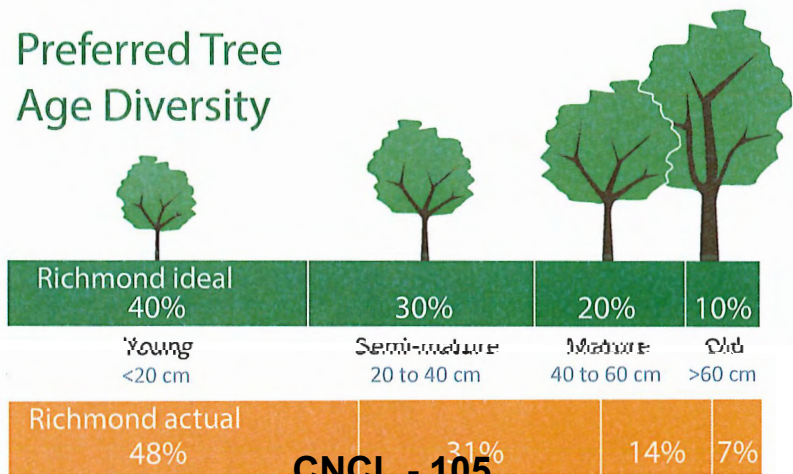
Structural diversity is especially important for habitat and includes having a variety of tree sizes, layers, ages, decay classes, woody debris and understory plants. Most streets and developed parks have low structural diversity compared to native forests. Often risk to people or property means that it is not suitable to have decaying trees, debris or understory in urban areas. **Structural diversity should be enhanced in natural parks or locations where there are few people or targets, to improve the habitat value of an area and ultimately the resilience of Richmond’s biodiversity.**

Tree Health and Planting Rates

Richmond’s public urban forest is generally in good health based on the inventory data collected to date which shows a relatively low incidence of pests and diseases. Birch bronze borer is killing birch across the region and drought is impacting some trees but overall population mortality rates are relatively low.

The most common reasons for removing trees on public land are in response to storm damage, end-of-life decline, disease or conflicts with development such as road widening and upgrades, driveways or new utilities or facilities. **The City removes approximately 300 trees per year and is planting about 850 new and replacement shade trees<sup>1</sup> per year as well as mass plantings for forest restoration in parks.** However, this number can vary substantially from year to year depending on weather events and construction projects.

1 Shade trees are young trees installed at a larger size (e.g., > 3 m height or > 4 cm caliper) and are typically what are planted into streets or landscaped parks. Shade trees tend to account for the largest proportion of City planting and maintenance budgets.





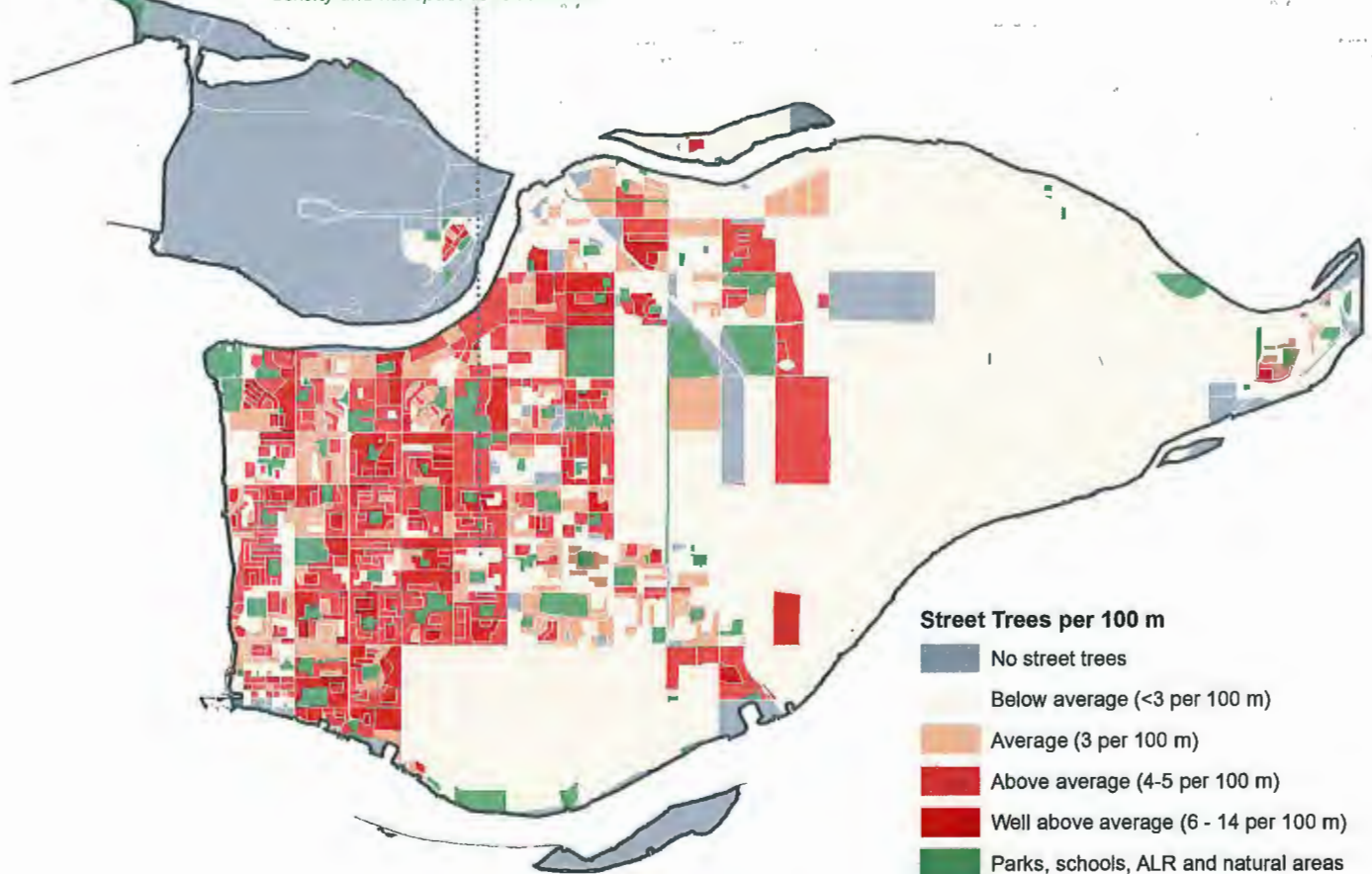
## City Tree Distribution

Richmond's 56,000 inventoried trees and uninventoried natural area trees are distributed across streets and parks, and are most abundant in residential rather than agricultural parts of the city.

### Map of street tree density by block



*This residential block has below average street tree density and has space for street trees*



### Street Tree Density

Richmond has approximately 1 City street tree for every 6 people. In terms of planting density, Richmond's streets are planted at an average density of 3 trees per 100 m, or 19 trees per ha. For comparison, Vancouver has approximately 1 street tree for every 4 people and an average of 6 street trees per 100 m, or 49 street trees per ha.

Street trees (within the City's rights-of-way) are absent in some locations because private landscaping is near the edge of the street and doesn't leave space for a public tree. Roads in agricultural areas often lack sidewalks or defined boulevards for street tree plantings. In other locations, underground services, overhead power and telephone lines, or the extent of impervious surfaces limit the space for planting new trees.

An analysis of planting opportunities found that at least 20,000 new trees could be planted in streets, which would increase median tree density to 30 trees per hectare. Residential streets present a significant opportunity to increase the City's public urban forest canopy.

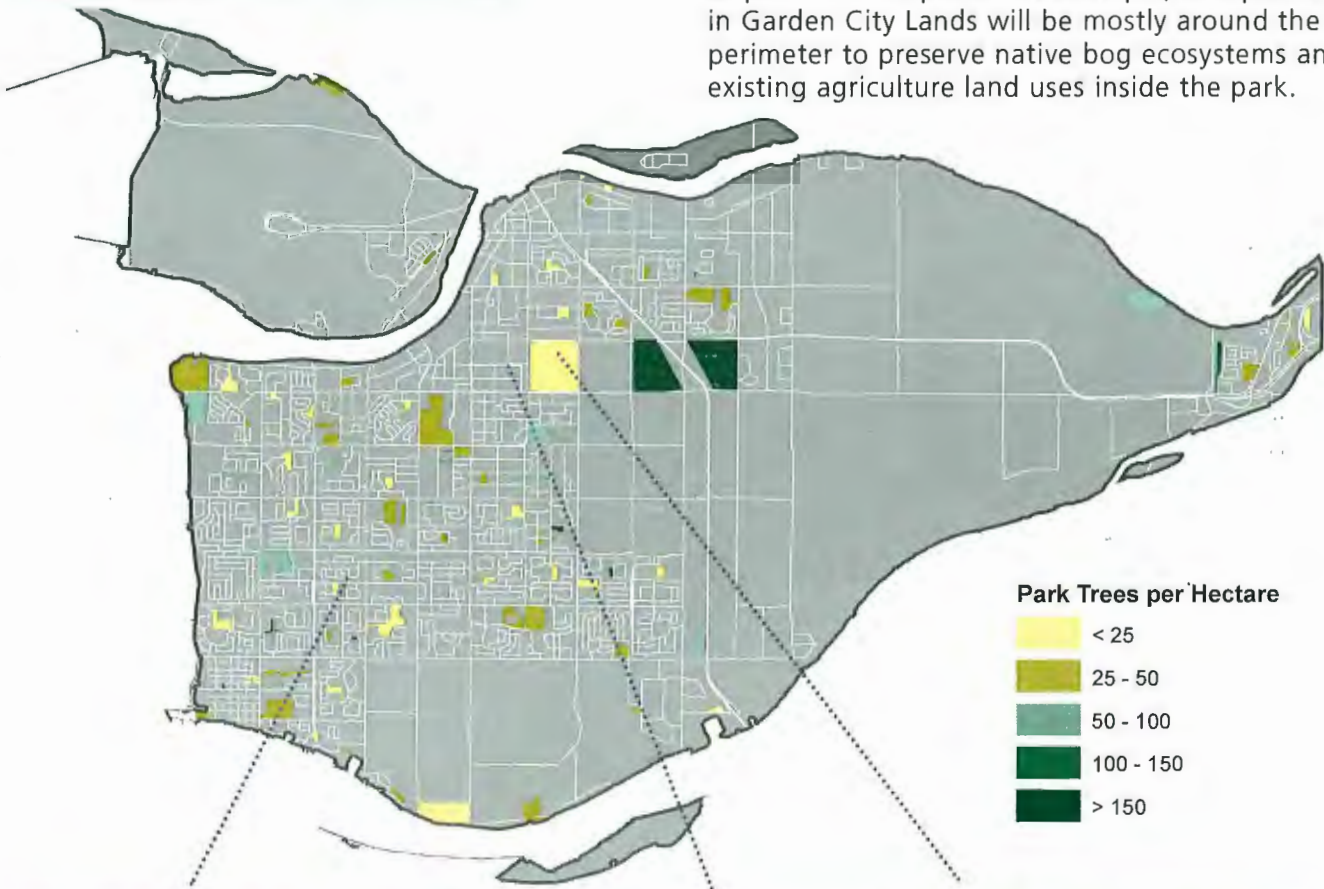


### Park Tree Density

Tree density in parks is largely determined by park use. For example, parks with extensive sports fields support a relatively low density of trees. By contrast, natural area parks often have very high tree density.

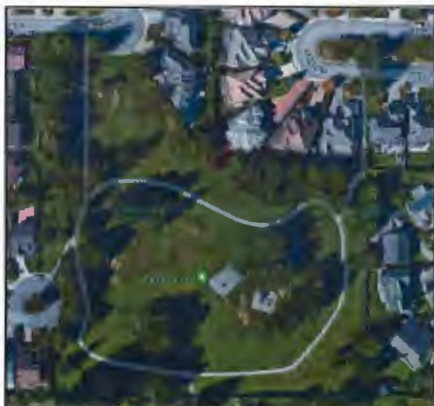
Park tree density is highest in Richmond Nature Park, and lowest in the Garden City Lands.

### Map of number of trees by park



**It is recommended that City parks with available open space be considered for tree planting as a high priority.** Across all parks, the median tree density is 37 trees per hectare. Most Richmond parks have space for additional trees. An analysis of planting opportunities found that at least 10,000 new shade trees could be planted in parks, which would increase median tree density to 55 trees per hectare. Planting in parks will help to move canopy cover from 20% towards the 30% target for Richmond's public realm. Other park uses will need to be considered as part of these plans. For example, tree planting in Garden City Lands will be mostly around the perimeter to preserve native bog ecosystems and existing agriculture land uses inside the park.

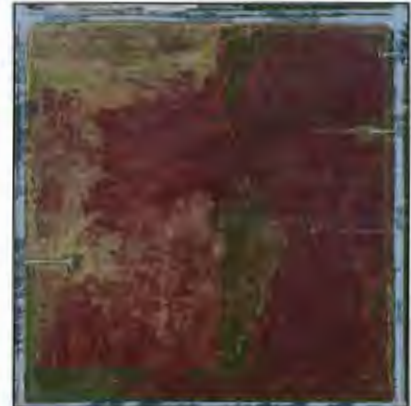
The median tree density in parks is 37 trees/ha



Richmond Nature Park is almost entirely forested



Garden City Lands has very few trees



## City Planting Opportunities

Richmond's plantable spots have been estimated by identifying the permeable spaces on public land that could potentially support shade trees.

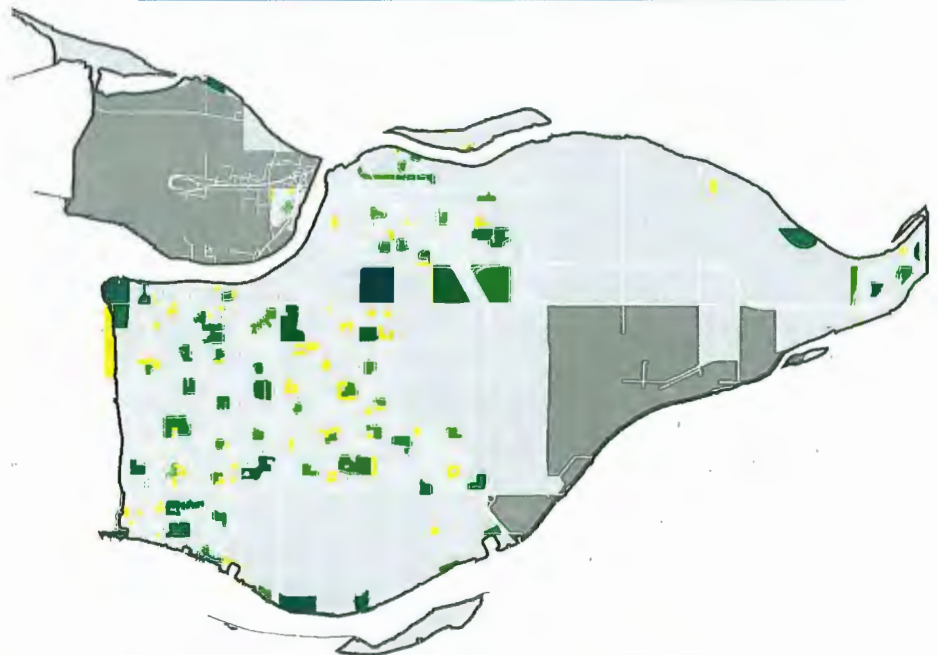
**Roads have approximately 20,000 potential shade tree planting spots.** The map below shows where these opportunities are concentrated in the roads around each block. Many opportunities are on the public right-of-way attached to private residential landscapes.

This analysis does not account for utility conflicts. It is expected that further analysis of constraints will reduce the total opportunities by up to one-third, therefore the annual planting target aims to plant out approximately 20,000 of

these sites over the next 25 years. As well, forest restoration or new parkland planting may provide mass planting opportunities that have not been captured by this analysis.

**In parks and schools, approximately 10,000 potential shade tree planting spots have been identified outside active uses (e.g., sports fields).** The map below shows the number of opportunities in each park.

Map of tree planting opportunities by park



Map of street tree planting opportunities







# 4 The Future of the Public Urban Forest

This section covers the challenges and opportunities that will shape the future of Richmond's public trees, and describes how the City's management practices can be adapted in response.

## 4.1 Climate Change and Forest Health

Climate change projections for the Metro Vancouver Region predict an average annual temperature increase of 3°C in the 2080s (Metro Vancouver, 2016). As climate changes, the management of Richmond's public trees will have to be altered and adapt to the new reality.

Several conditions important for future tree growth are presented in the table below. The values reported are averages for Metro Vancouver but are similar for Richmond, which has lower average precipitation and warmer average temperatures than other parts of the region.

Climate variable	Past (1971 - 2000)	2080s projected* (2071 - 2100)
Extreme maximum temperature	30°C	37°C
Duration of dry spells	21 days	29 days
Summer precipitation	206 mm	147 mm
Frost days	79 days	17 days
Growing season length	252 days	331 days

\* Projected change is based on modelling for Metro Vancouver using the Intergovernmental Panel on Climate Change's Representative Concentration Pathway 8.5 scenario (RCP8.5), which assumes there is no coordinated effort to reduce global greenhouse gas emissions by the end of this century (or "Business as Usual"). In producing its Climate Action Plan, Richmond used RCP2.6, which assumes global greenhouse gas emissions will peak by 2020 and decline thereafter.



### What does this mean for Richmond's trees?

Based on work completed to assess the risk and vulnerability of the region's urban forest (Metro Vancouver, 2017), Richmond's urban forest is likely to experience:

#### 1. Reduced growth and increased mortality due to...

- Reduced water availability and increased length of drought in summer.
- Waterlogging of soils and localized freshwater flooding within City parks in fall, winter and spring.
- Longer wildfire seasons and an increased frequency and duration of wildfires.
- More hot days that exceed species specific growth optimums.
- More frequent and severe pest outbreaks and variety of pests.
- Ongoing windstorms and severe weather events.

#### 2. Increasing diversity of species tolerant of Metro Vancouver's climate due to...

- Longer growing season, milder winters and fewer damaging frosts.

Most tree species that occur in Richmond today are expected to be able to persist in a changing climate. However, climate change will place more stress on trees.

### How can we adapt trees in Richmond's urban areas?

Richmond's urban forest will be less vulnerable to climate change if the following recommendations are implemented:

- Plant species well suited to both site and future climate, and trial new species.
- Provide planting sites that maximize permeability, soil volume and quality.
- Provide adequate water to young trees and, where possible, irrigation of street trees adjacent to new development sites.
- Promote strong branch structure by pruning trees when young and regularly throughout their lives.
- Protect public trees from the impacts of construction activities.
- Mitigate impacts to and from private utilities and civic infrastructure.
- Monitor and adapt management to changes in urban trees, natural forests and peat bogs.

Implementing these adaptation measures will create more resilient urban forest population. A healthy urban forest will complement the City's adaptation efforts by providing cooling refuges, absorbing rainwater and preventing erosion, reducing air pollution, buffering severe wind and sequestering carbon.

### Low vulnerability

- Right species and right place
- Adequate, good quality soil volume
- High permeability
- Adequate young tree care and proactive pruning
- Tree protection



### High vulnerability

- Wrong species or wrong place
- Above and below ground conflicts
- Low soil volume or compacted soil
- Low permeability
- Inadequate maintenance
- Inadequate tree protection

Tree graphic from Metro Vancouver's Urban Forest Climate Adaptation Framework (Metro Vancouver, 2017)



## 4.2 Parks and the Ecological Network

### Parks and Open Space

Development and management of Richmond's park and open space system is guided by the 2022 Parks and Open Space Strategy (POSS). This Strategy can support POSS outcomes by:

- Managing a high value and resilient urban forest in parks to maximize ecosystem services.
- Connecting the City's green network to create a healthy and resilient city-scape.
- Protecting and enhancing soils, trees and green infrastructure to improve the City's sustainability.
- Diversifying and transforming the management of resources.

In turn, parks and open spaces play an important role for implementing this Strategy by providing space to plant more trees, room to grow large trees, and provide a more stable environment for trees to reach maturity. Parks also provide more opportunities for habitat and biodiversity where shrubby understories, downed wood and snags, and mostly native species can be supported. In natural areas ecosystem processes like nutrient cycling, windthrow and vegetation succession can often be left to occur with limited management

intervention.

### Ecological Network

Ecologically valuable areas in Richmond have been defined as part of the Ecological Network (EN). This includes larger areas such as Richmond Nature Park, Terra Nova Rural Park, Sturgeon Bank, South Arm Islands, and smaller areas such as parks, school yards, fields and meadows. These areas support habitat for birds, insects and wildlife, including migratory shorebirds and waterfowl, and salmon.

This system of natural areas, as well as developed parks and greenways and green infrastructure, are the basis of the Ecological Network (EN). The connectivity of each area is a key success factor to creating a healthy and viable corridor for habitat health and vitality.

The protection and enhancement of the EN enriches the health and livability of Richmond and provides access to nature within increasingly urban neighbourhoods. The EN also plays an important role in increasing Richmond's resilience to climate change by providing ecosystem services like flood mitigation, carbon storage, supporting biodiversity and enabling natural processes to occur. Along with mature trees, understory plants and soils



The components of the EN are defined below and on the map as:

**Hubs:** natural areas greater than 10 hectares. Capable of supporting entire and diverse populations of animals and plants associated with ecological functions.

**Sites:** smaller, non-linear areas of natural ecosystems providing "stepping stones" as connections between hubs.

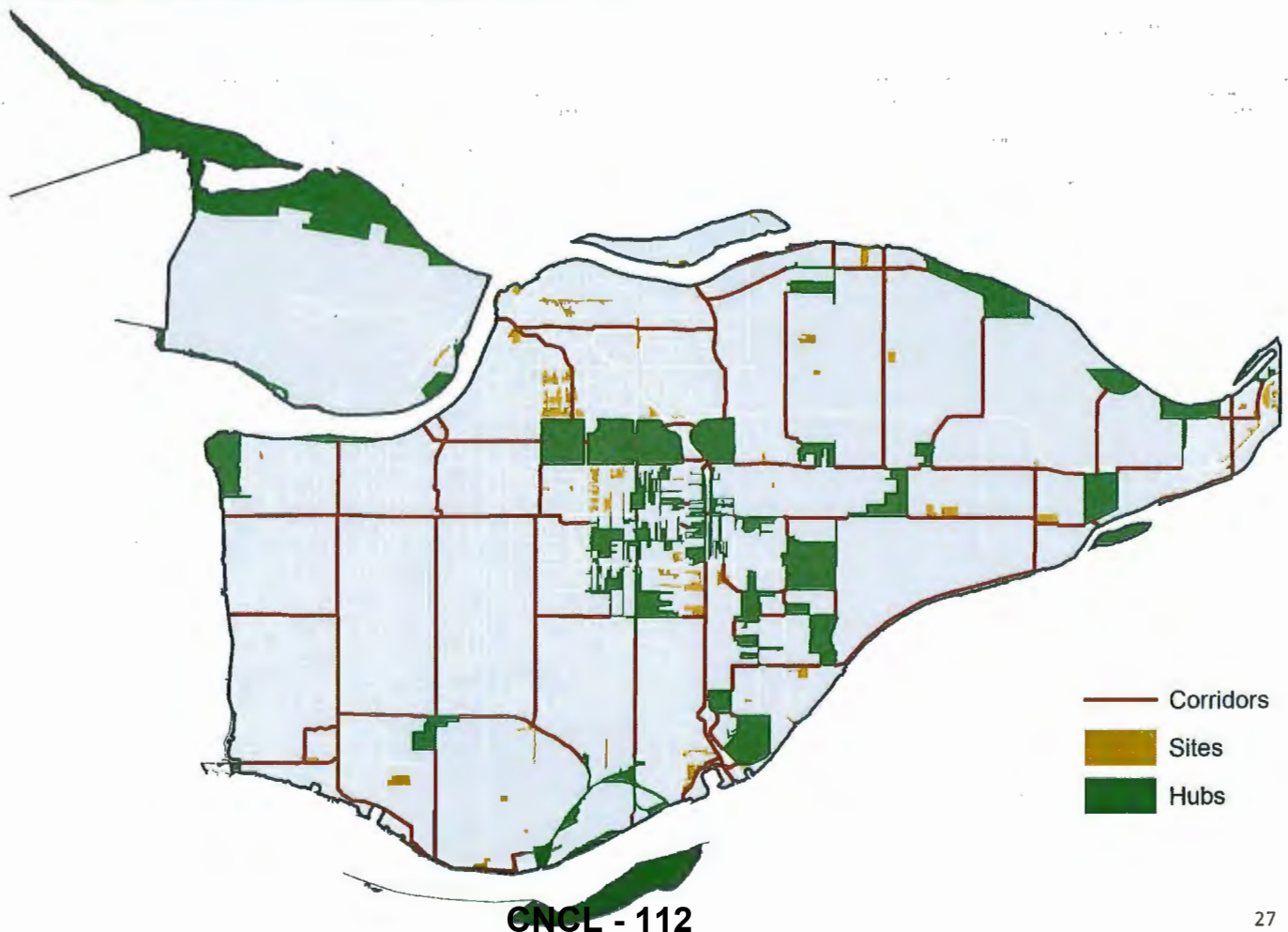
**Corridors:** linkages that facilitate movement of species, water, nutrients and energy between hubs and sites. Urban forest canopies add to the connectivity of corridors.

Additionally, Riparian Management Areas (RMA) are a critical component of Richmond's Ecological Network. These sites are often located in setback areas straddling both public and private land in and around watercourses, where trees form a major portion of the structure of valuable habitats.

The urban forest occurs in and around the Ecological Network, and the Public Tree Management Strategy can integrate the goals and objectives of the Ecological Network on public land by:

- Increasing tree cover along corridors and buffering the edges of hubs, sites and City-owned lands generally to enhance ecological connectivity and habitat.
- Increasing the use of green infrastructure on boulevards in developing and redeveloping neighbourhoods to reduce runoff, improve water quality, and encourage the use of native plants.
- Retaining and enhancing tree cover and vegetation.
- Retaining and enhancing permeability and soils for water filtration and storage.
- Encouraging restoration and enhancement of vegetation and wildlife habitat and features.
- Enabling urban forest stewardship initiatives.

### Map of Ecological Network Components





## 4.3 Integrated Rainwater Management and Flood Protection

Lulu Island, being relatively flat and on average one metre above sea level, relies on dikes to prevent flooding. Runoff is managed by either draining water with gravity or pumping it out during high tides. Richmond's drainage system has been carefully engineered and includes channelized watercourses, sloughs and ditches. The dike system prevents flooding during high water levels and will be upgraded to adapt to projected sea-level rise. Three key documents guide the management of stormwater and flood protection in Richmond:

1. The Flood Protection Management Strategy.
2. Dike Master Plans.
3. The Integrated Rainwater Resource Management Strategy.

### Flood Protection Management Strategy

Under the City's Flood Plain Designation and Protection Bylaw, construction grades are raised to protect habitable space from flooding. Grade changes often have adverse impacts on existing tree health as a result of construction impacts and changed groundwater behavior. Planning for public tree planting must also avoid, where possible, locations subject to future grade changes.

### Dike Master Plans

Council adopted Dike Master Plan Phases 1, 2, 3 and 5. The City is currently developing Dike Master Plan Phase 4. Trees are not recommended for planting within the dikes structure, as they

compromise the structural integrity of the dike and restrict access for maintenance. The Strategy acknowledges that some trees will likely need to be removed for dike upgrades and that trees will not be planted within the dike structure. Any tree removals associated with dike upgrade projects will be replaced elsewhere in the city.

### Integrated Rainwater Management

Richmond's Integrated Rainwater Resource Management Strategy (IRRMS) is focused on minimizing the negative impacts of future development on drainage infrastructure and ecological health, reducing potable water use, addressing sedimentation issues, and supporting the City's Ecological Network. The IRRMS goals and strategies are closely aligned with those of the Public Tree Management Strategy in that they address habitat quality, impervious surfaces and enhancement of green infrastructure to increase ecosystem services and rainwater infiltration.

This Strategy can complement implementation of the IRRMS goals and strategies by:

- Encouraging rainwater harvesting and reuse as alternatives to potable water use for irrigation of trees and vegetated landscapes.
- Selecting trees with drought tolerance traits.
- Prioritizing tree planting and forest restoration within the Ecological Network.
- Encouraging use of green infrastructure for rainwater management on public lands.





## 4.4 City Trees Operations

City trees need management to maintain a healthy and safe urban forest that benefits the community. Operational costs are higher in the first few years of a tree's life and decrease as trees mature. Costs increase again when trees become stressed or over-mature. As illustrated in the graphic below, maximizing tree health and life expectancy is important for two main reasons:

1. The longer a tree stays healthy in the landscape, the less often the City incurs the high costs of removal and replanting.
2. Ecosystem services benefits grow as trees mature. The longer a tree lives, the longer it produces maximum benefits.

**Maximizing both the establishment success of young trees and the healthy life-span of mature trees is the best way to delay removal and replanting.**

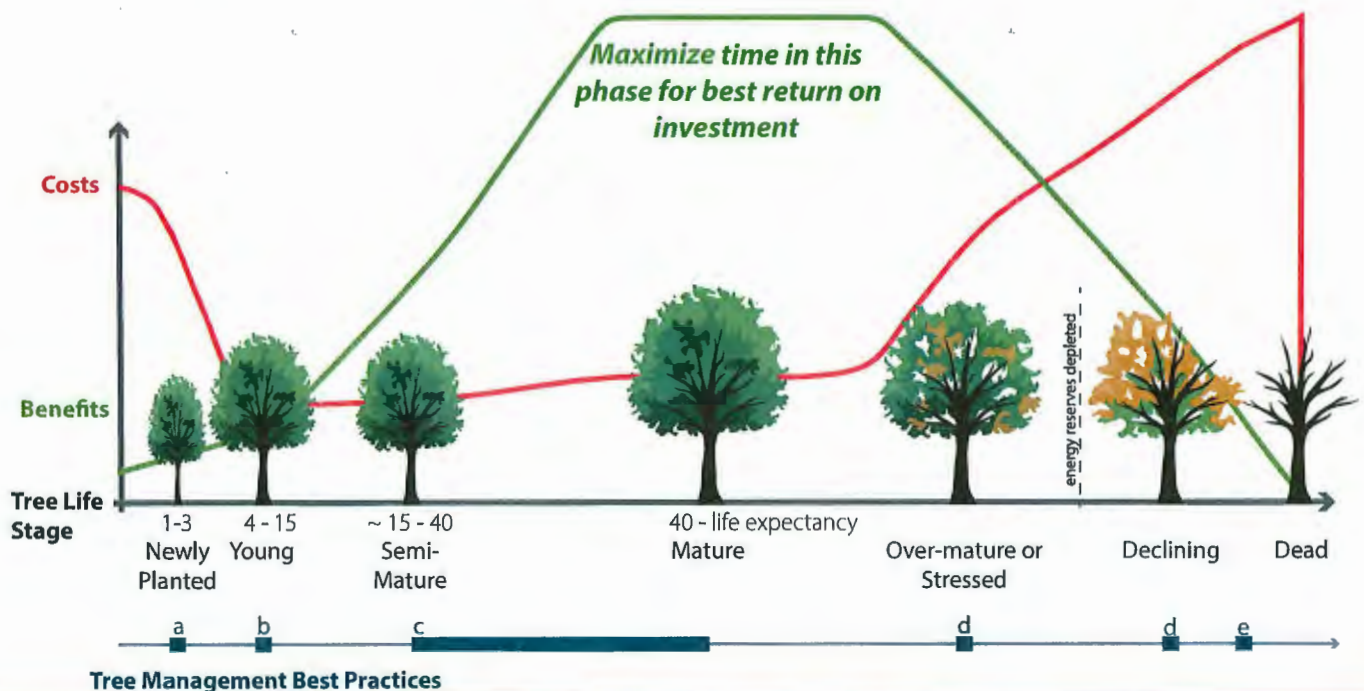
Richmond has developed a City Tree Policy and Public Tree Operations Manual (PTOM) to establish the standards, practices and processes the City uses to manage public trees under Community Services - Parks jurisdiction.

The policy and PTOM address:

- Planning and design for tree planting.
- Planting including soil volume and technical standards for planting.
- Maintenance and plant health care.
- Inventory and risk management.
- Succession planning and removal management.

This Strategy, the policy and PTOM provide the guidance to shift the City's tree management from the current program of demand driven management towards a planned, preventative approach that will improve the life expectancy of and benefits from City trees.

### Magnitude of Life Cycle Costs per Tree for Maintenance Activities





## Planting the Future Urban Forest

The City has been planting an average of 850 public shade trees per year in addition to hundreds of smaller trees planted in parks for forest restoration. These trees are a combination of new and replacement street and park trees planted by City crews and through development activities or stewardship volunteers. Funding sources for tree planting include City capital budgets, Tree Compensation Fund, and grants. Presently, the rate of planting exceeds the rate of removals.

**An analysis of potential planting areas on public land has identified approximately 30,000 individual sites for shade tree planting.** Further analysis is needed to filter out locations with constraints such as utilities and land use plans and it is likely the total sites will be fewer.

New planting sites are also created with developments when parks or streetscapes are upgraded, new parks are built, or when areas are retrofitted with green infrastructure to manage rainwater.

By setting a target to plant **850 new trees per year**, in addition to replacement trees and restoration plantings in parks, public canopy cover should increase from 20% to 30% by 2045. Based on present tree removal numbers, the planting program (City and developer planted trees) would require a net increase of approximately 300 trees

per year above current levels; this figure may vary with removal rates. The canopy forecast assumes that Richmond's canopy area will grow by 1.5% (7 hectares) each year on public land to reach the target by 2045. This canopy increase is forecasted from both the growth of existing trees as well as from planned new plantings and the replacement of every tree lost.

Planting out all available sites is one of the main ways Richmond can maximize ecosystem services from the urban forest. To ensure that new tree plantings are successful, the City will:

- Plant the right tree in the right place.
- Plant from a diversity of species using high quality planting stock.
- Consider the suitability of species and stock to future climate in all planting decisions. This may include altering the balance of native tree species composition or sourcing seed from warmer, drier climates.
- Provide good soil, growing conditions and water for young trees.
- Partner with and educate residents and community groups to plant and care for young trees.





## City Tree Planting Prioritization

Richmond's data on canopy cover, street tree density and population density was used to prioritize blocks where public tree planting is a priority. Areas in and around 'Ecological Network' are a priority for planting to meet the objectives of the Ecological Network Strategy regardless of low, moderate or high priority ratings defined below. In these areas, the focus will be on native plant species and connecting green spaces to enhance habitat.

Areas that rated as 'Low' priority are census blocks with any one of:

- Fewer than 10 people per hectare.
- More than 6 street trees per 100 metres.
- Canopy cover greater than 30%.

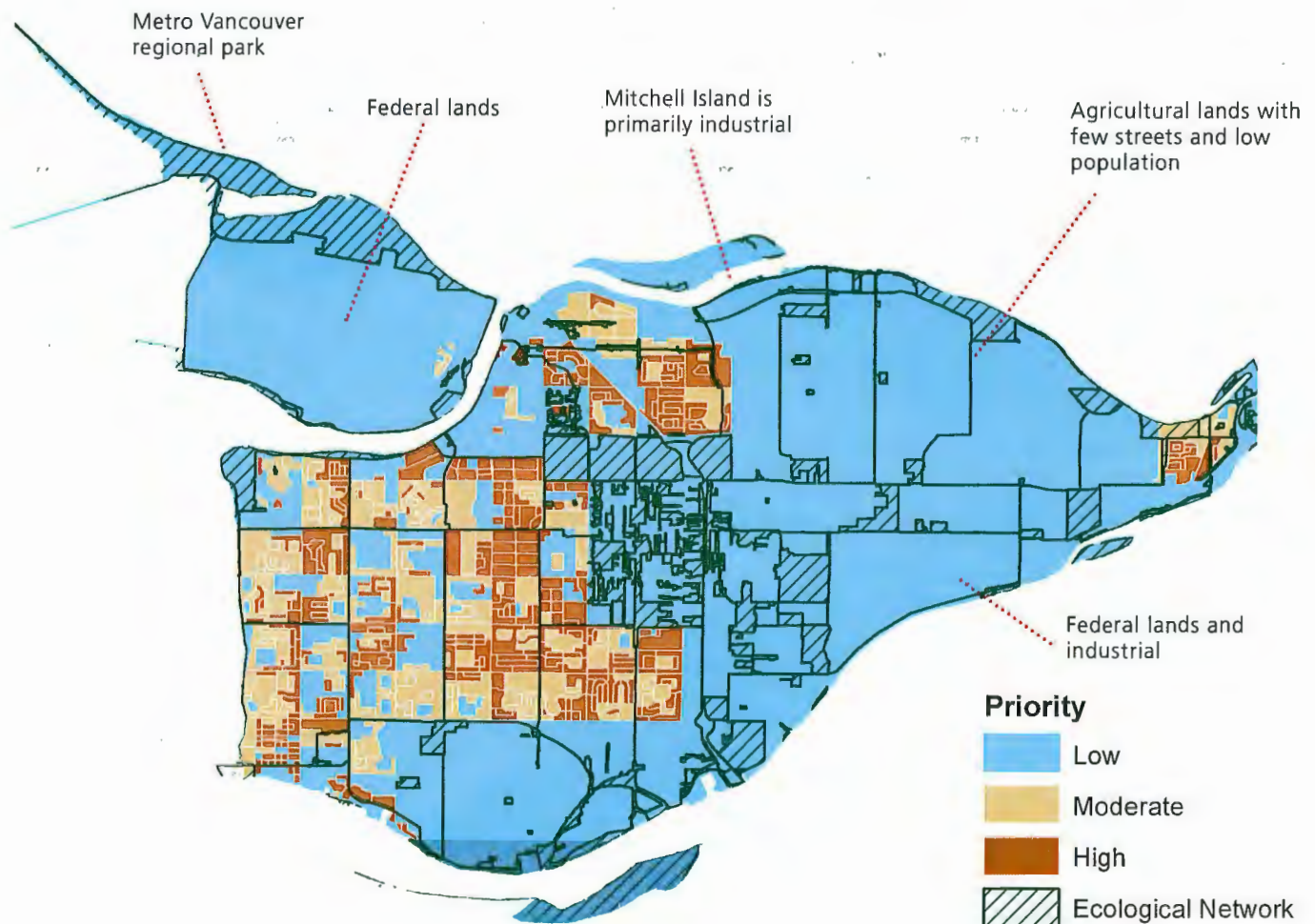
Areas that rated as 'Moderate' priority are census blocks with:

- Fewer than 100 people per hectare.
- Fewer than 6 street trees per 100 metres.
- Canopy cover less than or equal to 30%.

Areas that rated as 'High' priority are census blocks with:

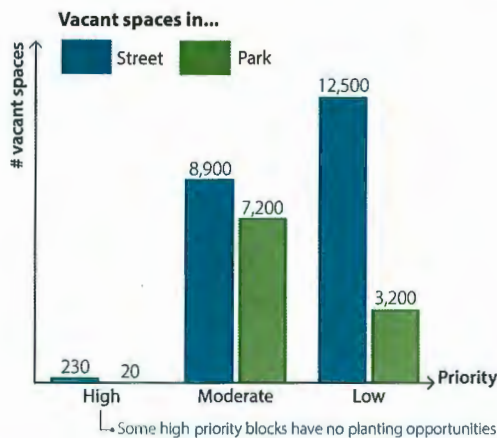
- More than 100 people per hectare.
- Fewer than 6 street trees per 100 metres.
- Canopy cover less than or equal to 30%.

### Map of Priority Planting Areas





In total, approximately 30,000 potential public planting opportunities have been identified:



### Creating New Planting Opportunities

The graphic at right illustrates "typical", "ideal", and "engineered" planting scenarios. Many high priority areas have high impermeability because of extensively paved sidewalks and roadways. Increasing canopy cover in these locations will require the creation of "engineered" planting sites using innovative approaches such as structural soil or soil cells. As planting technologies and best practices evolve, the City will look to test and implement new methods to grow more trees successfully in these challenging urban environments.

In Metro Vancouver's climate, it is recommended that between 0.3 and 0.6 cubic metres of soil be provided for every 1 square metre of tree canopy, though this can be reduced when multiple trees share the same volume or when sites are irrigated.

### Supporting New Tree Plantings under Servicing Agreements

When trees are planted on public property as part of development Servicing Agreements, they are maintained by the Agreement holder for the first year. The City ensures trees are planted per applicable landscape best management practices, with approved soil volumes, and with irrigation systems connected to private water connections. Upon completion of the maintenance period, City staff again inspect the trees and any dead or deficient trees are replaced prior to final acceptance by the City. Once accepted as a new city asset, the trees are inventoried into the City's geographic information system and then maintained by the

City. Irrigation systems remain the maintenance responsibility of the landowner.



"TYPICAL" | INADEQUATE SOIL VOLUME



"IDEAL" | ADEQUATE OPEN SOIL VOLUME



"ENGINEERED" | OPEN VOLUME + STRUCTURAL / CONSTRUCTED SOIL VOLUME

*Streetscape soil volume illustration from Metro Vancouver's Urban Forest Climate Adaptation Framework (Metro Vancouver, 2017)*



## Maintenance

Maintenance needs differ for trees throughout their life-cycle (see page 30 for a graphic summary):

- Young trees need water to establish their root systems and structural pruning to set up good branch structure.
- Once trees reach 15 years of age, they can move onto a preventative pruning cycle that involves periodic inspection and pruning when required. Trees stay on this pruning cycle as long as they are healthy and safe.
- As they near the end of their lives, or become stressed for other reasons, trees need more intensive care until they return to health or the decision is made to remove them.

### *Demand versus Preventative Model*

Richmond's urban forest currently is managed primarily on a demand basis. This means trees are maintained as they come to the attention of staff through service requests initiated primarily by residents or staff that identify issues.

Recognizing that preventative maintenance would be a more sustainable and financially responsible approach, the City is beginning to transition its operations to a scheduled pruning cycle. Each year, City crews will work through a section of Richmond inspecting trees and pruning (when needed). Each full cycle will take five years to complete for streets and about ten years in parks. That means every inventoried public tree will be visited by City crews in that period. As well, some high-use areas will be inspected more frequently.

A demand system will still operate alongside so that crews can respond to emergency pruning or tree health issues as they arise (for example, storm damage or tree failure).

The transition to preventative maintenance will initially increase the cost of the City's urban forest operations. However, once the first cycle is complete, the frequency of demand pruning requests is expected to drop.

With climate change, tasks related to drought and pest management are expected to become a larger operational cost. Presently, City trees are in good health and few trees require watering once established except during extreme drought. Several pests, such as Asian Longhorn Beetle, Japanese Beetle (currently quarantined in Vancouver), Gypsy Moth and Emerald Ash Borer are potential threats to Richmond's forest; however, none of these pests have yet been detected in the City.

Priorities for maintaining a healthy and resilient tree resource are to:

- Transition to preventative maintenance including a block pruning cycle and young tree pruning to promote good structure at maturity.
- Water young trees until they are established (at least the first three years after planting).
- Monitor plant pest threats.





## Tree Protection and Removal

Trees are civic assets, just like roads, sidewalks and sewers. As such the City conserves and protects its trees to the greatest extent possible. City tree protection and removal are regulated by Tree Protection Bylaw No. 8057, the Public Parks and School Grounds Regulation Bylaw No. 8771 and are further guided by the City Tree Policy. Staff, as authorized and guided by these policies and bylaws, must make a decision to protect or remove a City tree whenever development or City works are planned in their vicinity. Tree removal should be viewed as a last resort.

Priorities for improving tree protection and providing staff with the tools to make transparent decisions about removals are to:

- Implement the Council adopted City Tree Policy to guide protection and removal decisions and processes.
- Quantify and share the value of trees according to their appraised amenity value, role in carbon sequestration, stormwater capture and water quality improvement and providing building energy savings.
- Improve referral procedures, information sharing systems and tree protection standards internally so that City trees and potential conflicts are consistently identified and managed.

## Inventory

Currently, the City inventories the trees it maintains to record the species, size, location, condition and work history of City trees. It is an essential tool for all aspects of urban forest operations but particularly for enabling preventative maintenance and monitoring health and risks. The inventory will be continuously updated and improved over the course of the pruning cycle by City crews using geospatial-enabled mobile technology. Inventory methods will be updated as technology evolves. To further inform urban forest operations, the inventory will be used to:

- Monitor mortality and failure rates to identify problem planting sites, health issues or species to avoid.
- Monitor tree condition to inform succession planning for tree replacement.
- Track progress towards meeting Strategy targets.
- Communicate tree locations, benefits and health information internally and externally.





## Inspection and Risk Management

Inspections are used to identify and assess the health and condition of City trees. Inspection programs are one way to mitigate risk by ensuring the trees are providing maximum enjoyment and safety to the City and residents. Inspections are also a way for the City to identify appropriate pruning requirements, tree health and where, a risk is suspected or identified, the additional actions to investigate, monitor and/or mitigate risk. Tree removal is considered only as a 'last resort' to risk management; arboricultural best practices will be implemented first before outright removal is considered.

City trees will now be inspected in coordination with the pruning cycle. Inspections will be done by staff qualified to conduct Tree Risk Assessments. The appropriate allocation of resources for staffing and training will be required to support this enhanced risk management approach.

Typical risks from City trees include limb or tree failures and root damage. Damage to private property or individuals could result in increased costs to the City. A preventative maintenance program is expected to reduce the City's exposure to claims. Priorities to reduce risk exposure are to:

- Inspect trees periodically in coordination with the pruning cycle.
- Inspect and assess a tree when a service request is received.
- Document inspection procedures to support the City Tree Policy.
- Document actions to investigate, monitor and/or mitigate risk.





## 4.5 Community Stewardship

Community stewardship supports urban forest management in Richmond's parks and enables residents to learn about the urban forest and its value. Occasionally, public trees are intentionally or accidentally harmed by people. Stewardship programs help to educate the public about the important role trees play and how to properly care for them. Richmond runs urban forestry volunteer stewardship, community outreach and public education through Parks Programs.

Volunteer stewardship is focused on engaging individuals and groups in specific activities such as tree planting and invasive plant removal, as well as forming partnerships for managing specific areas. For example, Paulik Park is maintained in partnership with the Richmond Garden Club.

Community outreach programs include Adopt-a-Tree, which allows groups to take ownership of a planting program to beautify a public space. The City identifies the locations, develops the planting plan and provides the plant materials, equipment, tools and Parks staff support to plant the trees and assist in their care.

Public education involves sharing information about the urban forest, its benefits and how to care for it in a manner which engages and empowers volunteers with little to no training in tree care.

These programs extend the work of urban forest operations to provide both environmental and social benefits to the community. Priorities for community stewardship are to:

- Share information and data about the urban forest's critical role in community health and wellness.
- Educate the public to avoid activities that harm trees.
- Educate the public about how to properly care for trees and partner in stewardship activities.
- Support people to connect with nature through urban forest stewardship.

Stewardship programs also serve to communicate the importance of preserving trees on private properties, particularly mature trees and trees located in Environmentally Sensitive Areas.







# 5 Strategy Objectives and Action Plan

In Chapter 1, the four strategic framework goals were defined as:

**1 Conserve and Protect**

**2 Manage and Maintain**

**3 Enhance and Expand**

**4 Educate and Engage**

The following section details the targets and actions under each of these goals and outlines a phased 5-Year Implementation Plan (see page 44).

The Action Plan defines the actions for growing an urban forest that is beautiful, resilient and sustainable and is supported by the community for the benefits it provides. The 5-Year Implementation Plan outlines how implementation will move forward.

Parks Services will align its annual work plans with the 5-Year Implementation Plan. The Action Plan and Implementation Plan will be regularly reviewed and revised as required to respond to performance reporting and the resources available in the Capital and Operating budgets.



## 5.1 Conserve and Protect

**TARGET: 30% of City trees have a trunk diameter greater than 40 cm by 2045.**

<b>Objective A. The urban forest is valued as an integral part of the City's civic asset infrastructure</b>	<b>Time-frame</b>
Action A.1: Implement a Council adopted City Tree Policy to guide City tree protection, removal, replacement and maintenance decisions.	<b>2019</b>
Action A.2: Prepare an analysis of the impact of the shift of public tree management practices on the Operating and Capital Budgets.	<b>2020</b>
Action A.3: Quantify and track the value of the services provided by the public urban forest as it grows including appraised amenity value, carbon sequestration, stormwater capture and water quality improvement and building energy savings.	<b>2022</b>
Action A.4: Review the processes and resources required for tree preservation and protection.	<b>Ongoing</b>
Action A.5: Share the City Tree Inventory on the City's internal mapping system and publicly on the Richmond Interactive Map.	<b>2021</b>
<b>Objective B. City tree conservation and protection is prioritized and implemented on all City and urban development projects</b>	<b>Time-frame</b>
Action B.1: Regularly update the Public Tree Operations Manual to define the process and standards that apply when City trees are affected by City capital and development related activities.	<b>Ongoing</b>
Action B.2: Annually review compensation and replacement rates for public trees impacted by development.	<b>Ongoing</b>
Action B.3: Review the administration of the tree protection process to improve customer service.	<b>2021</b>
Action B.4: Explore options to increase enforcement or inspection capacity for protection of City trees.	<b>2021</b>
Action B.5: Coordinate the review of the Tree Protection Bylaw in relation to public tree protection with other City departments.	<b>2020</b>
Action B.6: Explore the potential to apply conservation covenants in cases where a high value City tree or stand is being protected at the rezoning or subdivision stage so that ongoing protection is tied to the property title.	<b>2021</b>
Action B.7: Continually review the City Supplementary Specifications and Detail Drawings to reflect best practices for tree planting and tree protection, including critical root zones.	<b>Ongoing</b>
Action B.8: Manage trees in the Ecological Network as a key element of the forest ecosystem.	<b>Ongoing</b>
Action B.9: Consider the creation of a Heritage Tree Program in collaboration with the Province.	<b>Ongoing</b>

## 5.2 Manage and Maintain

**TARGET: Tree mortality is maintained below 3.5% for City trees less than 10 cm diameter and maintenance practices maximize the healthy life-span of mature trees.**

<b>Objective C. All inventoried City trees are managed within a preventative maintenance program</b>	<b>Time-frame</b>
Action C.1: Develop a best practices tree pruning and preventative maintenance program on a 5 year pruning cycle.	2020
Action C.2: Develop a 5-year staffing, equipment and budget plan to enable the transition from demand to preventative maintenance.	2020
Action C.3: Develop parameters and a rating system for evaluating and prioritizing demand maintenance and removal requests.	2020
Action C.4: Quantify data on past tree failures and risk claims and develop a tree maintenance response plan for problem species or locations.	2020
<b>Objective D. City tree care and maintenance operations are based on ISA Best Management Practices, ANSI Standards to ensure continuous improvement</b>	<b>Time-frame</b>
Action D.1: Maintain regular Parks Urban Forestry staff training, participation in industry workshops and conferences, and industry standard certifications.	Ongoing
Action D.2: Regularly update the Public Tree Operations Manual and implement the practices identified.	Ongoing
Action D.3: Continuously review and update urban forestry procedures, practices and standards to ensure they meet current industry standards.	Ongoing
Action D.4: Maintain the City's tree inventory simultaneously with the pruning cycle.	Ongoing
<b>Objective E. City tree care and maintenance operations are continuously adapted to climate change</b>	<b>Time-frame</b>
Action E.1: Review the City's young tree watering program in response to the impacts of climate change.	2020
Action E.2: Monitor mortality and failure rates to identify problem planting sites, insufficient watering or species prone to failure.	Ongoing
Action E.3: Monitor forested natural areas for vegetation decline and loss of ecosystem functions.	Ongoing
Action E.4: Continuously adjust storm response practices and monitor species prone to breakage and failure	Ongoing
Action E.5: Continuously update integrated pest management practices and monitor pest activity.	Ongoing
Action E.6: Maintain contact with the Canadian Food Inspection Agency's Plant Pest Surveillance Unit to obtain or exchange current information on plant pest threats.	Ongoing



Objective F. City tree risk is managed to maintain public safety	Time-frame
Action F.1: Map and rank locations and risk management factors throughout the City and establish a risk inspection frequency.	Ongoing
Action F.2: Continue to follow ISA Tree Risk Assessment criteria for evaluating and prioritizing tree risk assessment and response.	Ongoing
Action F.3: Work together with Engineering and Public Works to define tree planting standards and develop a standard approach for managing trees growing adjacent to the dike system, in Riparian Management Areas, Environmentally Sensitive Areas, and drainage watercourses.	Ongoing





## 5.3 Enhance and Expand

**TARGET: Increase canopy cover over the public realm from 20% to 30% by 2045.**

<b>Objective G. Public urban forest canopy cover increases to enhance community &amp; ecological health benefits</b>	<b>Time-frame</b>
Action G.1: Develop more comprehensive public streetscape/urban realm tree planting standards incorporating municipal best practices and targets for soil volume, tree spacing, permeability and utility conflicts and update these in the City Supplementary Specifications detail drawings.	<b>2021</b>
Action G.2: Develop a Public Realm Planting Master Plan to guide species selection, set local diversity targets, planting character and planting schedules.	<b>2021</b>
Action G.3: Strive to plant 850 new trees per year (in addition to replacement trees and restoration plantings) in parks and streets, focusing on moderate and high priority areas. Target no single genus exceeding 10% of the city-wide population (excluding native trees).	<b>Ongoing</b>
Action G.4: Develop design strategies to allow for and to expand groves of trees and expanding plantable sites in the urban realm through planning and urban design.	<b>2021</b>
Action G.5: Explore options to improve the quality and survival of developer-planted trees through a review of tree planting and maintenance practices.	<b>Ongoing</b>
Action G.6: Review inspection and enforcement process for developer planted trees.	<b>2020</b>
Action G.7: Quantify the public urban forest's stormwater storage capacity to help implement the Integrated Rainwater Resource Management Strategy.	<b>Ongoing</b>
Action G.8: Collect aerial thermal and LiDAR imagery every 5 years to monitor ongoing change of the urban forest canopy.	<b>2023</b>
<b>Objective H. Standards for City tree planting infrastructure and species selection are continuously adapted to climate change and urban development.</b>	<b>Time-frame</b>
Action H.1: Continuously update species lists and selection criteria for future climate resilience and site suitability.	<b>Ongoing</b>
Action H.2: Continuously update practices and standards for tree planting infrastructure (e.g., tree pits, soil trenches, soil cells, structural soil etc.) and soil volumes.	<b>Ongoing</b>
Action H.3: Explore opportunities to work with the nursery industry to source tree species that are expected to be resilient to future climate.	<b>2022</b>
Action H.4: Undertake a review of Gilbert Road nursery operations and optimize its potential as a source for City tree planting projects.	<b>2022</b>

## 5.4 Educate and Engage

**TARGET: Engage 1,000 people per year on the role and value of the Richmond's public urban forest.**

<b>Objective I. The City regularly updates the public about the urban forest's critical role in community health and wellness</b>	<b>Time-frame</b>
Action I.1: Produce and distribute information illustrating tree benefits and explaining the urban forest's role in improving community health and wellness.	<b>2020</b>
Action I.2: Create an interactive City tree map linked to the City's tree inventory that reports individual tree data and ecosystem services.	<b>2021</b>
Action I.3: Promote greater awareness of the Public Urban Forest Policy and the Tree Protection Bylaw.	<b>Ongoing</b>
<b>Objective J. Activities that are detrimental to City trees are minimized</b>	<b>Time-frame</b>
Action J.1: Produce and distribute information:	<b>2021</b>
<ul style="list-style-type: none"> <li>Defining activities that harm trees.</li> <li>Explaining alternative practices where relevant to avoid harming trees.</li> <li>On how to report vandalism or damage to trees.</li> </ul>	
Action J.2: Encourage behavioural change among individuals or groups that have caused harm to City trees through targeted education or participation in damage restoration.	<b>Ongoing</b>
<b>Objective K. Stewardship opportunities are provided to connect people with the urban forest</b>	<b>Time-frame</b>
Action K.1: Provide stewardship opportunities such as tree or understory planting, invasive species removal and citizen science projects for the public.	<b>Ongoing</b>
Action K.2: Create new opportunities to partner with residents to water newly planted trees in City boulevards.	<b>2021</b>
Action K.3: Produce and distribute information on:	<b>2020</b>
<ul style="list-style-type: none"> <li>tree watering instructions in times of drought.</li> <li>how to properly care for private trees.</li> <li>how to identify and report City trees in need of care.</li> </ul>	
<b>Objective L. Increase awareness of best management practices for tree protection and retention across all City departments</b>	<b>Time-frame</b>
Action L.1: Provide City Engineering and Public Works Operations staff on the best management practices for working around trees.	<b>2020</b>
Action L.2: Create a quick reference guide for the requirements and standards for arborist reports, tree protection and construction practices when working near City trees.	<b>2020</b>
Action L.3: Engage with other municipalities and senior levels of government to share effective urban forestry best management practices and tree preservation efforts.	<b>Ongoing</b>



## 5.5 Measuring Success

Regular monitoring and evaluation will be conducted to ensure that the Public Tree Management Strategy is meeting these goals, objectives and targets. Monitoring will inform updates to the Public Tree Management Strategy and Action Plan.

Beginning in 2020, the Parks Division will collect the appropriate data for performance reporting to:

- Measure progress towards targets.
- Track changes in budgets and resource allocation.
- Evaluate the effectiveness of programs.
- Monitor progress on priority actions.

Performance reporting will be conducted every five years. The benefits of continually measuring results are improved performance, enhanced accountability, greater cost effectiveness and increased innovation.

## 5.6 Next Steps

Trees managed by the City's Parks Department are located on public land but are part of the larger, city-wide urban forest. A significant portion of the City's forest is located on private land. Management of trees on private land is the responsibility of individual land owners and is regulated through the administration of bylaws and policies.

There are numerous opportunities and challenges to ensuring trees located on private property are preserved. Parks is committed to working in concert with relevant City departments to support a systematic implementation of policy and regulatory updates to encourage the overall health of the City's urban forest.

The City will look at broad, City-wide tree management policies and procedures to consider how to better serve the public with more efficient services regarding trees on both the public realm and private property. This would include the following suggested reviews and new initiatives, including:

- Development of a City-wide Urban Forest Management Strategy (to consider trees in the public and private realms).
- Considering updates to the relevant sections of the Official Community Plan (e.g., Development Permit Guidelines and tree canopy targets for public open space).
- Developing city-wide urban forest canopy coverage targets.
- Considering the creation of a customer service focused "one-stop shop" approach to tree related issues.
- Increase community engagement opportunities to instill a stewardship ethic in Richmond residents to protect and expand the public urban forest.





## 5.7 Five-Year Implementation Plan

Goal	2019 / 2020	2021	2022	2023	2024
<b>CONSERVE AND PROTECT</b>					
Objective A. The urban forest is valued as an integral part of the City's civic asset infrastructure	A.1				
	A.2				
			A.3		
			A.4		
		A.5			
Objective B. City tree conservation and protection is prioritized and implemented on all City and urban development projects			B.1		
			B.2		
		B.3			
		B.4			
	B.5				
		B.6			
			B.7		
			B.8		
			B.9		
<b>MANAGE AND MAINTAIN</b>					
Objective C. All inventoried City trees are managed within a preventative maintenance program	C.1*				
	C.2				
	C.3				
	C.4				
Objective D. City tree care and maintenance operations are based on ISA Best Management Practices, ANSI Standards to ensure continuous improvement			D.1		
			D.2		
			D.3		
			D.4		
Objective E. City tree care and maintenance operations are continuously adapted to climate change	E.1*				
			E.2		
			E.3		
			E.4		
			E.5		
			E.6		
Objective F. City tree risk is managed to maintain public safety			F.1		
			F.2		
			F.3		
<b>ENHANCE AND EXPAND</b>					
Objective G. Public urban forest canopy cover increases to enhance community & ecological health benefits		G.1			
		G.2*			
			G.3*		
		G.4			
			G.5		
	G.6				
Objective H. Standards for City tree planting infrastructure and species selection are continuously adapted to climate change and urban development.			G.7		
				G.8*	
			H.1		
			H.2		
			H.3		
			H.4*		
<b>EDUCATE AND ENGAGE</b>					
Objective I. The City regularly updates the public about the urban forest's critical role in community health and wellness	I.1*				
		I.2*			
Objective J. Activities that are detrimental to City trees are minimized			I.3		
		J.1*			
		J.2			
Objective K. Stewardship opportunities are provided to connect people with the urban forest			K.1*		
		K.2			
Objective L. Increase awareness of best management practices for tree protection and retention across all City departments	K.3*				
	L.1				
	L.2				
			L.3		

\* Recommendation with budget implication. Resourcing implications are not reflected in this table but staffing increases for planting and maintenance are anticipated.

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## Appendix A: Public Survey



City of  
Richmond

### City of Richmond Urban Forest Management Strategy Survey

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

The City of Richmond is developing an Urban Forest Management Strategy (UFMS). Trees and forests provide important benefits for our community's health and well-being. The Strategy will give us the vision for what our urban forest will be and will set out principles and targets to make our vision a reality.

Please complete and return this survey to the City of Richmond by **Sunday, November 12, 2017**.

---

#### What is an Urban Forest Management Strategy?

An Urban Forest Management Strategy guides how we protect and manage trees on public and private land in urban areas. The Strategy will provide the vision for what our future urban forest will be and a framework for how to get there.

#### Why do we need an Urban Forest Management Strategy?

The strategy will provide City of Richmond public, City Council and staff with a better understanding of the urban forest and what needs to be done to ensure a healthy urban forest legacy for future generations. Recommendations in the strategy will guide staff in decisions on budgeting and prioritization of urban forest work including tree protection, maintenance and inventory programs, street, park and native tree planting and stewardship.

#### We want to hear from you

This survey will take about 15 minutes to complete. It will be available in paper form and online at [LetsTalkRichmond.ca](http://LetsTalkRichmond.ca) until Sunday, November 12 at 11:59 p.m. The survey results will be used to help guide the vision, objectives and targets for the future management of trees and natural systems that make up the City's urban forest.

#### DEFINITIONS

**Urban Forest:** The urban forest includes all of the trees, vegetation, soil and associated natural processes found across our city's landscape - on both public and private lands including parks, schools, streets, parking lots, back yards, and apartment complex grounds.

**Canopy Cover:** One way to understand the extent of the urban forest is to measure the urban tree canopy; envision the layer of leaves, branches and tree stems when viewed looking down from above.

**Urban Forest Management:** The art, science and technology of managing trees and natural systems in and around urban areas for the health and well-being of communities.



## URBAN FORESTRY SURVEY

1. I am a Richmond resident:

☐

Yes

☐

No – thank you for your interest.

2. I think it is most important for the urban forest to:

*Tick only one box in each row.*

		Least Important			Most Important	
		1	2	3	4	5
A	Support habitat for native (local) plants and animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Regulate storm water run-off and improve flood protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Reduce air pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	Buffer wind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	Sequester and store carbon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	Reduce noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G	Regulate temperature by shading and cooling streets and buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H	Provide a place for heritage trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I	Beautify Richmond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Provide pleasant spaces for people to interact and socialize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K	Attract tourists to improve the local economy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L	Provide spaces that reflect Richmond's cultural diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M	Provide spaces of spiritual or exceptional personal meaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N	Increase property prices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O	Provide spaces for people to play sports or do other recreational activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P	Contribute to Richmond's identity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q	Produce food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. I am satisfied with the number, condition and size of:

*Tick only one box in each row.*

		Very dissatisfied			Very satisfied	
		1	2	3	4	5
A	Trees in my street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Trees in my local park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain why you selected the ratings above.

For questions 4 and 5, please consider the following photos:



A. Few or no trees



B. Regularly spaced small trees



C. Unevenly spaced, variously sized trees



D. Regularly spaced, medium trees



E. Regularly spaced, large trees

4. Looking at the photos above, my street is most similar to: \_\_\_\_\_

5. Looking at the photos above, I would like my street to look like: \_\_\_\_\_

6. In the last year, I have:  
Please check all that apply:

A	Watered trees	<input type="checkbox"/>
B	Planted a tree on private property	<input type="checkbox"/>
C	Pruned a tree on private property	<input type="checkbox"/>
D	Assisted a family member or neighbour with their tree needs	<input type="checkbox"/>
E	Applied pesticides to a tree or garden	<input type="checkbox"/>
F	Participated in a not-for-profit's tree planting activity	<input type="checkbox"/>
G	Obtained a permit to protect or remove trees on a development site	<input type="checkbox"/>
H	None of the above	<input type="checkbox"/>

7. On my own property, I plan to do the following in the next year:  
Please indicate how likely you are to undertake the following actions. Tick only one box in each row:

		Very unlikely		Neither likely or unlikely		Very likely
		1	2	3	4	5
A	Plant one or more <u>large</u> tree (e.g. > 15 m tall at maturity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Plant one or more <u>medium</u> tree (e.g. 10 – 15 m tall at maturity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Plant one or more <u>small</u> tree (e.g. < 10 m tall at maturity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. I feel the following:  
Tick only one box in each row.

		Strongly disagree		Neither agree or disagree		Strongly agree
		1	2	3	4	5
A	Public street trees are well cared for by the City	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Trees in parks are well cared for by the City	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Natural areas are well cared for by the City	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**9. I think it is most important for the City to:***Tick only one box in each row.*

		Least Important			Most Important	
		1	2	3	4	5
<b>A</b>	Plant more trees in streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B</b>	Plant more trees in parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C</b>	Plant more trees in natural areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D</b>	Protect trees on private land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**10. I feel the following about each of these statements. The City should:***Please indicate how much you agree with each of the following statements. Tick only one box in each row.*

		Strongly disagree		Neither agree or disagree		Strongly agree
		1	2	3	4	5
<b>A</b>	Plant more trees and increase urban forest canopy cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B</b>	Strengthen the tree bylaw so that more trees are retained during development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C</b>	Require replacement trees that are medium or large at maturity, rather than small at maturity if there is enough space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D</b>	Require replacement trees for every tree removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E</b>	Require replacement trees for every tree removed unless the tree was hazardous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F</b>	Increase the tree permit fee (\$50) to fund more enforcement of the City's tree bylaw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G</b>	Set a minimum requirement for permeable surface on private land in new developments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>H</b>	Encourage people to plant trees on private property by selling trees at a low cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I</b>	Encourage people to plant trees on private property by educating them about how to select, plant and care for trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. I would like to learn:  
Select up to three choices.

A	How and when to water trees	<input type="checkbox"/>
B	How and when to prune tree branches	<input type="checkbox"/>
C	How to choose the right tree for my yard	<input type="checkbox"/>
D	How to keep trees healthy during construction	<input type="checkbox"/>
E	How to manage tree pests and diseases	<input type="checkbox"/>
F	How to protect mature trees during development	<input type="checkbox"/>
G	I am not interested in learning about trees	<input type="checkbox"/>

Other:

12. The things I MOST VALUE about Richmond's urban forest are:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

13. The things I LEAST VALUE about Richmond's urban forest are:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

14. It is the year 2050, 33 years from now. My ideal image of Richmond's urban forest is:  
*Optional question, please complete if your time allows.*

**15. I would like to be contacted about...**

*Check all that apply*

- ☐ Future consultation for Richmond's Urban Forest Management Strategy
- ☐ Urban forest events and volunteer opportunities

Please provide email: \_\_\_\_\_

**16. I heard about this public engagement through:**

*Check all that apply*

- ☐ Newspaper ad (Richmond News)
- ☐ News story written by reported in local newspaper
- ☐ LetsTalkRichmond.ca email sent to me
- ☐ LetsTalkRichmond.ca website (not an email from this site)
- ☐ City of Richmond website (Richmond.ca)
- ☐ Twitter
- ☐ Facebook
- ☐ Poster in a City facility
- ☐ Poster in a retail store in my community
- ☐ Word of mouth



**Some information about me:**

It's important that we hear from a diverse group of people and perspectives. The following questions help us determine how the feedback we received represents the community.

**17. My home postal code is:** \_\_\_\_\_

**18. I fall into the following age group:**

- ☐ Less than 18
- ☐ 18-34
- ☐ 35-54
- ☐ 55+
- ☐ Prefer not to answer

**19. I have lived in Richmond**

*Choose one option*

- ☐ My whole life
- ☐ A long time (6 or more years)
- ☐ I have moved here in the past 5 years
- ☐ Prefer not to answer

**20. I was born in Canada**

*Choose one option*

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

**21. My first language is**

*Choose one option*

- ☐ English
- ☐ French
- ☐ Cantonese
- ☐ German
- ☐ Japanese
- ☐ Mandarin
- ☐ Persian (Farsi)
- ☐ Punjabi
- ☐ Russian
- ☐ Spanish
- ☐ Tagalog
- ☐ Prefer not to answer
- ☐ Other (please specify): \_\_\_\_\_

**Thank you for your time and feedback**





Page 1 of 2	<b>The Public Urban Forest</b>	<b>Policy &lt;policy no.&gt;</b>
	Adopted by Council: <date>	

**1. POLICY <POLICY NO.> :**

It is Council policy that:

- 1.1 The purpose of this policy is to serve as a statement of values that will guide the City of Richmond's actions in managing the public urban forest.
- 1.2 The public urban forest, which includes all the trees growing on City owned land in parks, medians and boulevards in streets, road rights of way, civic properties and natural areas is a civic asset which increases in value and in the benefits it provides over time.
- 1.3 The City of Richmond will manage, sustain and expand the City's urban forest on public land in order to deliver multiple health and wellness benefits to the community including resilience to climate change and mitigating the urban heat island effect.
- 1.4 Parks Services will manage the public urban forest with the view it is a shared resource and a legacy for future generations of Richmond residents.
- 1.5 This policy supports the Public Tree Management Strategy's goals to:
  - (a) Conserve and protect the public urban forest;
  - (b) Manage and maintain a healthy and safe public urban forest;
  - (c) Enhance and expand the extent and health of the public urban forest; and,
  - (d) Educate and engage with the community on the benefits of the public urban forest and provide opportunities for community stewardship.
- 1.6 Protecting the public urban forest is the primary objective of the City. Without compromising public safety, tree removal will be considered as a last resort and only after all other options are first considered.





Page 2 of 2	<b>The Public Urban Forest</b> Adopted by Council: <date>	<b>Policy &lt;policy no.&gt;</b>
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- 1.7 The City will enhance and expand the public urban forest according to the best management practices of the International Society of Arboriculture by:
- (a) Planting and watering new trees;
  - (b) Performing scheduled preventative maintenance and responding to Service Requests which may include pruning and removal;
  - (c) Maintaining an up-to-date inventory of the public urban forest; and,
  - (d) Performing regular inspections and implementing risk management mitigation measures.
- 1.8 Parks Services staff or their designate will implement best management practices including planning, inventory, risk management, planting, watering, pruning, tree removal and integrated pest management (as required).
- 1.9 The City encourages the residents of Richmond to enjoy this shared asset and help to nurture and grow our trees through volunteer stewardship and planting opportunities.
- 1.10 This policy is applicable to all trees located on City owned land and according to agreements with other public entities including BC Hydro, Telus and other third party providers.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Carli Williams, P.Eng.  
Manager, Community Bylaws and Licencing  
**Re:** **Approval for Amusement Centres at 3430 - 4151 Hazelbridge Way and 180 - 4551 No 3 Road**

**Date:** October 30, 2019  
**File:** 12-8275-01/2019-Vol 01

### Staff Recommendation

That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10103, which adds,

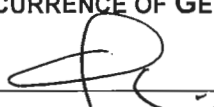

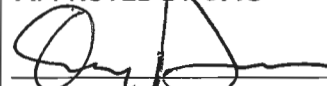
- 1) The address of 4151 Hazelbridge Way Unit 3430 among the sites that permit an Amusement Centre to operate, and;
- 2) The address of 4551 No. 3 Road Unit 180 among the sites that permit an Amusement Centre to operate,

be given first, second and third readings.



Carli Williams, P.Eng.  
Manager, Community Bylaws and Licencing  
(604-276-4136)

Att. 2

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

## **Staff Report**

### **Origin**

One of the categories of regulated businesses in Richmond is Amusement Centre which contains Amusement Machines, defined in the Business Regulation Bylaw No. 7538 as:

*A machine on which mechanical, electrical, automatic or computerized Games are played for amusement or entertainment, and for which a coin or token must be inserted or a fee charged for use, and includes machines used for the purposes of gambling.*

Business Regulation Bylaw No. 7538 restricts a business from operating with more than four amusement machines unless the location is listed in Schedule A of the bylaw. This report deals with two applications:

1. Axon Driver Solution Ltd., doing business as, Axon Driver Solutions to operate eight driving simulator machines from premises situated at 4151 Hazelbridge Way Unit 3430; and
2. Min Hang Happy World Ltd. to operate 30 amusement machines from 4551 No. 3 Road Unit 180.

These premises are not listed as approved addresses on Schedule A.

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**

Axon Driver Solution Ltd. recently reapplied for a Business Licence to operate a driver training school under the business name of Axon Driver School. As well as using the simulators for driver training, Axon Driver Solution will also be using the simulators for entertainment. As a result, any more than four machines requires that they are approved as an Amusement Centre and hold a valid Business Licence for both uses. Axon Driver Solution Ltd. has recently received building final approval for renovations and should have no issues which would prevent this Business Licence from being issued.

Min Hang Happy World Ltd. is a new business and has never operated in Richmond. This company plans on operating an Amusement Centre with 30 amusement machines and will also be applying for a second Business Licence for a pool hall with four pool tables and two ping pong tables for entertainment.

Amusement Centre regulations and definitions cover different types of amusement machines such as 3D virtual reality computerized games, console gaming, computer games in the Internet Cafes and traditional arcades. Simulator games when used for entertainment are captured under



this category and must be licenced as an Amusement Arcade as well. Amusement Centres are a regulated business because of their historic potential to impact the community and attraction of problematic activities. The City has imposed these regulations to minimize this risk including restricted operating hours and rules prohibiting gambling, fighting and consumption of alcohol. These businesses may be inspected from time to time to ensure regulatory compliance of the regulations.

#### Axon Driver Solution Ltd.

The first applicant, Axon Driver Solution Ltd., will be operating eight simulators both as driver training simulators and also for entertainment use at 4151 Hazelbridge Way Unit 3430. This business is also going through a licencing program with the Insurance Corporation of British Columbia ("ICBC") to be an accredited driver training program. In consideration of the low relative number of amusement machines and overall business model providing driver training, staff feel that this business will create little or no negative impact on the community.

The location of this business is zoned Residential Mixed Use Commercial (ZMU9) – Aberdeen Village (City Centre), which permits among other uses, Amusement Centre. The unit is situated on the 3<sup>rd</sup> floor of Aberdeen Centre Mall. The zone provides for medium density, transit-supportive, mixed use development in an area affected by aircraft noise. Aberdeen Centre Mall has three floors of commercial units mainly providing retail, general; different services; and various restaurant uses with currently 148 issued licences. This property is situated on Hazelbridge Way, south of Cambie Road. (Attachment 1)

#### Min Hang Happy World Ltd.

The second applicant, Min Hang Happy World Ltd., is a new company which has never operated in the City of Richmond. The operator is intending on operating an Amusement Centre with 30 amusement machines as well as a pool hall with four pool tables and two ping pong tables. The location of this business is zoned Auto-Oriented Commercial (CA) which provides for a mix of commercial and related uses oriented to vehicular access. Among other uses, Amusement Centre is one of the permitted uses in this zone. The unit is situated in a one level building with 10 units. There are currently 18 businesses operating on this parcel. This property is situated on No. 3 Road, north of Leslie Road (Attachment 2).

#### RCMP Review

As part of the application process, staff check with Richmond R.C.M.P to determine if there is any history or concerns with a business or operator which may affect the compliance of a business once, and if a licence is approved and issued. For both these operators, it has been determined that there are no issues which would concern City staff in the issuance of the business licence.

#### Building Review

Further to the bylaw amendment, each applicant is required to ensure that their premises meets all building regulations before a Business Licence would be issued. Staff ensure that the premises have no outstanding permits or that the operator has not conducted renovations without

permits prior to the issuance of the business licence. Currently, there are no outstanding or open permits on either premises which would affect the issuance of these licences.

#### Health Review

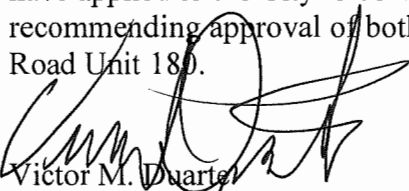
In addition to the RCMP and Building Review, if the business requests to add food service to the business, staff ensure that the premises meet the Vancouver Coastal Health regulations and requirements prior to the issuance of the business licence.

#### **Financial Impact**

None.

#### **Conclusion**

Amusement Centres are regulated under Business Regulation Bylaw No. 7538. Two businesses have applied to the City to be added to the list of approved Amusement Centres and staff are recommending approval of both requests for 4151 Hazelbridge Way Unit 3430, and 4551 No. 3 Road Unit 180.



Victor M. Duarte  
Supervisor, Business Licences  
(604-276-4389)

VMD:vmd

Att. 1: Aerial View Map

Att. 2: Aerial View Map



9/24/2019, 10:13:39 AM

1:2,257

Areas

Override 1

Select properties based on spatial relation to a layer \_Query result

4551 No. 3 Road Unit 180

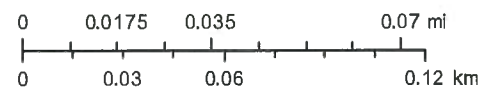


City Hall

Street Names



Property (black line)



CNCL - 146

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community





9/11/2019, 9:50:26 AM

1:4,514

Areas

- Override 1
- Select properties based on spatial relation to a layer \_Query result
- 4151 Hazelbridge Way Unit 3430

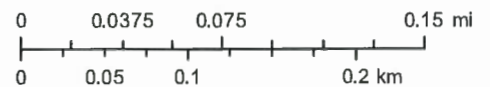


City Hall

Street Names



Property (black line)



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

CNCL - 147



**Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10103**

The Council of the City of Richmond enacts as follows:

1. **Business Regulation Bylaw No. 7538**, as amended, is further amended by deleting Schedule A thereto and replacing it with Schedule A attached to this bylaw.
2. This Bylaw is cited as “**Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10103**”.

FIRST READING

SECOND READING

THIRD READING

LEGAL REQUIREMENTS SATISFIED

ADOPTED

_____
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CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor
LB

\_\_\_\_\_  
MAYOR

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

**SCHEDULE A to BYLAW No. 7538**  
**AMUSEMENT CENTRES**

<b>Civic Address</b>	<b>Civic Number</b>	<b>Original Bylaw Reference</b>
1. Alderbridge Way	7951 Unit 160	9798
2. Cambie Rd	8181 Unit 1000	9743
3. Entertainment Boulevard	14200 Unit 150	6810
4. Entertainment Boulevard	14211	6856
5. Garden City Rd	4731 Unit 140	6829
6. Hazelbridge Way	4151 Unit 3430	10103
7. No. 3 Road	3411 Unit 170	9191
8. No. 3 Road	3700	6044
9. No. 3 Road	4211	9961
10. No. 3 Road	4280 Unit 120	10029
11. No. 3 Road	4351 Unit 110	8546
12. No. 3 Road	4351 Unit 120	6833
13. No. 3 Road	4351 Unit 160	9639
14. No. 3 Road	4351 Unit 175	8474
15. No. 3 Road	4411 Unit 101	7316
16. No. 3 Road	4551 Unit 180	10103
17. No. 3 Road	5300	4540
18. No. 3 Road	5300 Unit 323	4540
19. Park Road	8160 Unit 105	9639
20. Sea Island Way	8555 Unit 120	9289
21. Viceroy Place	2100	7172
22. Westminster Highway	8260	6199

\*\*6631 Sidaway Road – exempted from Zoning Bylaw





# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** November 8, 2019

**From:** Kim Somerville  
Director, Community Social Development

**File:** 08-4057-11-01/2019-Vol  
01

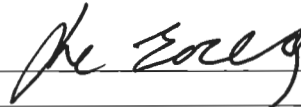


**Re:** Homelessness Service Provision – Community Collaboration Tables

### Staff Recommendation

1. That the Terms of Reference for the Richmond Community Homelessness Table as outlined in the report titled “Homelessness Service Provision – Community Collaboration Tables,” dated November 8, 2019 from the Director, Community Social Development, be endorsed; and
2. That the Terms of Reference for the Richmond Lived Experience Group be endorsed.

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

Att. 2

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

## Staff Report

### Origin

On September 9, 2019, City Council approved the Richmond Homelessness Strategy 2019-2029, which defines a range of actions designed to prevent and address homelessness in Richmond. At the Council meeting, staff were asked to bring forth further information regarding multiple priority actions described in the Strategy, including:

- Coordinating a Front-Line Service Provider Working Group (Action 2.2);
- Developing a Community Homelessness Table to guide collaboration among local service providers (Action 4.2); and
- Engaging with residents with lived experience (Action 4.3).

The purpose of this report is to present the proposed plans for these initiatives, and to seek Council's endorsement of the draft Terms of Reference for the Richmond Community Homelessness Table and the Richmond Lived Experience Group. Pending Council endorsement, the initiatives will be launched in Quarter 1 of 2020.

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

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

*6.6 Growth includes supports and/or services for Richmond's vulnerable populations, including youth, seniors, individuals with health concerns, and residents experiencing homelessness.*

This report supports Council's Strategic Plan 2018-2022 Strategic Focus Area #8 An Engaged and Informed Community:

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

*8.1 Increased opportunities for public engagement.*

This report also aligns with the Council adopted Homelessness Strategy 2019-2029, including the following actions:

*2.2 Coordinate a Front Line Service Provider Working Group to focus on coordination of supports for individuals experiencing homelessness or at risk of experiencing homelessness;*

*4.2 Develop a Community Homelessness Table for collaboration among agencies working to prevent or address homelessness; and*

*4.3 Engage with residents with lived experience when designing and implementing significant policies or programs related to addressing homelessness in Richmond.*

## Analysis

Homelessness is a complex issue and cannot be solved by any single organization or level of government. Many stakeholders, including federal and provincial governments, non-profit housing and service providers, community organizations, and the faith community, have important roles to play in addressing the needs of Richmond residents experiencing homelessness. Within this context, the City is committed to playing a proactive leadership role to build partnerships and enable collaboration between key community stakeholders.

## Proposed Initiatives

To enable effective collaboration between key stakeholders involved in addressing homelessness, City staff propose to develop two new committees: The Richmond Community Homelessness Table and the Richmond Lived Experience Group. The Richmond RCMP is also working with the Province of BC to explore the creation of a situation table, a forum for front line staff to share information and collaborate to meet the needs of vulnerable residents. The situation table would meet the requirements of action 2.2 in the Homelessness Strategy, which directs the City to coordinate a Front Line Service Provider Working Group.

### *1. Richmond Community Homelessness Table*

City staff propose that a Community Homelessness Table be created to monitor and guide the implementation of the Richmond Homelessness Strategy. Membership will be comprised of leaders from local organizations that deliver support services and housing programs to individuals experiencing homelessness in Richmond, as well as government agencies that directly support these programs.

Specific activities will include:

- Providing input regarding the design of new actions, particularly those identified in the Homelessness Strategy;
- Identifying specific opportunities for collaboration between key stakeholders;
- Identifying emerging issues, gaps in services, and best practices relevant to homelessness in Richmond; and
- Hosting presentations from other groups in the community to learn about other initiatives and perspectives that relate to homelessness in Richmond.

Membership for the Table will be confirmed in early 2020, and will consist of approximately 10 organizations. A draft Terms of Reference has been developed for the Richmond Community Homelessness Table for Council's endorsement (Attachment 1).

### *2. Richmond Lived Experience Group*

There are various models used to involve individuals with lived experiences of homelessness in policy and planning initiatives. Based on a review of best practices from across Canada, City staff propose the development of a Richmond Lived Experience Group.



City staff propose that the Richmond Lived Experience Group be comprised of approximately 5-10 individuals who have experienced homelessness in Richmond and will provide an opportunity for these individuals to share their stories and expertise. Information resulting from these discussions may help the City and other community stakeholders when designing new policies, programs and initiatives that respond to homelessness in the community. The Lived Experience Group will also be designed to provide members with skill development opportunities. For example, members of the Lived Experience Group will gain experience related to committee participation and governance.

Specific activities will include:

- Sharing personal experiences related to homelessness and poverty;
- Identifying specific issues and gaps in services that require attention from the City or service providers;
- Providing input regarding the design of new community initiatives; and
- Helping to organize the Annual Community Homelessness Forum.

As much as possible, members will be selected to represent the diversity of individuals experiencing homelessness in the community, including adults, youth, seniors, women, and men. Meetings will be facilitated by a co-chair from the Community Homelessness Table, with assistance from City staff. On an ongoing basis, key themes that emerge from the Group will be shared with the Community Homelessness Table. A draft Terms of Reference has been developed for the Richmond Lived Experience Group for Council's endorsement (Attachment 2).

### *3. Richmond Situation Table*

In collaboration with Community Social Development staff, Richmond RCMP are currently in discussion with the provincial government regarding the potential of creating a situation table in Richmond. Implemented in a number of municipalities across Canada, situation tables provide a forum for front line staff from public safety, health, and social service sectors to share information about vulnerable individuals in the community who are experiencing a crisis, including but not limited to homelessness. Once a vulnerable client is identified, table members collaborate to create a case management plan to provide necessary supports to the clients.

Situation tables can achieve a number of benefits, including improved community safety and more efficient use of community resources; however, the primary focus is to improve the personal well-being of vulnerable people, including individuals experiencing homelessness or others experiencing concurrent substance use and mental health disorders, who come into frequent contact with the RCMP.

The situation table would satisfy the requirements of action 2.2 in the Homelessness Strategy, which directs the City to create a working group for front line workers. A decision regarding the situation table will be made by Spring 2020. Should the situation table not proceed, City staff will update City Council and bring forward a report, which will outline the Terms of Reference for a Front Line Service Provider Working Group as identified in the Homelessness Strategy.

**Next Steps**

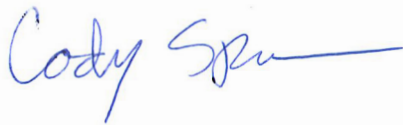
Should City Council endorse the Terms of Reference for the Richmond Community Homelessness Table and the Richmond Lived Experience Group, City staff will work with key stakeholders to initiate first meetings for both committees in Quarter 1, 2020. Moving forward, staff will update City Council about major milestones or achievements associated with the two committees. An overview of the various activities will also be summarized in the first Homelessness Strategy Annual Update, which will be presented to City Council in Quarter 1 of 2021.

**Financial Impact**

None.

**Conclusion**

The City of Richmond is committed to enabling effective collaboration between a range of stakeholders involved in addressing homelessness in Richmond. By establishing the Community Homelessness Table, Lived Experience Group and Situation Table, the City can facilitate purposeful discussions, access a diversity of perspectives, and leverage skills and resources from a wide range of local stakeholders. With involvement from a variety of stakeholders, Richmond residents experiencing homelessness can receive the supports and housing options necessary to achieve stability in their lives.



Cody Spencer  
Program Manager, Affordable Housing  
(604-247-4916)

Attachment 1: Richmond Community Homelessness Table - Draft Terms of Reference  
Attachment 2: Richmond Lived Experience Group – Draft Terms of Reference

## **Richmond Community Homelessness Table - Draft Terms of Reference**

### Mandate

The purpose of the Community Homelessness Table is to monitor and guide the implementation of the Richmond Homelessness Strategy.

### Activities

The responsibility of the Richmond Community Homelessness Table is to:

- Provide information and input to support and monitor the progress of the Richmond Homelessness Strategy 2019-2029;
- Identify emerging issues, trends and best practices regarding homelessness and discuss potential application to Richmond;
- Identify support service and housing gaps, and provide advice regarding the design of new initiatives that meet the needs of individuals experiencing homelessness in Richmond;
- Discuss relevant funding programs delivered by seniors levels of government and other funding agencies and discuss plans for funding applications;
- Support the development of key messages to guide community-wide advocacy initiatives that target the provincial and federal governments and discuss advocacy strategies;
- Provide input and event planning assistance to support the organization of an annual Community Homelessness Action Forum; and
- Organize and host presentations from other groups in the community, including representation from people with lived experience, faith-based organizations, and advocacy groups to learn more about experiences of homelessness in Richmond.

### Membership

The membership of the Richmond Community Homelessness Table is comprised of local non-profit organizations that directly deliver support services and/or housing services to people experiencing homelessness in Richmond, and government agencies that directly support these programs. Committee members are intended to be Executive Directors or a similar role.

Membership will be confirmed in Quarter 1, 2020.

### Governance and Administration

City of Richmond staff will support the administration of the Richmond Community Homelessness Table. Table meetings will be facilitated by two Co-Chairs that will be selected from the Table membership on an annual basis. The specific role of the Co-Chairs is to facilitate meetings, prepare meeting agendas with input from City staff, ensure that all Table members act in a respectful manner, and other related duties as needed. Meetings will also be supported by a minute taker.

### Meeting Frequency

The Richmond Community Homelessness Table will meet monthly.

### Code of Conduct

Participating Committee members are expected to:



- Act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards other Committee members and external groups involved in homelessness service provision;
- Devote the necessary time and effort to prepare and attend meetings and provide feedback consistent with the Committee's mandate;
- Act in the best interest of individuals experiencing homelessness in Richmond; and
- Not disclose confidential information discussed at Committee meetings—for example, personal information about individuals experiencing homelessness or confidential business matters pertaining to the Committee or any of the member organizations.

## **Richmond Lived Experience Group - Draft Terms of Reference**

### Mandate

The purpose of the Richmond Lived Experience Group is to create a space for people with lived experience of homelessness to share their stories and expertise. Discussions held by the Group will be used by the City and other community stakeholders when designing new policies, programs and initiatives that respond to homelessness in the community. The Lived Experience Group is also intended to support capacity-building for group members. For example, members of the group will gain skills and experience related to committee participation and governance.

### Activities

The key activities of the Richmond Lived Experience Group include:

- Sharing personal stories and experiences related to homelessness and poverty;
- Identifying specific issues that require attention from the City or service providers;
- Providing input regarding the design of new City initiatives related to homelessness and other relevant topics; and
- Helping to organize the Annual Community Homelessness Forum.

### Membership

The Group will consist of approximately 5-10 individuals who are currently experiencing homelessness or have previously experienced homelessness in Richmond. The Lived Experience Group is intended to be diverse and inclusive, and to reflect the diversity of homelessness in Richmond.

### Meeting Frequency

The Lived Experience Group will meet on a quarterly basis.

### Governance and Administration

The Lived Experience Group will be facilitated by a Co-Chair from the Richmond Community Homelessness Table. City staff will support the administration of the committee, including recording and circulating minutes.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** November 5, 2019  
**From:** Marie Fenwick **File:** 11-7400-01/2019-Vol  
Director, Arts, Culture and Heritage Services 01  
**Re:** Referral Response: Proposed Plan for Major Events and Programs in 2020



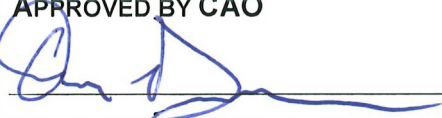
### Staff Recommendations

1. That, "Option 3 - Reduced Event Program and Elimination of Richmond World Festival Mainstage," as outlined in the staff report titled "Referral Response: Proposed Plan for Major Events and Programs in 2020" dated November 5, 2019 from the Director, Arts, Culture and Heritage Services, be approved for the 2020 Major Events Program;
2. That expenditures totaling \$1,332,000 for Major Events and Programs in 2020, with funding of \$1,040,000 from the Rate Stabilization Account and \$292,000 from projected sponsorships and earned revenue, be included in the 2020 budget process; and
3. That the development of a new City Events Strategy as outlined in the staff report titled "Referral Response: Proposed Plan for Major Events and Programs in 2020" dated November 5, 2019, from the Director, Arts, Culture and Heritage Services, be approved.

*CM Fenwick*

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

Att. 3

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Communications	<input checked="" type="checkbox"/>	
Economic Development	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 



## **Staff Report**

### **Origin**

At the General Purposes Committee meeting on July 15, 2019 staff presented a report on a proposed major events program for 2020 which resulted in the following referrals to staff:

- 1. That the Major Events and Programs for 2020 as outlined in the staff report titled "Referral Response: Proposed Plan for Major Events and Programs in 2020" dated May 27, 2019, from the Director, Arts, Culture and Heritage Services, be referred back to staff for an evaluation of the City's various major events; and*
- 2. That staff provide a report to Council on the methodology and the criteria for review prior to the evaluation process.*

This report responds to these referrals and proposes development of a City Events Strategy.

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

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

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.*

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

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

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

### **Analysis**

#### Major Events Evaluation

The Major Events Advisory Group (MEAG) conducted an informal evaluation of each event at its meeting on June 12, 2018. As a result of this evaluation, the MEAG recommended that Council should consider an event program for 2020 similar to the 2019 program.

In response to the July 15, 2019 referral for a further evaluation, staff proposed a framework for evaluating the City's major events. This framework was provided in a memo to Mayor and Council dated August 27, 2019 (Attachment 1). As outlined in the memo, proposed evaluation considerations included:

- Success in meeting the event's intended purpose and objective;
- Success in meeting intended objectives of appealing to specific target markets, theme, and community outreach;
- A value assessment considering the festival's outcomes relative to the event budget;
- Overall visitor attendance;
- Visitor's overall satisfaction with the event;
- Sponsorship success;
- Economic impact;
- Alignment with Council Strategic Plan 2018-2022 and other Council-approved strategies; and
- Community partnerships and feedback from key stakeholders.

In general, the results of this further evaluation by staff supported the findings of the MEAG and are summarized in Attachment 2. All major events were in alignment with the Council Strategic Plan 2018-2022 and were able to meet their intended purpose and objectives. Each was well attended and demonstrated value to the community. Reported visitor satisfaction was high and feedback from key stakeholders including the Britannia Heritage Shipyard Society, Steveston Community Society and the Richmond Arts Coalition, was positive. Additionally, the events were successful in securing sponsorship and the larger events demonstrated a positive economic impact.

Some highlights of the 2019 event program include:

- 350 local artists participated in events throughout the year;
- 750 volunteers contributed over 4,500 hours;
- Over \$300,000 in sponsorship revenue was generated;
- An estimated 23.5 full time job equivalents were created (source: Tourism Richmond); and
- 57,000 non-Richmond residents visited the City to attend events with an estimated total spend of \$1,565,401 (source: Tourism Richmond).

The evaluation also identified opportunities to rationalize program and scope in relation to budgets for some major events. These opportunities are described in the 2020 Major Events Program Options described further in this report.

#### Community Led Events in Richmond

In addition to the events considered in this report, there are approximately 100 community events per year large enough to trigger a Richmond Event Approval Coordination Team (REACT) application. These events are produced by community associations, community members, and by City staff. Attachment 3 includes a complete list of community events for 2019 year to-date. The City Events Strategy will be developed within the broader context of these other community events.

2020 Major Events Program Options

Three event program options are presented for Council's consideration:

1. Option 1 - Status Quo (Total City contribution of \$1,345,000);
2. Option 2 - Reduced Event Program (Total City contribution of \$1,155,000); and
3. Option 3 - Reduced Event Program and Elimination of Richmond World Festival Mainstage (Total City Contribution of \$1,040,000). **(Recommended)**

In all three options, the total amount designated for the Richmond Neighborhood Celebration Grant Program, Doors Open Richmond, Children's Arts Festival, Farm Fest at Garden City Lands and Cherry Blossom Festival would remain the same.

Pending the development of a City Events Strategy, staff propose a targeted reduction to the scale and budgets of the three largest events: Richmond World Festival, Richmond Maritime Festival and Steveston Salmon Festival. The proposed program reductions are suggested as they present the best opportunity to maintain the quality and integrity of the events while maximizing cost savings to the City. Sponsorship would be expected to decline accordingly as larger events are able to attract larger sponsorship amounts. This is reflected in the proposed budgets detailed below.

**Option 1 - Status Quo, Total City Contribution of \$1,345,000. (Not Recommended)**

In this option, the program scale and budget of 2019 events would be maintained for 2020 as presented in the July 15, 2019 report to General Purposes Committee.

Table 1 – Option 1, Status Quo Event Budget

<b>Proposed Event Program</b>	<b>2019 City Funding <i>Approved</i></b>	<b>2020 Proposed Funding</b>	<b>2020 Projected Grants and Sponsorships</b>	<b>Total Event Program Budget</b>
Children's Arts Festival	\$75,000	\$ 75,000	\$30,000	\$105,000
Cherry Blossom Festival	\$35,000	\$ 35,000	\$0	\$35,000
Doors Open Richmond	\$20,000	\$ 20,000	\$7,000	\$27,000
Steveston Salmon Festival	\$250,000	\$250,000	\$138,000	\$388,000
Richmond Maritime Festival	\$300,000	\$300,000	\$90,000	\$390,000
Farm Fest at Garden City Lands	\$40,000	\$ 40,000	\$15,000	\$55,000
Richmond World Festival	\$400,000	\$400,000	\$150,000	\$550,000
Richmond Neighbourhood Celebration Grant Program	\$75,000	\$ 75,000	\$0	\$75,000
City-wide marketing campaign	\$85,000	\$ 85,000	\$0	\$85,000
City-branded shared resources	\$15,000	\$ 15,000	\$0	\$15,000
Program Contingency	\$50,000	\$ 50,000	\$0	\$50,000
<b>TOTAL EVENT PROGRAM BUDGET</b>	<b>\$1,345,000</b>	<b>\$1,345,000</b>	<b>\$430,000</b>	<b>\$1,775,000</b>



### **Option 2 - Reduced Event Program, Total City Contribution of \$1,155,000) (Not Recommended)**

In this option, the roster of events produced in 2019 would continue in 2020, but targeted reductions to Richmond World Festival, Steveston Salmon Festival and Richmond Maritime Festival are proposed. This option anticipates a corresponding reduction in sponsorship revenue.

Specific details regarding scope reduction would be determined in consultation with community partners. Staff propose the following reductions for consideration which would achieve cost savings while minimizing the impact to the events.

**Steveston Salmon Festival** - \$25,000 reduction achieved by the elimination of two smaller stage activations and a reduced overall footprint.

**Richmond Maritime Festival** - \$50,000 reduction achieved by the elimination of programming at Imperial Landing and/or moving the festival from a two day event to a one day event.

**Richmond World Festival** - \$100,000 reduction achieved by reducing the festival from a two day event to a one day event and a small reduction in the overall footprint of the event.

This option also recommends a \$15,000 reduction in the marketing budget and anticipates a \$78,000 reduction in sponsorship.

Table 2 – Option 2, Reduced Event Program Budget

<b>Proposed Event Program</b>	<b>2019 City Funding <i>Approved</i></b>	<b>2020 Proposed Funding</b>	<b>2020 Projected Grants and Sponsorships</b>	<b>Total Event Program Budget</b>
Children's Arts Festival	\$75,000	\$75,000	\$30,000	\$105,000
Cherry Blossom Festival	\$35,000	\$35,000	\$0	\$35,000
Doors Open Richmond	\$20,000	\$20,000	\$7,000	\$27,000
Steveston Salmon Festival	\$250,000	\$225,000	\$125,000	\$350,000
Richmond Maritime Festival	\$300,000	\$250,000	\$75,000	\$325,000
Farm Fest	\$40,000	\$40,000	\$15,000	\$55,000
Richmond World Festival	\$400,000	\$300,000	\$100,000	\$400,000
Richmond Neighbourhood Celebration Grant Program	\$75,000	\$75,000	\$0	\$75,000
City-wide marketing campaign	\$85,000	\$70,000	\$0	\$70,000
City-branded shared resources	\$15,000	\$15,000	\$0	\$15,000
Program Contingency	\$50,000	\$50,000	\$0	\$50,000
<b>TOTAL EVENT PROGRAM BUDGET</b>	<b>\$1,345,000</b>	<b>\$1,155,000</b>	<b>\$352,000</b>	<b>\$1,507,000</b>

**Option 3 – Reduced Event Program and Elimination of Richmond World Festival Mainstage, Total City Contribution of \$1,040,000. (Recommended)**

In this option, the roster of events produced in 2019 would continue in 2020, but further targeted reductions to Richmond World Festival are proposed. As with Option 2, specific details regarding scope reduction would be determined in consultation with community partners. Staff propose the following reductions which would achieve cost savings while minimizing the impact to the events.

**Steveston Salmon Festival** - \$25,000 reduction, as per Option 2.

**Richmond Maritime Festival** - \$50,000 reduction, as per Option 2.

**Richmond World Festival** - \$200,000 reduction achieved by reducing the festival from a two day event to a one day event, eliminating the mainstage headliner concerts and a small reduction in the scale of the event.

This option also recommends a \$25,000 reduction to the marketing budget, a \$5,000 reduction to the program contingency, and anticipates a \$138,000 total reduction in sponsorship revenue.

Table 3 – Option 3, Reduced Event Program and Elimination of Richmond World Festival Mainstage Budget

<b>Proposed Event Program</b>	<b>2019 City Funding <i>Approved</i></b>	<b>2020 Proposed Funding</b>	<b>2020 Projected Grants and Sponsorships</b>	<b>Total Event Program Budget</b>
Children's Arts Festival	\$75,000	\$75,000	\$30,000	\$105,000
Cherry Blossom Festival	\$35,000	\$35,000	\$0	\$35,000
Doors Open Richmond	\$20,000	\$20,000	\$7,000	\$27,000
Steveston Salmon Festival	\$250,000	\$225,000	\$125,000	\$350,000
Richmond Maritime Festival	\$300,000	\$250,000	\$65,000	\$315,000
Farm Fest at Garden City Lands	\$40,000	\$40,000	\$15,000	\$55,000
Richmond World Festival	\$400,000	\$200,000	\$50,000	\$250,000
Richmond Neighbourhood Celebration Grant Program	\$75,000	\$75,000	\$0	\$75,000
City-wide marketing campaign	\$85,000	\$60,000	\$0	\$60,000
City-branded shared resources	\$15,000	\$15,000	\$0	\$15,000
Program Contingency	\$50,000	\$45,000	\$0	\$45,000
<b>TOTAL EVENT PROGRAM BUDGET</b>	<b>\$1,345,000</b>	<b>\$1,040,000</b>	<b>\$292,000</b>	<b>\$1,332,000</b>

**Financial Impact**

The financial impact of the recommended option, Option 3 – Reduced Event Program and Elimination of Richmond World Festival Mainstage, is \$1,040,000. This amount is proposed to be funded through the rate stabilization account and included in the 2020 budget process. An additional \$292,000 is anticipated in sponsorship and grant revenue. Total expenditures for 2020 Major Events and Programs are projected to be \$1,332,000.

**Next Steps**

Staff will begin the process of developing a strategy to guide the future program of events in Richmond and will report back with proposed guiding principles in Q1 2020. Once developed and endorsed by Council, this strategy will provide direction on the City event program for 2021 and into the future.

**Conclusion**

Pending the development and adoption of an events strategy, staff recommend retaining the current roster of events with a reduced level of service for 2020. Feedback from community partners, festival attendees and recent research related to the development of the Arts Strategy indicate that City events continue to be valued by the community.



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

- Att. 1: Memo to Mayor and Council re: Evaluation of Major Events Program
- Att. 2: Evaluation Summary of Major Events
- Att. 3: REACT Approved Events 2019





**City of  
Richmond**

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

## **Memorandum**

Community Services Division  
Arts, Culture and Heritage Services

**To:** Mayor and Councillors  
**From:** Bryan Tasaka  
Manager, Major Events and Film  
**Re:** **Evaluation Process for Major Events**

**Date:** August 27, 2019  
**File:** 11-7400-01/2019-Vol 01

Staff presented the report titled "Referral Response: Proposed Plan for Major Events and Programs in 2020" to the General Purposes Committee on July 15, 2019, which recommended City funding in the amount of \$1,345,000 for seven events and the Neighbourhood Celebration Grant Program.

Subsequently, committee made the following referral:

*That staff provide a report to Council on the methodology and the criteria for review prior to the evaluation process.*

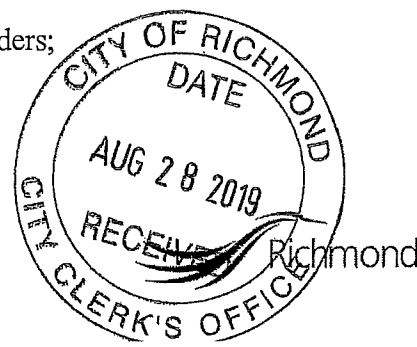
The purpose of this memo is to present the criteria and methodology that Staff will use to evaluate the proposed schedule of major events and programs held in 2020. The results of this evaluation will be included when staff reports back to General Purposes Committee in October 2019.

The evaluation methodology will first focus on understanding the purpose and objective of each festival. Staff will define the event's intended target audience.

The strength of each festival will be evaluated based on the following criteria:

- Success in meeting the event's intended purpose and objective;
- Success in meeting its intended objectives of appealing to specific target markets, theme, and community outreach;
- A value assessment considering the festival's outcomes relative to the event budget;
- Overall visitor attendance;
- Visitor's overall satisfaction with the event (collected through visitor surveys at 2019 events);
- Sponsorship success;
- Economic impact;
- Alignment with Council Strategic Plan 2018-2022 and other Council-approved strategies; and
- Community partnerships and feedback from key stakeholders;

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AUG 28 2019  
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## Children's Arts Festival

CRITERIA	Yes/No/N/A	COMMENTS
Did the event meet the stated purpose and objective?	Yes	The festival's goal is to encourage children to spark their imagination through music, hands-on activities, literary and performing arts. The event included each of these as core themes of the programming.
Did the event meet the intended objectives of appealing to specific target markets, theme and community outreach.	Yes	The event was well attended with 9,000 participants in total. All school programs sold out and public programs were at or near capacity. The target market was focused on Richmond school age children who made up the vast majority of the participants.
A value assessment considering the festival's outcomes relative to the event budget.	Yes	The Children's Arts Festival is one of the lower cost City events. The City and sponsorship funding is further subsidized with funding from affordable or low cost programming revenue from the public. This partial cost recovery concept will be considered in the proposed City Events Strategy.
Visitor overall satisfaction with the event.	N/A	No survey data is available at this time.
Sponsorship Success	Yes	The sponsorship target of \$32,000 was reached.
Economic Impact	N/A	This event did not have a formal economic impact study performed.
Community partnerships and feedback from stakeholders.	Yes	<p>The event provided opportunities for community partnerships, including:</p> <ul style="list-style-type: none"> <li>• SD38;</li> <li>• The Richmond Art Gallery Association; and</li> <li>• The Richmond Public Library.</li> </ul> <p>Debrief meetings and conversations with each stakeholder indicated high levels of satisfaction and a desire to return as partners in 2020.</p>

## Cherry Blossom Festival

CRITERIA	Yes/No/N/A	COMMENTS
Did the event meet the stated purpose and objective?	Yes	The purpose of Cherry Blossom Festival is to celebrate Richmond's Japanese history, promote authentic Japanese customs and showcase traditions of a Sakura Matsui (Cherry Blossom Festival). The event included traditional Japanese food, interactive Japanese exhibits and traditional Japanese programming on stage. In addition, the event was well timed with the actual blossoming of the cherry blossom trees. The large volume of cherry tree blossoms proved to be a popular tourist attraction featured on many local social media influence accounts.
Did the event meet the intended objectives of appealing to specific target markets, theme and community outreach.	Yes	The festival targets a diverse market of individuals. The local Japanese Community is targeted as it celebrates their heritage, but the goal is also to educate all members of the public on the importance and beauty of Japanese culture. Attendees from all backgrounds were in attendance.
Number of visitors and value assessment considering the festival's outcomes relative to the event budget.	Yes	At a cost of \$35,000, this festival is one of the lower cost events funded by the City of Richmond. Over 10,000 attendees were at the event over a four hour period.
Visitor overall satisfaction with the event.	N/A	No survey data is available at this time.
Sponsorship Success	N/A	This event received no sponsorship funding.
Economic Impact	N/A	This event did not have a formal economic impact study performed.
Community Partnerships and feedback from stakeholders.	Yes	The City partners with members of the local Japanese community including the Wakayama Kenjin Kai Society, local Japanese Language Schools and the Steveston Buddhist Temple. All partners indicated a strong desire to return in 2020.



## Steveston Salmon Festival

CRITERIA	Yes/No/N/A	COMMENTS
Did the event meet the stated purpose and objective?	Yes	<p>The Steveston Salmon Festival Committee lists the following as important objectives of the event:</p> <ul style="list-style-type: none"> <li>• Community engagement;</li> <li>• Community/country pride;</li> <li>• Volunteer engagement; and</li> <li>• Raising funds for the Society.</li> </ul> <p>The event was successful in each of these objectives:</p> <ul style="list-style-type: none"> <li>• The festival had a large number of local volunteers;</li> <li>• The residences in the area were decorated with Canadian symbols of pride;</li> <li>• Attendees showed an outpouring of Canadian pride with their red and white ensembles; and</li> <li>• Money was raised for the Society.</li> </ul>
Did the event meet the intended objectives of appealing to specific target markets, theme and community outreach.	Yes	Community outreach and engagement is one of the top priorities of the festival. The volume of people in attendance (80,000 plus) and the interaction of locals throughout the nearly 12 hour day shows success in community engagement.
A value assessment considering the festival's outcomes relative to the event budget.	Yes	This festival has the highest attendance to budget ratio in the City. However, given the size of the budget and the scope of the program, there is an opportunity to rationalize expenses and reduce some scope without impacting the event quality or experience.
Visitor overall satisfaction with the event.	Yes	<p>77% of visitors rated their experience at the Steveston Salmon Festival as very good to excellent.</p> <p>48% of attendees were returning festival goers.</p>

## Steveston Salmon Festival

CRITERIA	Yes/No/NA	COMMENTS
Sponsorship Success	Yes	<p>With the new partnership between the Steveston Agriculture Society and the City of Richmond, 2019 had a successful sponsorship year. \$105,000 of sponsorship revenue and an additional \$10,000 of value in kind was secured for the event.</p> <p>Most zones were sponsored, with only a few remaining. Several sponsors reached out post-event to suggest further sponsorship opportunities for 2020.</p>
Economic Impact	Yes	<p>Data from Tourism Richmond research:</p> <ul style="list-style-type: none"> <li>• 63% of the overall festival attendees were local to Richmond, each spending roughly an average of \$16.</li> <li>• Day visitors to Richmond, specifically for the Steveston Salmon Festival, totalled 31.9% of the total attendance.</li> <li>• Non-Richmond resident spending in and out of the festival is estimated at \$612,000.</li> <li>• Roughly 11.3 new jobs were created.</li> </ul>
Community Partnerships and feedback from stakeholders.	Yes	<p>The community partners indicated a strong desire to continue partnering with the City of Richmond Major Events Team. The expertise of City staff on technical matters such as event production was welcomed by festival volunteers, many of whom are at capacity.</p>
Did the event provide opportunities for community partnerships?	Yes	<p>The City partners with the Steveston Community Society to produce the Steveston Salmon Festival. The Society is an active participant throughout the year in all areas of planning and execution of this event.</p>

## Richmond Maritime Festival

CRITERIA	Yes/No/N/A	COMMENTS
Did the event meet the stated purpose and objective?	Yes	The goal of the event is to showcase the cultural and maritime history of Steveston. The core planning team ensures that each exhibit, performance, display or artist compliments or promotes the cultural and maritime history of Steveston.
Did the event meet the intended objectives of appealing to specific target markets, theme and community outreach.	Yes	The festival targets both a niche and wide ranging market. The wooden boat displays are enjoyable for all attendees, but are specifically enjoyed by local wooden boat enthusiasts who engage in technical discussions regarding the vessels. The arts, culture and heritage aspects of the festival provide a free and entertaining event for all visitors, particularly local families.
A value assessment considering the festival's outcomes relative to the event budget.	Yes	Over 40,000 festival attendees were able to take part in a number of free activities over the 2 day festival.  Depending on the availability and size of ships, the Imperial Landing portion of the event could be removed and the event focused only at Britannia. Further, the event could be reduced to a single day without significant impact to the visitor experience.
Visitor overall satisfaction with the event.	Yes	84% of festival attendees rated their experience as very good to excellent.  35% of attendees were returning festival goers.
Sponsorship Success	Yes	\$95,000 of sponsorship revenue was generated for the event.
Economic Impact	Yes	Richmond residents attending the festival accounted for 55% of the overall attendance. On average, residents spent \$17 per person.  Non-Richmond residents who travelled to the City specifically for the festival totaled 37% of the attendance and spent on average \$21 per person.



## Richmond Maritime Festival

CRITERIA	Yes/No/N/A	COMMENTS
Community Partnerships and feedback from stakeholders.	Yes	<p>Britannia Heritage Shipyard Society (BHSS) reported that the festival is central to their constitution and purpose, including the preservation, promotion and celebration of maritime history, boat building and the cultural diversity at the Britannia site. The festival offers the BHSS the chance to display the many historic and cultural attributes of the site. This opportunity is beneficial for members by enhancing general public awareness and support.</p> <p>Richmond Arts Coalition (RAC) reported that this event raises the profile of local artists by featuring opportunities in the festival. The mandate of RAC is to promote the arts and artists in the community and the Richmond Maritime Festival features a strong art component. The event also allows for local artists to create original content specific to the Festival.</p>
Did the event provide opportunities for community partnerships?	Yes	<p>The City partnered with the Richmond Arts Coalition and Britannia Heritage Shipyard Society to produce this event. In addition, the following groups were activated on site:</p> <ul style="list-style-type: none"> <li>• Richmond Boat Builders</li> <li>• Vancouver Maritime Museum</li> <li>• Royal Canadian Sea Cadets</li> <li>• Richmond Public Library</li> <li>• Vancouver Aquarium Ocean Wise</li> <li>• Steveston Maritime Modellers</li> <li>• Richmond Potters Club</li> <li>• Marina Mammal Rescue Program</li> <li>• Gulf of Georgia Cannery</li> <li>• Richmond Environmental Programs</li> <li>• Greyhaven Exotic Bird Sanctuary</li> <li>• Scandinavian Cultural Society</li> <li>• Richmond Sustainability Department</li> <li>• Canadian Parks and Wilderness Society</li> <li>• Gateway Theatre</li> <li>• Richmond Artists Guild</li> <li>• Grove Front Gallery</li> <li>• Richmond Green Fleet</li> </ul>

## Farm Fest at Garden City Lands

CRITERIA	Yes/No/N/A	COMMENTS
Did the event meet the stated purpose and objective?	Yes	<p>The stated purpose and objectives of this event include:</p> <ul style="list-style-type: none"> <li>• Richmond's connection with agriculture;</li> <li>• Showcasing local farmers and vendors;</li> <li>• Educating the public on agricultural practices; and</li> <li>• Connecting residents to the Garden City Lands.</li> </ul> <p>The event included the general (non-farm) members of the public which allowed for educational opportunities related to farming practices. The location on the Garden City Lands further connects the public to the site which is of important farming significance.</p>
Did the event meet the intended objectives of appealing to specific target markets, theme and community outreach.	Yes	<p>Residents from City Centre, tourists, farmers, community partners and sponsors were all in attendance and identified as target markets.</p> <p>12 community partners participated in the event.</p>
A value assessment considering the festival's outcomes relative to the event budget.	Yes	Farm Fest has a low overall budget and a good attendance of approximately 5,000 people annually.
Visitor overall satisfaction with the event.	Yes	69% of festival attendees rated their experience as very good to excellent.
Sponsorship Success	Yes	<p>The sponsorship target of \$10,000 was exceeded by 40% with a total sponsorship revenue of \$14,000.</p> <p>Farm Fest received positive sponsorship feedback.</p>
Economic Impact	Yes	The average person spent \$10 at the festival.

## Farm Fest at Garden City Lands

CRITERIA	Yes/No/N/A	COMMENTS
Community Partnerships and feedback from stakeholders.	Yes	<p>Staff received feedback from Kwantlen Polytechnic University (KPU), The Sharing Farm, Steveston Farm Market Association and farmers who highlighted and were pleased with the following aspects of the event:</p> <ul style="list-style-type: none"> <li>• The Savage Farm Steam Tractor;</li> <li>• Local businesses;</li> <li>• Farm style canning demonstrations;</li> <li>• Farming demonstrations presented by KPU;</li> <li>• Farm decor and themes;</li> <li>• Livestock viewing;</li> <li>• Local entertainment, and;</li> <li>• Play area for children.</li> </ul>
Did the event provide opportunities for community partnerships?	Yes	<p>The event included 15 community partners:</p> <ul style="list-style-type: none"> <li>• Garden City Conservation Society</li> <li>• Richmond Food Security Society</li> <li>• Green Ambassadors</li> <li>• KPU</li> <li>• The Sharing Farm Society</li> <li>• BC Dairy</li> <li>• The Steveston Farmers &amp; Artisans Market Association</li> <li>• Farm Folk City Folk</li> <li>• Young Agrarians</li> <li>• UBC Sustainable Eating</li> <li>• The Sherman Armoury</li> <li>• City Center Community Association</li> <li>• David Suzuki Foundation</li> <li>• Richmond Public Library</li> <li>• Richmond Nature Park Society</li> </ul>



## Richmond World Festival

CRITERIA	Yes/No/N/A	COMMENTS
Did the event meet the intended objectives of appealing to specific target markets, theme and community outreach.	Yes	The goal of showcasing cultural diversity through art, dance, performance and crafts to Richmond residents and visitors was achieved.
A value assessment considering the festival's outcomes relative to the event budget.	Yes	Over 60,000 people attend this high profile event over two days.  The mainstage performances were of a high quality and attracted a niche audience; however, the goal of showcasing cultural diversity could be achieved at the festival without this expense or impacting the general visitor experience.
Visitor overall satisfaction with the event.	Yes	76% of festival attendees rated their experience as very good to excellent.  35% of the attendees attended in previous years.
Sponsorship Success	Yes	\$150,000 of sponsorship revenue was generated in 2019.
Economic Impact	Yes	On average, visitors to the festival spent up to \$26 per person.  Richmond residents totaled 66% of the festival attendees, while Non- Richmond residents who were visiting Richmond for the day totalled 32.48% of the festival attendees. Out of town and overnight festival attendees totalled 1.22% of the overall festival attendee count.  The equivalent of 4.8 new jobs were created due to the Richmond World Festival. (Source Tourism Richmond).

## Richmond World Festival

CRITERIA	Yes/No/N/A	COMMENTS
Did the event provide opportunities for community partnerships?	Yes	<p>Community and City Groups that ran programming at the event include:</p> <ul style="list-style-type: none"> <li>• Cinevolution</li> <li>• Somali Women Empowerment Society</li> <li>• Vancouver Cantonese Opera Society</li> <li>• Richmond Black History Month</li> <li>• Richmond Art Gallery</li> <li>• Richmond Museum</li> <li>• Richmond Arts Centre</li> </ul> <p>Community, City and Non-Profit Groups that activated a booth:</p> <ul style="list-style-type: none"> <li>• Regional Animal Protection Society</li> <li>• S.U.C.C.E.S.S.</li> <li>• Richmond Cares, Richmond Gives</li> <li>• Gateway Theatre</li> <li>• Richmond Youth Street Team</li> <li>• Richmond Centre for Disability</li> <li>• City Centre Community Association</li> <li>• Sister City Advisory Committee</li> <li>• CoR Climate Action Team</li> <li>• CoR Environmental Programs</li> <li>• Bammstella Creations</li> <li>• Emotive Electric Vehicles</li> <li>• Bodhi Meditation</li> <li>• Tung Cheng Yuen Buddhist Association</li> <li>• BLIA (Buddhist Society)</li> <li>• Highway to Heaven Association</li> <li>• ISS of BC</li> <li>• Richmond Multicultural Community Services</li> </ul>

## 2019 REACT APPROVED EVENTS LIST

### City of Richmond Sponsored Events

Children's Arts Festival 2019
Richmond Cherry Blossom Festival (B.C. Wakayama Kenjin Kai)
Public Works Open House
Doors Open Richmond 2019 (Richmond Museum)
2019 Island City, by Bike (Richmond Active Transportation Committee)
Steveston Nikkei Memorial Public Art Project Unveiling
Steveston Salmon Festival in Partnership with the Steveston Community Society
2019 Richmond Maritime Festival
Farm Fest at Garden City Lands
Richmond World Festival
Culture Days 2019
Minoru Halloween Fireworks Festival

### Partnered Community Associations Sponsored Events

Steveston Farmers and Artisans Market (Richmond Agriculture and Industrial Society Steveston Farmers and Artisans Market)
Licences Preschools Wee Walk Event
Kigoos Icebreaker Swim Meet
Paulik Pollinator Party and Neighbourhood Cultural Stew (Richmond Food Security Society and Richmond Garden Club)
South Arm Block Party (South Arm Community Association)
Hamilton Night Out (Hamilton Community Association)
Thompson Community Picnic (Thompson Community Association)
ARRL/RAC Amateur Radio Field Day (REMO supported event) (Richmond Emergency Programs Amateur Radio Society)
Burkeville Daze (Sea Island Community Association)
Steveston Salmon Festival - Bullhead Derby (Steveston Community Society)
Concerts in the Park (City Centre Community Association)
Steveston Alive! Walking Tour Vignettes (Steveston Historical Society)
Steveston Summer Fun Community BBQ (Steveston Community Society)
Pride Picnic (Community Cultural Services - Branscombe House Artist in Residence)
City Centre Outdoor Movie Night (City Centre Community Association)
East Richmond Summer Fun Night (East Richmond Community Association)
The Sharing Farm 11th Richmond Garlic Fest
Hamilton Outdoor Movie Night in the Park (Hamilton Community Association)
Summer West Fest (West Richmond Community Association)
Forever Young 8K (Richmond Olympic Oval)
City Centre Harvest Full Moon Celebration (City Centre Community Association)
Richmond Nature Park Wild Things (Richmond Nature Park Society)
West Richmond Halloween Fireworks (West Richmond Community Association)
South Arm Halloween Fireworks (South Arm Community Association)
Hamilton Halloween Fireworks (Hamilton Community Association)
Sea Island Halloween Fireworks Display (Sea Island Community Association)



## 2019 REACT APPROVED EVENTS LIST

### Events Organized by Various Community Groups

Panther Pups and Puddles 5K Walk for (RAPS)
Steveston Icebreaker 8K & Kidsrun (Kajaks)
Chinese New Year Dharma Events (Lingyen Mountain Temple (Canada)
Chinese New Year Eve Celebration (International Buddhist Society)
Coldest Night of the Year (Chimo Community Services)
Soccer Sunday: League Cup / All-Star Game & Masters Cup (Richmond Adult Soccer Association)
Parkrun (Richmond Olympic Parkrun)
Pacific Populaire (BC Randonneurs)
Kwantlen Farmers Market (Kwantlen St. Farmers Market)
Thursday Night Challenge Series (Coastal Race Club)
Youth Slo-Pitch Fundraiser (Richmond Addiction Services)
2019 IG Wealth Management Walk for Alzheimer's (Alzheimer Society of B.C.)
Royal Canadian Circus (Lansdowne Mall)
School Walkathon (St. Joseph the Worker School)
Buddha's Light International Association Annual Spring Fair (Buddha's Light International Society BLIA)
2019 BC Elementary Track & Field Championships (Kajacks Track & Field Club)
Triangle Beach Cleanup (Four Wheel Drive Association of BC)
Mitchell Island Environmental Stewardship Info-Session
Flag Football Jamboree (Richmond Raiders Minor Football)
Richmond-Vancouver Walk for ALS (ALS Society of Canada)
Soi Dog Canada Mutt March, Fixin To Save Lives (Soi Dog Canada)
Heart and Stroke Foundation Big Bike (Heart and Stroke Foundation of Canada)
Recognition of End of Ramadan (The BC Muslim Association)
Richmond MLA Joint Community BBQ (BC Liberal Party)
MEC Vancouver: Road Race FOUR (Mountain Equipment Co-operative)
Sockeye Show & Shine 2019 (Richmond Lions)
CPA RSD Chapter Annual Event (CPA RSD Chapter)
Kingsley Community "Eat Play Love" (Kingsley Estates Community)
Pacific Rim Kite Festival (B.C. Kite Fliers Association)
St. Paul School Primary Year End Celebration (St. Paul School)
LYMT's 20th Anniversary Event Series Event #1 - Water, Land and Air Grand Dharma Service
Canada Day Celebrations/Carnival (Canadian Alliance of Chinese Association)
BLIA Family Sports Day (Buddha's Light International Association - Light Passing Subchapter)
E&E Global Foundation Charity Walkathon 2019 (E&E Global Foundation)
Soccer Funfest 2019 (Coast Mountain Bus Company)
MASONIC FAMILY BBQ (Masonic Family BBQ)
Dolphin Park Classic Basketball Tournament (Dolphin Basketball Association)
The Nations Cup (The Nations Cup Soccer Society)
Community In Motion (Richmond Cares, Richmond Gives)
Summer Slam Hope For Kids (Summit International Trade Services Inc.)

## 2019 REACT APPROVED EVENTS LIST

### Events Organized by Various Community Groups - Continued

Summer BBQ (Canada Sichuanese Friendship Association)
Jao Family Reunion (Jao Family Reunion)
Get to know the Neighbours (Springbrook Events)
Summer Picnic (Organika Health Products Inc.)
Volunteer Appreciation Picnic (Richmond Food Bank)
ITA Summer Event (Industry Training Authority (ITA))
Join Eid Joy! (Dalila Bekkaoui)
Teldon 50th (Teldon)
Block Party - Jensen Dr /Harrison Ave (Block Party - Jensen Dr/Harrison Ave)
Ingram Micro 2019 Family Day Picnic and 10th Anniversary Soccer Cup Celebration (Ingram Micro)
Steveston Dragon Boat Festival (Canadian International Dragon Boat Society)
Launch Service (Richmond Baptist Church)
Trail Appliances Picnic (Outback Team Building)
2019 Terry Fox Run Richmond (The Terry Fox Foundation)
BMO Family Sport Event (Bank of Montreal)
Tourism Richmond: End of Summer Stakeholder Mix & Mingle (Tourism Richmond)
Grand Prix of Art (Phoenix Coastal Art Ltd.)
Rotary Bahamas Relief Walk (Rotary Club Steveston-Richmond)
Tout le Mond - Neighbourhood Gathering (Mond Neighbours)
4ocean Garry Point Community Cleanup (4ocean)
Richmond Recovery Festival 2019! (Turning Point Recovery Society)
Terry Fox Run - School Event (Board of Education of School District No. 38 – Richmond)
St. Paul School Annual Walkathon (St. Paul's School)
dnata runs the world (dnata Catering Canada)
Ketcheson Park Community Celebration (Concord Pacific Developments Inc.)
MEC Vancouver: Road Race FIVE (Mountain Equipment Co-operative)
Autism Speaks Canada Walk (Autism Speaks Canada)
Ride for Refuge (Blue Sea Philanthropy Inc.)
Salmon Run (St. Joseph the Worker)
Christmas in Steveston (Steveston Merchants Association)
Richmond Society for Community Living Annual Family Picnic
2019 Ride Don't Hide Greater Vancouver (Canadian Mental Health Association, Vancouver-Fraser)
Walk For Mental Health (Community Mental Wellness Association of Canada)



# City of Richmond

## Report to Committee

**To:** Finance Committee  
**From:** Serena Lusk  
General Manager, Community Services

**Date:** November 15, 2019  
**File:** 97-RPL  
GENERAL/2019-Vol  
01

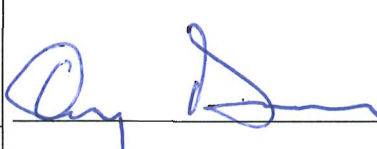

**Re:** 2020 Operating and Capital Budgets for Richmond Public Library Board

### Staff Recommendation

That the 2020 Richmond Public Library budget of \$9,862,500 as presented in Attachment 1 from the Chief Librarian and the Secretary to the Board, be approved.

Serena Lusk  
General Manager, Community Services  
(604-233-3344)

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> 	



## Report to Committee

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**To:** City of Richmond Finance Committee **Date:** November 15, 2019

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

**Re:** **2020 Operating and Capital Budgets for Richmond Public Library**

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### Staff Recommendation

1. That the 2020 Richmond Public Library budget of \$9,862,500 as presented in Attachment 1 from the Chief Librarian and the Secretary to the Board, be approved.

A handwritten signature in cursive script that reads "SWalters".

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, 2020. Council must approve the draft budget with or without amendment. This library staff report details the 2020 Operating and Capital Budgets, which were approved for submission to the City by the Library Board at its September 25, 2019 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

#### 2019 Highlights

In the first year of the library's new Strategic Plan 2019–2021, numerous strategic priorities were implemented to create opportunities for our community to learn, create and belong. Library spaces were enhanced with comfortable and additional seating, improved lighting and better distinction between quiet and active use. Community feedback influenced the purchase of additional copies of popular titles and changes to loan periods, boosting the use of popular collections. The replacement of service point and staff computers is complete with the deployment of new public computers on target for early 2020. To better serve vulnerable residents, the Home Services mobile delivery program was expanded to include volunteer drivers. Digital literacy programs continue to support seniors in building new skills and connecting with others, reducing isolation.

Year two of the strategic plan will be focused on improving customer experiences and continuing to build civic and community connections.

#### 2020 Outlook

The creation of a human resources strategy will assist the library to meet our strategic goal of investing in staff through a variety of programs and development opportunities; supporting staff

in their commitment to providing the best possible library experience for our community. The introduction of a new customer service model will coincide with a review of service points and strategies for removing barriers to service within our facilities. To ensure consistent service across Richmond facilities, the library will be working with City IT to provide core infrastructure services and collaborate on projects; supporting library IT's strategic goal of enhancing customer library experiences with imaginative technologies and the introduction of a new website.

Committed to supporting a healthy and thriving community, library resources will continue to be directed to removing barriers and building new connections. Strengthening our civic relationships, the library is an increasingly active participant at community tables maximizing synergies to deliver services. In 2020, the Inspire Curiosity campaign with the Richmond School District will include Grade 4 students and expand to include private and non-traditional school students. Community service librarians will continue to move beyond library branches to connect with youth, seniors and newcomers; taking the library to where community gathers. The library values diversity, supporting vulnerable populations and will continue to respond to the Truth and Reconciliation Commission's calls to action for libraries.

#### 2020 Operating Budget

The 2020 operating budget report presents the same level of service base budget resulting in 2.20% municipal contribution increase.

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>
Labour*	\$ 167,900	1.74%
Decrease in revenue	29,700	0.31%
Others	14,400	0.15%
<b>Proposed Municipal Contribution Increase</b>	<b>212,000</b>	<b>2.20%</b>

\*Excludes 2019 one-time to transition from Medical Service Plan (MSP) to Employer Health Tax (EHT)

A detailed proposed 2020 operating budget is presented in Attachment 1.

#### Revenues:

Provincial funding for public libraries was reduced by 20% in 2009 from \$17.6 million to \$14.0 million and since 2010, libraries have received \$14.0 million in annual funding. There is no annual increase in funding support from the province which leads to increased pressure on the City of Richmond and RPL's limited revenue options due to restrictions under the Library Act to address inflationary pressure and demand for new and expanded services. For 2020, the provincial grant is projected to continue to decrease by 3.46% based on the recent trends due to funding reallocation to other library associations.

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Non-resident borrowing from other InterLink libraries is expected to decline due to downward trend in physical circulation and the Chinese language collection improvements made by other libraries, resulting in decrease in InterLINK reimbursement revenue of \$14,000.

Overall, revenue is expected to drop by \$29,700 or 4.31% to \$659,700.

**Expenditures:**

Total salaries and benefits are anticipated to increase by \$167,900 or 1.41% to \$7,766,400. This increase includes an allowance for step increases and for anticipated contract salary increases, which will be under negotiation next year.

Contracts in 2020 have increased by \$24,600 which includes self check-out upgrade for all branches and IT network server migration. Janitorial contract has a minor increase due to contractual obligation.

Leases for the Cambie and Ironwood branches were renewed and are set to increase by \$21,200 mainly due to higher operating costs.

General and Administration expenses have decreased by \$13,900, mostly due to the completion of the telephone system upgrade in 2019. This savings is being reallocated to offset the increases in contracts.

Overall, operating expenses have increased by \$23,500 or 1.28%.

Total expenses have increased by \$122,300 or 1.18% to \$10,522,500.

**2020 Capital Budget**

**Collection:**

The transfer to Provision – Collection is \$1,274,400. Approximately \$382,000 is allocated for eBooks and digital collections and the remaining \$892,400 supports print collections.

**Additional Level Requests**

Expanded Children and Family Services – \$167,150 ongoing:

Two library staff positions focused on children and youth are needed to significantly expand services and programs delivered inside and outside library walls. These positions would also support increased collaboration with city staff, schools and community service agencies to provide city-wide services that meet the needs of vulnerable youth. These two new positions would require professional programming and robust community engagement skills, in addition to deep understanding of child youth development and specific trends in the Richmond community. Additional language skills would be a significant asset in serving Richmond's diverse children and youth.

These positions support RPL's 2019-2021 Strategic Plan to inspire curiosity, transform lives and empower everyone in our community. We are committed to reaching out to vulnerable populations, ensuring every child has a library card, responding to community needs and engaging with our volunteers. This request originates from the *Referral Report on Borrowing Limits, Municipal Library Services and Impact of Increased Per Capita Funding* (Finance Committee, November 14, 2016.)

Automated materials handling system and redesigned book return wall at Brighthouse Branch – \$108,000 one-time:

Introducing customer radio-frequency identification (RFID) self-check-in kiosks will modernize this aspect of library self-service, expedite returns and support the reallocation of staff to public service. A redesigned book return wall and viewing window will support public engagement with the technology.

Note that the total cost will be \$183,000 and the Library Board has approved \$75,000 from Library general operating surplus to support this request.

### **Financial Impact**

In 2019 the approved municipal contribution was \$9,710,500 which included a one-time contribution of \$60,000. The proposed 2020 budget requests a municipal contribution of \$9,862,500, which is a 2.2% increase over 2019's base contribution. The 2020 library budget has a decrease in revenues of \$29,700 (-4.31%) and an increase in expenditures of \$122,600 (1.18%).

### **Conclusion**

This report recommends a same level of service budget with a municipal contribution of \$9,862,500 be approved. An ongoing additional level request for \$167,150 and a one-time additional level request for \$108,000 have been submitted to the City's 2020 Budget Process for consideration.

A handwritten signature in black ink, reading "S. Walters." with a period at the end.

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



**Richmond Public Library  
2020 Proposed Operating Budget**

	<b>2019 Adjusted Base Budget</b>	<b>2020 Proposed Budget</b>	<b>Difference</b>	<b>% Difference from 2019 Approved Budget</b>
<b>REVENUES</b>				
Provincial Grants	\$390,000	\$376,500	(\$13,500)	(3.46%)
Book Fines	149,900	147,700	(2,200)	(1.47%)
Interlink Reimbursement	44,000	30,000	(14,000)	(31.82%)
Printers & Photocopiers	39,100	39,100	0	0.00%
In House Book Sales	33,400	33,400	0	0.00%
Other Revenue	33,000	33,000	0	0.00%
<b>Total Revenues</b>	<b>689,400</b>	<b>659,700</b>	<b>(29,700)</b>	<b>(4.31%)</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	\$7,598,500	\$7,766,400	\$167,900	2.21%
<i>One-Time Cost of MSP Transition to EHT</i>	<i>60,000</i>	<i>0</i>	<i>(60,000)</i>	<i>(100.00%)</i>
Total Salaries and Benefits	7,658,500	7,766,400	107,900	1.41%
Contracts	\$470,000	\$494,600	\$24,600	5.23%
General and Administration	736,200	722,300	(13,900)	(1.89%)
Leases	257,400	278,600	21,200	8.24%
Utilities	137,900	138,200	300	0.22%
Supplies	114,000	114,300	300	0.26%
Equipment Purchases	87,500	78,500	(9,000)	(10.29%)
Professional Fees and Insurance	36,900	36,900	0	0.00%
<b>Total Operating Expenses</b>	<b>1,839,900</b>	<b>1,863,400</b>	<b>23,500</b>	<b>1.28%</b>
Transfer to Provision - Collection	\$892,400	\$892,400	\$0	0.00%
Transfer to Provision - Enterprise Fund	9,100	0	(9,100)	100.00%
<b>Total Transfer</b>	<b>901,500</b>	<b>892,400</b>	<b>(9,100)</b>	<b>(1.01%)</b>
<b>TOTAL EXPENSES</b>	<b>10,399,900</b>	<b>10,522,200</b>	<b>122,300</b>	<b>1.18%</b>
<b>SUMMARY:</b>				
<b>REVENUE</b>	<b>689,400</b>	<b>659,700</b>	<b>(29,700)</b>	<b>(4.31%)</b>
<b>EXPENDITURE</b>	<b>10,399,900</b>	<b>10,522,200</b>	<b>122,300</b>	<b>1.18%</b>
<b>Net Budget (Municipal Contribution) before adjustment</b>	<b>9,710,500</b>	<b>9,862,500</b>	<b>152,000</b>	<b>1.57%</b>
<b>Remove: One-Time Municipal Contribution Adjustment for Cost of MSP Transition to EHT</b>	<b>(60,000)</b>	<b>0</b>	<b>60,000</b>	
<b>Net Budget (Municipal Contribution)</b>	<b>\$9,650,500</b>	<b>\$9,862,500</b>	<b>\$212,000</b>	<b>2.20%</b>



# City of Richmond

## Report to Committee

**To:** Finance Committee  
**From:** Jerry Chong, CPA, CA  
Director, Finance  
**Re:** 2020 Capital Budget

**Date:** November 20, 2019  
**File:** 03-0985-01/2020-Vol  
01

### Staff Recommendation

1. That the 2020 Capital Budget as presented in Appendix 3 totalling \$155,651,559 be approved and staff be authorized to commence the 2020 Capital Projects; and
2. That the 2020 Capital Budget totalling \$155,651,559 and the 2021-2024 Capital Projects be included in the Consolidated 5 Year Financial Plan (2020-2024).

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

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT	INITIALS: 
APPROVED BY CAO 	

## Executive Summary

Funds are directed towards infrastructure and asset management programs ranked on the highest priority projects to respond to Council direction and provide services to the citizens of Richmond. The 2020 Capital Budget totaling \$155.7M includes significant investment in infrastructure renewal to maintain community viability. A more detailed breakdown of each program is included in the appendices to this report.

The following is an overview of selected program areas funded through the capital budget. The complete list of recommended projects are included in Appendix 3 starting on page 15.

### Infrastructure – \$92.9M:

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The City's Infrastructure Program includes: dikes, roads, drainage and sanitary pump stations, drainage, water, and sanitary mains (pages 15-16).

### Building – \$17.6M:

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The Building Program includes major building renovation projects as well as minor facility upgrades (page 16).

**Parks – \$12.2M:**



The Parks program includes development of parks and parkland acquisition (page 17).

**Land – \$10.0M:**



The Land program includes funding for land acquisition. This amount is to ensure funding is in place to act on opportunities as they arise with Council approval required for each specific acquisition (page 17).

**Equipment – \$6.4M:**



The Equipment Program includes Information Technology hardware and software, fleet and equipment, as well as fire vehicle and equipment replacement (page 17-18).



## Staff Report

### Origin

Subsection 165(1) of the *Community Charter* requires the City to adopt a 5 Year Financial Plan (5YFP) Bylaw. The 5YFP Bylaw includes operating, utility and capital budgets for year 2020 and provides estimates for the remaining years of the five-year program. The Consolidated 5YFP (2020-2024) Bylaw provides the City with the authority to proceed with spending as outlined in the Bylaw. The 5YFP must be balanced and therefore includes proposed funding sources. The 5YFP provides authorization for the use of certain funding sources such as Development Cost Charges (DCCs) and Statutory Reserves.

The Capital Budget is one of the main components of the 5YFP. The budget includes all expenditures that improve, replace and extend the useful life of the City's asset inventory, which currently has a net book value of \$2.4 billion as of December 31, 2018. The Capital Budget allows the City to sustain existing civic infrastructure, while also adding new assets and services to serve 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. As per item 5, it is Council policy and a key component of the LTFMS 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.*

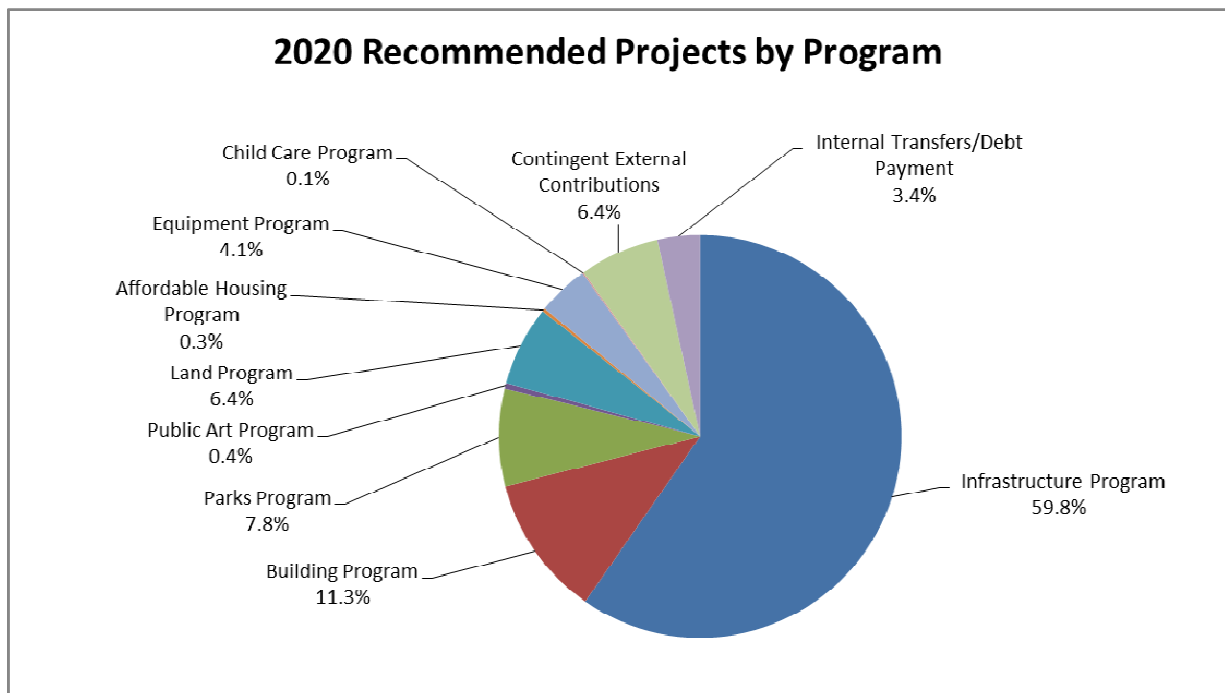
- 5.1. Maintain a strong and robust financial position.*
- 5.2. Clear accountability through transparent budgeting practices and effective public communication.*
- 5.3. Decision-making focuses on sustainability and considers circular economic principles.*
- 5.4. Work cooperatively and respectfully with all levels of government and stakeholders while advocating for the best interests of Richmond.*

### Analysis

This report presents the proposed 2020 Capital Budget and seeks Council review and approval on 2020 recommended projects and the operating expenditures associated with each respective project. The proposed Capital Budget for 2020 is \$155.7M. This report also presents the projects currently planned for years 2021-2024 as required; however the projects will be subject to final approval in each subsequent year.

The City's Capital Budget ensures appropriate planning for required projects and their related funding to demonstrate the complete impact of major multi-year projects. Capital requirements are driven by many factors including growth, maintenance of current aging infrastructure and ensuring that the City is consistently meeting industry standards as well as legislated, regulatory and safety requirements.

**Figure 1 – 2020 Recommended Projects by Program**



The City continues to see sustained population and economic growth. Significant additional growth is projected through 2041 under the Official Community Plan. This new growth requires expansion of City infrastructure in order to maintain the high level of civic services expected by new and current residents. As the City continues to mature, some of the existing infrastructure is nearing the end of its lifespan and/or capacity. Continuous, ongoing investment in replacement and maintenance of aging infrastructure is required to maintain service levels and protect civic assets. Capital investment allows the City to take advantage of new technology and building practices to improve operational efficiency and accrue environmental benefits from the use of more sustainable building practices and equipment. Finally, the Capital Budget also includes internal transfers and debt repayment to replenish reserve accounts used to provide interim funding for various projects.

### **2020 Capital Process**

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 2020-2024 Capital Budget is illustrated in Appendix 2.

The Capital Review Committee (CRC) which is comprised of Directors from each City division reviewed and ranked each project submission. To ensure consistent application of the established ranking criteria, the CRC determines the final ranking for each submission giving consideration to strategic and master plans, policies and Council priorities.

The ranked projects are consolidated and the projects are recommended based on funding availability. Project funding recommendations are then reviewed by the Senior Management Team (SMT) and the CAO. The final recommendation is consolidated to form the 2020 Capital Budget presented to Finance Committee for review, approval and inclusion in the 5YFP (2020-2024).

### *Finance Committee Input*

Appendix 3 provides a list of the recommended projects for funding in 2020. The details of each recommended project is attached in Appendix 8. Appendix 4 provides a list of those projects not recommended for funding in 2020 due to budget constraints. The details of projects not recommended for funding in 2020 are included in Appendix 9.

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

The following is an overview with selected highlights of the recommended Capital program that supports new infrastructure needs compared to the replacement of existing infrastructure.

### **New 2020 Capital Costs**

The new capital costs total \$101.5M (65.2%) of the 2020 Capital Budget, which includes:

- Capstan Station Construction - \$27.5M funded by developer contributions (page 32)
- Steveston Highway Multi-Use Pathway, Mortfield Gate to No. 2 Road - \$6.0M (page 39)
- Disaster Mitigation and Adaptation Fund Infrastructure Upgrades - \$4.5M (page 56)
- Watermain Replacement and Upgrades Program - \$5.8M (page 70)
- Minoru Lakes Renewal and Upgrades – Phase 1 - \$4.1M (page 102)
- Parkland Acquisition - \$4.0M (page 112)
- Strategic Land Acquisition - \$10.0M (page 116)

### **Replacement 2020 Capital Costs**

The replacement capital costs total \$38.3M (24.6%) of the 2020 Capital Budget, which includes:

- Annual Asphalt Re-Paving Program – Non-MRN - \$3.3M (page 28)
- Cambie Overpass Rehabilitation Project - \$1.4M (page 30)
- Steveston Gravity Sewer Replacement and Rehabilitation - \$1.2M (page 81)
- City Hall - Replacement of Mechanical, Life/Safety, and Envelope Components and Associated Works - \$2.6M (page 93)
- Minoru Centre for Active Living - Lap Pool 1 Reconstruction - \$3.0M (page 95)
- Richmond Ice Centre Infrastructure Renewals - Phase 1 - \$6.9M (page 97)
- Minoru Oval - Artificial Turf Replacement - \$1.0M (page 103)
- Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet) - \$3.3M (page 121)

**Other Items**

Other items included in the capital budget amount to \$15.9M (10.2%) and do not fall into the new or replacement infrastructure categories.

*Contingent External Contributions*

Contingent External Contributions of \$10.0M (6.4%) (page 138) is an estimate of external grants that may be received throughout the year for various projects. Spending will only occur if funds are confirmed. Including an estimate in the Capital Budget will allow staff to request scope changes to existing projects without having to wait until the 5YFP Bylaw Amendment, which is typically in the fall of each year. It is unknown what contingent external contributions will be received and thus, not possible to determine if the project will be for new or replacement costs.

*Internal Transfers and Debt Repayment*

Internal Transfers and Debt Repayment total \$5.3M (3.4%) of the 2020 Capital Budget, including:

- 12040 Horseshoe Way Repayment - \$0.5M (page 140)
- 7080 River Road Repayment - \$2.3M (page 141)
- Nelson Road Interchange Repayment - \$0.4M (page 142)
- River Road/North Loop (2005) Repayment - \$1.3M (page 143)
- Transfer funding from DCC Parks Development General to DCC Parks Development West Cambie - \$0.7M (page 144)

These are internal payments and therefore are not applicable to be classified as new or replacement.

*Childcare Program*

The Childcare Program of \$0.2M (0.1%) provides funding for grants and other childcare initiatives funded by statutory reserves and does not necessarily result in City-owned capital infrastructure.

*Affordable Housing Program*

The Affordable Housing Program of \$0.4M (0.3%) provides funding for housing affordability and homelessness initiatives funded by statutory reserves and does not necessarily result in City-owned capital infrastructure.

**2020 Capital Budget Funding Sources**

The 2020 capital budget uses a variety of funding sources which include:

- Development Cost Charges (DCCs) – These fees are collected through development and are used for growth related projects.
- 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.
- Appropriated Surplus – These are funds set aside for future commitments.

Generally, projects are funded up to the amount approved to be transferred into each reserve from the annual tax contributions.

For information purposes, Appendix 5 summarizes the projects recommended for funding from the Revolving Fund. The Revolving Fund is used to fund a variety of general projects which do not have dedicated sources of funding and also funds the assist factor for Roads DCC and Parks DCC projects.

Appendix 6 summarizes all the 2020 recommended projects funded by DCCs. Under the *Local Government Act*, the City is required to fund the municipal assist factor portion for growth related projects; therefore, a project cannot be fully funded by DCCs.

Appendix 7 summarizes all the 2020 recommended projects funded by the Capital Building and Infrastructure Reserve. The Capital Building and Infrastructure General Fund is used for facility construction and is funded from taxes and gaming revenue. The Capital Building and Infrastructure Special Sports Fund is for construction costs relating to artificial turf fields and is funded from sports field fees and other recoveries.

The funding sources of the 2020 recommended projects are summarized in Table 1.

**Table 1 – 2020 Funding Sources (in millions)**

<b>Funding Sources</b>	<b>Amount</b>
Reserves	\$99.7
DCCs	28.7
Appropriated Surplus	11.0
<i>Subtotal - Internal</i>	<i>\$139.4</i>
External Sources	16.3
<i>Subtotal - External</i>	<i>\$16.3</i>
<b>Total 2020 Funding</b>	<b>\$155.7</b>

Approximately \$139.4M of this year's capital plan is funded by Reserves, Appropriated Surplus, and DCCs, which are contributed by developers, and \$16.3M through external sources. Funding details of each individual submission are included in Appendix 8.

### **Recommended 2020 versus Historical (2016 - 2019) Capital Budget Analysis**

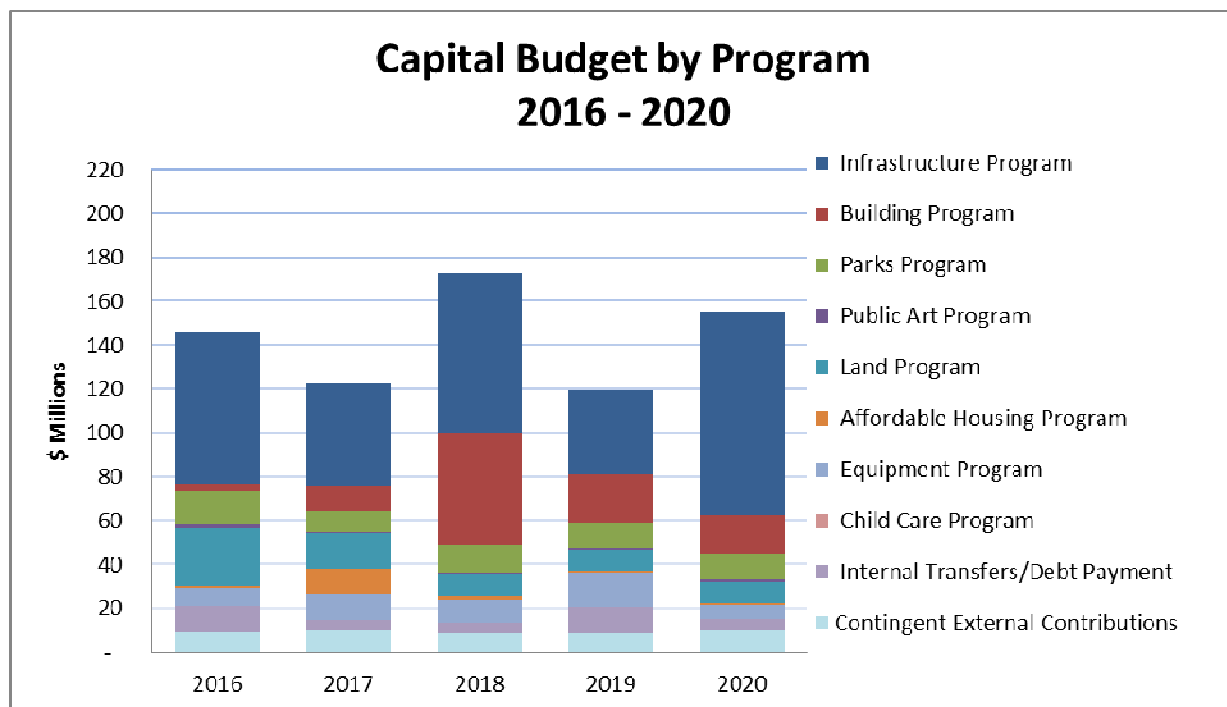
Figure 2 provides analysis of the program types of the capital budget as amended for the past four years compared to the 2020 recommended capital plan. For the years 2016-2019, the Capital Budgets as amended averaged \$140.4M.

### Major Facilities Phase 2

Council approved the following projects as part of the Major Facilities Phase 2 Replacement Plan:

- Advanced Planning and Design for Major Facilities Phase 2 (2017: \$2.0M)
- City Centre Community Centre North (2017: Developer Funded)
- Animal Shelter Replacement (2018: \$8.0M)
- Lawn Bowling Clubhouse Replacement (2018: \$4.0M; 2019 \$1.2M)
- Phoenix Net Loft Building Stabilization (2018: \$11.5M)

**Figure 2 – Capital Budget by Program 2020 vs. Historical**



### Proposed 2020 - 2024 Capital Budget

Figure 3 shows the 5 Year Capital Plan from 2020 to 2024, which proposes to continue to invest an average of \$120.1M each year in the City's assets, excluding Major Facilities Phase 2 Projects. In 2021, the Steveston Community Centre and Branch Library project is estimated at \$100.0M.

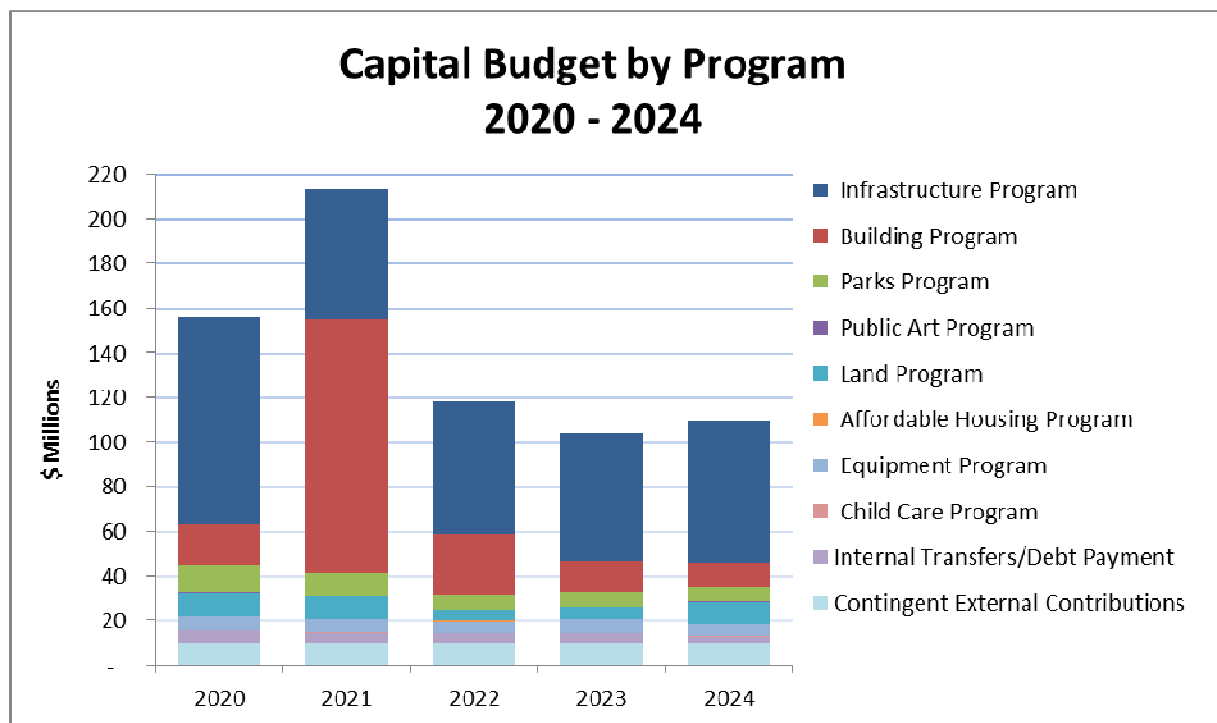
**Figure 3 – Proposed 5 Year Capital Plan by Program 2020 to 2024**

Table 2 presents a summary of the amount of proposed investment for Capital Projects for 2021-2024. 2021 OBI includes an estimate of \$1.00M OBI for Steveston Community Centre and Branch Library. A listing of the 2020-2024 Capital Projects by program is presented in Appendix 12. A summary of the 5 Year Capital Program presented in Appendix 10 and the Funding Sources are presented in Appendix 11. Highlights of the 2021-2024 projects are summarized in Appendix 13.

**Table 2: Proposed 2021 to 2024 Capital Projects (in millions)**

Year	Amount	OBI
2021	\$213.3	\$1.78
2022	\$118.4	\$0.70
2023	\$103.8	\$0.51
2024	\$109.6	\$0.42

### 2020 Operating Budget Impact

Upon completion of capital projects, new assets are added to the City's inventory. There are costs associated with maintaining these new assets. For example, a new building will require staffing, janitorial services, gas and hydro utility costs; a new park will include annual maintenance and labour costs. This ongoing maintenance cost is the Operating Budget Impact (OBI) associated with the new asset which is added to the operating budget.

OBI were reviewed by the Capital Review Committee as part of the Capital submission review process. The total OBI relating to the 2020 recommended projects is \$0.79M. Of this amount, \$0.15M is associated with recycling, water, sewer and drainage utility projects and is included within the infrastructure program. If the respective projects are approved, this amount will be incorporated into the 2021 Utility Budget, and therefore be included in the 2021 utility rates. The 2020 utility rates were previously approved by Council on November 12, 2019. The remaining \$0.64M is included in the operating budget. To align with the expected completion of the new asset, an OBI phase-in plan is adopted each year. For the recommended 2020 Capital Program, the OBI is proposed to be phased in over three years.

The following table summarizes the 2020 recommended Capital Budget by program and the associated OBI, including a breakdown of the labour costs and other expenses.

**Table 3: Recommended 2020 Capital and OBI by Program (in millions)**

Program (in millions)	Amount	Labour	Other Expenses	Total OBI
Infrastructure Program	\$ 92.9	\$ 0.21	\$ 0.24	\$ 0.45
Building Program	17.6	-	0.04	0.04
Parks Program	12.2	0.05	0.02	0.07
Public Art Program	0.7	-	0.01	0.01
Land Program	10.0	-	-	-
Affordable Housing Program	0.4	-	-	-
Equipment Program	6.4	0.03	0.19	0.22
Child Care Program	0.2	-	-	-
Contingent External Contribution	10.0	-	-	-
Internal Transfers/Debt Payment	5.3	-	-	-
<b>Total 2020 Capital and OBI</b>	<b>\$155.7</b>	<b>\$0.29</b>	<b>\$0.50</b>	<b>\$0.79</b>

### Financial Impact

The 2020 Capital Budget with a total value of \$155,651,559 will enable the City to maintain and advance the asset inventory that continues to provide necessities and benefits to the community. The OBI associated with these projects is \$792,765 and will be phased into the 2020-2024 5YFP.



## **Conclusion**

The recommended Capital budget for 2020 is \$155,651,559. The Capital Review Committee worked closely with SMT and the CAO to represent the interests of all stakeholders to ensure that the 2020 capital program addresses Council priorities and meets the needs of the community while effectively utilizing available funding.

Melissa Shiau, CPA, CA  
Manager, Financial Planning and Analysis  
(604-276-4231)

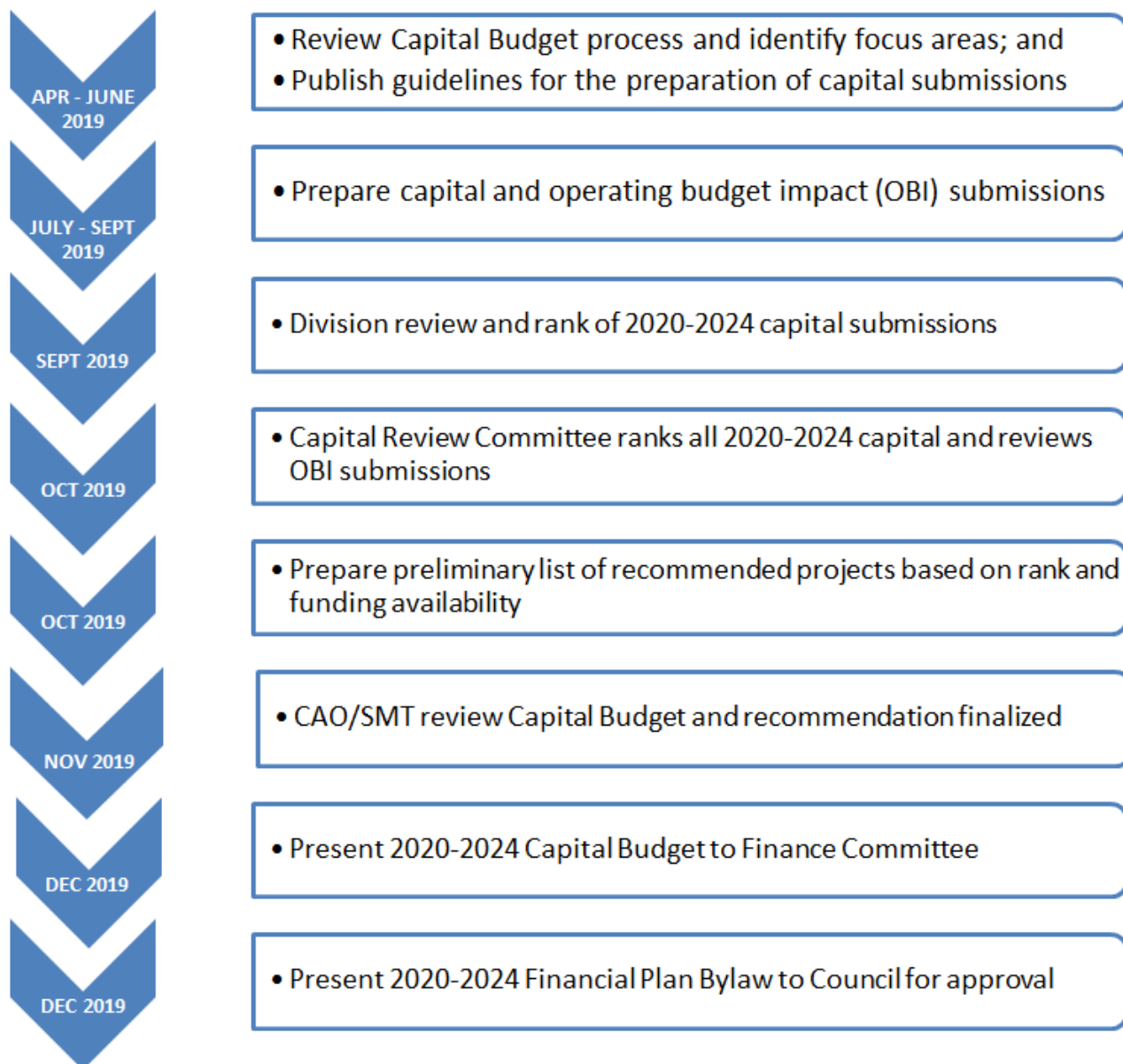
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- Appendix 1: Capital Ranking Criteria
- Appendix 2: 2020 Capital Budget Process
- Appendix 3: Summary of Capital Projects – Recommended for funding in 2020
- Appendix 4: Summary of Capital Projects – Not Recommended for funding in 2020
- Appendix 5: 2020 Summary of Projects Funded by Revolving Fund
- Appendix 6: 2020 Summary of Projects Funded by Development Cost Charges
- Appendix 7: 2020 Summary of Projects Funded by Capital Building and Infrastructure Reserve
- Appendix 8: Details of Projects Recommended for funding in 2020 by Program
- Appendix 9: Details of Projects Not Recommended for funding in 2020 by Program
- Appendix 10: 5 Year Capital Plan Summary (2020 - 2024)
- Appendix 11: 5 Year Capital Plan by Funding Sources (2020 - 2024)
- Appendix 12: 5 Year Capital Plan by Program (2020 - 2024)
- Appendix 13: 2021 - 2024 Capital Plan Highlights
- Appendix 14: Glossary of Terms

## Capital Ranking Criteria



## 2020 Capital Budget Process



Project Name	External Funding	City Funding	Total Investment	Total OBI	Ref
<b>INFRASTRUCTURE PROGRAM</b>					
<b>Roads</b>					
Accessible Pedestrian Signal Program	-	250,000	250,000	13,986	25
Active Transportation Improvement Program	-	600,000	600,000	9,859	26
Annual Asphalt Re-Paving Program - MRN	-	1,558,050	1,558,050	-	27
Annual Asphalt Re-Paving Program - Non-MRN	-	3,287,660	3,287,660	-	28
Arterial Roadway Improvement Program	-	800,000	800,000	28,703	29
Cambie Overpass Rehabilitation Project	677,500	677,500	1,355,000	-	30
Cambie Road/No. 5 Road - Intersection Improvements	690,000	2,070,000	2,760,000	17,361	31
Capstan Station Construction	-	27,500,000	27,500,000	-	32
Capstan Station Integration Design	-	500,000	500,000	-	33
Citywide Connector Walkways Rehabilitation Program	-	250,000	250,000	-	34
Citywide Sidewalk and Street Light Replacement Program	-	500,000	500,000	-	35
LED Street Name Sign Program	-	300,000	300,000	5,355	36
Neighbourhood Walkway Program	-	750,000	750,000	44,171	37
Special Crosswalk Program	-	200,000	200,000	7,468	38
Steveston Highway Multi-Use Pathway, Mortfield Gate to No. 2 Road	3,000,000	3,000,000	6,000,000	33,137	39
Street Light LED Upgrade Program	-	400,000	400,000	(30,000)	40
Top 20 Collision Prone Intersections- Preliminary Designs for Medium/Long-term improvements	-	600,000	600,000	-	41
Top 20 Collision Prone Intersections- Short-term Improvements	-	500,000	500,000	12,484	42
Traffic Calming Program	-	300,000	300,000	24,434	43
Traffic Signal Power Backup System (UPS)	-	100,000	100,000	1,943	44
Traffic Signal Program	-	800,000	800,000	16,176	45
Traffic Video and Communication Program	-	400,000	400,000	3,481	46
Transit-Related Amenity Improvement Program	-	25,000	25,000	1,337	47
Transit-Related Roadway Improvement Program	100,000	400,000	500,000	12,526	48
Transportation Planning, Functional and Preliminary Design	-	257,000	257,000	-	49
West Richmond Sidewalk Rehabilitation Program - Phase 1	-	350,000	350,000	-	50
<b>Total Roads</b>	<b>\$4,467,500</b>	<b>\$46,375,210</b>	<b>\$50,842,710</b>	<b>\$202,421</b>	
<b>Drainage</b>					
Box Culvert Repair	-	1,000,000	1,000,000	-	52
Burkeville Utility Improvements Drainage	-	2,236,000	2,236,000	25,000	53
Canal Stabilization	-	500,000	500,000	10,000	54
Development Coordinated Works - Drainage	-	250,000	250,000	10,000	55
Disaster Mitigation and Adaptation Fund Infrastructure Upgrades	1,806,400	2,709,600	4,516,000	10,000	56
Drainage Network Ecological Enhancement	-	200,000	200,000	-	57
Drainage Pump Station Rehabilitation and Generator Upgrade	-	250,000	250,000	10,000	58
East Richmond Drainage & Irrigation Upgrades	-	1,000,000	1,000,000	3,000	59
Flood Protection & Dike Improvements	-	1,000,000	1,000,000	15,000	60
Invasive Species Management	-	325,000	325,000	-	61
Laneway Drainage Upgrade	-	1,460,000	1,460,000	15,000	62
SCADA System Improvements	-	150,000	150,000	-	63
Storm Main Drainage Upgrade	-	1,020,000	1,020,000	10,000	64
Watercourse Crossing Rehabilitation & Replacement	-	300,000	300,000	-	65
<b>Total Drainage</b>	<b>\$1,806,400</b>	<b>\$12,400,600</b>	<b>\$14,207,000</b>	<b>\$108,000</b>	



Project Name	External Funding	City Funding	Total Investment	Total OBI	Ref
<b>INFRASTRUCTURE PROGRAM</b>					
<i><b>Water</b></i>					
Development Coordinated Works - Water	-	250,000	250,000	20,000	67
Thompson Gate Pressure Reducing Valve Station	-	1,500,000	1,500,000	15,000	68
Water Metering Program	-	1,200,000	1,200,000	25,000	69
Watermain Replacement Upgrades Program	-	5,792,500	5,792,500	-	70
Watermain Tie-in and Restoration	-	400,000	400,000	-	71
<i><b>Total Water</b></i>	-	<i><b>\$9,142,500</b></i>	<i><b>\$9,142,500</b></i>	<i><b>\$60,000</b></i>	
<i><b>Sanitary Sewer</b></i>					
Development Coordinated Works - Sanitary	-	350,000	350,000	10,000	73
Eckersley B Sanitary Pump Station Replacement and Spires	-	5,100,000	5,100,000	-	74
Utility Servicing	-	150,000	150,000	-	75
Gravity Sewer Assessment Program	-	2,800,000	2,800,000	-	76
Hamilton Area Sanitary Sewer and Pump Station	-	2,913,000	2,913,000	25,000	77
Leslie Pump Station Replacement	-	600,000	600,000	5,000	78
Sanitary Pump Station & Forcemain Assessments, Upgrades, and Grease Management	-	300,000	300,000	-	79
Sanitary Pump Station Rehabilitation	-	150,000	150,000	-	80
Sanitary Sewer Tie-in and Restoration	-	1,200,000	1,200,000	35,000	81
<i><b>Total Sanitary Sewer</b></i>	-	<i><b>\$13,563,000</b></i>	<i><b>\$13,563,000</b></i>	<i><b>\$75,000</b></i>	
<i><b>Infrastructure Advanced Design and Minor Public Works</b></i>					
Fleet Minor Capital	-	280,000	280,000	-	83
Public Works Infrastructure Advanced Design	-	2,550,000	2,550,000	-	84
Public Works Minor Capital - Drainage	-	400,000	400,000	-	85
Public Works Minor Capital - Roads	-	400,000	400,000	-	86
Public Works Minor Capital - Sanitary	-	400,000	400,000	-	87
Public Works Minor Capital - Sanitation & Recycling	-	350,000	350,000	-	88
Public Works Minor Capital - Traffic	-	250,000	250,000	8,106	89
Public Works Minor Capital - Water	-	500,000	500,000	-	90
<i><b>Total Infrastructure Advanced Design and Minor Public Works</b></i>	-	<i><b>\$5,130,000</b></i>	<i><b>\$5,130,000</b></i>	<i><b>\$8,106</b></i>	
<b>TOTAL INFRASTRUCTURE PROGRAM</b>	<b>\$6,273,900</b>	<b>\$86,611,310</b>	<b>\$92,885,210</b>	<b>\$453,527</b>	
<b>BUILDING PROGRAM</b>					
<i><b>Building</b></i>					
Capital Buildings Project Development Advanced Design	-	500,000	500,000	-	92
City Hall - Replacement of Mechanical, Life/Safety, and Envelope Components and Associated Works	-	2,630,000	2,630,000	-	93
Community Safety Building - Mechanical Component Replacements and Associated Works	-	1,350,000	1,350,000	-	94
Minoru Centre for Active Living - Lap Pool 1 Reconstruction	-	3,000,000	3,000,000	-	95
Richmond Courthouse - Mechanical Components Replacements, Envelope Renewals, Electrical Replacements, Structural Renewals and Associated Works	-	1,601,500	1,601,500	-	96
Richmond Ice Centre Infrastructure Renewals - Phase 1	-	6,850,000	6,850,000	-	97
Works Yard Electrical Service Upgrade and Electrical Vehicle Infrastructure	-	1,688,000	1,688,000	40,960	98
<i><b>Total Building</b></i>	-	<i><b>\$17,619,500</b></i>	<i><b>\$17,619,500</b></i>	<i><b>\$40,960</b></i>	
<b>TOTAL BUILDING PROGRAM</b>	-	<b>\$17,619,500</b>	<b>\$17,619,500</b>	<b>\$40,960</b>	

Project Name	External Funding	City Funding	Total Investment	Total OBI	Ref
<b>PARKS PROGRAM</b>					
<i>Parks</i>					
Lang Park Completion	-	250,000	250,000	12,092	100
London Steveston Park Phase 3 Construction	-	400,000	400,000	22,162	101
Minoru Lakes Renewal Upgrades – Phase 1	-	4,060,000	4,060,000	-	102
Minoru Oval - Artificial Turf Replacement	-	1,030,000	1,030,000	-	103
Parks Advance Planning and Design	-	300,000	300,000	-	104
Parks Ageing Infrastructure Replacement Program	-	590,000	590,000	-	105
Parks General Development	-	400,000	400,000	4,383	106
Parks Identity Signage Program - Phase 3	-	100,000	100,000	12,785	107
Playground Improvement Program	-	600,000	600,000	-	108
Railway Granville Bike Park	-	270,000	270,000	13,503	109
Riverport and Cook Community Gardens	-	180,000	180,000	8,017	110
<b>Total Parks</b>	-	<b>\$8,180,000</b>	<b>\$8,180,000</b>	<b>\$72,942</b>	
<i>Parkland</i>					
Parkland Acquisition	-	4,000,000	4,000,000	-	112
<b>Total Parkland</b>	-	<b>\$4,000,000</b>	<b>\$4,000,000</b>	<b>-</b>	
<b>TOTAL PARKS PROGRAM</b>	-	<b>\$12,180,000</b>	<b>\$12,180,000</b>	<b>\$72,942</b>	
<b>PUBLIC ART PROGRAM</b>					
<i>Public Art</i>					
Public Art Program	-	694,764	694,764	10,000	114
<b>TOTAL PUBLIC ART PROGRAM</b>		<b>\$694,764</b>	<b>\$694,764</b>	<b>\$10,000</b>	
<b>LAND PROGRAM</b>					
<i>Land</i>					
Strategic Land Acquisition	-	10,000,000	10,000,000	-	116
<b>TOTAL LAND PROGRAM</b>	-	<b>\$10,000,000</b>	<b>\$10,000,000</b>	<b>-</b>	
<b>AFFORDABLE HOUSING PROGRAM</b>					
<i>Affordable Housing</i>					
Affordable Housing 2020 Operating Initiatives	-	400,000	400,000	-	118
<b>TOTAL AFFORDABLE HOUSING PROGRAM</b>		<b>\$400,000</b>	<b>\$400,000</b>	<b>-</b>	
<b>EQUIPMENT PROGRAM</b>					
<i>Vehicle</i>					
Automatic Vehicle Location/Global Positioning System	-	118,000	118,000	49,870	120
Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet)	-	3,322,766	3,322,766	27,160	121
<b>Total Vehicle</b>	-	<b>\$3,440,766</b>	<b>\$3,440,766</b>	<b>\$77,030</b>	
<i>Fire Dept Vehicles and Equipment</i>					
Fire Vehicle Replacement Reserve Purchases	-	416,455	416,455	-	123
<b>Total Fire Dept Vehicles and Equipment</b>	-	<b>\$416,455</b>	<b>\$416,455</b>	<b>-</b>	

Project Name	External Funding	City Funding	Total Investment	Total OBI	Ref
<b>EQUIPMENT PROGRAM</b>					
<i>Information Technology</i>					
Annual Hardware Refresh	-	362,800	362,800	-	125
Data Centre Server Refresh /Update - Phase 1 of 2	-	363,000	363,000	-	126
Network Refresh for City Facilities - Phase 1 of 3	-	557,950	557,950	31,733	127
Office 2016 Licensing - Phase 2 of 2	-	494,909	494,909	6,573	128
PeopleSoft HCM 9.2 Update 2020	-	217,440	217,440	-	129
<b>Total Information Technology</b>	-	<b>\$1,996,099</b>	<b>\$1,996,099</b>	<b>\$38,306</b>	
<i>Equipment</i>					
Fire Equipment Replacement from Reserve	-	258,145	258,145	55,000	131
Richmond Fire Driving Testing/Evaluation Platform	-	280,000	280,000	45,000	132
<b>Total Equipment</b>	-	<b>\$538,145</b>	<b>\$538,145</b>	<b>\$100,000</b>	
<b>TOTAL EQUIPMENT PROGRAM</b>	-	<b>\$6,391,465</b>	<b>\$6,391,465</b>	<b>\$215,336</b>	
<b>CHILD CARE PROGRAM</b>					
<i>Child Care</i>					
Child Care - Administration	-	110,000	110,000	-	134
Child Care Projects - City-wide (Capital Grants)	-	50,000	50,000	-	135
Child Care Projects - City-wide Non-Capital Grants	-	10,000	10,000	-	136
<b>TOTAL CHILD CARE PROGRAM</b>	-	<b>\$170,000</b>	<b>\$170,000</b>	-	
<b>CONTINGENT EXTERNAL CONTRIBUTION</b>					
Contingent External Contribution	10,000,000	-	10,000,000	-	138
<b>TOTAL CONTINGENT EXTERNAL CONTRIBUTION</b>	<b>\$10,000,000</b>	-	<b>\$10,000,000</b>	-	
<b>INTERNAL TRANSFERS/DEBT PAYMENT</b>					
<i>Internal Transfers/Debt Payment</i>					
12040 Horseshoe Way Repayment	-	525,000	525,000	-	140
7080 River Road Repayment	-	2,341,384	2,341,384	-	141
Nelson Road Interchange Repayment	-	385,098	385,098	-	142
River Road/North Loop (2005) Repayment	-	1,334,953	1,334,953	-	143
Transfer funding from DCC Parks Development General to DCC Parks Development West Cambie	-	724,185	724,185	-	144
<b>TOTAL INTERNAL TRANSFERS/DEBT PAYMENT</b>	-	<b>\$5,310,620</b>	<b>\$5,310,620</b>	-	
<b>Total 2020 Capital Program</b>	<b>\$16,273,900</b>	<b>\$139,377,659</b>	<b>\$155,651,559</b>	<b>\$792,765</b>	

<b>OBI Type</b>	
Operating OBI	\$ 644,794
Utility OBI	147,971
<b>Total OBI</b>	<b>\$792,765</b>

Project Name	External Funding	City Funding	Total OBI	Ref
<b>INFRASTRUCTURE PROGRAM</b>				
<b>Roads</b>				
Extending City's Existing Cycling Network by 2 kilometres	-	5,100,000	24,712	146
Extending City's Existing Cycling Network by 3 kilometres	-	6,200,000	39,344	147
Extending City's Existing Cycling Network by 5 kilometres	-	11,100,000	54,364	148
<b>Total Roads</b>	-	<b>\$22,400,000</b>	<b>\$118,420</b>	
<b>TOTAL INFRASTRUCTURE PROGRAM</b>	-	<b>\$22,400,000</b>	<b>\$118,420</b>	
<b>BUILDING PROGRAM</b>				
Community Safety Building Inventory Room and Associated Works	-	402,850	-	150
Fire Hall No. 6 - Mechanical Component Replacements and Associated Works	-	490,000	-	151
Library Cultural Centre - Mechanical Components, Replacements and Interior/Accessibility Renewals and Associated Works	-	5,100,000	-	152
Minoru Arenas - Mechanical Components Replacements and Associated Works	-	715,000	-	153
Steveston Martial Arts - Accessibility, Envelope Renewals	-	400,000	-	154
<b>TOTAL BUILDING PROGRAM</b>	-	<b>\$7,107,850</b>	-	
<b>INFORMATION TECHNOLOGY PROGRAM</b>				
Emergency Notification System Integration to MyRichmond	-	100,850	-	156
Enhanced Online Community Services Program Guide	-	295,000	-	157
Richmond Library Programs Integration with MyRichmond	-	230,000	10,000	158
<b>TOTAL INFORMATION TECHNOLOGY PROGRAM</b>	-	<b>\$625,850</b>	<b>\$10,000</b>	
<b>Total 2020 Capital Program – Not Recommended for funding in 2020</b>	-	<b>\$30,133,700</b>	<b>\$128,420</b>	



## 2020 Summary of Projects Funded by Revolving Fund

## Appendix 5

Each year, the Revolving Fund is utilized to fund various capital projects. This summary shows the 2020 capital projects and the corresponding amounts funded by the Revolving Fund.

Project Name	Revolving Fund	Total Investment	Total OBI	Ref
<b>Roads</b>				
Cambie Overpass Rehabilitation Project	677,500	1,355,000	-	30
Citywide Connector Walkways Rehabilitation Program	250,000	250,000	-	34
Citywide Sidewalk and Street Light Replacement Program	500,000	500,000	-	35
West Richmond Sidewalk Rehabilitation Program - Phase 1	350,000	350,000	-	50
<b>Total Infrastructure</b>	<b>\$1,777,500</b>	<b>\$2,455,000</b>	<b>-</b>	
<b>Parks</b>				
Minoru Oval - Artificial Turf Replacement	680,000	1,030,000	-	103
Parks Ageing Infrastructure Replacement Program	590,000	590,000	-	105
Playground Improvement Program	600,000	600,000	-	108
<b>Total Parks</b>	<b>\$1,870,000</b>	<b>\$2,220,000</b>	<b>-</b>	
<b>Total 2020 Projects Funded by Revolving Fund</b>	<b>\$3,647,500</b>	<b>\$4,675,000</b>	<b>-</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	\$354,495			
City Assist Factor on Roads DCC	\$699,245			
<b>Total Funding from Revolving Fund</b>	<b>\$5,078,552</b>			

Project Name	DCC Funding	City Assist Factor	Total Investment <sup>1</sup>	Total OBI	Ref
<b>Roads</b>					
Accessible Pedestrian Signal Program	235,125	14,875	250,000	13,986	25
Active Transportation Improvement Program	564,300	35,700	600,000	9,859	26
Arterial Roadway Improvement Program	752,400	47,600	800,000	28,703	29
Cambie Road/No. 5 Road - Intersection Improvements	1,946,835	123,165	2,760,000	17,361	31
LED Street Name Sign Program	282,150	17,850	300,000	5,355	36
Neighbourhood Walkway Program	705,375	44,625	750,000	44,171	37
Special Crosswalk Program	188,100	11,900	200,000	7,468	38
Steveston Highway Multi-Use Pathway, Mortfield Gate to No. 2 Road	2,821,500	178,500	6,000,000	33,137	39
Top 20 Collision Prone Intersections- Preliminary Designs for Medium/Long-term improvements	564,300	35,700	600,000	-	41
Top 20 Collision Prone Intersections- Short-term Improvements	470,250	29,750	500,000	12,484	42
Traffic Calming Program	282,150	17,850	300,000	24,434	43
Traffic Signal Power Backup System (UPS)	94,050	5,950	100,000	1,943	44
Traffic Signal Program	752,400	47,600	800,000	16,176	45
Traffic Video and Communication Program	376,200	23,800	400,000	3,481	46
Transit-Related Amenity Improvement Program	23,512	1,488	25,000	1,337	47
Transit-Related Roadway Improvement Program	376,200	23,800	500,000	12,526	48
Transportation Planning, Functional and Preliminary Design	241,708	15,292	257,000	-	49
<b>Total Roads</b>	<b>\$10,676,555</b>	<b>\$675,445</b>	<b>\$15,142,000</b>	<b>\$232,421</b>	
<b>Water</b>					
Watermain Replacement Upgrades Program	137,899	8,724	5,792,500	-	70
<b>Total Water</b>	<b>\$137,899</b>	<b>\$8,724</b>	<b>\$5,792,500</b>	<b>\$-</b>	
<b>Sanitary Sewer</b>					
Eckersley B Sanitary Pump Station Replacement and Spires Utility Servicing	587,813	5,938	5,100,000	-	74
Hamilton Area Sanitary Sewer and Pump Station	1,763,438	111,563	2,800,000	-	76
Leslie Pump Station Replacement	1,175,625	11,875	2,913,000	25,000	77
<b>Total Sanitary Sewer</b>	<b>\$3,526,876</b>	<b>\$129,376</b>	<b>\$10,813,000</b>	<b>\$25,000</b>	
<b>Infrastructure Advanced Design and Minor Public Works</b>					
Public Works Infrastructure Advanced Design	376,200	23,800	2,550,000	-	84
<b>Total Infrastructure Advanced Design and Minor Public Works</b>	<b>\$376,200</b>	<b>\$23,800</b>	<b>\$2,550,000</b>	<b>\$-</b>	
<b>Parks</b>					
Lang Park Completion	235,250	14,750	250,000	12,092	100
London Steveston Park Phase 3 Construction	376,200	23,800	400,000	22,162	101
Minoru Lakes Renewal Upgrades – Phase 1	3,818,430	241,570	4,060,000	-	102
Parks Advance Planning and Design	282,150	17,850	300,000	-	104
Parks General Development	376,200	23,800	400,000	4,383	106
Parks Identity Signage Program - Phase 3	94,050	5,950	100,000	12,785	107
Railway Granville Bike Park	253,935	16,065	270,000	13,503	109
Riverport and Cook Community Gardens	169,290	10,710	180,000	8,017	110
<b>Total Parks</b>	<b>\$5,605,505</b>	<b>\$354,495</b>	<b>\$5,960,000</b>	<b>\$72,942</b>	
<b>Parkland</b>					
Parkland Acquisition	3,762,000	238,000	4,000,000	-	112
<b>Total Parkland</b>	<b>\$3,762,000</b>	<b>\$238,000</b>	<b>\$4,000,000</b>	<b>\$-</b>	

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

Project Name	DCC Funding	City Assist Factor	Total Investment <sup>1</sup>	Total OBI	Ref
<b><i>Internal Transfers/Debt Payment</i></b>					
7080 River Road Repayment	2,202,072	139,312	2,341,384	-	141
Nelson Road Interchange Repayment	385,098	-	385,098	-	142
River Road/North Loop (2005) Repayment	1,334,953	-	1,334,953	-	143
Transfer funding from DCC Parks Development General to DCC Parks Development West Cambie	724,185	-	724,185	-	144
<b>Total Internal Transfers/Debt Payment</b>	<b>\$4,646,308</b>	<b>\$139,312</b>	<b>\$4,785,620</b>	<b>\$-</b>	
<b>Grand Total</b>	<b>\$28,731,343</b>	<b>\$1,569,152</b>	<b>\$49,043,120</b>	<b>\$330,363</b>	

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

The Capital Building and Infrastructure General Fund is used for facility construction and is funded from taxes and gaming revenue. The Capital Building and Infrastructure Special Sports Fund is for construction costs relating to artificial turf fields and is funded from sports field fees and other recoveries.

General Fund				
Project Name	Capital Building & Infrastructure Fund	Total Investment	Total OBI	Ref
<b>Building</b>				
Capital Buildings Project Development Advanced Design	500,000	500,000	-	92
City Hall - Replacement of Mechanical, Life/Safety, and Envelope Components and Associated Works	2,630,000	2,630,000	-	93
Community Safety Building - Mechanical Component Replacements and Associated Works	1,350,000	1,350,000		94
Minoru Centre for Active Living - Lap Pool 1 Reconstruction	3,000,000	3,000,000	-	95
Richmond Ice Centre Infrastructure Renewals - Phase 1	6,850,000	6,850,000	-	97
Works Yard Electrical Service Upgrade and Electrical Vehicle Infrastructure	1,608,000	1,688,000	40,960	98
<b>Total Building</b>	<b>\$15,938,000</b>	<b>\$16,018,000</b>	<b>\$40,960</b>	
<b>Grand Total</b>	<b>\$15,938,000</b>	<b>\$16,018,000</b>	<b>\$40,960</b>	

Special Sports Fund				
Project Name	Capital Building & Infrastructure Fund	Total Investment	Total OBI	Ref
<b>Parks</b>				
Minoru Oval – Artificial Turf Replacement	350,000	1,030,000	-	103
<b>Total Parks</b>	<b>\$350,000</b>	<b>\$1,030,000</b>	<b>-</b>	
<b>Grand Total</b>	<b>\$350,000</b>	<b>\$1,030,000</b>	<b>-</b>	



## Infrastructure Program 2020

The City's Infrastructure Program assets include: road, drainage and sanitary pump stations, drainage, water, and sanitary mains.


### 2020 Recommended Infrastructure – Roads Program


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Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Accessible Pedestrian Signal Program	Submission ID:	5676

Location:	Various Locations		
Cost:	\$250,000	OBI:	\$13,986
Funding Sources:	Roads DCC: \$235,125 Roads City Assist: \$14,875		
Scope:	<p>General Scope: Installation of accessible pedestrian signal (APS) devices at existing signalized intersections. Proposed funding level and locations would achieve the City’s goal to outfit all existing City-owned traffic signals with APS devices (remaining 36 out of 175) by 2020; this funding will complete all upgrades and will meet the 2020 goal. The standard for all new traffic signals is to include APS.</p> <p>Major Cost Components: APS hardware (including push button, speaker and electrical circuits), push button sign, pedestrian interface module (located within pedestrian heads), communication interface module (located in traffic cabinet), and electrical wiring.</p> <p>Funding: The City will apply for funding from ICBC grants and if successful, the City’s funding sources will be reduced accordingly.</p>		





<b>Program:</b>	<b>Infrastructure Program</b>	<b>Sub-program:</b>	<b>Roads</b>
<b>Project Name:</b>	<b>Active Transportation Improvement Program</b>	<b>Submission ID:</b>	<b>5677</b>
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$600,000	<b>OBI:</b>	\$9,859
<b>Funding Sources:</b>	Roads DCC: \$564,300 Roads City Assist: \$35,700		
<b>Scope:</b>	<p>General Scope: 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>Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City’s funding sources will be reduced accordingly.</p> <p>The list of improvements currently planned for 2020 is:</p> <ul style="list-style-type: none"><li>▪ Westminster Highway (No. 6 Road-No. 8 Road): provision of physical separation from vehicular travel lanes; and</li><li>▪ Railway Avenue (Steveston Highway-Williams Road): revision of pavement markings to increase the width of the parking lane and bike lane to current standards.</li></ul>		
			


<b>Program:</b>	Infrastructure Program	<b>Sub-program:</b>	Roads
<b>Project Name:</b>	Annual Asphalt Re-Paving Program - MRN	<b>Submission ID:</b>	5615
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$1,558,050	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Others: \$1,558,050		
<b>Scope:</b>	<p>To re-pave MRN roads in alignment with the City's Ageing Infrastructure Report and Pavement Management Plan prepared by WSP Consultants. The project list has been determined for 2020 as listed in the Proposed 2020 Paving Program Report per Council meeting on October 23, 2019.</p> <p>The project costs include any associated 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> <p>The project includes the pavement component of other water, sanitary, and drainage upgrades in the Capital Program 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:	Annual Asphalt Re-Paving Program - Non-MRN	Submission ID:	5616
Location:	City Wide		
Cost:	\$3,287,660	OBI:	\$ -
Funding Sources:	Others: \$3,287,660		
Scope:	<p>To re-pave City-owned Non-MRN roads (major &amp; minor roads and lanes) in alignment with the City's Ageing Infrastructure Report and Pavement Management Plan prepared by WSP Consultants. The project list has been determined for 2020 as listed in the Proposed 2020 Paving Program Report per Council meeting on October 23, 2019.</p> <p>The project costs include any associated 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> <p>The project includes the pavement component of other water, sanitary and drainage upgrades in the Capital Program that are co-ordinated by the Engineering department as well as consultant/contractor fees related to bridge upgrades and the Pavement Management Plan.</p>		
			

<b>Program:</b>	<b>Infrastructure Program</b>	<b>Sub-program:</b>	<b>Roads</b>
<b>Project Name:</b>	<b>Arterial Roadway Improvement Program</b>	<b>Submission ID:</b>	<b>5678</b>
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$800,000	<b>OBI:</b>	\$28,703
<b>Funding Sources:</b>	Roads DCC: \$752,400 Roads City Assist: \$47,600		
<b>Scope:</b>	<p>General Scope: 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 measures enhancements and new/upgrade sidewalks/walkways.</p> <p>Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City's funding sources will be reduced accordingly.</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 list of improvements currently planned for 2020 is:</p> <ul style="list-style-type: none"><li>▪ Upgrade and widen existing sidewalk along east side of St Edwards Drive, from 348m east of Cambie Road to Bird Road; and</li><li>▪ Remove channelized right-turn islands and reconstruct curb returns at Cooney Road-Westminster Highway (northeast corner) and Garden City Road-Lansdowne Road (northwest corner) intersections.</li></ul>		
			

<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Roads
<b>Project Name:</b>	Cambie Overpass Rehabilitation Project		<b>Submission ID:</b>	6191
<b>Location:</b>	City Wide			
<b>Cost:</b>	\$1,355,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Capital Revolving: \$677,500 Grant: \$677,500			
<b>Scope:</b>	In 2019, City of Richmond received a grant through the MRN Structures Program to implement structural rehabilitation for the Cambie Road Overpass at Knight Street. This project will include, but is not limited to, geotechnical assessment, design, and structural rehabilitation. This work is critical to maintain a safe transportation network, limit further deterioration of the overpass, and reduce future maintenance costs.			
				



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Cambie Road/No. 5 Road - Intersection Improvements	Submission ID:	6631

Location:

Cambie Road and No. 5 Road

Cost:

\$2,760,000

OBI:

\$17,361

Funding Sources:

Roads DCC:

\$1,946,835

Roads City Assist:

\$123,165

Grant:

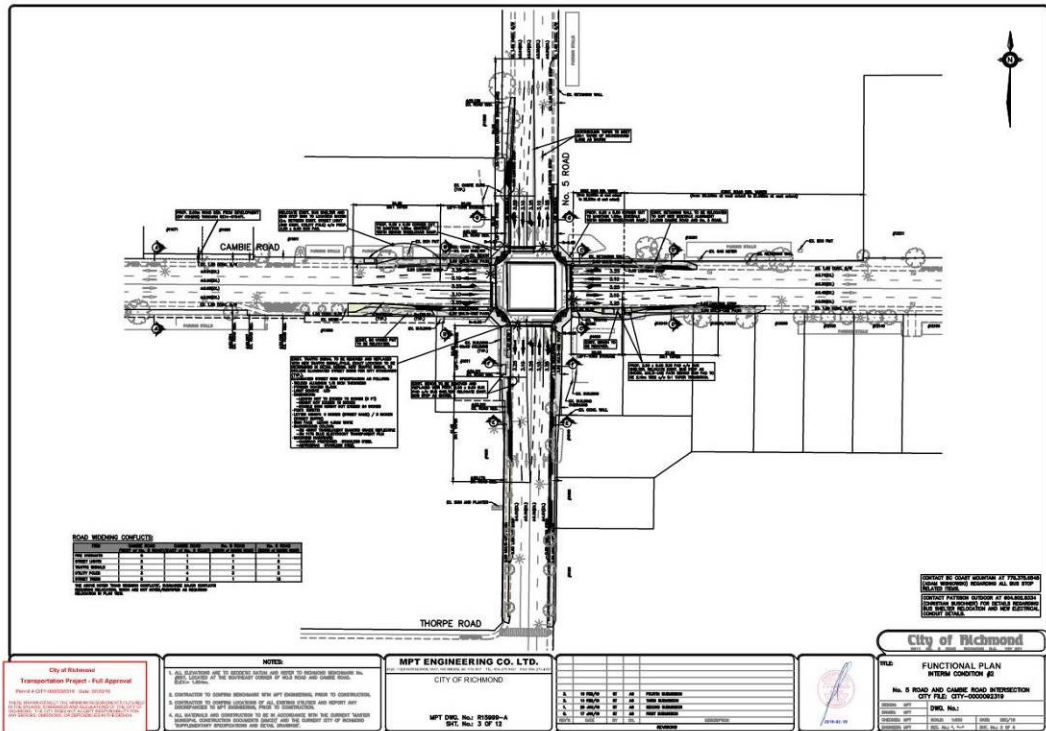
\$690,000

Scope:

General Scope: Provide dedicated left-turn lanes on all four legs of the intersection and multi-use pathways along both sides of Cambie Road at the intersection and along both sides of No. 5 Road from Cambie Road to Thorpe Road to enhance safety of road users, as described in the staff report titled "Proposed Intersection Improvements on Cambie Road at No. 5 Road and Jacombs Road" approved by Council on Monday June 24, 2019.

Major Cost Components: Road widening, relocation of curb and gutter, pavement markings and signage, new landscaped boulevard/lighting strip, street tree removal/relocation, relocation/widening existing sidewalk, new accessible bus stop landing pads and transit shelters, upgrade of existing traffic signals including overhead LED illuminated street name signs, traffic cameras and accessible pedestrian signal features, relocation of existing infrastructure (i.e., hydrants, streetlighting, utility poles, catch basins, private utility kiosks, etc.) and property acquisition.

Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City's funding sources will be reduced accordingly.





<b>Program:</b>	Infrastructure Program	<b>Sub-program:</b>	Roads
<b>Project Name:</b>	Capstan Station Construction	<b>Submission ID:</b>	6821

<b>Location:</b>	No 3 Road, Capstan Way to Sea Island Way		
<b>Cost:</b>	\$27,500,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Capstan Station:	\$27,500,000	

<b>Scope:</b>	<p>General Scope: Release of funding to TransLink to initiate construction of the base case station design for the Canada Line Capstan Station similar to the Aberdeen Station or the Lansdowne Station. This Station is a critical transportation feature of the City Centre Area Plan and its timely implementation will support transit-oriented development and maximize the use of the Canada Line. As per the Capstan Station Funding Agreement, station construction will be completed within 30 months upon release of the funding.</p> <p>Major Cost Components: Design and construction.</p>		
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12.0m Overhead Spanning 12.0m Platform


17.50m 17.50m 17.50m 17.50m 17.50m

50 m PLATFORM EXTENSION

7.6m 22.1m


Platforming of the road Capstan Road, 20.0m

<b>Program:</b>	Infrastructure Program	<b>Sub-program:</b>	Roads
<b>Project Name:</b>	Capstan Station Integration Design	<b>Submission ID:</b>	6642
<b>Location:</b>	No 3 Road, Capstan Way to Sea Island Way		
<b>Cost:</b>	\$500,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Capstan Station: \$500,000		
<b>Scope:</b>	<p>General Scope: The development of the conceptual, preliminary and detailed designs of the Capstan Station integration features based on four general directions, i.e., Mobility Belt, Signature Elements, Supportive Infrastructure, and Coordinated Activation Zones. The designs will integrate the public realm, transit plaza, guideway park, City-owned park and neighbourhood park, etc. with the proposed Canada Line Capstan Station. Upon selection of the Capstan Station design option, the project is anticipated to be presented to Council for consideration in Q4 2020.</p> <p>Major Cost Components: Consultant costs for design.</p>		
			

Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Citywide Connector Walkways Rehabilitation Program	Submission ID:	6764
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 around Richmond. The 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> <p>This project is being submitted with the support of Risk Management.</p>		
			




Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Citywide Sidewalk and Street Light Replacement Program	Submission ID:	6189
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 design life and need to be replaced. Sidewalks that have subsided, are damaged from tree roots, or have become misaligned 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 streetlight 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 streetlights that are nearing the end of their service life, installation of new streetlights to eliminate gaps in the street lighting network, and repairing deteriorated sidewalks.</p> <p>This project is being submitted with the support of Risk Management.</p>		






<b>Program:</b>	<b>Infrastructure Program</b>	<b>Sub-program:</b>	<b>Roads</b>
<b>Project Name:</b>	<b>LED Street Name Sign Program</b>	<b>Submission ID:</b>	<b>6154</b>
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$300,000	<b>OBI:</b>	\$5,355
<b>Funding Sources:</b>	Roads DCC: \$282,150 Roads City Assist: \$17,850		
<b>Scope:</b>	<p>General Scope: Installation of overhead LED street name signs at various signalized intersections to enhance visibility and legibility for drivers. Currently, 95 of 175 locations have been upgraded (18 sites were upgraded in 2019) with the remaining intersections to be upgraded over the next 5 to 10 years (i.e. 15-20 per year).</p> <p>Major Cost Components: LED street name sign, mounting hardware and electrical wiring.</p> <p>Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City's funding sources will be reduced accordingly.</p> <p>Locations are prioritized based on major, gateway and high-volume intersections and in tourist areas.</p> <p>The preliminary list for 2020 includes the following 20 locations:</p> <ol style="list-style-type: none"> <li>1. Cooney Rd and Westminster Hwy;</li> <li>2. Gilbert Rd and Westminster Hwy;</li> <li>3. Buswell St and Granville Ave;</li> <li>4. Hollybridge Way and Elmbridge Way;</li> <li>5. Oval Way and River Rd;</li> <li>6. Russ Baker Way and Inglis Dr;</li> <li>7. Russ Baker Way and Cessna Dr;</li> <li>8. Russ Baker Way and Hudson Ave;</li> <li>9. Garden City Rd and Cambie Rd;</li> <li>10. Garden City Rd and Capstan Way;</li> <li>11. Gilbert Rd and Blundell Rd;</li> <li>12. Gilbert Rd and Francis Rd;</li> <li>13. Gilbert Rd and Williams Rd;</li> <li>14. No. 3 Rd and Francis Rd;</li> <li>15. No. 3 Rd and Williams Rd;</li> <li>16. No. 3 Rd and Blundell Rd;</li> <li>17. No. 1 Rd and Chatham St;</li> <li>18. No. 1 Rd and Williams Rd;</li> <li>19. No. 1 Rd and Osmond Rd; and</li> <li>20. No. 1 Rd and Francis Rd.</li> </ol>		



<b>Program:</b>	<b>Infrastructure Program</b>	<b>Sub-program:</b>	<b>Roads</b>
<b>Project Name:</b>	<b>Neighbourhood Walkway Program</b>	<b>Submission ID:</b>	<b>5680</b>
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$750,000	<b>OBI:</b>	\$44,171
<b>Funding Sources:</b>	Roads DCC: \$705,375 Roads City Assist: \$44,625		
<b>Scope:</b>	<p>General Scope: Construction of new and/or enhancement of existing neighbourhood walkways/sidewalks.</p> <p>Major Cost Components: Construction of new or upgrade of existing sidewalks, pathways, wheelchair ramps, minor curb cuts, and boulevard modifications.</p> <p>Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City’s funding sources will be reduced accordingly.</p> <p>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.</p> <p>The preliminary list for 2020 includes the following 2 locations:</p> <ol style="list-style-type: none"><li>1. Construct walkway along north side of Westminster Highway North, from Muir Drive to 22411 Westminster Highway; and</li><li>2. Construct sidewalk along west side of Viking Way, from Cambie Road to Bridgeport Road.</li></ol>		
			


Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Special Crosswalk Program	Submission ID:	5681

Location:	Various Locations		
Cost:	\$200,000	OBI:	\$7,468
Funding Sources:	Roads DCC: \$188,100 Roads City Assist: \$11,900		
Scope:	<p>General Scope: Upgrade of existing crosswalks on arterial roads (typically four-lane) to new traffic control standards that have been endorsed by Council.</p> <p>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, APS push buttons, pavement markings, and site restoration.</p> <p>Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City's funding sources will be reduced accordingly.</p> <p>The preliminary list for 2020 includes the following 4 locations:</p> <ol style="list-style-type: none"><li>1. Shell Rd and Maddocks Rd;</li><li>2. Van Horne Way and River Rd;</li><li>3. Shell Road Trail and Granville Ave; and</li><li>4. Shell Road Trail and Blundell Rd.</li></ol>		





<b>Program:</b>	<b>Infrastructure Program</b>	<b>Sub-program:</b>	<b>Roads</b>
<b>Project Name:</b>	<b>Steveston Highway Multi-Use Pathway, Mortfield Gate to No. 2 Road</b>	<b>Submission ID:</b>	<b>6639</b>
<b>Location:</b>	South Side of Steveston Highway from Mortfield Gate to No. 2 Road		
<b>Cost:</b>	\$6,000,000	<b>OBI:</b>	\$33,137
<b>Funding Sources:</b>	Roads DCC: \$2,821,500 Roads City Assist: \$178,500 Grant: \$3,000,000		
<b>Scope:</b>	<p>General Scope: 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 Mortfield Gate. This project will provide a westward extension of the MUP along Steveston Highway from Mortfield Gate to Shell Road (2019 project approved by Council).</p> <p>Upon completion, a new east/west cycling-pedestrian connection will be established linking the existing MUPs along No. 2 Road and Shell Road. The project will add 2.7 km of new active transportation infrastructure. This project is to be carried out in two phases: (1) prepare detailed design and consultation with affected property owners/business operators in 2020 (\$600,000); and (2) MUP construction to start in 2021 (\$5,400,000).</p> <p>Major Cost Components: Phase 1 - Consultant costs for design and associated cost estimate. Phase 2 - Realignment/installation of curb and gutter, modifications to traffic lanes, multi-use pathway, pavement markings and signage, pedestrian crossing enhancements, relocation of above ground infrastructure (i.e., streetlight poles, hydrants, power poles, etc.), bus stops and modifications to private property (i.e., re-grade driveways, landscaping, etc.).</p> <p>Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City's funding sources will be reduced accordingly.</p>		





Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Street Light LED Upgrade Program	Submission ID:	5663
Location:	City Wide		
Cost:	\$400,000	OBI:	(\$30,000)
Funding Sources:	Enterprise: \$125,000 Gas Tax: \$275,000		
Scope:	<p>This project is phase 4 of 4 to replace high-pressure sodium (HPS) light fixtures that are over 25 years old. A total of 3,780 of these ageing fixtures are part of this four-phase replacement program, and this project will be replacing approximately 1,000 HPS fixtures. Additional capital projects will be requested in subsequent years to replace the remaining 6,100 HPS fixtures.</p> <p>It is estimated that this phase of the project will reduce electricity use by 350,000 kWh, which translates to approximately \$30,000 in cost savings.</p>		
			

<b>Program:</b>	Infrastructure Program	<b>Sub-program:</b>	Roads
<b>Project Name:</b>	Top 20 Collision Prone Intersections- Preliminary Designs for Medium/Long-term improvements	<b>Submission ID:</b>	6632

**Location:** Various Locations

**Cost:** \$600,000

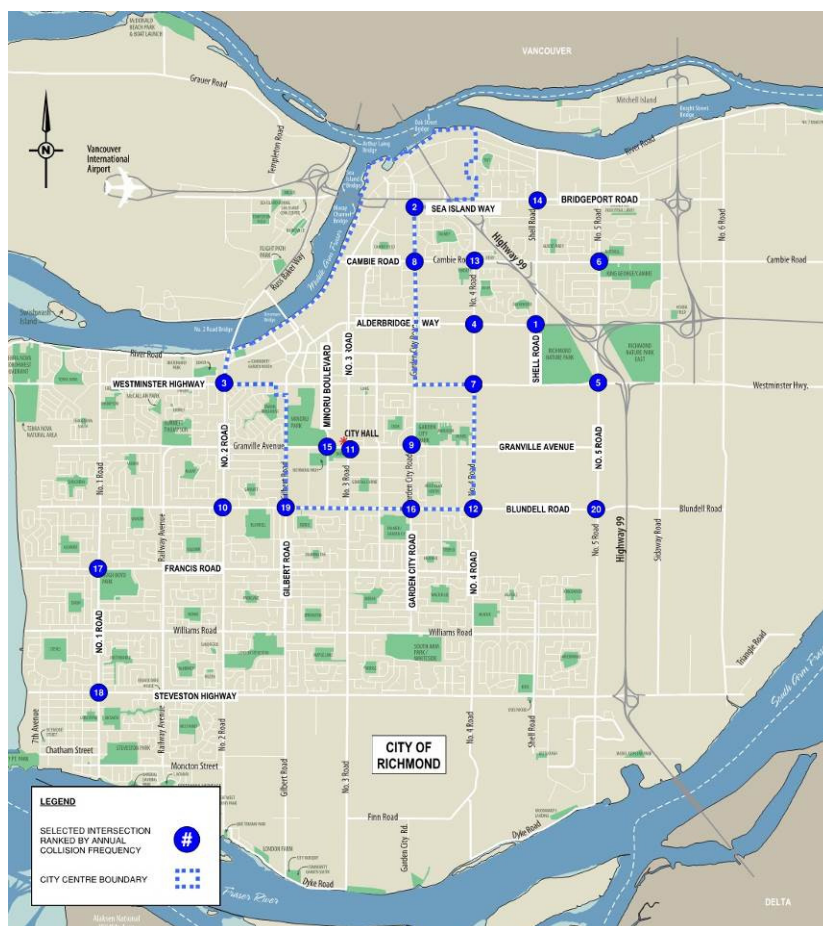
**OBI:** \$ -

**Funding Sources:** Roads DCC: \$564,300  
Roads City Assist: \$35,700

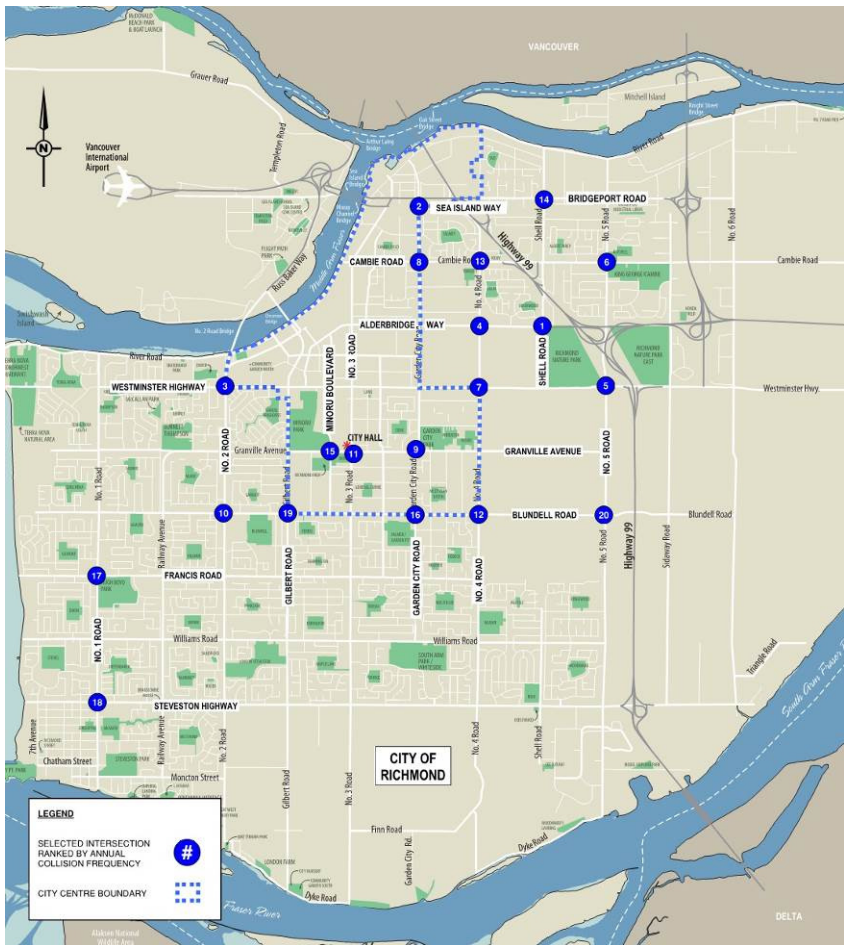
**Scope:** General Scope: Prepare preliminary design and cost estimates for each of the top 20 collision prone signalized intersections to confirm the scope of medium/long-term improvements, as described in the staff report titled "Review of Collision Prone Intersections" presented to Council on June 24, 2019. Based on the outcome of the project, an implementation strategy to advance the safety improvements at the 20 locations will be developed and presented to Council for consideration.

Major Cost Components: Consultant costs for design for each of the top 20 collision prone intersections and associated cost estimate.

Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City's funding sources will be reduced accordingly.




Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Top 20 Collision Prone Intersections- Short-term Improvements	Submission ID:	6630
Location:	Various Locations		
Cost:	\$500,000	OBI:	\$12,484
Funding Sources:	Roads DCC: \$470,250 Roads City Assist: \$29,750		
Scope:	General Scope: Implement short-term improvements to enhance intersection safety at top 20 collision prone signalized intersections, as described in the staff report titled "Review of Collision Prone Intersections" approved by Council on Monday June 24, 2019.  Major Cost Components: Varying improvements at each of the 20 locations which include some or all of the following: pedestrian crossing enhancements, new traffic/parking signage and pavement markings, provision of barriers, sightline improvement with foliage trimming, larger traffic signal lenses, and design and implementation of change in signal operation to assign priority to vulnerable road users.  Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City's funding sources will be reduced accordingly.		





<b>Program:</b>	<b>Infrastructure Program</b>	<b>Sub-program:</b>	<b>Roads</b>
<b>Project Name:</b>	<b>Traffic Calming Program</b>	<b>Submission ID:</b>	<b>5682</b>
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$300,000	<b>OBI:</b>	\$24,434
<b>Funding Sources:</b>	Roads DCC: \$282,150 Roads City Assist: \$17,850		
<b>Scope:</b>	<p>General 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.</p> <p>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).</p> <p>Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City’s funding sources will be reduced accordingly.</p> <p>Locations will be prioritized based on Council and/or public request.</p>		






Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Traffic Signal Power Backup System (UPS)	Submission ID:	6444

Location:	Various Locations		
Cost:	\$100,000	OBI:	\$1,943
Funding Sources:	Roads DCC: \$94,050 Roads City Assist: \$5,950		
Scope:	<p>General Scope: 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 (111 out of 175) can be upgraded over the next 20-25 years (i.e. 3-5 per year).</p> <p>Major Cost Components: UPS cabinet and base, controller, batteries, underground conduit, and site restoration.</p> <p>Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City's funding sources will be reduced accordingly.</p> <p>The preliminary list for 2020 includes 3 locations as follows:</p> <ol style="list-style-type: none"><li>1. No. 2 Rd and Francis Rd;</li><li>2. No. 2 Rd and Williams Rd; and</li><li>3. Gilbert Rd and Westminster Hwy.</li></ol>		

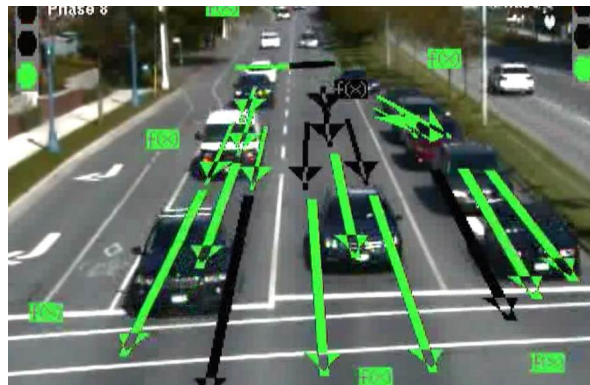


Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Traffic Signal Program		Submission ID:	5683

Location:	Various Locations		
Cost:	\$800,000	OBI:	\$16,176
Funding Sources:	Roads DCC: \$752,400 Roads City Assist: \$47,600		
Scope:	<p>General Scope: Installation of new/upgrade of existing traffic signals to accommodate traffic growth, respond to public requests, better manage movements 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>Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City's funding sources will be reduced accordingly.</p> <p>The preliminary list for 2020 includes 2 locations as follows with a further location to be determined:</p> <ol style="list-style-type: none"><li>1. Moffatt Road and Blundell Road (upgrade from pedestrian to full traffic signal); and</li><li>2. Lassam Road and Steveston Highway.</li></ol>		




Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Traffic Video and Communication Program		Submission ID:	5904
Location:	Various Locations			
Cost:	\$400,000		OBI:	\$3,481
Funding Sources:	Roads DCC: \$376,200 Roads City Assist: \$23,800			
Scope:	General Scope:			
	<div>1. Install video detection cameras at signalized intersections to enhance cyclist and vehicle detection, optimize traffic operations, measure traffic speed, and 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 approaching traffic conditions for public access on the City website. This program is separate from the Richmond RCMP security camera program. It is anticipated that the remaining intersections (108 out of 175) can be upgraded over the next 7 to 10 years (i.e. 10-15 per year).</div> <div>2. Upgrade conduit and cable infrastructure to install higher capacity fibre optic cable and electronics for Ethernet (computer networking technology) to communicate with multiple remote programmable devices at traffic signals. It is anticipated that the entire city can be upgraded over the next 15 to 20 years based on the current level of funding.</div>			
	<div>Major Cost Components: Video detection camera hardware and installation, fibre optic cable, fibre splicing and underground enclosures and fibre network switches are required to communicate to the TMC.</div> <div>Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City's funding sources will be reduced accordingly.</div> <div>The preliminary list for 2020 includes 13 locations as follows:</div> <div><div>1. Oval Way and River Rd;</div><div>2. Hollybridge Way and Elmbridge Way;</div><div>3. No. 3 Rd and Granville Ave;</div><div>4. Great Canadian Way and River Rd;</div><div>5. Great Canadian Way and Bridgeport Transit Exchange;</div><div>6. No. 3 Rd and Leslie Rd;</div><div>7. No. 3 Rd and Capstan Way;</div><div>8. No. 3 Rd and Williams Rd;</div><div>9. No. 8 Rd and Westminster Hwy;</div><div>10. No. 6 Rd and Commerce Pkwy;</div><div>11. Graybar Rd and Westminster Hwy;</div><div>12. Fraserwood Way and Westminster Hwy; and</div><div>13. Westminster Hwy, No. 6 Rd to No. 8 Rd (Fibre Optic Cable).</div></div>			




Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Transit-Related Amenity Improvement Program	Submission ID:	5684

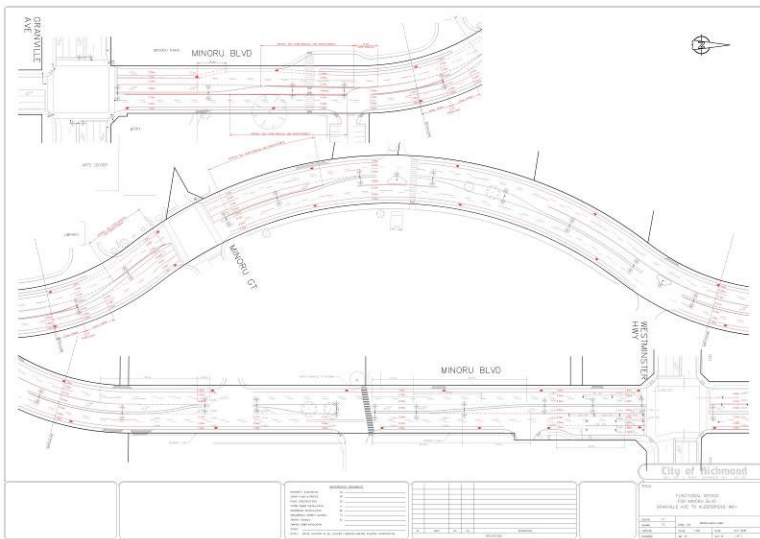
Location:	Various Locations		
Cost:	\$25,000	OBI:	\$1,337
Funding Sources:	Roads DCC: \$23,512 Roads City Assist: \$1,488		
Scope:	<p>General Scope: Transit-related amenity improvements within the road right-of-way to support transit service and infrastructure.</p> <p>Major Cost Components: Non-advertising transit shelters and benches, and other supplementary amenity improvements to facilitate transit passengers.</p> <p>Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City's funding sources will be reduced accordingly.</p> <p>Locations for bus stop shelters are prioritized based on boarding activity, customer requests and availability of right-of-way.</p> <p>For 2020, approximately 15-20 locations are proposed for upgrade. The actual locations will be determined in early 2020 in consultation with Pattison Outdoor, the City's street furniture contractor.</p>		






<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Roads
<b>Project Name:</b>	Transit-Related Roadway Improvement Program		<b>Submission ID:</b>	5685
<b>Location:</b>	Various Locations			
<b>Cost:</b>	\$500,000		<b>OBI:</b>	\$12,526
<b>Funding Sources:</b>	Roads DCC: \$376,200 Roads City Assist: \$23,800 Grant: \$100,000			
<b>Scope:</b>	<p>General Scope: Road and traffic improvements to support transit service improvements and existing transit infrastructure. Currently, approximately 80% of 721 existing bus stops are accessible (7 bus stops were upgraded in 2019).</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>Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City’s funding sources will be reduced accordingly.</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 2020, approximately 10-15 locations are proposed for upgrade. The actual locations will be determined in early 2020 in consultation with Coast Mountain Bus Company (CMBC) and through public feedback.</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>	5679
<b>Location:</b>	Various Locations			
<b>Cost:</b>	\$257,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Roads DCC: \$241,708 Roads City Assist: \$15,292			
<b>Scope:</b>	<p>General Scope:</p> <ol style="list-style-type: none"><li>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.</li><li>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.</li></ol> <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>			
				

<b>Program:</b>	Infrastructure Program	<b>Sub-program:</b>	Roads
<b>Project Name:</b>	West Richmond Sidewalk Rehabilitation Program - Phase 1	<b>Submission ID:</b>	6729
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$350,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Capital Revolving: \$350,000		
<b>Scope:</b>	<p>This project involves the replacement or rehabilitation of sidewalks in West Richmond area that have deteriorated over time due to tree root ingress or settlement. The project includes, but is not limited to, costs associated with sidewalk panel replacement, tree removal and replacement, root pruning, curb and gutter repairs, and other ancillary work.</p> <p>The current condition of sidewalks in certain areas may pose a tripping hazard for pedestrians. This project would allow the City to address these issues and mitigate potential risks to public safety.</p> <p>This project is being submitted with the support of Risk Management.</p>		
			

## Drainage Program 2020


The City's Drainage and Diking Program supports critical improvements for drainage and flood protection infrastructure. In addition to replacing ageing infrastructure, these projects include drainage and diking upgrades to proactively address climate change - induced impacts such as higher intensity storms and sea level rise. Consistent with Council's Strategic Plan, completion of these projects will help the City become safer and more resilient to climate change.

### 2020 Recommended Infrastructure – Drainage Program


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<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Drainage
<b>Project Name:</b>	Box Culvert Repair		<b>Submission ID:</b>	6499
<b>Location:</b>	City Wide			
<b>Cost:</b>	\$1,000,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Drainage Utility:		\$1,000,000	
<b>Scope:</b>	<p>The City of Richmond's Box Culvert Inspection Program identifies locations where settlement, cracking, and infiltration occur due to failing box culverts.</p> <p>The scope of work for this project includes the repair and rehabilitation of concrete storm box culverts throughout Richmond. Repair work will include, but is not limited to, patching, grouting, and structural lining. Additionally, this funding will be used to perform point repairs as identified by the City Box Culvert Inspection Program throughout the year.</p>			
				

Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Burkeville Utility Improvements Drainage	Submission ID:	5606
Location:	Burkeville Area		
Cost:	\$2,236,000	OBI:	\$25,000
Funding Sources:	Drainage Utility: \$1,000,000 Water Utility: \$736,000 Sanitary Utility: \$500,000		
Scope:	<p>Burkeville's drainage system was designed using shallow ditches and small diameter road cross culverts. As the area redevelops, ditch infills are becoming common. Ditch infills change the nature of the drainage system and reduce drainage capacity. 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.</p> <p>The current gravity sanitary sewer system is made up of vitrified clay and approaching the end of its service life. Replacing it at the same time as the drainage system upgrade will be more cost-effective for the City. This project will also coordinate the installation of 736 metres of 200mm diameter watermain to replace or rehabilitate existing ageing infrastructure</p> <p>Engineering and construction efficiencies will be achieved, and public disruptions will be minimized by coordinating the utility improvements.</p>		




Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Canal Stabilization	Submission ID:	6496
Location:	City Wide		
Cost:	\$500,000	OBI:	\$10,000
Funding Sources:	Drainage Utility: \$500,000		
Scope:	<p>The scope of work for this project includes bank stabilization for the 7000 block of No. 9 Road and other priority areas of unstable drainage banks throughout Richmond.</p> <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.</p> <p>This project involves implementation of one or more canal bank stabilization solutions at various locations throughout Richmond. This will include partial re-profiling of the canal plus construction of a retaining wall or similar stabilization structure.</p>		
			

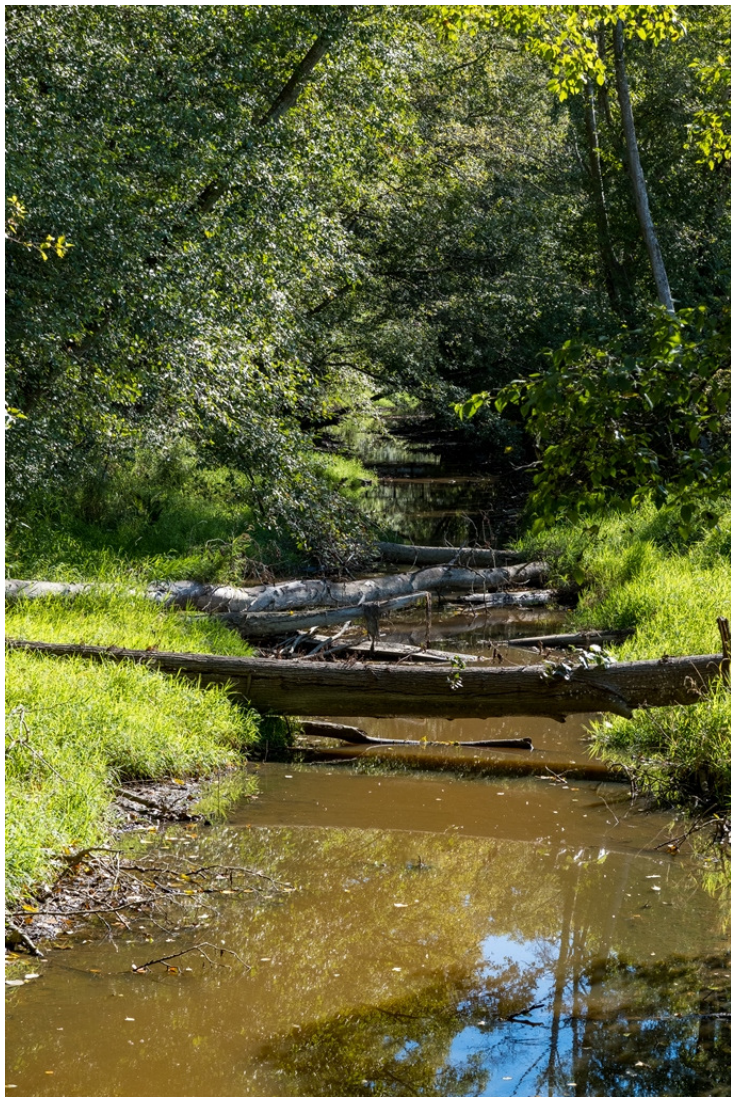


<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Drainage
<b>Project Name:</b>	Development Coordinated Works - Drainage		<b>Submission ID:</b>	5913
<b>Location:</b>	City Wide			
<b>Cost:</b>	\$250,000		<b>OBI:</b>	\$10,000
<b>Funding Sources:</b>	Drainage Utility:		\$250,000	
<b>Scope:</b>	<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 as part of their development.</p> <p>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.</p>			
				





Program:	Infrastructure Program		Sub-program:	Drainage
Project Name:	Disaster Mitigation and Adaptation Fund Infrastructure Upgrades		Submission ID:	6700
Location:	Various Locations			
Cost:	\$4,516,000		OBI:	\$10,000
Funding Sources:	Drainage Utility: \$2,709,600 Grant: \$1,806,400			
Scope:	<p>The City was awarded the Infrastructure Canada Disaster Mitigation and Adaptation Fund in 2019, with grant funding in the amount of \$13,780,000. This project improves flood protection for the City, supporting the Flood Protection Management Strategy, and is required to be completed to receive the grant funding.</p> <p>This project includes the design, construction, contract administration, and project management of drainage pump station upgrades and perimeter dike raising as per the awarded Disaster Mitigation and Adaptation Fund.</p> <p>This project is the first of five phases to complete drainage and dike upgrades.</p>			




<b>Program:</b>	Infrastructure Program	<b>Sub-program:</b>	Drainage
<b>Project Name:</b>	Drainage Network Ecological Enhancement	<b>Submission ID:</b>	6704
<b>Location:</b>	City Wide		
<b>Cost:</b>	\$200,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Drainage Utility: \$200,000		
<b>Scope:</b>	The main objective of this project is to assess, monitor, enhance and protect the Ecological Network by identifying opportunities on City-owned land to improve ecosystem services. This project aims to increase the environmental resiliency and quality of the City's Ecological Network, closely aligning it with the goals of the City's Ecological Network Management Strategy, the Integrated Rainwater Resource Management Plan, Riparian Response Strategy and various pollution prevention undertakings including the Mitchell Island Environmental Stewardship Initiatives.		
			




<b>Program:</b>	Infrastructure Program	<b>Sub-program:</b>	Drainage
<b>Project Name:</b>	Drainage Pump Station Rehabilitation and Generator Upgrade	<b>Submission ID:</b>	5885
<b>Location:</b>	Miller Road		
<b>Cost:</b>	\$250,000	<b>OBI:</b>	\$10,000
<b>Funding Sources:</b>	Drainage Utility: \$250,000		
<b>Scope:</b>	<p>The hardware of some drainage pump stations is at the end of its life expectancy and continually has numerous breakdowns. This project will improve the reliability and efficiency of our drainage pump stations.</p> <p>The scope of work for this project includes rehabilitation upgrades at Miller Road drainage pump stations. Rehabilitation will include, but is not limited to, the upgrade and installation of a motor control centre, transfer switch, sonar level controls, and the rebuild of the existing two pumps at Miller Road pump station.</p> <p>Additionally, this project will include the purchase and installation of a 200 kW generator. The generator will be connected using a new transfer switch. Construction of a concrete pad with a fenced surround may be undertaken dependant on site conditions.</p>		
			


<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Drainage
<b>Project Name:</b>	East Richmond Drainage & Irrigation Upgrades		<b>Submission ID:</b>	5881
<b>Location:</b>	East Richmond			
<b>Cost:</b>	\$1,000,000		<b>OBI:</b>	\$3,000
<b>Funding Sources:</b>	Drainage Utility:		\$1,000,000	
<b>Scope:</b>	This project will accommodate drainage and irrigation upgrades throughout East Richmond Drainage. Irrigation upgrades include, but are not limited to, culvert pipe upsizing, culvert lowering, headwall replacement, canal re-grading, valve and level sensor installation, and ditch bank stabilization works. This project will also allow staff to conduct required assessments and investigations in East Richmond that will further enhance the drainage and irrigation network.			
				




<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Drainage
<b>Project Name:</b>	Flood Protection & Dike Improvements		<b>Submission ID:</b>	5909
<b>Location:</b>	City Wide			
<b>Cost:</b>	\$1,000,000		<b>OBI:</b>	\$15,000
<b>Funding Sources:</b>	Drainage Utility: \$1,000,000			
<b>Scope:</b>	<p>The City has 49km 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 drainage and dike improvements at priority locations that maintain or increase current flood protection service levels.</p> <p>In particular, this project includes dike improvements adjacent to pump stations that are required to meet medium to long-term flood protection requirements and to accommodate local area needs such as the provision of basic recreation trails. Dike construction work includes, but is not limited to, dike raising, structural rehabilitation, brush cutting, and dike re-armouring at priority locations.</p>			
				

<b>Program:</b>	<b>Infrastructure Program</b>	<b>Sub-program:</b>	<b>Drainage</b>
<b>Project Name:</b>	<b>Invasive Species Management</b>	<b>Submission ID:</b>	<b>6489</b>
<b>Location:</b>	City Wide		
<b>Cost:</b>	\$325,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Drainage Utility: \$325,000		
<b>Scope:</b>	<p>The general scope includes the identification, mapping, research, removal and/or control of priority invasive species from the City drainage system and City lands, with a view to maintain the required performance of the drainage system. Typical activities will include control techniques to eliminate or minimize the spread of aggressive invasive species such as Parrot's feather and purple loosestrife, mapping and control treatments for knotweed species which pose a threat to City infrastructure (i.e. pump stations) and biodiversity, and removal of wild chervil from roadside right-of-ways and City drainage infrastructure. The intent of this program is to reduce the spread of invasive species in order to reduce the impacts on the City drainage system.</p>		
			





<b>Program:</b>	<b>Infrastructure Program</b>	<b>Sub-program:</b>	<b>Drainage</b>
<b>Project Name:</b>	<b>Laneway Drainage Upgrade</b>	<b>Submission ID:</b>	<b>6655</b>
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$1,460,000	<b>OBI:</b>	\$15,000
<b>Funding Sources:</b>	Drainage Utility: \$1,460,000		
<b>Scope:</b>	<p>The scope of work for this project includes installation of drainage infrastructure in the following areas:</p> <ul style="list-style-type: none"><li>▪ 203m of laneway drainage east of Greenlees Road between 7651 Bates Road and 7511 Greenlees Road;</li><li>▪ 480m of laneway drainage east of Bates Road and west of No. 3 Road between 7660 Bates Road and 9640 Bates Road; and</li><li>▪ 387m of laneway drainage south of Bates Road between 7240 Bates Road and 9951 Greenlees Road.</li></ul> <p>This project does not include the addition of street lighting, curbs, or gutters. Costs may be recovered through City Bylaw 8752 as development occurs.</p>		
			

<b>Program:</b>	Infrastructure Program	<b>Sub-program:</b>	Drainage
<b>Project Name:</b>	SCADA System Improvements	<b>Submission ID:</b>	6705
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$150,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Sanitary Utility: \$150,000		
<b>Scope:</b>	<p>Through its 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.</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>		






<b>Program:</b>	Infrastructure Program	<b>Sub-program:</b>	Drainage
<b>Project Name:</b>	Storm Main Drainage Upgrade	<b>Submission ID:</b>	6500
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$1,020,000	<b>OBI:</b>	\$10,000
<b>Funding Sources:</b>	Drainage Utility: \$1,020,000		
<b>Scope:</b>	<p>This project will upgrade storm sewers in the Bath Slough drainage catchment to improve drainage capacity and system performance during higher intensity storm events. Upgrades include, but are not limited to, updating the drainage model, upsizing existing storm sewers and culverts, installing new drainage pipes, and converting existing culvert connections into a twin culvert system to increase drainage capacity.</p> <p>Specific areas include the Aztec, Woodhead, and Montego neighbourhoods.</p>		
			

<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Drainage
<b>Project Name:</b>	Watercourse Crossing Rehabilitation & Replacement		<b>Submission ID:</b>	6498
<b>Location:</b>	City Wide			
<b>Cost:</b>	\$300,000		<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Drainage Utility:		\$300,000	
<b>Scope:</b>	This project will repair and replace watercourse crossings throughout Richmond that pose safety risks to vehicles and pedestrians. Rehabilitation and replacement work includes, but is not limited to, replacing failed headwalls and culvert crossings. Additionally, this project includes infilling of non-Riparian Management Area watercourses and extending lengths of existing ditch infills that pose safety risks to the public.			
				


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<b>Program:</b>	<b>Infrastructure Program</b>	<b>Sub-program:</b>	<b>Water</b>
<b>Project Name:</b>	<b>Development Coordinated Works - Water</b>	<b>Submission ID:</b>	<b>5654</b>
<b>Location:</b>	City Wide		
<b>Cost:</b>	\$250,000	<b>OBI:</b>	\$20,000
<b>Funding Sources:</b>	Water Utility: \$250,000		
<b>Scope:</b>	<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 their development.</p> <p>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.</p>		
			



<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Water
<b>Project Name:</b>	Thompson Gate Pressure Reducing Valve Station		<b>Submission ID:</b>	6757
<b>Location:</b> Thompson Gate and Boundary Road				
<b>Cost:</b>	\$1,500,000		<b>OBI:</b>	\$15,000
<b>Funding Sources:</b>	Water Utility: \$1,500,000			
<b>Scope:</b>	<p>This project involves the installation of a new Pressure Reducing Valve (PRV) station at Thompson Gate and Boundary Road and the associated tie-ins to connect the neighbourhood's watermain system to Metro Vancouver's Annacis No. 4 transmission main. Completion of the project is required to provide adequate flows to support upcoming development.</p> <p>Costs will be recovered through rezoning cash-in-lieu contributions or the Works and Services Cost Recovery Bylaw No. 8752. Costs collected for this purpose shall be returned to the Watermain Replacement Reserve.</p> <p>Land required for the station shall be acquired through development rezoning.</p> <p>Project costs include, but are not limited to, allowance for potential groundwater contamination, a raised structure with pile supports to accommodate for existing ground conditions, and pipe installation aligned with future transmission main upgrades.</p>			
				


Program:	Infrastructure Program		Sub-program:	Water
Project Name:	Water Metering Program		Submission ID:	6093
Location:	City Wide			
Cost:	\$1,200,000		OBI:	\$25,000
Funding Sources:	Watermain Replacement: \$1,200,000			
Scope:	<p>Water metering enhances user equity by allowing customers to pay for the water and sewer that they use. This project involves the implementation of the volunteer multi-family water meter program.</p> <p>The volunteer multi-family water meter program will target the last sector that is not metered for water. As part of the program, the City offers a subsidy for the actual installation cost of water meters up to the greater of \$1,200 per unit or \$100,000 per complex, as well as a five-year guarantee for water charges for existing multi-family complexes. The program will also involve 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:	5858
Location:	City Wide		
Cost:	\$5,792,500	OBI:	\$ -
Funding Sources:	Water Utility: \$5,645,877 Water DCC: \$137,899 Water City Assist: \$8,724		
Scope:	<p>This project replaces ageing watermain that are at the end of their service life and is in alignment with the City's Ageing Infrastructure Replacement Strategy. Watermain replacement minimizes unplanned maintenance and improves fire protection.</p> <p>This project includes installation of 1880 metres of 200 mm diameter watermain, and 3081 metres of 300 mm diameter watermain to replace existing ageing infrastructure.</p> <p>The watermain replacement upgrade program is informed by watermain age, material and break history.</p>		
			



<b>Program:</b>	Infrastructure Program	<b>Sub-program:</b>	Water
<b>Project Name:</b>	Watermain Tie-in and Restoration	<b>Submission ID:</b>	5859
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$400,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Water Utility: \$400,000		
<b>Scope:</b>	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.		





2020 Recommended Infrastructure – Sanitary Sewer Program

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Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Development Coordinated Works - Sanitary	Submission ID:	5637
Location:	Various Locations		
Cost:	\$350,000	OBI:	\$10,000
Funding Sources:	Sanitary Utility: \$350,000		
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 their development.</p> <p>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.</p>		




<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Sanitary Sewer
<b>Project Name:</b>	Eckersley B Sanitary Pump Station Replacement and Spires Utility Servicing		<b>Submission ID:</b>	6741
<b>Location:</b>	Intersection of Cook Gate and Cook Road			
<b>Cost:</b>	\$5,100,000		<b>OBI:</b>	\$-
<b>Funding Sources:</b>	Sanitary Utility: \$4,506,249 Sewer DCC: \$587,813 Sewer City Assist: \$5,938			
<b>Scope:</b>	<p>The existing Eckersley B sanitary pump station, located on the Cook Elementary School site, serves the rapidly growing City Centre and is currently nearing its design capacity.</p> <p>This project involves construction of a new pump station to replace the existing pump station, including construction of a new wet well, variable frequency drive pumps, electrical kiosk and the associated gravity pipe and forcemain to connect to the existing sanitary system and recent Spires area upgrades.</p> <p>The Richmond School District has recently started school seismic upgrades and building re-construction project on the school site. The City is working closely with the School District to increase efficiencies in the pump station construction where possible, and this involves relocating the pump station within school property. Additional lengths of deep gravity sewer and the forcemain will be installed to accommodate the school’s request of the new location of the pump station. The new pump station location will facilitate safe access to the school, as well as it will provide much improved access to City’s staff for the pump station maintenance.</p> <p>The Eckersley B Pump Station project was previously approved in 2018 at an estimate of \$2.65M. Since that time, costs have increased as a result of market conditions, such as higher bids received when tendering contracts and other drivers including:</p> <ul style="list-style-type: none"><li>▪ School Board requirements resulting in the redesign and extension of deep gravity sewers, forcemain, and pump station in coordination with the school upgrade;</li><li>▪ Compliance with recently revised soil disposal regulations and deep groundwater management;</li><li>▪ Additional ground settlement protection measures to minimize impacts to nearby buildings; and</li><li>▪ Provisions to maintain safe pedestrian and vehicle access, and minimize impacts on the school, residents, and commuters to the area during construction.</li></ul> <p>The previously approved Capital 2018 submission will be closed and funds returned to reserves. This re-submission is based on additional scope, recent procurements and updated construction costs.</p>			
				


Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Gravity Sewer Assessment Program	Submission ID:	5653
Location:	Various Locations		
Cost:	\$150,000	OBI:	\$ -
Funding Sources:	Sanitary Utility: \$150,000		
Scope:	<p>This project is part of a multi-year program to assess gravity sewers on a 20-year cycle. The City currently performs grease cutting and flushing on its gravity sewer system as part of its grease management program. The program will complete CCTV inspections following grease cleaning efforts, identify defects in the sanitary system, complete minor repairs identified as part of the assessment, and facilitate the archiving of CCTV inspection videos for record-keeping purposes.</p>		






<b>Program:</b>	<b>Infrastructure Program</b>	<b>Sub-program:</b>	<b>Sanitary Sewer</b>
<b>Project Name:</b>	<b>Hamilton Area Sanitary Sewer and Pump Station</b>	<b>Submission ID:</b>	<b>6875</b>
<b>Location:</b>	Hamilton Area		
<b>Cost:</b>	\$2,800,000	<b>OBI:</b>	\$-
<b>Funding Sources:</b>	Sanitary Utility: \$924,999 Sewer DCC: \$1,763,438 Sewer City Assist: \$111,563		
<b>Scope:</b>	<p>This project includes the construction of a new pump station including wet well, Variable Frequency Drive (VFD) pumps, electrical kiosk, 140 metres of 200 mm forcemain and 12 metres of 300 mm gravity main. This project does not require land acquisition, as it will be constructed on City-owned land.</p> <p>The purpose of the project is to provide sanitary service for the Willett sanitary catchment in order to support population densities projected by the Hamilton Official Community Plan Update. This area does not have an existing City sanitary system and is currently serviced by septic systems.</p> <p>The Willett pump station project was previously approved in 2017 at an estimate of \$1.7M. Since that time, costs have increased as a result of market conditions, such as higher bids received when tendering contracts and other factors including:</p> <ul style="list-style-type: none"><li>▪ The challenging soil and groundwater conditions for deep sanitary installation in East Richmond;</li><li>▪ Compliance with recently revised soil disposal regulations and deep groundwater management; and</li><li>▪ The coordination required to minimize impacts to the local residents and commuters due to the numerous concurrent construction projects in the area.</li></ul> <p>The previously approved 2017 Capital submission will be closed and funds returned to reserves. This resubmission is based on recent procurements and updated construction costs.</p> <p>Where possible, costs will be recovered through rezoning cash-in-lieu contributions or the Works and Services Cost Recovery Bylaw No. 8752. Costs collected for this purpose shall be returned to the Sanitary Sewer Reserve.</p>		
			


<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Sanitary Sewer
<b>Project Name:</b>	Leslie Pump Station Replacement		<b>Submission ID:</b>	6278
<b>Location:</b>	Leslie Road, East of No. 3 Road			
<b>Cost:</b>	\$2,913,000		<b>OBI:</b>	\$25,000
<b>Funding Sources:</b>	Sanitary Utility: \$1,725,500 Sewer DCC: \$1,175,625 Sewer City Assist: \$11,875			
<b>Scope:</b>	<p>The Leslie sanitary pump station is at the end of its service life and requires replacement. In addition, the existing station does not have sufficient capacity to support local development according to the Official Community Plan and requires an upgrade to support local development. This project involves construction of a new pump station complete with wet well, variable frequency drive pumps, kiosk, back-up generator, antenna, valve chamber, and BC Hydro transformer to replace the existing station. Construction of the pump station will be coordinated with adjacent developments.</p>			



<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Sanitary Sewer
<b>Project Name:</b>	Sanitary Pump Station & Forcemain Assessments, Upgrades, and Grease Management		<b>Submission ID:</b>	4833
<b>Location:</b>	Various Locations			
<b>Cost:</b>	\$600,000		<b>OBI:</b>	\$5,000
<b>Funding Sources:</b>	Sanitary Utility: \$600,000			
<b>Scope:</b>	This project will assess and improve access to the sanitary forcemain system. A critical part of the assessments will be a quantification of fats, oils, and grease (FOG) issues associated with forcemains and pump stations. Improvements include, but are not limited to, the installation of valves, access chambers, bypass receptacles, and replacement sensors.			
				




<b>Program:</b>	Infrastructure Program	<b>Sub-program:</b>	Sanitary Sewer
<b>Project Name:</b>	Sanitary Pump Station Rehabilitation	<b>Submission ID:</b>	5634
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$300,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Sanitary Utility: \$300,000		
<b>Scope:</b>	This project involves the rehabilitation of existing sanitary pump stations. Scope of work includes electrical kiosk replacement, power supply upgrade, new motor control centre (MCC) installation, pump rewinding, and concrete slab and aluminum hatch installation.		






<b>Program:</b>	Infrastructure Program	<b>Sub-program:</b>	Sanitary Sewer
<b>Project Name:</b>	Sanitary Sewer Tie-in and Restoration	<b>Submission ID:</b>	6106
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$150,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Sanitary Utility: \$150,000		
<b>Scope:</b>	This project involves tie-in and restoration work for sanitary sewer projects completed as part of prior years' capital programs.		



<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Sanitary Sewer
<b>Project Name:</b>	Steveston Gravity Sewer Replacement and Rehabilitation		<b>Submission ID:</b>	6739
<b>Location:</b>	Various Locations			
<b>Cost:</b>	\$1,200,000		<b>OBI:</b>	\$35,000
<b>Funding Sources:</b>	Sanitary Utility: \$1,200,000			
<b>Scope:</b>	Several sections of gravity sewers within the City are at the end of their service life. As fibreglass pipes age, they become brittle and have an increased risk of failure. These mains have been prone to breaks in recent years, priority areas include but are not limited to, Steveston and Broadmoor, amongst others. This project will replace sections of such pipes that are at the end of their service life as part of the City's ageing infrastructure replacement program.			




2020 Recommended Infrastructure – Infrastructure Advanced Design and Minor Public Works Program

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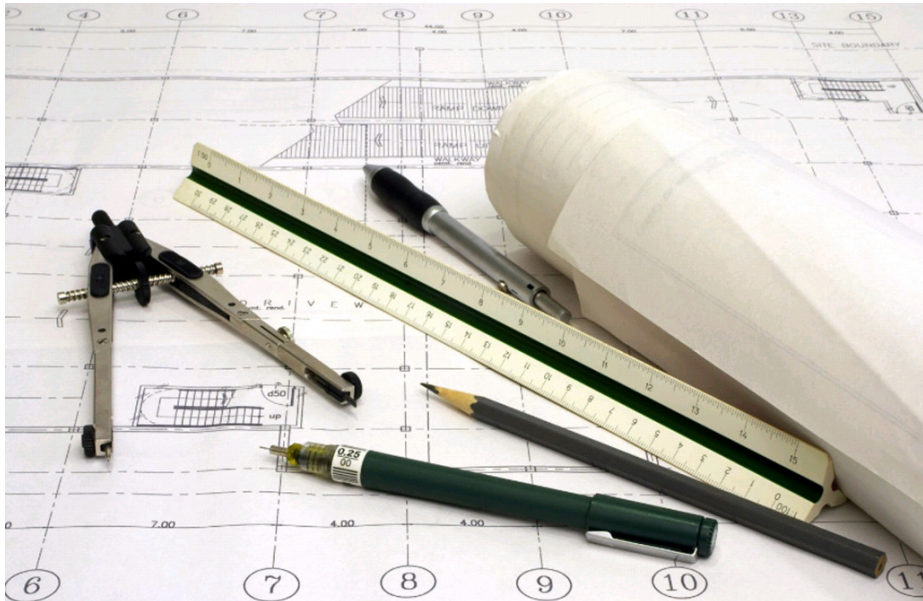
Program:	Infrastructure Program		Sub-program:	Minor Capital
Project Name:	Fleet Minor Capital		Submission ID:	6694
Location:	City Wide			
Cost:	\$280,000		OBI:	\$ -
Funding Sources:	Public Works Equipment: \$280,000			
Scope:	<p>Minor Capital funding requested to purchase equipment needed for the Fleet department to increase the level of customer service and efficiency with projects required by the welding department and main garage and small equipment area.</p> <p>The following are what will be included in this project:</p> <ul style="list-style-type: none"><li>▪ Welding Equipment - cutting/drilling machine;</li><li>▪ Lathe &amp; Milling Machine;</li><li>▪ The storage for equipment repairs and replacements, including lower emissions equipment with Tier 4 rating, and Electric motor units support Council's Green Fleet Policy 2020; and</li><li>▪ Electric Vehicle Autonomous Renewable Charger (Public Area).</li></ul>			







<b>Program:</b>	Infrastructure Program		<b>Sub-program:</b>	Minor Capital
<b>Project Name:</b>	Public Works Infrastructure Advanced Design		<b>Submission ID:</b>	5650

<b>Location:</b>	City Wide												
<b>Cost:</b>	\$2,550,000	<b>OBI:</b>	\$ -										
<b>Funding Sources:</b>	<table><tr><td>Drainage Utility:</td><td>\$1,000,000</td></tr><tr><td>Water Utility:</td><td>\$350,000</td></tr><tr><td>Sanitary Utility:</td><td>\$800,000</td></tr><tr><td>Roads DCC:</td><td>\$376,200</td></tr><tr><td>Roads City Assist:</td><td>\$23,800</td></tr></table>			Drainage Utility:	\$1,000,000	Water Utility:	\$350,000	Sanitary Utility:	\$800,000	Roads DCC:	\$376,200	Roads City Assist:	\$23,800
Drainage Utility:	\$1,000,000												
Water Utility:	\$350,000												
Sanitary Utility:	\$800,000												
Roads DCC:	\$376,200												
Roads City Assist:	\$23,800												
<b>Scope:</b>	<p>The scope of work includes hiring consultants and contractors to plan and design the 2021 Capital Plan and deliver reports that define long-term infrastructure upgrades.</p> <table><tr><td>Sanitary Project Design, Planning and System Modelling</td><td>\$800,000</td></tr><tr><td>Water Project Design, Planning and System Modelling</td><td>\$350,000</td></tr><tr><td>Drainage Project Design, Planning and System Modelling</td><td>\$1,000,000</td></tr><tr><td>Roads</td><td>\$400,000</td></tr><tr><td><b>Total</b></td><td><b>\$2,550,000</b></td></tr></table>			Sanitary Project Design, Planning and System Modelling	\$800,000	Water Project Design, Planning and System Modelling	\$350,000	Drainage Project Design, Planning and System Modelling	\$1,000,000	Roads	\$400,000	<b>Total</b>	<b>\$2,550,000</b>
Sanitary Project Design, Planning and System Modelling	\$800,000												
Water Project Design, Planning and System Modelling	\$350,000												
Drainage Project Design, Planning and System Modelling	\$1,000,000												
Roads	\$400,000												
<b>Total</b>	<b>\$2,550,000</b>												




<b>Program:</b>	Infrastructure Program	<b>Sub-program:</b>	Minor Capital
<b>Project Name:</b>	Public Works Minor Capital - Drainage	<b>Submission ID:</b>	5608
<b>Location:</b>	City Wide		
<b>Cost:</b>	\$400,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Drainage Utility: \$400,000		
<b>Scope:</b>	<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 evironmental restoration for completed projects as part of prior years capital programs.</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>	<b>Infrastructure Program</b>	<b>Sub-program:</b>	<b>Minor Capital</b>
<b>Project Name:</b>	<b>Public Works Minor Capital - Roads</b>	<b>Submission ID:</b>	<b>5617</b>
<b>Location:</b>	City Wide		
<b>Cost:</b>	\$400,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Others: \$400,000		
<b>Scope:</b>	<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>	Minor Capital
<b>Project Name:</b>	Public Works Minor Capital - Sanitary	<b>Submission ID:</b>	5638
<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. The Minor Capital program allows the department to respond to these requests in a timely and cost effective manner.</p>		






Program:	Infrastructure Program	Sub-program:	Minor Capital
Project Name:	Public Works Minor Capital - Sanitation & Recycling	Submission ID:	6002
Location:	City Wide		
Cost:	\$350,000	OBI:	\$ -
Funding Sources:	Solid Waste and Recycling: \$350,000		
Scope:	<p>This project is used to:</p> <ol style="list-style-type: none"><li>1. Replace our city streetscape recycling containers that lose functionality, become damaged and worn due to exposure to weather conditions. Our 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 hold hazardous materials. Acquire new container types, etc. to ensure compliance with hazardous waste storage requirements. Undertake improvements to comply with safety — prepare and post signs, replace concrete blocks that become damaged from equipment used to move large items as part of regular operations, etc.</li><li>3. Acquire various equipment 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></ol>		




<b>Program:</b>	Infrastructure Program	<b>Sub-program:</b>	Minor Capital
<b>Project Name:</b>	Public Works Minor Capital - Traffic	<b>Submission ID:</b>	5688
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$250,000	<b>OBI:</b>	\$8,106
<b>Funding Sources:</b>	Others: \$250,000		
<b>Scope:</b>	<p>General Scope: 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.</p> <p>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.</p> <p>Funding: The City will apply for funding from TransLink and ICBC grants and if successful, the City's funding sources will be reduced accordingly.</p>		





Program:	Infrastructure Program	Sub-program:	Minor Capital
Project Name:	Public Works Minor Capital - Water	Submission ID:	5655
Location:	Various Locations		
Cost:	\$500,000	OBI:	\$ -
Funding Sources:	Water Utility: \$500,000		
Scope:	<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 response 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 2020

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.

### 2020 Recommended Building – Building Program


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<b>Program:</b>	<b>Building Program</b>	<b>Sub-program:</b>	<b>Building</b>
<b>Project Name:</b>	<b>Capital Buildings Project Development Advanced Design</b>	<b>Submission ID:</b>	<b>6654</b>
<b>Location:</b>	City Wide		
<b>Cost:</b>	\$500,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Building and Infrastructure: \$500,000		
<b>Scope:</b>	<p>This funding will be used to provide feasibility and concept level consulting service required to complete the following:</p> <ul style="list-style-type: none"> <li>▪ To respond to requests for feasibility and concept level design and costing services added to the 2020 work plan. Throughout the course of 2018 and 2019 there were approximately 43 such requests, examples of which include Rod &amp; Gun Club relocation investigation, Minoru Place Activity Centre re-purposing feasibility/concept level design, and the Richmond Centre for Disability (RCD) program and design specification development. The same level of requests are anticipated for 2020; and</li> <li>▪ Building and feasibility assessments required to develop the 2021 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 Capital project process. Examples for the 2020 program include feasibility and costing for London Farm House Envelope Renewals, Library Cultural Centre Conveyance Renewals and the East Richmond Community Hall Envelope and Mechanical System Renewals, etc.</li> </ul> <p>Without this funding, consulting on the feasibility and concept level design work could not be provided and project estimations would be impacted.</p>		




<b>Program:</b>	<b>Building Program</b>	<b>Sub-program:</b>	<b>Building</b>
<b>Project Name:</b>	<b>City Hall - Replacement of Mechanical, Life/Safety, and Envelope Components and Associated Works</b>	<b>Submission ID:</b>	<b>6257</b>
<b>Location:</b>	6911 No. 3 Road		
<b>Cost:</b>	\$2,630,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Building and Infrastructure: \$2,630,000		
<b>Scope:</b>	<p>Multiple building components in this facility constructed in 2000 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 serve to prolong the life of the building and ensure the health and safety of its users/inhabitants.</p> <p>All of these works are planned to be completed at the same time to maximize savings in schedule and costs for mobilization and demobilization.</p> <p>Life/Safety (\$640,000):</p> <p>The fire system devices and parkade carbon monoxide monitoring systems have reached the end of their serviceable life spans and will be replaced. Both systems were installed in the year 2000 with the anticipated life span of 10 years; they were assessed in 2018 and recommended for replacement in 2020 to ensure continued reliability of these life/safety systems.</p> <p>Mechanical (\$1,360,000):</p> <p>Air cooled condensing units, piping distribution systems, sewage ejector pumps, and split AC systems serving various areas of City Hall have exceeded their serviceable life span and will be replaced. All units were installed in the year 2000 with the anticipated life spans ranging from 15 - 20 years; they were assessed in 2018 and recommended for replacement in 2020 to ensure reliable continuity of service.</p> <p>Envelope (\$530,000):</p> <p>Multiple roof systems have prematurely deteriorated as confirmed by building condition assessments and will be renewed/replaced as needed. The waterproof roofing membrane was installed in the year 2000 with the anticipated life span of 20 years; it was assessed in 2018 and recommended for replacement in 2020 to ensure a watertight envelope that prevents leaks and interior water damage.</p> <p>Interior (\$100,000):</p> <p>Painted surfaces will be renewed to continue protecting concrete structures. The painted concrete surfaces are original to the building with the anticipated life span of 20 years. Assessed in 2018 it was recommended to re-paint these surfaces to ensure visibility and protection.</p> <p>By proactively replacing/renewing the aforementioned assets we are ensuring continued service and functionality of the building.</p>		
			


<b>Program:</b>	<b>Building Program</b>	<b>Sub-program:</b>	<b>Building</b>
<b>Project Name:</b>	<b>Community Safety Building - Mechanical Component Replacements and Associated Works</b>	<b>Submission ID:</b>	<b>6567</b>
<b>Location:</b>	11411 No.5 Road		
<b>Cost:</b>	\$1,350,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Building and Infrastructure: \$1,350,000		
<b>Scope:</b>	<p>The heat pump system, in this building, has reached the end of its life expectancy.</p> <p>The system is unreliable with frequent repairs, and replacement of parts are becoming obsolete and/or some components are not available locally.</p> <p>To date, two of the four heat pumps have been replaced, heat pump #4 was replaced with emergency funding and heat pump #1 was replaced with Capital funding.</p> <p>Heat pump #3 has failed with heat pump #2 expected to follow suit in short order. This is the last phase of heat pump replacements works, which also requires additional piping, and associated ancillary mechanical works to support the system.</p> <p>All of these works are planned to be completed at the same time to maximize savings in schedule and costs for mobilization and demobilization.</p> <p>The RCMP operates every day of the year, as such; there is increased risk of unit failure due to constant use. If not addressed, there is a high risk of unit failure causing service disruptions and potential closures.</p> <p>The system renewals and associated miscellaneous equipment will be replaced with modern, energy-efficient systems (where feasible), which will prolong the life of the building and ensure the health and safety of its occupants.</p>		
			

<b>Program:</b>	<b>Building Program</b>	<b>Sub-program:</b>	<b>Building</b>
<b>Project Name:</b>	<b>Minoru Centre for Active Living - Lap Pool 1 Reconstruction</b>	<b>Submission ID:</b>	<b>6809</b>
<b>Location:</b>	7191 Granville Ave.		
<b>Cost:</b>	\$3,000,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Building and Infrastructure: \$3,000,000		
<b>Scope:</b>	Temporary funding allocation for the reconstruction of Lap Pool #1. It is anticipated that these funds will be repaid to the City from the project's insurers.		





<b>Program:</b>	<b>Building Program</b>	<b>Sub-program:</b>	<b>Building</b>
<b>Project Name:</b>	<b>Richmond Courthouse - Mechanical Components Replacements, Envelope Renewals, Electrical Replacements, Structural Renewals and Associated Works</b>	<b>Submission ID:</b>	<b>6606</b>
<b>Location:</b>	7577 Elmbridge Way		
<b>Cost:</b>	\$1,601,500	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Others: \$1,601,500		
<b>Scope:</b>	<p>Multiple building components in this facility constructed in 1975 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 serve to prolong the life of the building and ensure the health and safety of its users/inhabitants.</p> <p>All of these works are planned to be completed at the same time to maximize savings in schedule and costs for mobilization and demobilization.</p> <p>By completing these system renewals, the City will be inline with the B.C. Environmental Management Act - Ozone Depleting Substances and Other Halocarbons Regulations which state the production and importation of R22 refrigerant will continually be reduced by law until 2020, when all production and importation will be banned.</p> <p>\$2.035M was approved by Council on July 22, 2019 for building improvements, repairs, and maintenance in a Closed Report to Council regarding Lease Renewals of Office/Courthouse Premises to the Province of BC. \$433,500 was allocated through the 2019 Budget amendment and the rest is being sought through this capital submission.</p>		
			

<b>Program:</b>	<b>Building Program</b>	<b>Sub-program:</b>	<b>Building</b>
<b>Project Name:</b>	<b>Richmond Ice Centre Infrastructure Renewals - Phase 1</b>	<b>Submission ID:</b>	<b>6264</b>
<b>Location:</b>	14140 Triangle Road		
<b>Cost:</b>	\$6,850,000	<b>OBI:</b>	\$-
<b>Funding Sources:</b>	Building and Infrastructure: \$6,850,000		
<b>Scope:</b>	<p>Multiple building components in this facility constructed in 1994 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 and ensure the health and safety of its users/inhabitants.</p> <p>This project is estimated at a total of \$13.7M, comprising of \$6.85M expenditure in 2020 and an additional \$6.85M expenditure in 2021. All of these works are planned to be completed at the same time to maximize savings in schedule and costs for mobilization and demobilization.</p> <p>Life/Safety (\$1,215,000):</p> <p>The fire system has reached the end of its serviceable life span and will be replaced with new. This system is original to the building, dating back to 1994 with the anticipated life expectancy of 10 years. Assessed in 2018, this system was recommended for replacement as soon as possible.</p> <p>Additionally, due to unavoidable condensation issues, a vapor barrier wall will be constructed throughout the facility to prevent potential mold growth and eliminate related health concerns.</p> <p>Envelope (\$3,527,000):</p> <p>The roof system is original to the building, dating back to 1994 and has reached the end of its serviceable life span of 25 years, it will be renewed/replaced as needed. This system was assessed in 2018 and recommended for replacement as soon as possible to prevent any further leaks and envelope damage.</p> <p>Refrigeration Systems (\$2,108,000):</p> <p>Multiple Mechanical Systems such as: compressors, control panels, oil separators, storage tanks and piping systems are original to the building, dating back to 1994 and have all reached the end of their serviceable life span of 25 years. These units will be replaced with new ones to ensure reliable continuity and efficiency of service.</p>		
			

Program:	Building Program	Sub-program:	Building
Project Name:	Works Yard Electrical Service Upgrade and Electrical Vehicle Infrastructure	Submission ID:	6697
Location:	Works Yard 5599 Lynas Lane		
Cost:	\$1,688,000	OBI:	\$40,960
Funding Sources:	Public Works Equipment: \$80,000 Building and Infrastructure: \$1,608,000		
Scope:	Upgrade the Works Yard's current electrical infrastructure with the installation of a 2MVA BC Hydro unit substation on site. Work includes construction of a new electrical room or building to house the new distribution, kiosks and other electrical infrastructure, also to make an allowance to install 10 Level 2 EV Charging Stations.		



## Parks Program 2020


Richmond is renowned for its high quality parks, trails, natural areas and its vibrant urban realm. The City's park system consists of 133 parks that total approximately 1,950 acres serving the wellness and recreation needs of a diverse and growing community. More than 70 kilometres of trails support walking, rolling and cycling, bringing people to the city's many iconic parks and waterfront destinations. 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.

### 2020 Recommended Parks – Parks Program

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<b>Program:</b>	<b>Parks Program</b>	<b>Sub-program:</b>	<b>Parks</b>
<b>Project Name:</b>	<b>Lang Park Completion</b>	<b>Submission ID:</b>	<b>6173</b>
<b>Location:</b>	Saba Road and Buswell Street		
<b>Cost:</b>	\$250,000	<b>OBI:</b>	\$12,092
<b>Funding Sources:</b>	Parks Development DCC: \$235,250 Parks Development City Assist: \$14,750		
<b>Scope:</b>	<p>This capital submission is for Phase 3 park elements that are part of the Lang Park Redevelopment Plan, which include an overhead shelter, table tennis tables and a book kiosk. The recent redevelopment of Lang Park was completed and officially reopened to the public in July 2017. The park was redeveloped based upon public consultation in 2015/2016 which highlighted the need for a covered area for use of the park during inclement weather and a desire for more opportunities for interaction.</p>		
			

Program:	Parks Program	Sub-program:	Parks
Project Name:	London Steveston Park Phase 3 Construction	Submission ID:	6610

Location:	London Steveston Park		
Cost:	\$400,000	OBI:	\$22,162
Funding Sources:	Parks Development DCC: \$376,200 Parks Development City Assist: \$23,800		
Scope:	<p>This is the final phase of the park enhancement works of the London/Steveston Park Phase 3 construction project and includes an off-leash dog park, covered plaza, basketball court and site furnishings.</p> <p>The concept plan for London/Steveston Park, which was developed based on feedback received at a series of public open houses, was approved by Council in May 2015. The park plan has been implemented in phases. Phase One Construction, which is nearing completion, includes site grading, new trails and tree planting. Phase Two Construction, which is well underway, includes expansion of the playground and will address a strong desire by local residents to increase the range of play offered in this growing and densifying neighbourhood. Phase 3 Construction will be the final phase towards implementation of the concept plan that will increase in park level service in in response to the growing neighbourhood.</p>		




<b>Program:</b>	<b>Parks Program</b>	<b>Sub-program:</b>	<b>Parks</b>
<b>Project Name:</b>	<b>Minoru Lakes Renewal Upgrades – Phase 1 of 2</b>	<b>Submission ID:</b>	<b>6663</b>
<b>Location:</b>	Minoru Park		
<b>Cost:</b>	\$4,060,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Parks Development DCC: \$3,818,430 Parks Development City Assist: \$241,570		
<b>Scope:</b>	<p>The scope of work for Minoru Lakes Renewal Phase 1 of 2: includes site preparation works (e.g. tree protection, demolition, dewatering, excavation and treatment of hazardous materials) and replacement of lakes infrastructure including the pump, liner, waterfall, weir and mechanical system. These works are required because the infrastructure that currently services Minoru Lakes including the pump, liner and mechanical system have failed and are in need of replacement. Failure to replace the Minoru Lakes infrastructure will result in continued degradation of water quality, posing health and safety concerns, and increased allocation of resources, such as staff time and use of potable water. Via the Minoru Park Vision Plan process, the community expressed a strong desire to retain Minoru Lakes as a key park feature that is similar to its current size and character. The new lakes infrastructure will improve water quality, be more robust, longer lasting, easier to service and result in decreased reliance on potable water and staff time.</p>		










Program:	Parks Program	Sub-program:	Parks
Project Name:	Minoru Oval - Artificial Turf Replacement	Submission ID:	6352
Location:	7191 Granville Avenue		
Cost:	\$1,030,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$680,000 Special Sports: \$350,000		
Scope:	<p>The purpose of this project is to replace the artificial turf field at Minoru Park originally installed in 2008. The projected lifespan of synthetic sports fields is between 8 to 12 years depending on the usage and maintenance. Minoru Oval field, one of the busiest artificial turf fields, is booked for up to 38 hours per week during the peak fall/winter season. The field is tested annually for shock attenuation performance, known as the G-Max rating, and is currently reaching the limit of what is acceptable for safe operation of an artificial turf field. Prior to replacement, staff will review environmentally friendly products and technology available within the industry. The operating and replacement costs of the field are partially offset by the user fees collected through the Sports User Fee program and there is no increase in operating costs generated by this request.</p> <p>Minoru Park field serves as a multi-use open space that accommodates sports, special events and tournaments. Its location between the Minoru Ice Arena, the Minoru Centre for Active Living, and the running track makes it one of the most active destinations in the City.</p>		







<b>Program:</b>	<b>Parks Program</b>	<b>Sub-program:</b>	<b>Parks</b>
<b>Project Name:</b>	<b>Parks Advance Planning and Design</b>	<b>Submission ID:</b>	<b>5578</b>
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$300,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Parks Development DCC: \$282,150 Parks Development City Assist: \$17,850		
<b>Scope:</b>	<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>2020 Projects include:</p> <ul style="list-style-type: none"> <li>researching best practices;</li> <li>collecting data, topographical surveys and geographical information; and</li> <li>securing consultation for landscape architectural and engineering services as part of a planning and design process.</li> </ul> <p>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> <p><b>Why are we here today?</b></p> <p>This workshop is the first step towards developing a Terra Nova Resource Management Plan.</p> <div> <div> <p>The goals of the workshop are to:</p> <ul style="list-style-type: none"> <li>Share knowledge and background information about Terra Nova;</li> <li>Revisit the 2004 park Vision and Goals;</li> <li>Identify existing issues and opportunities; and</li> <li>Identify goals for the management of Terra Nova moving forward.</li> </ul> </div> <div> <p>The outcomes of this workshop will inform the direction of the Terra Nova Resource Management Plan and ultimately how this unique and complex park site is managed in the future.</p> </div> </div> <p>Terra Nova =</p> <div> <div>  <p>Agriculture</p> </div> <div>  <p>Heritage</p> </div> </div> <div> <div>  <p>Ecology</p> </div> <div>  <p>Recreation</p> </div> </div>		

<b>Program:</b>	<b>Parks Program</b>	<b>Sub-program:</b>	<b>Parks</b>
<b>Project Name:</b>	<b>Parks Ageing Infrastructure Replacement Program</b>	<b>Submission ID:</b>	<b>5581</b>
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$590,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Capital Revolving: \$590,000		
<b>Scope:</b>	<p>This program targets the replacement of ageing parks and open space infrastructure. The types of infrastructure include waterparks, waterfront assets, 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. Assets have been identified that have surpassed their respective life cycles resulting in the loss of structural and/or functional integrity due to wear and age and may present public safety issues. If not addressed these issues may lead to closure of some parks or park amenities, and an increase in service requests to address safety concerns from the public and sports groups.</p> <p>At the July 24, 2017 Council Meeting, the Parks Ageing Infrastructure Plan - 2017 Update Report was presented. The report outlined the high priority assets that require immediate attention and proposed the development of an Infrastructure Replacement Strategy and Financial Plan, which is underway. The recommendations of the report were endorsed by Council.</p> <p>2020 Projects include:</p> <ul style="list-style-type: none"><li>▪ sandfield upgrades;</li><li>▪ sport court surfacing repairs (tennis, basketball, lacrosse, etc.);</li><li>▪ fencing replacement; and</li><li>▪ drainage system replacement.</li></ul>		




Program:	Parks Program	Sub-program:	Parks
Project Name:	Parks General Development	Submission ID:	5580
Location:	Various Locations		
Cost:	\$400,000	OBI:	\$4,383
Funding Sources:	Parks Development DCC: \$376,200 Parks Development City Assist: \$23,800		
Scope:	<p>Upgrades to existing parks are required to respond to 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 Parks Development DCC program include new community gardens, new off-leash dog areas, walkways and pathways, benches, picnic tables and new drainage systems.</p> <p>For 2020, some of the projects will include:</p> <ul style="list-style-type: none"><li>▪ construction of pickleball courts at South Arm Park;</li><li>▪ drinking fountain at the Skatepark on River Road; and</li><li>▪ upgrade the entrance into London Farm.</li></ul>		
			





<b>Program:</b>	<b>Parks Program</b>	<b>Sub-program:</b>	<b>Parks</b>
<b>Project Name:</b>	<b>Parks Identity Signage Program - Phase 3</b>	<b>Submission ID:</b>	<b>6662</b>
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$100,000	<b>OBI:</b>	\$12,785
<b>Funding Sources:</b>	Parks Development DCC: \$94,050 Parks Development City Assist: \$5,950		
<b>Scope:</b>	<p>This project is a continuation of the initiative to inform the public of the name of the park they are visiting, amenities within the park, and wayfinding in parks.</p> <p>In order to adequately provide park identity, regulatory information and wayfinding for the public and community, Phase 3 of the signage fabrication and installation program needs to be completed to ensure an ongoing, coordinated approach to site identity. Phase 3 of the fabrication and installation plan includes up to 30 neighbourhood parks and wayfinding routes as needed. Request for funding for this program is from the Parks Development DCC program.</p> <p>A cost estimate on the material costs for fabrication and labour has been completed based on the design for identity and wayfinding signage. The estimate for this next phase is \$100,000.</p> <p>The scope of work includes:</p> <ul style="list-style-type: none"><li>▪ Designing and completing an analysis per park identification and wayfinding location;</li><li>▪ Developing site plans for park ID deployment;</li><li>▪ Coordinating with signage vendor and/or in-house services for the fabrications of the signs;</li><li>▪ Coodinating installation deployment of Phase 3 with in-house services; and</li><li>▪ Preparing a resource management plan for the OBI.</li></ul>		
			



<b>Program:</b>	<b>Parks Program</b>	<b>Sub-program:</b>	<b>Parks</b>
<b>Project Name:</b>	<b>Playground Improvement Program</b>	<b>Submission ID:</b>	<b>5465</b>
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$600,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Capital Revolving: \$600,000		
<b>Scope:</b>	<p>This recurring Capital Project addresses playgrounds which 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 Talmey Neighbourhood School Park, Garnet Neighbourhood Park, as well as portions of the playground at Steveston Community Park are a priority in 2020.</p>		



Program:	Parks Program	Sub-program:	Parks
Project Name:	Railway Granville Bike Park	Submission ID:	6646
Location:	Railway and Granville Avenues		
Cost:	\$270,000	OBI:	\$13,503
Funding Sources:	Parks Development DCC: \$253,935 Parks Development City Assist: \$16,065		
Scope:	<p>This project is proposed to be located in a vacant open space on the west side of Railway Avenue at Granville Avenue. A bike park was identified in the original greenway concept plan at this location. The project will focus on beginner and intermediate riders, thus complementing the more advanced terrain at the Garden City Bike Terrain Park. The scope of construction will include the relocation of existing infrastructure, site preparation, site grading, bike park features (both timber and landforms including a pump track, ramps, teeter-totters and other features which teach and enhance essential skills), perimeter fencing, a drinking fountain, signage, plantings and importation of natural features such as boulders, logs and stumps.</p> <p>Located immediately adjacent to the Railway Greenway at Granville Avenue, potential park users can easily access the Bike Park using the existing Greenway. It is also located near Burnett High School and Thompson Community Centre. Construction of this bike park supports goals and objectives set out in the Community Wellness and Parks and Open Space Strategies by providing outdoor physical activity spaces connected to existing trail networks and located near existing recreation facilities.</p> <p>Mountain and BMX biking is an ongoing popular sport for young people. Current trends in the sport dictate that in order to safely enjoy the sport, regularly practicing essential bike handling techniques and skills are important to develop one's abilities. As the sport grows, additional bike parks are required to respond to community demand.</p>		
			


<b>Program:</b>	<b>Parks Program</b>	<b>Sub-program:</b>	<b>Parks</b>
<b>Project Name:</b>	<b>Riverport and Cook Community Gardens</b>	<b>Submission ID:</b>	<b>6647</b>
<b>Location:</b>	Riverport Dike and Cook Neighbourhood Park		
<b>Cost:</b>	\$180,000	<b>OBI:</b>	\$8,017
<b>Funding Sources:</b>	Parks Development DCC: \$169,290 Parks Development City Assist: \$10,710		
<b>Scope:</b>	<p>In March 2019, Council supported the creation of new community garden plots to address the demand by Richmond residents for access to space for food production and gardening. Cook Neighbourhood Park will see 35 new plots and Riverport Waterfront will see 15 new plots. The infrastructure for the gardens, including site preparation, a water connection, perimeter fencing and gate, garden shed, pathway surface materials and signage will be provided by the City. The Richmond Food Security Society will administer the community garden sites as well as construct the garden beds, provide soil and garden tools through their own funding efforts.</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>		
			

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Program:	Parks Program	Sub-program:	Parkland
Project Name:	Parkland Acquisition	Submission ID:	5641
Location:	As per Parks DCC Land Acquisition Plan		
Cost:	\$4,000,000	OBI:	\$ -
Funding Sources:	Parks Acquisition DCC: \$3,762,000 Parks Acquisition City Assist: \$238,000		
Scope:	<p>The purpose of the Parkland Acquisition program is for the City 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 1000 population. The program is funded through Parkland Acquisition Developer 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 bylaws to release the funds for each acquisition.</p>		
			

## Public Art Program 2020

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 above proposal assists in its annual implementation, which is necessary to its success. Private sector, private donations and community contributions are successfully sought and received.

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.

### 2020 Recommended Public Art Program

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<b>Program:</b>	<b>Public Art Program</b>	<b>Sub-program:</b>	<b>Public Art</b>
<b>Project Name:</b>	<b>Public Art Program</b>	<b>Submission ID:</b>	<b>5620</b>
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$694,764	<b>OBI:</b>	\$10,000
<b>Funding Sources:</b>	Public Art Program: \$694,764		
<b>Scope:</b>	<p>The scope of work consists of a variety of 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.</p> <p>Contributions by private developers totalling \$160,000, have been deposited to the Public Art Reserve and allocated as follows:</p> <p>Community public art projects (\$40,000):</p> <ul style="list-style-type: none"> <li>▪ No. 3 Road art columns;</li> <li>▪ Art wraps;</li> <li>▪ Cultural Centre Annex public art contribution;</li> <li>▪ Capture Photography Festival; and</li> <li>▪ Children's Art Festival.</li> </ul> <p>Community education and promotion of the public art program (\$20,000):</p> <ul style="list-style-type: none"> <li>▪ Culture Days;</li> <li>▪ Pianos on the Streets;</li> <li>▪ Public Art Bus Tours; and</li> <li>▪ Art at Work Workshop Series.</li> </ul> <ul style="list-style-type: none"> <li>▪ Collaboration on educational opportunities with other City cultural facilities and programs, such as the Richmond Art Gallery, Media Lab, Cultural Centre and Richmond Museum \$20,000;</li> <li>▪ Engaging Artists in Community Program: \$30,000;</li> <li>▪ Community Mural Program: \$30,000; and</li> <li>▪ Youth Mentorship Public Art Program: \$20,000.</li> </ul> <p>Through the Private Development Program, developer contributions were received and deposited to the Public Art Reserve for implementation of projects integrated with new development, on either private lands or City-controlled land, with the expectation that the majority will be on City-controlled sites (parks, streets, greenways) in the city centre. The cost determined based on contributions received in 2018-2019, net of transfers to the Public Art Provision Reserve for program administration, totalling \$545,357, has been allocated as follows:</p> <ul style="list-style-type: none"> <li>▪ Landa Elmbridge Holdings - 7100 Elmbridge Way: \$201,267; and</li> <li>▪ Keltic Development - 6340 No. 3 Road \$344,090.</li> </ul>		



## Land Program 2020


The land acquisition program relates to the acquisition and disposition of real property for the City, as approved by Council.

### 2020 Recommended Land – Land Acquisition Program

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<b>Program:</b>	<b>Land Program</b>	<b>Sub-program:</b>	<b>Land</b>
<b>Project Name:</b>	<b>Strategic Land Acquisition</b>	<b>Submission ID:</b>	<b>5732</b>
<b>Location:</b>	Various		
<b>Cost:</b>	\$10,000,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Capital Industrial: \$10,000,000		
<b>Scope:</b>	Funds for land acquisition to meet the Council Approved Strategic Real Estate Investment Plan, other than 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.		
	\$10M to be invested in investment class real estate.		
			

## Affordable Housing Program 2020


The City recognizes that a diverse range of housing choices for individuals and families of different incomes and circumstances is essential in creating a liveable community in Richmond. The purpose of the City’s Affordable Housing program is to address housing affordability concerns in partnership with senior governments, the private sector, and non-profit organizations. Through various programs and policies, the City has been successful in securing over 1,400 affordable housing units, including the following highlighted developments:

- The Kiwanis Towers, which provides 296 affordable rental units for low-income seniors;
- The Storeys, which provides 129 affordable rental units for Richmond residents at risk of homelessness; and
- The Richmond Temporary Modular Housing Project, which will provide 40 supportive housing units for residents experiencing homelessness.

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<b>Program:</b>	<b>Affordable Housing Project</b>	<b>Sub-program:</b>	<b>Affordable Housing</b>
<b>Project Name:</b>	<b>Affordable Housing 2020 Operating Initiatives</b>	<b>Submission ID:</b>	<b>6652</b>
<b>Location:</b>	City Wide		
<b>Cost:</b>	\$400,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Affordable Housing: \$400,000		
<b>Scope:</b>	<p>The City's Affordable Housing Strategy 2017-2027 and Homelessness Strategy 2019-2029 guide the City's actions regarding housing affordability and homelessness service provision to meet the needs of Richmond residents. Six operating areas have been identified to provide staff with the necessary resources to advance the implementation of these strategies. Examples include administration, data management and research, consultation and economic analysis.</p> <ol style="list-style-type: none"><li>1. Homelessness Support (\$15,000) - Continue supporting homelessness initiatives in the community.</li><li>2. Strategy Administration (\$250,000) - Support the implementation of short-term actions identified in the Council-adopted Affordable Housing Strategy and Homelessness Strategy.</li></ol> <p>This project also includes funding for an Affordable Housing Planner 1 position, which plays an important role in managing the City's Low-End Market Rental program, supporting policy development initiatives, and liaising with key stakeholders. The Planner 1 position sustains staff capacity to achieve City Council's affordable housing priorities, and enables the Affordable Housing section to provide excellent customer service to the public, development industry representatives, and other stakeholders.</p> <ol style="list-style-type: none"><li>3. Legal Fees (\$50,000) - Offset costs associated with legal services required with respect to affordable housing developments. All external legal services will be at the direction of the City's Law Department.</li><li>4. Printing, Publication, Media and Advertising (\$15,000) - Offset costs associated with education regarding affordable housing and homelessness, including meeting traditional and social media needs as they arise.</li><li>5. Economic Analysis (\$20,000) - Provide economic analysis to support policy development and the review of complex development applications. Currently, staff do not have the necessary skill set to undertake detailed economic analyses.</li><li>6. Communications and Public Engagement (\$50,000) - Support communications and community engagement (i.e., translation, professional facilitation, engagement consultants) for projects that require extensive and complex engagement and education.</li></ol>		
			

## Equipment Program 2020


The equipment program includes machinery and vehicles for Public Works (PW), Fire Rescue Services, City Hall computer hardware, software, and other miscellaneous equipment.

### 2020 Recommended Equipment – Vehicle Program

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<b>Program:</b>	<b>Equipment Program</b>	<b>Sub-program:</b>	<b>Vehicle</b>
<b>Project Name:</b>	<b>Automatic Vehicle Location/Global Positioning System</b>	<b>Submission ID:</b>	<b>6682</b>
<b>Location:</b>	Public Works - Fleet Operations		
<b>Cost:</b>	\$118,000	<b>OBI:</b>	\$49,870
<b>Funding Sources:</b>	Public Works Equipment: \$118,000		
<b>Scope:</b>	<p>Working with business units, Fleet and I.T. staff to:</p> <ul style="list-style-type: none"><li>▪ establish required features of different levels of reporting;</li><li>▪ refine system specifications requirements for Power Take Off (PTO) and additional sensor capabilities;</li><li>▪ establish resource requirements for implementation and administration;</li><li>▪ prepare a Request for Proposal (RFP) and issue to the marketplace for services;</li><li>▪ evaluate submissions to prepare award documentation; and</li><li>▪ work with business units to implement.</li></ul>		
			


<b>Program:</b>	<b>Equipment Program</b>	<b>Sub-program:</b>	<b>Vehicle</b>
<b>Project Name:</b>	<b>Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet)</b>	<b>Submission ID:</b>	<b>5736</b>
<b>Location:</b>	Works Yard and Various City Departments		
<b>Cost:</b>	\$3,322,766	<b>OBI:</b>	\$27,160
<b>Funding Sources:</b>	Public Works Equipment: \$2,222,766 Solid Waste and Recycling: \$100,000 Sewer Levy: \$350,000 Water Levy: \$650,000		
<b>Scope:</b>	<p>Vehicle and equipment purchases to replace existing units due to age and condition.</p> <p>Items in the identified scope require replacement in the year noted due to vehicles reaching the end of their life cycle and increasing maintenance costs associated with their current condition. Vehicles/equipment which present safety concerns are also included in the scope.</p> <p>This project supports Council's Green Fleet Policy 2020 which seeks to manage the corporate fleet according to green fleet objectives and performance standards. It also supports operating departments by providing the resources they require to meet their established mandates.</p> <p>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.</p> <p>This project involves replacement of the following:</p> <p>6 Parks Equipment attachments, 2 Pickup Trucks, 2 Mobile Pumps, 3 Heavy Duty Vans, 8 Electric Cars, 1 Compressor, 1 trailer, 1 Skid Steer Loader, 1 Single Axle Dump Truck with snow removal equipment, 1 Street Sweeper, 3 Vans, 1 Excavator, 2 Tractors, 1 Tractor Mower, Propane Conversions for 5 Litter Trucks , Auto Idle for 10 units, 2 additional Tandem Dump Trucks (not enough units available for hire to complete all work), 1 Forklift for Recycle Depot and unallocated allowance for unplanned replacements.</p>		
			

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Fire Vehicle Replacement Reserve Purchases ..... 123

Program:	Equipment Program	Sub-program:	Fire vehicle
Project Name:	Fire Vehicle Replacement Reserve Purchases	Submission ID:	5740
Location:	Fire-Rescue		
Cost:	\$416,455	OBI:	\$ -
Funding Sources:	Fire Equipment: \$416,455		
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 we are able to provide fire services to the community, Richmond Fire-Rescue (RFR) has a designated "Vehicle &amp; Equipment Reserve". The replacement plan for all apparatus is funded through the reserve.</p> <p>This replacement plan for 2020 are:</p> <ul style="list-style-type: none"><li>• Battalion Chief Vehicle;</li><li>• Specialized vehicle able to provide fire fighting ability in wildland situations;</li><li>• Chief of Fire Prevention Officer vehicle; and</li><li>• RFR pool fleet vehicle.</li></ul>		






2020 Recommended Information Technology Program

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<b>Program:</b>	<b>Equipment Program</b>	<b>Sub-program:</b>	<b>Information Technology</b>
<b>Project Name:</b>	<b>Annual Hardware Refresh</b>	<b>Submission ID:</b>	<b>5729</b>
<b>Location:</b>	City Hall		
<b>Cost:</b>	\$362,800	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Hardware Upgrade: \$362,800		
<b>Scope:</b>	This project scope is to perform the scheduled replacement of end-of-life cycle City computer hardware, which includes computer desktops, laptops, backup printers, monitors, cellular phones and iPads.		
			

<b>Program:</b>	Equipment Program	<b>Sub-program:</b>	Information Technology
<b>Project Name:</b>	Data Centre Server Refresh/Update - Phase 1 of 2	<b>Submission ID:</b>	6678
<b>Location:</b>	City Hall and Works Yard Data Centres		
<b>Cost:</b>	\$363,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Hardware Upgrade: \$363,000		
<b>Scope:</b>	Data Centre equipment is replaced on a seven year schedule to ensure that users do not experience system downtime and reduced productivity due to unplanned outages and impacts. Keeping equipment maintained and up to date reduces cyber security risks and operating costs.		
			

<b>Program:</b>	<b>Equipment Program</b>		<b>Sub-program:</b>	<b>Information Technology</b>
<b>Project Name:</b>	<b>Network Refresh for City Facilities - Phase 1 of 3</b>		<b>Submission ID:</b>	<b>6670</b>
<b>Location:</b>	All City Buildings and Facilities			
<b>Cost:</b>	\$557,950		<b>OBI:</b>	\$31,733
<b>Funding Sources:</b>	Hardware Upgrade: \$557,950			
<b>Scope:</b>	The network refresh project will replace the legacy/outdated system with a new reliable wired and wireless infrastructure based on the selection of a new City network vendor standard, Cisco Systems. This will enable the City to provide employees and public with dependable access to the network services, including public access to Internet.			






<b>Program:</b>	Equipment Program	<b>Sub-program:</b>	Information Technology
<b>Project Name:</b>	Office 2016 Licensing - Phase 2 of 2	<b>Submission ID:</b>	6564
<b>Location:</b>	City Hall		
<b>Cost:</b>	\$494,909	<b>OBI:</b>	\$6,573
<b>Funding Sources:</b>	Software: \$494,909		
<b>Scope:</b>	<p>As part of the deployment of the new Windows 10 Corporate Desktop, Office 2016 is included as an upgrade. In order to ensure license compliancy this phase is required to support the full rollout of Office 2016 for the organization.</p> <p>The first phase capital project submission was approved by Council for 2019.</p>		
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<b>Program:</b>	<b>Equipment Program</b>	<b>Sub-program:</b>	<b>Information Technology</b>
<b>Project Name:</b>	<b>PeopleSoft HCM 9.2 Update 2020</b>	<b>Submission ID:</b>	<b>6653</b>
<b>Location:</b>	City Hall		
<b>Cost:</b>	\$217,440	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Corporate: \$217,440		
<b>Scope:</b>	<p>This project supports the update of the Peoplesoft Human Capital System (HCM) 9.2 to the latest release with new and enhanced features. This project enables the internal team to leverage knowledge of a consultant in order to develop an ongoing, sustainable process for future updates.</p> <p>With this update, a full review of existing customizations will be conducted to assess whether these customizations are still required in the new version. New capabilities such as dynamic online Organization Charts and mobile friendly pages will be enabled.</p>		
			


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<b>Project Name:</b>	<b>Fire Equipment Replacement from Reserve</b>	<b>Submission ID:</b>	<b>6756</b>
<b>Location:</b>	Fire-Rescue		
<b>Cost:</b>	\$258,145	<b>OBI:</b>	\$55,000
<b>Funding Sources:</b>	Fire Equipment: \$258,145		
<b>Scope:</b>	<p>Richmond Fire-Rescue (RFR) provides specialized core services to the community. They include the following services:</p> <ul style="list-style-type: none"><li>▪ Hazmat services are provided by RFR staff and supported by specialized equipment. This equipment was supplied by a JEPP (Joint Emergency Preparedness Program) Grant in 2009. Currently many components have come to the end of their useful life. RFR will begin a phased in program to replace this equipment over a term of 3 years and will increase the transfer to Fire equipment reserve, so that the reserve funding would be able to replace these components as they come to the end of their useful life in the future;</li><li>▪ Emergency road rescue includes a component known as auto extrication. This service requires equipment capable of cutting the metal components of a vehicle damaged in a traffic accident away from a person who is trapped within a vehicle. RFR has used equipment that requires hydraulic pumps, hoses and cord reels which are replaced on a seven year rotation. This request represents Phase 2 of the Replacement Plan, there are 3 sets of hydraulic equipment that require replacement; they are several years past their normal end of life and due to the fact that this equipment works at high pressure, failure is a significant safety risk. RFR will replace the current equipment with the new industry standard which is battery powered (opposed to hydraulic) which is cost effective, operationally efficient and safer for both the public and responders; and</li><li>▪ RFR maintains an inventory of fire hose. Fire hose is replaced annually using a multi-faceted consideration criterion. The age of the hose, the use of the hose as well as testing results are used to determine the replacement of deteriorating fire hose. Hose replacement planned and funded by the Fire Equipment Reserve for 2020 is 30 lengths of hose. The objective is to maintain an adequate inventory of fire hose to effectively maintain the services. RFR expects to continue with replacing 30 lengths of hose per year to maintain the hose inventory.</li></ul>		
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<b>Program:</b>	<b>Equipment Program</b>	<b>Sub-program:</b>	<b>Equipment</b>
<b>Project Name:</b>	<b>Richmond Fire Driving Testing/Evaluation Platform</b>	<b>Submission ID:</b>	<b>6749</b>
<b>Location:</b>	Fire Hall No. 1/Fire Hall No. 3		
<b>Cost:</b>	\$280,000	<b>OBI:</b>	\$45,000
<b>Funding Sources:</b>	Fire Equipment: \$280,000		
<b>Scope:</b>	<p>Driving Testing/Evaluation Platform: A technology based driver testing platform that delivers a driving experience in accurate driving situations within a realistic geographical environment. This allows trainees to accelerate their skill base in a risk free setting and safeguard the front line vehicles which are valued in excess of \$1M each. It will also reduce costs associated with fuel, maintenance, and overall wear on these vehicles.</p> <p>The purchase of a driver testing/evaluation program would improve decision making and thereby reduce collisions through the use of cognitive based learning techniques, proven driving practises, and state of the art simulation. This technology based training allows for continual reinforcement of the training curriculum and consistent repetition of key training areas.</p> <p>Richmond Fire-Rescue (RFR) recommends that specific best driving curriculum be adopted with this system.</p> <p>The integrated curriculum and driver practice on this system is intended to successfully reduce collision incidents. Trainees using this platform would focus on the following training objectives:</p> <ul style="list-style-type: none"><li>▪ strengthen overall driving awareness by enhancing visual acuity and engagement of multiple senses;</li><li>▪ engage active thinking to move to proactive versus reactive driving;</li><li>▪ create an environment that allows experimentation with multiple strategies and plans to deal with complex driving challenges; and</li><li>▪ create time efficient practice sessions to maximize cycle time and positive reinforcement of correct actions.</li></ul>		
			

## Child Care Program 2020

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 was adopted by City Council on July 24, 2017 and outlines the City’s commitment to child care through the establishment and maintenance of a comprehensive child care system to help children and families thrive and to address 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 nine existing City-owned child care facilities and is in the process of developing two additional City-owned child care facilities and two Early Childhood Development Hubs. 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.


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Program:	Child Care Program	Sub-program:	Child Care
Project Name:	Child Care - Administration	Submission ID:	6677

Location:	City Hall		
Cost:	\$110,000	OBI:	\$ -
Funding Sources:	Child Care Operating: \$110,000		
Scope:	<p>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.</p> <p>The Child Care Planner 1 position, which has existed as an auxillary position since 2017 and funded through the Child Care Operating Reserve, 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 four new child cares (including two 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.</p> <p>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 three new amenities under development including two Early Childhood Development (ECD) Hubs and one child care facility as necessary.</p> <p>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.</p>		



<b>Program:</b>	Child Care Program	<b>Sub-program:</b>	Child Care
<b>Project Name:</b>	Child Care Projects - City-wide (Capital Grants)	<b>Submission ID:</b>	5704
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$50,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Child Care Development Reserve: \$50,000		
<b>Scope:</b>	To provide sufficient funding to administer the City's 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, upgrades to outdoor play areas and the purchase of equipment and furnishings).		





<b>Program:</b>	Child Care Program	<b>Sub-program:</b>	Child Care
<b>Project Name:</b>	Child Care Projects - City-wide Non-Capital Grants	<b>Submission ID:</b>	6143
<b>Location:</b>	Various Locations		
<b>Cost:</b>	\$10,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Child Care Operating: \$10,000		
<b>Scope:</b>	To ensure there is sufficient funding to support the 2020 Child Care Professional and Program Development Grants (non-capital). Grants are advertised in September 2019 and then with Council approval will be awarded in February 2020.		



# Contingent External Contributions 2020

Contingent external contributions is an estimate of external grants that may be received throughout the year for a variety of approved capital projects.

## 2020 Recommended Contingent External Contributions

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<b>Program:</b>	<b>Contingent External Contributions</b>	<b>Sub-program:</b>	<b>Contingent External Contributions</b>
<b>Project Name:</b>	<b>Contingent External Contribution</b>	<b>Submission ID:</b>	<b>5812</b>
<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 that may be received throughout the year for various projects. Spending will only be incurred if the funds are 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 2020

The internal transfers/debt program relates to the use of capital funding for repayment of capital funds borrowed from other internal sources of funding.

### 2020 Recommended Internal Transfers/Debt Payment Program

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12040 Horseshoe Way Repayment .....	140
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Transfer funding from DCC Parks Development General to DCC Parks Development West Cambie .....	144



Program:	Internal Transfers/Debt Payment	Sub-program:	Internal Transfers/Debt Payment
Project Name:	12040 Horseshoe Way Repayment	Submission ID:	6323
Location:	12040 Horseshoe Way		
Cost:	\$525,000	OBI:	\$ -
Funding Sources:	Affordable Housing: \$525,000		
Scope:	The purpose of this submission is to repay the Capital Reserve - Industrial Use Fund for the previous Affordable Housing acquisition of 12040 Horseshoe Way from the Affordable Housing Reserve.		
	The 2020 payment of \$525,000 is the third of 15 payments.		
	Payments	Year	Balance
			Payment
			Interest
			Principal
	1	2018	\$6,250,000
			\$(525,000)
			\$187,500
			\$337,500
	2	2019	5,912,500
			(525,000)
			177,375
			347,625
	3	2020	5,564,875
			(525,000)
			166,946
			358,054
	4	2021	5,206,821
			(525,000)
			156,205
			368,795
	5	2022	4,838,026
			(525,000)
			145,141
			379,859
	6	2023	4,458,167
			(525,000)
			133,745
			391,255
	7	2024	4,066,912
			(525,000)
			122,007
			402,993
	8	2025	3,663,919
			(525,000)
			109,918
			415,082
	9	2026	3,248,837
			(525,000)
			97,465
			427,535
	10	2027	2,821,302
			(525,000)
			84,639
			440,361
	11	2028	2,380,941
			(525,000)
			71,428
			453,572
	12	2029	1,927,369
			(525,000)
			57,821
			467,179
	13	2030	1,460,190
			(525,000)
			43,806
			481,194
	14	2031	978,996
			(525,000)
			29,370
			495,630
	15	2032	483,366
			(497,867)
			14,501
			483,366

Program:	Internal Transfers/Debt Payment	Sub-program:	Internal Transfers/Debt Payment			
Project Name:	7080 River Road Repayment	Submission ID:	6017			
Location:	7080 River Road					
Cost:	\$2,341,384	OBI:	\$ -			
Funding Sources:	Parks Acquisition DCC: \$2,202,072 Parks Acquisition City Assist: \$139,312					
Scope:	The purpose of this submission is to repay the Capital Reserve - Industrial Use Fund for previous Parkland Acquisitions from Parkland Acquisition Developer Cost Charges (DCC's).					
	The 2020 payment of \$2,341,384 is the fourth of 8 payments.					
	Payments	Year	Balance	Payment	Interest	Principal
	1	2017	\$15,763,942	\$(2,341,384)	\$630,558	\$1,710,826
	2	2018	14,053,116	(2,341,384)	562,125	1,779,259
	3	2019	12,273,857	(2,341,384)	490,954	1,850,430
	4	2020	10,423,427	(2,341,384)	416,937	1,924,447
	5	2021	8,498,980	(2,341,384)	339,959	2,001,425
	6	2022	6,497,555	(2,341,384)	259,902	2,081,482
	7	2023	4,416,073	(2,341,384)	176,643	2,164,741
	8	2024	2,251,332	(2,341,384)	90,052	2,251,332

Program:	Internal Transfers/Debt Payment	Sub-program:	Internal Transfers/Debt Payment			
Project Name:	Nelson Road Interchange Repayment	Submission ID:	5745			
Location:	Nelson Reoad Interchange					
Cost:	\$385,098	OBI:	\$ -			
Funding Sources:	Roads DCC: \$385,098					
Scope:	A total of \$2.54M is to be repaid from Roads DCC to Surplus over 8 years.					
	The 2020 payment of \$385,098 is the seventh of 8 equal payments.					
	Payment	Year	Balance	Payment	Interest	Principal
	1	2014	\$2,540,065	\$(385,098)	\$114,303	\$270,795
	2	2015	2,269,270	(385,098)	102,117	282,981
	3	2016	1,986,289	(385,098)	89,383	295,715
	4	2017	1,690,574	(385,098)	76,076	309,022
	5	2018	1,381,552	(385,098)	62,170	322,928
	6	2019	1,058,624	(385,098)	47,638	337,460
	7	2020	721,164	(385,098)	32,452	352,646
	8	2021	368,518	(385,098)	16,583	368,515

Program:	Internal Transfers/Debt Payment	Sub-program:	Internal Transfers/Debt Payment																																																																																																																		
Project Name:	River Road/North Loop (2005) Repayment	Submission ID:	5746																																																																																																																		
Location:	River Road/North Loop																																																																																																																				
Cost:	\$1,334,953	OBI:	\$ -																																																																																																																		
Funding Sources:	Roads DCC: \$1,334,953																																																																																																																				
Scope:	<p>In 2005, \$18.2M was borrowed from surplus for the acquisition of the CP Rail land between No. 2 and No. 3 Road and for the re-alignment of River Road.</p> <p>\$17.1M was borrowed in 2005 with repayments commencing in 2006. An additional amount of \$950,000 was also borrowed with repayment starting in 2008.</p> <p>The 2020 payment of \$1,334,953 is the fifteenth of 18 payments.</p> <table><tr><td>Payments</td><td>Year</td><td>Balance</td><td>Payment</td><td>Interest</td><td>Principal</td></tr><tr><td>1</td><td>2006</td><td>\$17,100,000</td><td>\$(1,769,576)</td><td>\$598,500</td><td>\$1,171,076</td></tr><tr><td>2</td><td>2007</td><td>15,928,924</td><td>(1,200,000)</td><td>557,512</td><td>642,488</td></tr><tr><td>3</td><td>2008</td><td>16,236,436</td><td>(1,867,000)</td><td>568,275</td><td>1,298,725</td></tr><tr><td>4</td><td>2009</td><td>14,937,712</td><td>(1,867,000)</td><td>522,820</td><td>1,344,180</td></tr><tr><td>5</td><td>2010</td><td>13,593,532</td><td>(468,210)</td><td>475,774</td><td>(7,564)</td></tr><tr><td>6</td><td>2011</td><td>13,601,095</td><td>(300,000)</td><td>476,038</td><td>(176,038)</td></tr><tr><td>7</td><td>2012</td><td>13,777,133</td><td>(200,000)</td><td>482,200</td><td>(282,200)</td></tr><tr><td>8</td><td>2013</td><td>14,059,333</td><td>(1,939,202)</td><td>492,077</td><td>1,447,125</td></tr><tr><td>9</td><td>2014</td><td>12,612,208</td><td>(1,317,000)</td><td>441,427</td><td>875,573</td></tr><tr><td>10</td><td>2015</td><td>11,736,635</td><td>(1,685,056)</td><td>410,782</td><td>1,274,274</td></tr><tr><td>11</td><td>2016</td><td>10,462,361</td><td>(1,685,056)</td><td>366,183</td><td>1,318,873</td></tr><tr><td>12</td><td>2017</td><td>9,143,488</td><td>(1,685,056)</td><td>320,022</td><td>1,365,034</td></tr><tr><td>13</td><td>2018</td><td>7,778,454</td><td>(1,685,056)</td><td>272,246</td><td>1,412,810</td></tr><tr><td>14</td><td>2019</td><td>6,365,644</td><td>(1,685,056)</td><td>222,798</td><td>1,462,258</td></tr><tr><td>15</td><td>2020</td><td>4,903,386</td><td>(1,334,953)</td><td>171,618</td><td>1,163,335</td></tr><tr><td>16</td><td>2021</td><td>3,740,051</td><td>(1,334,953)</td><td>130,902</td><td>1,204,051</td></tr><tr><td>17</td><td>2022</td><td>2,536,000</td><td>(1,334,953)</td><td>88,760</td><td>1,246,193</td></tr><tr><td>18</td><td>2023</td><td>1,289,807</td><td>(1,334,950)</td><td>45,143</td><td>1,289,807</td></tr></table>			Payments	Year	Balance	Payment	Interest	Principal	1	2006	\$17,100,000	\$(1,769,576)	\$598,500	\$1,171,076	2	2007	15,928,924	(1,200,000)	557,512	642,488	3	2008	16,236,436	(1,867,000)	568,275	1,298,725	4	2009	14,937,712	(1,867,000)	522,820	1,344,180	5	2010	13,593,532	(468,210)	475,774	(7,564)	6	2011	13,601,095	(300,000)	476,038	(176,038)	7	2012	13,777,133	(200,000)	482,200	(282,200)	8	2013	14,059,333	(1,939,202)	492,077	1,447,125	9	2014	12,612,208	(1,317,000)	441,427	875,573	10	2015	11,736,635	(1,685,056)	410,782	1,274,274	11	2016	10,462,361	(1,685,056)	366,183	1,318,873	12	2017	9,143,488	(1,685,056)	320,022	1,365,034	13	2018	7,778,454	(1,685,056)	272,246	1,412,810	14	2019	6,365,644	(1,685,056)	222,798	1,462,258	15	2020	4,903,386	(1,334,953)	171,618	1,163,335	16	2021	3,740,051	(1,334,953)	130,902	1,204,051	17	2022	2,536,000	(1,334,953)	88,760	1,246,193	18	2023	1,289,807	(1,334,950)	45,143	1,289,807
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<b>Program:</b>	<b>Internal Transfers/Debt Payment</b>	<b>Sub-program:</b>	<b>Internal Transfers/Debt Payment</b>
<b>Project Name:</b>	<b>Transfer funding from DCC Parks Development General to DCC Parks Development West Cambie</b>	<b>Submission ID:</b>	<b>6876</b>
<b>Location:</b>	West Cambie		
<b>Cost:</b>	\$724,185	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Parks Development DCC: \$724,185		
<b>Scope:</b>	Transfer funding from DCC Parks Development General to DCC Parks Development West Cambie to provide funding for West Cambie Park Development.		

## Infrastructure Program 2020 – Not Recommended

Due to funding constraints and higher priority projects, the following infrastructure projects are not recommended for funding.

### 2020 Not Recommended Infrastructure – Roads Program

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Extending City’s Existing Cycling Network by 3 kilometres .....	147
Extending City’s Existing Cycling Network by 5 kilometres .....	148

Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Extending City's Existing Cycling Network by 2 kilometres	Submission ID:	6637

Location:

City Centre Area and Steveston Area

Cost:

\$5,100,000

OBI:

\$24,712

Funding Sources:

Capital Revolving: \$5,100,000

Scope:

General Scope: Provision of a 2.5m (min.) to 3.0m (preferred) wide paved multi-use pathway (MUP) or directional bike lane with a buffer to provide physical protection at various locations within the City to support the expansion and provide greater coverage & connectivity of the existing cycling routes as per the Cycling Network Plan contained in the OCP. This project is to be carried out in two phases: (1) prepare detailed design and consultation with affected property owners/business operators; and (2) MUP and/or directional bike lane construction.

Three separate projects (Capital Submission ID 6637, 6673 and 6674) are submitted for consideration, which would result in expanding the existing cycling network by 2km, 3km, 5km, or up to a total of 10km combined.

Major Cost Components: Phase 1 - Consultant costs for design and cost estimate. Phase 2 - Realignment/installation of curb and gutter, modifications to traffic lanes, traffic signals, MUP, pavement markings and signage, pedestrian crossing enhancements, relocation of above ground infrastructure (i.e., streetlight poles, hydrants, power poles, etc.), bus stops, removal of parking, delineators, concrete median and modifications to private property (i.e., re-grade driveways, landscaping, etc.).


Funding: General Revenue

The preliminary list for 2020 includes 3 potential locations at:

1. Cook Rd (No. 3 Rd - Garden City Rd): Directional 2.0 m bike lanes with 0.3 m buffer for protection of either concrete median or delineators (800m);
2. No. 2 Rd (Steveston Hwy to Williams Rd): Northern extension of minimum 3.0 m MUP on east side (800m); and
3. Capstan Way (River Rd to Sexsmith Rd): 1.5 m bike lane along south side with 0.3 m buffer for protection of either concrete median or delineators (600m). Sexsmith Rd to Garden City Rd to be completed by development.

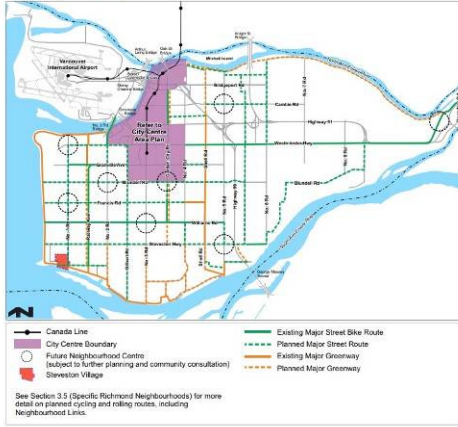
Cycling Network Map (2031)

20190312



Cycling Network Map

20190304



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Extending City's Existing Cycling Network by 3 kilometres	Submission ID:	6673

Location:

Cost:

Funding Sources:

Scope:

Bridgeport Area, East Cambie Area, Broadmoor Area and City Centre Area

\$6,200,000

OBI:

\$39,344

Capital Revolving: \$6,200,000

General Scope: Provision of a 2.5m (min.) to 3.0m (preferred) wide paved multi-use pathway (MUP) or directional bike lane with a buffer to provide physical protection at various locations within the City to support the expansion and provide greater coverage & connectivity of the existing cycling routes as per the Cycling Network Plan contained in the OCP. This project is to be carried out in two phases: (1) prepare detailed design and consultation with affected property owners/business operators; and (2) MUP and/or directional bike lane construction.

Three separate projects (Capital Submission ID 6637, 6673 and 6674) are submitted for consideration, which would result in expanding the existing cycling network by 2km, 3km, 5km, or up to a total of 10km combined.

Major Cost Components: Phase 1 - Consultant costs for design and cost estimate. Phase 2 - Realignment/installation of curb and gutter, modifications to traffic lanes, traffic signals, MUP, pavement markings and signage, pedestrian crossing enhancements, relocation of above ground infrastructure (i.e., streetlight poles, hydrants, power poles, etc.), bus stops, removal of parking, delineators, concrete median and modifications to private property (i.e., re-grade driveways, landscaping, etc.).

Funding: General Revenue

The preliminary list for 2020 includes 4 potential locations at:

- No. 6 Rd (Commerce Pwy-Cambie Rd): Northern extension of existing 3.0 m MUP on west side (1.0km);
- Bridgeport Rd (No. 6 Rd to Knight St Bridge): Widening of existing path & sidewalk on north side to 3.0 m MUP (450m);
- Garden City Rd (Francis Rd-Granville Ave): Directional 1.5 m bike lanes with 0.3 m buffer for protection of either concrete median or delineators (1.6km); and
- Browngate Rd (No. 3 Rd to Hazelbridge Way): 1.5 m bike lane along south side with 0.3 m buffer for protection of either concrete median or delineators (200m).

Cycling Network Map (2031)

Cycling Network Map



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Extending City's Existing Cycling Network by 5 kilometres	Submission ID:	6674

Location:

East Cambie Area, Bridgeport Area, Steveston Area, Thompson Area and City Centre Area

Cost:

\$11,100,000

OBI:

\$54,364

Funding Sources:

Capital Revolving: \$11,100,000

Scope:

General Scope: Provision of a 2.5m (min.) to 3.0m (preferred) wide paved multi-use pathway (MUP) or directional bike lane with a buffer to provide physical protection at various locations within the City to support the expansion and provide greater coverage & connectivity of the existing cycling routes as per the Cycling Network Plan contained in the OCP. This project is to be carried out in two phases: (1) prepare detailed design and consultation with affected property owners/business operators; and (2) MUP and/or directional bike lane construction.

Three separate projects (Capital Submission ID 6637, 6673 and 6674) are submitted for consideration, which would result in expanding the existing cycling network by 2km, 3km, 5km, or up to a total of 10km combined.


Major Cost Components: Phase 1 - Consultant costs for design and cost estimate. Phase 2 - Realignment/installation of curb and gutter, modifications to traffic lanes, traffic signals, MUP, pavement markings and signage, pedestrian crossing enhancements, relocation of above ground infrastructure (i.e., streetlight poles, hydrants, power poles, etc.), bus stops, removal of parking, delineators, concrete median and modifications to private property (i.e., re-grade driveways, landscaping, etc.).

Funding: General Revenue


The preliminary list for 2020 includes 4 potential locations at:

1. Shell Rd (from Hwy 99-River Rd): Northern extension of 3.0 m MUP on east side from Hwy 99 to Caithcart Road, then on west side from Caithcart Road to River Road (2km);
2. Steveston Hwy (No. 2 Rd-Railway Ave): Western extension of minimum 3.0 m MUP on south side with up to 1.5 m blvd where feasible (800m);
3. River Rd (McCallan Rd-No. 2 Rd): Widening of existing path on south side to 4.0 m MUP (800m); and
4. Gilbert Rd (Granville Ave to Elmbridge Way): Directional 2.0 m bike lane (west side).

Cycling Network Map (2031)



Cycling Network Map




## Building Program 2020 – Not Recommended

Due to funding constraints and higher priority projects, the following building projects are not recommended for funding.

### 2020 Not Recommended Building – Building Program


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Community Safety Building Inventory Room and Associated Works .....	150
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Minoru Arenas - Mechanical Components Replacements and Associated Works.....	153
Steveston Martial Arts - Accessibility, Envelope Renewals .....	154


Program:	Building Program	Sub-program:	Building
Project Name:	Community Safety Building Inventory Room and Associated Works	Submission ID:	6629
Location:	11411 No. 5 Road		
Cost:	\$402,850	OBI:	\$ -
Funding Sources:	Others: \$402,850		
Scope:	<p>The RCMP detachment has grown as a result of resource increases and an inventory management system is required.</p> <p>The current system does not align with current RCMP departmental security policies.</p> <p>This new system would provide a safe and secure method for storage, accountability and readily accessible deployment of costly policing equipment such as radios and mobile work stations. This would also fulfill a legal requirement on the storage of firearms, tasers, pepper spray and ammunition etc.</p> <p>This would also improve productivity by providing access to required equipment in a timely manner.</p>		
			

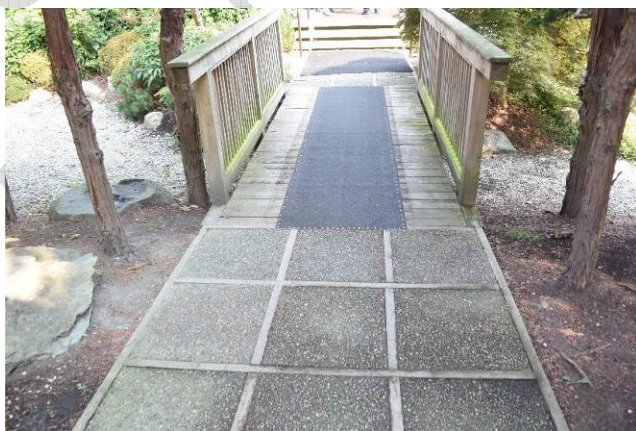
Program:	Building Program	Sub-program:	Building
Project Name:	Fire Hall No. 6 - Mechanical Component Replacements and Associated Works	Submission ID:	6686
Location:	9400 No. 4 Road		
Cost:	\$490,000	OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$490,000		
Scope:	<p>Multiple building components in this facility constructed in 1977 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 serve to prolong the life of the building and ensure the health and safety of its users/inhabitants.</p> <p>All of these works are planned to be completed at the same time to maximize savings in schedule and costs for mobilization and demobilization.</p> <p>Mechanical</p> <p>The HVAC system has reached the end of its serviceable life span. This system was installed in 2009 with the anticipated life span of 15 years, however based on an assessment conducted in 2018 this system is showing significant wear and tear due to constant usage. Without replacement this system will continue to deteriorate causing increased maintenance costs and potential failure due to unavailable parts.</p>		
			



<b>Program:</b>	<b>Building Program</b>	<b>Sub-program:</b>	<b>Building</b>
<b>Project Name:</b>	<b>Library Cultural Centre - Mechanical Components, Replacements and Interior/Accessibiility Renewals and Associated Works</b>	<b>Submission ID:</b>	<b>6262</b>
<b>Location:</b>	7700 Minoru Gate		
<b>Cost:</b>	\$5,100,000	<b>OBI:</b>	\$ -
<b>Funding Sources:</b>	Building and Infrastructure: \$5,100,000		
<b>Scope:</b>	<p>Multiple building components in this facility constructed in 1992 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 serve to prolong the life of the building and ensure the health and safety of its users/inhabitants.</p> <p>All of these works are planned to be completed at the same time to maximize savings in schedule and costs for mobilization and demobilization.</p> <p>Fire Alarm System and Exit Signs (\$415,000):</p> <p>The fire alarm system and exit signs have reached the end of the serviceable life span and will be replaced with new. Both systems were installed in 2005 with the anticipated life span of 10 years; they were assessed in 2018 and recommended for replacement in 2020 to ensure continued reliability of these building systems.</p> <p>Mechanical (\$4,235,000):</p> <p>Multiple HVAC systems have exceeded their serviceable life span and will be renewed/replaced as needed. All units are original to the building dating back to 1992 with anticipated life spans ranging from 15 - 25 years, they were assessed in 2018 and recommended for replacement in 2020 to ensure reliable continuity of service.</p> <p>Interior and Accessibility (\$450,000):</p> <p>Multiple flooring systems have exceeded their serviceable life span and will be replaced. Additionally the level 2 door leading to classrooms will be converted to a power assist accessible door. The flooring systems are original to the building dating back to 1992 with the anticipated life span of 25 years. Assessed in 2018, these systems showed significant wear and tear and were recommended for replacement in 2020.</p>		
			

Program:	Building Program	Sub-program:	Building
Project Name:	Minoru Arenas - Mechanical Components Replacements and Associated Works	Submission ID:	6607
Location:	7551 Minoru Gate		
Cost:	\$715,000	OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$715,000		
Scope:	<p>The hot water storage tanks and associated water distribution 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 serve to prolong the life of the building and ensure the health and safety of its users/inhabitants.</p> <p>All of these works are planned to be completed at the same time to maximize savings in schedule and costs for mobilization and demobilization.</p> <p>The two (2) hot water storage tanks provide hot water to the dressing rooms and zambonis.</p> <p>If not addressed, there is a high risk of unit failure, causing service interruptions and potential closures.</p>		



Program:	Building Program	Sub-program:	Building
Project Name:	Steveston Martial Arts - Accessibility, Envelope Renewals	Submission ID:	6608
Location:	4251 Moncton Street		
Cost:	\$400,000	OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$400,000		
Scope:	<p>Multiple building components in this facility constructed in 1971 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 and ensure the health and safety of its users/inhabitants.</p> <p>All of these works are planned to be completed at the same time to maximize savings in schedule and costs for mobilization and demobilization.</p> <p>Fire and Security Systems (\$105,000):</p> <p>The fire and security systems have reached their serviceable lifespan and will be replaced. The fire system is original to the building, dating back to 1971 while the security system was installed in 2003, both with the anticipated life span of 10 years. They were assessed in 2018 and recommended for replacement.</p> <p>Envelope (\$65,000):</p> <p>The wooden stairs and siding are splitting/cracking and will be renewed with new pieces to protect against water penetration. Additionally, the doors, soffits and roof drainage systems will be repaired/replaced as needed.</p> <p>Accessibility/Interior (\$210,000):</p> <p>The washrooms will be refreshed and upgraded to be fully accessible inclusive of flooring, doors, equipment and casework. Flooring and doors will also be repaired/replaced throughout the facility as needed.</p> <p>Grounds/Exterior (\$20,000):</p> <p>The wooden bridge leading to the main entrance is showing signs of deterioration and will be repaired/refurbished to ensure continued usage and aesthetics to the facility.</p>		
			

## Information Technology Program 2020 – Not Recommended

Due to funding constraints and higher priority projects, the following information technology projects are not recommended for funding.


### 2020 Not Recommended Information Technology – Information Technology Program


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NOT RECOMMENDED  
FOR FUNDING IN 2020



Program:	Equipment Program	Sub-program:	Information Technology
Project Name:	Emergency Notification System Integration to MyRichmond	Submission ID:	6651
Location:	City Hall		
Cost:	\$100,850	OBI:	\$ -
Funding Sources:	Capital Revolving: \$100,850		
Scope:	The City's current Emergency Notification system is out of support. The scope of work of this request includes integrating the new Emergency notification system to MyRichmond, by providing a single profile for the public to sign up for emergency notifications and blockwatch newsletter/alerts. The MyRichmond platform will be enhanced to promote sign ups through online advertisements, and a consent journey will be enabled for users to accept the new Privacy Information agreement.		
			

Program:	Equipment Program	Sub-program:	Information Technology
Project Name:	Enhanced Online Community Services Program Guide	Submission ID:	6726
Location:	City Wide		
Cost:	\$295,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$295,000		
Scope:	<p>The scope of work consists of the implementation of a customizable digital program guide on the City of Richmond website. This new enhanced online program guide would allow customers to set criteria for Community Services programs and produce a customizable and personalized PDF. It will be a customer-centric online catalogue that offers an intuitive, real-time and personalized browsing experience for residents to access programs and services. This enhanced online program guide would not only promote registration and participation, but also encourage the decommissioning of existing tools (e.g., printed copies) and allow for the reallocation of ongoing costs and staff-time to more innovative marketing strategies. Implementation includes public and stakeholder consultation to ensure the new enhanced online program guide meets the needs of the public and aligns with marketing and communication strategies and best practices.</p> <ol style="list-style-type: none"><li>1. Intuitive digital program guide that is more in-line with the industry's common features: product catalogue, thorough and flexible filters, sort and prioritization, predictive search, and downloading.</li><li>2. Tool to allow clients to plan their registration, such as the ability to highlight, save or pre-select programs.</li><li>3. Anonymous browsing and use of online guide (e.g., no login or account required).</li><li>4. Integration with online program registration system (e.g., click to navigate directly to program and register and buy).</li><li>5. Ability for customers to create a personalized program guide by enabling download and/or print search results in a visually appealing, organized and user-friendly format.</li><li>6. Ability for staff to develop and customize seasonal templates for the personalized program guide. Staff should be able to customize guide covers and add additional materials such as seasonal features or sections.</li><li>7. Easy, streamlined and cohesive client experience.</li><li>8. Responsive to various browsers and hardware.</li></ol>		
			

Program:	Equipment Program	Sub-program:	Information Technology
Project Name:	Richmond Library Programs Integration with MyRichmond	Submission ID:	6727
Location:	City Wide		
Cost:	\$230,000	OBI:	\$10,000
Funding Sources:	Capital Revolving: \$230,000		
Scope:	<p>Richmond Public Library (RPL) Programs are not searchable within MyRichmond. Residents has to go to MyRichmond website for community programs and RPL website for Library programs.</p> <p>1) Richmond Public Library (RPL) Customers browse and register for Library programs and events in RPL BiblioEvents application which is integrated with the Library catalogue system. While this is effective, we are seeking ways of marketing programs to those who are unaware of them and don't use library services otherwise. Having Library programs appear alongside City programs in the MyRichmond portal would improve their visibility and potentially their registration.</p> <p>2) MyRichmond to add a "My Library" section to link to RPL online services. Customers will benefit by not having to remember a separate login id and password for RPL online services to their library accounts. Customers will still be able to access RPL online services directly through their library card number and personal identification number.</p> <p>3) RPL's website will include a link to MyRichmond to allow customers to easily navigate back and forth between both applications.</p>		



**CITY OF RICHMOND**  
**5 YEAR CAPITAL PLAN SUMMARY (2020 - 2024)**  
(in \$000s)

	2020	2021	2022	2023	2024
<b>Infrastructure Program</b>					
Roads	50,843	14,821	14,867	14,527	13,480
Drainage	14,207	18,934	17,859	18,228	27,201
Water	9,143	7,779	7,792	6,906	7,751
Sanitary Sewer	13,563	11,300	15,450	13,370	10,950
Infrastructure Advanced Design and Minor Public Works	5,130	5,700	4,049	4,080	3,980
<b>Total Infrastructure Program</b>	<b>\$92,886</b>	<b>\$58,534</b>	<b>\$60,017</b>	<b>\$57,111</b>	<b>\$63,362</b>
<b>Building Program</b>					
Building	17,620	113,610	26,800	13,700	11,160
<b>Total Building Program</b>	<b>\$17,620</b>	<b>\$113,610</b>	<b>\$26,800</b>	<b>\$13,700</b>	<b>\$11,160</b>
<b>Parks Program</b>					
Parks	8,180	6,144	2,780	2,860	2,700
Parkland	4,000	4,000	4,000	4,000	4,000
<b>Total Parks Program</b>	<b>\$12,180</b>	<b>\$10,144</b>	<b>\$6,780</b>	<b>\$6,860</b>	<b>\$6,700</b>
<b>Public Art Program</b>	<b>\$695</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>
<b>Land Program</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$10,000</b>
<b>Affordable Housing</b>	<b>\$400</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>
<b>Equipment Program</b>					
Vehicle	3,441	2,528	2,334	3,995	4,434
Fire Vehicle	416	1,186	1,221	1,258	-
Information Technology	1,996	1,386	913	526	548
Equipment	538	779	580	581	32
<b>Total Equipment Program</b>	<b>\$6,391</b>	<b>\$5,879</b>	<b>\$5,048</b>	<b>\$6,360</b>	<b>\$5,014</b>
<b>Child Care Program</b>	<b>\$170</b>	<b>\$172</b>	<b>\$174</b>	<b>\$177</b>	<b>\$179</b>
<b>Internal Transfers/Debt Payment</b>	<b>\$5,310</b>	<b>\$4,586</b>	<b>\$4,201</b>	<b>\$4,201</b>	<b>\$2,866</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>\$155,652</b>	<b>\$213,275</b>	<b>\$118,370</b>	<b>\$103,759</b>	<b>\$109,631</b>



**CITY OF RICHMOND**  
**5 YEAR CAPITAL PLAN BY FUNDING SOURCES (2020 - 2024)**  
(in \$000s)

	2020	2021	2022	2023	2024
<b>DCC Reserves</b>					
Drainage DCC	-	1,510	-	-	2,144
Park Development DCC	6,330	3,907	1,647	1,787	1,740
Park Land Acquisition DCC	5,964	5,964	5,964	5,964	5,964
Roads DCC	12,773	8,478	8,047	8,051	5,731
Sanitary DCC	3,527	-	1,428	-	658
Water DCC	138	634	898	-	673
<b>Total DCC</b>	<b>\$28,732</b>	<b>\$20,493</b>	<b>\$17,984</b>	<b>\$15,802</b>	<b>\$16,910</b>
<b>Statutory Reserves</b>					
Affordable Housing	925	725	725	725	725
Capital Building and Infrastructure	16,288	72,527	6,800	13,700	10,550
Capital Reserve	15,079	45,691	28,979	8,575	14,010
Capstan Station	28,000	-	-	-	-
Child Care	170	172	174	177	179
Drainage Improvement	12,415	13,552	14,577	15,603	23,286
Equipment Replacement	3,655	3,392	3,310	4,833	4,066
Leisure Facilities	-	4,934	-	-	-
Public Art Program	694	150	150	150	150
Rate Stabilization	-	1,320	-	-	-
Sanitary Sewer	11,886	12,850	14,641	14,620	11,542
Watermain Replacement	10,591	8,820	8,466	8,407	8,480
<b>Total Statutory Reserves</b>	<b>\$99,703</b>	<b>\$164,133</b>	<b>\$77,822</b>	<b>\$66,790</b>	<b>\$72,988</b>
<b>Other Sources</b>					
Enterprise Fund	125	550	550	550	-
Grant and Developer Contribution	16,274	15,028	15,191	14,005	13,150
Other Sources	9,368	12,221	6,248	5,862	5,883
Sewer Levy	350	100	-	50	50
Solid Waste and Recycling	450	300	300	300	300
Water Levy	650	450	275	400	350
<b>Total Other Sources</b>	<b>\$27,217</b>	<b>\$28,649</b>	<b>\$22,564</b>	<b>\$21,167</b>	<b>\$19,733</b>
<b>Total Capital Program</b>	<b>\$155,652</b>	<b>\$213,275</b>	<b>\$118,370</b>	<b>\$103,759</b>	<b>\$109,631</b>

**CITY OF RICHMOND**  
**5 YEAR CAPITAL PLAN BY PROGRAM (2020 - 2024)**  
(in \$000s)

	2020	2021	2022	2023	2024
<b>Infrastructure Program</b>					
<b>Roads</b>					
Accessible Pedestrian Signal Program	250	-	-	-	-
Active Transportation Improvement Program	600	600	600	600	600
Annual Asphalt Re-Paving Program - MRN	1,558	1,558	1,558	1,558	1,558
Annual Asphalt Re-Paving Program - Non-MRN	3,288	3,288	3,288	3,288	3,288
Arterial Roadway Improvement Program	800	800	800	800	400
Bridge Rehabilitation Program		300	643	300	300
Cambie Overpass Rehabilitation Project	1,355	-	-	-	-
Cambie Road/No. 5 Road- Intersection Improvements	2,760	-	-	-	-
Capstan Station Construction	27,500	-	-	-	-
Capstan Station Integration Design	500	-	-	-	-
Citywide Connector Walkways Rehabilitation Program	250	250	250	250	250
Citywide Sidewalk and Street Light Replacement Program	500	500	500	500	500
LED Street Name Sign Program	300	300	300	300	300
Neighbourhood Walkway Program	750	750	750	750	500
Special Crosswalk Program	200	350	350	350	350
Steveston Highway Multi-Use Pathway, Mortfield Gate to No. 2 Road	6,000	-	-	-	-
Street Light LED Upgrade Program	400	490	490	490	490
Top 20 Collision Prone Intersections- Implementation of Medium-/Long-term Improvements	-	2,500	2,500	2,500	2,500
Top 20 Collision Prone Intersections- Preliminary Designs for Medium/Long-term improvements	600	-	-	-	-
Top 20 Collision Prone Intersections- Short-term Improvements	500	-	-	-	-
Traffic Calming Program	300	300	300	300	150
Traffic Signal Power Backup System (UPS)	100	200	200	200	200
Traffic Signal Program	800	1,050	1,050	1,050	800
Traffic Video and Communication Program	400	500	500	500	500
Transit-Related Amenity Improvement Program	25	25	25	25	25
Transit-Related Roadway Improvement Program	500	500	500	500	500
Transportation Planning, Functional and Preliminary Design	257	260	263	266	269
West Richmond Sidewalk Rehabilitation Program - Phase 1	350	-	-	-	-
West Richmond Sidewalk Rehabilitation Program - Phase 2	-	300	-	-	-
<b>Total Roads</b>	<b>\$50,843</b>	<b>\$14,821</b>	<b>\$14,867</b>	<b>\$14,527</b>	<b>\$13,480</b>
<b>Drainage</b>					
Box Culvert Repair	1,000		1,000		1,000
Burkeville Utility Improvements Drainage	2,236	2,495	1,741	2,271	2,271
Canal Stabilization	500	-	-	-	-

	2020	2021	2022	2023	2024
Development Coordinated Works - Drainage	250	250	250	250	250
Disaster Mitigation and Adaptation Fund Infrastructure Upgrades	4,516	9,194	9,603	6,637	4,500
Drainage Network Ecological Enhancement	200	150	150	150	150
Drainage Pump Station Rehabilitation and Generator Upgrade	250	250	250	250	250
East Richmond Drainage & Irrigation Upgrades	1,000	500	500	-	-
Flood Protection & Dike Improvements	1,000	3,000	1,000	7,000	5,000
Invasive Species Management	325	250	250	200	200
Laneway Drainage Upgrade	1,460	1,270	1,260	970	1,090
No. 3 Road South Pump Station Upgrade	-	-	-	-	9,140
SCADA System Improvements	150	-	-	-	-
Storm Main Drainage Upgrade	1,020	1,575	1,855	500	3,350
Watercourse Crossing Rehabilitation & Replacement	300	-	-	-	-
<b>Total Drainage</b>	<b>\$14,207</b>	<b>\$18,934</b>	<b>\$17,859</b>	<b>\$18,228</b>	<b>\$27,201</b>
<b>Water</b>					
Development Coordinated Works - Water	250	250	250	250	250
Pressure Reducing Valve Upgrades	-	-	1,000	-	-
Thompson Gate Pressure Reducing Valve Station	1,500	-	-	-	-
Water Metering Program	1,200	1,200	1,200	1,200	1,200
Watermain Replacement Upgrades Program	5,793	6,029	5,042	5,156	6,001
Watermain Tie-in and Restoration	400	300	300	300	300
<b>Total Water</b>	<b>\$9,143</b>	<b>\$7,779</b>	<b>\$7,792</b>	<b>\$6,906</b>	<b>\$7,751</b>
<b>Sanitary Sewer</b>					
Bennett West Pump Station Replacement	-	-	-	2,190	-
Development Coordinated Works - Sanitary	350	250	250	250	250
Eckersley B Sanitary Pump Station Replacement and Spires Utility Servicing	5,100	-	-	-	-
Gravity Sanitary Sewer Upgrade on River Road/Beckwith Road/Charles Street	-	-	2,500	-	-
Gravity Sewer Assessment Program	150	150	150	150	150
Gravity Sewer Replacement and Rehabilitation	-	-	7,000	7,000	1,800
Hamilton Area Sanitary Sewer and Pump Station	2,800	-	-	-	-
Leslie Pump Station Replacement	2,913	-	-	-	-
Manhole and Inspection Chamber Replacement Program	-	250	-	250	-
Sanitary Pump Station and Forcemain Assessments, Upgrades and Grease Management	600	3,200	2,300	3,080	1,800
Sanitary Pump Station Rehabilitation	300	300	300	300	300
Sanitary Sewer Tie-in and Restoration	150	150	150	150	150
Steveston Gravity Sewer Replacement and Rehabilitation	1,200	7,000	-	-	-
Steveston Pump Station Replacement and Forcemain on 4th Avenue	-	-	-	-	6,500
Van Horne Pump Station Replacement	-	-	2,800	-	-
<b>Total Sanitary Sewer</b>	<b>\$13,563</b>	<b>\$11,300</b>	<b>\$15,450</b>	<b>\$13,370</b>	<b>\$10,950</b>
<b>Infrastructure Advanced Design and Minor Public Works</b>					

	2020	2021	2022	2023	2024
City Centre Community Centre North - Furniture, Fixtures and Equipment (FF&E) and OBI	-	1,320	-	-	-
Fleet Minor Capital	280	-	-	-	-
Public Works Infrastructure Advanced Design	2,550	2,330	1,999	1,930	1,930
Public Works Minor Capital - Drainage	400	300	300	300	300
Public Works Minor Capital - Roads	400	400	400	400	400
Public Works Minor Capital - Sanitary	400	400	400	400	400
Public Works Minor Capital - Sanitation & Recycling	350	300	300	300	300
Public Works Minor Capital - Traffic	250	250	250	250	250
Public Works Minor Capital - Water	500	400	400	500	400
<b>Total Infrastructure Advanced Design and Minor Public Works</b>	<b>\$5,130</b>	<b>\$5,700</b>	<b>\$4,049</b>	<b>\$4,080</b>	<b>\$3,980</b>
<b>Total Infrastructure Program</b>	<b>\$92,886</b>	<b>\$58,534</b>	<b>\$60,017</b>	<b>\$57,111</b>	<b>\$63,362</b>
<b>Building Program</b>					
<b>Building</b>					
Britannia Shipyards Complex System Renewals	-	-	2,200	-	-
Capital Buildings Project Development Advanced Design	500	-	-	-	-
City Hall - Replacement of Mechanical, Life/Safety, and Envelope Components and Associated Works	2,630	-	-	-	-
City Hall Annex Infrastructure Replacements	-	-	-	-	800
Citywide Caretaker Suite Renewals	-	-	-	2,500	-
Community Safety Building - Mechanical Component Replacements and Associated Works	1,350	-	-	-	-
Fire Hall Renewals	-	-	-	3,000	-
Japanese Duplex and First Nations Bunkhouse Reconstruction and Exhibit Development	-	4,150	-	-	-
Minoru Centre for Active Living - Lap Pool 1 Reconstruction	3,000	-	-	-	-
Outdoor Pool Renewals	-	-	-	-	610
Richmond Courthouse - Mechanical Components Replacements, Envelope Renewals, Electrical Replacements, Structural Renewals and Associated Works	1,602	-	-	-	-
Richmond Courthouse Roof Replacement	-	-	-	-	1,150
Richmond Ice Centre Infrastructure Renewals - Phase 1	6,850	-	-	-	-
Richmond Ice Centre Infrastructure Renewals - Phase 2	-	6,850	-	-	-
Richmond Ice Centre Infrastructure Renewals - Phase 3	-	-	1,700	-	-
Richmond Ice Centre Infrastructure Renewals - Phase 4	-	-	-	3,700	-
South Arm Community Centre - Envelope and Interior Finish Renewals	-	-	800	-	-
South Arm Hall Infrastructure Renewal	-	-	-	700	-
Steveston Community Centre and Branch Library	-	100,000	-	-	-
Thompson Community Centre - Interior Finish Renewals	-	-	-	1,800	-
Watermania Infrastructure Renewals	-	-	-	2,000	-
Watermania Mechanical and Pool Equipment Renewals	-	-	2,100	-	-
West Richmond Community Centre - Envelope and Life Safety Renewals	-	2,610	-	-	-



	2020	2021	2022	2023	2024
Works Yard Electrical Service Upgrade and EV Infrastructure	1,688	-	-	-	-
Works Yard Infrastructure Renewals - Phase 1	-	-	20,000	-	-
Works Yard Infrastructure Renewals - Phase 2	-	-	-	-	8,600
<b>Total Building Program</b>	<b>\$17,620</b>	<b>\$113,610</b>	<b>\$26,800</b>	<b>\$13,700</b>	<b>\$11,160</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>					
Alexandra Park	-	1,154	-	-	-
Garden City Lands - Phase 4	-	-	500	-	-
Garden City Lands - Phase 5	-	-	-	500	-
Garden City Lands - Phase 6	-	-	-	-	500
King George Artificial Turf Sports Fields – Turf Replacement	-	790	-	-	-
Lang Park Completion	250	-	-	-	-
London Steveston Park Phase Three Construction	400	-	-	-	-
Lulu Island Park	-	-	250	500	-
Minoru Lakes Renewal Upgrades - Phase 1	4,060	-	-	-	-
Minoru Lakes Renewal Upgrades - Phase 2	-	2,000	-	-	-
Minoru Oval - Artificial Turf Replacement	1,030	-	-	-	-
Minoru Park Central Amenity Space - Playground Expansion	-	-	300	-	-
Minoru Park Central Amenity Space Detailed Design	-	-	-	-	200
Parks Advance Planning and Design	300	300	300	300	300
Parks Ageing Infrastructure Replacement Program	590	500	530	560	350
Parks General Development	400	400	300	400	400
Parks Identity Signage Program - Phase 3	100	-	-	-	-
Parks Interpretive Signage Program - Phase 1	-	-	100	-	-
Parks Interpretive Signage Program - Phase 2	-	-	-	-	100
Playground Improvement Program	600	700	500	400	500
Railway Granville Bike Park	270	-	-	-	-
Riverport and Cook Community Gardens	180	-	-	-	-
Steveston Community Park Playground Expansion	-	300	-	-	-
Trails Network Enhancements	-	-	-	200	350
<b>Total Parks</b>	<b>\$8,180</b>	<b>\$6,144</b>	<b>\$2,780</b>	<b>\$2,860</b>	<b>\$2,700</b>
<b>Total Parks Program</b>	<b>\$12,180</b>	<b>\$10,144</b>	<b>\$6,780</b>	<b>\$6,860</b>	<b>\$6,700</b>
<b>Public Art Program</b>					
<b>Public Art</b>					
Public Art Program	695	150	150	150	150
<b>Total Public Art Program</b>	<b>\$695</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>
<b>Land Program</b>					

	2020	2021	2022	2023	2024
<b>Land</b>					
Strategic Land Acquisition	10,000	10,000	5,000	5,000	10,000
<b>Total Land Program</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$10,000</b>
<b>Affordable Housing</b>					
Affordable Housing Operating Initiatives	400	200	200	200	200
<b>Total Affordable Housing</b>	<b>\$400</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>
<b>Equipment Program</b>					
<b>Vehicle Replacement</b>					
Automatic Vehicle Location/Global Positioning System	118	-	-	-	-
Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)	3,323	2,528	2,334	3,995	4,434
<b>Total Vehicle Replacement</b>	<b>\$3,441</b>	<b>\$2,528</b>	<b>\$2,334</b>	<b>\$3,995</b>	<b>\$4,434</b>
<b>Fire Vehicle</b>					
Fire Vehicle Replacement Reserve Purchases	416	1,186	1,221	1,258	-
<b>Total Fire Vehicle</b>	<b>\$416</b>	<b>\$1,186</b>	<b>\$1,221</b>	<b>\$1,258</b>	<b>-</b>
<b>Information Technology</b>					
Annual Hardware Refresh	363	405	522	526	548
Data Centre Server Refresh/Update - Phase 1 of 2	363	-	-	-	-
Data Centre Server Refresh/Update - Phase 2 of 2	-	360	-	-	-
Network Refresh for City Facilities - Phase 1 of 3	558	-	-	-	-
Network Refresh for City Facilities - Phase 2 of 3	-	621	-	-	-
Network Refresh for City Facilities - Phase 3 of 3			391		
Office 2016 Licensing - Phase 2 of 2	495	-	-	-	-
PeopleSoft HCM 9.2 Update 2020	217	-	-	-	-
<b>Total Information Technology</b>	<b>\$1,996</b>	<b>\$1,386</b>	<b>\$913</b>	<b>\$526</b>	<b>\$548</b>
<b>Equipment</b>					
Energy Management Projects	-	550	550	550	-
Fire Equipment Replacement from Reserve	258	229	30	31	32
Richmond Fire Driving Testing/Evaluation Platform	280	-	-	-	-
<b>Total Equipment</b>	<b>\$538</b>	<b>\$779</b>	<b>\$580</b>	<b>\$581</b>	<b>\$32</b>
<b>Total Equipment Program</b>	<b>\$6,391</b>	<b>\$5,879</b>	<b>\$5,048</b>	<b>\$6,360</b>	<b>\$5,014</b>
<b>Child Care Program</b>					
<b>Child Care</b>					
Child Care - Administration	110	112	114	117	119
Child Care Projects - City-wide (Capital Grants)	50	50	50	50	50
Child Care Projects - City-wide Non-Capital Grants	10	10	10	10	10
<b>Total Child Care Program</b>	<b>\$170</b>	<b>\$172</b>	<b>\$174</b>	<b>\$177</b>	<b>\$179</b>
<b>Internal Transfers/Debt Payment</b>					
<b>Internal Transfers/Debt Payment</b>					
12040 Horseshoe Way Repayment	525	525	525	525	525

# 5 Year Capital Plan by Program (2020 - 2024)

# Appendix 12

	2020	2021	2022	2023	2024
7080 River Road Repayment	2,341	2,341	2,341	2,341	2,341
Nelson Road Interchange Repayment	385	385	-	-	-
River Road/North Loop (2005) Repayment	1,335	1,335	1,335	1,335	-
Transfer funding from DCC Parks Development General to DCC Parks Development West Cambie	724	-	-	-	-
<b>Total Internal Transfers/Debt Payment</b>	<b>\$5,310</b>	<b>\$4,586</b>	<b>\$4,201</b>	<b>\$4,201</b>	<b>\$2,866</b>
<b>Contingent External Contribution</b>					
<b>Contingent External Contribution</b>					
Contingent External Contribution	10,000	10,000	10,000	10,000	10,000
<b>Total Contingent External Contribution</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>\$155,652</b>	<b>\$213,275</b>	<b>\$118,370</b>	<b>\$103,759</b>	<b>\$109,631</b>

The following is an overview of the major Capital programs proposed for the years 2021 to 2024.

### INFRASTRUCTURE PROGRAM

- **Disaster Mitigation and Adaptation Fund Infrastructure Upgrades Phases 2-5 of 5 (2021-2024: \$29,934,000)**

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 5 drainage pump station upgrades and perimeter dike raising within the Disaster Mitigation and Adaptation Fund. The grant funded projects include:

- Steveston Highway and Gilbert Road Drainage Pump Station Upgrade,
- No. 6 Road South Drainage Pump Station Upgrade,
- Ewen Road Pump Station Upgrade,
- No. 9 Road and Westminster Highway Pump Station Upgrade,
- McCallan Road Pump Station Upgrade, and
- Dike Upgrades.

- **No. 3 Road South Pump Station Upgrade (2024: \$9,140,000)**

This project includes demolishing the existing pump station at (No. 3 Road South) and rebuilding it to a modern standard. The project will increase pumping capacity, increase station resilience, make local dike upgrades and landscape the construction area. This project is part of a larger strategy to increase the City's drainage capacity, increase pump station reliability and reduce flooding in order to accommodate climate change and growth as outlined in the City's Official Community Plan.

The project is estimated to take 12-16 months. Construction will be scheduled for spring 2025.

Major Cost Components:

Civil (65%)	\$5,941,000
Mechanical (19%)	\$1,736,600
Electrical (16%)	<u>\$1,462,400</u>
Total	<u><u>\$9,140,000</u></u>

- **Steveston Gravity Sewer Replacement and Rehabilitation (2021: \$7,000,000)**

Several sections of gravity sewers within the City are at the end of their service life. As fibreglass pipes age, they become brittle and have an increased risk of failure. These mains have been prone to breaks in recent years, priority areas include but are not limited to Steveston and Broadmoor, amongst others. This project will replace sections of such pipes that are at the end of their service life as part of the City's ageing infrastructure replacement program.

- **Steveston Pump Station Replacement and Forcemain on 4th Avenue (2024: \$6,500,000)**

This project involves replacement of the Steveston sanitary sewer pump station and a new forcemain on 4th Avenue as part of the Steveston sanitary servicing plan. The Steveston sanitary pump station is at the end of its service life and requires replacement. This project involves the construction of a new sanitary pump station complete with wet well, pumps, kiosk, back-up generator, antenna, valve chamber, and BC Hydro transformer to replace the existing station.



**BUILDING PROGRAM**

- **Richmond Ice Centre Infrastructure Renewals Phase 2 to 4 (2021 - 2023: \$12,250,000)**

Multiple systems in the Richmond Ice Centre facility, constructed in 1994, 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 serve to prolong the life of the building and ensure the health and safety of its users/inhabitants.

**Interior:**

The interior flooring systems will be replaced to prevent a tripping hazard and ensure safe mobility for all occupants throughout the facility. Washroom accessories have all exceeded their serviceable life span and will be replaced/renewed as needed.

**Envelope:**

The exterior paint and window seals have reached the end of their serviceable life span and will be renewed/replaced as needed.

**Mechanical:**

The boilers, dehumidifiers, bay heaters and water distribution system have reached the end of their serviceable life span and will be replaced/renewed as needed. Potential risk of no hot water as well as temperature controls are at risk.

**Electrical:**

Main electrical service systems throughout the facility have reached the end of their serviceable life cycle and require renewal. If units are not replaced, there is potential for unit failure causing fire/electrocution/power failure.

- **Works Yard Infrastructure Renewals (2022 - 2024: \$28,600,000)**

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 serve to prolong the life of the building and ensure the health and safety of its users. All of these works are planned to be completed at the same time to maximize savings in schedule and costs for mobilization and demobilization.

**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 systems inclusive of hatches, skylights and access ladders; as well as aluminum framed glass wall/window systems at the administration, garage workshop, stores, sanitation office, survey and dispersal building have all reached the end of their serviceable life span and will be replaced.

**Mechanical:**

Heating/cooling, water distribution, exhaust ventilation, and gas supply 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.

- **Steveston Community Centre and Branch Library (2021: \$100,000,000)**

An estimated cost range for the new Steveston Community Centre and Branch Library was presented to Council on September 16, 2019. This submission will be revised accordingly in the Consolidated 5 Year Financial Plan (2021-2025).

## PARKS PROGRAM

- **Alexandra Park (2021: \$1,154,000)**

This project supports further improvements and upgrades to Alexandra Neighbourhood Park (formerly West Cambie). This development will see the addition of several amenities, including a central gathering space with seating, a lawn area for active and passive recreation, and ecological enhancements to improve habitat quality. The park is being developed according to a Council-approved plan (West Cambie Neighbourhood Park Master Plan) and will expand upon its range of opportunities for social interaction and recreational activities. The final phase of the park is being constructed in coordination with the expansion of the Alexandra District Energy Utility.

- **Garden City Lands Phase 4 to 6 (2022 - 2024: \$1,500,000)**

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. Boardwalks and interpretive signage are planned to provide greater access and opportunities for interaction with the bog ecosystem while a network of trails, community gardens and gathering areas are planned to allow more people to access the western side of the site along with expansion of farm related uses and programs. All planned works will be subject to Council and Agricultural Land Commission approval and are consistent with the Council approved Legacy Landscape Plan.

- **Minoru Lakes Renewal Upgrades - Phase 2 (2021: \$2,000,000)**

The scope of work for Minoru Lakes Renewal: Phase 2 includes more accommodating trails, a range of seating, more robust bridges, wayfinding, lighting, native and adaptive planting, and irrigation. These works are required because the trails, furnishings, lighting and bridges within the Minoru Lakes area are nearing the end of their life cycle and do not meet the current recreational health and wellness needs of the rapidly growing population living within a five minute walking distance (400 metres) of Minoru Park. Via the Minoru Park Vision Plan process, the community noted that the Minoru Lakes area is challenging to navigate, generally unwelcoming and viewed as unsafe. Renewed trails, seating, wayfinding, lighting, irrigation and planting in the Minoru Lakes area will help to address community concerns, better meet the needs of the surrounding densifying neighbourhood while also reducing maintenance requirements and enhancing ecological benefits.

- **Playground Improvement Program (2021 - 2024: \$2,100,000)**

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 Land Acquisition (2021 - 2024: \$30,000,000)**

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) (2021-2024: \$13,291,210)**

Annual replacement of vehicles eligible due to age and condition in accordance with Sustainable Green Fleet Policy 2020.

Process for replacement of aging 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
CCTV	Closed Circuit Television
CLCM	Contract Life-Cycle Management
CMBC	Coast Mountain Bus Company
CPI	Consumer Price Index
DCC	Development Cost Charges
EV	Electrical Vehicle
GCL	Garden City Lands
GHG	Greenhouse Gas
GPS	Global Positioning System
HPS	High Pressure Sodium
HVAC	Heating, Ventilation, and Air Conditioning
ICBC	Insurance Corporation of British Columbia
IPS	Infor Public Sector
KPI	Key Performance Indicator
LED	Light-Emitting Diodes
MPI	Municipal Price Index
MRN	Major Road Network
MUP	Multi-Use Pathway
NIC	Neighbourhood Improvement Charges
OBI	Operating Budget Impact
OCP	Official Community Plan
PDF	Portable Document Format
PRV	Pressure Reducing Valve
PW	Public Works
RCMP	Royal Canadian Mounted Police
RFP	Request for Proposal
RFR	Richmond Fire-Rescue
RPL	Richmond Public Library
RSA	Rate Stabilization Account
RWIS	Road Weather Information System
SCADA	Supervisory Control and Data Acquisition
TMC	Traffic Management Centre
UPS	Uninterruptable Power Supply





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<b>To:</b>	Finance Committee	<b>Date:</b>	November 22, 2019
<b>From:</b>	Jerry Chong, CPA, CA Director, Finance	<b>File:</b>	03-0985-01/2020-Vol 01
<b>Re:</b>	<b>2020 Proposed Operating Budget</b>		

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**Staff Recommendation**


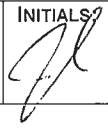

That:

1. The 2020 Operating Budget as presented in Budget Option 2 be approved as outlined below, or Council provide staff with direction to approve one of the alternative options presented in this staff report:
  - a. A same level of service budget increase, after tax growth, of \$3,875,707 with a tax increase of 1.69% and non-discretionary external senior government increases of \$300,000 with a tax increase of 0.13%, resulting in a combined increase of 1.82% be approved; and
  - b. Ongoing funding for expenditures previously approved by Council totaling \$984,045 for the following items: Minoru Centre for Active Living operating budget impact phase-in (Year 7 of 7), and the operating budget impact from developer contributed assets, with a tax increase of 0.43% be approved; and
  - c. Ongoing funding for expenditures previously approved by Council totaling \$527,500 for the operating budget phase-in impact of City Centre Community Centre North (Year 2 of 4), with a tax increase of 0.23% be approved; and
  - d. Ongoing funding for expenditures previously approved pursuant to Council's Safe Community Priority program (Year 2 of 3) in the amount of \$7,433,489 with a tax increase of 3.23% including:
    - i. Amounts which were funded by the rate stabilization account in the 2019 budget totaling \$4,325,868, with a tax increase of 1.88%; and
    - ii. 51 additional RCMP officers and 20 additional municipal employees to support the RCMP Detachment with a three-year phase-in plan (Year 2 of 3), totaling \$1,591,821 with a tax increase of 0.69% be approved; and
    - iii. 36 additional firefighters with a three-year phase-in plan (Year 2 of 3) in the amount of \$1,515,800 with a tax increase of 0.66% be approved; and

- e. Operating budget impact from the 2020 Capital Budget totaling \$644,794 with a three-year phase-in plan for an annual amount of \$214,931, resulting in a tax increase of 0.09% per year be approved; and
  - f. Two new positions, specifically a Regular Full-Time Affordable Housing Planner 1 and Regular Part-Time Child Care Program Planner 1 be approved with 0.00% tax increase as summarized in Attachment 9 and position complement control numbers be assigned; and
  - g. Ongoing expenditures for Emerging Organizational Additional Levels with an allowance of \$500,000 resulting in a tax increase of 0.22% be approved (refer to the recommended items from staff in Attachment 10); and
  - h. Transfer to reserves for infrastructure replacement needs as per Council's Long Term Financial Management Strategy in the amount of \$2,299,025 with a tax increase of 1.00% be approved; and
  - i. The Rate Stabilization Account be used to reduce the overall impact of additional operating costs for a total of \$1,609,318 resulting in a tax decrease of 0.70% be approved; and
2. The 2020 Operating Budget, as approved in item 1 above, be included in the Consolidated 5 Year Financial Plan (2020-2024).



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

REPORT CONCURRENCE	
<b>CONCURRENCE OF GENERAL MANAGER</b> 	
<b>REVIEWED BY SMT</b>	<b>INITIALS</b> 
<b>APPROVED BY CAO</b> 	

## **Executive Summary**

With the 2019 operating budget, Council approved an accelerated implementation of the Safe Community Priority Program which included funding for 107 safe community positions over three years (2019-2021) and directed staff to prepare the Consolidated 5 Year Financial Plan (2019-2023) with specific tax impacts approved for 2021 and 2022.

The 107 positions approved in Council's Safe Community Priority Program are:

- 36 Fire Rescue positions, phased-in over 3 year (2019-2021)
- 51 RCMP Officers over 3 years (2019-2021)
- 20 municipal employees to support the RCMP Detachment over 3 years (2019-2021)

At Council's direction, rate stabilization funding was utilized to reduce the 2019 tax increase to 4.82%, deferring part of the impact of the approved 2019 increase to future budgets. The Consolidated 5 Year Financial Plan incorporated a plan to gradually reduce the utilization of rate stabilization funding each year, until the increases from the Safe Community Priority Program are fully funded by 2022.

This multi-year budget approval approach provided staff with a degree of certainty in projecting the future year increases. It was projected that the tax increase for 2020 would be 6.69%.

SMT and the CAO have done considerable work including conducting a significant number of reviews to achieve a same level of service budget of 1.69% which is below the CPI target of 2.00%, and to provide a recommendation on the proposed tax increase for this five-year planning period.

### **2020 Proposed Budget**

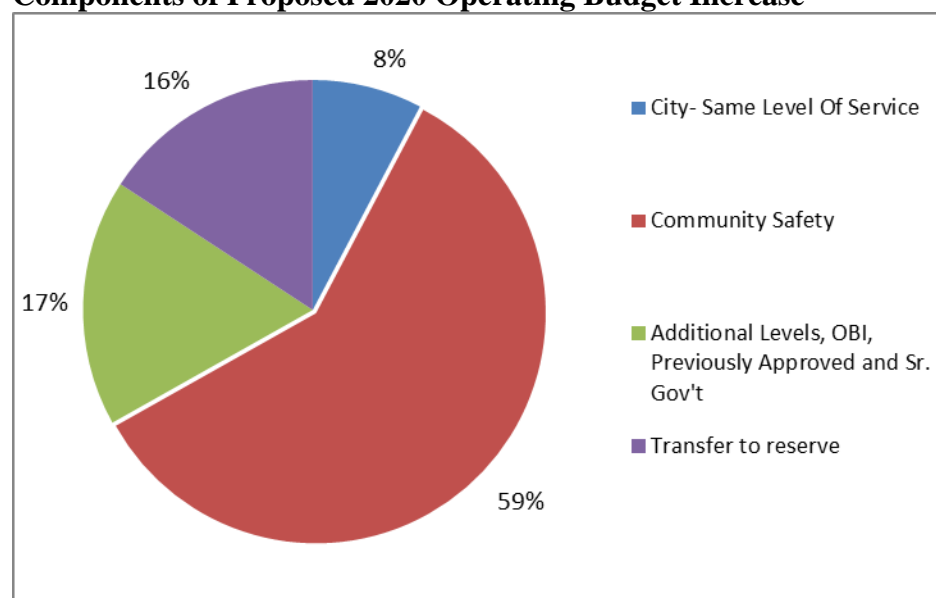
The outcome of the 2020 budget process results in a proposed tax increase of 6.32%, which is lower than the originally projected amount of 6.69%.

The 2020 budget increase includes Council's Safe Community Priority Program (Year 2 of 3), which includes the following new positions:

- 12 Fire Rescue positions
- 12 RCMP Officers
- 5 municipal employees to support the RCMP Detachment

59% of the 2020 budget increase is attributable to enhancing community safety as shown in the following graph.

### Components of Proposed 2020 Operating Budget Increase



The components of the budget are summarized in the following table. For discussion on the budget components, refer to the corresponding reference number in the 2020 Proposed Operating Budget section on pages 10-16.

Ref	Budget Component	Amount (in \$'000s)	Tax Impact
1	Same Level of Service Increase (meets LTFMS target of 2.00%)	\$3,876	1.69%
2	External Senior Government Related Increases: Canada Pension Plan Enhancements	300	0.13%
3	Previously Approved Expenditures: Major Facilities OBI Phase-in (Year 7 of 7), Developer Contributed Assets OBI In Service in 2020	984	0.43%
4	Operating Budget Impact of the Previously Approved Developer Funded Community Centre: City Centre Community Centre North (Year 2 of 4)	527	0.23%
5	<b>Safe Community Priority Program – 107 policing and fire rescue positions:</b>		
	Deferrals from previous budget	4,326	1.88%
	36 fire rescue positions phased-in over three years (Year 2 of 3)	1,515	0.66%
	51 RCMP officers and 20 municipal employees to support the RCMP Detachment phased-in over three years (Year 2 of 3)	1,592	0.69%
	<b>Total 107 Positions - Safe Community Priority Program (Year 2 of 3)</b>	<b>7,433</b>	<b>3.23%</b>
6	Operating Budget Impact from the 2020 Capital Budget (Year 1 of 3)	215	0.09%
7	No Tax Impact Positions (Attachment 8)	-	-%
8	Emerging Organizational Additional Levels (Attachment 9)	500	0.22%
9	Less: Rate stabilization	(1,609)	(0.70%)
<b>Proposed 2020 Operating Budget Increase</b>		<b>\$12,226</b>	<b>5.32%</b>
10	Investment in Infrastructure Replacement Needs (Transfer to Reserves)	2,299	1.00%
<b>Proposed 2020 Operating Budget Increase</b>		<b>\$14,525</b>	<b>6.32%</b>



Should Council wish to consider an option that differs from what has already been approved as part of the 2019 Budget, SMT and the CAO have provided an alternative option which utilizes a combination of strategies to reduce the budget impact.

Option		2020	2021	2022	2023	2024
Option 1	Previously Approved Financial Plan	6.69%	5.20%	3.91%	5.36%	3.89%
Option 2 (recommended)	Minor Improvements to the Previously Approved Financial Plan	6.32%	5.18%	3.84%	4.19%	3.89%
Option 3	Corporate Reset and Rate Stabilization	4.82%	3.92%	3.73%	4.24%	3.95%

For discussion of other budget options, refer to pages 16 to 22.

## Staff Report

### Origin

Subsection 165(1) of the *Community Charter* requires the City to adopt a 5 Year Financial Plan (5YFP) Bylaw. The 2020 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, with no projection of a deficit.

The proposed 2020 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.*"

At the Special Finance Committee meeting on January 14, 2019, staff were provided with the following direction:

- 1) *That 36 additional firefighters with 12 in 2019, 12 in 2020, 12 in 2021 and zero in 2022 be approved; and*
- 2) *That 51 RCMP officers and 20 municipal employees over three years (2019, 2020, 2021) with 19 RCMP officers designated for 2019 be approved.*

The 2020- budget has been prepared accordingly, adding 12 firefighters, 12 RCMP officers and 5 municipal employees to support the RCMP Detachments, as outlined in the RCMP's Three-Year Resource Plan (2019-2021).

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.*

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

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

- 1.1. Enhance safety services and strategies to meet community needs.*
- 1.2. Future-proof and maintain city infrastructure to keep the community safe.*
- 1.3. Ensure Richmond is prepared for emergencies, both human-made and natural disasters*
- 1.4. Foster a safe, caring and resilient environment.*

Council's 2018-2022 Strategic Plan is summarized in Attachment 1.

## **Analysis**

### Environmental Scan

#### *Economic Outlook*

New home construction, as measured by housing starts, has remained relatively steady since the decline in 2016 and shows signs of improving. Year to date to Q3 2019, housing starts in Richmond have increased by 12% over the same period last year.

Led by multi-family residential construction in the City Centre, building activity reached an all-time high in 2015. 2019 is on track for another strong year of building activity with year-to-date values to Q3 2019 up by 27% over the same period last year. The number of building permits, meanwhile, has declined by 15% over the same period in 2018. Fewer permits with higher values is indicative of continued multi-family development as the implementation of the City Centre Area Plan continues.

Please refer to Attachment 2 for further information on the Economic Outlook.

#### *Taxation*

When compared to the 21 municipalities in Metro Vancouver, the 2019 average residential home in Richmond ranks as the 9<sup>th</sup> highest in average assessment value of \$1.13M while having the 4<sup>th</sup> lowest average municipal taxes (from 5<sup>th</sup> lowest the previous year) of \$1,745. Approximately 50% of the tax bill is comprised of levies collected for other taxing jurisdictions including Translink, School Board, Metro Vancouver, BC Assessment and Municipal Finance Authority. City Council has no control over the rate of increase of levies. Within the comparator group of Vancouver, Coquitlam, Burnaby and Surrey, Richmond continues to have the 2<sup>nd</sup> lowest municipal tax for the average residential assessment. Please refer to Attachment 3 for a comparison of all Metro Vancouver municipalities.

With significant increases in business assessments in comparison to residential assessments in the region, overall residential tax rates across the Metro Vancouver municipalities increased greater than business tax rates. As a result, business to residential tax ratios for 2019 are lower than the prior year. Richmond's business to residential tax ratio decreased from 3.19 in 2018 to 2.76 in 2019. Richmond's ranking improved by dropping from the 13<sup>th</sup> highest position in 2018

to the 15<sup>th</sup> highest in 2019, aligning with Council's goal of being in the middle in comparison to other municipalities in this regard. However, Richmond continues to be the lowest in business to residential tax ratio when compared to our comparator group.

### *Long Term Financial Management Strategy (LTFMS)*

On March 23, 2015 Council approved a new Casino funding allocation model which took effect starting with the 2016 budget. At that time budgeted casino revenue was \$18.10M. In 2018, budgeted casino revenue was reduced to \$16.50M to align with the actual revenues received. For the 2020 budget, it is projected to further decrease to approximately \$14.50M. Table 1 summarizes the allocation of gaming revenue in comparison to the 2019 allocation.

Staff will continue to monitor the trend of casino revenue received and will prepare a revised allocation model for Council's consideration when it is confirmed whether this budget estimate appears to be a stable level of funding expected to be received.

**Table 1 – Casino Funding Allocation (in \$000s)**

Casino Funding	Allocation	2020 Preliminary Budget	2019 Approved Budget	Amount Change
Capital Reserve	30%	\$4,350	\$4,950	(\$600)
Grants*	15%	2,175	2,475	(300)
Council Community Initiatives Account	2%	290	330	(40)
Debt Servicing	Fixed	5,000	5,000	-
Operating (RCMP)	4 Officers	730	706	24
Capital Building Infrastructure Reserve	Remainder	1,955	3,039	(1,084)
<b>Total</b>		<b>\$14,500</b>	<b>\$16,500</b>	<b>(\$2,000)</b>

\* The amount required for all grants funded by casino revenue is \$2.52M, including the recently approved contribution to a not-for-profit organization approved in Closed meetings. The difference of \$0.34M is to be funded from the Grants Provision which has accumulated a balance of \$1.29M since established in 2016 to hold surplus funds when the allocation from gaming revenue exceeded the annual grant expenditures.

Grants funded by gaming revenue include:

- Gateway Theatre contribution
- Health, Social and Safety grants
- Arts, Culture and Heritage grants
- Parks and Recreation grants
- Richmond Centre for Disability contribution
- Richmond Therapeutic Equestrian Society contribution
- Various Youth Grants

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.



Debt servicing relates to the \$50M debt to fund the Minoru Centre for Active Living, part of the Major Facilities Replacement Plan – Phase 1, which will be repaid over a 10 year term (2015 through 2024).

### Budget Challenges

The Operating Budget provides funding for a vast array of municipal operations, which include: funding police services; operation of fire halls; community centres; arenas; pools; parks; libraries; financial management and other corporate services; facility maintenance and development; maintenance of roads; technology services; corporate administration; traffic lights; planning for the transportation network; land use; building and development approvals; storm drainage flood protection; arts, culture, and heritage, etc.

Richmond has additional complexities with the diking system that is unique to our island city. Dikes along with watermains, pump stations, and sanitary sewers, as well as garbage and recycling services are funded through the City's Utility Budget which was approved by Council on November 12, 2019. Note that storm drainage operating costs are currently funded by the Operating Budget and investment in storm drainage infrastructure replacement (which is transferred into the reserves to fund capital projects) is funded by the Utility Budget.

The Operating Budget also includes funding for capital reserves which is required to maintain aging facilities, replacement of major facilities, and to fund various other capital projects funded by the Revolving Fund, including the assist factor portion (i.e. the portion required to be funded by the City) for projects funded by Roads Development Cost Charges and Parks Development Cost Charges. In addition, for expanded or repurposed facilities, and upgraded infrastructure, there is a tax impact from the associated Operating Budget Impact (OBI) which may include additional heat and electricity to operate the building as well as additional staff to expand the current programs offered within the new facility.

Attachment 4 presents the Municipal Breakdown of \$1 (before the OBI from the 2020 Capital Budget and 2020 recommended additional levels of service, which are subject to Council approval), which depicts how the budget is allocated to deliver all of the services funded by the Operating Budget. Over 38 cents of each dollar collected goes toward the provision of policing and fire rescue services.

### Budget Process

The proposed 2020 Budget presents a same level of service budget, with only non-discretionary increases that can be clearly identified and supported. 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. Please refer to Attachment 5 for the 2020 Budget Cycle.

The City undergoes a continuous review of its programs and services in order to identify further service improvements and cost reductions. Staff continually look for efficiencies and innovative

ways to deliver services that would streamline business processes, contain costs and leverage the increased use of technology.

### 2020 Proposed Operating Budget

This section of the report discusses each component of the 2020 Proposed Operating Budget as presented in the Executive Summary table on page 4.

The proposed 2020 Budget presents a same level of service budget, with only non-discretionary increases that can be clearly identified and supported. 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.

## **1. Same Level of Service Increase**

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 2.0% for 2020. In comparison, the Municipal Price Index is estimated at 4.7%.

The same level of service increase as shown in Attachment 6 is 1.69%, therefore this policy target is met. Attachment 6 presents the net base budget by department/division for 2019 and the proposed net base budget to deliver the same levels of service in 2020, before external senior government related increases. This includes non-discretionary increases only as supported by contracts and agreements and does not include any additional levels of service.

### *Organization Profile*

The City's six corporate divisions include:

- Community Safety
- Community Services
- Engineering and Public Works
- Finance and Corporate Services
- Corporate Administration
- Planning and Development

The All Divisions summary included in Attachment 7 shows the City's base operating budget to deliver the same level of services as last year, which totals \$340.89M. Since the City delivers many services and programs, labour is a significant component of the budget (48%). Contracts represent 23% of the base operating budget, which is largely due to the RCMP contract for policing services.

The base operating budget is primarily funded by property tax (69%). Community User Fees were increased by 2.00%, where possible through the Consolidated Fees Bylaw, effective January 1, 2020.

Attachment 7 also includes further details on each Division's same level of service budget.

### *Key Financial Drivers*

The key financial drivers of the 2020 budget increase are summarized in Table 2.

**Table 2 – 2020 Key Financial Drivers**

<b>Cost Breakdown</b>	<b>Amount (in 000's)</b>
RCMP – Contract Increase	\$2,173
Salaries and Benefits Increase – City-wide	2,704
Salaries and Benefits – Fire Rescue and Policing support for RCMP Detachment	1,407
2019 OBI Phase-in Year 2 of 3	402
Snow and Ice Control Expenditures	447
Project Development Cost Escalation	377
Richmond Ice Centre Transfer of Maintenance Responsibilities	157
E-Comm Contract Increase	90
Other contracts – City wide	205
Revenue increase	(1,452)
<b>Net Budget Increase</b>	<b>\$6,510</b>

The largest cost driver of the 2020 budget which impacts all City divisions is the estimated salary and step increases in accordance with collective agreements, which are currently under negotiation.

The next largest cost driver of the same level of service budget is the RCMP contract increase to maintain the existing complement of RCMP officers, before the addition of 12 new officers.

The combined cost increases related to policing and fire rescue, including the RCMP contract increase, salaries and benefits for fire rescue and policing support for the RCMP detachment, and the E-Comm contract increase is \$3.67M which accounts for 56% of the net budget increase.

The budget for snow and ice removal has been based on a 6 year rolling average to account for fluctuations from year to year. Over the last several years actual costs have exceeded the 6 year rolling average, therefore the proposed budget for snow and ice control is based on a 4 year rolling average which results in an increase of \$447K.

Project Development has experienced cost increases with repairs and maintenance of building and is increasing their budget to ensure adequate funds are in place to address ageing infrastructure needs. The projected cost escalation amount is \$377K.

The recent acquisition of the Richmond Ice Centre resulted in additional budget impacts of \$157K for facility operations maintenance and snow and ice removal for the parking lot which the previous owner maintained.

Increases to revenue includes CPI increases in accordance with the Consolidated Fees Bylaw, increases to investment income and increase in payments in lieu of taxes.

### *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. With respect to developments under construction, assessors at BC Assessment Authority determine the value of all new developments under construction by the percentage of completion as of November 30<sup>th</sup> each calendar year. Increases in a property’s market value are not included in the non-market change figure. Therefore the development applications received during the year should have no impact on new growth for the coming year as actual construction on the property would not have taken place. The reported project value of the development may take up to three years to be fully reflected in the municipality’s assessment roll.

New tax growth for 2020 is estimated at \$2.63M.

## **2. 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.”*

In accordance with Council policy, these items are identified and included in the tax increase above and beyond the CPI target.

### *Canada Pension Plan Enhancement*

Effective 2019, the Canada Pension Plan (CPP) will be gradually enhanced. This means the employee will receive higher benefits in exchange for making higher contributions.

Employers will pay the same increase in contributions as their employees. The estimated budget impact in 2020 is \$0.30M or a 0.13% tax impact. Future year impacts of this enhancement will continue through 2025 estimated to \$0.30M to \$0.40M per year.

## **3. Previously Approved Expenditures**

There are two types of previously approved amounts that are included in the 2020 budget:

- i. Amounts gradually phased-in to the budget
- ii. OBI of Developer Contributed Assets negotiated through development that will be operational in 2020



*Previously Approved Operating Budget Impacts of Major Facilities Phase 1*

In the 2014 Budget, a Major Facilities Phase 1 Operating Budget Impact (OBI) phase-in plan was approved, resulting in approximately \$656K incremental budget added each year until 2020 to provide funding for:

- the new City Centre Community Centre;
- expanded Fire Hall No. 1;
- the expanded replacement of the Older Adults Centre; and
- the expanded replacement of the Minoru Aquatics Centre.

This OBI phase-in plan was amended on November 14, 2016 through the Minoru Centre for Active Living service levels. The final years of this OBI phase-in plan relates to funding for expanded programming at the Minoru Centre for Active Living.

The 2020 amount for the Major Facilities OBI phase-in is \$656K for a 0.29% tax impact.

*Previously Approved Operating Budget Impact Associated With Other Developer Contributed Assets City-wide*

Developer contributed assets that were previously approved by Council as part of development applications or rezoning approvals will be placed in service in 2020 and will require funding for ongoing operation and maintenance. These assets include road, water, sanitary and sewer infrastructure, traffic lights, and parks. As these assets become part of the City's inventory of assets to manage, additional operating budget funds are required to ensure the same level of service is maintained for the City's growing infrastructure.

2020 Developer Contributed Assets OBI amounts to \$328K or a 0.14% tax impact as detailed in Attachment 8.

The total previously approved expenditures have a total tax impact of 0.43%.

**4. Operating Budget Impact of the Previously Approved Developer Funded Community Centre**

On September 26, 2016 Council endorsed the City Centre Community Centre North facility which would require additional funds to be added to the operating budget. This facility is anticipated to open in 2022.

As part of the 2017 budget, the preliminary OBI estimate of \$1.42M with a four year phase-in plan commenced to align with the originally expected opening date. \$355K has been phased-in in 2017. In 2018 and 2019, the remainder of the phase-in plan was deferred due to changes in the anticipated opening date. The remainder of the phase-in plan could be completed over the years 2020-2022 to align with the anticipated opening of the new facility, with an estimated total OBI of \$1.94M over three years resulting in an increase of \$527K per year, or a tax impact of 0.23% in 2020. It is recommended to continue phasing-in this OBI over the years 2020-2022.

## 5. Council's Safe Community Priority Program - 107 Policing and Fire Rescue Positions (2019-2021)

On February 11, 2019, Council approved the following expenditures related to the Safe Community Priority Program to provide 51 RCMP Officers, 20 Municipal Employees to support the RCMP Detachment and 36 Fire Rescue positions phased-in over three years (2019-2021). The 2020 operating budget impacts are as follows:

**Table 3 – Council's Safe Community Priority Program (Year 2 of 3) (in \$000s)**

Previously Approved Expenditures	Amount	Tax Impact
Deferrals from the 2019 budget	\$4,326	1.88%
51 RCMP officers and 20 municipal employees to support the RCMP Detachment phased-in over three years (Year 2 of 3)	1,592	0.69%
36 fire rescue positions phased-in over three years (Year 2 of 3)	1,516	0.66%
<b>Total Safe Community Priority Program (Year 2 of 3)</b>	<b>\$7,434</b>	<b>3.23%</b>

### *Deferrals from the 2019 Budget*

On February 11, 2019, Council approved the 2019 Operating Budget using the Rate Stabilization Account to reduce the overall impact of additional operating costs. In 2019, 2.00% impact was deferred to the 2020 budget. The impact of \$4.33M deferred from the 2019 budget is a tax impact of 1.88%, a lower percentage than was originally deferred due to the approved increase to the tax base. Refer to section 9 Rate Stabilization below for the portion that will be deferred to future budgets.

### *Policing*

In 2019, 51 RCMP Officers were approved with 35 in 2019 (16 approved in 2018 and 19 more approved in 2019); 12 additional officers approved for 2020 and 4 additional officers in 2021. The 16 approved for 2020 and 2021 are phased-in equally over two years, with a tax impact of 0.51% per year.

In 2019, 20 municipal employees to support the RCMP detachment were approved with 13 funded in 2019, 5 additional municipal employees to support the RCMP detachment in 2020 and 2 more in 2021. The 20 positions are being phased-in to the budget over three years (2019-2021) with a tax impact of 0.18% per year.

### *Fire Rescue*

In 2019, 36 firefighters were approved with 12 in 2019, 12 in 2020 and 12 in 2021. The 2020 budget includes 12 additional firefighters with a tax impact of 0.66%.

## **6. Operating Budget Impact from the 2020 Capital Budget**

The 2020 Capital Plan includes new and expanded infrastructure and equipment which also requires operating funds to maintain. The 2020 Capital Budget total is \$155.65M. The OBI associated with the 2020 Capital program is \$793K. Of this amount \$148K is associated with utility projects and will be included in future utility budgets.

The operating budget impact from the 2020 Capital Budget in the amount of \$645K is proposed to be phased-in over three years, which amounts to \$215K or a 0.09% tax impact.

## **7. No Tax Impact Positions**

Only high priority items which have funding sources are recommended to be added to the base budget with no tax impact. For 2020, 2 positions, namely, new Regular Full-Time Affordable Housing Planner 1 and Regular Part-Time Child Care Program Planner 1 are recommended with position complement control numbers requested to be assigned. These positions are funded through statutory reserves which hold the contributions received from developers to deliver specific programs.

Please refer to Attachment 9 for the list of recommended positions with no tax impact.

## **8. Emerging Organizational Additional Levels**

The proposed 2020 budget includes an estimate of \$500K, or a tax impact of 0.22% to provide funding for new or expanded programs and services that Council may wish to approve.

In order to assist Council with their evaluation, the Senior Management Team (SMT) and the CAO have reviewed the emerging organizational additional level submissions. Only high priority items are recommended to be added to the base budget. For 2020, 17 additional level submissions have been received totaling \$1.90M. After reviews and discussions, four submissions totaling \$456K as outlined in Attachment 10 are suggested to be recommended and funded from the \$500K estimate. Refer to Attachment 11 for the list of emerging organizational additional level requests that are not recommended for funding due to budget constraints.

At the Finance Committee's discretion, any of the items recommended for funding may be removed from the recommended list. In addition, any item that is not recommended for funding may be reconsidered for recommendation. Should Council wish to approve a different amount from the \$500K estimate for emerging additional organizational levels, the proposed tax increase would increase or decrease accordingly.

If Council approves the items recommended for funding as presented in Attachment 10 totaling \$456K with a tax impact of 0.20%, the proposed tax increase would be reduced by 0.02% since the proposed tax increase already includes the \$500K estimate. If Attachment 10 is approved by Council as presented, this would result in three additional positions created: Regular Full-Time Tax Clerk, Regular Full-Time Homelessness Coordinator, and Regular Full-Time Planner 3, and three position complement control numbers would be assigned.

## **9. Rate Stabilization**

Council established a Rate Stabilization Account (RSA) to accumulate surplus and use it to fund one-time costs and to offset any large spikes in the City's annual tax increase allowing for a smoothing of the tax rate when required. Rate Stabilization is a temporary funding solution to stabilize the tax increase and therefore, defers the tax increase to future years.

The Consolidated 5 Year Financial Plan (2019-2023), was structured to reduce the amount of rate stabilization funding until it would gradually be phased-out. The approved plan projected to utilize rate stabilization funding to reduce the impact by 0.7% in 2020 which amounts to \$1.61M, 0.3% in 2021, and none for years 2022 or 2023.

## **10. Investment in Infrastructure Replacement Needs (Transfer to Reserves)**

Civic buildings, including recreation facilities, fire halls, community centres and other public amenities are important to ensure the safety, upkeep and well-being of the community.

Council's Long Term Financial Management Strategy (LTFMS) has a policy to increase 1% transfer to reserves to fund community infrastructure replacement needs. This reserve funds the replacement of buildings, such as Fire Hall 1 which opened in 2018. The Minoru Centre for Active Living which partially opened in 2019. The Fitness Centre is scheduled to open to the public in January 2020 with full opening of the entire facility expected in the fall of 2020. In 2018, Council approved Major Facilities Phase 2 which includes the Animal Shelter, Lawn Bowling Clubhouse, Phoenix Net Loft, and Steveston Community Centre and Branch Library. This reserve fund is also largely utilized to fund major repairs for all City owned buildings to ensure community buildings remains safe and operational.

It is recommended to continue with Council's LTFMS and transfer an additional 1% into the capital reserves to replenish the funds spent on completed projects, as well as to replenish the funds that are committed to approved capital projects which are in progress. It is important to recognize that a significant portion of reserve balances are committed to active projects. The reserve balances are drawn down on a cash basis, not as projects are approved. Therefore it is prudent to ensure funding is in place for future investments, such as the Steveston Community Centre and Branch Library.

### **Budget Options**

SMT and the CAO have done considerable work including conducting a significant number of reviews to achieve a same level of service budget of 1.69% which is below the CPI target of 2.00%, and to provide a recommendation on the proposed tax increase for this five-year planning period.

Various scenarios were evaluated to determine the 2020 proposed budget and projected 5 Year Financial Plan as summarized in Table 4 below.



**Table 4 – 5 Year Financial Plan (2020-2024) Options Summary**

Option		2020	2021	2022	2023	2024
Option 1	Previously Approved Financial Plan	6.69%	5.20%	3.91%	5.36%	3.89%
Option 2 (recommended)	Minor Improvements to the Previously Approved Financial Plan	6.32%	5.18%	3.84%	4.19%	3.89%
Option 3	Corporate Reset and Rate Stabilization	4.82%	3.92%	3.73%	4.24%	3.95%

All budget options proposed for the 2020-2024 5 Year Financial Plan include the following:

- 51 RCMP Officers, 20 Municipal Employees to support the RCMP detachment, phased-in over 3 years 2019-2021 (Year 2 of 3)
- 36 Firefighters including 12 for Steveston/Seafair and 24 for City Centre/Brighthouse, phased-in over 3 years (2019-2021) (Year 2 of 3)
- An increased investment in infrastructure replacement pursuant to Council's Long Term Financial Management Strategy.
- Rate stabilization funding is utilized to decrease the current year tax impact, deferring a portion to years 2021 and 2022.

### Budget Option 1 – Previously Approved Financial Plan

This option was approved by Council through the 2019 Budget and 5 Year Financial Plan (2019-2023). Since Council took a multi-year approval approach to the 2019 budget, a viable option is to continue with the current plan, with the addition of projections for the 2024 year.

**Table 5 – 5 Year Financial Plan (2024-2024) – Budget Option 1**

Budget Component	2020	2021	2022	2023	2024
Same Level of Service Increase (meets LTFMS target of 2.00%)	1.68%	1.12%	1.49%	1.91%	1.95%
External Senior Government Related Increases: Canada Pension Plan Enhancements	0.16%	0.16%	0.18%	0.18%	0.12%
Previously Approved Expenditures	0.26%	0.05%	0.08%	0.09%	0.07%
City Centre Community Centre North OBI (Year 2 of 4)	0.21%	0.21%	0.20%	-%	-%
<b>Safe Community Priority Program:</b>					
Deferrals from previous budget	2.00%	0.70%	0.30%	-%	-%
36 fire rescue positions	0.93%	0.93%	-%	-%	-%
51 RCMP officers and 20 municipal employees to support the RCMP Detachment	0.73%	0.73%	-%	-%	-%
<b>Total 107 Positions - Safe Community Priority Program</b>	<b>3.66%</b>	<b>2.36%</b>	<b>0.30%</b>	<b>-%</b>	<b>-%</b>
Operating Budget Impact from Capital Budget	0.19%	0.37%	0.43%	0.56%	0.23%
City-Wide Additional Levels	0.23%	0.23%	0.23%	1.62%	0.52%
Less: Rate stabilization	(0.70%)	(0.30%)	-%	-%	-%
<b>Proposed Tax Increase – including 107 positions – Safe Community Program (2019-2021)</b>	<b>5.69%</b>	<b>4.20%</b>	<b>2.91%</b>	<b>4.36%</b>	<b>2.89%</b>
<b>51 RCMP officers, 20 municipal employees to support the RCMP Detachment, and 36 fire rescue positions</b>					
Investment in Infrastructure Replacement	1.00%	1.00%	1.00%	1.00%	1.00%
<b>Proposed Tax Increase with LTFMS Transfer to Reserves</b>	<b>6.69%</b>	<b>5.20%</b>	<b>3.91%</b>	<b>5.36%</b>	<b>3.89%</b>

## Budget Option 2 (Recommended) – Minor Improvements to the Previously Approved Financial Plan

This option is based on Option 1, which was approved by Council through the 2019 Budget and 5 Year Financial Plan (2019-2023) with revisions based on updated information. In addition, staff have reallocated existing budgets to continue to deliver services most effectively, gaining efficiencies through leveraging technology and streamlining current processes. This is the recommended option because it is closely aligned with the option Council already approved, with minor improvements.

Options 2 proposes to follow the rate stabilization plan established in the 2019-2023 5 Year Financial Plan to utilize rate stabilization funding to reduce the tax impact in 2020 by 0.70%. This means that a portion of the increase approved in the 2019 budget is being deferred again to the 2021 budget. Under this option, the plan is to further defer 0.30% impact to 2022, and then no other deferrals are planned thereafter.

**Table 6 – 5 Year Financial Plan (2020-2024) – Budget Option 2 (Recommended)**

Budget Component	2020	2021	2022	2023	2024
Same Level of Service Increase (meets LTFMS target of 2.00%)	1.69%	1.32%	1.62%	1.98%	1.95%
External Senior Government Related Increases: Canada Pension Plan Enhancements	0.13%	0.14%	0.15%	0.15%	0.12%
Previously Approved Expenditures: Major Facilities OBI Phase-in (Year 7 of 7), Developer Contributed Assets OBI In Service in 2020	0.43%	0.12%	0.11%	0.07%	0.07%
Previously Approved Expenditures: Developer Contributed Assets OBI Phase-in for City Centre Community Centre North (Year 2 of 4)	0.23%	0.21%	0.20%	-%	-%
<b>Safe Community Priority Program:</b>					
Deferrals from previous budget	1.88%	0.65%	0.28%	-%	-%
36 fire rescue positions	0.66%	0.81%	-%	-%	-%
51 RCMP officers and 20 municipal employees to support the RCMP Detachment	0.69%	0.64%	-%	-%	-%
<b>Total 107 Positions - Safe Community Priority Program (Year 2 of 3)</b>	<b>3.23%</b>	<b>2.10%</b>	<b>0.28%</b>	<b>-%</b>	<b>-%</b>
Operating Budget Impact from the Capital Budget	0.09%	0.39%	0.29%	0.26%	0.23%
Emerging Organizational Additional Levels	0.22%	0.20%	0.19%	0.73%	0.52%
Less: Rate stabilization	(0.70%)	(0.30%)	-%	-%	-%
<b>Proposed Tax Increase – including 107 positions – Safe Community Program (2019-2021)</b>	<b>5.32%</b>	<b>4.18%</b>	<b>2.84%</b>	<b>3.19%</b>	<b>2.89%</b>
<b>51 RCMP officers, 20 municipal employees to support the RCMP Detachment, and 36 fire rescue positions</b>					
Investment in Infrastructure Replacement	1.00%	1.00%	1.00%	1.00%	1.00%
<b>Proposed Tax Increase with LTFMS Transfer to Reserves</b>	<b>6.32%</b>	<b>5.18%</b>	<b>3.84%</b>	<b>4.19%</b>	<b>3.89%</b>

### **Budget Option 3 – Utilize Corporate Reset and Rate Stabilization**

Should Council wish to consider an option that differs from what has already been approved as part of the 2019 budget, SMT and the CAO have provided an alternative option which utilizes a combination of strategies to reduce the budget impact.

Staff must make numerous assumptions in developing the annual Operating Budget based on best information available during the budget preparation cycle. Under the *Community Charter*, municipalities cannot budget a deficit but rather, must present a balanced budget. In order to ensure a deficit is not incurred, staff use conservative estimates – lower revenue projections and conventional expenditures. While this conservative approach ensures the City is protected against incurring a deficit, this usually results in an annual operating surplus. The annual operating surplus is transferred to the RSA. The rate stabilization account prevents fluctuations in tax rate increases as the rate stabilization funding could be used to fund requests that are one-time or temporary in nature or to smooth out years with higher tax rate increases, such as in years of significant external senior government downloading. The rate stabilization account also affords Council the luxury in funding different one-time initiatives.

It is important to understand that this less conservative option would only provide initial, one-time budget relief. Over the long-term, this approach could also increase the risk of requiring higher property tax increases in order to achieve balanced budgets and may impact Council's flexibility to fund selected one-time projects through use of surplus allocations.

#### *Budget for Anticipated Higher Revenue*

The risk associated with higher forecasts is that revenues (other than taxation revenue) are subject to uncontrollable external factors which may fluctuate from year to year. If budgeted revenues do not materialize, then cost reductions would be required to avoid a deficit. In subsequent budgets, if revenue estimates need to be reduced due to changing external conditions, this shortfall would need to be made up through higher property taxes or by services cuts to reduce spending. Development fees and gaming revenue are examples that can significantly fluctuate from year to year and are beyond the City's control.

In addition, if budgeted revenue assumptions are increased, it would be expected that surplus would be lower, which would reduce the flexibility to fund one-time expenditures or reduce future tax increases.

Taking a riskier approach to budgeting revenues means that it is possible the revenue targets will not be met. In the past, this has reflected on the performance of the department even though it may be due to factors completely beyond their control.

#### *Budget Lower Expenses Due to Delayed Replacements*

Similar to any other employer, the city experiences staff turnover due to retirements and other staff departures.



Hiring new employees consumes a significant amount of time based on due diligence required in recruiting and selecting candidates for roles within the City and due to the tight labour market. The posting of a vacant position requires approval from the Employment Review Committee (ERC). The ERC ensures that the position and duties are aligned with the levels of service required. The combination of recruitment, tight labour market and ERC review increase the amount of time in order to fill a vacant position. Therefore, vacancy rates have increased over historic norms. By factoring the higher vacancy rates, staff could reduce the budgeted salary in 2020.

There are risks in reducing budgeted salaries since most of the City's programs and services are dependent upon labour. If actual expenditures are projected to exceed the budget estimate, a budget amendment would be required. This strategy would need to be reviewed annually.

### *2020 Corporate Reset*

This option would reduce the same level of service budget by \$3.45M, through a combination of increased revenue and expense reductions, with a resulting permanent tax decrease of 1.50%.

It is unknown which area of the City's budget this reduction should be applied to; however an estimate would be required to prepare the 5 Year Financial Plan. Staff will require the flexibility to update the allocation of the corporate reset amounts as the year progresses and this will be reviewed annually during the budget process.

The same level of service tax impact as shown in Attachment 6 is 1.69%. If this revised budget approach is adopted, the same level of service increase for 2020 would be reduced to 0.19%. This budget option would reduce the 2020 tax increase from 6.32% to 4.82%.

### *Offset Using Rate Stabilization*

Additional funding from the Rate Stabilization Account could be used to help balance the Operating Budget, thereby reducing the property tax impact. This would allow all levels of service to be maintained and keep the budget balanced, but would need to be reviewed annually, subject to funding available in the Rate Stabilization Account. If there are insufficient funds in future years to balance the budget, this could result in a tax increase in future years related to the ongoing approved expenditures which were funded by a one-time source of funding.

This option could utilize rate stabilization funding to reduce the 2021 tax impact by 1.60% and the 2022-2024 tax impact by 1.40%.

**Table 7 – 5 Year Financial Plan (2020-2024) – Budget Option 3**

Budget Component	2020	2021	2022	2023	2024
Same Level of Service Increase	1.69%	1.31%	1.62%	2.00%	1.96%
Less: 2020 Corporate Reset	(1.50%)				
Same Level of Service Increase with Corporate Reset	0.19%				
External Senior Government Related Increases: Canada Pension Plan Enhancements	0.13%	0.14%	0.16%	0.15%	0.13%
Previously Approved Expenditures: Major Facilities OBI Phase-in (Year 7 of 7), Developer Contributed Assets OBI In Service in 2020	0.43%	0.12%	0.12%	0.07%	0.07%
Previously Approved Expenditures: Developer Contributed Assets OBI Phase-in for City Centre Community Centre North (Year 2 of 4)	0.23%	0.22%	0.21%	-%	-%
<b>Safe Community Priority Program:</b>					
Deferrals from previous budget	1.88%	0.66%	1.53%	1.40%	1.40%
36 fire rescue positions	0.66%	0.82%	-%	-%	-%
51 RCMP officers and 20 municipal employees to support the RCMP Detachment	0.69%	0.65%	-%	-%	-%
<b>Total 107 Positions - Safe Community Priority Program</b>	<b>3.23%</b>	<b>2.13%</b>	<b>1.53%</b>	<b>1.40%</b>	<b>1.40%</b>
Operating Budget Impact from Capital Budget	0.09%	0.40%	0.29%	0.27%	0.24%
City-Wide Additional Levels	0.22%	0.20%	0.20%	0.75%	0.54%
Less: Rate stabilization	(0.70%)	(1.60%)	(1.40%)	(1.40%)	(1.40%)
<b>Proposed Tax Increase – including 107 positions – Safe Community Program</b>	<b>3.82%</b>	<b>2.92%</b>	<b>2.73%</b>	<b>3.24%</b>	<b>2.95%</b>
Investment in Infrastructure Replacement	1.00%	1.00%	1.00%	1.00%	1.00%
<b>Proposed Tax Increase with LTFMS Transfer to Reserves</b>	<b>4.82%</b>	<b>3.92%</b>	<b>3.73%</b>	<b>4.24%</b>	<b>3.95%</b>

## Financial Impact

SMT and the CAO have done considerable work including conducting a significant number of reviews to achieve a same level of service budget of 1.69% which is below the CPI target of 2.00%. The proposed budget of 6.32% as presented in Budget Option 2 has been reduced from the original projection of 6.69%.

The 6.32% increase would result in an average residential property with a value of \$1.13M paying an additional \$110 in municipal taxes, of which 59% (approximately \$65) goes toward enhancing community safety.

**Table 8 – Proposed 2020 Budget Increase (in \$000s)**

<b>Budget Component</b>	<b>Amount (in \$'000s)</b>	<b>Tax Impact</b>
Same Level of Service Increase (meets LTFMS target of 2.00%)	\$3,876	1.69%
External Senior Government Related Increases: Canada Pension Plan Enhancements	300	0.13%
Previously Approved Expenditures: Major Facilities OBI Phase-in (Year 7 of 7), Developer Contributed Assets OBI In Service in 2020	984	0.43%
Operating Budget Impact of the Previously Approved Developer Funded Community Centre: City Centre Community Centre North (Year 2 of 4)	527	0.23%
<b>Safe Community Priority Program – 107 policing and fire rescue positions:</b>		
Deferrals from previous budget	4,326	1.88%
36 fire rescue positions phased-in over three years (Year 2 of 3)	1,515	0.66%
51 RCMP officers and 20 municipal employees to support the RCMP Detachment phased-in over three years (Year 2 of 3)	1,592	0.69%
<b>Total 107 Positions - Safe Community Priority Program (Year 2 of 3)</b>	<b>7,433</b>	<b>3.23%</b>
Operating Budget Impact from the 2020 Capital Budget (Year 1 of 3)	215	0.09%
No Tax Impact Positions (Attachment 8)	-	-%
Emerging Organizational Additional Levels (Attachment 9)	500	0.22%
Less: Rate stabilization	(1,609)	(0.70%)
<b>Proposed 2020 Operating Budget Increase</b>	<b>\$12,226</b>	<b>5.32%</b>
Investment in Infrastructure Replacement Needs (Transfer to Reserves)	2,299	1.00%
<b>Proposed 2020 Operating Budget Increase</b>	<b>\$14,525</b>	<b>6.32%</b>

**Conclusion**

The proposed operating budget for 2020 incorporates all items previously approved by Council including Council's Safe Community Priority program (Year 2 of 3) which provides funding for 107 safe community positions over three years. Staff will prepare the Consolidated 5 Year Financial Plan (2020-2024) according to the budget option approved by Council.

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**2020 Proposed Operating Budgets**

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## 1. Council Strategic Plan (2018-2022)



## 2. Economic Outlook

Businesses contribute over 40 per cent of the City's property tax revenues, resulting in a healthy local economy and providing families and 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.

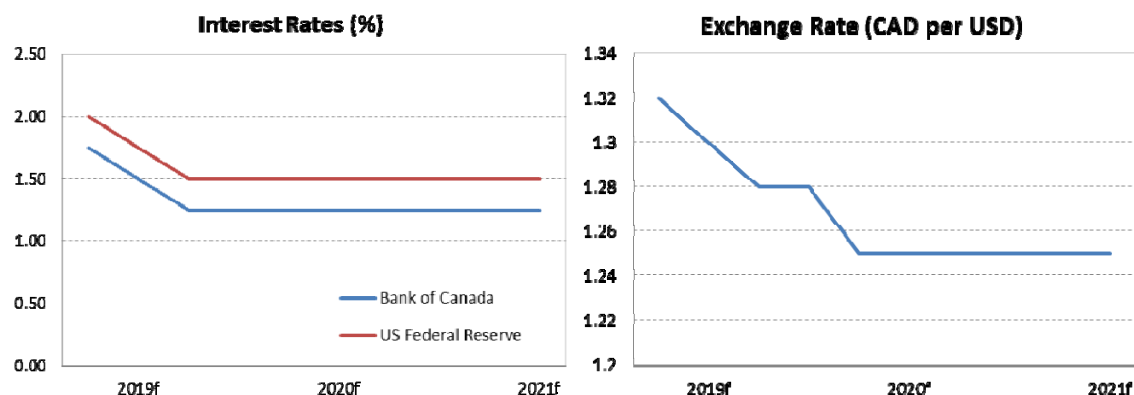
### Global, National and Provincial Forecasts

With Richmond's advantageous location for international trade, market conditions in the world's major economies and the overall global trade climate have a significant impact on the local economy.

#### 1. Global Forecast<sup>1</sup>

Global gross domestic product (GDP) growth for 2019 is projected at 3%, its slowest pace since the global financial crisis in 2008 and down from 3.8% in 2017. This subdued forecast is largely the result of elevated uncertainty surrounding trade policy, higher import tariffs and geopolitical tensions. The global growth forecast of 3.4% for 2020 remains precarious despite a resilient services sector and strong employment growth in major economies.

#### 2. Canadian Forecast<sup>2</sup>



Central banks, including the US Federal Reserve and the Bank of Canada, are expected to respond to these uncertainties by lowering interest rates to reduce downside risks and spur investment.

The value of the Canadian currency has remained competitively low for the last few years which, along with investments in trade infrastructure, have resulted in the growth of tourism and export sectors. The Canadian dollar is expected to appreciate slightly against the US dollar over the course of 2020 and remain stable over the forecast period.

Canadian Economic Indicators	2018	2019f	2020f	2021f
Real GDP	1.9	1.6	1.8	1.9
Consumer Price Index	2.3	1.9	2.0	2.2
Residential Investment	-1.5	-1.7	3.1	2.5

<sup>1</sup> Source: International Monetary Fund, World Economic Outlook (October 15, 2019)

<sup>2</sup> Source: Scotiabank Global Outlook (October 10, 2019)

Business Investment	2.2	-2.3	3.0	2.3
Unemployment Rate (%)	5.8	5.7	5.9	5.9
Housing Starts (000s)	213	210	206	202

Modest Canadian economic growth of 1.6% in 2019, 1.8% in 2020 and 1.9% in 2021 is forecast as a result of continued uncertainty surrounding global trade. As the new US-Mexico-Canada trade deal is expected to be ratified, growth in business investment is forecasted to pick up in 2020 and 2021 and will continue to drive job creation. The unemployment rate is expected to remain under 6% over the forecast period, resulting in persistent upward pressure on wages.

Government housing policy measures will continue to impact annual housing starts and nation-wide levels will trend downward over the forecast period from their elevated levels in 2017, stabilizing at around 200,000 which is in line with long-run averages.

### 3. British Columbia Forecast<sup>3</sup>

British Columbia Indicators	2018	2019f	2020f	2021f
Real GDP	2.4	2.2	2.6	2.1
Consumer Price Index	2.7	2.5	1.8	2
Residential Investment	0.3	0.4	-3.9	-0.5
Business Investment <sup>4</sup>	-1.0	10.4	28.7	9.4
Unemployment Rate (%)	4.7	4.6	4.1	3.8
Housing Starts (000s)	40.9	39.4	33.2	34.8

Economic growth in B.C. is forecast to slow to 2.2% this year and rebound in 2020 to 2.6% as major project construction picks up. Labour availability continues to be a constraint for employers, with the unemployment rate expected to continue its steady decline to a very low 3.8% in 2021. As a result, employee compensation continues to grow at a robust pace as companies compete for skilled workers.

Province-wide housing starts are past their peak, reflecting a drag from mortgage lending requirements, interest rates and government tax measures. A continuous decline is forecast through 2020 marking the end of the current development cycle that is fulfilling pre-sale activity from previous years.

### Local Trends<sup>5</sup>

As in all of Metro Vancouver, a large share of Richmond's jobs (40%) are community-oriented, representing jobs dependent on population and business growth. The remaining jobs are in sectors that serve national and international markets and drive the Richmond economy. 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<sup>6</sup>. Richmond has a regional advantage in the above industries, due to the presence of the port and airport.

After a tepid increase of 1.7% between 2006 and 2011, Richmond job growth heated up over the next five year census period and, at 7.8%, Richmond outpaced job growth in the region's major cities, with the exception of Surrey<sup>7</sup>.

<sup>3</sup> Source: Central 1 Credit Union, Economic Analysis of British Columbia (August 2019)

<sup>4</sup> Includes both non-residential construction and machinery and equipment

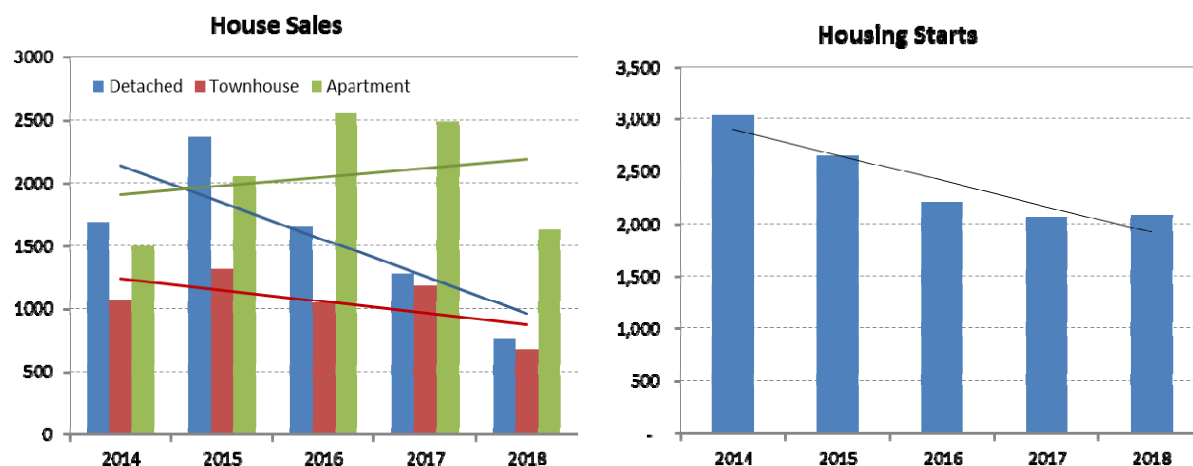
<sup>5</sup> Source: Interactive Data, <http://www.businessinrichmond.ca/data-centre/> (unless stated otherwise)

<sup>6</sup> Source: City of Richmond – Resilient Economy Strategy

<sup>7</sup> Source: Statistics Canada, Census 2016

The following key local economic performance indicators, including Housing & Development, Commercial Space, Business Growth and Tourism & Trade are monitored on a quarterly and annual basis.

### Housing Market

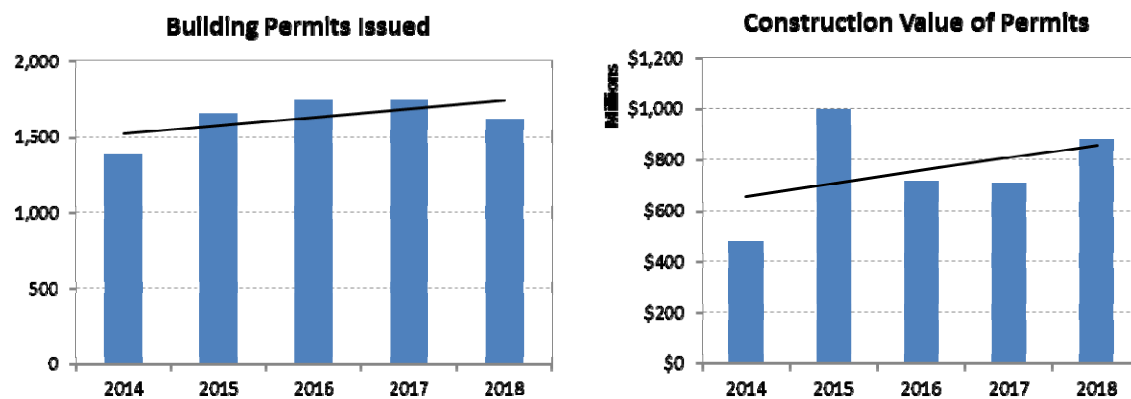


The decline in Richmond home sales and housing starts in recent years is a result of multiple policy interventions introduced since mid-2016. Tougher mortgage qualifications, rising interest rates and government tax measures have been implemented to cool the housing market in overheated regions including Metro Vancouver.

Due to ongoing development in the City Centre, apartment sales have outperformed all other categories, yet tightening market conditions have caught up with this indicator which began slowing down in 2017 and 2018. The first three quarters of 2019 has registered another decline in home sales compared to the same period in 2018 (-11% for detached, -21% for townhouses and -27% for apartments) indicating continued downward pressure on real estate sales.

New home construction, as measured by housing starts, has remained relatively steady since the decline in 2016 and shows signs of improving. Year to date to Q3 2019, housing starts in Richmond have increased by 12% over the same period last year.

### Construction Activity



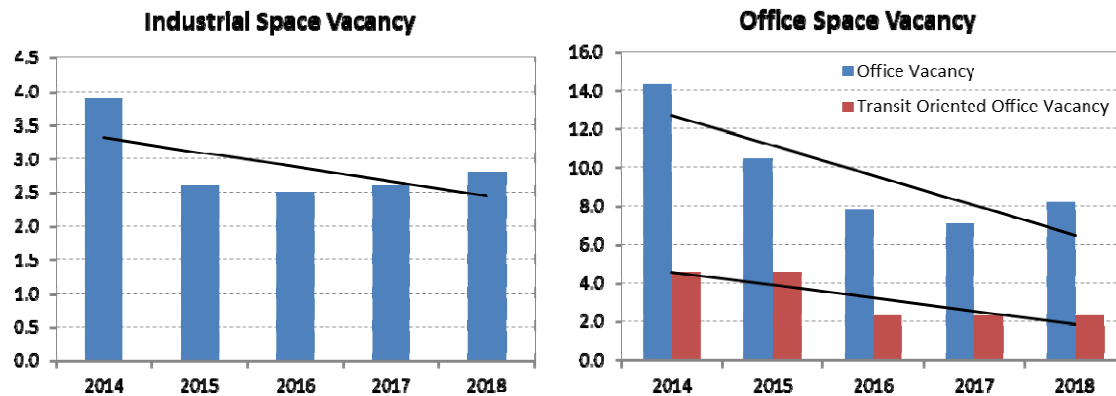
Led by multi-family residential construction in the City Centre, building activity reached an all-time high in 2015. The total construction value of building permits issued was nearly \$1 billion, more than double the



value in 2014. In both 2016 and 2017 construction value was upwards of \$700 million annually and reached another high of \$880 million in 2018.

2019 is on track for another strong year of building activity with year-to-date values to Q3 2019 up by 27% over the same period last year. The number of building permits, meanwhile, has declined by 15% over the same period in 2018. Fewer permits with higher values is indicative of continued multi-family development as the implementation of the City Centre Area Plan continues.

### Commercial Space



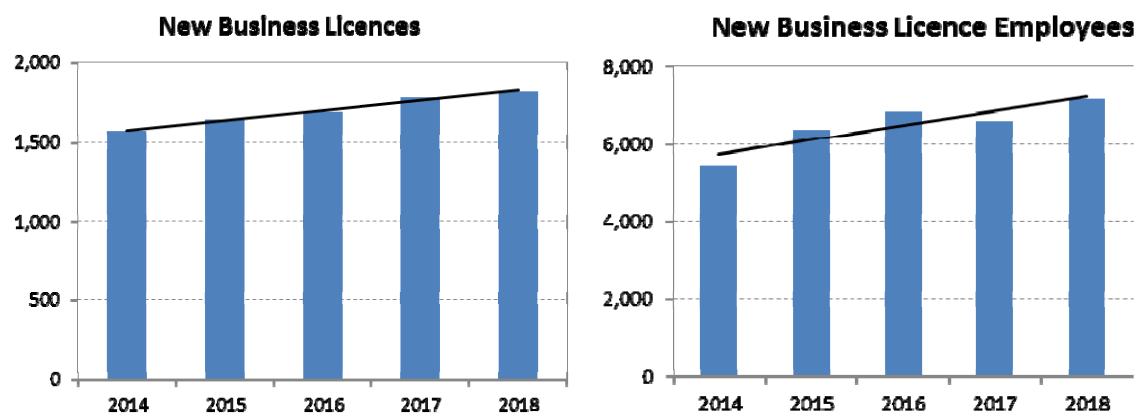
Both the industrial and office space vacancy rates Richmond have registered a sharp overall decline in the last five years, suggesting substantial business growth and expansion.

Richmond has over 38.9 million square feet of industrial space, which, at 18%, represents the largest share of Metro Vancouver's regional industrial inventory. For the last three years, the industrial vacancy rate has hovered at an unhealthy 2.5% mark, despite a 3% inventory growth over the period.

Severe industrial land supply shortages in Richmond and the region remains the number one obstacle for business expansion in the people and goods movement industries, which are sectors of competitive advantage for Richmond. As a result, Richmond has led the Metro Vancouver region by initiating an industrial land intensification policy project, targeting better utilization and higher productivity of its existing industrial lands for industrial purposes.

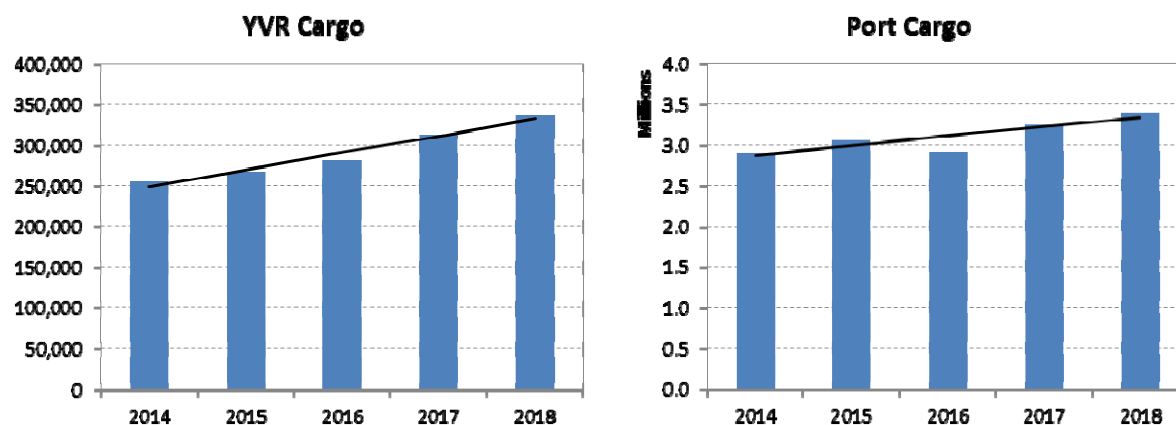
At 4.5 million square feet, Richmond's share of the regional office inventory is 8%, which is the fourth largest after Vancouver, Burnaby and Surrey. Increased leasing activity over the last five years has resulted in a 42% drop in Richmond's office vacancy rate, which now sits around 8%. Meanwhile, at 2.3% availability, transit-oriented office space in Richmond is virtually non-existent while demand for high quality office space around rapid transit stations is increasing as companies seek amenity rich locations that aid their talent attraction and retention efforts amidst a constrained labour market.

## Business Growth



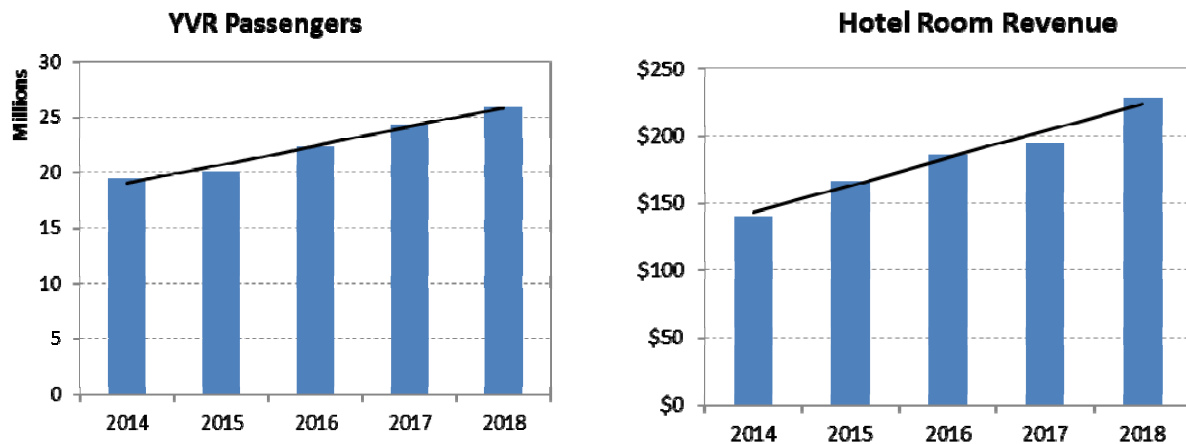
The number of new business licences, and associated employment have grown on average by 3.2% and 6.6% respectively over the last five years. At between 13,000 and 14,000, growth in total business licences has remained nominal in the last five years, registering an average annual growth rate of 1.8%. These two indicators combined reveal that a portion of Richmond's business growth is occurring through attrition (new businesses displacing businesses closing or leaving).

## Trade



Responding to growth in global trade volumes, both Port of Vancouver and YVR cargo volumes registered sustained growth over the last five years. Ongoing expansion of services at YVR's Cargo Village in cargo flights and ground distribution facilities led to a healthy 6% average annual growth rate in cargo tonnes. Port of Vancouver cargo growth, as measured by twenty-foot-equivalent container movements, registered a 3% annual average growth rate in the last five years.

However, uncertainties around global trade present downside risks to growth in international trade volumes in the short term. Year to date air cargo volumes to August declined by 9% over the same period last year while container volumes maintained their average growth rate at 3%.

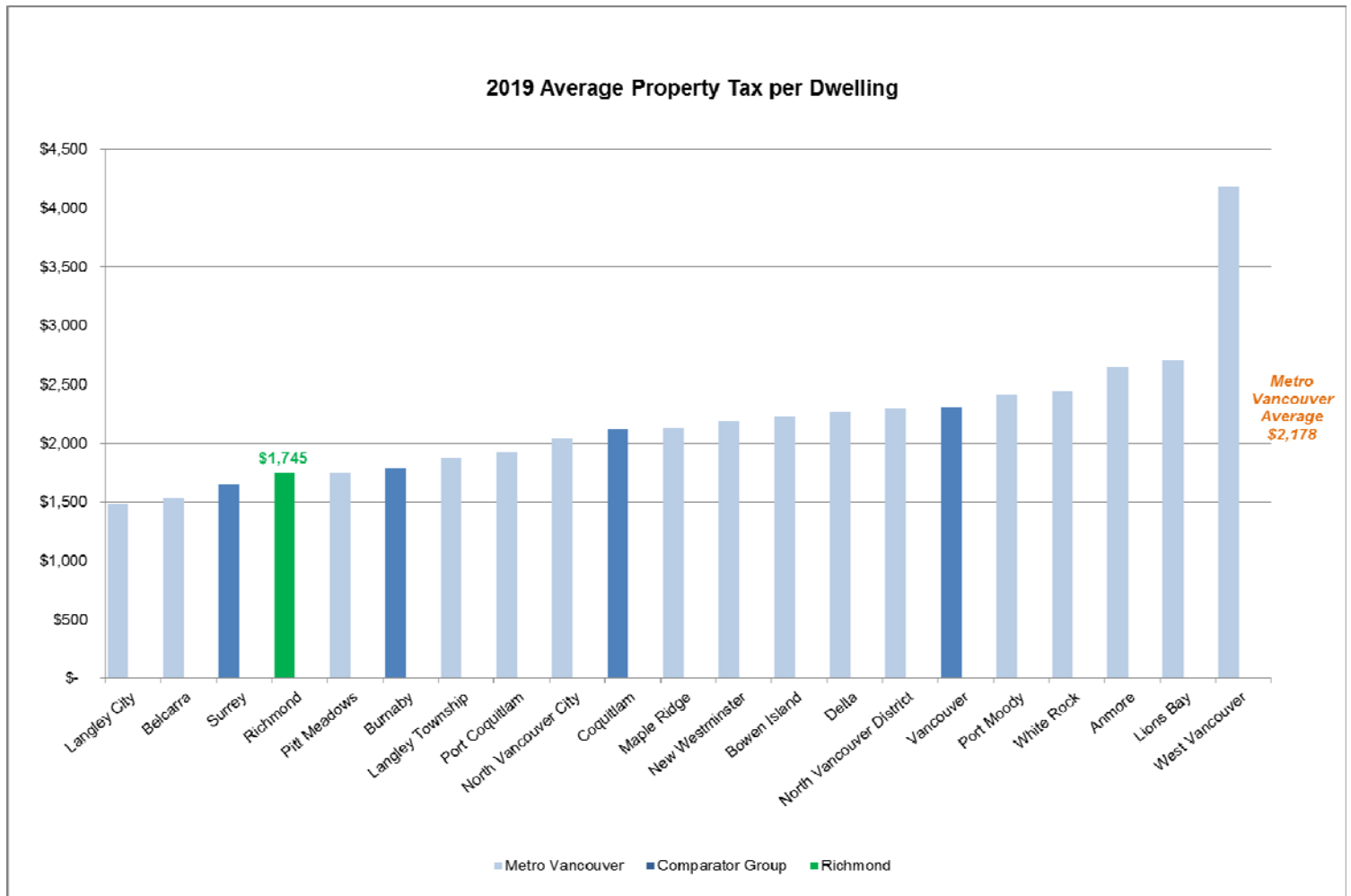
**Tourism**

A low Canadian dollar and growth of global travel have created opportunities for tourism in Canada, BC and the region. In 2017 overnight visitation to Metro Vancouver was 10.35 million, with about one third of these visitors staying in Richmond.

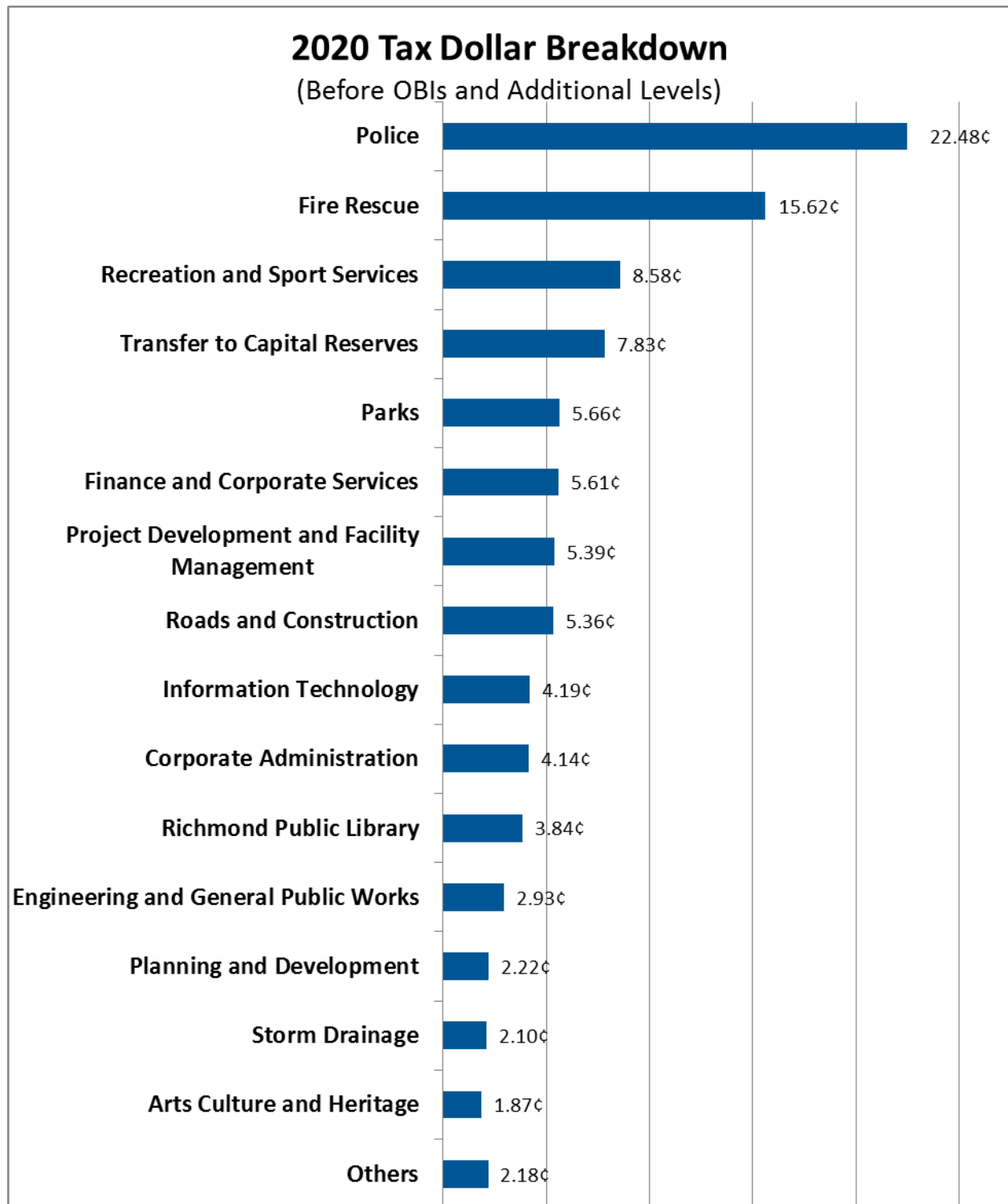
Tourism has been one of the fastest growing sectors of the Richmond economy, registering 12% average annual growth, as measured by local hotel revenues, over the five-year period from 2014 to 2018. YVR passenger growth over the period (7% annually on average) is another strong indicator for the sector, suggesting sustained and significant growth in travellers to the region.

Both Richmond hotel room revenue and YVR passenger indicators are expected to grow at a slower pace in 2019. As of August 2019, the number of YVR passengers has grown by only 2% over the same period last year. Subdued growth in air passengers can be attributed partially to cancelled flights as a result of the unrest in Hong Kong as well as the grounding of Boeing 737 Max aircrafts. Hotel room revenue as of July 2019 has grown by 5% over the same period in 2018.

### 3. 2019 Average Property Tax per Dwelling

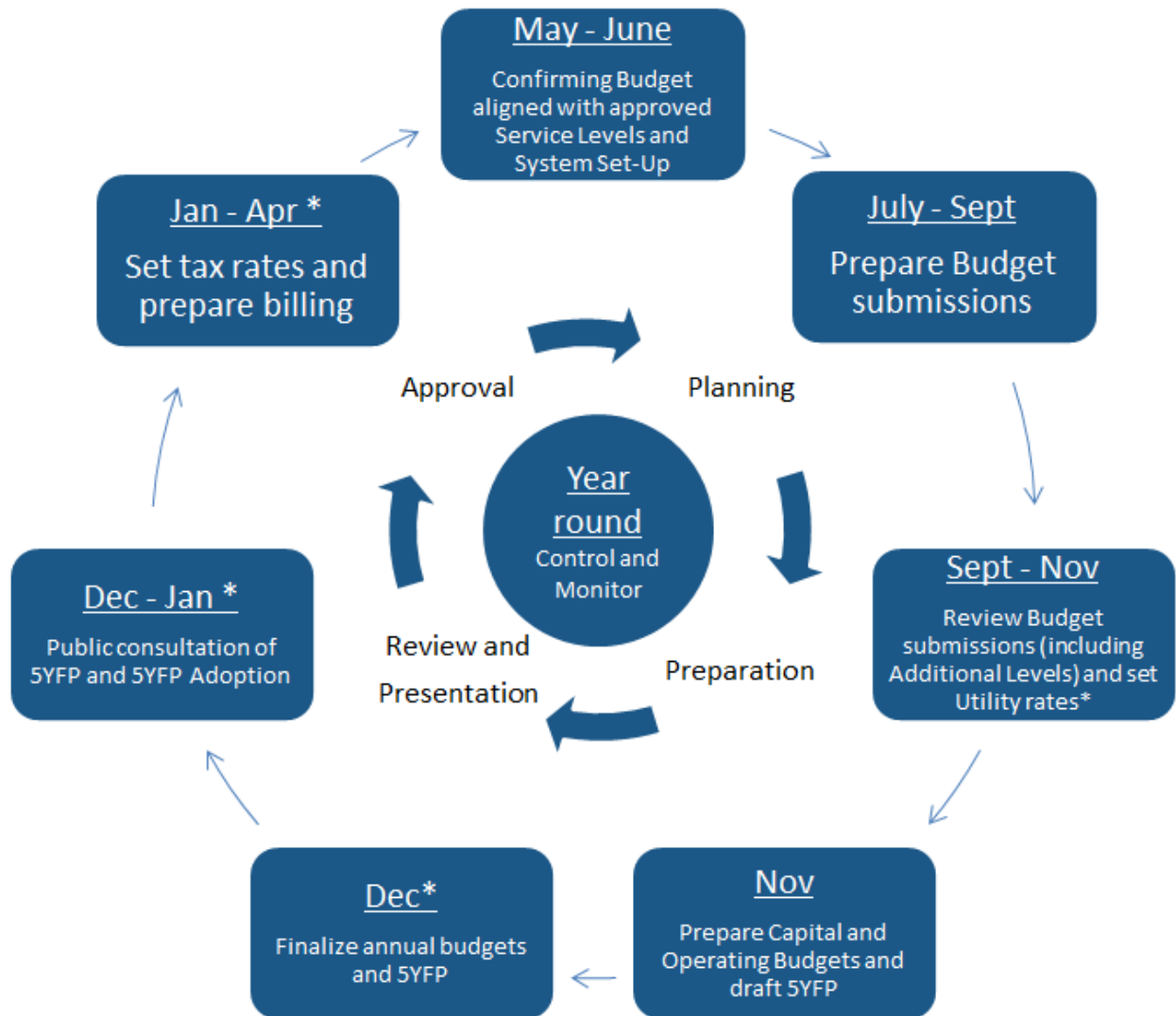




**4. 2020 Municipal Tax Dollar**

## 5. 2020 Budget Cycle

# 2020 Budget Cycle



\* Council Involvement

**6. 2020 Same Level of Service Base Net Budget**

Department/Division	2019 Adjusted Base Budget (Restated for Comparison)	2020 Proposed Net Base Budget	Amount Change	Per Cent Change	Tax Impact
Policing	\$55,067	\$57,696	\$2,629	4.77%	1.15%
Fire Rescue	39,210	40,097	887	2.26%	0.39%
Community Safety - Other	(1,065)	(830)	235	(22.08%)	0.10%
<b>Community Safety Total</b>	<b>\$93,212</b>	<b>\$96,963</b>	<b>\$3,751</b>	<b>4.02%</b>	<b>1.64%</b>
Community Services	41,594	42,515	921	2.21%	0.40%
Library	9,651	9,863	212	2.19%	0.09%
<b>Community Services including Library</b>	<b>\$51,245</b>	<b>\$52,378</b>	<b>\$1,133</b>	<b>2.21%</b>	<b>0.49%</b>
<b>Engineering and Public Works</b>	<b>38,828</b>	<b>40,483</b>	<b>1,655</b>	<b>4.26%</b>	<b>0.72%</b>
<b>Finance and Corporate Services</b>	<b>21,251</b>	<b>21,760</b>	<b>509</b>	<b>2.40%</b>	<b>0.22%</b>
<b>Corporate Administration</b>	<b>13,790</b>	<b>14,002</b>	<b>212</b>	<b>1.54%</b>	<b>0.09%</b>
<b>Planning and Development</b>	<b>7,474</b>	<b>7,779</b>	<b>305</b>	<b>4.08%</b>	<b>0.13%</b>
<b>Fiscal</b>	<b>(225,800)</b>	<b>(226,855)</b>	<b>(\$1,055)</b>	<b>0.47%</b>	<b>(0.45%)</b>
<b>Same Level of Service Increase</b>	<b>\$-</b>	<b>\$6,510</b>	<b>\$6,510</b>		<b>2.84%</b>
Less: Estimated 2020 New Tax Growth		(2,634)	(2,634)		(1.15%)
<b>Same Level of Service Increase After Growth</b>		<b>\$3,876</b>	<b>\$3,876</b>		<b>1.69%</b>

## 7. 2020 Same Level of Service Base Budget Details

### All Divisions

Community Safety, Community Services (including Library), Engineering and Public Works (excluding Utilities), Finance and Corporate Services, Corporate Administration, Planning and Development, and Fiscal.

	2019 Adjusted Base Budget (Restated for Comparison)	2020 Proposed Base Budget	Change 2020 \$	Change 2020 %
<b>Revenues</b>	<b>(329,811,000)</b>	<b>(334,384,300)</b>	<b>(4,573,300)</b>	<b>1.39%</b>
<b>Expenditures</b>				
Labour	157,083,800	162,521,000	5,437,200	3.46%
Contract Services	77,320,000	78,224,600	904,600	1.17%
Operating Expenses	43,223,800	43,133,200	(90,600)	(0.21%)
<b>Total Expenditures</b>	<b>277,627,600</b>	<b>283,878,800</b>	<b>6,251,200</b>	<b>2.25%</b>
<b>Fiscal Expenses</b>	<b>59,791,100</b>	<b>71,635,000</b>	<b>11,843,900</b>	<b>19.81%</b>
<b>Transfers</b>	<b>(7,607,700)</b>	<b>(14,619,500)</b>	<b>(7,011,800)</b>	<b>92.15%</b>
<b>Grand Total<sup>1</sup></b>	<b>\$-</b>	<b>\$6,510,000</b>	<b>\$6,510,000</b>	

<sup>1</sup> 2020 Proposed Base Budget increase represents the same level of service before tax growth.

### FTE Change

	2019 FTE <sup>2</sup>	2020 FTE <sup>3</sup>	Change 2020	Change 2020 %
<b>Total</b>	<b>1,426.6</b>	<b>1,460.6</b>	<b>34.0</b>	<b>2.38%</b>

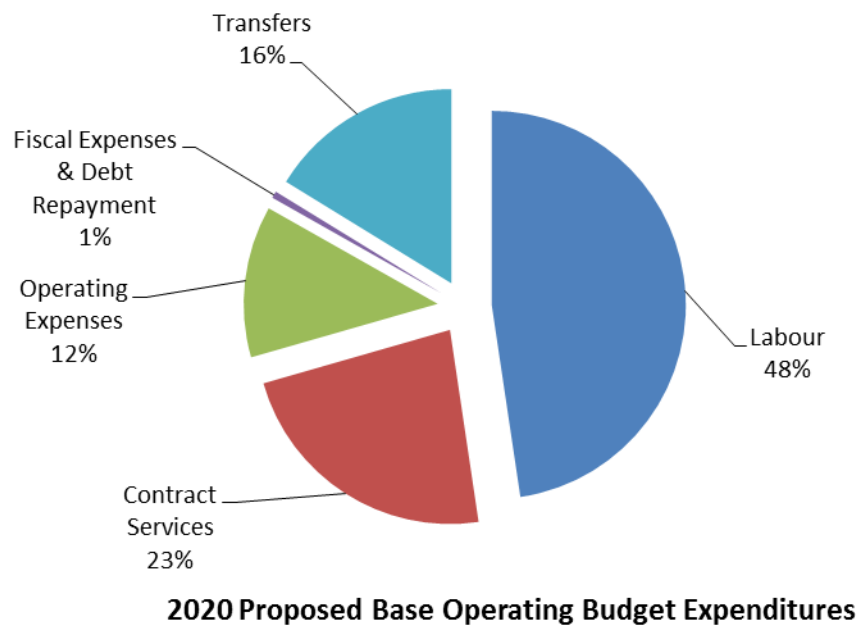
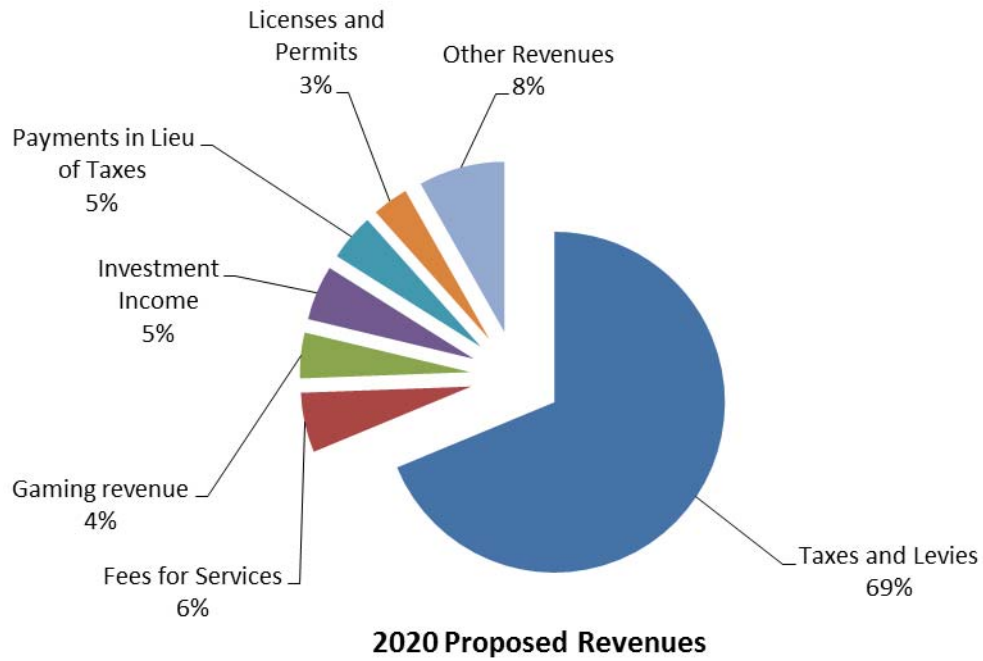
<sup>2</sup> 2019 Full-Time Equivalent (FTE) includes same level of service base budget, additional levels approved in 2019, the operating budget impact (OBI) relating to previously approved capital submissions, 2019 budget amendments, and positions funded by Capital or one-time expenditures.

<sup>3</sup> 2020 FTE includes same level of service base budget, additional levels previously approved in 2019, the operating budget impact (OBI) relating to previously approved capital submissions, positions funded by Capital or One-Time funding, including recommended 2020 One-Time Expenditures, and 2020 recommended one-time expenditures.

### FTE Change - Library

	2019 FTE	2020 FTE	Change 2020	Change 2020 %
<b>Total</b>	<b>93.7</b>	<b>93.7</b>	<b>-</b>	<b>-%</b>

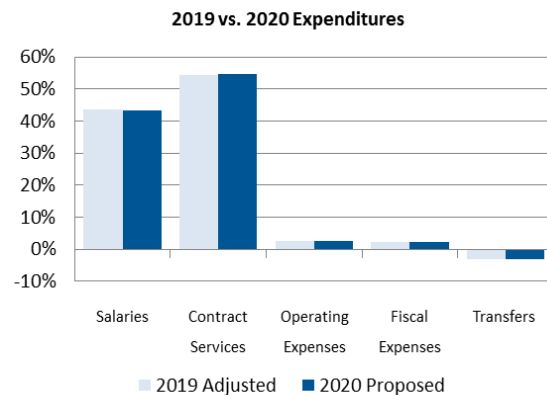
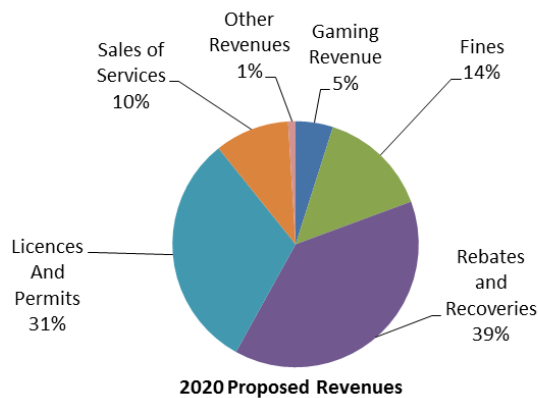




## Community Safety

The City's primary community safety providers are Police (RCMP), Fire-Rescue, 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.

	2019 Adjusted Base Budget (Restated for Comparison)	2020 Proposed Base Budget	Change 2020 \$	Change 2020 %
<b>Revenues</b>	<b>(14,296,300)</b>	<b>(14,530,900)</b>	<b>(234,600)</b>	<b>1.64%</b>
<b>Expenditures</b>				
Labour	46,991,000	48,558,300	1,567,300	3.34%
Contract Services	58,562,800	60,931,800	2,369,000	4.05%
Operating Expenses	2,698,700	2,729,500	30,800	1.14%
<b>Total Expenditures</b>	<b>108,252,500</b>	<b>112,219,600</b>	<b>3,967,100</b>	<b>3.66%</b>
<b>Fiscal Expenses</b>	<b>2,607,400</b>	<b>2,660,700</b>	<b>53,300</b>	<b>2.04%</b>
<b>Transfers</b>	<b>(3,351,600)</b>	<b>(3,386,700)</b>	<b>(35,100)</b>	<b>1.05%</b>
<b>Grand Total</b>	<b>\$93,212,000</b>	<b>\$96,962,700</b>	<b>\$3,750,700</b>	<b>4.02%</b>



**FTE Change**

	2019 FTE <sup>4</sup>	2020 FTE	Change 2020 <sup>5</sup>
<b>Total</b>	<b>387.0</b>	<b>406.7</b>	<b>19.7</b>

<sup>4</sup>A Business License Inspector Regular Full-Time position was approved by Council on November 12, 2019 and already included in the 2019 FTE count.

<sup>5</sup>FTE change due to 5 Municipal Employees & 12 firefighters pre-approved in the 2019 Budget for 2020, 0.3 FTE reduction for OBI reallocation to Facility Services and 2020 recommended one-time expenditure requests for 2 Bylaw Officers and 1 Licensing Clerk.

**RCMP Contract Complement (Funded)**

	2019 FTE	2020 FTE	Change 2020 <sup>5</sup>
Officers	258.0	270.0	12.0
Civilian Members	2.0	2.0	-
Less: Non-Budgeted	(11.0)	(11.0)	-
<b>Municipal Policing</b>	<b>249.0</b>	<b>261.0</b>	<b>12.0</b>
Integrated Teams including RTIC	17.7	17.7	-
<b>Total</b>	<b>266.7</b>	<b>278.7</b>	<b>12.0</b>

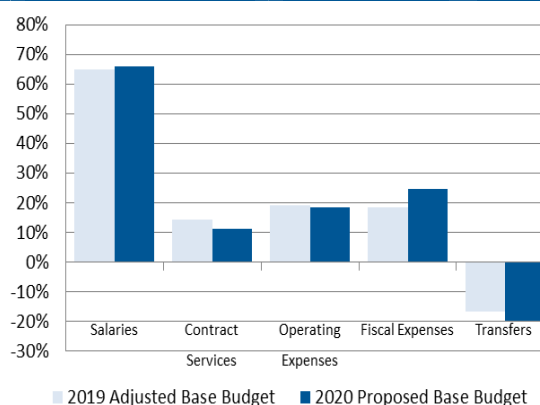
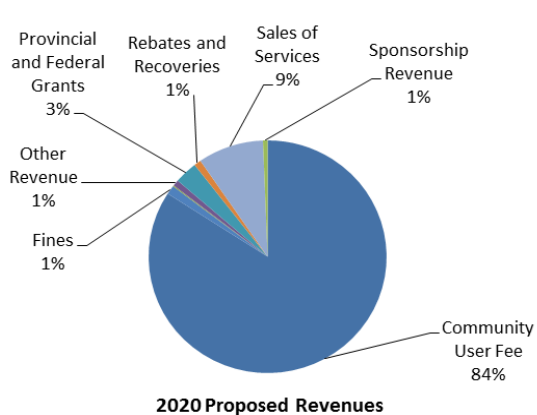
<sup>5</sup>FTE change due to 12 officers pre-approved in the 2019 Budget for 2020.

## 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.

During the 2019 year, community social development, including social planning, affordable housing, diversity, youth, childcare and older adult services were transferred to the Planning and Development Division. The 2019 budget has been restated for comparison purposes.

	2019 Adjusted Base Budget (Restated for Comparison)	2020 Proposed Base Budget	Change 2020 \$	Change 2020 %
<b>Revenues</b>	<b>(11,767,500)</b>	<b>(12,027,500)</b>	<b>(260,000)</b>	<b>2.21%</b>
<b>Expenditures</b>				
Labour	40,923,800	42,458,900	1,535,100	3.75%
Contract Services	8,976,200	7,156,500	(1,819,700)	(20.27%)
Operating Expenses	12,006,800	11,835,900	(170,900)	(1.42%)
<b>Total Expenditures</b>	<b>61,906,800</b>	<b>61,451,300</b>	<b>(455,500)</b>	<b>(0.74%)</b>
<b>Fiscal Expenses</b>	<b>11,564,800</b>	<b>15,784,400</b>	<b>4,219,600</b>	<b>36.49%</b>
<b>Transfers</b>	<b>(10,458,700)</b>	<b>(12,829,800)</b>	<b>(2,371,100)</b>	<b>22.67%</b>
<b>Grand Total</b>	<b>\$51,245,400</b>	<b>\$52,378,400</b>	<b>\$1,133,000</b>	<b>2.21%</b>



## FTE Change

	2019 FTE	2020 FTE	Change 2020 <sup>6</sup>
Community Services	421.6	433.0	11.4.0
Library	93.7	93.7	-
<b>Total</b>	<b>515.3</b>	<b>526.7</b>	<b>11.4</b>

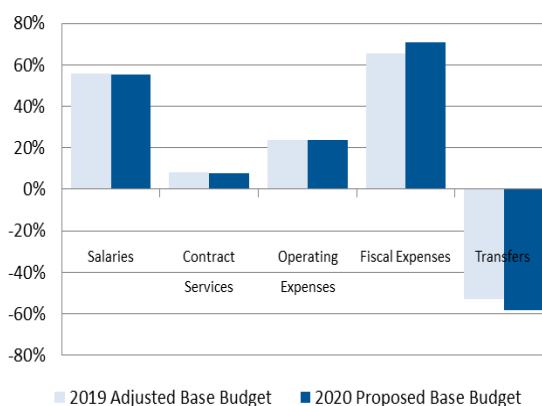
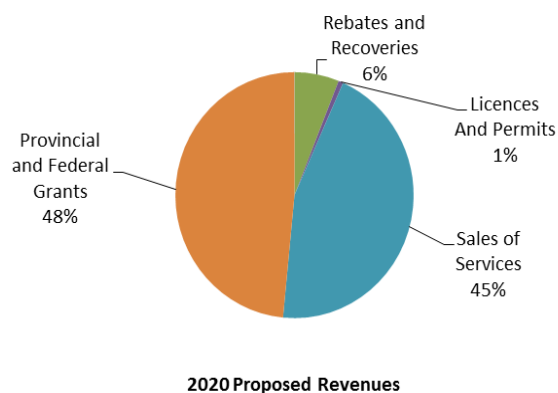
<sup>6</sup>FTE change due to OBI phase-in of Minoru Place Activity Centre Program Implementation of 2.3 additional FTE, 1.4 FTE due to new auxiliary BSW previously completed by contractor, 0.4 FTE Parks Labour OBI phase-in and Richmond Ice Centre acquisition, and 9.4 FTE relate to 2020 one-time expenditure requests for Enhanced Programming for Steveston Heritage Sites (8.9) and Sustainability Community Event Initiatives (0.5) offset by elimination of 2.1 FTE under Major Events.



### Engineering and Public Works (excluding Utilities)

Comprises engineering planning, design, construction and maintenance services for all utility and City building infrastructure. Responsible for dikes and irrigation system, roads and construction services, street lighting, corporate sustainability, corporate and community energy programs.

	2019 Adjusted Base Budget (Restated for Comparison)	2020 Proposed Base Budget	Change 2020 \$	Change 2020 %
<b>Revenues</b>	<b>(6,792,900)</b>	<b>(7,719,100)</b>	<b>(926,200)</b>	<b>13.63%</b>
<b>Expenditures</b>				
Labour	25,359,400	26,709,100	1,349,700	5.32%
Contract Services	3,787,700	3,819,200	31,500	0.83%
Operating Expenses	10,753,400	11,519,300	765,900	7.12%
<b>Total Expenditures</b>	<b>39,900,500</b>	<b>42,047,600</b>	<b>2,147,100</b>	<b>5.38%</b>
<b>Fiscal Expenses</b>	<b>29,961,500</b>	<b>34,151,700</b>	<b>4,190,200</b>	<b>13.99%</b>
<b>Transfers</b>	<b>(24,241,300)</b>	<b>(27,997,000)</b>	<b>(3,755,700)</b>	<b>15.49%</b>
<b>Grand Total</b>	<b>\$38,827,800</b>	<b>\$40,483,200</b>	<b>\$1,655,400</b>	<b>4.26%</b>



### FTE Change

	2019 FTE	2020 FTE	Change 2020 <sup>7</sup>
<b>Total</b>	<b>262.8</b>	<b>267.1</b>	<b>4.3</b>

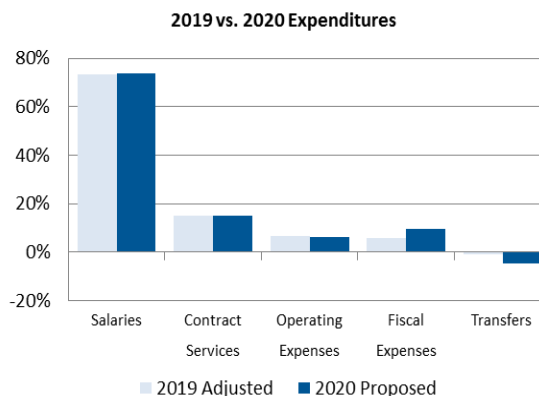
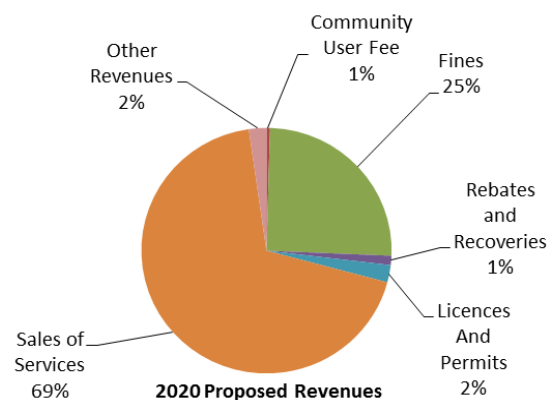
<sup>7</sup>FTE change due to 2.0 FTE for Snow & Ice control maintenance, 0.8 FTE OBI phase-in (including 0.3 FTE OBI reallocation from Community Safety), 400 hours for commercial vehicle inspections of 0.5 FTE and MRN Knight Street maintenance previously completed by contractor of 1.0 FTE.

## 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 corporate business service solutions.

During the 2019 year, Legal and Legislative Services were transferred to Corporate Administration. The 2019 budget has been restated for comparison purposes.

	2019 Adjusted Base Budget (Restated for Comparison)	2020 Proposed Base Budget	Change 2020 \$	Change 2020 %
<b>Revenues</b>	<b>(660,300)</b>	<b>(660,300)</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>				
Labour	15,674,800	16,066,400	391,600	2.50%
Contract Services	3,701,400	3,842,600	141,200	3.81%
Operating Expenses	1,430,600	1,406,300	(24,300)	(1.70%)
<b>Total Expenditures</b>	<b>20,806,800</b>	<b>21,315,300</b>	<b>508,500</b>	<b>2.44%</b>
<b>Fiscal Expenses</b>	<b>1,448,000</b>	<b>2,447,500</b>	<b>999,500</b>	<b>69.03%</b>
<b>Transfers</b>	<b>(343,100)</b>	<b>(1,342,600)</b>	<b>(999,500)</b>	<b>291.31%</b>
<b>Grand Total</b>	<b>\$21,251,400</b>	<b>\$21,759,900</b>	<b>\$508,500</b>	<b>2.40%</b>



## FTE Change

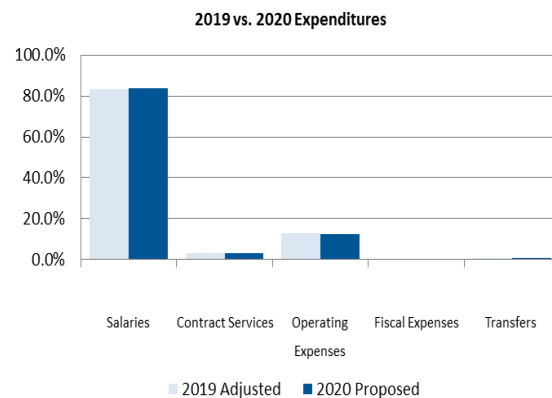
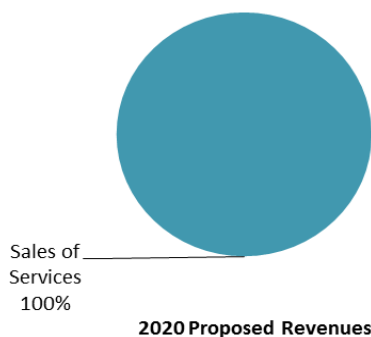
	2019 FTE	2020 FTE	Change 2020
<b>Total</b>	<b>144.0</b>	<b>144.0</b>	<b>-</b>

## Corporate Administration

The CAO's Office oversees the overall administration of the corporate body (business units/operations) of the City and employees. It is also home to the Corporate Planning and Programs Management Group (CPMG) and Legal and Legislative Services. CPMG and Intergovernmental Relations are responsible for research and development of corporate policy, strategic and corporate planning, intergovernmental relations, human resources, corporate communications, protocol, business advisory services, special projects and coordination of interdivisional projects and initiatives. This is also where the budget for Mayor and Councillors resides. The Legal and Legislative Services department is responsible for providing advice to City Council and staff regarding the City's legal rights and obligations and records keeping.

During the 2019 year, Legal and Legislative Services were transferred from Finance and Corporate Services. The 2019 budget has been restated for comparison purposes.

	2019 Adjusted Base Budget (Restated for Comparison)	2020 Proposed Base Budget	Change 2020 \$	Change 2020 %
<b>Revenues</b>	<b>(7,100)</b>	<b>(7,100)</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>				
Labour	11,511,200	11,724,000	212,800	1.85%
Contract Services	402,100	402,100	-	-
Operating Expenses	1,765,500	1,765,500	-	-
<b>Total Expenditures</b>	<b>13,678,800</b>	<b>13,891,600</b>	<b>212,800</b>	<b>1.56%</b>
<b>Transfers</b>	<b>117,800</b>	<b>117,800</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>	<b>\$13,789,500</b>	<b>\$14,002,300</b>	<b>\$212,800</b>	<b>1.54%</b>



## FTE Change

	2019 FTE	2020 FTE	Change 2020 <sup>8</sup>
<b>Total</b>	<b>92.4</b>	<b>89.4</b>	<b>(3.0)</b>

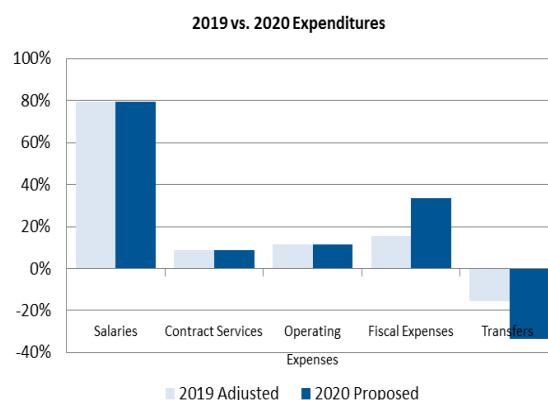
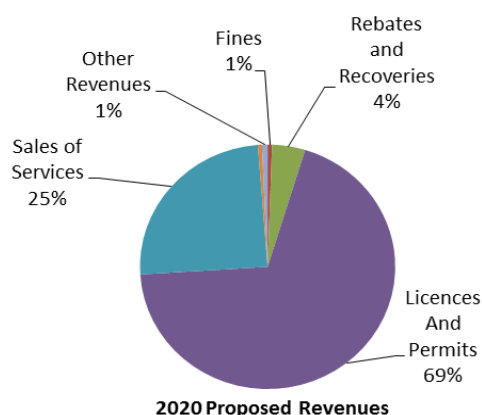
<sup>8</sup>FTE change due to temporary full-time positions for Smart Cities Challenge of 2.0 FTE and Organization Development Program Initiatives of 1.0 FTE.

## 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.

During the 2019 year, community social development, including social planning, affordable housing, diversity, youth, childcare and older adult services were transferred from Community Services. The 2019 budget has been restated for comparison purposes.

	2019 Adjusted Base Budget (Restated for Comparison)	2020 Proposed Base Budget	Change 2020 \$	Change 2020 %
<b>Revenues</b>	<b>(9,678,400)</b>	<b>(9,810,300)</b>	<b>(131,900)</b>	<b>1.36%</b>
<b>Expenditures</b>				
Labour	13,638,000	13,966,800	328,800	2.41%
Contract Services	1,533,500	1,566,100	32,600	2.13%
Operating Expenses	1,967,900	2,043,000	75,100	3.82%
<b>Total Expenditures</b>	<b>17,139,400</b>	<b>17,575,900</b>	<b>436,500</b>	<b>2.55%</b>
<b>Fiscal Expenses</b>	<b>2,691,500</b>	<b>5,905,700</b>	<b>3,214,200</b>	<b>119.42%</b>
<b>Transfers</b>	<b>(2,678,400)</b>	<b>(5,892,600)</b>	<b>(3,214,200)</b>	<b>120.00%</b>
<b>Grand Total</b>	<b>\$7,474,100</b>	<b>\$7,778,700</b>	<b>\$304,600</b>	<b>4.08%</b>



## FTE Change

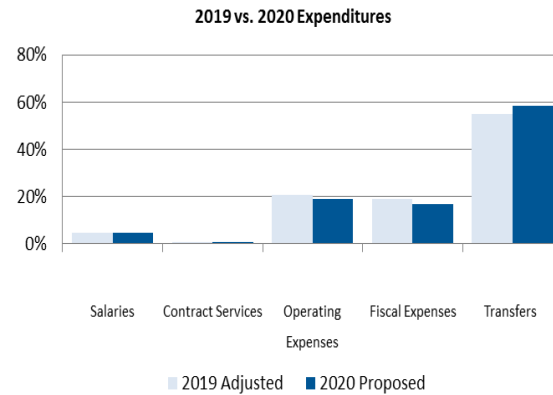
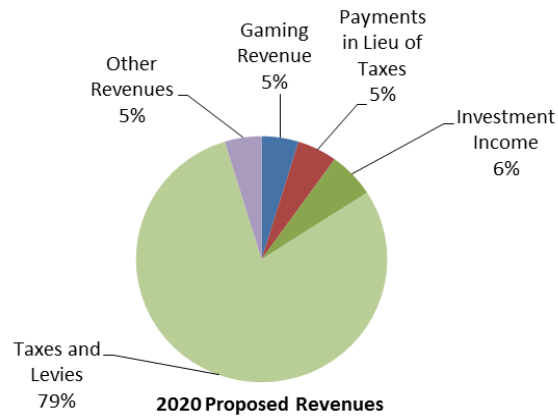
	2019 FTE	2020 FTE	Change 2020 <sup>9</sup>
<b>Total</b>	<b>118.8</b>	<b>120.4</b>	<b>1.6</b>

<sup>9</sup>FTE change due to recommended 2020 one-time expenditure for Recreation Fee Subsidy Program Administrative Support of 1.6 FTE.



## Fiscal

	2019 Adjusted Base Budget (Restated for Comparison)	2020 Proposed Base Budget	Change 2020 \$	Change 2020 %
<b>Revenues</b>	<b>(286,608,500)</b>	<b>(289,629,100)</b>	<b>(3,020,600)</b>	<b>1.05%</b>
<b>Expenditures</b>				
Labour	2,985,600	3,037,500	51,900	1.74%
Contract Services	356,300	506,300	150,000	42.10%
Operating Expenses	12,600,900	11,833,700	(767,200)	(6.09%)
<b>Total Expenditures</b>	<b>15,942,800</b>	<b>15,377,500</b>	<b>(565,300)</b>	<b>(3.55%)</b>
<b>Fiscal Expenses</b>	<b>11,517,900</b>	<b>10,685,000</b>	<b>(832,900)</b>	<b>(7.23%)</b>
<b>Transfers</b>	<b>33,347,600</b>	<b>36,711,400</b>	<b>3,363,800</b>	<b>10.09%</b>
<b>Grand Total</b>	<b>(\$225,800,200)</b>	<b>(\$226,855,200)</b>	<b>(\$1,055,000)</b>	<b>0.47%</b>



## 8. OBI From Developer Contributed Assets

2020 OBI From Developer Contributed Assets				
Ref	Description	RZ/DP Number	Address	OBI
1	<b>AM-PRI Developments (2013) Ltd.</b> On July 27, 2015, Council approved an application from AM-PRI Developments (2013) Ltd. to rezone 5460, 5480, 5500, 5520, 5540 & 5560 Moncton Street from the "Single Detached (RS1/C & RS1/E)" zones to a new site specific single-family residential zone, the "Single Detached (ZS23) – Steveston" zone to permit subdivision into thirty (30) smaller residential lots, including the creation of two (2) new roads, a new rear lane system and a new pedestrian walkway.	RZ 14-674749	5460-5560 Moncton St.	\$7,044
2	<b>Ecowaste Industries Ltd.</b> On January 23, 2017, Council approved an application from Ecowaste Industries Ltd. Ecowaste Industries Ltd. has applied for permission to develop a 65.22 ha (161.14 acres) industrial site at 15111 Williams Road and Richmond Key 1095.	DP 11-566011	15111 Williams Rd. and Richmond Key 1095	\$154,036
3	<b>Keltic (Brighthouse) Development Ltd.</b> On June 11, 2018, Council approved an application from Keltic (Brighthouse) Development Ltd. Keltic (Brighthouse) Development Ltd., has applied to the City of Richmond to create the "High Density Mixed Use and ECD Hub (ZMU37) – Brighthouse Village (City Centre)" zone, and to rezone the property at 6340 No. 3 Road from "Land Use Contract 062" to a new site-specific zone, "High Density Mixed Use and ECD Hub (ZMU37) – Brighthouse Village (City Centre)", in order to permit the development of a commercial, office, residential and institutional use development in the City Centre's Brighthouse Village.	RZ 17-773703	6340 No. 3 Rd.	\$16,620
4	<b>1056023 Holdings Limited Partnership</b> On April 18, 2017, Council approved an application from 1056023 Holdings Limited Partnership to rezone 12320 Trites Road (Attachment 1) from the "Light Industrial (IL)" zone to the "Single Detached (ZS23) – Steveston" zone to permit subdivision into 30 single-family residential lots. The development would also result in the creation of two new roads, a new rear lane system and a new pedestrian walkway. The site previously contained two industrial buildings.	RZ 16-723761	12320 Trites Rd.	\$11,485
5	<b>Westmark Developments Ltd.</b> On January 29, 2018, Council approved an application from Westmark Developments Ltd. to rezone the property at 5400 Granville Avenue from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/B)" zone, to permit the property to be subdivided into nine lots, with vehicle access from the new road under construction. The subject site is currently occupied by a single-family dwelling, which will be demolished. The applicant advises that the single-family dwelling currently contains a one-bedroom secondary suite. No Building Permits have been issued by the City in relation to the secondary suite.	RZ 13-644768	5400 Granville Ave.	\$5,880

2020 OBI From Developer Contributed Assets				
Ref	Description	RZ/DP Number	Address	OBI
6	<b>S-8135 Holdings Ltd.</b> On July 28, 2014, Council approved an application from S-8135 Holdings Ltd. to rezone 9191 and 9231 Alexandra Road from "Single-Detached (RS1/F)" to a new site-specific zone, "Residential/Limited Commercial (ZMU28) - Alexandra Neighbourhood (West Cambie)", in order to develop 49 three-storey townhouses; including nine (9) live/work units, with an overall floor area ratio (FAR) of 0.9. Amendments of the West Cambie Area Plan (WCAP) are also required.	RZ 14-656219	9191 and 9231 Alexandra Rd.	\$4,604
7	<b>0989705 BC Ltd.</b> On June 25, 2018, Council approved an application from 0989705 BC Ltd. to rezone the properties at 7960 Alderbridge Way and 5333 & 5411 No. 3 Road from "Auto-Oriented Commercial (CA)" to a new site-specific zone; "City Centre High Density Mixed Use (ZMU34) – Lansdowne Village" (Attachment 1), in order to permit the development of a high-density commercial, office and residential use development in the City Centre's Lansdowne Village.	RZ 15-692485	7960 Alderbridge Way and 5333 & 5411 No. 3 Rd.	\$27,941
8	<b>Westmark Developments (Camosun) Ltd.</b> On October 11, 2016, Council approved an application from Westmark Developments (Camosun) Ltd. to rezone 9240, 9248, 9260 Cambie Road from Single Detached (RS1/F) to a site specific zone in order to develop a 59-unit townhouse project. The site is located in the Alexandra neighbourhood.	RZ 15-692812	9240, 9248, 9260 Cambie Rd.	\$5,730
9	<b>Yamamoto Architecture Inc.</b> On March 23, 2015, Council approved an application from Yamamoto Architecture Inc. to rezone 5320, 5340 and 5360 Granville Avenue and 7260 Lynnwood Drive in order to construct a townhouse development with approximately 43 two and three-storey townhouse units. The application includes rezoning the properties from the "Single Detached (RS1/E)" zone to: the "School & Institutional Use (SI)" zone for a 9 m wide expansion to McKay neighbourhood park over a portion of 5320 Granville Avenue and 7260 Lynnwood Drive; and to the "Medium Density Townhouses (RTM3)" zone for the remainder of the subject site.	RZ 12-610630	5320, 5340, 5360 Granville Ave. and Lynnwood Dr.	\$6,894
10	<b>Brighthouse Bus Mall</b> On November 13, 2018, Council approved an application from Brighthouse Bus Mall. At the time of the planning and design of the Canada Line, TransLink acquired sufficient property to enable construction of the Richmond-Brighthouse Station as well as a small off-street bus exchange immediately south of the station. In July 2006, the City and TransLink signed a Memorandum of Understanding (MOU) regarding the design, construction and funding of a bus mall adjacent to the Richmond-Brighthouse Canada Line Station between No. 3 Road and Buswell Street with each party contributing funding towards the bus mall.	DP 11-593871	6300 No. 3 Rd. and 6411 Buswell St.	\$23,503

2020 OBI From Developer Contributed Assets				
Ref	Description	RZ/DP Number	Address	OBI
11	<b>New Tree Asset Infrastructure</b> Through the City's development and permit process, 1,269 new trees have been planted and now require funding to support ongoing asset maintenance (pruning, watering, mulching, pest management, vandalism, infrastructure management, inspection and leaf control). These trees have been planted throughout the community within the following neighbourhood planning areas (Blundell 46, Bridgeport 73, Broadmoor 98, City Centre 398, East Cambie 16, East Richmond 42, Fraser Lands 280, Gilmore 9, Hamilton 5, Sea Fair 18, Sea Island 6, Shellmond 12, Shellmont 7, Steveston 54, Thompson 122, and West Cambie 83). Trees provide many social (calming, lower stress and fatigue), communal (provide privacy, screening and shade) and environmental (moderate climate, improve air quality, reduce storm water runoff, and harbour wildlife) benefits, while also supporting action strategies towards the Climate Emergency and preservation of our community and planet.	Various	Various	\$71,120
12	<b>Patterson Road End</b> A new park located in the road right-of-way of Patterson Road was constructed for the City by a developer (Concord Pacific) as per Park Servicing Agreement #13-650553 and delivered to the City in 2018. The purpose of this submission is to request the funding required to maintain this park. Permanent park features include pedestrian level lighting, asphalt and concrete walkways, seating, picnic tables, a basketball hoop situated on a half court, a drinking fountain, extensive tree and shrub plantings and open lawn areas. The park was approved by Council on various dates as per the Rezoning Considerations (RZ 06-349722).	RZ 06-349722	Patterson Rd.	\$8,924
<b>Total OBI From Developer Contributed Assets</b>				<b>\$343,781</b>
<b>Less: Utility OBI</b>				<b>16,136</b>
<b>Total OBI From Developer Contributed Assets, net of Utility</b>				<b>\$327,645</b>



### 9. 2020 No Tax Impact Positions

2020 No Tax Impact Positions				
Ref	Requested By	Description	Amount	Tax Impact
1	Planning and Development – Community Social Development	<b>Affordable Housing - Planner 1 - Regular Full-Time (RFT)</b> A RFT Planner 1 is required to support the implementation of the Affordable Housing Strategy. Position duties will include managing the Low-End Market Rental program, policy development, and liaising with stakeholders. To be funded through the Affordable Housing Reserve with no base budget impact.	\$0	-%
2	Planning and Development – Community Social Development	<b>Child Care Program - Planner 1 - Regular Part-Time (RPT)</b> A RPT Planner 1 position is required to continue to support the Child Care section, implement actions in the 2017-2022 Child Care Needs Assessment and Strategy adopted by Council on July 24, 2017, and support planning and design of child care facilities secured as community amenity contributions. To be funded through the Child Care Operating Reserve with no base budget impact.	\$0	-%
<b>Total 2020 No Tax Impact Positions</b>			<b>\$0</b>	<b>-%</b>

### 10. Emerging Organizational Additional Levels - Recommended for Funding in 2020

Emerging Organizational Additional Levels – Recommended for Funding in 2020				
Ref	Requested By	Description	Amount	Tax Impact
1	Community Services - Parks	<b>City Centre Landscape Maintenance – Public Works Labour and Materials</b> This funding request is to cover increased landscape horticultural service costs for the grounds in our City Centre due to enhanced densification, use and draught/climate change adaptation (irrigation, plant replacement, etc.).	\$98,749	0.04%
2	Finance and Corporate Services - Finance	<b>Tax Clerk - Regular Full-Time (RFT)</b> Since 2000, the number of properties in Richmond have increased by over 38% or almost 23,000 properties while staffing levels in the Tax Section have remained constant. A new Tax Clerk is needed to improve the current level of customer service to the growing number of taxpayers.	\$78,278	0.04%
3	Planning and Development - Community Social Development	<b>Homelessness Coordinator - Regular Full-Time (RFT)</b> The City's Homelessness Strategy identifies the need for a dedicated City position to lead City initiatives related to homelessness. The Homelessness Coordinator position would lead policy development, coordination with external stakeholders, and homelessness outreach activities in the community.	\$131,990	0.06%
4	Planning and Development - Policy Planning	<b>Planner 3 - Regular Full-Time (RFT)</b> This proposed Planner 3 position will play a significant role in the initiation of the proposed update to the Official Community Plan (beginning in early 2020), with a focus on housing choice and affordability, Neighbourhood Service Centre redevelopment, and climate change response; and will advance the update of the 2003 Agricultural Viability Strategy.	\$146,819	0.06%
<b>Total Emerging Organizational Additional Levels – Recommended for Funding in 2020</b>			<b>\$455,836</b>	<b>0.20%</b>

### 11. Emerging Organizational Additional Levels - Not Recommended for Funding in 2020

Emerging Organizational Additional Levels – Not Recommended for Funding in 2020				
Ref	Requested By	Description	Amount	Potential Tax Impact
1	Community Services - Arts, Culture, and Heritage	<b>Art Truck Leader – Increased Level of Service</b> The Art Truck is a low-barrier after-school program offering arts education, physical activity and healthy snacks. Scaling up this program is an action identified in the Council-approved Arts Strategy and Community Wellness Strategy, and supports the Youth Service Plan.	\$37,477	0.02%
2	Community Services - Parks	<b>Environmental Management and Mitigation</b> Resources are required to manage the increase of pests such as rabbits, chafer beetle, knotweed and hogweed. To comply with federal regulation, the City is also required to ensure that regular operations do not impact or disturb migratory birds.	\$178,776	0.08%
3	Community Safety - Fire Rescue	<b>Communication and Program Development Coordinator - Regular Full-Time (RFT)</b> Richmond Fire Rescue Community & Public Education Plan (COPEP) 2018-23 (endorsed by Council Jan. 29, 2018) was to strategically communicate & deliver safety education. Time required to develop communication tools by current staff reduced public engagements by 58%. Additional staffing is needed to fulfill the plan.	\$100,877	0.04%
4	Community Safety - Fire Rescue	<b>Fire &amp; Life Safety Educator - Regular Full-Time (RFT)</b> Richmond Fire Rescue Community & Public Education Plan (COPEP) 2018-2023 (endorsed by Council Jan 29, 2018) is to deliver fire & life safety education to public schools & at risk community groups. Current staffing levels are unable to fulfill the mandate, 19 presentations last year compared to 30 annually (2013-17).	\$149,743	0.07%
5	Corporate Administration - Legislative Services	<b>Election Reserve – Increase Annual Transfer</b> To adequately fund civic elections, an increase of \$45K for the annual transfer to the Election Reserve is required (\$117K to \$162K annually). The amount will be accumulated through the election reserve and used every 4th year for election costs. \$670K was spent on the 2018 election, which was funded through a one-time additional expenditure in 2018.	\$45,000	0.02%
6	Engineering and Public Works - Facilities	<b>Facilities Services Maintenance Planner - Regular Full-Time (RFT)</b> This position develops all facilities preventative maintenance programs, contracts, equipment repair and replacement, janitorial program. A large number of City facilities have entered into the accelerated ageing category this position is critical to maintain current service levels and reduce costs.	\$87,187	0.04%

Emerging Organizational Additional Levels – Not Recommended for Funding in 2020				
Ref	Requested By	Description	Amount	Potential Tax Impact
7	Engineering and Public Works - Facilities	<b>Facilities Services Project Coordinator - Regular Full-Time (RFT)</b> Coordinates and assists in the planning, procurement and implementation of maintenance projects. A large number of City facilities have entered into the accelerated ageing category this position is critical to maintain current service levels and reduce costs.	\$87,187	0.04%
8	Engineering and Public Works - Fleet	<b>Fleet Technical Analyst - Regular Full-Time (RFT)</b> A Global Positioning System (GPS) pilot program was undertaken on key City vehicles. This initiative proved that a permanent program is required to support routing efficiencies, investigations, and in defense of legal claims and complaints. To support a permanent program, a full-time technical analyst position is required.	\$103,705	0.05%
9	Finance and Corporate Services - Finance	<b>Financial Systems Analyst - Regular Full-Time (RFT)</b> Emerging technologies (middleware, Software as a Service) have increased the complexities of data being consolidated into PeopleSoft. Functionality enhancements, modern systems, and increased focus on internal controls elevate the need to resolve system issues, review best practices, and oversee regression testing.	\$125,000	0.05%
10	Finance and Corporate Services - Finance	<b>Payroll Analyst - Regular Full-Time (RFT)</b> As recommended by the Service Level Review Team, the Payroll Analyst will act as a back up to the Payroll Manager to ensure the timely and accurate payroll processing of Council, Executive and Exempt Groups. The Payroll Analyst will deliver accurate and timely processing of City, Library and Lulu Island Energy Company payroll. The Payroll Analyst will also assist in various PeopleSoft HCM projects such as tax updates and other continuous improvement initiatives.	\$125,590	0.06%
11	Planning and Development - Policy Planning	<b>Policy Program Manager</b> Existing work items and new referrals are leading Policy Planning to examine the need for an Official Community Plan update and Agricultural Strategy update. This will take a substantial amount of existing staff resources, other policy items will be delayed.	\$164,481	0.07%
12	Planning and Development - Transportation	<b>HUB Annual Cycling Education Program in Elementary Schools in Richmond</b> Provision of cycling skills education courses by HUB Cycling to Grade 6 and 7 students in all 38 elementary schools over a revolving two-year period (19 schools per year). Current funding supports cycling education courses at 4 elementary schools per year.	\$75,000	0.03%



Emerging Organizational Additional Levels – Not Recommended for Funding in 2020				
Ref	Requested By	Description	Amount	Potential Tax Impact
13	Richmond Public Library	<b>Two Librarian Positions - Specializing in Youth Would Expand Services and Programs for Richmond Families - Regular Full-Time (RFT)</b> Two specialized librarian positions for children/youth are needed to significantly expand services delivered in and outside library walls and to build new and strengthen existing relationships with City departments, community partners and Richmond families.	\$167,150	0.07%
<b>Total Emerging Organizational Additional Levels - Not Recommended for Funding in 2020</b>			<b>\$1,447,173</b>	<b>0.64%</b>



# City of Richmond

## Report to Committee

**To:** Finance Committee  
**From:** Jerry Chong, CPA, CA  
Director, Finance  
**Re:** 2020 One-Time Expenditures

**Date:** November 18, 2019  
**File:** 03-0985-01/2020-Vol  
01

### Staff Recommendation

That the recommended one-time expenditures totaling \$930,869 as outlined in Attachment 1 of the 2020 One-Time Expenditures staff report, be approved with funding from the Rate Stabilization Account and included in the Consolidated 5 Year Financial Plan (2020-2024).

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

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 for consideration over and above the base annual budget or for 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. Each year, once the City's accounts from the prior year are finalized, any arising annual surplus is transferred into the RSA. The funds can be used to help balance the budget in order to defer any tax increases or to offset any one-time expenditure requests.

Any approved one-time expenditure requests will be included in the 2020-2024 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 2020, there are 12 one-time expenditure requests totalling \$2,140,869. The Senior Management Team (SMT) appointed a Review Committee to review and prioritize each request using established ranking criteria. The prioritized requests were also reviewed by SMT and the CAO to finalize a recommendation for Council's approval. There is no tax impact from any of the proposed requests as they will be funded from the RSA which has a balance of \$8,818,511 as of October 31, 2019.

### 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>Under Consideration Amount (In \$000s)</b>	<b>Not Recommended Amount (In \$000s)</b>	<b>Total (In \$000s)</b>
<b>12</b>	<b>\$931</b>	<b>\$1,040</b>	<b>\$170</b>	<b>\$2,141</b>

Attachments 1, 2, and 3 provide a brief description of all one-time expenditure requests with recommendations and non-recommendations respectively provided by SMT and the CAO. Council may change any of the recommendations or may choose to address other one-time funding needs. The Consolidated 5 Year Financial Plan (2020-2024) will be revised for any changes from the staff recommendation.

**Table 2 – Rate Stabilization Funding Summary**

<b>Council's Strategic Plan</b>	<b>Recommended Amount (In \$000s)</b>	<b>Attachment 1 Reference No.</b>
A Safe and Resilient City	\$276	8, 9
A Sustainable and Environmentally Conscious City	\$50	7
One Community Together	\$120	5
An Active and Thriving Richmond	\$355	2, 3, 4
Strategic and Well-Planned Growth	\$100	1
An Engaged and Informed Community	\$30	6
<b>Total Funding Recommended from Rate Stabilization</b>	<b>\$931</b>	

Table 3 summarizes how the RSA balance is proposed to be utilized as a result of the 2020 Budget Process.



**Table 3 – Proposed RSA Utilization**

<b>RSA Balance as of October 31, 2019</b>	<b>\$8,818,511</b>
2020 One-Time Expenditures – Recommended (Attachment 1)	(930,869)
2020 One-Time Expenditures – Under Consideration (Attachment 2)	(1,040,000)
Proposed Rate Stabilization of the 2020 Budget	(1,609,318)
<b>Total 2020 Proposed RSA Utilization</b>	<b>(3,580,187)</b>
<b>Balance After Proposed 2020 Utilization</b>	<b>\$5,238,324</b>

A total of \$1,609,318 from the RSA is proposed to be utilized to reduce the tax impact of the proposed 2020 Operating Budget.

### **Financial Impact**

The recommended \$930,869 one-time expenditures requests as outlined in Attachment 1 are proposed to be funded from the Rate Stabilization Account with no tax impact. This recommended amount will be included in the Consolidated 5 Year Financial Plan (2020-2024), should it be approved by Council.

The \$1,040,000 one-time expenditure for 2020 Major Events Funding is under consideration as outlined in Attachment 2. This amount will be included in the Consolidated 5 Year Financial Plan (2020-2024), should it be approved by the General Purposes Committee on December 2, 2019.

As summarized in Table 3, if all amounts are approved, a total of \$3,580,187 is recommended to be funded from RSA as a result of the 2020 Budget Process, which would leave a remaining balance of \$5,238,324.

### **Conclusion**

One-time expenditure requests were prioritized and reviewed by SMT and the CAO. The high priority requests in the amount of \$930,869 as summarized in Attachment 1 are recommended to be approved and included in the Consolidated 5 Year Financial Plan (2020-2024). All amounts approved by Council will be included in the Consolidated 5 Year Financial Plan (2020-2024).

Melissa Shiao, CPA, CA  
Manager, Financial Planning and Analysis  
(604-276-4231)

MS:jy

- Att. 1: One-Time Expenditure Requests – RECOMMENDED  
2: One-Time Expenditure Requests – NOT RECOMMENDED

### 2020 One-Time Expenditure Requests - RECOMMENDED

Ref	Requested By	Description	Amount
1	Finance and Corporate Services	<b>Development Cost Charges (DCC) Bylaw Major Update</b> The next major DCC update is required by May 2022. Due to the amount of estimates and projections involved in the update of the City's DCC program, staff will need to begin the necessary background and consultation work starting in 2020.	\$100,000
2	Planning and Development	<b>Update Fee Subsidy Program – Administrative Support</b> The Fee Subsidy Program requires both a full-time and a part-time staff position to administer the program as the administrative load is beyond what was originally anticipated. Funding is also required due to Central Fund postponement. Ongoing funding will be requested in 2021.	\$205,378
3	Planning and Development	<b>Update the Youth Service Plan 2021-2031</b> An updated Youth Service Plan for 2021-2031 will guide the City's programs and services for youth and aid in a unified approach to working with young people across the community. This will ensure that the City is responsive to the needs of youth including the expanded scope of youth 19-24 years.	\$75,000
4	Planning and Development	<b>Update the Seniors Service Plan 2021-2031</b> An updated Seniors Service Plan for 2021-2031 will guide the Division's programs and services for seniors, ensuring the City is strategic in the allocation of resources and that residents have opportunities to remain active and well across their lifespan.	\$75,000
5	Community Services	<b>Enhanced Hours and Programming for Steveston Heritage Sites</b> In 2017, Council approved funding to increase levels of service at the Steveston Heritage Sites. This level of service continued in 2018 and 2019 and has resulted in a significant increase in visitation across all three sites.	\$119,671
6	Finance and Corporate Services	<b>Upgrade of Live Streaming Video Production Equipment for Council Chambers</b> The current video recording equipment is out of date and an upgrade is required to bring the system up to date. This will ensure less downtime of the live streaming of Council Meetings.	\$30,000

2020 One-Time Expenditure Requests - RECOMMENDED			
Ref	Requested By	Description	Amount
7	Community Services	<b>Sustainable Community Event Initiatives (Wheel Watch and Community Events)</b> Funding is required to continue the momentum on numerous sustainable event programs developed from the City of Richmond Sustainable Event Toolkit. These programs focus on reducing the carbon footprint of event transportation, as well as the decrease of single-use plastic food service materials.	\$50,320
8	Community Safety	<b>Property Use - 2 Bylaw Officer Positions - Temporary Full-Time (TFT) Dedicated to Short term rental Licensing and Enforcement</b> Two additional property use officers are required to provide dedicated enforcement of illegal short-term rentals.	\$200,000
9	Community Safety	<b>Business Licenses - Licensing Clerk - Temporary Full-Time (TFT) - 12 Month Trial</b> This resource will administer a licensing program specific to short-term boarding and lodging. A licensing program would enable the City to pursue agreements with internet providers, to publish business licence numbers to confirm legal operations and not allow listings of illegal operations.	\$75,500
2020 One-Time Expenditures Total - RECOMMENDED			\$930,869

2020 One-Time Expenditure Requests – UNDER CONSIDERATION			
Ref	Requested By	Description	Amount
1	Community Services	<b>2020 Major Events Funding</b> Funding for major events to be held in 2020 is under consideration from the Rate Stabilization Account. If approved by the General Purposes Committee on December 2, 2019, the approved amount will be included in the Consolidated 5 Year Financial Plan (2020-2024).	\$1,040,000
2020 One-Time Expenditures Total – UNDER CONSIDERATION			\$1,040,000



**2020 One-Time Expenditure Requests - NOT RECOMMENDED**

Ref	Requested By	Description	Amount
1	Richmond Public Library	<b>Automated Materials Handling System and Redesigned Book Return Wall for Brighthouse Branch</b> Introducing customer RFID self check-in kiosks will modernize this aspect of library service, expedite returns and support the reallocation of staff to public service. A redesigned book return wall and viewing window will support public engagement with the technology.	\$108,000
2	Community Safety	<b>Emergency Program Additional Vehicle</b> Emergency Programs requires a dedicated vehicle to provide Community Emergency Preparedness Programs & Community Resilience initiatives, a best practice identified by the BC Auditor General (2018). Staff & volunteers provide education at public events and presentations throughout the City.	\$62,000
<b>2020 One-Time Expenditures Total - NOT RECOMMENDED</b>			<b>\$170,000</b>



# City of Richmond

## Report to Committee

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<b>To:</b>	Finance Committee	<b>Date:</b>	November 19, 2019
<b>From:</b>	Jerry Chong, CPA, CA Director, Finance	<b>File:</b>	03-0985-01/2020-Vol 01
<b>Re:</b>	<b>2020 Council Community Initiatives One-Time Expenditures</b>		

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### Staff Recommendation

That the one-time expenditure request as outlined in Attachment 1 of the 2020 Council Community Initiatives One-Time Expenditures staff report, be received for information and staff be directed if the amount should be funded from the Council Community Initiatives Account and included in the Consolidated 5 Year Financial Plan (2020-2024).

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

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT	INITIALS 
APPROVED BY CAO 	

## Staff Report

### Origin

On July 13, 2015, Council established a Council Community Initiatives Account with an initial balance of \$3.0M transferred from the Gaming provision. The purpose of the account is to enable Council to utilize a portion of gaming revenue towards one-time initiatives that address social, environmental, recreation and sports, heritage, arts and culture, safety and security, or infrastructure needs in accordance with the established Terms of Reference. One-time expenditure requests are typically non-recurring items for consideration over and above the base annual budget.

Council also approved a gaming revenue allocation model with 2% of budgeted gaming revenue toward the Council Community Initiatives Account.

All expenditures from this account are at Council's discretion. Any approved one-time expenditure requests will be included in the 2020-2024 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

#### *Approved Expenditures*

At the Council meeting on October 15, 2019, Council approved the following:

- (8) *That Council approve funding of \$241,000 from the Council Community Initiative Account, to the Richmond Tennis Club, and that the expenditure be included in the Consolidated 5 Year Financial Plan (2020-2024), as outlined in the staff report titled, "Replacement of the Richmond Tennis Club Bubble," dated August 29, 2019, from the Director, Recreation and Sport Services.*

*2020 Projected Funding*

The Terms of Reference for this account suggests the maximum annual distribution should not exceed 50% of prior year's ending account balance in order to ensure funding availability for future years; however, Council has the discretion to waive this limitation.

The balance in the Council Community Initiatives Account at October 31, 2019 is \$1,000,849, after providing funding for the replacement of the Richmond Tennis Club Bubble grant. Any unallocated amount will remain in the Council Community Initiatives Account for distribution in future years.

The estimated annual gaming revenue budget for 2019 is \$14.5M; therefore \$290,000 (2% as part of the gaming revenue allocation model) is budgeted to be allocated toward the Council Community Initiatives Account.

*2020 Request for Funding*

There is one Council Community Initiative expenditure request received to date as presented in Attachment 1.

Table 1 summarizes the Council Community Initiatives Account should the proposed request be approved by Council.

**Table 1 – Proposed CCIA Utilization**

<b>CCIA Balance as of October 31, 2019*</b>	<b>\$1,000,849</b>
2020 Proposed CCIA Expenditures – Pending Decision	(50,000)
<b>Balance After 2020 Proposed CCIA Expenditures</b>	<b>\$950,849</b>

\*After the approved funding of the Replacement of the Richmond Tennis Club Bubble.

**Financial Impact**

The one-time expenditure request as outlined in Attachment 1 will be funded from the Council Community Initiatives Account with no tax impact and included in the Consolidated 5 Year Financial Plan (2020-2024).



## **Conclusion**

This report summarizes a one-time expenditure request initiated by members of Council to be funded by the Council Community Initiatives Account. The amount approved by Council will be included in the Consolidated 5 Year Financial Plan (2020-2024).

Melissa Shiau, CPA, CA  
Manager, Financial Planning and Analysis  
(604-276-4231)

MS:jy

Att. 1: 2020 Council Community Initiatives Account Requests

**2020 Council Community Initiatives Account Requests**

Ref	Division	Description	Requested Amount	Status
1	Community Services	<b>Steveston Harbour Authority Archway Sign</b> The Steveston Harbour Authority (SHA) is requesting funding of \$50,000 to place a new archway on City property at Sixth Avenue. The SHA and Musqueam Indian Band is providing \$100,000 toward the total cost of \$150,000.	\$50,000	Pending Committee Resolution on Nov. 26, 2019



# City of Richmond

## Report to Committee

**To:** Planning Committee

**Date:** November 18, 2019

**From:** Barry Konkin  
Manager, Policy Planning

**File:** 08-4200-01/2019-Vol 01

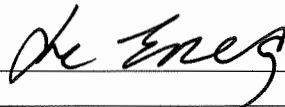

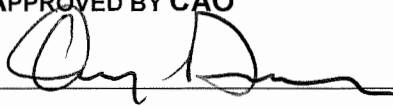
**Re:** Amendments to Richmond Heritage Commission Bylaw 7906

### Staff Recommendations

That Richmond Heritage Commission No. 7906, Amendment Bylaw 10104, be introduced and given first, second and third reading.

Barry Konkin  
Manager, Policy Planning  
(604-276-4139)

BK:jl  
Att. 1

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

## Staff Report

### Origin

In Spring 2019, Council endorsed the Food Security and Agricultural Advisory Committee Terms of Reference which included code of conduct provisions related to conflict of interest, expectations for professional conduct, and communication protocols. Council directed staff to review all existing Terms of Reference for other advisory committees to include similar language where required.

The Terms of Reference for the Richmond Heritage Commission is embodied in Richmond Heritage Commission Bylaw No. 7906.

This report responds to Council's request and proposes to amend Richmond Heritage Commission Bylaw No. 7906 to incorporate new code of conduct provisions.

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

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

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

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

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

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

### Findings of Fact

#### Richmond Heritage Commission Bylaw No. 7906

The Richmond Heritage Commission (RHC) was established in 1998 through Council approval of Heritage Commission Establishment Bylaw No. 6873. Bylaw 6873 was rescinded on May 9, 2005 and replaced by the current Richmond Heritage Commission Bylaw No. 7906 (Attachment 1).

The RHC consists of nine members of the public, appointed by Council. The term of office of each member appointed is two years. The members have an interest or expertise in local heritage conservation, architecture, planning, building construction, business or economic development, tourism and history.

The primary role of the RHC is to provide advice from a heritage perspective to Council on heritage conservation and promotional matters. The RHC provides comments and recommendations to Council through staff reports on development applications and heritage-



related policies, and undertakes educational and promotional activities such as organizing the annual Richmond Heritage Awards and providing sponsorship to the Oral Histories project, Doors Open Richmond, and Richmond Regional Heritage Fair.

## **Analysis**

### **Proposed Bylaw Amendment**

In order to enhance the administrative procedure of the Richmond Heritage Commission (RHC), staff propose to amend Bylaw 7906 to include new code of conduct provisions. The proposed provisions are consistent with the code of conduct provisions included in the Terms of Reference for the new Food Security and Agricultural Advisory Committee.

The details of the new code of conduct provisions are as follows:

- Conflict of interest language requesting members to declare a conflict of interest, describe the nature of conflict, leave the room prior to any discussions, and refrain from voting;
- Expectations for RHC members' behaviour and RHC meeting attendance; and
- Proper communication protocol (i.e., comment from the RHC are communicated to Council through staff) and use of social media to meet principles of integrity, professionalism and privacy.

Should a member violate the proposed code of conduct and act outside the Bylaw approved by Council, it may result in the removal of the member from the RHC.

Also, staff propose to amend Bylaw 7906, Section 5.2, by removing the November 30<sup>th</sup> deadline for the annual report, work plan and budget reporting to Council. The reporting is typically done early in each year after the appointment of members because the work plan and budget need to be reviewed and approved by the RHC before they are presented to Council. The current deadline does not enable new members to review the work plan and budget, and does not allow for staff to include the work completed by the RHC at the end of the year (i.e., November and December) in the annual report.

Lastly, Richmond Heritage Commission Bylaw No. 7906 makes references to various *Local Government Act* (LGA) sections. The LGA was amended and reorganized in 2015. The proposed amendments to update the LGA section numbers are included in the proposed Heritage Commission Bylaw No. 7906, Amendment Bylaw 10104.

## **Financial Impact**

None.

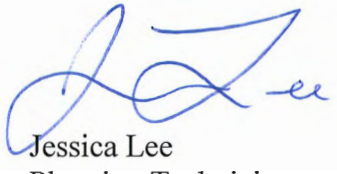
## **Conclusion**

Amendments to Richmond Heritage Commission Bylaw No. 7906 are proposed to include new code of conduct provisions in order to enhance the administrative process and provide clear guidelines for Richmond Heritage Commission members, revise the timing of the annual reporting to Council and update *Local Government Act* section numbers.

November 18, 2019

- 4 -

It is recommended that Richmond Heritage Commission Bylaw No. 7906, Amendment Bylaw 10104, be introduced and given first, second and third reading.



Jessica Lee  
Planning Technician

JL:cas

Attachment 1: Richmond Heritage Commission Bylaw No. 7906



CITY OF RICHMOND

***RICHMOND HERITAGE COMMISSION***

**BYLAW NO. 7906**

EFFECTIVE DATE – MAY 9, 2005



## **RICHMOND HERITAGE COMMISSION BYLAW NO. 7906**

The Council of the City of Richmond enacts as follows:

### **PART ONE: RICHMOND HERITAGE COMMISSION**

- 1.1 A Community Heritage Commission known as the "Richmond Heritage Commission", is continued.

### **PART TWO: TERMS OF REFERENCE**

2.1 **The Commission**

- (a) advises **Council** on heritage conservation and promotion matters; and
- (b) undertakes and provides support for activities that benefit and advance heritage in the **City**.

### **PART THREE: DUTIES OF THE COMMISSION**

3.1 The duties of the **Commission** are as follows:

- (a) to review and submit recommendations to **Council** on land use and planning matters which have heritage implications;
- (b) to assist **City** staff to maintain heritage inventories or registers;
- (c) to recommend strategies and policies to **Council**, and undertake programs for the support of heritage conservation;
- (d) to liaise with the community;
- (e) to recruit volunteers for specific **Commission** projects;
- (f) to support heritage education and public awareness through programs such as Heritage Week displays, newsletters and a Heritage Recognition Program;
- (g) to prepare a work program and an annual report;
- (h) to prepare annual financial statements and budgets;



- (i) to manage the operations of the **Commission** and other **Commission** budgets as required;
- (j) to review and submit recommendations on the capital and operational budgets of the **City** with regard to heritage; and
- (k) to raise funds and pursue partnerships for the support of conservation and promotion of heritage.

## **PART FOUR: COMMISSION COMPOSITION AND APPOINTMENT**

### **4.1 Appointment and Term of Office of Members**

- 4.1.1 The **Commission** is to consist of nine members of the public, appointed by **Council**, who:
  - a) must not be **City** employees; and
  - b) must have an interest or expertise in local heritage conservation, architecture, planning, building construction, business or economic development, tourism and history.
- 4.1.2 In addition to the nine members appointed in accordance with subsection 4.1.1, **Council** must appoint annually to the **Commission** one non-voting liaison **Council member**.
- 4.1.3 The term of office of each member appointed in accordance with subsection 4.1.1 is to be two years, commencing January 1<sup>st</sup> of the first year and ending December 31<sup>st</sup> of the second year.
- 4.1.4 **Council** must appoint sufficient members to ensure that membership in the **Commission** is at all times equal to or greater than five.
- 4.1.5 **Council** may terminate the appointment of any member of the **Commission** without notice.
- 4.1.6 The **Commission** may review the attendance circumstances of any member who has missed three consecutive meetings without prior permission, and may recommend to **Council** that the membership of such member be terminated.
- 4.1.7 No member of the **Commission** will receive any remuneration for services, however, a member is entitled to reimbursement for any reasonable out-of-pocket expenses incurred on behalf of, and previously approved by, the **Commission**.

### **4.2 Appointment of Executive and Establishment of Committees**

- 4.2.1 The **Commission**, at its first meeting each year, or as soon as possible thereafter:

- (a) must elect a Chair, Vice-Chair, and Treasurer; and
- (b) may establish the following committees and their chairs:
  - (i) Planning and Policy;
  - (ii) Finance and Administration;
  - (iii) Promotions and Programs; and
  - (iv) other committees and their chairs as are deemed necessary.

## **PART FIVE: OPERATION OF THE COMMISSION**

- 5.1 The **Commission** may adopt rules of procedure which are consistent with *the Local Government Act*, the *Community Charter*, the *Council Procedure Bylaw* or this bylaw, as necessary.
- 5.2 Prior to November 30<sup>th</sup> each year, the **Commission** must:
  - (a) present an annual report to **Council**, setting out its activities and accomplishments for the previous year, and include any financial statements which **Council** requires; and
  - (b) present to **Council** for its approval, a work plan and budget for the next year.
- 5.3 A quorum of the **Commission** is five members.
- 5.4 The **Commission** must meet not less than six times each calendar year, unless otherwise directed by **Council**.
- 5.5 The Chair, or any two members, may call a special meeting of the **Commission** by giving at least four days notice in writing to each member, stating the purpose for which the meeting is called.
- 5.6 All members of the **Commission**, excluding the **Council** member, may vote on motions before it, and where the votes of the members present for and against any motion are equal, such motion is defeated.
- 5.7 Any member present at a meeting who abstains from voting is deemed to have voted in the affirmative.
- 5.8 The Chair must preserve order and decide all points of order which may arise, subject to an appeal from the other members present, and all such appeals must be decided without debate.
- 5.9 All motions before the **Commission** must be decided by a majority of the members present.
- 5.10 No act or other proceedings of the **Commission** are valid unless authorized by resolution at a meeting of the **Commission**.

- 5.11** The minutes of the proceedings of each meeting of the **Commission** must:
- (a) be maintained as directed by the **Director, City Clerk's Office**;
  - (b) be presented to the Commission for adoption; and
  - (c) following each Commission meeting, when signed by the Chair or member presiding, be forwarded to the **Director, City Clerk's Office** for custody.
- 5.12** A staff liaison may be appointed by the General Manager, Urban Development to attend all meetings and provide advice, guidance and information to the **Commission**.
- 5.13** The **Commission** may hire consultants, based on its approved budget, to assist in implementing the duties specified in Part 3.

## **PART SIX: INTERPRETATION**

### **6.1** In this bylaw:

<b>CITY</b>	means the City of Richmond.
<b>COMMISSION</b>	means the Richmond Heritage Commission as continued under section 953 of the <i>Local Government Act</i> .
<b>COUNCIL</b>	means the Council of the <b>City</b> .
<b>COMMUNITY HERITAGE COMMISSION</b>	means the Richmond Heritage Commission acting under section 176 (1) (g) of the <i>Local Government Act</i> or section 143 of the <i>Community Charter</i> .
<b>DIRECTOR, CITY CLERK'S OFFICE</b>	means the Corporate Officer appointed by Council and assigned responsibility for corporate administration of the City under Section 148 of the <i>Community Charter</i> .

## **PART SEVEN: PREVIOUS BYLAW REPEAL**

- 7.1** Heritage Commission Establishment Bylaw No. 6873 (adopted on November 23<sup>rd</sup>, 1998) is repealed.

**PART EIGHT: CITATION**

**8.1** This bylaw is cited as "**Richmond Heritage Commission Bylaw No. 7906**".

READ A FIRST TIME ON:

\_\_\_\_\_

READ A SECOND TIME ON:

\_\_\_\_\_

READ A THIRD TIME ON:

\_\_\_\_\_

ADOPTED ON:

\_\_\_\_\_

\_\_\_\_\_  
MAYOR

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



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Richmond Heritage Commission Bylaw No. 7906  
Amendment Bylaw 10104

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Heritage Commission Bylaw No. 7906 is amended by:

a) Deleting Section 5.2 and replacing it with the following:

“5.2 Each year, the **Commission** must:

- (a) Present an annual report to **Council**, setting out its activities and accomplishment for the previous year, and include any financial statements which **Council** requires; and
- (b) Present to **Council** for its approval, a work plan and budget for the year.”; and

b) Deleting the definition of “Commission” in Section 6.1 and replace it with the following:

“**Commission** means the Richmond Heritage Commission designated as a community heritage commission under section 597 of the *Local Government Act*.”;

c) Deleting the definition of “Community Heritage Commission” in Section 6.1 and replace it with the following:

“**Community Heritage Commission** means the Richmond Heritage Commission established under section 143 of the *Community Charter*.”;

d) Adding the following as new Part Six and renumbering the remaining Parts accordingly:

**“Part Six: Code of Conduct**

6.1 A conflict of interest exists if a **Commission** member is a director, member or employee of an organization seeking to benefit from the **City** or if the **Commission** member has a direct or indirect pecuniary (financial) interest in the outcome of **Commission** deliberations.

6.2 **Commission** members who have a conflict of interest with a topic being discussed shall declare that they have a conflict of interest, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting on motions related to that topic.



- 6.3 **Commission** members are not permitted to directly or indirectly benefit from their participation on the **Commission** during their tenure and for a period of twelve (12) months following the completion of their term(s).
- 6.4 **Commission** members are expected to act in accordance with the **City's** Respectful Workplace Policy (Policy 6800), including being respectful towards other members.
- 6.5 **Commission** members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, and provide feedback in keeping with the **Commission** role and duties.
- 6.6 **Commission** members may not represent themselves as having any authority beyond that delegated in this Bylaw as approved by **Council**.
- 6.7 Items will be presented to the **Commission** if referred by **Council** or **City** staff and the standard process of communication is through **City** staff to **Council**. **Commission** members may communicate directly to **Council** or the media, if the **Commission** members identify themselves as an individual, and not as representatives of the **Commission**.
- 6.8 Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.
- 6.9 Should a **Commission** member violate the Code of Conduct provisions in this Part 6 or act outside the Bylaw, the member may be removed from the **Commission**.”.
2. This Bylaw may be cited as “**Richmond Heritage Commission Bylaw No. 7906, Amendment Bylaw 10104**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 9683 (RZ 15-716841)  
3411/3431 Lockhart Road**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"SINGLE DETACHED (RS2/B)"**.

P.I.D. 001-579-550

Strata Lot 1 Section 15 Block 4 North Range 7 West New Westminster District Strata Plan NW937 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1.

P.I.D. 001-579-614

Strata Lot 2 Section 15 Block 4 North Range 7 West New Westminster District Strata Plan NW937 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1.

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9683"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

**FEB 27 2017**

**MAR 20 2017**

**MAR 20 2017**

**MAR 20 2017**

**NOV 21 2019**

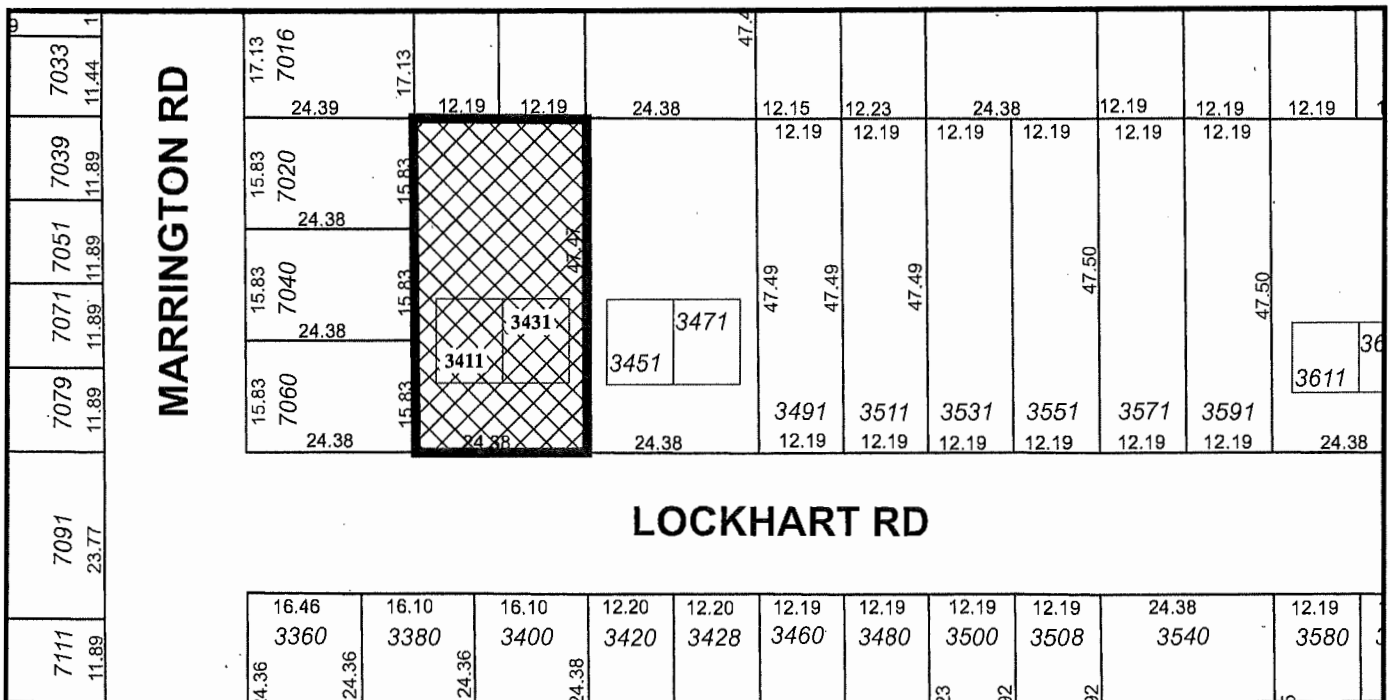
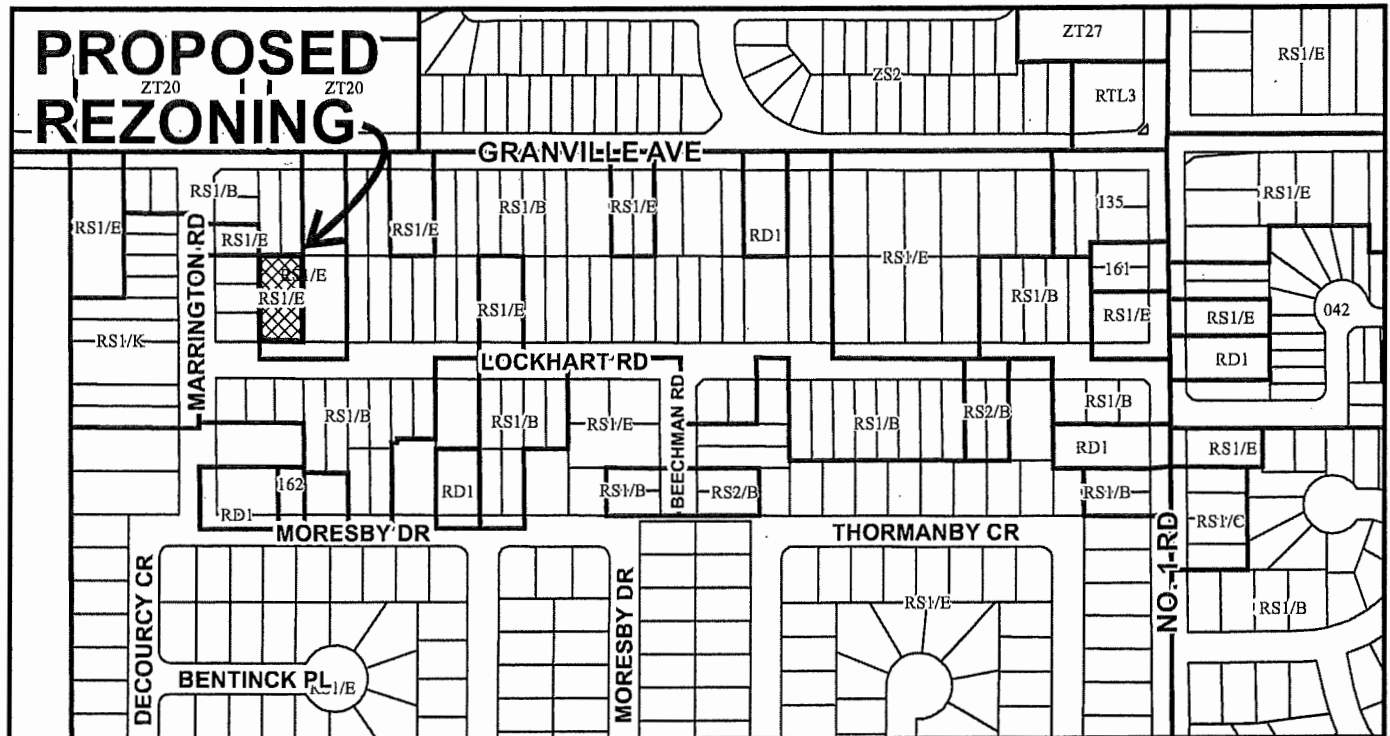


\_\_\_\_\_  
MAYOR

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



# City of Richmond



## RZ 15-716841

Original Date: 01/12/16

Revision Date:

Note: Dimensions are in METRES

GNCL - 436



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 9872 (RZ 17-778834)  
10451, 10471 & 10491 No. 2 Road**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"LOW DENSITY TOWNHOUSES (RTL4)"**.

P.I.D. 003-671-071

Lot 67 Except: Firstly: Part Subdivided by Plan 38549; Secondly: Part Subdivided by Plan 61539; Section 36 Block 4 North Range 7 West New Westminster District Plan 8141

and

P.I.D. 004-049-357

Lot 103 Except: Part Subdivided by Plan 61539, Section 36 Block 4 North Range 7 West New Westminster District Plan 38549

and

P.I.D. 001-767-909

Lot 769 Section 36 Block 4 North Range 7 West New Westminster District Plan 56002

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9872"**.

FIRST READING

MAY 28 2018

A PUBLIC HEARING WAS HELD ON

JUN 18 2018

SECOND READING

JUN 18 2018

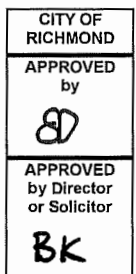
THIRD READING

JUN 18 2018

OTHER CONDITIONS SATISFIED

NOV 26 2019

ADOPTED



MAYOR

CORPORATE OFFICER







**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10028 (RZ 19-850544)  
5428 Chemainus Drive**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"SINGLE DETACHED (RS2/B)"**.

PID 003-637-808

Lot 152 Section 24 Block 4 North Range 7 West New Westminster District Plan 42319

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 10028"**.

FIRST READING

**MAY 27 2019**

A PUBLIC HEARING WAS HELD ON

**JUN 17 2019**

SECOND READING

**JUN 17 2019**

THIRD READING

**JUN 17 2019**

OTHER CONDITIONS SATISFIED

**NOV 18 2019**

ADOPTED

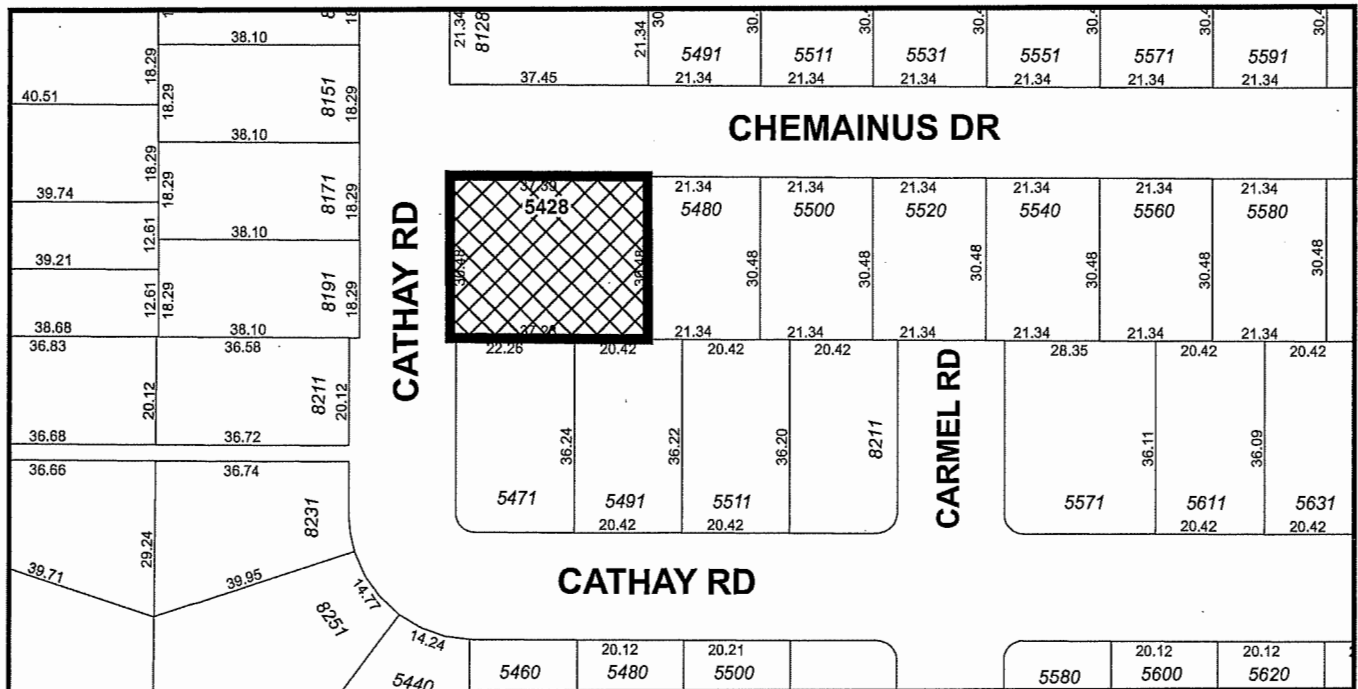
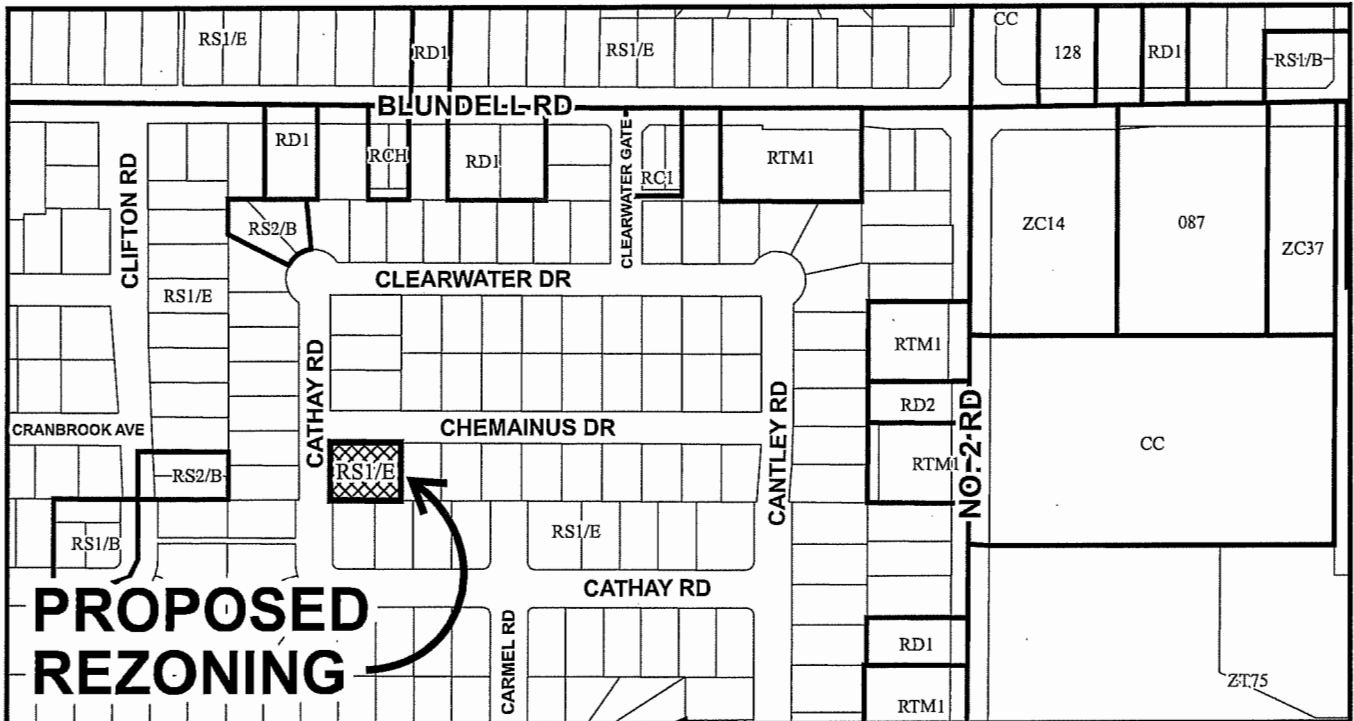


\_\_\_\_\_  
MAYOR

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CORPORATE OFFICER



# City of Richmond



## RZ 19-850544

Original Date: 01/15/19

Revision Date:

Note: Dimensions are in METRES

CNCL - 440



# City of Richmond

## Report to Council

**To:** Richmond City Council

**Date:** November 26, 2019

**From:** John Irving  
Chair, Development Permit Panel

**File:** DP 18-797026  
HA 18-797029

**Re:** Development Permit Panel Meeting Held on September 25, 2019

### Staff Recommendation

1. That the recommendation of the Panel to authorize the issuance of:
  - a) a Development Permit (DP 18-797026) for the property at 12060 and 12080 1st Avenue;  
and
  - b) a Heritage Alteration Permit (HA 18-797029) for the property at 12060 and  
12080 1st Avenue in accordance with the Development Permit;be endorsed, and the Permits so issued.

John Irving  
Chair, Development Permit Panel  
(604-276-4140)

SB/JR:blg

### Panel Report

The Development Permit Panel considered the following items at its meeting held on September 25, 2019.

DP 18-797026 AND HA 18-797029 – ERIC STEDMAN ARCHITECT  
12060 AND 12080 1<sup>ST</sup> AVENUE  
(September 25, 2019)

The Panel considered a Development Permit (DP) application and associated Heritage Alteration (HA) Permit application to permit the construction of a three-storey, mixed-use development on a site zoned “Steveston Commercial (CS3)”. Variances are included in the proposal for:

- (i) increased building height at stair and elevator access to the rooftop outdoor amenity area;
- (ii) on the front façade, increased width of balcony openings and increased area of recesses and openings; and
- (iii) reduced parking area maneuvering aisle width.

Architect, Eric Stedman, of Eric Stedman Architect, and Landscape Architect, Caroline Kennedy, of CJ Kennedy Landscape Design, provided a brief presentation, noting that:

- The subject site consists of two lots; one of which contains a private garden.
- The proposed three-storey mixed-use building has a continuous recessed commercial storefront for four ground level commercial retail units and two upper storeys of residential units.
- The front and rear building elevations are divided into two distinct facades to reflect the historic lot lines and the building’s architecture and details are inspired by historic buildings in the neighbourhood and reflect their heritage character.
- The proposed variance to increase the aggregate width of recessed balcony openings as a percentage of the lot width will allow for more daylight access into the upper level units.
- The proposed elevator and stairs are located centrally to minimize their visual impact from all angles and provide access to a common outdoor amenity space on the building rooftop.
- Significant glazing for the front and rear ground floor of the building maximizes visibility.
- Additional angled on-street parking spaces fronting the building are proposed.
- Linear pavers will be installed adjacent to the commercial frontage and rear residential entry.
- Landscaping including interpretive heritage signs on the commercial frontage and at the rear of the site are intended to commemorate the history of the Sakata family house and garden.
- Screened residential parking is proposed at the rear of the site.
- Permeable pavers will be installed in parking spaces adjacent to the back of the building.
- Replacement trees will be planted at the rear of the site and on the rooftop deck.

Staff noted that: (i) the proposed development is consistent with the existing zoning for the site, subject to the proposed variances; (ii) the development's proposed landscaping including installation of interpretive signage commemorates the existing house and garden of the Sakata family; (iii) the proposed variances are related to the building height, width of recessed balconies, overall area of recessed openings along the 1st Avenue frontage, and vehicle maneuvering aisle width in the parking area at the rear of the site; (iv) the project was reviewed and supported by the Richmond Heritage Commission and Advisory Design Panel subject to their recommendations and comments; and (v) there is a Servicing Agreement associated with the proposed development for frontage works along 1st Avenue and the rear lane as well as for site services.

In reply to Panel queries, Eric Stedman and Caroline Kennedy noted that: (i) the proposed colour palette for the three-storey building is inspired by the colours of neighbouring heritage buildings; (ii) the front façade treatment has been carried around the south and rear elevations; (iii) the window design reflects the windows of the heritage building containing the Post Office; (iv) the elevator structure is designed to minimize height and meet the standards of the Safety Code for Elevators and Escalators; (v) the elevator structure on the rooftop is clad with shingle material consistent with the high-quality exterior cladding materials proposed for the building; (vi) planting at the ground and rooftop levels reflect the heritage character of the Sakata family garden; (vii) the interpretive heritage signage at the rear of the site is visible from the rear lane; (viii) a mural will not be incorporated on the south wall of the building; (ix) the decorative garden pattern trench drain along the building frontage helps commemorate the history of the Sakata family garden; (x) maintaining continuous access along the pedestrian arcade was a major consideration in the design of proposed landscaping along the 1st Avenue commercial frontage; (xi) the proposed landscaping is intended to achieve a garden feel with smaller massing of planting as opposed to standard landscaping; and (xii) hose bibs will be installed in the recessed balconies to allow for irrigation of future planting in those areas.

No correspondence was submitted to the Panel regarding the Development Permit application and associated Heritage Alteration Permit.

The Panel recommends the Permits be issued.





# City of Richmond

## Report to Council

**To:** Richmond City Council

**Date:** November 26, 2019

**From:** Joe Erceg  
Chair, Development Permit Panel

**File:** 01-0100-20-DPER1-  
01/2019-Vol 01

**Re:** Development Permit Panel Meeting Held on August 28, 2019

### Staff Recommendation

1. That the recommendation of the Panel to authorize the issuance of:

- a) a Development Permit (DP 18-829241) for the property at 10451, 10471 and 10491 No. 2 Road;

be endorsed, and the Permit so issued.



Joe Erceg  
Chair, Development Permit Panel  
(604-276-4083)

SB/SDS:blg

### Panel Report

The Development Permit Panel considered the following items at its meeting held on August 28, 2019.

DP 18-829241 – 1076694 BC LTD. – 10451, 10471 AND 10491 NO. 2 ROAD  
(August 28, 2019)

The Panel considered a Development Permit (DP) application to permit the construction of 12 townhouse units on a site zoned “Low Density Townhouses (RTL4)”. Variances are included in the proposal for a reduced setback to No. 2 Road and to allow one small car parking stall in each of the side-by-side garages (12 small car stalls in total).

Architect, Wayne Fougere, of Fougere Architecture Inc. and Landscape Architect, Stephen Heller, of Van der Zalm and Associates, provided a brief presentation, noting that:

- The proposed development consists of two-storey and three-storey townhouse units.
- The outdoor amenity space was redesigned to enhance its accessibility in response to staff and Advisory Design Panel comments.
- The size of proposed trees was increased to enhance the streetscape along No. 2 Road.

In reply to Panel queries, Stephen Heller acknowledged that: (i) five on-site trees will be removed; (ii) four on-site trees will be retained and protected; and (iii) the shape of the retaining walls was determined to preserve existing off-site trees.

Staff noted that: (i) the proposed development includes one convertible unit; (ii) there is a Servicing Agreement associated with the proposal which includes a new sidewalk, boulevard and a new bus pad on No. 2 Road; and (iii) the proposed variances include the reduction of the minimum front yard setback from 6 m to 4.5 m and allowing one small car parking stall in each of the side-by-side garages of the 12 townhouse units.

In reply to Panel queries, Wayne Fougere and Stephen Heller noted that: (i) a report provided by the project’s energy consultant confirms that the townhouse units have been designed to achieve an EnerGuide rating of 82; (ii) the project’s developer provided drawings of the proposed west elevation to the owners of single-family homes to the west and no concerns were noted regarding the proposed size of windows facing their properties; (iii) approximately 2 ft. to 3 ft. high retaining walls will be constructed along the west property line with a 4 ft. high wood fence to be installed on top of the retaining walls; (iv) proposed hedge planting adjacent to the retaining walls along the west property line could grow higher than the proposed 4 ft. fence on top of the retaining walls to provide a buffer between the subject development and the adjacent single-family homes to the west; and (v) a few ornamental trees are proposed along the west property line.

No correspondence was submitted to the Panel regarding the application.

The Panel recommends the Permit be issued.